

**MUNICIPALITY OF MONSON
REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES FOR PLANNING FEASIBILITY STUDY**

The Municipality of Monson (Municipality), in cooperation with The Maine Department of Transportation (MaineDOT) is soliciting proposals for professional services for 103.6 Planning-Feasibility Studies, MaineDOT WIN 000000.00. Proposers must provide: a.) a technical proposal; and b.) a price proposal in a separate, sealed package. *Price shall not be part of the technical proposal; otherwise, that proposal shall be rejected.*

The Municipality is undertaking this Planning Partnership Initiative (PPI) study with funding from the Maine Department of Transportation (MaineDOT). This project is subject to applicable federal and state laws, regulations, policies and procedures, including but not limited to those described in the MaineDOT Local Project Administration Manual: <http://www.maine.gov/mdot/lpa/manual/>

1. APPENDICES:

- Appendix A – Scope of Work
- Appendix B – Maine Department of Transportation Standards for Feasibility Study
- Appendix C – Proposer’s Cost Proposal Form

2. PROPOSALS ARE TO BE RECEIVED NO LATER THAN:

Date Due: **December 27, 2022**

Local Time: **4:00 PM**

Any proposal, portion of a proposal, or unrequested proposal revision received at the Municipality after the time and date specified above **will not** be accepted.

3. COMMUNICATIONS:

Communications regarding the RFP must be submitted by email and directed to the RFP Coordinator listed below. The subject line must reference the project name, RFP title and Project WIN.

Name and Title: Alaina Zelkan, Town Manager

Office Phone: 207-997-3641

Email: manager@monsonmaine.org

4. REQUEST FOR CLARIFICATION/RFP AMENDMENTS.

All requests for clarification and additional information must be submitted by email to the RFP Coordinator listed above by 4:00 PM on Friday, December 2, 2022. Late requests will not be accepted. When appropriate, responses will be placed e-mailed to all consulting firms provided a copy of this RFP no later than close of business on December 9, 2022.

5. PROPOSAL SCOPE OF WORK and LOCATION MAP

(See Appendices)

6. PROPOSAL RATING AND SELECTION PROCESS

- a. Technical proposals will be reviewed and scored using the responses to the criteria in the “Proposer Information” section below.
- b. This is a qualifications-based selection process, meaning that technical proposals alone will be used to select the successful Proposer. Upon selecting the successful Proposer, the Municipality will open that Proposer’s price proposal and begin negotiations. *Price proposals from all other Proposers will remain sealed during negotiations and returned unopened upon contract award.*

7. PROPOSER INFORMATION

- a. **Quality of Consultant Team** – (20 points) How strong is the project team; are key personnel on staff or if subcontracted, are relationships well established? How will information be presented or published during the process? Has the consultant adequately defined the human resources necessary to complete the project? Who will be performing the key elements of the project?
- b. **Project Understanding** (25 points) – How well does the consultant understand all aspects of this project? What elements of the process require extraordinary focus to achieve meaningful recommendations and meet the schedule?
- c. **Prior experience** (20 points) – Has the consultant presented a proven history of study similar to that set forth in the scope of work?
- d. **Public and Stakeholder Engagement Process** (15 points) – How will the consultant engage and effectively solicit feedback from the public and different stakeholders as part of this process?
- e. **References** (10 points) – Proposers should include contact information for similar projects completed within the last five years. Similar projects performed by personnel proposed for this study will be evaluated more favorably. Respondents should focus on projects that have progressed beyond planning to implementation.
- f. **Schedule Quality** (10 points)- The Proposal should demonstrate that the team has the availability and necessary human resources to respond to and deliver this project. The proposal should lay out timelines for the various elements and identify responsibilities of all parties as they relate to schedule deadlines.
- g. **Contact Information:** Provide the name, address, phone number, and email address of Proposer.
- h. **Signature Page:** Signature pages must be included with the technical and price proposals stating that “I certify that all of the information in this technical/price proposal is true and accurate.”

8. PACKAGING AND SUBMITTING YOUR TECHNICAL AND PRICE PROPOSALS

Organization and Format: Your technical proposal, which should be organized in the format and sequence indicated in these proposal instructions, must be submitted as outlined below.

- a. **RFP Title.** The Proposer’s full business name and address as well as the RFP title must be written on your proposal package, with reference to Project WIN 026674.00.
- b. **Hard Copy.** Technical proposals must be submitted as follows: three (3) copies of the technical proposal must be submitted in hard copy format accompanied by one (1) electronic copies in .pdf format.

- c. **Price proposal:** The price proposal (**Appendix A**) must be provided in a separate, sealed envelope that will be opened only if the initial scoring of technical proposals results in a Proposer being ranked as best qualified. **NO MENTION OF PRICE WILL BE INCLUDED IN THE TECHNICAL PROPOSAL; OTHERWISE THAT PROPOSAL WILL BE REJECTED.**
- d. **Proposal Package Submittal:** Proposal packages must be mailed/delivered as follows:

Regular Mail Delivery	Hand Carried Delivery	Federal Express/UPS Delivery
Address to: P.O. Box 308 Monson, Maine 04464	Address to: 10 Tenney Hill Road Monson, Maine 04464	Address to: 10 Tenney Hill Road Monson, Maine 04464

9. TERMS & CONDITIONS / GENERAL INFORMATION

- a. The contract type used for this project will be a stand-alone project contract, and the method of payment will be adjustable burdened hourly rate.
- b. The initial contract term will be for one (1) year, commencing upon execution of the contract documentation. The Municipality reserves the right to modify the initial contract term at its discretion, as well as to award additional phases of the Project.
- c. This RFP does not commit the Municipality to pay costs incurred in preparing and submitting your proposal.

10. PROPOSAL PRICING

Price proposal and supporting data must be submitted on the standard Cost Proposal Form (Appendix A), which is available on the MaineDOT’s Local Project Administration website under the heading labeled *Consultants*: <http://www.maine.gov/mdot/lpa/lpadocuments/>.

The price proposal must include the following:

- Project WIN, location, firm name and address, contact name, and email address.
- **Employee Classifications and Direct Labor Rates:**
The Proposal must include each employee’s classification and rate of pay. *Note: A cap on **direct labor** of \$62.00 per hour for the project manager, and \$50.00 per hour for all other personnel, applies to this project.*
- **Overhead Rate:**
The price proposal will reflect the Consultant’s latest Audited Overhead Rate approved by the MaineDOT’s Office of Audit. *(Note: Use of a fixed commercial rate will be accepted for small firms without an Audited Overhead Report.)*
- **Fixed Fee/Profit:**
The proposed fixed fee/profit is based on factors such as degree of risk, relative difficulty of work, and the size of the job. It must fall within the range of 6 percent to 15 percent.
- **Direct Expenses:**

This will consist of project expenses such as mileage (45 cents per mile), tolls, printing, postage, and subconsultant costs that are not included in direct labor, overhead and profit.
Note: Markup on direct costs is prohibited.

- **Total Proposed Cost:**
This is the maximum amount proposed.

Section B: Proposal Pricing Attachments

- **Insurance Certificates:**
Insurance certificates for the coverages listed below must be included with the Consultant's Cost Proposal Form:
 - Professional Liability;
 - Commercial General Liability, listing the Municipality as additional insured;
 - Automobile Liability;
 - Worker's Compensation;
 - Excess/Umbrella Liability (if applicable).

Consultants must provide current insurance certificates by email to email.

Section C: Subconsultant Proposal

If a subconsultant will work on the project, the prime consultant must submit the subconsultant's proposal as supporting documentation.

11. DEBARMENT CERTIFICATION

The signature pages required in Section 7, "Proposer Information," must have the following statement:

"By submitting to this RFP, I certify to the best of my knowledge and belief that the organization, its principals, and any subconsultants named in this proposal:

- a. Are not debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three (3) years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. violating federal or state antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default."

Failure to provide this certification may result in the disqualification of the proposal.

12. FREEDOM OF ACCESS ACT: CONFIDENTIALITY.

Under Maine's Freedom of Access Act, 1 M.R.S.A. §401, et seq., "public records" are available for public inspection and copying once an award notification has been made.

Information submitted in response to this RFP will be considered "public records" available for inspection and copying once an award notification is made. If a Proposer contends that parts of its Proposal fall under an exception set forth in 1 M.R.S.A. §402(3), the Proposer may submit those parts of its Proposal in a separate envelope marked "Confidential," with each page marked "Confidential." Included in the envelope should be a non-confidential statement of the basis for the Proposer's claim that those parts of its Proposal fall within one or more exceptions to the definition of "public records." Designating parts of a Proposal "Confidential" does not by itself ensure that they will stay confidential.

If the Municipality receives a request to inspect or copy parts of a Proposal marked confidential, the Municipality will notify the Proposer. Within 14 days of receiving the Municipality's notice, any Proposer claiming documents are confidential must send the Municipality a list identifying each document that it claims is confidential. The Municipality will notify the party requesting disclosure that the documents will be withheld. If the party seeking disclosure files a legal action to gain access to the confidential information, the Proposer must retain counsel and join the legal action to defend its position that the release of information should be denied. Proposer's failure to join the action and defend its position will constitute a waiver of its claim that the information is confidential. The Municipality will comply with the order issued by the court reviewing the case.

Town of Monson

Village Partnership Initiative Planning Study

Scope of Work

Introduction

The Town of Monson (Town) and the Maine Department of Transportation (MaineDOT) are conducting a feasibility study (Study) to identify ways to improve accessibility and safety for all transportation modes while complimenting economic development in Monson's core village district. The study area primarily includes Main Street, known as Greenville Road or State Routes 6 and 15, between the intersections with Blanchard Road and the Elliotsville Road. Major highway infrastructure recommendations are anticipated to primarily be limited to Main Street; however, parking alternatives, active transportation, and economic development related analysis and recommendations may extend to areas within a reasonable walking distance (5 to 10 minutes) from the study area, as loosely depicted in the illustration below. The study will evaluate existing and anticipated future conditions to make recommendations that improve safety and accessibility for all transportation system users while complimenting economic development.



Task 1 – Project Coordination Study Team and Elected Official Meetings

The consultant will work closely with the Project Coordination Team throughout completion of the scope of services. The Project Coordination Team is anticipated to be primarily Town and MaineDOT staff involved in study management. Four Project Coordination Team meetings are anticipated, including the study kick-off and an onsite meeting associated with a safety audit.

At a minimum, the kick-off meeting should accomplish the following:

- Identify and understand local issues, economic development opportunities, and relevant state and local regulatory requirements.
- Finalize the project schedule and scope of work.
- Identify a preliminary range of alternatives to be evaluated.
- Draft a preliminary study purpose and need.

Deliverable: Meeting agenda, minutes, and presentation materials at four study team meetings.

Task 2 – Assess Available Data and Current Conditions

The consultant will perform a site review and safety audit with appropriate stakeholders. The consultant will also review available information and previous planning documents provided by the Town and MaineDOT. Information may include, but will not be limited to, the following:

- Local Comprehensive Plan, and other reports, policies, and studies.
- Available transportation data including traffic counts and crash histories.
- Desktop screening of environmental conditions to identify known environmental resources in the study area, such as:
 - Registered historic properties or properties likely eligible.
 - Public parks and recreation areas.
 - Wetlands and endangered species.

Deliverable: Technical memorandum on existing conditions including the following a safety audit summary and identification of concerns and opportunities.

Task 3 – Public Involvement and Outreach

The Consultant's proposal should include an approach to effectively inform and solicit feedback from the public and identified stakeholders throughout the process. Public engagement may include a range of in-person meetings and virtual methods through the study process.

At least one initial public meeting and one draft summary public meeting are anticipated, one of which may align with Project Coordination and / or Select Board meeting(s).

Deliverable: Meeting presentation materials, and virtual involvement software, if necessary.

Task 4 – Assessment of Future Scenarios and Alternatives

The consultant team will evaluate reasonable alternatives to improve safety and accessibility for all transportation modes while facilitating economic growth. Alternatives to improve safety and accessibility are anticipated to include, but not be limited to the following:

- New and / or improved active transportation facilities, including sidewalks.
- Bumpouts, refuge islands, curb extensions, and crosswalks, with and without warning devices or other treatments found in the MaineDOT Gateway Treatment Options design guidance.
- Adjusting lane widths and alignments and speed limit evaluations on highway approaches transitioning to village areas.
- Wayfinding and other signage, landscaping, street furniture, street lighting, etc.

The consultant team will complete an intersection analysis on Main Street and North Guildford Road, based on existing and future condition analysis and public input. The Consultant will prepare an analysis of feasibility and recommended intersection alternative(s).

Highway improvement alternatives shall:

- Reflect MaineDOT design guidance for appropriate Highway Corridor Priorities;
- Be in accordance with the 2010 Highway Capacity Manual methodologies for capacity, queuing, and level-of-service analyses;
- Include signage recommended in accordance with MUTCD and proposed lighting shall meet minimum AASHTO light level and be dark sky compliant;
- Include evaluation of future traffic volume based on traditional growth forecasts based on estimated 30th highest hourly volumes for design year 2045 and take known development and land use changes underway.

Recommendations should include planning level cost estimates, benefit/cost assessment, predicted mobility and crash rate changes, and a narrative discussing any potential implementation issues, such as challenges associated with local, state, and federal regulatory requirements. Recommended conceptual alternatives should be presented on latest available aerial photography.

Deliverable: Matrix summarizing different improvement alternatives in the study area and technical memorandum of future conditions analysis. Alternatives will be evaluated based on the study purpose and need and ability to compliment other study recommendations.

Task 5 – Develop Final Report

The Consultant will create a draft report including conceptual plans on the latest available aerials, with segments for implementation and project phasing, where applicable.

After review by the Project Coordination Team, the Consultant will create a final narrative report documenting the project and including conceptual plans, profiles, and cost estimates. The report

should provide an understanding of the steps required to move the project through the design and permitting phases and onto construction. The report should identify any environmental permitting issue and right-of-way issues.

Deliverable: Draft Feasibility Report will include detailed cost estimating showing cost for any additional environmental analysis, preliminary engineering, right-of-way, construction, and construction engineering. The Final Report will include concepts on latest available aerials.