

**DRAFT MUNICIPALITY OF BOWDOINHAM  
REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES FOR A PLANNING STUDY**

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The Municipality of Bowdoinham (Municipality), in cooperation with The Maine Department of Transportation (MaineDOT) is soliciting proposals for professional services for a planning study, MaineDOT WIN 028668.00. 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 – Proposer’s Cost Proposal Form

**2. PROPOSALS ARE TO BE RECEIVED NO LATER THAN:**

Date Due: **Friday, March 29**

Local Time: **10:00 am**

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: Yvette Meunier, Director of Planning & Development

Office Phone: 207-666-5531

Email: [planning@bowdoinham.com](mailto:planning@bowdoinham.com)

**4. REQUEST FOR CLARIFICATION/RFP AMENDMENTS.**

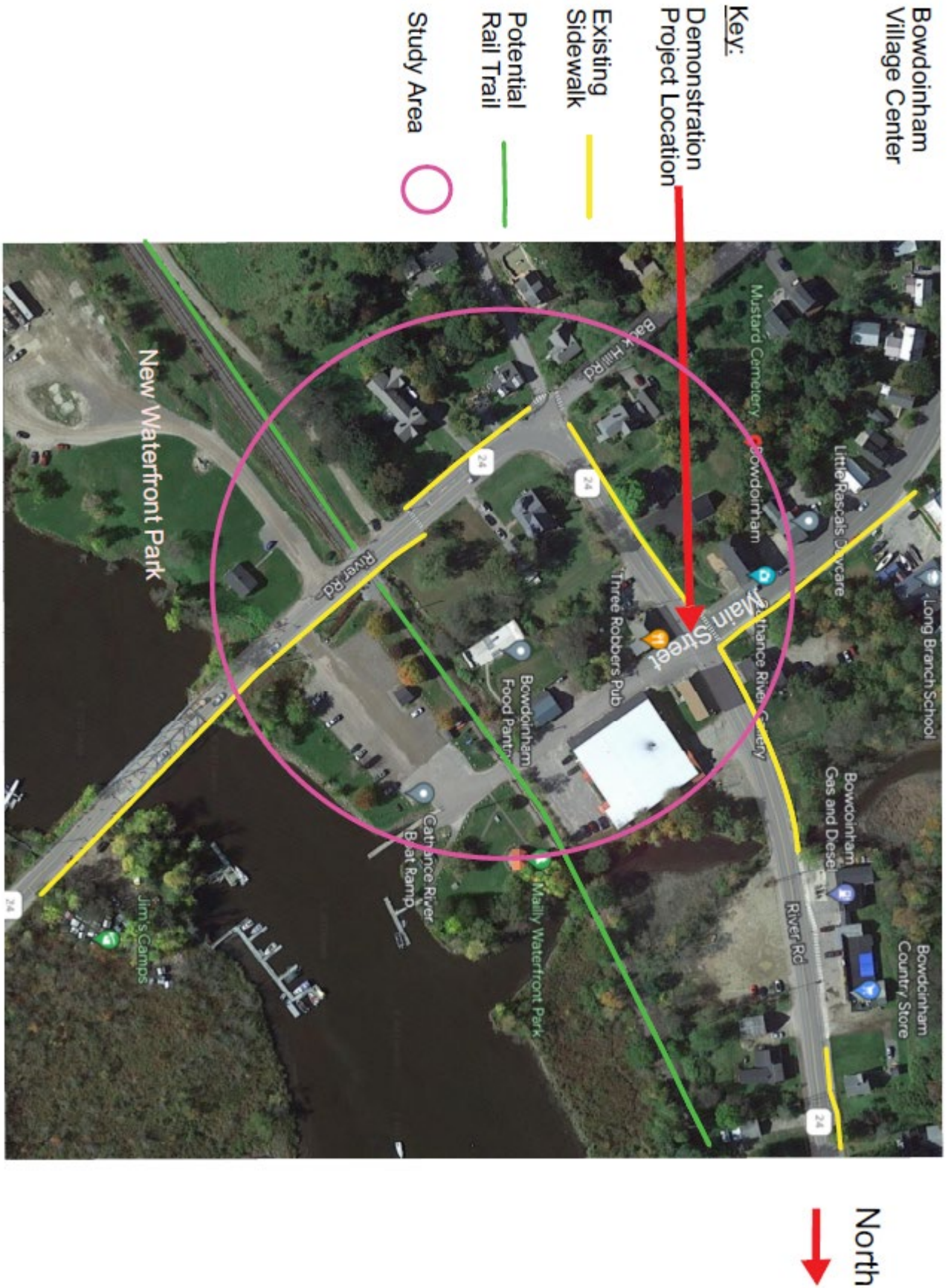
All requests for clarification and additional information must be submitted by email to the RFP Coordinator listed above by 10:00am on Friday, March 22, 2024. Late requests will not be accepted.

**5. PROPOSAL SCOPE OF WORK and LOCATION MAP**

The scope of work of the project is as follows:

Design and publicly vet permanent solutions to safely move pedestrians across Rt. 24 at the Main Street intersection, as well as in between the two waterfront parks. The extent of sidewalks down lower Main Street and along Rt. 24 in front of Three Robbers will be addressed in this process. Other elements that may include flashing beacons, islands, speed tables, and other gateway treatments at both locations will also be considered. Lastly, a study on the impacts of creating a one-way for lower Main Street and parking needs along that road will be incorporated. This work is supported by the feedback received in the survey results from the demonstration project this summer and in the 2010 Walkable Village Plan.

Project Area Map:



January – April 2024: Upon award draft and issue an RFP for the project, interview applicants, and award a contract for the design consultant of the project. **Final award of the bid is expected to be made by the Board of Selectmen in April or May, 2024.**

April – December 2024: The consultant will develop three project concepts to share with the public. The consultant will design a public engagement process to acquire feedback on the designs. A second round of engagement will be held to address a revised design based on feedback from the first round. A third public engagement process will focus around public education on the project design and next steps.

Additional reference material related to the project can be found here:

- [Walkable Village Plan](#)
- [Demonstration Project](#)
- [Demonstration Project Survey Results](#)

## 6. PROPOSAL RATING AND SELECTION PROCESS

- Technical proposals will be reviewed and scored using the responses to the criteria in the “Proposer Information” section below.
- 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

- Quality of Consultant Team** – (25 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?
- 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?
- Prior experience** (25 points) – Has the consultant presented a proven history of study similar to that set forth in the scope of work?
- References** (15 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.
- 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.
- Contact Information:** Provide the name, address, phone number, and email address of Proposer.
- 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 028668.00.
- b. **Hard Copy.** Technical proposals must be submitted as follows: **Eight (8) copies** of the technical proposal must be submitted in hard copy format accompanied by an electronic copy 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: 13 School St. Bowdoinham, ME 04008	Address to: 13 School St. Bowdoinham, ME 04008	Address to: 13 School St. Bowdoinham, ME 04008

## 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 nine (9) months 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 \$85.00 per hour 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:  
[planning@bowdoinham.com](mailto:planning@bowdoinham.com).

### **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.