



REQUEST FOR PROPOSALS

CATHANCE MEADOW TRAILS – ARTISTRY AND FABRICATION OF METAL GATES AND HANDRAILS

TOWN OF BOWDOINHAM, MAINE

**RESPONSES DUE BY:
1:00PM ON APRIL 24TH, 2026**

TOWN OF BOWDOINHAM, MAINE
CATHANCE MEADOW TRAIL
GATES AND RAILINGS FABRICATE METAL ARTISTRY

Sealed Requests for Proposals, plainly marked “Cathance Meadow Trail – METAL ARTISTRY AND FABRICATION” on the outside of the mailing envelope, addressed to Jason Lamoreau, Director of Recreation & Community Services, 13 School Street, Bowdoinham, Maine 04008, will be accepted until 1pm (est) Friday, April 24th, 2026. Addenda to this proposal, if any, including written clarifications to this RFP, will be posted on the Town of Bowdoinham website under the project heading.

PROJECT FUNDING

This Project will be funded with a Maine Trails Program grant administered by the Maine Bureau of Parks and Lands, Grants & Community Recreation Program and the Town of Bowdoinham.

PROJECT OBJECTIVES

The Town of Bowdoinham is seeking qualified contractors to provide construction services for trail gates as well as observation platform railings at the Cathance Meadow Trails. Aluminum gates will incorporate artistic design consistent with existing aspects of Riverfront Park. The overall project includes improvements to an existing trail segment, construction of new trail, drainage upgrades, and rehabilitation of an accessible observation platform and viewing area.

SCOPE OF SERVICES

The contractor shall provide all labor, equipment, and materials to complete the following:

Design Services

Contractor shall design and provide shop drawings of all gates and railings. Drawings will be presented to Town for approval prior to fabrication. Drawings should clearly show artistry details to be incorporated into gate design and fabrication. Artistic elements should be consistent with existing design elements incorporated into structures at Bowdoinham’s Riverfront Park.

Deliverables: Shop drawings of all gates and railings by **July 31, 2026.**

Gates

Approved artistic gates will be fabricated for two entry locations to the “Blue Trail” from the paved parking area of Riverfront Park. Gates will be constructed from aluminum and each will be 144 inches in total width. Height shall be adequate to prevent motorized traffic from passing. Gates will be constructed with a mechanism for latching and locking. Support posts and mounting hardware to

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be included. Gates to be powder coat finished in a green color that matches existing green benches in the park. Gates to be constructed to acceptable, durable and professional standards.

Deliverables: Two (2) 144” wide gates with latching mechanism, support posts and mounting hardware.

Railings

Approximately 76 lineal feet of guardrail to be fabricated to enclose the concrete observation platform accommodating an approximately 48-inch opening located where the ramp meets the platform. In addition, approximately 16 lineal feet of guardrail to be fabricated to enclose the outer edge of the landscape ramp up to the observation platform incorporating a graspable handrail for the entire length. Railings will meet the requirements of all applicable codes and regulations for height, width, diameter, spacing, mounting, shear strength, durability and be constructed following Universal Design Standards. Railings will be constructed from aluminum and powder coat finished in a green color that matches existing green benches in the park. Railings to be constructed to acceptable, durable and professional standards and support posts and mounting hardware are to be included.

Deliverables: 76 lineal feet of guardrail and 16 linear feet of guardrail with support posts and mounting hardware by **November 30, 2026.**

Installation

Contractor to install all gates and railings conforming to any and all applicable codes and regulations required between **September 1 and November 30, 2026.**

PROJECT SCHEDULE

The Town anticipates conducting the project with the following milestones:

Request for Proposals advertised	April 3, 2026
Proposals Due	April 24, 2026
Interviews	April/May 2026
Contract Signing	May 2026
Project Completion	November 30, 2026

The full project’s construction shall be completed by the end of the second construction year in order to meet grant requirements.

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TOWN ROLE

Town Recreation & Community Services Director will be responsible for administering the project and overseeing the contractors' work on this project.

PROPOSAL REQUIREMENTS

Proposals shall include the following:

A. Company Description – Cover letter and company information.

B. Subcontractor Description - Provide names and resumes of subcontractors who would be assigned to the project. Each subcontractor's experience shall be listed along with their company information.

C. Relevant Experience – Provide a list and brief description of past projects within the state of Maine that have included relevant components. Proposed project staff must have been involved with said projects.

D. Statement of Project Understanding & Scope of Services - The contractor shall state in succinct terms their understanding of the scope of services that is to be addressed as a result of selection pursuant to this Request for Proposals, and provide a description in narrative form of the contractor's approach and technical plan for accomplishing the work.

E. Schedule - The Contractor shall submit a proposed schedule for completing the scope of services associated with the project.

F. Fee Proposal - The Contractor shall submit a proposed budget for performing the scope of services, stated as a not-to-exceed.

G. References – Provide three (3) references, including current contact name and phone number, for projects with relevant components.

NUMBER OF COPIES

Three (3) bound copies of the proposal must be submitted no later than the date and time identified above.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements. 10 points
2. Qualifications of contractor and subcontractors. 20 points

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3. References and past community experience. 20 points
4. Understanding of required project work. 20 points
5. Proposal price. 20 points
6. Project timeline. 10 points

The Town of Bowdoinham reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

OTHER REQUIREMENTS

The successful Contractor will be required to maintain insurance in such form as will protect the Contractor from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract. The Contractor shall also be required to maintain professional liability insurance. Amounts and coverages shall be subject to contract negotiations.

The Town of Bowdoinham reserves the right to negotiate directly with the company(ies) selected for additional project work including assistance with implementation of portions of the resulting Master Plan.

The Town of Bowdoinham reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Contractor and to evaluate its submittal. All concepts, designs, information and ideas that may be generated during the selection process shall become the property of the Town of Bowdoinham.

Requests for additional information or clarifications should be directed to Jason Lamoreau, Director of Recreation & Community Services, at (207) 666-3101 or recreation@bowdoinham.com by March 13th, 2026. Any questions received and their answers will be posted on the Town's website by March 20, 2026.

ADMINISTRATIVE INFORMATION AND CONDITIONS FOR SUBMITTAL

- I. Compliance:** All participating Offerors shall agree to comply with all conditions, requirements and instructions of this RFP as stated or implied herein. Should the Town of Bowdoinham omit anything from this packet which is necessary to the clear understanding of the requirements, or should it appear that various instructions are in conflict, the Offerors shall secure instructions from the Planning Department prior to the date and time of the submittal deadlines shown in this RFP.

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- II. Altering Proposals:** Any alterations made prior to opening date and time must be initialed by the signer of the proposal, guaranteeing authenticity. Proposals cannot be altered or amended after submission deadline without express approval from the Town of Bowdoinham.
- III. Withdrawal of Proposal:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror prior to the sixty-first (61st) day following the submittal deadline date and only prior to award.
- IV. Acceptance of Proposal Content:** the contents of the proposal of the successful Offeror shall become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract shall result in cancellation of the award.
- V. Exceptions and Substitutions:** All proposals meeting the intent of this RFP shall be considered for award. Offerors taking exception to the specifications shall do so at their own risk. The Town of Bowdoinham reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, Offeror must state these exceptions separately. Exceptions/substitution, if accepted, must meet or exceed the stated intent and/or specifications. The absence of such a list shall indicate that the Offeror has not taken exceptions, and if awarded a contract, shall hold the Offeror responsible to perform in strict accordance with the specifications or scope of work contained herein.
- VI. Minimal Standards for Responsible Prospective Offerors:** A prospective Offeror must affirmably demonstrate their responsibility. A prospective Offeror must meet the following requirements:
 - a. Have adequate financial resources, or the ability to obtain such resources as required
 - b. Be able to comply with the required or proposed completion schedule
 - c. Have a satisfactory record of performance
 - d. Have a satisfactory record of integrity and ethics
 - e. Be otherwise qualified and eligible to receive an award and enter into a contract with the Town of Bowdoinham
 - f. Be able to pass a background check as may be conducted by the Town of Bowdoinham
- VII. Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract.
- VIII. Assignment:** The Contractor shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the Town of Bowdoinham.

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- IX. **Contract:** This Request for Proposal, submitted documents, and any negotiations, when properly accepted by the Town of Bowdoinham, shall constitute a contract equally binding between the Town of Bowdoinham and the Contractor. All verbal communications and/or commitments made during negotiation process that are deemed agreeable to both the Town of Bowdoinham and selected Offeror shall be submitted in written form and made part of any resulting contract. No different or additional terms shall become a part of the Contract with the exception of an Amendment.
- X. **Contract Termination:** this contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) acceptance of services, or, (4) for convenience terminated by either party within a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.
- XI. **Indemnification:** Contractor shall defend, indemnify and save harmless the Town of Bowdoinham, and all its officers, employees, insurers and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Contractor, or of any Contractor's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Contractor shall pay any judgment with cost which may be obtained against the Town of Bowdoinham growing out of such injury or damages.
- XII. **Costs of Response:** All costs borne by the Offeror in submitting a response to this RFP shall remain the sole responsibility of the Offeror.