



## **REQUEST FOR PROPOSALS**

# **CATHANCE MEADOW TRAILS – TRAIL IMPROVEMENTS & ACCESSIBLE VIEWING AREA CONSTRUCTION**

**TOWN OF BOWDOINHAM, MAINE**

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

**TOWN OF BOWDOINHAM, MAINE**  
**CATHANCE MEADOW TRAIL & OBSERVATION PLATFORM**

Sealed Requests for Proposals plainly marked “Cathance Meadow Trail – TRAIL CONSTRUCTION & OBSERVATION PLATFORM” 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 24<sup>th</sup>, 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 improvements and accessibility upgrades at the Cathance Meadow Trails. The project includes improvements to an existing trail segment, construction of new trail, drainage upgrades, and preparation of an accessible observation platform and viewing area.

**SCOPE OF SERVICES**

Trail Improvements

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

1. EXISTING TRAIL UPGRADE – BLUE TRAIL

- a. improve approximately 360 linear feet of existing trail, maintaining the existing width, beginning at the southerly entrance to the trail from the paved parking area.
- b. Trail surface to be reconstructed and top-dressed using gravel and reclaim to meet a durable, accessible trail standard. Trail to be reconstructed to encourage proper drainage, with a cross slope not to exceed 2% and a grade not to exceed 3%.

2. NEW TRAIL CONSTRUCTION

- a. Construct approximately 220 linear feet of new trail connecting the “Blue Trail” to the observation area with a minimum continuous width of not less than 108 inches. Trail to be constructed to encourage proper drainage, with a cross slope not to exceed 2% and a grade not to exceed 3%.

**TOWN OF BOWDOINHAM, MAINE**  
**CATHANCE MEADOW TRAIL & OBSERVATION PLATFORM**

- b. New trail shall be surfaced with gravel and reclaim, compacted to create a smooth, stable surface to meet a durable, accessible trail standard.

**3. DRAINAGE IMPROVEMENT**

- a. Remove and replace the existing culvert located in a low-lying section of the existing blue trail.
- b. New culvert shall be 18 inches in diameter, HDPE or approved equivalent.
- c. Contractor must properly shape and stabilize approaches to ensure long-term drainage and trail longevity.

**4. CONCRETE OBSERVATION PLATFORM AND VIEWING AREA**

- a. Prepare site for rehabilitation of an existing, approximately 20' x 20', observation platform at the terminus of the new trail.
- b. An existing 20' x 20' concrete pad at the location shall be:
  - i. Stabilized for structural reliability.
  - ii. Resurfaced to achieve a clean, uniform, durable finish.
  - iii. Fitted with a landscape ramp to meet accessibility standards.
  - iv. Prepared structurally to receive future installation of metal handrails and guardrails (to be manufactured and installed under a separate contract).
  - v. Contractor shall verify pad/foundation condition and make all recommended repairs needed for compliance with accessibility and safety standards.

**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	August 30, 2026

**TOWN OF BOWDOINHAM, MAINE**  
**CATHANCE MEADOW TRAIL & OBSERVATION PLATFORM**

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

**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

**TOWN OF BOWDOINHAM, MAINE**  
**CATHANCE MEADOW TRAIL & OBSERVATION PLATFORM**

2. Qualifications of contractor and subcontractors. 20 points
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](mailto:recreation@bowdoinham.com) by March 13<sup>th</sup>, 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.

**TOWN OF BOWDOINHAM, MAINE**  
**CATHANCE MEADOW TRAIL & OBSERVATION PLATFORM**

- 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 (61<sup>st</sup>) 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
- 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

**TOWN OF BOWDOINHAM, MAINE**  
**CATHANCE MEADOW TRAIL & OBSERVATION PLATFORM**

between the Town of Bowdoinham and the Contractor. Any and 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.