



## REQUEST FOR QUALIFICATIONS

### PROFESSIONAL SERVICES FOR ROUTE 1 MAIN ST, DOWNTOWN, TRANSPORTATION STUDY

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The City of Presque Isle in cooperation with The Maine Department of Transportation (MaineDOT) is soliciting proposals for professional services for the Route 1, Main St, Downtown Transportation Improvements Feasibility Study, MaineDOT WIN **026800.00**. The City of Presque Isle is undertaking this planning phase of the Village Partnership Initiative study with funding from the Maine Department of Transportation. The full request document is attached, and can be found at: <http://presqueislemaine.gov/bids-awards/>

#### 1. PROPOSALS ARE TO BE RECEIVED NO LATER THAN:

**Date Due: Tuesday, December 9th, 2022 at 3:00 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.

#### 2. 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.

RFP Coordinator: Galen Weibley, Director of Economic & Community Development  
[gweibley@presqueisleme.us](mailto:gweibley@presqueisleme.us)  
(207) 760-2727

#### 3. 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 Tuesday, November 22, 2022. Late requests will not be accepted. When appropriate, responses will be placed on the Municipality's website: <http://presqueislemaine.gov/bids-awards/> no later than close of business on Tuesday, November 22, 2022.

**12 Second Street Presque Isle, ME 04769 207-760-2700**

*The City of Presque Isle is an equal opportunity employer and service provider that celebrates diversity and is committed to creating an inclusive environment for our employees and those we serve.*

**CITY OF PRESQUE ISLE  
REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES FOR  
ROUTE 1, MAIN ST, DOWNTOWN  
TRANSPORTATION STUDY**

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The City of Presque Isle, in cooperation with The Maine Department of Transportation (MaineDOT) is soliciting proposals for professional services for the Route 1, Main St, Downtown, Transportation Improvements Feasibility Study, MaineDOT WIN **026800.00**. 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 City of Presque Isle (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 – Maine DOT Standards

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<http://presqueislemaine.gov/bids-awards/>

No later than close of business on Wednesday, November 23, 2022.

## 5. PROPOSAL SCOPE OF WORK and LOCATION MAP

The scope of work of the project is as follows:

**Presque Isle Route 1 – Main Street - Downtown**  
***City of Presque Isle Planning Phase - Village Partnership Initiative***  
***Scope of Services-***

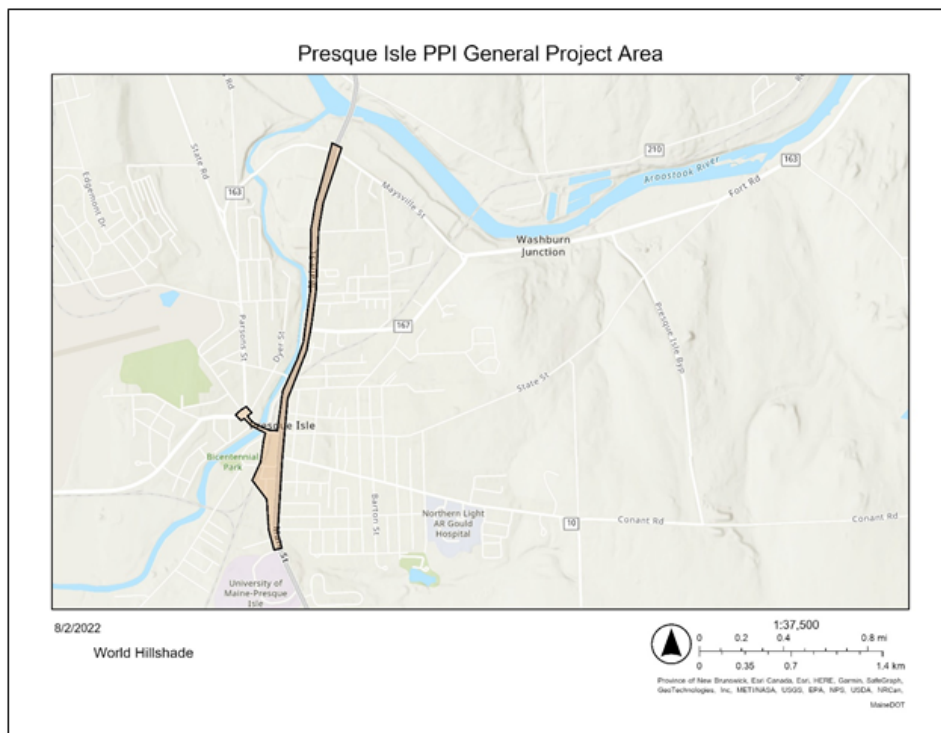
### Introduction & Scope of Work

The City of Presque Isle (City) is working with the Maine Department of Transportation (MaineDOT) on a Planning Partnership Initiative for the development of a Route 1, Main Street, Downtown feasibility study to identify ways to improve safety and accessibility for all transportation modes while complementing economic development. The study area extends on US Route 1, along Main Street, starting southerly at the entrance to University of Maine Presque Isle (UMPI) and extending north on Route 1 – Main Street to Maysville Street in Presque Isle, Maine. The City is seeking proposals from qualified consultants to conduct the necessary tasks listed below.

This study will identify transportation improvements that reduce congestion, improve pedestrian and traffic safety, complement long-range land use planning goals, and align with economic goals for Presque Isle. This study will not only consider roadway safety and mobility issues, but also consider improvements to active transportation and transit. It will also look at aesthetic design features to enhance the village look, feel and character of historic Downtown Presque Isle and anticipate current growth trends and development.

### Study Area

The study area extends on US Route 1, along Main Street, starting southerly at the entrance to University of Maine Presque Isle (UMPI) and extending north on Route 1 – Main Street to Maysville Street in Presque Isle, Maine.



## **Project Tasks**

The City has received state funding through MaineDOT's Planning Partnership Initiative for Route 1- Main Street-Downtown Presque Isle Feasibility study. Consulting services will include:

### **Task 1 – Project Kick-Off Meeting**

The consultant team will work closely with the Project Coordination Team (PCT) throughout the completion of the scope of services. The PCT is anticipated to be primarily municipal, Northern Maine Development Commission (NMDC) and MaineDOT staff involved in study management. Seven PCT meetings are anticipated. These include the study kick-off meeting, an onsite meeting for safety audit purposes, field work and meetings related to required analyses and recommendations. At a minimum, the kick-off meeting should accomplish the following:

- Identify and understand local issues, economic development opportunities
- Identify and understand relevant state and federal regulatory requirements
- Finalize scope of work
- Identify previous related study efforts and available data
- Identify traffic data that will need to be collected
- Identify baseline environmental data that will need to be collected
- Identify existing and future Active Transportation uses and concerns
- Prepare preliminary study purpose and need
- Develop a plan for public engagement and outreach

The consultant team's proposal should also include an approach to effectively inform and solicit public and stakeholder feedback throughout the process. This could include a combination of in-person and virtual meetings. A minimum of two (2) public meetings and one (1) City Council meeting is anticipated.

Deliverables: Meeting agendas, minutes, presentation materials at all study team (consultant, municipal and MaineDOT representatives) and public or elected official meetings.

### **Task 2 – Review Available Data**

The consultant team will review available information provided by the City of Presque Isle, NMDC, MaineDOT or other agencies. These will include, but not be limited to, the following:

- Most recent Presque Isle Comprehensive Plan
- Presque Isle Zoning and Land Use Ordinances
- 2009 & 2020 Presque Isle Downtown Revitalization Plans
- Recent MaineDOT traffic counts, including counts at least at signalized intersections scheduled summer 2022 and crash summaries for the Study Area
- Available land use and economic development information that could affect transportation in the study area provided by the City of Presque Isle
- Other relevant reports, studies, and policies
- Desktop screening of environmental conditions to identify known resources in the study area such as:
  - o Registered historic properties or those eligible
  - o Public parks and recreation areas and facilities
  - o Wetlands, documented habitats, etc.
- Collect additional traffic data as required

Deliverables: Summary of available data and documentation of site conditions as needed.

### Task 3 – Assessment of Current Conditions

The consultant will perform a site review with PCT, that includes an onsite safety audit with relevant stakeholders. The consultant team will evaluate the existing and recent traffic performance within the study area based on traditional forecasting and growth models. The assessment will include but not be limited to:

- Analysis of current traffic conditions of the study area. The analysis will include traffic patterns capacity, speeds, and crash experience.
- Identification of bicycle and pedestrian deficiencies in the study area.
- Identification of transportation vulnerable users and equity concerns.
- Review analyses with team members and discuss possible recommendations and additional alternatives to be considered.
- Review Maine’s Climate Council Plan for any implications regarding Route 1 in Presque Isle

**Deliverables:** Technical memorandum on existing conditions including but not limited to the following:

- Identification of concerns and opportunities
- Safety audit summary and results
- Case studies and design options from similar projects and municipalities

### Task 4 Assessment of Future Scenarios & Improvement Alternatives

The consultant will evaluate future traffic volume based on traditional growth forecasts and consider known development and land use changes underway, particularly as it relates to the existing & planned bypass. It will include, but is not limited to the following:

A 2045 forecast of traffic volumes in the study area, based on historical traffic data and available MaineDOT traffic forecasts. Forecasts should show differences as applicable if the study area continues to primarily function as retail development and changes in traffic should the area see increased in-fill development and mixed-use residential/commercial densification.

Evaluation of reasonable alternatives to improve accessibility for all transportation modes and users, safety and speed-limit compliance, access management, while facilitating economic growth. These are anticipated to be, and not limited to the following:

- o Transportation Alternatives to improve safety and accessibility for all users and modes that also complements economic development to include (based upon study purpose and need, existing conditions and public input):
  - New and/or improved sidewalks
  - Changes to existing, or addition of new bump-outs/curb extensions
  - Crosswalks (locations and warning devices)
  - Wayfinding and signage
  - Landscaping and streetscaping
  - Access management
  - Parking facilities & Street parking
  - Road Diet
  - Traffic Signals
- o Intersections Analysis for the following intersections:
  - Chapman Road & Main Street; Academy Street & Main Streets;
  - State Street & Main Street; State Route 163, Mechanic, State Route 227 & State Street
- Per the study purpose and need, existing and future condition analysis the consultant will provide up to two different intersection alternatives for each intersection.
- o Main Street Highway Improvement
- The consultant will prepare a matrix summarizing different improvement options for US Route 1 / Main Street within the study area. These alternatives will be evaluated based upon the study purpose, need and ability to complement other study recommendations.

**Deliverables:** Matrix depicting alternatives based upon forecasts and projections and a technical memorandum

#### **Task 5 Develop Preliminary Recommendations**

Based on an analysis of the alternatives determined in Task 4, the consultants will develop recommendations based on the effectiveness of meeting the study area transportation needs. These recommendations may include low-cost improvements, a recommended roadway cross-section or cross-sections to improve the consistency of the study area corridor for its users, and other roadside or off-road improvement recommendations. Task five will consist of the following and is not limited to:

- Develop recommendations for all transportation modes based on effectiveness and viability from a regulatory perspective. Measurements for effectiveness will include benefits to mobility and safety, cost and practicality of implementation, and ability to meet the purpose and need.
- The recommendations will include a discussion of the potential and degree of effort associated with environmental analysis, secondary, cumulative impacts, etc., including anticipated future costs of remaining planning, design and construction phases.
- Develop cost estimates for recommendations (including construction and potential right-of-way costs).
- Develop a recommendation for phasing of implementation.
- Develop a technical memorandum containing the analysis of existing and future conditions, alternatives analysis, and recommendations, including a matrix summarizing recommendations along with an appendix of traffic and crash data.
- Develop basic conceptual renderings that must include a collection of plan, section and perspective views of recommended alternatives at specific places along the corridor.

**Deliverables:** Technical memorandum detailing planning level cost estimates and phasing for alternatives identified in Task 4. Conceptual renderings for alternatives identified in Task 4.

#### **Task 6 – Draft Report**

The Tasks discussed above will be combined into a draft narrative report documenting the project. At a minimum, the report will include an executive summary, narrative of the study process, a description of the various alternatives considered, documentation of the evaluation criteria, and illustrations of conceptual designs (in plan, section and perspective view) and cross sections for the preferred alternative. The final report will incorporate all applicable technical memorandums.

**Deliverables:** Draft Report with detailed cost estimating for any further environmental analysis, preliminary engineering, right-of-way, construction, and construction engineering. The report will include the required renderings.

#### **Task 7 – Final Report**

The consultant will create a final narrative report documenting the project and includes conceptual plans and renderings, cost estimates and provide an understanding of the following:

- Steps required to move the project to design and permitting onto construction
- Construction phasing
- Appropriate locations for projects / treatments
- Construction cost estimates
- Right-of-way issues

**Deliverables:** Final Report

## 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** – (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? Does the Proposer establish a well defined point of contact for 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** (25 points) – Has the consultant presented a proven history of study similar to that set forth in the scope of work?
- d. **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.
- e. **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.
- f. **Contact Information:** Provide the name, address, phone number, and email address of Proposer.
- g. **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.
- b. **Hard Copy.** Technical proposals must be submitted as follows: Six (6) 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 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: City of Presque Isle Attn Galen Weibley 12 Second Street Presque Isle, ME 04769	Address to: City of Presque Isle Attn Galen Weibley 12 Second Street Presque Isle, ME 04769	Address to: City of Presque Isle Attn Galen Weibley 12 Second Street Presque Isle, ME 04769

**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 an 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 - Submitted separately in a sealed envelope**

**Section A: Proposal Pricing**

Price proposal and supporting data must be submitted on the standard Cost Proposal Form, 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 [gweibley@presqueisleme.us](mailto:gweibley@presqueisleme.us)

### **Section C: Subconsultant Proposal**

If a subconsultant will work on the project, the prime consultant must submit the sub consultant'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:
  - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
  - violating federal or state antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- 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
- 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.

## APPENDIX A

### MAINE DEPARTMENT OF TRANSPORTATION

#### Standards to be used in Soliciting Proposals for Village Partnership Initiative Study

Any Transportation improvements would need to meet the following conditions if applicable:

- 1) All design features must reflect MaineDOT design guidance for Highway Corridor Priorities (HCPs).
- 2) All capacity, queuing, and level-of-service analyses will be done in accordance with the 2010 Highway Capacity Manual (HCM) methodologies. Signalized and stop sign controlled intersections will be modeled using the latest version of Synchro/SimTraffic. Computer modeling showing impacts of queuing and level of service will be provided to MaineDOT.
- 3) The design hour volumes will be based on estimated 30th highest hourly volumes for the design year.
- 4) Design year traffic estimates will be 2045.
- 5) Design speed – match existing posted speed.
- 6) Clear zone – per corridor priority 3 standards.
- 7) Side slopes 4:1 or flatter or as approved by MaineDOT.
- 8) Safety analysis of any proposed design will include an inventory of existing crashes, a prediction of crashes with the proposed design, and a comparative evaluation. Crash analysis will be based on the most recent five years of data available from MaineDOT. Safety analysis will generally follow Highway Safety Manual methodologies.
- 9) Drainage – needs to match into surrounding drainage structures.
- 10) Signing shall be in accordance with MUTCD (including potential changes to existing overhead signage in the area).
- 11) Any proposed lighting shall meet minimum AASHTO light levels.
- 12) The Design Vehicle for the major intersections shall be a WB-67, all other intersection shall be for a bus/fire truck.
- 13) Any new traffic signal recommendations must be accompanied by a warrant analysis justifying the recommendation.