

**TOWN OF PARIS, MAINE
REQUEST FOR PROPOSALS
FOR
MaineDOT Service Number 103.60
RFP Name: Market Square Project**

The Town of Paris, Maine (“Town” or “Paris”) is seeking Technical Proposals for the Market Square Feasibility Study, a Village Partnership Project with the Maine Department of Transportation (“MaineDOT”).

1. RFP COORDINATOR

All contact regarding this RFP must be made through the RFP Coordinator listed below, via e-mail. This contact includes, but is not limited to, questions, requests for clarification and/or additional information, and Technical Proposal submissions.

RFP Coordinator: Natalie Andrews
Title: Town Manager
E-mail: manager@parismaine.org

2. REQUESTS FOR CLARIFICATION / RFP AMENDMENTS

During the Technical Proposal preparation period, all questions, requests for clarification, and requests for additional information, must be submitted, via e-mail, to the RFP Coordinator listed in Section 1 above. Such correspondence must reference the RFP Project Name in the e-mail subject line.

The deadline to submit questions and/or requests is 5:00 p.m. ET on Thursday, December 5, 2024. Requests received after this deadline will not be accepted. Responses to questions and clarification requests will be placed on the Town website: www.parismaine.org, no later than close of business on Thursday, December 12, 2024. The Town reserves the right not to answer any question received.

It is the potential Proposer’s responsibility to check the referenced RFP website for the posting of (1) responses to any and all received questions/requests and (2) any amendments that may be issued in regard to this RFP.

3. TECHNICAL PROPOSAL DUE DATE

Technical Proposals must be received by the RFP Coordinator, via e-mail, no later than:

Date Due: Monday, December 30, 2024
Local Time: 2:00 p.m. ET
E-mail: manager@parismaine.org

Any Technical Proposal, portion of a Technical Proposal, or unrequested Technical Proposal revision received by the RFP Coordinator after the time and date specified above will not be accepted.

For ease of identification, Technical Proposal submissions must include the RFP Project Name in the e-mail subject line.

4. DISADVANTAGED BUSINESS ENTERPRISES

A. General Considerations

Because of the prospective use of federal funds, Maine DOT's Civil Rights Office may, at their option, participate in the committee meetings to advise and monitor Title VI (CRA 1964) and *Disadvantaged Business Enterprise* (DBE) concerns. Selection criteria, including an *Affirmative Action Questionnaire*, schedule of meetings, reports, etc. will be made available to the affirmative officer who will evaluate the adequacy of the *affirmative action*.

B. Certified DBE

MaineDOT Certified Disadvantaged Business Enterprise (DBE) Consultants are encouraged to apply as the prime Consultant for this work. Non-DBE Consultants shall ensure that DBEs have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization when utilizing Subconsultants. Consultants certified by another state's transportation agency must be certified by MaineDOT.

Current requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory: [MaineDOT Disadvantaged Business Enterprises](#), or by contacting:

**Maine Department of Transportation
ATTN: Mary Bryant, Civil Rights Unit
Civil Rights Office
16 State House Station
Augusta, ME 04333
Tel#: 207-624-3056
Fax#: 207-624-3021**

5. PROJECT BACKGROUND / SCOPE OF WORK (TECHNICAL REQUIREMENTS)

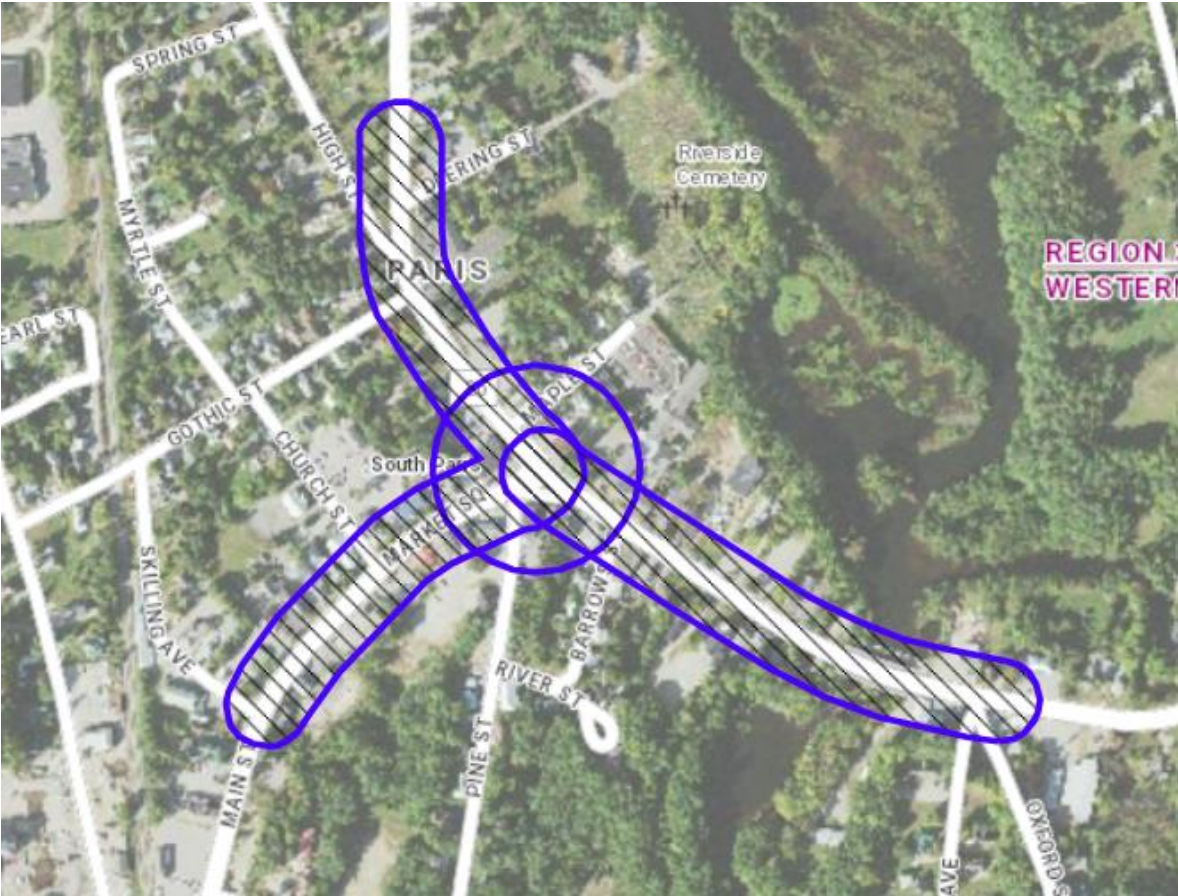
Town of Paris
Market Square Feasibility Study
Scope of Work

Introduction

The Town of Paris (Town) and the Maine Department of Transportation (MaineDOT) are conducting a feasibility study to identify safety and mobility improvements for all transportation users and enhance economic activity around Paris' Market Square area. The

study area includes Main Street and the Market Square intersection (MaineDOT Route 26 / 117 / 119) starting at a point on Main Street east of Skillings Avenue to the northerly to a point on Park Street north of Deering Street, and from Market Square southerly on East Main Street to a point after the intersection with Oxford Street. The focus of the study area is the Market Square intersection and extends to those boundaries from that point.

Highway infrastructure recommendations are anticipated to primarily be limited to the Market Square area. However, recommendations related to access management, changes to lane configurations, traffic signal modifications, and bicycle and pedestrian facilities may extend to areas within a reasonable distance from the study area loosely depicted in the illustration below.



Task 1 – Project Coordination

The consultant will work closely with the project study team throughout completion of the scope of services. The study team is anticipated to be primarily the Town and MaineDOT staff involved in study management. The study team anticipates one in-person kick-off meeting with a site walk / RSA, and then periodic, virtual or in-person milestone project update meetings throughout the alternative development process.

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

- Identifying and understanding local issues and priorities, and relevant state and local regulatory requirements
- Finalizing the project schedule and scope of work
- Identifying at least a preliminary range of alternatives to be evaluated
- Drafting a preliminary study purpose and need

Other study team meetings will be scheduled for project milestones; the Town anticipates at least four of these Study Team meetings.

Deliverables:

- Meeting agendas, presentation materials, and summary notes for all Study Team meetings.

Task 2 – Public Engagement

The consultant's proposal should include an approach to effectively inform and solicit feedback from the public and other stakeholders throughout the process. This could include a range of virtual and in-person meetings and on-demand virtual public engagement tools. Consideration for all transportation users of all abilities and backgrounds should be reflected in the proposal.

Public engagement is expected for at least the following milestones:

- to present the purpose and need of the study, describe existing conditions, and obtain feedback
- to present future baseline / no-build conditions and preliminary alternatives for feedback
- to present draft recommendation alternatives in advance of a final report

Deliverables:

- Meeting agendas, presentation materials, and summary notes for all public meetings.

Task 3 – Assessment of Available Data and Current Conditions

The consultant will evaluate existing traffic and safety performance of Market Square, which will include a site review and safety audit previously referenced with appropriate stakeholders. The consultant will also review available information and previous planning documents provided by the Town and MaineDOT, including, but will not be limited to the following:

- The Town of Paris Comprehensive Plan (2007)
- The Town of Paris Strategic Plan (2015)
- Other relevant reports and studies, include town engineered street and sidewalk plans.

The assessment of current conditions will also include:

- Available traffic data, including traffic patterns, turning movements, capacity, posted and observed speeds
- Available safety data, including 10-year crash data for all modes
- Access management conditions
- Identification of bicycle and pedestrian deficiencies in the study area
- Desktop screening of environmental conditions to identify known environmental resources in the study area, such as registered and eligible historic properties, public parks, and recreation area wetlands, and endangered species

Deliverables:

- Technical memorandum on existing conditions.

Task 4 – Development of Transportation System Alternatives

The consultant will develop a baseline no-build and at least one alternative option for improvements at each intersection or each segment of the study area, where warranted. The conceptual plans will be developed using future traffic volumes that can be reasonably expected based on accepted growth forecasts for the design year 2050, as well as known development and land use changes.

The Town expects each alternative will include the following:

- Multi-modal improvements, including pedestrian facilities, enhanced pedestrian crossings, bicycle facilities, and to at least maintain or enhance transit service opportunities
- Traffic management improvements and infrastructure improvements to achieve or maintain acceptable levels of service and meet speed management objectives, without sacrificing roadway safety and economic development

Each alternative evaluation should include planning level cost estimates, benefit/cost assessment, predicted mobility impacts, crash rate changes, and a narrative discussing any potential implementation challenges associated with local, state, and federal regulatory requirements.

It is anticipated that the improvements in Market Square will be implemented utilizing funds from a variety of funding sources, and all efforts must be consistent with requirements of the potential funding agencies, including federal, state, and local resources.

Recommended conceptual alternatives should be presented on latest available aerial photography.

Deliverables:

- Matrix depicting a no-build scenario, and all considered alternatives
- A technical memorandum supporting a preferred alternative for a high-capacity, multi-modal roadway system, featuring safety and operational improvements

Task 5 – Draft Feasibility Report and Recommendations

The consultant will draft a Feasibility Report including detailed cost estimating showing cost for any additional environmental analysis, preliminary engineering, estimated right-of-way impacts, construction and construction engineering. The report will include concepts on latest available aerial imagery.

Deliverables:

- Draft Feasibility Report

Task 6 – Develop Final Report

The consultant will create a final report documenting the project and including conceptual plans, roadway 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 through construction. The report should identify proposed improvements, narrative associated with any environmental permitting issues, provide an appropriate location for the projects and an estimate of construction costs, and identify right-of-way impacts.

Deliverables:

- Final Report

6. TECHNICAL PROPOSAL SUBMISSION PACKAGE

Technical Proposals submitted in response to this RFP must be formatted to provide all information requested below, in the order presented, in one PDF file:

A. Appendix A - Proposer's General Information Form

Proposers are to complete all sections in **Appendix A**, which has been included with this RFP.

B. Proposer's Staff Qualifications

Proposers are to identify all staff their company will assign to fulfill the contract requirements, including subcontractors, if applicable, and are to describe each staff's role on the project. (i.e. Project Managers, Quality Control personnel, assigned technicians, contact people, subconsultants, etc.). Resumes for each assigned staff must be included and must describe the staff's educational and work experiences, specifically their role on projects similar in nature to the services in this RFP.

C. Proposer's Experience

Proposers are to provide five (5) similar projects their firm has completed with their current staff in the last five (5) years. For each project, Proposers are to include a brief description of the project, dates of the project, results of the project, and points of contact (client's firm name, physical address, contact name, contact e-mail, and contact telephone number). Points of contact may be contacted to verify results and to inquire as to the client's general level of satisfaction with the Proposer's services.

D. Proposer's Understanding of, and Proposed Approach to, the Project

- 1) Proposers are to demonstrate their understanding of the work required by the State of Maine for this project.
- 2) Proposers are to demonstrate their capacity to be successful in performing the work required for this project.
- 3) Proposers are to present their approach to delivering each project task, milestone, deliverable, etc. as well as the completion of the overall Project. In addition to describing their approach, Proposers are to include a timeline covering from initiation to finalization of the Project.

E. Proposer's Ability to Control Project Schedule and Costs

- 1) Schedule/Workload/Communication: Proposers are to provide a brief outline of their firm's methods of schedule control and ability to handle projected workload. Proposers are to discuss their project coordination with the town and MaineDOT. Also describe how the firm will manage its role in this project and how it intends to maintain effective communication for the assignment.
- 2) Methods for controlling costs/quality control and assuring constructability: Proposers are to provide a brief outline of the methods used by their firm to control and monitor client costs, control quality, and, if applicable, assure constructability of design plans.

7. TECHNICAL PROPOSAL RATING AND SELECTION PROCESS

- A. Technical Proposals will be reviewed and rated using the Scoring Criteria and Weights stated below in Section 8 of this RFP.
- B. The Town, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in Technical Proposals received in response to this RFP.
- C. This is a Qualifications Based Selection (QBS) process. Therefore, costs will not be considered in the scoring process. Technical Proposals submitted in response to this RFP are not to include any information regarding costs. Inclusion of cost information will result in the disqualification of that Technical Proposal from award consideration.
- D. Contract history with the State of Maine will be considered in the rating process, even if not provided by the Proposer. MaineDOT reserves the right to disqualify from consideration any Proposer with "Unsatisfactory" or "Below Standard" performance ratings on previous work for MaineDOT, if the MaineDOT determines that such disqualification is in the best interest of the State.

8. TECHNICAL PROPOSAL SCORING CRITERIA AND WEIGHTS

Technical Proposals will be scored on the criteria below, using a 100-point scale. The point values/weights of each criterion are also provided below.

A. Proposer's Staff Qualifications (30) Points

B. Proposer's Experience (30) Points

C. Proposer's Understanding of, and Proposed Approach to, the Project (40) Points

D. Proposer's Ability to Control Project Schedule and Costs (10) Points

9. AWARD

It is the intent of the Town to make one award, to the Highest Qualified Proposer, as a result of this RFP process. However, the Town reserves the right to make multiple awards if it is determined to be in the best interest of the State of Maine.

The "Highest Qualified Proposer" is defined as the Proposer whose Technical Proposal received the highest score based on the evaluation criteria stated above. The Town will enter negotiations with the Highest Qualified Proposer to finalize the contract for this project. If the Town is unable to negotiate a satisfactory contract with that Proposer, the Town reserves the right to formally terminate negotiations and to enter negotiations with the next most qualified Proposer, and so forth, until a contract is finalized. The Town also reserves to withdraw any award and not enter into a contract if it is determined to be in the Town's or State's best interest.

As part of this RFP process, the contracted firm resulting from this RFP will also be added to MaineDOT's list of consultant firms that are prequalified to perform services for 103.60 – Planning Feasibility Studies, if that firm is not currently on that prequalified list.

10. COST PROPOSAL

Following the rating of Technical Proposals, the Highest Qualified Proposer (#1 ranked firm) will be requested to submit their Cost Proposal within five (5) business days from the date of the request. The Cost Proposal must include the Elements of Supporting Data as outlined in MaineDOT's Consultant Proposal Instructions utilizing MaineDOT's Consultant Detailed Cost Proposal Form.

Once received, MaineDOT's Independent Government Estimate will be compared against the #1 ranked firm's Cost Proposal and contract negotiations will begin.

The Consultant's Cost Proposal must include the following:

[Completed Consultant's Detailed Cost Proposal Form](#) *(click link to access document)*

- 1) RFP Name, project location, phase of work, firm name and address and a contact name and e-mail address.

- 2) **Direct Labor Expenses/Employee Classifications:** The Cost Proposal must include each employee's direct labor expenses based on their actual rate of pay along with each employee's respective classification of labor. If using an average rate for a classification, please indicate the employee's names and classifications on the Appendix A-1 Form.
- 3) **Proposed Overhead Rate:** The Cost Proposal must reflect a current audited overhead rate. The selected firm must have a current Audited Overhead Report (AOR) to be approved and accepted by MaineDOT's Office of Audit. If a current AOR is not on file with MaineDOT, one must be provided. If there are changes to an approved overhead rate following contract execution, the firm must submit an updated AOR to MaineDOT's Office of Audit for approval and acceptance.
- 4) **Profit:** The proposed profit is based on project specific factors such as degree of risk, relative difficulty of work, size of job, etc., and must fall within the range of 6% - 15%.
- 5) **Itemized Direct Non-Salary Expenses (Direct Expenses):** Project specific expenses such as printing, tolls, mileage (current mileage rate is \$.54 per mile), postage, Subconsultant costs, etc., that are not included in the Direct Labor, Profit and Overhead.
- 6) **Total Proposed Cost:** The maximum amount proposed - the sum of all Direct Labor, Overhead, Direct Expenses and Fixed Fee/Profit.

11. CONTRACT REQUIREMENTS

The following documents will be requested from the Highest Qualified Proposer (#1 ranked firm) for the development of the resulting contract following the evaluation and rating process.

A. [Appendix A-1 Form](#) (click link to access document)

This form shall be completed utilizing the proposed Overhead and Profit Rates used to complete the Consultant's Detailed Cost Proposal Form. The employee's names and classifications listed are those that will or potentially will be working on the specified project. The employee's rates listed must be actual rates paid to them and shall be supportable via certified payroll. For an Adjustable Burdened Rate payment method, any changes to the Appendix A-1 Form after contract execution shall be sent to the Contract Specialist with supporting documentation prior to any changes in billing. This form must be signed by an authorized financial or payroll representative of the Consultant firm.

B. [Wage Rate Waiver Form](#) (when applicable - click link to access document)

Consultants with employee direct labor rates that are greater than MaineDOT's \$85.00 cap must submit their Appendix A-1 Form, accompanied by a Wage Rate Waiver Form to MaineDOT for approval.

C. [Disadvantaged Business Enterprise \(DBE\) Form](#) (click link to access document)

The DBE Form must reflect all Subconsultants used on a specified project; identifying whether they are DBE, WBE or Non-DBE and the percentage of the Subconsultant work that is proposed of the total contract value. The DBE Form shall also reflect whether the Prime Consultant themselves are a DBE.

D. Insurance Certificates

Insurance Certificates (Acord Form) must accompany your Cost Proposal. Insurance shall not reference a specific project. Minimum coverages include, but depending on the project may not be limited to the following:

- 1) Professional Liability or Negligent Acts, Errors and Omissions Policy - \$1,000,000 per claim and annual aggregate
- 2) Commercial General Liability, listing MaineDOT as additional insured - \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- 3) Automobile Liability - \$1,000,000 per occurrence
- 4) Worker's Compensation – in accordance with the laws of the State of Maine.
- 5) Excess/Umbrella Liability (if applicable)

E. Insurance Waiver Form (*when applicable*)

Consultants who do not meet the minimum insurance requirements must submit their Insurance Certificates accompanied by an Insurance Waiver Request Form to MaineDOT for approval.

F. Subconsultant Proposal (*when applicable*)

If a Subconsultant will be performing work on a project, the Prime Consultant must submit the Subconsultant's Cost Proposal with an itemized cost breakdown as supporting documentation.

If a Subconsultant is performing 25% or more of the value of the contract or modification, additional supporting documentation for the Subconsultant is required, i.e. A-1 Form and Audited Overhead Report.

12. CONTRACT TERM, TYPE, AND PAYMENT METHOD

The anticipated initial contract term shall be for a period of 12 months, commencing upon full execution of the contract. The Town reserves the right to modify the initial contract term, at its sole discretion, as well as awarding additional phases of the Project when it is in the best interest of the State. The contract type, and payment method utilized for this Project, shall be determined following successful contract negotiations.

13. TERMS & CONDITIONS / FUNDING SOURCE / GENERAL INFORMATION

- A. The contract resulting from this RFP will be governed by the most recent version of MaineDOT's Consultant General Conditions. A copy of the current Consultant General Conditions has been included with this RFP (See **Appendix B**).
- B. This project will be funded with local and state funds.
- C. This RFP does not commit the Town or MaineDOT to pay any costs incurred in submitting your Technical Proposal, making studies or designs for preparing the Technical Proposal or in procuring or sub-contracting for services or supplies related to the Technical Proposal.

14. NON-APPROPRIATION

Consultant acknowledges that MaineDOT is a governmental entity and that the validity of any contract entered into by the MaineDOT is dependent upon the availability of public funding under the authority of its statutory mandate. Although the issuance of this RFP manifests MaineDOT's intent to honor its terms and to seek funding to fulfill any contractual obligations arising in

connection with it, by law, any such obligations are subject to available budgetary appropriations by the Maine Legislature and, therefore, this agreement does not create any obligation on behalf of MaineDOT in excess of such appropriations. Therefore, notwithstanding any other provision of this RFP and any contract resulting therefrom, if at any time the Maine Legislature fails to appropriate, de-appropriates or appropriates insufficient funds to meet the obligations established pursuant thereto, or if for any reason MaineDOT is denied legal authority by the Maine Legislature or the Court system to expend funds appropriated for such purposes, then MaineDOT may terminate any contractual relationship established as a result of this solicitation and shall not be penalized for doing so.

15. FREEDOM OF ACCESS ACT - CONFIDENTIALITY

Interested parties are advised that under Maine's Freedom of Access Act, Title 1 M.R.S.A. Chapter 13 §402 (3), et seq., "Public Records" (as that term is defined in: [Title 1, § 402: Definitions](#)) are available for public inspection and copying once an award notification has been made.

As a general matter, information submitted in response to this RFP will be considered to be "Public Records", available for public inspection and copying, once an award notification has been made. If, however, a Proposer believes that parts of its Technical Proposal fall within one or more of the exceptions to the definition of "Public Records" set forth in Title 1 M.R.S.A. Chapter 13 §402(3), that Proposer may submit those parts of its Technical Proposal, with each page marked "Confidential". Proposers must include a non-confidential statement of the basis for Proposer's claim that those parts of its Technical Proposal fall within one or more of the exceptions to the definition of "Public records". Designating part of a Technical Proposal "Confidential" does not, by itself, ensure that those parts of the Technical Proposal will remain confidential. Technical Proposals with no sections designated as "Confidential" will be considered public information after award notification and will be released as such when requested.

In the event MaineDOT receives a request to inspect or copy those parts of the Proposer's Technical Proposal marked confidential, MaineDOT will notify the Proposer that such a request has been received. If MaineDOT agrees that the documents so identified fall within one of the exceptions to the definition of "Public Records", MaineDOT will notify the party requesting disclosure ("Requestor") that the documents will be withheld. If MaineDOT determines that the confidential designation submitted is overbroad, MaineDOT will contact the Proposer in an effort to narrow the confidential designation. If the Proposer disagrees with MaineDOT's determination of what constitutes public records available for disclosure, the Proposer can seek a protective order or other legal remedy under Title 1, § 409. If the Requestor files a legal action to gain access to confidential information withheld under this section, then the Proposer must retain counsel and file for a protective order. Proposer's failure to join the action and secure a protective order shall constitute a waiver of its claim that the information is confidential. MaineDOT will comply with the order issued by the reviewing court.