

**MUNICIPALITY OF ROCKPORT
REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES FOR:
TRANSPORTATION INFRASTRUCTURE STUDY**

The Municipality of Rockport (Municipality), in cooperation with The Maine Department of Transportation (MaineDOT) is soliciting proposals for professional services for a TRANSPORTATION INFRASTRUCTURE STUDY, MaineDOT WIN . 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: 31 January 2023

Local Time: 5:00pm

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: **Orion Thomas, Planning and Development Director**

Office Phone: 207-236-0989 ext 2

Email: othomas@rockportmaine.gov

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 THURSDAY on 26 January 2023. Late requests will not be accepted.

When appropriate, responses will be placed on the Municipality’s website:

<https://rockportmaine.gov/bids> no later than close of business on 27 January 2023.

5. PROPOSAL SCOPE OF WORK and LOCATION MAP

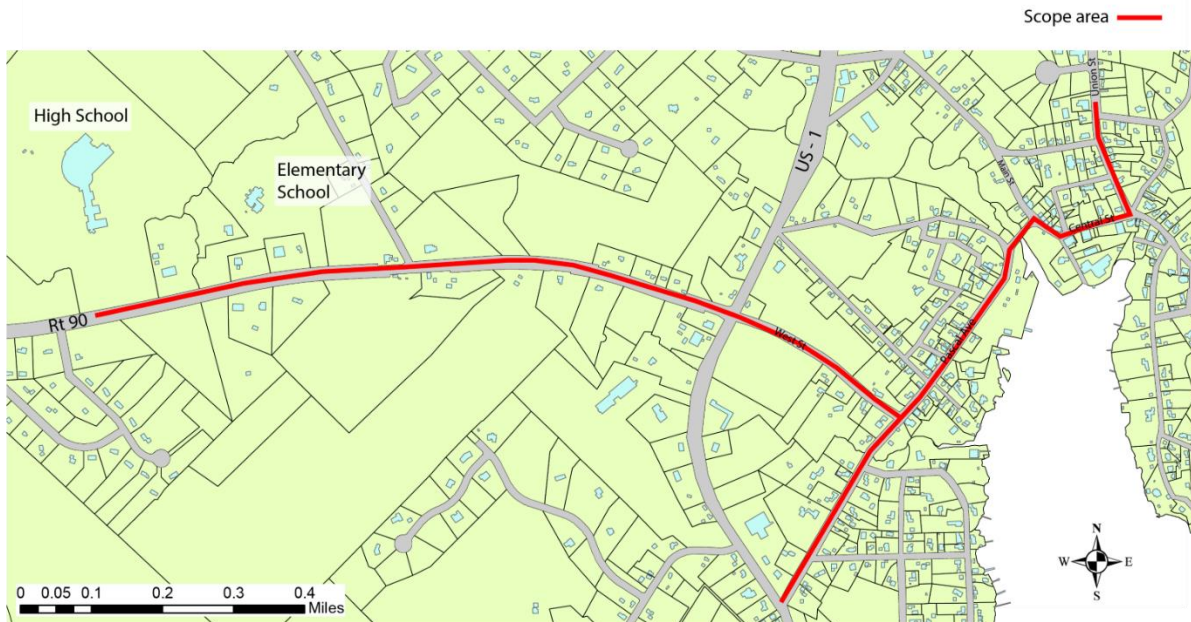
Introduction

The small village of Rockport, Maine is located on the steep banks of Rockport Harbor, where the Goose River empties into the harbor. Over 127 of its stately Greek Revival, Italianate and other historic houses and buildings located on 12 picturesque streets that hug the head of the Harbor, were designated as the Rockport Historic District by the National Register of Historic Places in 1976. In 1990, the Maine State Planning Office nominated Rockport's Harbor and viewshed for designation as a "critical area", characterizing it as, "One of Maine's most visually cohesive villages with a strong orientation to its deep, well-defined harbor."

Rockport's small "downtown" is located between the public library at the northeastern end of Central St and the Goose River bridge at the beginning of Pascal Ave. In between are multiple restaurants, parks, a hotel, gallery, and business offices. This revitalization of the downtown district has occurred over the past 10 years, but the infrastructure to support parking, vehicular, bike, and pedestrian flow have not kept pace with this growth. The village is centered on the bridge that crosses the river and which has seen multiple revisions over its long history resulting in some unusual and awkward situations for vehicular, pedestrian, and cyclist traffic. Compounding the current awkward arrangement is the pending repair/replacement of the bridge by the MDOT for the 4th time in its history, which presents both complexities as well as opportunities for the improvement of our downtown district. The opportunity to participate in the PPI program will enable us to make improvements to our village infrastructure that will benefit local businesses and residents, as well as the tourism industry on which our village depends.

The municipality of Rockport in collaboration with the Maine Department of Transportation (MaineDOT) pursuant to a Planning Partnership Initiative (PPI) agreement is soliciting proposals to improve the infrastructure of the downtown in the study area depicted below:

Scope of Proposed Study



Description of Problematic areas

Pascal Avenue

As this avenue approaches and crosses the bridge from the southwest, it encounters a number of confusing crosswalks, pedestrian pathways, parking, tight curves and intersections that contribute to poor sightlines. The safety issues posed for pedestrians, cyclists and motorists by these poor sightlines are compounded by a speed limit of 30 mph on Pascal Avenue. Although Pascal is residential, its speed limit is inexplicably 5 miles higher than a similar stretch on Elm Street, just beyond Camden's downtown, which is actually Route 1. Many local residents feel that 30 mph is too fast for both the residential area as well as the complex of intersections at the bridge. The Town believes a PPI study for this area is vital.

The pedestrian pathways to and from the harbor allow access to the bridge and the business district, avoiding having to walk on the steep narrow Marine Park access road where there are no sidewalks. The pathways, however, are in need of improvement and deliver the pedestrians to the side of the bridge where there is no sidewalk to guide them to the business district. Rather, they need to use 3 crosswalks and go up a short flight of stairs that are not ADA compliant which can be quite daunting in view of the traffic on Pascal Avenue.

Bike Lanes

Pascal Avenue does not have a bike lane as it approaches the bridge. At the bridge, the biker has to negotiate a sweeping uphill turn to the right with an Armco barrier on their immediate right-hand side which creates a blind corner due to the steep hill up from the Harbor.

The parking problem in the central village has been examined on an ad-hoc basis for the purpose of previous Planning Board applications. This data needs to be collectively analyzed to look for possible solutions and identify any areas that need to be studied further.

Goose River Bridge

Rockport is in the unique position of being scheduled to have its bridge renovated or possibly replaced, at the same time that the town is exploring possibilities for participation in the VPI/PPI program. As noted above the bridge is located in the middle of the area designated as encompassing the VPI/PPI project. In

addition to any structural deficiencies the bridge may have, it also has many functional obsolescence deficiencies from vehicular, pedestrian, bicyclist, safety, lighting, and aesthetic viewpoints. The town's Task Force envisions a sidewalk/bike path along the side of Main Street as it curves uphill from the bridge to join Central Street at the main business district. For this to be accomplished however, the new bridge will need to accommodate the bike lane/sidewalk on its southern side. Shoulders for bikes and sidewalks for pedestrians should be considered on both sides of a new bridge. Conversations with the MDOT Bridge section are currently underway but there is some concern about the ability to coordinate the bridge and the VPI/PPI projects.

ADA Compliance

Due to the steep nature of the Goose River banks several sidewalks need to have stairs incorporated into them which pose obstacles to those with mobility handicaps.

Stop sign on Rte. 1 at intersection with Union St, in abutting Town of Camden.

This unique situation encourages traffic to use Pascal Avenue, Union Street, and Russell Avenue as a bypass to the Route 1 traffic that backs up from the stop sign on Route 1. [Reference the recent MDOT Study at this intersection.]

Summary:

- Rockport would like to work with MDOT on a PPI study that considers safety and mobility improvements for all modes of transportation within the scope area and including the bridge area. Provisions and recommendations for pedestrians, bicycles, on street parking, traffic calming, access to businesses should be considered in this study.
- Rockport would like to work with MDOT to provide bike and pedestrian provisions on both sides of Pascal Avenue including across the Goose River bridge and extending to Central Street. This would include lighting for safety on the bridge. These improvements would also include upgrades to the harbor pathways (and lighting for safety) and integrating the harbor pathways traffic flow into the new south side sidewalk on the bridge.
- The PPI study should consider provisions for a sidewalk along West Street connecting the downtown area with the elementary and regional high schools.
- Rockport would also like to review existing parking studies with the MDOT to identify areas suitable for additional parking, opportunities for improved use of existing parking, and additional study if needed.
- Rockport supports the attached schematic design for the Goose River Bridge.

Task 1 – Project Kick-Off Meeting

The consultant will meet with representatives from the municipality of (Name) Rockport and MaineDOT under a collaborative planning process. At a minimum, the kick-off meeting should accomplish the following:

- Identify and understand local issues
- Identify and understand relevant state and federal regulatory requirements
- Finalize the scope of work
- Identify previous related study efforts
- Identify available traffic data and the additional data that will need to be collected.
- Identify baseline environmental data to be collected
- Draft a preliminary study purpose and need

Task 2 – Review Available Data

The consultant team will review available information provided by the municipality of Rockport and MaineDOT. These will include, but not be limited to, the following:

- Local Comprehensive Plan,
- Recent MaineDOT traffic counts 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 municipality Rockport.
- Other relevant reports, studies, and policies.
- Desktop screening of environmental conditions to identify known environmental resources in the study area

Task 3 – Collect Additional Data if necessary, based on Task 1

As part of Task 1 and Task 2, the Consultant Team and the Project Manager will identify additional data to be collected. At a minimum, the data need collection tasks are anticipated:

- Collect traffic volume and turning movement counts as required including
- Conduct a parking study to review local parking policies, inventory parking supply, identify shortages or surpluses, and estimate future parking demand.
- Coordinate a Road Safety Audit
- Conduct a Speed Study or Speed-Delay Study

Task 4 – Assessment of Current Conditions

The consultant team will evaluate the existing and recent historic performance of traffic in the study area based on traditional forecasting and growth models. The assessment will include but not be limited to:

- Transportation Operation Analysis. Existing safety and transportation deficiencies as well as the impacts on traffic associated with growth and future year traffic will be assessed.
- Safety Assessment. The consultant will analyze the three most recent years of crash records to identify High Crash Locations and other locations that have high crash frequencies.
- Bicycle, pedestrian, and ADA Analysis. The consultant will analyze the bicycle and pedestrian infrastructure within the study area to identify gaps in the infrastructure and barriers to person with disabilities
- Review analyses with team members and discuss possible recommendations and additional alternatives to be considered.

Task 6 Develop Preliminary Recommendations

Based on the analysis of alternatives determined in Task 5, the consultants will develop recommendations based on 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.

- Develop recommendations based on effectiveness and viability from a regulatory perspective. In some efforts based on budget, prior studies, municipal priorities, a consultant may be asked to consider a set number of recommendations, including a specific alternative and low cost/ non-capital alternatives.
- 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 draft report 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 of recommended alternatives on aerial photography.

Task 7 Public and Agency Feedback

The consultant team should expect to meet with the study team including representatives from the municipality of Rockport and MaineDOT up to 10 times including Task 1. The consultant team's proposal should include an approach to effectively inform and solicit feedback from the public and other stakeholders. Most PPI's include 3-5 study team meetings and at least 2-3 public meetings one of which may be a standing Board of Selectman or Council Meeting.

Task 8 – Final Report

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

Standards to be used in Rockport's Proposed Transportation Study

Any Transportation improvements in the Town of Rockport would need to meet the following conditions:

1. All design features must reflect MaineDOT design guidance for Highway Corridor Priorities (HCPs) and must be consistent with the MaineDOT Highway Design Guide and the MaineDOT Bridge Design Guide.
2. All capacity, queuing, and level-of-service analyses will be done in accordance with the 2010 Highway Capacity Manual (HCM) methodologies.
3. 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. 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. 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.
7. Drainage – needs to match into surrounding drainage structures.
8. Signing shall be in accordance with MUTCD (including potential changes to existing overhead signage in the area)
9. Any proposed lighting shall meet minimum AASHTO light levels
10. The Design Vehicle for the major intersections shall be a WB-67, all other intersection shall be for a bus/fire truck unless otherwise specified.
11. Any new traffic signal recommendations must be accompanied by a warrant analysis justifying the recommendation.

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?
- 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 once issued.
- b. **Hard Copy.** Technical proposals must be submitted as follows: two (2) 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 (**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: Attn: Orion Thomas 101 Main St Rockport, ME 04856	Address to: Attn: Orion Thomas 101 Main St Rockport, ME 04856	Address to: Attn: Orion Thomas 101 Main St Rockport, ME 04856

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 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

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 \$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 othomas@rockportmaine.gov.

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.