



Town of Rockport, ME

Request for Proposal

The Town of Rockport (Town) is soliciting proposals for professional services for a **Harbor Concept Plan** in accordance with the Scope of Work contained herein. Proposers must provide a technical proposal to meet the requirements outlined in this RFP.

Proposals are to be received no later than:

Date Due: **November 22nd, 2024**

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.

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 and RFP title.

Name and Title: Orion Thomas, Planning and Development Director

Office Phone: 207-706-4070

Email: othomas@rockportmaine.gov

Request for clarification / RFP amendments

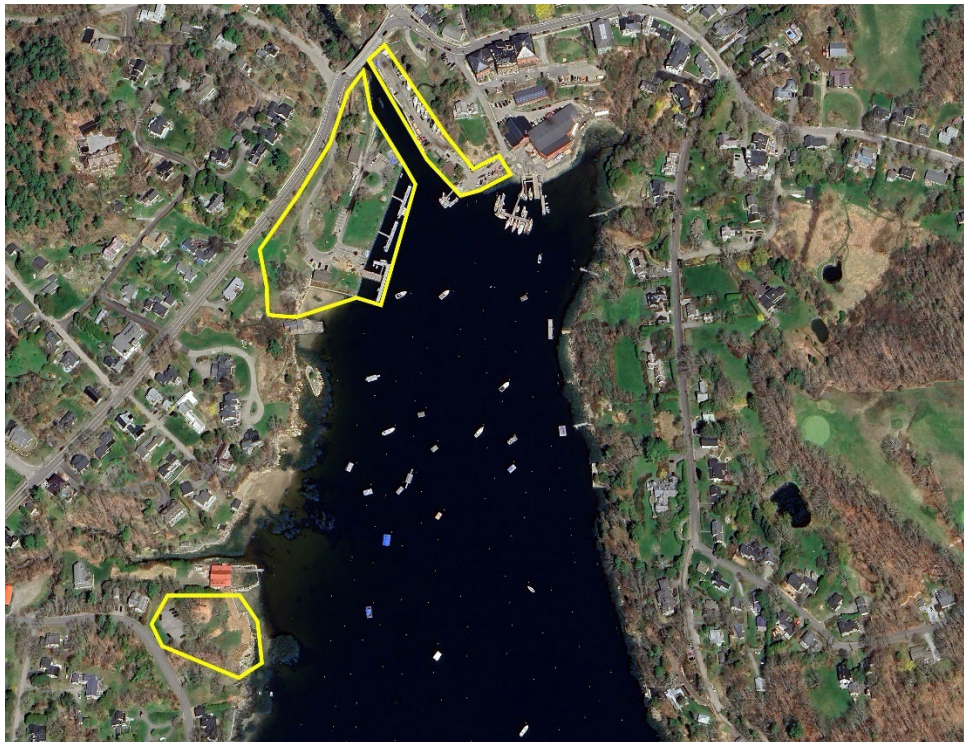
All requests for clarification and additional information must be submitted by email to the RFP Coordinator by 5pm EST on Friday, November 8, 2024. Late requests will not be accepted. When appropriate, responses will be placed on the Municipality's website: www.rockportmaine.gov/bids no later than close of business on November 13, 2024.

Introduction

Rockport's harbor has flooded during major storm events several times over the past couple of years, resulting in repeated repairs to restore/maintain safe commercial and public use of the harbor, something which is unsustainable in both the short and longer term. With sea level rise accelerating and the frequency and intensity of damaging storms increasing, Rockport is committed to enhancing the resiliency of its marine resources, including the working waterfront as well as the recreational users that frequent the harbor throughout the year.

Rockport's working waterfront includes fisheries, commercial marine services, and boat builders. The Harbor also hosts privately-owned Rockport Marine (boatyard and wooden boat builder), which has been in business since 1962. Public uses of the harbor include the Rockport Boat Club (established in 1947), and many public facilities at Marine Park, including picnic and event areas, a boat ramp, and historical exhibits that feature a restored locomotive and multiple lime kilns that date back to the late 1800s. In addition, the study area includes Walker Park, a public park which is located south along the western shore of the harbor.

Rockport is soliciting proposals from qualified firms to develop a strategic plan for the harbor to address, among other things, the impacts of climate change (including sea level rise and increasing frequency and impact from storm events, and water quality changes), while at the same time striving to maintain the existing uses in the harbor. The selected firm(s) will present a specific concept plan and estimate of probable cost to address the Town-owned properties within the area outlined below. In addition, the private businesses that own property or operate within the limits of the study area shall be project stakeholders whose input will be considered by the successful proposer. Said consideration shall include identifying and limiting potential negative business impacts from changes proposed for the Town-owned properties, as well as identify possible opportunities to enhance working waterfront business due to their water dependent nature.



Scope of Work

The following scope of work has been developed to guide the proposal. Modifications are acceptable, provided they are fully explained and that the overall objectives of the project are still met.

1. **Kick Off Meeting:** the successful proposer will meet, in Rockport, with representatives from the Town of Rockport and the Harbor Strategic Task Force for a collaborative planning process. At a minimum, the kick-off meeting should accomplish the following:
 - a. Identify and understand the issue
 - b. Identify and understand relevant state and federal regulatory requirements
 - c. Identify climate change projections to be used as the design basis
 - d. Finalize the scope of work
2. **Review Available Data:** the successful proposer will review relevant information provided by the Town or other outside sources. These will include, but not be limited to:
 - a. Local Comprehensive Plan
 - b. Sea level rise projections
 - c. Elevation and bathymetry data
 - d. Impacts from previous storms (*e.g.*, January 2024)
 - e. Applicable law and/or regulations affecting the feasibility of the proposed action(s)
3. **Public Feedback**
 - a. The consultant's proposal shall include an approach to effectively inform and solicit feedback from the community and applicable Town Committees/Commissions (*e.g.*, Parks and Beautification Committee, Harbor Committee, Conservation Commission, etc.)
 - b. Meetings should include a minimum of four (4) Task Force meetings and at least three (3) public meetings, one of which will be presentation of the Final Report to the Select Board.
4. **Status Reports**
 - a. Status reports shall be provided to the Task Force on a twice-monthly basis
 - b. The status reports shall list those tasks completed during the preceding two weeks, tasks anticipated to be completed in the proceeding two weeks, budget status, and data that may be required of the Town of Rockport or its representatives
5. **Final Report:** the final report shall include the following sections:
 - a. Summary of public feedback from the listening sessions or other mechanisms that may be proposed
 - b. Concept Plan, including both written description and graphical representation of the proposed action(s)
 - c. Where appropriate, the Concept Plan shall identify and propose the use of climate and environmentally friendly solutions
 - d. Discussion of how the proposed action(s) complies with the sea level rise and other applicable guidance in the Maine Won't Wait program and Maine's Infrastructure Rebuilding and Resilience Commission recommendations
 - e. Estimate of probable cost
 - f. Implementation schedule, which may include phasing to distribute cost over multiple years
 - g. Potential funding sources
 - h. Feasibility discussion which shall include the principal risks to successful project implementation, including regulatory approval and funding concerns (sources and timing)
 - i. The proposer shall provide drafts of the final report to the Town and the Task Force ahead of their final submission

Budget

The Town of Rockport has \$60,000 available for this project. The successful proposer will demonstrate in its proposal how to maximize the value obtained from the available funding.

Schedule

Responses to the RFP shall be due by 5pm EST on November 22, 2024. Proposers shall be prepared to attend in-person interviews the weeks of December 9th or December 16th, 2024, with project award anticipated for early January 2024. Interview teams must include the proposed project manager and, if teaming is proposed, at least one member from each firm.

Proposers shall assume that the final report shall be provided to the Select Board during the month of June 2025. Given that as a baseline, the proposer shall provide a schedule in its proposal that identifies pertinent milestones, including the kick-off meeting, public engagement session(s), and review(s) by the Task Force and other stakeholders throughout the project.

Proposal Scoring and Selection Process

Technical proposals will be reviewed and scored using the responses to the following criteria:

- 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? The proposed project manager must remain as project manager for the duration of the project. Substitutions, if necessary, must be approved by the Rockport Select Board, in advance.
- 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?
- Prior experience – (20 points) Has the consultant presented a proven history of applicable projects?
- 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.
- 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 the responsibilities of all parties as they relate to schedule deadlines.
- Price Proposal – (5 points) The most competitive price proposal geared to meeting the outlines in Proposal Scope of Work section of this RFP.
- Contact Information – Provide the name, address, phone number, and email address of the Proposer.
- Signature Page – Signature pages must be included with the technical and price proposal stating the “I certify that all of the information in this technical/price proposal is true and accurate.”

Packaging and Submitting Your Technical Proposal

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.

1. RFP Title. The Proposer’s full business name and address as well as the RFP title must be written on your proposal package.
2. Hard Copy. Technical proposals must be submitted as follows: two (2) copies of the technical proposal must be submitted in hard copy format.
3. Proposal Package Submittal: Proposal package must be mailed/delivered as follows:

Regular Mail Delivery	Hand Carried Delivery	Federal Express/UPS Delivery
Address to: Town of Rockport Attn: Orion Thomas 101 Main St Rockport, ME 04856	Address to: Town of Rockport Attn: Orion Thomas 101 Main St Rockport, ME 04856	Address to: Town of Rockport Attn: Orion Thomas 101 Main St Rockport, ME 04856

Terms & Conditions / General Information

The initial contract term will be for one (1) year, commencing upon execution of the contract documentation. The Town reserves the right to modify the initial contract term at its discretion, as well as to award additional phases of the Project.

This RFP does not commit the Town to pay costs incurred in preparing and submitting your proposal.

Insurance Certificates:

Insurance certificates for the coverages listed below must be included:

- Professional Liability
- Commercial General Liability, listing 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

Subconsultant Proposal

If a subconsultant will work on the project, the prime consultant must submit the subconsultant’s proposal as supporting documentation.

Debarment Certification

The signature page must contain 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:
 1. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 2. violating federal or state antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. 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
 4. 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.

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 Town 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 Town 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 Town will comply with the order issued by the court reviewing the case.