

**TOWN OF BOWDOINHAM, MAINE**

**SIDEWALK TRANSPORTATION ENHANCEMENT PROJECT**

**REQUEST FOR QUALIFICATIONS FOR CONSULTANT SERVICES**

The Town of Bowdoinham is soliciting consultant services for design and construction, in order to undertake this Sidewalk Transportation Enhancement Project. The project consists of assisting the Town in locally administering the MDOT project. This project has been included in the Maine Department of Transportation's (MDOT) 2010-2011 Biennial Work Plan.

Nine (9) copies of the qualifications package must be clearly marked: "Qualifications for Consultant Services – Bowdoinham Sidewalk Project". Completed packages must be delivered by 12:00 p.m. local time on February 5, 2010 to:

Town of Bowdoinham  
Nicole Briand, Town Planner  
13 School Street  
Bowdoinham, Maine 04008

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to the above office (email: [nbriand@bowdoinham.com](mailto:nbriand@bowdoinham.com)) and must be received by 4:00 p.m. local time on January 22, 2010. All questions will be answered by 4:00 p.m. local time on January 26, 2010 and faxed to all interested parties. Any firm interested in submitting a qualification package for this work shall notify the Town Planner by 4:00 p.m. local time on January 29, 2010 in order to assure that any changes can be properly disseminated to the all interested parties.

## **PROJECT HISTORY**

December 16, 2009 - The Town and Maine Department of Transportation have signed the Transportation Enhancement Project Agreement and the Town has received the Notice to Proceed (Federal Project Number: STP-1747(300)X, State PIN # 017473.00)

December 7, 2009 - The Maine Department of Transportation approved Priority 1 and 2 of the redefined project scope to move forward into the design phase.

December 1, 2009 - The Bowdoinham Board of Selectmen voted to allow the redefined project scope to go forward with Maine Department of Transportation with the knowledge that there will be further opportunity for public input through the process with Maine Department of Transportation.

November 23, 2009 - The Biking, Walking, & Paddling Group agreed on the project scope to move forward.

November 10, 2009 - The Biking, Walking, & Paddling Group held a meeting to discuss the Walkable Village Plan and the project scope for the "sidewalk grant".

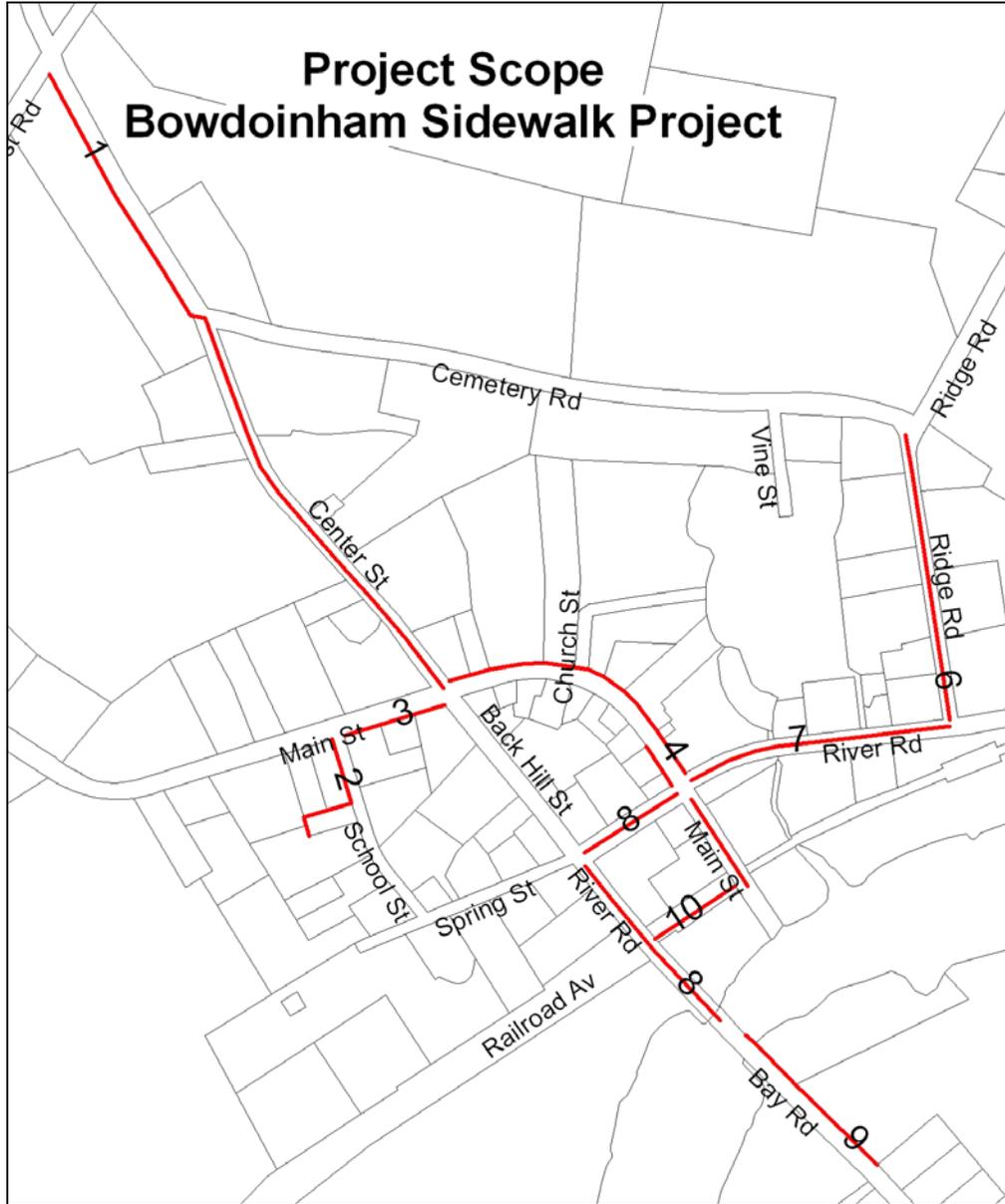
November 3, 2009 - The Town of Bowdoinham voted and approved the transfer of up to \$133,750 from the Undesignated Fund Balance to the FY2010 budget revenues and appropriate the same to be used as the Town's share to match a grant of \$535,000 in Federal Enhancement Funds distributed through the Maine DOT Quality Community Programs for the engineering and construction of sidewalks.

June 10, 2009 - The Town of Bowdoinham voted down a \$350,000 match to the \$535,000 Quality Community Program (Sidewalk) Grant from the Maine Department of Transportation.

April 2009 - The Town of Bowdoinham was notified that they selected to receive a \$535,000 Quality Community Program (Sidewalk) Grant from the Maine Department of Transportation.

June 6, 2008 - The Town of Bowdoinham submitted a Quality Community Programs application to the Maine Department of Transportation.

**SCOPE OF PROJECT**



<b>ID #</b>	<b>Road</b>	<b>Location</b>	<b>Description</b>	<b>Feet</b>
1	Center Street	Main Street to Post Road	4-ft (min) sidewalk with 20 foot travel way	2,100
2	School Street	Main Street to Town Hall	4-ft (min) sidewalk from Main Street to Town Hall, then along the side of Town Hall to the rear parking area and Municipal Building	350
3	Main Street, south side	Back Hill Street to School Street	4-ft (min) sidewalk and 4-ft shoulder	300
4	Main Street, north side	River Road to Center Street	4-ft (min) sidewalk with 4-ft shoulder. Create five parallel parking spaces along the town-owned property across from the credit union.	800
5	Main Street, south side	River Road to Credit Union	4-ft (min) sidewalk with 4-ft shoulder	150
6	Ridge Road	River Road to existing sidewalk on Cemetery Road	4-ft (min) sidewalk	950
7	River Road (Rt 24)	Main Street to Ridge Road	4-ft (min) sidewalk and paved shoulder	750
8	River Road (Rt 24)	Main Street to Cathance River Bridge	4-ft (min) sidewalk and paved shoulder	950
9	Bay Road (Rt 24)	Approx. 500ft from Cathance River Bridge	4-ft (min) sidewalk and paved shoulder	500
10	Alternative to River Road #8 (if necessary)	Lower Main Street and Maily Waterfront Park	From Maily Waterfront Park to the River Road construct a 4-ft (min) sidewalk and create a 9-foot wide shoulder for parallel parking along the Town Landing Restaurant property boundary and then through Maily Waterfront Park to the existing sidewalk on the Cathance River Bridge.	600

## **SCOPE OF SERVICES**

The Town will administer the project locally in accordance with the MDOT Local Administered Project (LAP) requirements. The consultant shall provide services necessary to assist the Town with the project administration of the Sidewalk project from preliminary design through construction to project completion in accordance with the process requirements of a Locally Administered Project (LAP). Consultant services will include, but not be limited to the following:

- 1) Survey/Right-of-Way
- 2) Preliminary and final Design and Project Cost Estimate
- 3) ROW Acquisition Services (if necessary)
- 4) Public Participation
- 5) Utility Coordination
- 6) Environmental Permitting & Documentation
- 7) Preparation of Bid Documents
- 8) Construction Cost Estimating
- 9) Construction Administration and Inspection Services
- 10) Funding Application Assistance

## **SUBMISSION REQUIREMENTS**

- A. **Title Page:** Show the submittal subject, name of firm, local address, telephone number, name of contact person and date.
- B. **Letter of Transmittal:** Provide a brief letter summarizing qualifications and project understanding.
- C. **Table of Contents:** Include a clear identification of the materials by section and by page number.
- D. **Company Profile:** Provide an overview of the company including location, number of staff, and describe the services the firm provides.
- E. **Project Team:** Identify the project team members that will be assigned to the project and their capabilities.
- F. **Relevant Experience/Qualifications:** Provide information regarding the company's relevant experience related to the services required for the proposed project.
- G. **Workload Capacity:** Indicate the company's workload and capacity for the firm to perform the work on a reasonable schedule.
- H. **Funding Experience:** Describe the projects your firm has undertaken that were either directly or partially funded by either or both, State and Federal funds.

I. **References:** List the names, addresses, and telephone numbers of representatives of five current or recent clients who are familiar with the work your firm has done.

J. **Additional Data:** Provide any additional data you consider essential to the submittal.

### **SELECTION CRITERIA**

The selection team will consist of a Select Board member, Town Manager, Town Planner and Public Works Director. The following guidelines will be used when reviewing and ranking the consultant submittals:

- 1) Personnel Qualifications and Relevant Individual Experience
- 2) Local Administered Projects (LAP) Certified Staff/  
Municipally Managed Project Experience
- 3) Availability & Ability to Maintain Project Schedule
- 4) Corporate Experience on Similar Projects

These guidelines are listed in the order of relative importance.

A minimum of three (3) consultants will be selected for an interview. Upon completion of the interview process, the selected consultant will be notified and will have to provide a technical submittal and price proposal. If an acceptable contract cannot be negotiated with the selected consultant, the second consultant chosen will be contacted.

### **TERM**

The duration of the contract shall be for three (3) years from the date of its execution. The Town reserves the right to negotiate an additional one (1) year renewal with the selected consultant. The Town will announce its intention prior to the end of the contract period.

### **INDEMNIFICATION AND INSURANCE**

The successful Consultant selected shall agree to indemnify and hold the Town harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance, including claims of professional malpractice or negligence.

The above referenced indemnity shall be in addition to and as a complement to the required contract provisions for federally-funded contracts contained in the State of Maine Department of Transportation's Consultant General Conditions dated July 1, 2002 and related Supplement to these Consultant General Conditions dated December 9, 2002. The Consultant General Conditions may be found at [http://www.state.me.us/mdot/contractor-consultant-information/contractor\\_cons.php](http://www.state.me.us/mdot/contractor-consultant-information/contractor_cons.php).

## **Certified DBE**

(Disadvantaged Business Enterprise) Consultants by the Maine Department of Transportation are encouraged to apply as the prime Consultant for this work. Non-DBE Consultants shall ensure that DBE's, have the maximum opportunity to participate in the performance of the Contract. The Department has established a current annual aspirational effort for DBE utilization of 8%. More information may be found about Maine DOT, February 2003, "Certified Disadvantaged and Women Business Enterprise" directory, available at: ([http://www.state.me.us/mdot/humres/o\\_equalo/cdwbed\\_h.htm](http://www.state.me.us/mdot/humres/o_equalo/cdwbed_h.htm))

Firms certified by another state's transportation agency must be certified by Maine DOT.