

**MUNICIPALITY OF NEWCASTLE  
REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES FOR PRE-ENGINEERING SERVICES**

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The Municipality of Newcastle, in cooperation with The Maine Department of Transportation (MaineDOT) is soliciting proposals for professional services for Pre-Engineering Services, MaineDOT WIN 27790.00. 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 Municipality is undertaking this Village Partnership Initiative (VPI) 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: **Monday, December 11, 2023**

Local Time: **12:00 pm (noon)**

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: **Michael Martone, Town Planner**

Office Phone: **207.563.3441**

Email: **Planner@NewcastleMaine.US**

**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 **12:00 pm (noon)** on **Tuesday, November 7, 2023**. Late requests will not be accepted. When appropriate, responses will be placed on the Municipality’s website:

**<https://www.newcastlemaine.us/planning>** no later than close of business on **Tuesday, November 21, 2023**.

## 5. PROPOSAL SCOPE OF WORK and LOCATION MAP

The scope of work of the project is as follows:

The Town of Newcastle proposes a study that will focus on the street network in the community's downtown village. The result of the study is expected to benefit the Town with the following three possibilities:

- 1) It can serve as base information for future road and infrastructure improvements.
- 2) It can serve as a visionary guide to attract private development in the district where residential infill construction is desperately needed.
- 3) The Town can use the study to seek additional grant funding and assess the implementation of incentives, such as a TIF district.

The study shall support transportation planning as it has been designated in the Town's Comprehensive Plan. A decade ago, the town engaged in a rigorous community outreach process to broadly reassess land use. A Local Planning Committee was formed, and the town invested in hiring an outside planning consulting firm. This work led to the adoption of a new, visionary Comprehensive Plan and a complimentary Core Zoning Code that best represents the future of Newcastle. During this process, the town residents identified the desire to create a pedestrian-friendly downtown district and for it to be an extension of the neighboring Damariscotta Village District along the Business Rt.1/Main Street transportation corridor. To this end, the town has identified three needs that must be addressed for a pedestrian-friendly district to flourish, they are:

- 1) the need to calm traffic as it is delivered to and from US Rt.1,
- 2) the need to address two problematic intersection nodes that are the cause of driver confusion,
- 3) and the need for on-street parking that supports growing commerce in the downtown village, including restaurants, retail, mixed use, and residential infill development.

### **Summary for Pre-Engineering Services:**

Reconfigure two Traffic Nodes to better organize and calm traffic flow on adjacent corridors; support a pedestrian-friendly mixed-modal village district of mixed-use zoning; and improve the downtown streetscape while adding on-street parking to encourage local commerce and residential development.

## **Project Location and Proposed Improvements:**

1. *Main Street (US 1B) from Traffic Node 1 to Traffic Node 2*
  - Add on-street parking to Main St. where State R.O.W. easement allows.
  - Modify sidewalks and make crosswalk improvements.
2. *Main Street (US 1B) from Traffic Node 2 to Damariscotta River Bridge*
  - Add on-street parking to Main St. where State R.O.W. easement allows.
  - Modify sidewalks and make crosswalk improvements.
3. *Mills Rd. (SR 215) from Traffic Node 2 to Stewart Street*
  - Add on-street parking on Mills Rd. where State R.O.W. easement allows.
  - Modify sidewalks and make crosswalk improvements.
4. *Traffic Node 1 (intersection of River Rd, Barroll Pt Rd, and US 1B/Main Street)*
  - Redesign intersection, which currently encourages high speeds and creates a confusing, problematic, and inhospitable intersection and adjacent area.
  - Assess different redesign solutions, including a roundabout (center drive-over), to reduce vehicle speed, calm traffic, and ease intersection navigation for traffic entering and exiting the downtown village area.
  - Create a gateway to the downtown Newcastle and Damariscotta ‘Twin Village’ area.
  - Take advantage of and complement the scenic view of the river and historic village area in Damariscotta.
5. *Traffic Node 2*
  - Modify or redesign confusing, and inhospitable intersection which currently lacks adequate pedestrian accommodations, disrupts the flow of local traffic, and discourages development of adjacent land.
  - Assess different redesign solutions, including a four-way stop with US 1B northbound slip lane, to calm traffic, limit vehicle speed, and create/reconnect a hospitable pedestrian network within the downtown village area.
  - Improve streetscape to accommodate and encourage traditional village development in the downtown area.



## 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 the responsibilities of all parties as they relate to scheduled deadlines.
- f. **Contact Information:** Provide the name, address, phone number, and email address of the 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 27790.00.
- b. **Hard Copy.** Technical proposals must be submitted as follows: **Three (3)** copies of the technical proposal must be submitted in hard copy format accompanied by **two (2)** 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: <b>P.O. Box 386 Newcastle, ME 04553</b>	Address to: <b>4 Pump Street Newcastle, ME 04553</b>	Address to: <b>4 Pump Street Newcastle, ME 04553</b>

## 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 **Planner@NewcastleMaine.US**.

## **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. The 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.