



City of Sanford, Maine
Public Works Department
156 SCHOOL STREET, SANFORD, MAINE 04073
(207) 324-9135 FAX (207) 324-9133



REQUEST FOR PROPOSALS

PROFESSIONAL PLANNING AND ENGINEERING SERVICES FOR A PLANNING PARTNERSHIP INITIATIVE (PPI) WITH THE CITY OF SANFORD AND MAINE DOT TO FACILITATE ECONOMIC DEVELOPMENT IN DOWNTOWN SANFORD

July 26, 2019

I. Introduction

The City of Sanford and Village of Springvale (the City) is accepting proposals to select qualified professional planning and engineering firms to provide professional services in order to develop a planning and feasibility study to evaluate and analyze safety and mobility improvements to compliment local economic development efforts.

The City has executed an agreement with the Maine Department of Transportation (MaineDOT) under a Planning Partnership Initiative (PPI) in order to complete tasks as stated in Appendix A: Scope of Work.

II. Qualifications

This RFP is available for viewing online at <http://www.sanfordmaine.org> under “Businesses: Bids & RFP’s.” Proposals shall be submitted by firms or teams of firms that have a capable and demonstrable background in the type of work described in Appendix A: Scope of Work. The City and MaineDOT have agreed to select firms that have strong base representation in the following prequalified categories according to MaineDOT:

- 101.90: Intermodal Facilities Design
- 103.30: Cost Benefit/Economic Studies
- 103.60: Planning-Feasibility Studies
- 105.00: Intelligent Transportation Systems
- 106.50: Bicycle and Pedestrian Operations Development
- 202.10: Reconstruction/Rehabilitation Highway Design
- 209.10: Pedestrian/Bicycle Facilities Design
- 210.20: Traffic Data Collection, Processing, and Analysis
- 210.30: Intersection Geometric Improvement Design
- 210.50: Lighting Design
- 701.00: Utility Coordination
- 804.10: Geotechnical Investigations and Engineering Services
- 806.00: Landscape Architecture/Project Management/Interpretive Planning

In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, equipment, specialized consultants and financial resources to carry out the work within a reasonable time frame as determined by the Public Works Department.

III. Submission Requirements

Application Submittal: A complete package must be submitted in order to be considered and must include seven (7) hard copies and a PDF of the proposal (on a flash drive or CD). Incomplete submittals will not be accepted. Submittal packages must include the following:

- A. A proposal including the following:
 - 1. A cover letter introducing the firm(s) and highlighting the qualifications as they relate to this project as well as acknowledgement of Questions and Answers (see below).
 - 2. Descriptions of relevant and/or similar projects and responsibilities completed by the Consultant(s). Maximum of five (5).
 - 3. Statement of qualifications including a resume and related experience for each team member expected to perform on this contract. Direct involvement with the relevant projects submitted above preferred.
 - 4. A minimum of three (3) current references including complete contact information for those who have professional knowledge and experience of the Consultant's capabilities. Direct involvement with the relevant projects submitted above preferred.
- B. A separate, sealed envelope marked with the proper's name and labeled "Fee Schedule" arriving at an overall Not to Exceed Lump Sum via identification of tasks (as noted in Appendix A: Scope of Work), listing of personnel, their hourly rates, their corresponding assigned hours, and dollar values associated with each effort.

Proposals shall remain effective for ninety (90) days beyond the submittal date.

All questions regarding this Request for Proposal (RFP) shall be directed in writing to:

Matthew E. Hill, P.E.
City Engineer
156 School Street
Sanford, Maine 04073

OR mehill@sanfordmaine.org

Questions shall be due at noon two (2) weeks before the RFP opening. All Questions and Answers shall be posted to the City's web page (as noted above) by noon one (1) week before the RFP opening. Acknowledgement of the Questions and Answers will be required in the RFP.

Proposals shall be submitted to the Sanford Department of Public Works Department, 156 School Street, City of Sanford, Maine, 04073, no later than 12:00 noon **on Thursday, September 12, 2019.**

IV. Proposal Preparation

- A. Proposals shall be typewritten, with pages numbered, and shall include sufficient documentation to allow a total and accurate evaluation of the Consultant and the work to be performed. To facilitate the evaluation, the Consultant is requested to organize its Statement of Qualifications to coincide with the sequence of items noted in Section III: Submission Requirements above. Those statements that do not follow the outline, or do not contain the required information may be considered unresponsive.
- B. If the Consultant proposes to subcontract a portion of the proposed work, the Statement shall identify the name of the Sub-consultant(s), the services that are to be provided by the Sub-consultant(s), a summary of their relevant project experience(s), and resumes of the proposed individuals to be involved.
- C. Misconduct: During the period of the last five years, list all citations or notices of violation issued to your organization's local office or employees being proposed; labor law violation, environmental law or regulation violations, or citations issued for safety law violations or results of adjudatory procedures/hearings against licensed individuals being proposed. Indicate any proposed or pending litigations or unresolved claims, including State Licensure Board, or other formal claims using arbitration/mediation regarding employee's performance.

V. Award of Contract

- A. Proposers will be evaluated on factors including but not limited to technical competence, project understanding, company project experience, individual team member's experience, depth and breadth of capabilities, and workload capacity.
- B. During or subsequent to the evaluation of the Proposals, if necessary, the City may wish to interview or request supplemental information from some or all of the Consultants. The City of Sanford and MaineDOT will select Consultants based on scoring of the submissions and potential interview results.
- C. Based on the results of the proposal scoring and results of the interview process (if performed), the separate sealed price proposal from the highest ranked proposer shall be opened. If a fair and reasonable price cannot be negotiated with the highest-ranked Consultant, the City and MaineDOT may request a "Best and Final Offer." If that final offer is deemed unreasonable, negotiations will be terminated with the highest-ranked Consultant and the second-highest ranked Consultant's price proposal will be opened. No reimbursement will be made to the Consultant for time spent on a failed negotiation.
- D. Once the successful proposer negotiates a final price, the project is awarded, and a contract is signed, price proposals from proposers not selected will be returned unopened.
- E. Subsequent to award, MaineDOT and the City of Sanford may modify the scope of work or extend the scope of work with the successful consultant(s).