

## **ADDENDUM #1 – QUESTIONS AND ANSWERS**

### **Sanford & MaineDOT Request for Proposals for Downtown Planning Partnership Initiative**

Sanford Department of Public Works  
CITY OF SANFORD, MAINE  
156 School Street  
Sanford, Maine, ME 04073

FINAL UPDATE: August 30, 2019

The following Questions have been submitted in regard to the Sanford & MaineDOT Request for Proposals for Downtown Planning Partnership Initiative and Answers are provided as noted below:

1. Q: What is the goal of the Planning Partnership Initiative (PPI)?

A: The highest and best result of the PPI is a product that prioritizes Downtown Sanford in the eyes of the MaineDOT 3-Year Work Plan for subsequent design and construction. To this end, the Department of Public Works' public presentation to the City Council is hereby provided on the RFP web page as Addendum #2.

2. Q: What portions of the work involve MaineDOT Prequalification 105.00 Intelligent Transportation Systems?

A: Three signalized intersections within the PPI are currently within the scope of the recently awarded USDOT BUILD Grant project (MaineDOT WIN# 24301.00) as noted in PPI RFP Appendix A, Task 4.

3. Q: What is the budget for the PPI?

A: City of Sanford is advertising the RFP and awarding the contract according to the MaineDOT Local Project Administration Consultant Selection process.

4. Q: Does the City have any equipment to measure vehicle speeds available?

A: Not at this time.

5. Q: Are there any page limit restrictions on the proposal?

A: Please see RFP Section III Submission Requirements. The Department typically encourages and appreciates concise proposals.

6. Q: Will MaineDOT be involved with the Consultant selection?

A: Most likely, yes.

7. Q: Will the PPI include performing a Market Analysis?

A: No, but a concurrent Market Analysis performed by the City should be considered as a contributing factor when making the ultimate PPI improvement recommendations.

8. Q: Will the PPI include performing Land Use Planning?

A: No, but the Land Use Planning goals of the City should be considered as contributing factors when making the ultimate PPI improvement recommendations.

9. Q: Will the PPI include performing any building evaluations?

A: No, but building location, condition, and current/future uses should be considered as contributing factors when making the ultimate PPI improvement recommendations.

10. Q: Does an existing survey need to be completed?

A: The City has performed a 1' topographical survey of the PPI study area in MicroStation format including underground utilities. For reference, the survey information is hereby provided to all potential proposers on the RFP web page as Addendum #3.

11. Q: What is the schedule for completion of the PPI?

A: As noted in the presentation to the City Council (Addendum #2), delivery of a completed PPI study by mid-2020 may make the engineering effort eligible for the following MaineDOT Work Plan year. As the City is administering the PPI, targeting MaineDOT's 2021-2022-2024 Work Plan effort would be highly desirable.

12. Q: How important are lane layout recommendations as part of the PPI?

A: Lane layout recommendations are of critical importance as they will be required to coincide with the concurrent design of MaineDOT WIN 24301.00 (USDOT BUILD Grant) Signal Replacement Project (see Appendix A, Task 4).

13. Q: Does the City favor bump-outs?

A: The Sanford Department of Public Works favors designs that seek to protect pedestrians/bicyclists, adequately convey vehicular traffic, facilitate the economic needs of the Downtown, and are geometrically maintainable by a plow in the winter.

14. Q: Should the proposer develop an independent scope of work?

A: The proposed scope of work should follow the RFP Appendix A.

15. Q: On Page 3 you mention that Proposers will be evaluated on a list of factors, one being project understanding. However, when I read through your listing on Page 2 of what you want the proposal to include, I don't see a place listed that you would like to see our project understanding/scope of work. I assume you would like us to address this section – can you let me know where it would best fit into your template?

A: The proposed scope of work is already provided in Appendix A of the RFP. Project understating should be reflected by the Proposer throughout the submission (i.e. discussed in the cover letter and should influence the relevant project selections, personnel proposed for this work, and references provided).

16. Are Consultants who have worked with the City of Sanford previously, exempt from consideration of proposal award?

A: No. All pre-qualified firms selected have either a good record of work with the City and/or have previously submitted excellent proposals for other initiatives.

17. Q: Do the limits of the PPI include the respective intersections at ends of the defined areas included in the RFP Appendix A Scope of Work?

A: Yes. The limits of the study should include each terminal intersection. It should be noted that the scope of the USDOT BUILD Grant project (MaineDOT WIN# 24301.00) currently includes replacement of the traffic signals, associated hardware, phasing and timing improvements, and ADA compliance improvements (but no other geometric improvements) at the following intersections:

- Route 109/Main Street at Route 202/Winter Street/Lebanon Street;
- Route 109/Main Street at Washington Street;
- Route 109/Main Street at Emery Street.

It should also be noted that the 24301.00 project currently does not include the signalized intersection of Washington Street, River Street, and High Street (all streets classified as MaineDOT Corridor Priority 4 and Federally classified as Major Urban Collectors). The PPI should include preliminary discussion and analysis on the merits of traffic signal and hardware replacement, phasing and timing improvements, ADA compliance improvements, and geometric improvements at this intersection.

18. Q: Should off-street parking analysis be included within the scope of the PPI?

A: The City has already begun an off-street parking analysis and will likely incorporate it in the concurrent local Market Analysis effort.

19. Q: As there is survey available, should the PPI designs/renderings be produced on the survey instead?

A: Conceptual designs/renderings on the aerial photography should be sufficient.

20. Q: Do the scoped renderings include aerial photography only or street level/windshield views?

A: The renderings noted in the Scope of Work refer to aerial photo layouts of traveled ways, shoulders, parking, sidewalks, landscaping, etc. MaineDOT and the City of Sanford do reserve the right to modify the scope of work upon mutual agreement with the successful proposer.

21. Q: What are the biggest issues and/or goals for the City of Sanford?

A: Please see Addendum #2. Sanford's greatest internal goal is to re-create a vibrant Downtown in order to both support stimulation of the local economy and to compliment the myriad of other concurrent infrastructure improvement projects. Externally, Sanford is very interested in continuing to be a good partner with MaineDOT and to have a PPI study that will create an opportunity for a positive and high-priority response from the Department of Transportation when considering continuing engineering and construction funding under the State Transportation Work Plan in today's competitive environment.

22. Q: What are the City's lighting and landscaping standards?

A: The City is planning on establishing and/or revising lighting and landscaping standards concurrently with the PPI through the production of a City of Sanford Technical Manual.

23. Q: Will interviews take place?

A: Please see RFP Section V.B.

24. Q: Are the seven (7) copies of the proposal for seven (7) scorers?

A: Seven (7) scorers are anticipated but the list has not been finalized yet.

25. Q: Are there any Consultants currently deemed to not be in good standing with the City of Sanford?

A: No.