



REQUEST FOR PROPOSALS: CONSTRUCTION DESIGN & PLANS – ELM STREET EXTENSION TOPSHAM, ME

OVERVIEW

The Town of Topsham is soliciting proposals from qualified firms interested in providing engineering services in order to assist the Town in developing road design construction documents for Elm Street Extension project. As part of the overall Lower Village development and planning efforts conducted by the Town and the Lower Village Development Committee (the Committee), the Town seeks to develop design and construction plans to implement the goals and objectives of the Committee. The goals of this plan reflect the shared values that have been identified to-date by the Committee in consultation with stakeholders. This project focuses on restoring two-way traffic to Elm Street Extension, a short section of one-way public roadway between Main Street and Winter Street.

ANTICIPATED SCOPE OF WORK

This project will include the following submissions:

- Survey, including determination of existing ROW
- Draft and final Preliminary Design Report (PDR)
- Draft and final Plan Impacts Complete (PIC)
- Draft and final Plans, Specifications and Estimates (PS&E).

This scope is to be covered in two separate phases as outlined immediately below. Applicants shall provide a budget and task outline for each phase of the project. *The Town intends to utilize Phase 1 to determine feasibility of constructing these improvements within the existing ROW and, therefore, will not make a decision on proceeding with Phase 2, until Phase 1 has been reviewed and approved by the Board of Selectmen.*

Phase 1: Preliminary concept plans for recommended improvements within ROW and intersections, superimposed on orthographic image of the project area, including:

- Survey, including determination of existing ROW
- All other studies and investigations needed to complete preliminary reports
- Preliminary site-walk and meetings with Town staff, State agencies and stakeholder group
- Meeting with affected property owners

- Draft Preliminary Design Report (PDR)
- Draft Plan Impacts Complete (PIC)
- Draft Plans, Specifications and Estimates (PS&E).

Phase 2: All other elements of the scope – final reports and plans:

- Meetings with Town staff, State agencies, stakeholder working group
- Public meetings
- Final Preliminary Design Report (PDR)
- Final Plan Impacts Complete (PIC)
- Final Plans, Specifications and Estimates (PS&E).

SCOPE ELEMENTS/DETAILS

Data

- Data collection for the analysis should include the following:
 - Survey, including determination of existing ROW
 - Mapping of ROW and identification of needed easements
 - Clear delineation of any/all private uses within the ROW
 - Geotechnical, if retaining walls are required
 - Identify any required environmental permitting (eg: wetlands and/or storm water outlets)
 - Outline utility coordination, following MaineDOT LPA process
 - Document current turning movement volume data at the Main Street intersections at Elm Street Extension/Elm Street and at Winter Street during the AM and PM peak periods

Tasks:

- Conduct a traffic study that documents existing and future traffic volumes, and:
 - Development of traffic simulation model/s pursuant to MaineDOT standards
 - A summary of level of service and queue conclusions
 - Suggestions on traffic signal phasing and timing.
 - Identification of pedestrian improvements within the study area
- The following general tasks shall be included:
 - Field investigation of the project area
 - Collect/review existing data
 - Develop a Design Criteria memorandum
 - Development of base plans at a scale that meets MaineDOT requirements and is in MicroStation format
 - Design of roadway and sidewalk including horizontal and vertical design, typical section, curb, drainage (the project shall coordinated with Wright-Pierce culvert

design), minimizing ROW, tree, utility, natural resources impacts. Vertical alignment could be difficult to get appropriate grade at intersection while minimizing impacts to abutters

- Driveway revisions. Drive at yellow house may need to be shifted quite a bit to the north and could require significant grading to make it work
- Historic impact considerations shall be included; project is within Town Historic District
- Traffic signal modifications at the Main/Elm intersection. This shall include vehicle and pedestrian provisions
- PDR to include report, title sheet, typical sections, signal upgrades, horizontal alignment, vertical alignment, drainage layout, working cross sections pavement markings, signage, conceptual estimate
- PIC to include the above, plus more signal upgrade details, roadway design notes/item schedules, quantity sheets, general notes, special provisions, utility coordination meetings
- Final PS&E will respond to town / state comments
- Include other status / coordination meetings
- Provide assistance with bidding process / answering questions during bid process / reviewing bids

Meetings

Participate in meetings with Town staff, State Agencies, stakeholders, affected property owners, and facilitate public meetings, as necessary to review and discuss project design issues and complete the project in a satisfactory manner. The consultant shall be responsible for documenting the meetings and preparing meeting notes with a summary of action items for distribution. The proposal shall estimate and reflect the number of such meetings.

For the purposes of the cost estimate, the consultant shall assume:

- Preliminary site-walk to kick-off the project and review project area and highlight design issues/opportunities with Town staff and State agencies
- Consultant/staff team update meetings, approximately monthly during both Phases
 - May be conducted by conference call, if feasible
- Four (4) consultant-stakeholder/progress review meetings (field and office);
- Two (2) public meetings
 - One (1) public input meeting
 - One (1) plan presentation meeting
 - One (1) plan presentation to Board of Selectmen at conclusion of Phase 1

The cost proposal shall also include a per-meeting fixed cost for additional meetings, of two kinds, if needed:

- Public meetings
- Meetings with Board of Selectmen, Planning Board, and/or other town committees

Deliverables

- Five paper copies and an electronic copy in PDF format of a summary Report that includes a description of recommended improvements associated with all items above, to include segment layout plans of recommended improvements within roadway and intersections, pedestrian mobility plan, landscape. Appendices should include traffic analysis
- One electronic copy of any AutoCAD/ GIS files

Project Budget

- Project budget for **both** phases shall not exceed \$50,000

Project Schedule

- Proposals due: 1 March 2019
- Interviews with selected firms: 11-15 March 2013
- Anticipated decision date: 21 March 2019
- The selected consultant will be expected to begin work within two weeks of contract signing
- Completion of all Tasks:
 - Phase 1: within 8 weeks of contract signing
 - Phase 2: to be negotiated

Key Staff Contacts

- Dennis Cox, Public Works Director – staff project leader
- Rod Melanson, Planning Director
- John Shattuck, Economic & Community Development Director

SUBMISSION REQUIREMENTS

Please submit five (5) paper copies and one (1) electronic copy of all submission materials:

TOWN OF TOPSHAM
Attn: John Shattuck – ESE RFP
100 Main Street
Topsham ME 04086

All RFP submissions must include the following information to be considered by the Town of Topsham:

- Cover letter stating the firm's interest in the RFP and experience working on similar projects for a municipality
- Title page listing name of firm and contact information
- Table of contents

- Company profile(s)
- Identify personnel that will be assigned to the Town and their qualifications and expertise
- Estimate the level of involvement for each staff member assigned to the Town
- Hourly rates of personnel responsible for project management and design (including support personnel)
- A cost estimate based on the estimated level of involvement of each staff member and their respective hourly rate
- Administrative costs including mileage, photocopying, etc
- Availability of personnel for listed meetings
 - If there are recommendations or considerations for the public process in general or specific stakeholders or property owners, please note those here, especially if they involve more meetings or contact time on the behalf of the selected consultant
- List of references, (preferably one of which is a municipal client)
- Any other information the firm(s) may wish to submit that demonstrates their ability to provide the highest level of service to the Town of Topsham

Selection Criteria

An ad hoc Selection Team will score the applications and select firms for interviews or contract negotiations based on the following criteria. The Selection Team will use the following scoring system as guidance for the selection of firms:

- Approach to conducting the tasks outlined in the scope of service - 30%
- Amount of experience and performance (e.g., adherence to schedule and budget, quality of design, experience implementing complete streets methods) on similar types of projects - 30%
- Personnel qualifications and relevant individual experience - 20%
- Proposal price - 20%

Reservation of Rights

The Town of Topsham reserves the right to reject any and all proposals, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualification, or to conduct further negotiation of the terms.

Nothing in this document shall require the Town of Topsham to proceed with any of the identified services stated in this request for proposals.



Elm Street Extension - Project area

