

REQUEST FOR PROPOSALS (RFP)

I. Overview

The Town of Stonington (Town), in cooperation Hancock County Planning Commission (HCPC), and Maine Department of Transportation (MaineDOT), is seeking proposals for professional services for a Planning Partnership Initiative (PPI) to develop a feasibility study that identify ways to improve safety, accessibility, and mobility on and adjacent to Main Street / SR 15/ and within a logical walking nexus of the state system for all transportation users (WIN **TBD**). The Town is seeking proposals from qualified consultants to conduct the necessary tasks listed below.

The Town of Stonington is an equal opportunity employer.

II. Sealed Proposals

One (1) original, four (4) copies and an electronic copy in pdf format of the proposal should be placed in an envelope marked “Stonington Partnership Proposal WIN **TBD**” in the lower left corner, sealed, and mailed, or hand carried to: Stonington Town Office, Attention Linda Nelson, Economic Development Director, Town of Stonington, 32 Main Street, Stonington, ME 04681 Proposals will be accepted until Thursday, July 3rd, 2025 at 3:00 PM. Proposals received after that date and time **will not** be accepted.

III. Communications

All interested persons and firms should contact Linda Nelson, Economic Development Director at econdev@stoningtonmaine.org, or (207) 367-2351 with further questions regarding this RFP. The subject line of email communications must reference the project name, RFP title, and Project WIN.

The Town reserves the right to accept or reject any/or all proposals in total or in part and to waive any informalities.

IV. Attachments

Attachment 1- Format of Technical Proposals

Attachment 2 – Format of Cost Proposals

Attachment 3 – Standards to be used in the Planning Partnership Initiative Study

V. Project Tasks

Route 15 – Main Street – Downtown Stonington- Village Partnership Initiative – Planning Phase - Scope of Services -

Introduction & Scope of Work

The Town of Stonington (the Town) along with Hancock County Planning Commission (HCPC) and the Maine Department of Transportation (MaineDOT) are undertaking a planning feasibility study in the historic village district of Stonington. While this study will evaluate safety and accessibility improvements, no comprehensive traffic modeling or intersection alternative analysis is anticipated. Specifically, this study will:

- (1) Identify pedestrian and active transportation deficiencies within the study area;
- (2) Assess ADA deficiencies within the study areas;
- (3) Assess and recommend parking needs and usage of wayfinding to municipal parking lots;
- (4) Gateway treatments along School Street and North Maine / SR 15 & 15A;
- (5) Landscape and aesthetic treatments that complement the look, feel and character of historic Stonington;
- (6) Assess stormwater drainage issues pertaining to the local geography, particularly Pink Street Culvert, and;
- (7) Address potential impacts associated with storm surge and extreme weather events on the transportation system in Stonington (excluding the Wharf/Pier).

This study will identify transportation improvements that reduce congestion, improve pedestrian and traffic safety, compliment long-range land use planning goals, and align with economic goals for Stonington. This study will not only consider roadway safety and mobility issues, but also improvements to active transportation. It will also consider the alternatives that complement the look feel and character of the historic village of downtown Stonington and supporting accessibility for all modalities. No major traffic modeling or analysis is anticipated for this project, and parking needs assessments are not expected to be more than desktop screenings and recommendations based upon current usage patterns, projected trends, and evidenced based research in transportation planning.

Study Area

The study area begins on the School Street approach to town at the historic school / community center, follows Main Street / SR 15 to North Main / SR 15 terminated at the intersection of Granite Street and SR 15. It also extends to the waterfront district and public pier.



Scope of Work

The primary focus of this study is to improve active transportation connectivity and improve pedestrian crossings, pedestrian facilities, and streetscape improvements. Another component is improving access to pier and water-based transportation modes.

The consultant should consider the following alternatives:

- Minimum Alternatives
 - Improvements to existing sidewalks / ADA compliance
 - Active transportation connections to waterfront, community center / historic school.
 - Concept level renderings for greenspace/park/public park along shoreline, see map inset.
 - Wayfinding signage in the historic downtown
 - Parking needs assessment and recommendations
 - Storm surge impacts and HAT + 6' scenarios for waterfront Stonington
 - Stormwater drainage issues
 - Gateway treatments at entrances to town along school street, and SR 15 / North Main St.

Task 1 – Project Kick-Off Meeting

The consultant team will meet with the study team including representatives from the Town of Stonington and MaineDOT under a collaborative planning process as follows:

- Identify and understand local issues
- Identify and understand relevant state and federal regulatory requirements
- Finalize scope of work
- Identify previous related study efforts and available data
- Identify traffic data that will need to be collected
- Identify baseline environmental data that will need to be collected
- Identify existing and future Active Transportation uses and concerns
- Prepare preliminary study purpose and need

Deliverables: Meeting agendas, minutes, presentation materials at all study team and public or elected official meetings.

Task 2 – Review Available Data

The consultant team will review available information provided by the Town, MaineDOT, and other partners. These will include, but not be limited to, the following:

- Most recent Stonington Comprehensive Plan, other plans as available
- Stonington Zoning and Land Use Ordinances
- Recent MaineDOT traffic counts,
- Available land use and economic development information that could affect transportation in the study area provided by the Town
- Available Crash History Data and Information
- Other relevant reports, studies, and policies
- Collect additional traffic data as required

Deliverables: Summary of available data and documentation of site conditions as needed.

Task 3 – Assessment of Current Conditions

The consultant team will evaluate the existing and recent historic performance of traffic in the study area based on traditional forecasting and growth models. The assessment will include but not be limited to:

- Analysis of current traffic conditions of the study area. The analysis will include traffic patterns, capacity, speeds, and crash experience
- Identification of bicycle and pedestrian deficiencies in the study area.
- Identification of transportation vulnerable users and equity concerns.
- Analysis of existing land-use patterns and potential changes based upon land-use goals and development projections.
- Review analyses with team members and discuss possible recommendations and additional alternatives to be considered.
- Desktop screening of environmental and historical conditions to identify known resources in the study area, such as:
 - Registered historic properties, or eligible properties and historic districts
 - Public Parks and recreation areas
 - Wetlands

- Endangered species, etc.
- Site-visit and safety audit with multiple partners anticipated to include but not limited to (town manager, public works, economic development director, consultant and MaineDOT, NMDC planner, local police, representative from the school department, etc.) within study area.

Deliverables: Technical memorandum on existing conditions including the following:

- Identification of concerns and opportunities
- Safety audit summary and results

Task 4 Assessment of Future Scenarios

The consultant team will evaluate future traffic volume based on traditional growth forecasts and considering known development and land use changes underway and readily available data. No comprehensive traffic modeling or intersection alternative analysis is anticipated. It will include:

- A 2045 forecast of traffic volumes in the study area, based on historical traffic data and available MaineDOT traffic forecasts.
- Evaluation of reasonable alternatives to improve accessibility for all transportation modes to include but not limited to:
 - Safety and speed-limit compliance while supporting economic growth
 - Improved sidewalks and ADA compliance improvements
 - Bump outs and curb extensions
 - Crosswalks with or without warning devices and signal timing alternatives
 - Adjusting lane widths
 - Refuge islands
 - Wayfinding and other signage, to include gateway signage
 - Landscaping
 - Decorative street lighting
 - Speed limit evaluations on approaches as appropriate

Deliverables: Matrix depicting alternatives for the two intersections, parking needs and projections based upon forecasts and trends and a list of other recommendations for the rest of the study area (non-intersection, non-parking) not dependent on intersection movements and parking.

Task 5 Develop Preliminary Recommendations & Public Engagement

Based on the analysis of alternatives determined in Task 4, the consultants will develop recommendations based on the effectiveness of meeting the study area transportation needs. The consultant will develop an effective approach to educate and solicit meaningful feedback from the public. This can include a series of in-person, hybrid, or social media outreach. These recommendations may include low-cost improvements, a recommended roadway cross-section section(s) to improve the consistency of the study area corridor for its users, and other roadside or off-road improvement recommendations. MaineDOT assumes a minimum of two public meetings, one of which could be standalone project meetings or portions of town council meetings. Recommendations should include planning level cost estimates and narratives that discuss potential implementation issues and challenges related to local, state, and federal regulations. Recommended conceptual alternatives should be presented in plan, section, and perspectival views.

Task five will consist of the following and is not limited to:

- Develop recommendations for all transportation modes based on effectiveness and viability from a regulatory perspective. Measurements for effectiveness will include benefits to mobility and safety, cost and practicality of implementation, and ability to meet the purpose and need.
- The recommendations will include a discussion of the potential and degree of effort associated with environmental analysis, secondary, cumulative impacts, etc., including anticipated future costs of remaining planning, design, and construction phases.
- Develop cost estimates for recommendations (including construction and potential right-of-way costs).
- Develop a recommendation for prioritizing and phasing of implementation.
- Develop a technical memorandum to be included in a final report that contains the analysis of existing and future conditions, alternatives analysis, and recommendations, including a matrix summarizing recommendations along with an appendix of traffic and crash data.
- Develop basic conceptual renderings which will include a collection of plan, section, and perspectival views of recommended alternatives at specific places along the corridor.
- Presentation of preliminary recommendations and alternatives at public meetings for feedback and input to develop Draft Report.

Deliverables: Matrix of proposed alternatives, technical memorandum, and concept level renderings. Summary of public feedback and engagement.

Task 6 – Draft Report

The Tasks discussed above will be combined into a draft narrative report documenting the project. At a minimum the report will include an executive summary, narrative of the study process, a description of the various alternatives considered, documentation of the evaluation criteria, and illustrations of conceptual designs (in plan and perspectival view) and cross sections for the preferred alternative. The final report will incorporate all applicable technical memorandums.

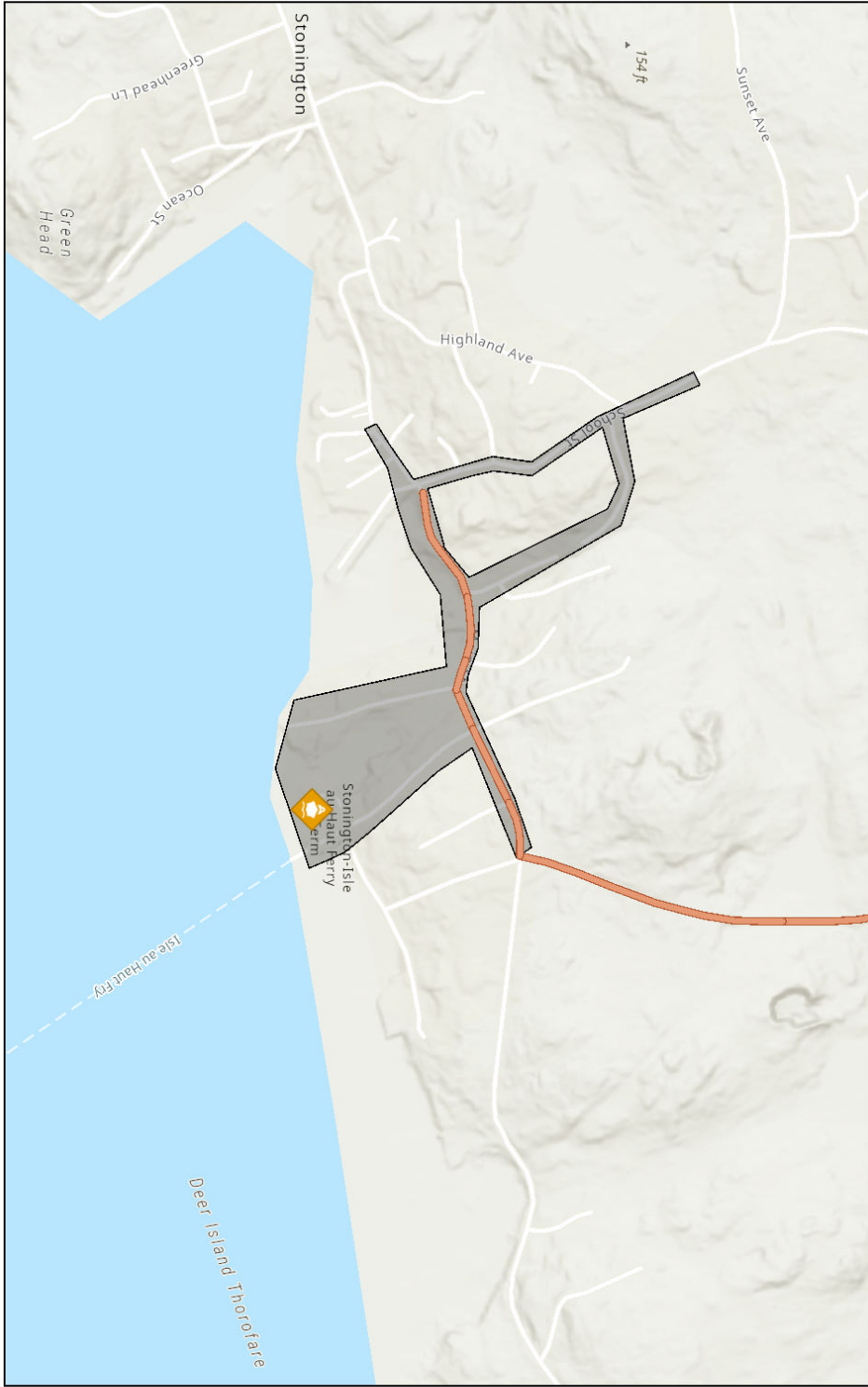
Deliverables: Draft Report with detailed cost estimating for any further environmental analysis, preliminary engineering, right-of-way, construction, and construction engineering. The report will include the required renderings.

Task 7 – Final Report

The consultant will create a final narrative report documenting the project and includes conceptual plans and renderings, and cost estimates.

Deliverables: Final Report

Stonington VPI-Planning Phase DRAFT



3/27/2023



Maine Boat Launches Geolibrary - Maine Boat Launches Geolibrary



MaineDOT Public Roads

World Hillshade

1:9,500
0 0.05 0.1 0.15 0.2 mi
0 0.07 0.15 0.3 km
Eri, NASA, INGA, USGS, Eri Community Maps Contributors, Eri, HERE,
Garmin, Satimag, Geotechnologies, Inc, METI/NASA, USGS, EPA, NPS,
MaineDOT, Stonington, Town of

VI. **Project Schedule**

It is the intent of the Town that a consulting firm be selected and approved by Friday, June 27, 2025. The final report must be provided to the Town no later than June 30th, 2026. Any changes to the project timeline and/or budget are to be approved by the Town within the available grant timeframe and resources.

VII. **Proposal Terms**

- A. The Town reserves the right to reject any and/or all proposals received as a result of the Request for Proposals (RFP) and to waive any informalities. The selected proposal will be the most advantageous regarding price, quality of service, the consultant qualifications and capabilities to provide the specified service, and other factors that the Town may consider. The Town reserves the right to consider proposals for modification at any time before a contract is awarded, and negotiations will be undertaken with the consultant whose proposal is deemed to best meet the Town's specifications and needs.
- B. The price quotation stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the Town Office.
- C. Proposals must be signed by an official authorized to bind the consultant to its provisions for at least 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancelation of this award.
- D. In the event that it becomes necessary to revise any part of the RFP, an addendum will be provided. Deadlines for submissions of RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned. To be considered, an original proposal, four (4) copies and a pdf copy must be to the Town on or before the date and time specified.
- E. Proposals should be prepared simply and economically providing a straightforward, concise description of the consultant's ability to meet the requirements of the RFP.
- F. Consultants' proposal must not be marked as "**confidential**" or "**proprietary**" to the consultant. The Town may refuse to consider a proposal so marked. All proposals will become the property of the Town. Information in the proposal will become public property and subject to disclosure laws and the Town's policies and procedures after bid award.
- G. Consultants must prepare proposal in the format described in Attachments 1 and 2 of this RFP. The format will allow the selection committee to fairly review, compare, and evaluate proposals. Failure to follow the format used in this RFP may result in the proposal being disqualified from consideration.
- H. The Town or MaineDOT will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

VIII. **Proposal Specifications**

The proposal shall include all the following information. Failure to include all information could result in disqualification.

- A. The consultant's qualifications, years in business, profiles for staff assigned to this project, and experience to provide the services required by the Town.

- B. References: List three (3) references from current customers receiving the same or similar service(s). Include name, contact information, and phone number.
- C. Subcontractors: List all subcontractors to be used with respect to the service provided under this contract.
- D. Describe any additional tools or resources your company can provide to the Town to help improve inventorying and outreach activities.

IX. Evaluation Criteria

Consultant selection criteria will include demonstrable experience/capabilities with transportation projects, ability to clearly report and communicate findings to a wide audience, expertise in site assessment procedures and technology, and ability to coordinate effectively with all interested parties. The consultant's activities associated with each work task needs to follow the proposed costs and indicated level of effort.

The criteria used in evaluation of the proposals will include:

- Clarity of the proposal, understanding of the project objectives, and responsiveness to the work program.
- The consultant's professionals experience and qualifications to perform the requested service.
- The extent to which the proposed costs, and indicated level of effort, are supported by the activity associated with each work task.
- Ability to communicate findings to the public.
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the Town and other interested parties.
- References.

A. Bidder's Qualifications – 20 points

Qualifications of the firm or firms assigned, including appropriate areas of expertise, relevant experience, technical capabilities and quality references that suggest they are the best qualified to undertake the project, in addition to, knowledge of Stonington, work experience with the Maine Department of Transportation.

B. Overall Quality of Proposed Work Plan – 30 points

The technical quality and composition of proposed work plan, completeness, conciseness, and clarity of the work plan.

C. Personnel Qualifications – 30 points

Qualification of the professionals assigned to this project including technical attributes and relevant experience that make them uniquely qualified to undertake this project.

D. Cost Proposal – 20 points

X. **Standard Provisions for Contracts**

If a contract is awarded, the selected consultant will be required to adhere to a set of general contract provisions which will become part of any formal agreement. The provisions are general principles which apply to all consultants providing services to the Town such as the following:

Equal Employment Opportunity

The consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion, and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The consultant will take affirmative action to eliminate discrimination based on sex, race, and handicap in the hiring of applicants and the treatment of employees. Affirmative action will include, but not be limited to: Employment upgrading, demotion or transfer; recruitment advertisement; layoff to termination; rate of pay or other forms of compensation; selection for training including apprenticeship.

Ownership of Documents and Publications

All documents developed as a result of the contract will be freely available to the public. None may be copyrighted by the consultant. During the performance of the services, the consultant will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of information and results of this contract by the consultant must reference the sponsorship by the Town and MaineDOT.

Termination of Contract

Either party may terminate the contract by giving a thirty (30) day written notice to the other party.

Change in Scope or Schedule of Services

Changes mutually agreed upon by the Town and the consultant will be incorporated into the contract by written amendments signed by both parties.

SIGNATURE PAGE

Signature

Company Name

Print Name

Company Address

Title

City, State, and Zip

Telephone #

Fax #

Federal Tax ID #

E-Mail Address

Website Address

The above individual is authorized to sign on behalf of the company submitting this proposal. Proposal must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days from date of bid acceptance.

ATTACHEMENT 1

Format of Technical Proposals

Proposal content and completeness are most important. Clarity and concise presentation are essential and will be considered in assessing the consultant capabilities.

Proposals should be on white paper, 8.5 x11 inches, in size 12 font. Proposal should not exceed 30 pages in length. In order to simplify the review process and obtain the maximum degree of comparability, all proposals shall be organized in the following manner:

1. *Signature Page* - The signature page shall be signed by an official authorized to bind the consulting firm. It should have the RFP title, name of the firm, local address, voice and fax telephone numbers, name of contact person, email, and website.
2. *Table of Contents* - A clear identification of the material by section and page number.
3. *Overview and Summary* - This section should clearly convey that the consultant understands the nature of the work and the general approach to be taken.
4. *Scope of Work* - A full description of the steps to be followed in conducting the work, including the identification of the methodologies to be used, key issues and challenges, and proposed solutions. The work description should be presented in sufficient detail to demonstrate a clear understating of the work tasks and technical approach. Assigned staff should also be listed.
5. *Deliverable Products* - A description of the format, content, and level of detail that can be expected for the final reports, plans and other products, including the number of copies to be provided.
6. *Schedule* - A time schedule showing the expected sequence of tasks, sub-tasks, technical and public meetings, and other critical dates should accompany the work description,
7. *Project Management and Staffing* - This section should describe the consultant's approach to management of work. The project manager and staffing plans should identify each team member and subcontractor and provide a brief statement of relevant previous experience and qualifications. Resumes of key team members should be provided. The staffing plans should also identify the role and responsibility of each team member and specify the number of person hours per task. Staffing requirements should be specific enough to demonstrate an understanding of the skills required and commitment of proper resources.

ATTACHMENT 2

Format of Cost Proposals

The cost proposal shall be submitted as a separate section from the technical proposal. It must be on white paper (8.5x11 inches) in size 12 font and not exceed 10 pages. Cost proposal must include the following:

- a. A budget by task and total budget for the entire project, itemized personnel cost and number of hours by employee level. This should include billing ranges for each staff classification.
- b. Itemized direct, indirect, and subcontract expenses where applicable
- c. Identification of any additional costs for additional services or materials.
- d. An explanation of how the cost estimates were obtained.

ATTACHMENT 3
Standards to be used in the Planning Partnership Initiative Study

Any Transportation improvements would need to meet the following conditions if applicable:

- 1) All design features must reflect MaineDOT design guidance for Highway Corridor Priorities (HCPs).
- 2) All capacity, queuing, and level-of-service analyses will be done in accordance with the 2010 Highway Capacity Manual (HCM) methodologies. Signalized and stop sign controlled intersections will be modeled using the latest version of Synchro/SimTraffic. Computer modeling showing impacts of queuing and level of service will be provided to MaineDOT.
- 3) The design hour volumes will be based on estimated 30th highest hourly volumes for the design year.
- 4) Design year traffic estimates will be 2045.
- 5) Design speed – match existing posted speed.
- 6) Clear zone – per corridor priority 3 standards.
- 7) Side slopes 4:1 or flatter or as approved by MaineDOT.
- 8) Safety analysis of any proposed design will include an inventory of existing crashes, a prediction of crashes with the proposed design, and a comparative evaluation. Crash analysis will be based on the most recent five years of data available from MaineDOT. Safety analysis will generally follow Highway Safety Manual methodologies.
- 9) Drainage – needs to match into surrounding drainage structures.
- 10) Signing shall be in accordance with MUTCD (including potential changes to existing overhead signage in the area).
- 11) Any proposed lighting shall meet minimum AASHTO light levels.
- 12) The Design Vehicle for the major intersections shall be a WB-67, all other intersection shall be for a bus/fire truck.
- 13) Any new traffic signal recommendations must be accompanied by a warrant analysis justifying the recommendation.