

**TOWN OF ELIOT, MAINE**  
**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**  
**WIN: Not yet assigned, TITLE: State-Beech Active Transportation and Infrastructure Project**

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The Town of Eliot, Maine (Town) is soliciting Technical Proposals for professional engineering services for a project (Project) consisting of walking and bicycling infrastructure on State Rd., between Fore Rd. and Bolt Hill Rd., and Beech Rd., between Route 236 and State Rd. The Project also includes feasibility analysis and preliminary engineering for domestic sewer service along similar segments of State and Beech Rds. and their vicinity. *Price shall not be mentioned in the Technical Proposal; otherwise, that proposal shall be rejected.*

This RFP is for procuring a design firm, or team of firms, for the Project. The initial design phases are being funded by American Rescue Plan Act (ARPA) formula funding allocated to the Town. A WIN number has not yet been established. The Town expects to seek future funding to complete design, right-of-way acquisition, and construction of the Project. Since some of this funding may be federal transportation funding, the Project will be treated as a federal-aid project from the beginning. All work performed on the Project, therefore, shall be consistent with federal and state requirements, as well as the policies and procedures in MaineDOT's Local Project Administration Manual (LPA Manual): [www.maine.gov/mdot/lpa/manual/](http://www.maine.gov/mdot/lpa/manual/)

**1. APPENDIX:**

Proposer's General Information Form

**2. TECHNICAL PROPOSALS MUST BE SUBMITTED BY EMAIL, AS FOLLOWS:**

Date Due: June 23, 2022

Local Time: 5:00 p.m.

RFP Coordinator: Jeff Brubaker, AICP

Title: Town Planner

Email address: jbrubaker@eliotme.org

**Late proposals:** Any proposal, portion of a proposal, or unrequested proposal revision received by the Town after the time and date specified above will be rejected.

**3. REQUESTS FOR CLARIFICATION / RFP AMENDMENTS**

Requests for clarification and additional information must be emailed to the RFP Coordinator listed in Section 2 above by 5:00 p.m. on June 16, 2022. Such correspondence must reference the Project Title in the subject line.

Responses will be posted to the Town's website – <https://www.eliotmaine.org/planning-department/pages/active-transportation-walking-and-bicycling> – by the close of business on June 20, 2022. *Late requests for clarification will not be accepted.*

**It will be the Proposer's responsibility to check the referenced website for clarifications and amendments to this RFP.** The Proposer must reference all amendments in its response to this RFP.

#### 4. PROJECT BACKGROUND / SCOPE OF WORK / PROPOSAL REQUIREMENTS

##### A. Project Background

*See below for a location map*

##### ***Improvement recommendations from the 2021 report, “Improving Conditions for People to Walk and Bike in Eliot”***

The active transportation (walking and bicycling) component of the Project involves building new walking and bicycling facilities and improving conditions along an existing sidewalk. The starting point for the Project and the design process is the following set of recommendations from the 2021 report, “Improving Conditions for People to Walk and Bike in Eliot” (2021 Walk-Bike Report), adopted by the Eliot Select Board in December 2021 and available at the following link: <https://www.eliotmaine.org/planning-department/pages/active-transportation-walking-and-bicycling>

The envisioned improvements variously include a sidewalk on one side of the road, paved shoulders, and new/enhanced crosswalks. However, it is possible some of these elements could evolve during the design process. Proposers are encouraged to read the below sections from the report (rec. # is the same as report section #).

Rec. #	Corridor	From	To	Project
6.1.6	State	Fore	Old	Paved shoulders
6.1.7	State	Grange Hall	Old	Sidewalk
6.1.8	State	Old	Main/MG Farmer	Crosswalk improvements
6.1.9	State	Main/MG Farmer	Bolt Hill	Sidewalk and paved shoulders
6.3.1	Beech	State	Route 236	Sidewalk and paved shoulder

##### *Project purposes*

The two overarching purposes of the Project are to improve active transportation options on State and Beech Rds. and evaluate the provision of domestic, business, and institutional sewer service along these roads and their vicinity. Although active transportation and sewer service are two infrastructure “silos”, since the improvements somewhat overlap in the same corridors, the Town wishes to include both in this design effort. The Project objectives are as follows:

##### *Active transportation objectives*

- Build dedicated facilities for people of all ages and abilities, including traditionally underserved populations, to safely walk and bike
- Give Eliot residents more and better choices for how they get to destinations on and near these corridors by making them complete streets
- Encourage recreation and neighbor socializing
- Create and improve opportunities for crossing these roads on foot and on bike

- Extend the State Rd. sidewalk, essentially Eliot’s only public sidewalk, and begin to create a formal walking network in town
- Improve Safe Routes to School (SRTS) for Eliot Elementary School
- Enhance an on-road segment of the Eastern Trail, East Coast Greenway, and U.S. Bicycle Route 1
- Address goals, policies, and strategies in the 2009 Comprehensive Plan; regional active transportation objectives from the Kittery Area Comprehensive Transportation System (KACTS); and priority recommendations in the 2021 report, “Improving Conditions for People to Walk and Bike in Eliot” (2021 Walk-Bike Report)
- Work closely with MaineDOT (DOT) and help address statewide active transportation goals

### *Sewer service objectives*

- Continue technical and feasibility assessment of providing domestic sewer service in Sewer Basin 7 (SB-7) and its vicinity, which partially overlaps with the same portions of Beech and State Rds. proposed for active transportation improvements
- Develop preliminary implementation/timing recommendations for the proposed sewer lines considering other in-progress or future projects along the same corridors

### *Background*

The Project is located in the Eliot Village area and its vicinity. This area includes several community destinations along State Rd., such as Town Hall, Eliot Elementary School, William Fogg Library, the Grange Hall and adjacent Douglas Memorial Woods and its hiking trails, and a handful of businesses. Beech Rd. connects the Village area to Route 236, where there is a major commercial destination in Eliot Commons shopping center. The Project area includes abutting single-family residential properties and some multifamily/senior housing communities.

### *State Rd.*

When present-day Route 236 was a railroad line, State Rd. was the primary road running through Eliot. It runs from Eliot’s northern, more rural area through the Village area and into Kittery, when it becomes Dennett Rd. The southeastern terminus of the Project area, Bolt Hill Rd., is near the Kittery Town Line. Route 236 is now the primary motor vehicle travel corridor through Eliot. However, State Rd. still serves an important role as a local and interlocal travel corridor. It is a State Aid road with a Major Collector federal functional classification, and part of it is State Route 103. AADT is about 1,500 to 3,500 depending on the segment, with the Project portion of State Rd. tending toward the higher AADT of 3,000+. The posted speed limits along the Project portion are 25 mph in the Village area to 40 mph between Old Rd. and Fore Rd.

Generally speaking, the existing sidewalk on State Rd. is the only formal sidewalk in good repair in a public right-of-way in Eliot. It is on one side of the street, from Old Rd. near the Library to just past Moses Gerrish Farmer Rd. (Old Rd. also has a short sidewalk segment but only along the Library’s frontage.) Noticeable gaps exist on each end. On the northwest end, the sidewalk ends

about 300 ft. short of the Grange Hall, which is used for meetings and activities and also has a trailhead for Douglas Memorial Woods walking trails. On the southeast end, it stops about 250 ft. short of Beech Rd. The sidewalk has four marked crosswalks that may need upgrades. (The Eliot Aging In Place (AIP) Committee, working with the Town, has applied for a grant to upgrade one of the crosswalks. Grant awards will be announced in later this month.)

This part of State Rd. is an immediate-term priority in the 2021 Walk-Bike Report. It received the most supportive public/abutter comments and offers the opportunity to extend an existing walking route and improve bicycling conditions. State Rd. is an on-road segment of the co-located Eastern Trail, East Coast Greenway, and U.S. Bicycle Route 1.

Going southeast from the current sidewalk terminus, State Rd. passes the Beech Rd. intersection and runs past residential properties and local residential street intersections. Notable along this stretch are two larger cemeteries. Mount Pleasant Cemetery has about 1,000 ft. of State Rd. frontage, including many driveway entrances. Across the road, Brooks Memorial Cemetery is mostly set back from the road but has a driveway and a short amount of frontage on the road. The intersection of Greenwood St. has a historic schoolhouse building in the western corner, while Greenwood St. itself, though not part of the Project scope, may play an important connectivity role as it connects to Main St. Southeast of Mount Pleasant Cemetery, State Rd. has a narrow shoulder and asphalt curb, with houses closer to the road. Closer to Beech Rd., State Rd. has no dedicated active transportation facilities or space beyond the edge lines. People can often be seen walking in the travelway – sometimes parents with kids en route to school.

#### *Beech Rd.*

Beech Rd. is the only connector of State Rd. and Route 236 between Bolt Hill Rd. – a mile to the southeast – and Depot Rd. – nearly 2 miles to the northwest. It has an AADT of ~2,700 and a posted speed limit of 30 mph. The existing conditions are challenging for people using active transportation, as the roadside has ditches and underbrush, plus reported ticks and poison ivy.

This part of Beech Rd. links two destination clusters – the Village area and Eliot Commons. The segment is alluded to in the Comprehensive Plan’s recommended transportation strategy to “Develop a plan to enhance access and safety for pedestrians and bicyclists between the Eliot commons area and Eliot village”. In between are largely single-family residential properties, though closer to Route 236, there is a lower-income senior housing community, Baran Place. Wetlands, a creek crossing, a utility corridor crossing, and a small private cemetery represent a few design constraints along the road. The segment is an SRTS focus as a route near the Elementary School, plus at least one school bus stop. Eliot Commons also has the Town’s only fixed-route bus stop (COAST 100). Because of this destination connectivity, potential for access improvements for vulnerable road users, and significant positive comments received, this part of Beech Rd. is another immediate-term priority in the 2021 Walk-Bike Report.

#### *Route 236 Water-Sewer Project*

The Town-led Route 236 Water-Sewer Project will install water and sewer infrastructure along Route 236 and other roads in the vicinity. The Water-Sewer Project includes the installation of

sewer force mains along portions of Beech and State Rds. included in the State-Beech Active Transportation Project area. A new pump station is also proposed on Beech Rd. near Great Creek. From there, the force mains will convey sewerage along Beech Rd. and State Rd. to connect to the Town's existing sewer system on State Rd. at Mount Pleasant Cemetery (near Shapleigh Ln.). The Project is being funded primarily by a tax increment financing district (TIF or TIF District), with the assistance of State revolving loan funds.

The first of three construction contracts for the Water-Sewer Project went out to bid in March. As of the drafting of this RFP, bid review is underway. In summary, the Town expects to be under construction with the Beech/State force mains later this year.

#### *Sewer Basin 7 domestic sewer service*

The Route 236 Water-Sewer Project focuses on commercial properties that abut, or are near, Route 236 and that are in the associated TIF District. The Beech/State force mains are needed to connect the TIF properties to the existing sewer system, but the properties along Beech Rd. and State Rd. themselves are outside the TIF District. The Town wishes to preliminarily assess the additional provision of domestic sewer service (e.g. gravity sewer lines) for these properties and others in what is referred to as Sewer Basin 7 (SB-7). As described in the 2012 "Route 236 TIF District Sewer Improvements: Draft Value Engineering & Preliminary Design Report" (2012 Sewer Report) by Underwood Engineers, SB-7 includes parts of Beech Rd. and State Rd. in the Project area, as well as part of Moses Gerrish Farmer Rd.

#### *MaineDOT work*

This summer, DOT will replace a culvert on Beech Rd. at Great Creek. In 2023 or 2024, DOT is planning to resurface both State Rd. and Beech Rd., as both are LCP (light capital paving) corridors in the 2023-24 Work Plan.

#### *Utility coordination notes*

In addition to the current and future sewer infrastructure discussed above, expected additional utility coordination for the Project relates to the following:

- At Great Creek, the Project segment of Beech Rd. crosses a utility corridor that includes PSNH/Eversource Energy overhead power transmission lines, the Maritimes & Northeast Pipeline (natural gas), and a Unitil natural gas line
- Just southeast of Beech Rd., the Project segment of State Rd. crosses a natural gas line
- Generally, Central Maine Power (CMP) overhead power distribution lines exist on one side of the road
- Kittery Water District (KWD) water lines exist on both roads
- No railroad lines will be crossed by the Project

## B. Project Scope of Work

The successful Proposer will generally conduct the following scope of work. Proposers are welcome to propose modifications to the scope of work or deliverables if they believe that such modifications will better accomplish the Project objectives or better meet the proposal scoring criteria in Section 6. However, for the reasons mentioned in the introduction, the scope will need to be consistent with DOT's Local Project Administration (LPA) process for federal-aid projects. The successful Proposer is identified as "Consultant" in the scope of work.

### ***Contract Authorization 1: Base Tasks (ARPA-funded)***

#### **1. Project Administration**

- 1.1. Administrative Kickoff Meeting.** Consultant will participate in an initial Town-Consultant internal kickoff meeting to go over the Project scope, the Town's vision for improvements, Contract administration and invoicing, and other topics. The Town will organize this meeting.
- 1.2. Project Kickoff Meeting.** Consultant will organize and facilitate a Project Kickoff Meeting with the Town, DOT, and other stakeholders to discuss the Project scope and schedule; agency/utility/stakeholder contacts; design criteria; and other topics.
- 1.3. Initial Field Visit.** Consultant will participate in an initial field visit of the Project area, led by Town staff.
- 1.4. Check-In Meetings.** Consultant will lead biweekly Town-Consultant check-in meetings or calls. Consultant will provide an agenda and meeting notes.

#### **2. Public Involvement**

- 2.1. Public Information Meetings.** Consultant will coordinate and facilitate up to two (2) traditional public information meetings. Eliot Town Hall is the expected location for each, as it is set up for hybrid in-person/remote participation. Town staff will set up the room and videoconference option and assist with facilitation. Consultant will bring plan sets/sheets to allow the in-person public to understand the location and nature of the improvements. Consultant should expect to present an electronic version of the plans for both in-person and remote participants.
- 2.2. Additional Public Participation [Optional].** The Town may wish to have the Consultant participate in additional public participation activities. This will be confirmed as the design progresses, but up to five (5) additional activities can be assumed for this task. This could include, but may not necessarily be limited to, focused stakeholder meetings (e.g. with traditionally underserved populations or abutting businesses), additional public information meetings, or Project corridor walks to meet with abutters.

#### **3. Domestic Sewer Service**

- 3.1. Draft Technical Memo.** Consultant will prepare a draft technical memo on the feasibility of installing domestic sewer service in SB-7 and its vicinity. The Town expects this to be an early task done in parallel with the active transportation improvement design process, so teaming, subconsultants (if used), and staff availability should be planned accordingly. As part of this task, Consultant will review the 2012 Sewer Report, the Route 236 Water-Sewer Project plans, and information from Task 1 (e.g. Project Kickoff Meeting and Field Visit). The memo should lay out recommended next steps and provide a ballpark cost

estimate for the needed sewer infrastructure, in the context of the other planned work in the area.

**3.2. Final Technical Memo.** Consultant will make up to two (2) rounds of revisions to the draft memo as the design process progresses based on consolidated review comments, resulting in a revised draft or final version.

**3.3. Sewer Design Services [Optional].** After completion of the memo, the Town may wish to move forward with preliminary sewer design in sync with the below tasks. If so, the exact scope of services will be included in a task order or Contract amendment.

#### **4. Implementation Strategy and Grant Funding Assistance**

**4.1. Implementation Strategy.** Consultant will draft a brief, working draft implementation strategy memo early in the design process to help inform the Town of effective ways to implement the improvements in the context of other planned work in the corridors. This could include potential Project phasing recommendations, including small, quick-build items that could be branched off from the Project and implemented sooner, e.g. as part of DOT's LCP work. The strategy should be revised as the design process moves forward and new information becomes available. The strategy is intended to help the Town and Consultant "think on paper" about how to successfully build and sequence the Project in a cost-effective way.

**4.2. Grant Funding Assistance [Optional].** As needed, Consultant will assist the Town in generating information and content that will help in seeking additional funding (e.g. external grant and partnership funding) to keep the Project moving forward and fund the construction phase. (≤20 hours)

#### **5. Surveying and Right-of-Way (Contract Authorization 1)**

**5.1. Initial Right-of-Way Research.** Consultant will conduct initial research and data gathering toward identifying the location and limits of the public right-of-way for the Project corridors. This should include, but may not necessarily be limited to, contacting the Records and Research Unit of MaineDOT's Property Office for right-of-way records and plans and reviewing Town plans/records.

**5.2. Field Surveying [Optional].** If not conducted by DOT, Consultant will conduct field surveying and property owner reports for the Project per DOT standards and requirements.

**5.3. Additional Utility Surveying [Optional].** As needed based on responses from utilities (see Task 9.2), Consultant will conduct additional surveying and revise plans.

**5.4. Test Pits [Optional].** As needed based on responses from utilities (see Task 9.2), Consultant will conduct test pits and revise plans.

**5.5. Additional Surveying and Right-of-Way Work [Optional].** Consultant will conduct additional surveying and right-of-way work as needed (≤20 hours).

#### **6. 30 Percent Plans**

**6.1. Existing Conditions Plan.** Consultant will prepare an Existing Conditions Plan showing the limits of the existing right-of-way, topography, buildings, utilities and other information gathered from recorded layout data (Task 5.1), field survey work and property owner reports (Task 5.2).

**6.2. Design Criteria.** Consultant will list the proposed design criteria for the Project, consistent with the design references in LPA Manual Section 3.1, Americans with Disabilities Act (ADA) standards and guidelines (see also LPA Manual Section 3.6), DOT Complete Streets Policy, DOT Crosswalk Policy, and any other applicable requirements.

- 6.3. **30 Percent Plans.** Consultant will prepare 30 Percent Plans showing the conceptual layout of the proposed improvements in relation to existing conditions.

*The Town expects that the 30 percent plans will encompass the entirety of the Project limits, and that some initial public involvement (Task 2) will take place at the 30 percent plan stage. After 30 percent plans have been reviewed by Project stakeholders and the public, it is possible that the Implementation Strategy (Task 4.1) could be updated to recommend phasing and-or quick-build/partnership components.*

## **7. Quick-Build Design Assistance**

- 7.1. **Quick-Build Design Assistance [Optional].** It is possible that there may be some parts of the Project that could be branched off from the main Project scope early in the design process and implemented sooner, if the opportunity presents itself (e.g. crosswalk improvements, paved shoulders). For this reason, the Town may wish to engage the Consultant through design task orders, using a portion of the overall project budget. It is expected that construction of these project components, if any, would be funded with non-federal funds.

## **8. Preliminary Plans (60 Percent) and Cost Estimate**

- 8.1. **60 Percent Plans (Internal Draft).** Consultant will prepare internal draft preliminary, 60 percent design plans showing the layout of the improvements, typical sections with pavement structure for travel lanes, shoulders, drives/entrances, sidewalks/paths, and other complete streets elements. The plans shall be consistent with the design criteria (Task 6.1) and highlight design exceptions, if any (Task 8.4). The plans shall also identify initial environmental, utility, and right-of-way impacts.
- 8.2. **60 Percent Plans (QC-checked Draft).** Consultant will conduct an internal QC design check of the 60 percent plans. Consultant will submit the plans, with any QC revisions, for Town/agency review.
- 8.3. **60 Percent Plans (Final).** Consultant will make up to two (2) rounds of revisions of the 60 percent plans based on consolidated review comments and finalize the 60 percent plans.
- 8.4. **Design Exceptions [Optional].** If there will be any design exceptions, Consultant will prepare, for each exception, a Design Exception Request in standard DOT format and a supporting memo describing the controlling values and nature of each proposed exception.
- 8.5. **Preliminary Cost Estimate (Internal Draft).** Consultant will prepare an internal draft preliminary estimate of the construction cost of the Project using DOT bid item numbers.
- 8.6. **Preliminary Cost Estimate (QC-checked Draft).** Consultant will conduct an internal QC design check of the preliminary cost estimate. Consultant will submit the estimate, with any QC revisions, for Town/agency review.
- 8.7. **Preliminary Cost Estimate (Final).** Consultant will make up to one (1) round of revisions of the preliminary cost estimate based on consolidated review comments.

## **9. Utility Coordination (Contract Authorization 1)**

- 9.1. **Initial Utility Letter.** Within one (1) week after the Project kickoff meeting, Consultant will send an initial Project coordination letter along with the location map(s) (see Task 10.1) to utility contacts. The communication shall use the format of Utility Letter 1 referenced in LPA Manual Section 5.2. Consultant will collect and review responses to inform subsequent tasks.



- 9.2. Survey Plan Review Letter.** After existing condition plans have been completed (Task 6.1), Consultant will email a survey plan review letter along with the plans to utility contacts. The letter shall use the format of Utility Letter 2 referenced in LPA Manual Section 5.2. Consultant will collect and review responses to determine if additional surveys are needed (Task 5.3).
- 9.3. Review of Preliminary Plans Letter.** After PDR completion (Task 12.3), Consultant will email a review of preliminary plans letter, along with preliminary design plans, right-of-way maps, and an estimated Project schedule, to utility contacts. The letter shall use the format of Utility Letter 3 referenced in LPA Manual Section 5.2. Consultant will collect and review responses to inform subsequent tasks (under Contract Authorization 2).
- 9.4. Additional Utility Coordination [Optional].** Consultant will conduct additional utility coordination as needed ( $\leq 10$  hours).
- 10. Environmental Review and Documentation (Contract Authorization 1)**
- 10.1. Project Maps.** Before the Project Kickoff Meeting (Task 1.2), Consultant will prepare drafts up to five (5) initial Project maps (electronic format, letter or ledger size), for Town staff review, to provide initial background and context for agency contacts, the Project kickoff meeting, and environmental review purposes. At least one of these will be a general Project location map. Other potential maps/content include USGS maps, demographic and socioeconomic data, and initial mapping using available data of natural resources located along/near the Project corridors. After contract award, the Town and Consultant can finalize the exact map types and content. Consultant will finalize the initial Project maps per review comments.
- 10.2. Initial Agency Coordination Letter.** Before the Project Kickoff Meeting (Task 1.2), Consultant will send an initial coordination email or letter to applicable agency contacts describing the Project and including the initial Project maps (Task 10.1). DEP should be contacted at this time for their initial input on NRPA and Stormwater permitting requirements. While the Project primarily involves roadside or in-road work, there will possibly be some impact to wetland areas just off the road due to widening for a sidewalk and shoulders. The Project is expected to create  $>1$  acre of impervious surface.
- 10.3. Section 106 and Section 4(f) Assistance.** The Town expects that DOT will conduct Section 106 and Section 4(f) reviews and coordination. Notable locations include, but are not necessarily limited to, Mount Pleasant and Brooks Memorial Cemeteries, William Fogg Library, Hammond Park, and the former schoolhouse building on the corner of State Rd. and Greenwood St. Consultant will transmit preliminary plans and coordinate with DOT and Maine Historic Preservation Commission (MHPC) as needed to assist with these reviews. The Town also expects to consult with Eliot Historical Society (EHS) on the Project and will update the Consultant as needed on that consultation.
- 10.4. Endangered Species Act Section 7 Assistance.** The Town expects that DOT will Endangered Species Act (ESA) Section 7 review for the Project. Consultant will transmit preliminary plans and coordinate with DOT and other agencies as needed to assist with this review.
- 10.5. NEPA Documentation Letters and Checklist.** At the appropriate time as the Project nears PDR creation (Task 12), Consultant will prepare drafts of a NEPA documentation letter, public process certification letter, and NEPA checklist, using the formats of Letters 10-11 and the NEPA checklist in LPA Manual, Ch. 4, for Town staff review and signature.

Consultant will include the final signed letters and checklist, revised per review, with applicable attachments, in the PDR submittal (Task 12).

**10.6. Additional Environmental Review and Documentation [Optional].** Consultant will conduct additional environmental review and documentation work as needed (≤20 hours)

### **11. Traffic Control**

**11.1. Traffic Analysis Management and Evaluation.** Consultant will prepare a draft Traffic Analysis Management and Evaluation (TAME) Request Form for Town staff review in the format on DOT's website. At least four (4) weeks prior to submittal of the Preliminary Design Report (PDR, Task 12), Consultant will submit the final TAME, with any revisions per review, to DOT.

### **12. Preliminary Design Report (PDR)**

**12.1. Preliminary Design Report (Internal Draft).** Consultant will prepare an internal draft PDR for the Project. The PDR shall use the standard document format used in the DOT LPA process. The PDR shall contain at least the information required in Section 3.4 of the LPA Manual and the applicable information generated from the above tasks.

**12.2. Preliminary Design Report (QC-checked Draft).** Consultant will conduct an internal QC design check of the draft PDR. Consultant will submit the draft PDR, with any QC revisions, for Town/agency review. Consultant will provide sufficient documentation of the QC design check along with the draft PDR.

**12.3. Final Preliminary Design Report.** Consultant will make up to two (2) rounds of revisions to the PDR based on consolidated review comments, prepare a final PDR, and submit it to DOT.

### **Contract Authorization 2: Additional Tasks Subject to Contract Amendment**

*Additional tasks to be completed subject to Contract amendment. Moving forward with these tasks may be dependent on additional grant funding received and-or local funding allocated, and the tasks may change somewhat based on the status of the design process through Contract Authorization 1. If the Project can move forward into Contract Authorization 2, the Town reserves the right to amend the existing Contract to continue with the same Consultant or conduct another RFP process.*

*Proposers are welcome to make the case that any of the below tasks should be in Contract Authorization 1 (Base Tasks), but given current funding, we believe it is prudent to commit only up to and including the PDR milestone at this time.*

### **13. 80 Percent Plans**

**13.1. 80 Percent Plans (Internal Draft).** After DOT approval of the PDR, Consultant will prepare internal draft 80 percent plans to show Design Plan Impacts. Plans shall include the applicable plan elements in LPA Manual Section 3.5.

**13.2. 80 Percent Plans (QC-checked Draft).** Consultant will conduct an internal QC design check of the 80 percent plans. Consultant will submit the plans, with any QC revisions, for Town/DOT review.

- 13.3. 80 Percent Plans (Final).** Consultant will make up to two (2) rounds of revisions of 80 percent plans based on consolidated review comments and finalize the 80 percent plans.
- 13.4. ADA Technical Infeasibility Form [Optional].** The Town expects the Project to be designed to be fully ADA-compliant, with curbs and sidewalks built per DOT Standard Details 801(11-26). However, if there are any challenges toward ADA compliance, Consultant will prepare and submit to DOT for review an ADA Technical Infeasibility Form for each non-compliant element.
- 14. Utility Coordination (Contract Authorization 2)**
- 14.1. Review of Construction Plans Letter.** When 80 percent plans are complete, Consultant will email a review of construction plans letter, along with 80 percent plans, to utility contacts. The letter shall use the format of Utility Letter 4 referenced in LPA Manual Section 5.2. Consultant will collect and review responses to inform the utility pre-coordination meeting.
- 14.2. Utility Pre-Coordination Meeting.** Consultant will organize and lead the on-site utility pre-coordination meeting with agency and utility contacts to review impacts, relocations, and schedules.
- 14.3. Draft Utility Special Provision.** Consultant will develop a draft of special provision section 104, "Utilities", consistent with Section 5.8 of the LPA Manual.
- 14.4. Utility Impacts.** When the Plan Impacts Complete (PIC) milestone has been reached, as needed, Consultant will map utility impacts in the right-of-way resulting from the Project design; prepare a pole list in coordination with utilities; and send a draft special provisions letter, along with draft special provision section 104, "Utilities", to utility contacts for review. The letter shall use the format of Utility Letter 5 referenced in LPA Manual Section 5.2. Consultant will collect and review responses to inform whether any changes need to be made to the draft special provision.
- 14.5. Draft Utility Agreements [Optional].** As needed, Consultant will prepare draft utility agreements consistent with LPA Manual Section 5.7, and revise and finalize such agreements based on discussions with utilities and Town/DOT input.
- 14.6. Final Utility Special Provision.** Consultant will finalize special provision section 104, "Utilities", for inclusion in the bid documents.
- 14.7. Utility Certification Letter.** Consultant will prepare a draft utility certification letter based on Letter 13 in the LPA Manual, Chapter 15, for Town review/signature. Consultant will submit the final signed Letter 13 to DOT along with the final PS&E.
- 14.8. Additional Utility Coordination [Optional].** Consultant will conduct additional utility coordination as needed ( $\leq 10$  hours).
- 15. Environmental Review and Documentation (Contract Authorization 2)**
- 15.1. NEPA Environmental Certification Letter.** Consultant will prepare a draft NEPA environmental certification letter, using the format of Letter 12 in LPA Manual, Ch. 4, on Town letterhead for Town staff review and signature. Consultant will submit the signed letter, with any revisions per review, with attached Project environmental permits/approvals, to DOT as part of final PS&E package submittal.
- 15.2. Wetland delineation [Optional].** If necessary, Consultant will conduct additional wetland delineation to inform environmental permitting. Note that wetland delineation was conducted in May 2020 for the Route 236 Water-Sewer Project.
- 15.3. NRPA Permit Application [Optional].** If a NRPA individual permit or permit-by-rule (PBR) is required from DEP, at the earliest possible time in the design process, Consultant will

prepare a draft of the permit application for Town review and signature, along with applicable attachments. After Town review, Consultant will submit a signed version of the application package for DEP review. Consultant will coordinate with DEP as needed during their review.

**15.4. Stormwater Permit Application [Optional].** If a Stormwater Management Law individual permit or PBR is required from DEP, at the earliest possible time in the design process, Consultant will prepare a draft of the permit application for Town review and signature, along with applicable attachments. After Town review, Consultant will submit a signed version of the application package for DEP review. Consultant will coordinate with DEP as needed during their review.

## **16. Right-of-Way Assistance**

**16.1. Right-of-Way Assistance [Optional].** As needed, Consultant will assist DOT in right-of-way activities, including, but not necessarily limited to, appraisals and appraisal review, negotiation, acquisition, and right-of-way certification. (See also Section 5 of the RFP – Prequalification.)

## **17. Final Plans, Specifications, and Estimate (PS&E)**

**17.1. Final PS&E (Internal Draft).** After right-of-way and environmental work (including NEPA documentation) is completed, Consultant will prepare internal draft final PS&E. Plans shall include the applicable elements in LPA Manual Chapter 7, including traffic control plans if necessary. It is expected that the bid book will include Davis-Bacon wage determinations, if not also Maine Department of Labor (DOL) prevailing minimum wage rates, and-or special provision 104, “Wage Rates”.

**17.2. Final PS&E (QC-checked Draft).** Consultant will conduct an internal QC design check of the PS&E. Consultant will submit the PS&E, with any QC revisions, for Town and DOT review. As part of this submittal, Consultant will prepare a draft construction authorization request letter for Town review/signature, based on Letter 15 in LPA Manual Chapter 7. Consultant will send final versions of the construction authorization request, plus utility, environmental, and right-of-way certifications as part of the PS&E package submittal.

**17.3. Final PS&E (Final).** Consultant will make PS&E revisions as needed based on consolidated review comments and submit a final version, stamped by the engineer of record, to the Town and DOT.

## **18. Bidding assistance**

**18.1.** Consultant will assist the Town in bidding the Project, including preparing a bid advertisement for public posting and newspaper publication; making the plans available online and at limited physical locations; maintaining a planholder list; coordinating and facilitating a pre-bid meeting; fielding questions and answering them via addendums; issuing other addendums as necessary; facilitating the bid opening; bid review/tabulation; reference checks; and recommendation of award.

## **Notes on Scope of Work**

- All internal QC checks should be done consistent with LPA Manual Section 3.9. The QC reviewer must be a qualified individual within the consulting team other than the Project Manager or staff who worked on the design.

- For any references to tasks and deliverables being consistent with the LPA Manual or templates on DOT’s website, it is implied that alternative approaches may be used if acceptable to DOT.

### C. Deliverables

*Most deliverables can be prepared in electronic format only and sent by email. Where required by the scope of work, LPA process, or DOT, deliverables should be in both electronic and paper versions. Plan format and scales should be consistent with DOT requirements, e.g. LPA Manual Section 3.2, and generally accepted engineering procedures.*

<b>Task #</b>	<b>Deliverable</b>
	<b><i>Contract Authorization 1: Base Tasks</i></b>
1.1	None
1.2	Meeting agenda and notes
1.3	None
1.4	Meeting agendas and notes
2.1	Meeting agendas, sign-in sheets, meeting summaries/notes
2.2	Meeting notes and summaries
3.1	Draft memo
3.2	Final memo
3.3	Sewer element in design plans
4.1	Working draft memo
4.2	Text and graphics for grant/funding applications
5.1	None
5.2	Surveying data, property owner reports
5.3	Surveying data, plan revisions
5.4	Test pit results, plan revisions
5.5	Surveying/right-of-way data
6.1	Plan sheets
6.2	Design criteria document/memo
6.3	Plan set, electronic and hard copies (≤5 full size sets, ≤10 11x17 size sets, ≤2 large, easy-to-read rollout plans for public involvement)
7.1	TBD
8.1	None for client

8.2	Plan set, documentation of QC design check
8.3	Plan set
8.4	Design Exception Request Form and supporting memo
8.5	None for client
8.6	Draft preliminary cost estimate
8.7	Final preliminary cost estimate
9.1	Initial utility communication letter
9.2	Survey plan review letter
9.3	Review of preliminary plans letter
9.4	TBD
10.1	Project maps (draft and final)
10.2	Initial agency coordination letter
10.3	None
10.4	None
10.5	NEPA documentation letter, public process certification letter, NEPA checklist (draft and final)
10.6	TBD
11.1	TAME request form (draft and final)
12.1	None for client
12.2	Draft PDR, documentation of QC design check
12.3	Final PDR, electronic and hard copies (≤5)
	<b><i>Contract Authorization 2: Additional Tasks Subject to Contract Amendment</i></b>
13.1	None for client
13.2	Plan set (draft)
13.3	Plan set (final)
13.4	Technical Infeasibility Form(s)
14.1	Review of construction plans letter
14.2	Meeting agenda and notes
14.3	Draft special provision
14.4	Pole list, draft special provisions letter
14.5	Utility agreements (draft and final)
14.6	Final special provision
14.7	Utility certification letter (draft and final)

14.8	TBD
15.1	NEPA certification letter (draft and final)
15.2	Wetland flagging and information
15.3	NRPA permit application (draft and final)
15.4	Stormwater permit application (draft and final)
16.1	TBD
17.1	None for client
17.2	Plan set (draft), construction authorization request (draft)
17.3	Plan set (final)
18.1	Electronic copy and sufficient hard copies of the plans and project manual/specifications/bid book for prospective bidders to pick up and review; bid advertisement text, online bidding location, addendums, bid summary sheet, sign-in sheets for pre-bid meeting and bid review/recommendation of award

#### **D. Technical Proposal Requirements**

Proposers will describe in detail how they will complete the defined tasks and deliverables. At minimum, proposals shall include:

- Cover letter, including acknowledgement of any addendums
- Qualifications and availability of the staff proposed to be involved in the Project (half-page or full-page qualification sheets/resumes etc.)
- Documentation of prequalifications (Section 5)
- Scope of work, including any proposed scope modifications
- Organizational chart
- Projected staff availability (e.g. % available during the Contract period)
- At least 5 example projects
- At least 3 references

#### **5. PREQUALIFICATION**

At the time of Contract award, the successful Proposer (or Proposing Team collectively) must be pre-qualified by MaineDOT under all of the following Service Numbers. Subconsultants and teaming are not required, but they are encouraged if necessary to meet prequalification or other RFP requirements and allow the Proposer/Team to efficiently and successfully carry out the work. There are some tasks that the Town expects to be done concurrently, so staffing strategies should reflect that capability. At the same time, Proposers/Teams should avoid unwieldy or overloaded organizational charts. The Proposer/Team will need to efficiently coordinate both internally and with the Town (as client) and other Project stakeholders. The Service Numbers below cover both Contract Authorizations (Base + Additional) to better ensure a seamless transition to Contract Authorization 2 should the Town continue with the same Consultant.

- MaineDOT Local Project Administration for Consultant Project Manager

- 209.10 – Pedestrian/Bicycle Facilities Design
- 210.10 – Traffic Signal and Flashing Beacon Design
- 301.10 – Engineering / Topographic Surveys
- 504.40 – Environmental Permitting
- 701.00 – Utility Coordination

*If needed for right-of-way activities:*

- 301.20 – Property Surveys
- 401.00 – Title Research / Abstracting
- 402.00 – Property Valuation and Appraisal Services
- 403.00 – Property Negotiations / Ownership Information Services

## 6. SCORING CRITERIA FOR TECHNICAL PROPOSAL

- a. **Experience (10 points)**: Describe the Proposer’s experience providing services similar to those requested for this Project, involving state requirements and MaineDOT design standards. Identify at least 5 projects on which your company has performed work comparable to that required in this RFP in the last 5 years. Include company name, contact name, address, and phone number, as well as a description of the project, dates of the project and results.
- b. **Qualifications (10 points)**: Identify the **key** staff who will be assigned to fulfill the contract requirements (project managers, engineers, technicians). Provide resumes describing their educational and work experiences.
- c. **Ability to successfully execute the scope and stay on schedule (10 points)**:
  - i. Provide a schedule of deliverables and any other relevant milestones;
  - ii. Describe how the firm will manage its overall workload to meet deadlines for the deliverables and other relevant milestones listed above.
- d. **Ability to control costs and ensure quality (5 points)**:
  - i. Describe how the firm will control and monitor its costs;
  - ii. Describe how the firm will control quality and ensure the constructability of design plans;
  - iii. Describe how your firm intends to maintain communication with the Town.
- e. **References (5 points)**: Provide at least 3 work references with contact information and descriptions of the resulting projects, with dates. The results of reference checks will be used in scoring the Technical Proposal.
- f. **Contact Information**: Provide the name, address, phone number and email address of Proposer.

## 7. TECHNICAL PROPOSAL RATING AND SELECTION PROCESS

- a. Technical Proposals will be reviewed and rated using the scoring criteria in Section 6 above.



- b. The Town will select for contract award the Proposer determined to provide the best value to the Town, based on the scoring criteria.
- c. The Town may or may not conduct interviews to assist in the review.
- d. The Town reserves the right to reject any proposals if they do not meet the requirements of the RFP, or to cancel and-or revise/reissue the RFP if necessitated by exceptional circumstances.

**8. PROPOSAL ATTACHMENTS**

- **Proposer’s General Information Form (Appendix A):**  
This must be completed and accompany the Proposal.
- **Acknowledgement of Amendments:**  
The Proposer must include reference to all amendments in its response to this RFP.

**9. PRICE PROPOSAL: *Your Technical Proposal must avoid any mention of the price of the proposed services. The Town will request a Price Proposal and supporting documents from the Successful Proposer following the selection process.***

Upon completion of the initial selection process, the successful Proposer will be asked to submit its Price Proposal within five (5) business days from the date of the request using a standard form found in the “Consultants” section of MaineDOT’s Local Project Administration website: <https://www.maine.gov/mdot/lpa/lpadocuments/>

Upon receipt, the Town will compare the Price Proposal against its independent estimate of the price of the requested services and begin negotiating a contract with the Successful Proposer.

The Price Proposal must include Project location, title and phase(s) of work, as well as firm name, address, contact and email address. Additionally, the following documents must be submitted by the successful Proposer:

- **Completed Consultant’s Detailed Price Proposal Form**  
<https://www.maine.gov/mdot/lpa/lpadocuments/>

- **Direct Labor Expenses / Employee Classifications:**  
The Price Proposal must include each employee’s classification and direct labor rate, based on the actual rate of pay. ***A cap on direct labor of \$62.00 per hour for the project manager and quality control engineer, and \$50.00 per hour for all other personnel, applies to this Project. Otherwise, a completed Wage Rate Waiver Form shall be submitted for the consideration of the Town, in consultation with MaineDOT.***

- **Overhead Rate:**  
The Price Proposal must show a current overhead rate approved by MaineDOT’s Office of Audit. If a current Audited Overhead Report (AOR) is not on file with MaineDOT, one must be provided. If there are changes to an approved overhead rate following contract execution, the Consultant must submit an updated AOR to MaineDOT’s Office of Audit for approval.

**Note:** A fixed commercial rate may be used, with permission, for small firms with no Audited Overhead Report.

- **Profit:**  
Proposed profit is based on factors such as degree of risk, relative difficulty of work and size of a job. It must fall within the range of 6% to 15%. **Note:** Justification must accompany proposed profit rates exceeding 10%.
- **Itemized Direct Expenses:**  
Project specific non-salary expenses such as printing, tolls, mileage (45 cents/mile) and subconsultant costs that are not included in the Direct Labor, Profit and Overhead rates.
- **Total Proposed Cost:**  
The sum of all Direct Labor, Overhead, Direct Expenses and Fixed Fee/Profit.

## 10. CONTRACT REQUIREMENTS

**The following documents will be requested from the Successful Proposer upon completion of the selection process. They must NOT be submitted with your Technical Proposal.**

- **Appendix A-1 Form:** *ctrl + [\(click to open form\)](#)*  
Appendix A-1 shall be completed using the proposed Overhead and Profit Rates from the Consultant's Detailed Price Proposal Form. The Consultant must list names and classifications of employees who will – or potentially will – work on the specified Project. Employee rates listed must be actual rates paid, as supported by certified payroll. Form A-1 must be signed by an authorized financial or payroll representative of the Consultant firm.
- **Insurance Certificates:**  
Insurance Certificates (Accord Form) must show proof of the following minimum coverages:
  - Professional Liability or Negligent Acts, Errors and Omissions Policy - \$1,000,000 per claim and annual aggregate
  - Commercial General Liability, listing the Town as additional insured - \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
  - Automobile Liability - \$1,000,000 per occurrence
  - Worker's Compensation – in accordance with the laws of the State of Maine.
  - Excess/Umbrella Liability (if applicable).
- **Insurance Waiver Form (if applicable):**  
Consultants not meeting the minimum insurance requirements set out above must submit an Insurance Waiver Request Form and their insurance certificates to the Town for review.
- **Disadvantaged Business Enterprise (DBE) Form:** *ctrl + [\(click to open form\)](#)*

The DBE Form must list all Subconsultants to be used on the Project and identify whether they are DBE, WBE or Non-DBE. The DBE Form also must show the percentage of Subconsultant work that makes up the total contract value and must reflect whether the Prime Consultant itself is a DBE.

- **Subconsultant Proposal (if applicable):**

If a Subconsultant will work on the Project, the Prime Consultant must submit the Subconsultant's Proposal with an itemized cost breakdown as supporting documentation.

Additionally, if a Subconsultant will perform at least 25% of the value of the original contract or a subsequent modification, the Subconsultant's completed A-1 Form and Audited Overhead Report must be submitted.

## **11. PACKAGING AND SUBMITTING YOUR TECHNICAL PROPOSAL**

- a. **Organization and Format:** Your Technical Proposal, which must be organized as closely as possible to the format and sequence indicated in these Proposal instructions, must be submitted as set out below.
- b. **Project Title:** The Proposer's full business name and address, as well as the Project Title, must be included on the cover page of your Technical Proposal.
- c. **Proposal Package Submittal:** The Technical Proposal must be submitted electronically to the RFP Coordinator listed on the first page of this RFP, with the Project Title in the email subject line.

- **ANY TECHNICAL PROPOSAL THAT MENTIONS PRICE SHALL BE REJECTED.**
- **A COMPLETED "PROPOSER'S GENERAL INFORMATION FORM" (ATTACHMENT A) MUST BE INCLUDED WITH YOUR TECHNICAL PROPOSAL.**

## **12. TERMS & CONDITIONS / FUNDING SOURCE**

- a. Since this Project is funded by ARPA funding, and is expected to seek future funding from MaineDOT, the contract resulting from this RFP will be governed by applicable provisions of MaineDOT's Consultant General Conditions: <https://www.maine.gov/mdot/cpo/docs/general/2020/ConsultantGeneralConditions4212020.pdf>
- b. Since the Town expects to seek additional funding as the Project progresses and maintain federal-aid/Federal Highway Administration (FHWA) funding eligibility, any contract awarded pursuant to this RFP is subject to applicable sections of the Federal Contracting Provisions, also known as Form FHWA-1273.
- c. This RFP does not commit the Town to pay costs incurred in submitting your Proposal.

## **13. CONTRACT TERM, TYPE AND PAYMENT METHOD**

The initial contract term shall be for a period of **18 months**, commencing upon full execution of the contract awarded pursuant to this RFP. The Town reserves the right to modify the initial contract term and to award additional phases of the Project.

The contract type and payment method for this Project shall be determined following the selection of a successful Proposer.

#### **14. DISADVANTAGED BUSINESS ENTERPRISES**

Certified Disadvantaged Business Enterprise (DBE) consultants are encouraged to apply as the prime Consultant for this work. Non-DBE consultants shall ensure that DBEs have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT's current requirements for DBE utilization when using subconsultants. Consultants certified by another state's transportation agency must be certified by MaineDOT.

DBE requirements are found on the website for MaineDOT's Civil Rights Office: <https://www.maine.gov/mdot/civilrights/dbe/>.

Information also may be obtained by contacting:

**Sherry Tompkins, Director**  
**MaineDOT Civil Rights Office**  
**16 State House Station**  
**Augusta, ME 04333**  
**Office Phone: 207-624-3066**  
**Email: [Sherry.Tompkins@maine.gov](mailto:Sherry.Tompkins@maine.gov)**

#### **15. FREEDOM OF ACCESS ACT - CONFIDENTIALITY.**

Under Maine's Freedom of Access Act, Title 1 M.R.S.A. Chapter 13 §402 (3), et seq., "Public Records" (as that term is defined in Title 1 M.R.S.A. Chapter 13 §402(3)) are available for public inspection and copying once an award notification has been made.

Information submitted in response to this RFP will be considered to be "Public Records" available for public inspection and copying once a contract has been awarded. If, however, a Proposer believes that parts of its Proposal fall within one or more of the exceptions to the definition of "Public Records" set forth in Title 1 M.R.S.A. Chapter 13 §402(3), that Proposer may submit those parts of its Proposal, with each page marked "Confidential" in a separate envelope marked "Confidential". The envelope must include a non-confidential statement of the basis for Proposer's claim that those parts of its Proposal fall within one or more of the exceptions to the definition of "Public Records". Designating part of a Proposal "Confidential" does not by itself ensure that those parts of the Proposal will remain confidential.

If the Town receives a request to inspect or copy those parts of the Proposer's Proposal marked confidential, the Town will notify Proposer that such a request has been received. Any Proposer claiming documents are confidential shall, within 14 days of receiving the Town's notice, send the Town a list identifying each document that it claims is confidential. If the Town agrees that the documents so identified fall within one of the exceptions to the definition of "Public Records", the Town 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 file for a protective order. Proposer's failure to join the action and secure a protective order shall constitute a

waiver of its claim that the information is confidential. The Town will comply with the order issued by the reviewing court.

## **16. DEBARMENT CERTIFICATION**

A duly authorized representative of the Proposer must complete the statements on the attached Proposer's General Information Form certifying that the organization, its principals, and any subcontractors named in a Proposal submitted in response to this RFP:

- a. Are not debarred, suspended, proposed for debarment, 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 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 complete the certification may result in the disqualification of a firm's proposal.*

## PROPOSER'S GENERAL INFORMATION FORM

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### 1. CONTACT INFORMATION:

a. Firm Name: _____	b. Office Phone No.: _____	c. Cell Phone No.: _____
d. Contact First & Last Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____	e. Title: _____	f. Contact email Address: _____
g. Firm's Web Address: _____		h. Name of Firm's President/Managing Officer: _____

### 2. CORPORATE INFORMATION:

a. Type (select one): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Minority Owned <input type="checkbox"/> Woman Owned <input type="checkbox"/> Small Business <input type="checkbox"/> S Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation (State of origin): _____ <input type="checkbox"/> Other: _____	b. Firm's DUNS Number: _____ c. Firm's Federal EIN: _____ d. Firm's State of Maine Vendor/Customer No.: <input type="checkbox"/> VC _____ OR <input type="checkbox"/> VS _____	e. Does your firm have an Audited Overhead Report dated within the last two (2) years? <input type="checkbox"/> Yes <input type="checkbox"/> No  What is the date of your most recent Audited Overhead Report? _____
f. Is your firm a Disadvantaged Business Enterprise (DBE)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you certified as such by MaineDOT's Civil Rights Office? <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Address of your Corporate Headquarters: _____		

### 3. AFFIRMATIVE ACTION:

a. Does your firm have an Equal Employment Opportunity (EEO) policy and plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	b. Is your firm aware of EEO responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Is your firm aware of MaineDOT's goals for utilization of DBE firms? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**CONTINUED ON NEXT PAGE →**

**4. DEBARMENT, SUSPENSION, INELIGIBILITY, OR EXCLUSION:**

By submitting to this RFP, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors 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:
  - v. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
  - vi. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - vii. are not 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
  - viii. 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 Firm's Proposal.

**5. CERTIFICATION:**

By submittal of this form, I certify that this firm has not been debarred, suspended, declared ineligible or voluntarily excluded from contracts by the Federal Government or any State Agency within the last 3 years.

Check Here to Agree

By submittal of this form, I certify that I have thoroughly read and understand all of the information contained in this RFP.

Check Here to Agree

By submittal of this form, I certify that I have reviewed the Firm's Submittal Package to ensure that all of the required documents are included in the Firm's submittal.

Check Here to Agree

By submittal of this form, I certify that all of the information contained in the Firm's Submittal Package are true and accurate and that I am an Authorized Signatory Officer of the Firm.

Check Here to Agree

By submittal of this form, I certify that the typed name below (a) is intended to have the same force as a manual signature, (b) is unique to me, (c) is capable of verification, (d) is under my control, and (e) is linked to data in such a manner that it is invalidated if the data are changed, per 10 M.R.S.A. §9501, et seq.

Check Here to Agree

By submittal of this form, I certify that I acknowledge any and all amendments in response to this RFP.

Check Here to Agree

a. Typed Name of Submitting Authorized Officer: _____	b. Title: _____	c. Date: _____
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Active Transportation Project Segments (Green) and SB-7 approximate boundaries (gray)

Eliot, ME

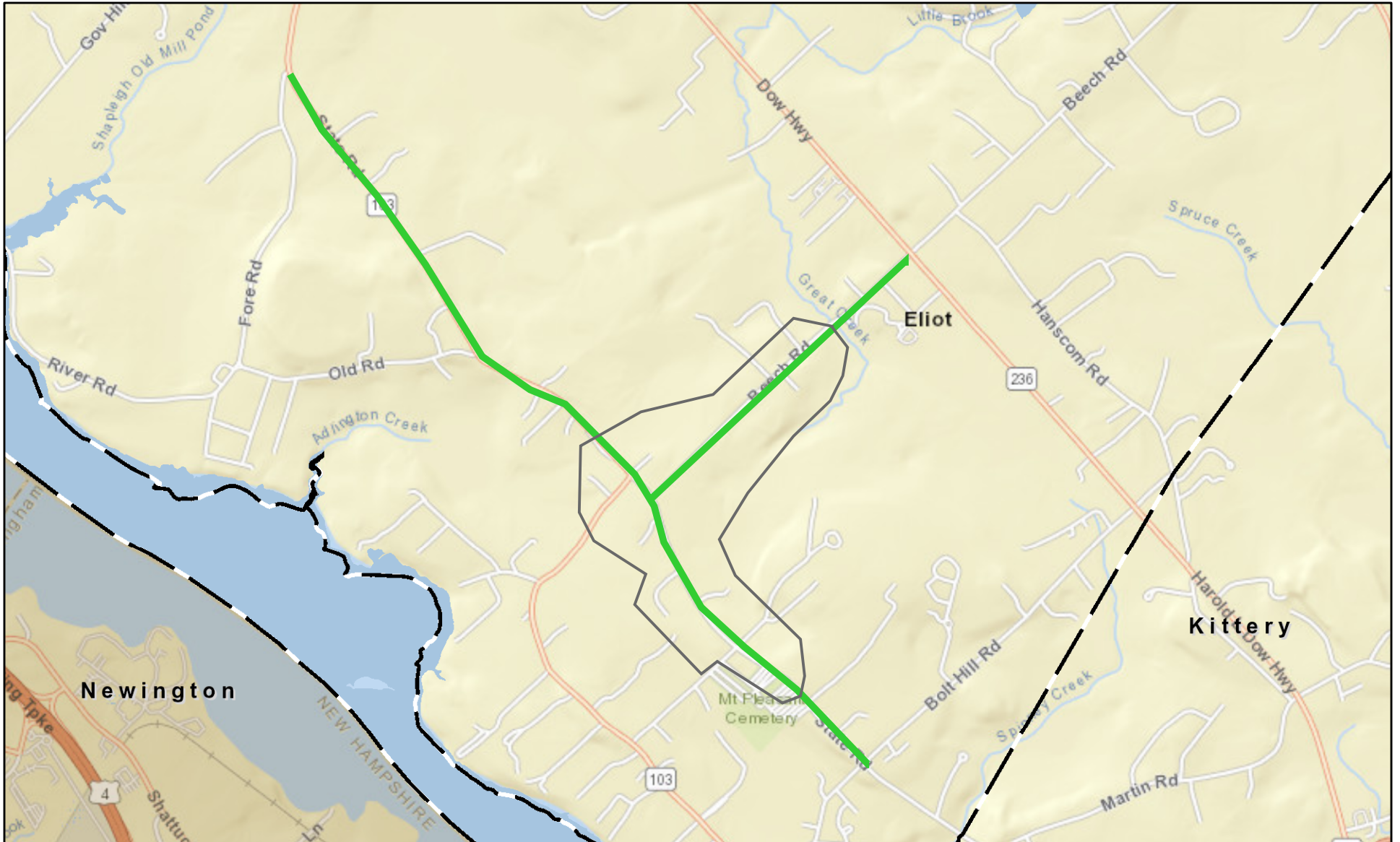


May 4, 2022

1 inch = 2000 Feet



www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



# Request for Proposals: State-Beech Active Transportation and Infrastructure Project

## Sewer Basin 7 (SB-7)

Excerpt from the 2012 "Route 236 TIF District Sewer Improvements: Draft Value Engineering & Preliminary Design Report" (2012 Sewer Report) by Underwood Engineers

