

MUNICIPALITY OF Calais
REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES FOR Qualifications

The Municipality of Calais (Municipality), in cooperation with The Maine Department of Transportation (MaineDOT) is soliciting proposals for professional services for Route 1, Main, North & South Streets Planning Phase of The Village Partnership Initiative, MaineDOT WIN **029658.00**. Proposers must provide: a) a technical proposal; and b) a price proposal in a separate, sealed package. ***Price shall not be part of the technical proposal; otherwise, that proposal shall be rejected.***

The Municipality is undertaking this Planning Partnership Initiative (PPI) study with funding from the Maine Department of Transportation (MaineDOT). This project is subject to applicable federal and state laws, regulations, policies and procedures, including but not limited to those described in the MaineDOT Local Project Administration Manual: <http://www.maine.gov/mdot/lpa/manual/>

1. APPENDICES:

☐ Appendix A – Proposer’s Cost Proposal Form

2. PROPOSALS ARE TO BE RECEIVED NO LATER THAN:

Date Due: **July 30th, 2025**

Local Time: **3:00 PM**

Any proposal, portion of a proposal, or unrequested proposal revision received at the Municipality after the time and date specified above **will not** be accepted.

3. COMMUNICATIONS:

Communications regarding the RFP must be submitted by email and directed to the RFP Coordinator listed below. The subject line must reference the project name, RFP title and Project WIN.

Name and Title: Mike Ellis, City Manager Calais

Office Phone: 207-454-2521

Email: manager@calaismaine.org

4. REQUEST FOR CLARIFICATION/RFP AMENDMENTS.

All requests for clarification and additional information must be submitted by email to the RFP Coordinator listed above by 3:00 PM on July 18th, 2025. Late requests will not be accepted. When appropriate, responses will be placed on the Municipality’s website: calaismaine.org no later than close of business on July 25th, 2025.

5. PROPOSAL SCOPE OF WORK and LOCATION MAP

Calais Route 1 – Main Street - Downtown – North Street ***Calais Planning Partnership Initiative*** ***Scope of Services***

Introduction & Scope of Work

The City of Calais (the City) and the Maine Department of Transportation (MaineDOT) is undertaking a feasibility study to identify ways to improve safety and accessibility for all transportation users, address traffic volume issues during tourism season, address continuity issues of the transportation infrastructure throughout the study area, and compliment economic development in downtown Calais. Specific study objectives include but are not limited to the following:

- (1) Identify improvements of Route 1 / Main Street and US Route 1/ North Street to adequately accommodate all users including pedestrian and bicycle facilities and assess ADA barriers such as utility poles etc. in the pedestrian facilities;
- (2) Integrate off-system and active and affordable transportation trails and plans into the larger network such as the East Coast Greenway and connections to trails in New Brunswick, Canada and connections between the Elementary School, Middle / High / Vocational Schools, and Washington County Community College ;
- (3) Assess lane widths/road diets along North Street, Main Street, and consider removing /adding turning lanes in needed locations identified along North Street;
- (4) Assess gateway and wayfinding options for the historic downtown and entrances into Calais from US Route 1 / Main Street and US Route 1 / North Street;
- (5) Assess options for marine traffic, boating facilities, and connections to downtown;
- (6) Consider additional sidewalks along North Street /US Route 1 across from existing sidewalks and towards South Street beyond the Maine District Court House;
- (7) Assess traffic calming measures along North Street / US Route 1 and Main Street / US Route 1, and;
- (8) Assess parking needs and alternatives (such as parklets and/or pedestrian connections) for redundant parking in the downtown and historic districts and parking diets.

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 Calais. This study will not only consider roadway safety and mobility issues, but also consider improvements to active transportation and transit. It will also look at aesthetic design features to enhance the village look, feel, and character of historic Downtown Calais and anticipate current growth trends and development occurring within the city historic core between Garfield and Main Street, and North and South Streets.

Study Area

The study area extends on Route 1, starting at Garfield Street, to the intersection of North Street US Route 1 and Main Street / US Route 1 to Ferry Point Bridge, and extends down Main Street to Hinkley Hill, it also includes the section of South Street from Harrison Street to the Calais Cemetery/Garfield Street. See Map on following page.

Calais - PPI Draft Scope Area



Task 1 – Project Kick-Off Meeting

The consultant team will meet with the study team including representatives from the City 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
- Identify existing transit on the corridor and discuss future opportunities
- 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 City of Calais and MaineDOT. These will include, but not be limited to, the following:

- Calais Comprehensive Plan
- Calais Downtown Economic Revitalization Studies & Plans
- Active Transportation Plans and Assessments for Calais
- Other relevant studies, plans and assessments

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 transit, bicycle, and pedestrian deficiencies in the study area.
- Identification of transportation vulnerable users and equity concerns.
- Review analyses with team members and discuss possible recommendations and additional alternatives to be considered.
- Analysis of existing land-use patterns and potential changes based upon land-use goals and projections.
- Site-visit and safety audit with multiple partners (town manager, public works, consultant, MaineDOT, 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, particularly on Main Street. It will include:

- A 2045 forecast of traffic volumes in the study area, based on historical traffic data and available MaineDOT traffic forecasts.
- Analysis of existing and recommended access management changes
- Review of possible traffic signal modifications and implementation of traffic demand management at the intersections of North Street & Main Street, and North Street & McDonalds, and addressing signal timing issues that contribute to traffic congestion (the consultant should consider one low-cost alternative such as signage and existing intersection timing, and two substantive build alternatives involving traffic modeling).
- Analysis of impacts to bicycle and pedestrian facilities

- Analysis of transit opportunities
- Discussion on infill mixed-use development in downtown Calais and redundant parking
- Review analyses with team members and discuss possible recommendations and additional alternatives to be considered

Deliverables: Matrix depicting alternatives for two intersections located above and a list of other recommendations for rest of study area (non-intersection) not dependent upon intersection improvements.

Task 5 Develop Preliminary Recommendations & Public Engagement

Based on the analysis of alternatives determined in Task 4, the consultants will develop recommendations based on 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. MaineDOT assumes a minimum of two public meetings, which could be standalone project meetings or portions of town council meetings.

- 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 draft report containing 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 a Draft Report

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, cost estimates.

6. PROPOSAL RATING AND SELECTION PROCESS

- a. Technical proposals will be reviewed and scored using the responses to the criteria in the “Proposer Information” section below.
- b. This is a qualifications-based selection process, meaning that technical proposals alone will be used to select the successful Proposer. Upon selecting the successful Proposer, the Municipality will open that Proposer’s price proposal and begin negotiations. ***Price proposals from all other Proposers will remain sealed during negotiations and returned unopened upon contract award.***

7. PROPOSER INFORMATION

- a. **Quality of Consultant Team** – (25 points) How strong is the project team; are key personnel on staff or if subcontracted, are relationships well established? How will information be presented or published during the process? Has the consultant adequately defined the human resources necessary to complete the project? Who will be performing the key elements of the project?
- b. **Project Understanding** (25 points) – How well does the consultant understand all aspects of this project? What elements of the process require extraordinary focus to achieve meaningful recommendations and meet the schedule?
- c. **Prior experience** (25 points) – Has the consultant presented a proven history of study similar to that set forth in the scope of work?
- d. **References** (15 points) – Proposers should include contact information for similar projects completed within the last five years. Similar projects performed by personnel proposed for this study will be evaluated more favorably. Respondents should focus on projects that have progressed beyond planning to implementation.
- e. **Schedule Quality** (10 points)- The Proposal should demonstrate that the team has the availability and necessary human resources to respond to and deliver this project. The proposal should lay out timelines for the various elements and identify responsibilities of all parties as they relate to schedule deadlines.
- f. **Contact Information:** Provide the name, address, phone number, and email address of Proposer.
- g. **Signature Page:** Signature pages must be included with the technical and price proposals stating that “I certify that all of the information in this technical/price proposal is true and accurate.”

8. PACKAGING AND SUBMITTING YOUR TECHNICAL AND PRICE PROPOSALS

Organization and Format: Your technical proposal, which should be organized in the format and sequence indicated in these proposal instructions, must be submitted as outlined below.

- a. **RFP Title.** The Proposer’s full business name and address as well as the RFP title must be written on your proposal package, with reference to Project WIN **029658.00**.

- b. **Hard Copy.** Technical proposals must be submitted as follows: (6) copies of the technical proposal must be submitted in hard copy format accompanied by (1) electronic copies in .pdf format.
- c. **Price proposal:** The price proposal (**Appendix A**) must be provided in a separate, sealed envelope that will be opened only if the initial scoring of technical proposals results in a Proposer being ranked as best qualified. **NO MENTION OF PRICE WILL BE INCLUDED IN THE TECHNICAL PROPOSAL; OTHERWISE THAT PROPOSAL WILL BE REJECTED.**
- d. **Proposal Package Submittal:** Proposal packages must be mailed/delivered as follows:

Regular Mail Delivery	Hand Carried Delivery	Federal Express/UPS Delivery
Address to: City of Calais Attn: Mike Ellis 11 Church Street Calais, Maine 04619	Address to: City of Calais Attn: Mike Ellis 11 Church Street Calais, Maine 04619	Address to: City of Calais Attn: Mike Ellis 11 Church Street Calais, Maine 04619

9. TERMS & CONDITIONS / GENERAL INFORMATION

- a. The contract type used for this project will be a stand-alone project contract, and the method of payment will be adjustable burdened hourly rate.
- b. The initial contract term will be for 1 years, commencing upon execution of the contract documentation. The Municipality reserves the right to modify the initial contract term at its discretion, as well as to award additional phases of the Project.
- c. This RFP does not commit the Municipality to pay costs incurred in preparing and submitting your proposal.

10. PROPOSAL PRICING - Submitted Separately in a sealed envelope

Price proposal and supporting data must be submitted on the standard Cost Proposal Form (Appendix A), which is available on the MaineDOT's Local Project Administration website under the heading labeled *Consultants*: <http://www.maine.gov/mdot/lpa/lpadocuments/>.

The price proposal must include the following:

- Project WIN, location, firm name and address, contact name, and email address.
- **Employee Classifications and Direct Labor Rates:**
The Proposal must include each employee's classification and rate of pay. ***Note: A cap on direct labor of \$87.13 per hour for the project manager and all other personnel, applies to this project.***
- **Overhead Rate:**
The price proposal will reflect the Consultant's latest Audited Overhead Rate approved by the MaineDOT's Office of Audit. ***(Note: Use of a fixed commercial rate will be accepted for small firms without an Audited Overhead Report.)***
- **Fixed Fee/Profit:**
The proposed fixed fee/profit is based on factors such as degree of risk, relative difficulty of work, and the size of the job. It must fall within the range of 6 percent to 15 percent.

- **Direct Expenses:**
This will consist of project expenses such as mileage (45 cents per mile), tolls, printing, postage, and subconsultant costs that are not included in direct labor, overhead and profit.
Note: Markup on direct costs is prohibited.
- **Total Proposed Cost:**
This is the maximum amount proposed.

Section B: Proposal Pricing Attachments

- **Insurance Certificates:**
Insurance certificates for the coverages listed below must be included with the Consultant's Cost Proposal Form:
 - Professional Liability;
 - Commercial General Liability, listing the Municipality as additional insured;
 - Automobile Liability;
 - Worker's Compensation;
 - Excess/Umbrella Liability (if applicable).

Consultants must provide current insurance certificates by email to sparadis@fortkent.org.

Section C: Subconsultant Proposal

If a subconsultant will work on the project, the prime consultant must submit the subconsultant's proposal as supporting documentation.

11. DEBARMENT CERTIFICATION

The signature pages required in Section 7, "Proposer Information," must have the following statement:

"By submitting to this RFP, I certify to the best of my knowledge and belief that the organization, its principals, and any subconsultants 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:
 - 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 currently 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 provide this certification may result in the disqualification of the proposal.

12. FREEDOM OF ACCESS ACT: CONFIDENTIALITY.

Under Maine’s Freedom of Access Act, 1 M.R.S.A. §401, et seq., “public records” are available for public inspection and copying once an award notification has been made.

Information submitted in response to this RFP will be considered “public records” available for inspection and copying once an award notification is made. If a Proposer contends that parts of its Proposal fall under an exception set forth in 1 M.R.S.A. §402(3), the Proposer may submit those parts of its Proposal in a separate envelope marked “Confidential,” with each page marked “Confidential.” Included in the envelope should be a non-confidential statement of the basis for the Proposer’s claim that those parts of its Proposal fall within one or more exceptions to the definition of “public records.” Designating parts of a Proposal “Confidential” does not by itself ensure that they will stay confidential.

If the Municipality receives a request to inspect or copy parts of a Proposal marked confidential, the Municipality will notify the Proposer. Within 14 days of receiving the Municipality’s notice, any Proposer claiming documents are confidential must send the Municipality a list identifying each document that it claims is confidential. The Municipality 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 join the legal action to defend its position that the release of information should be denied. Proposer’s failure to join the action and defend its position will constitute a waiver of its claim that the information is confidential. The Municipality will comply with the order issued by the court reviewing the case.