

REQUEST FOR PROPOSALS
TOWN OF YORK
NOTICE TO CONSULTANTS

**LONG SANDS BEACH MASTERPLAN, DESIGN & CONSTRUCTION BID
DOCUMENTATION**

Proposals will be received by the Town of York at the office of the Town Manager, 186 York Street, York, Maine, 03909, until **1:30 p.m.**, prevailing time as determined by the Town on **January 30, 2015**. Proposals will be accepted from those Consultants which the Town determines are the most likely to be qualified and capable of performing the work. All other proposals may be rejected. In order to be considered responsive, five (5) copies and one (1) electronic copy (PDF) of the complete proposal must be submitted. Proposals shall be limited to 20 single sided pages (8.5x11), size 12 point font, including appendices. One sheet of paper consists of one page single-sided size 12 point font or two pages double-sided size 12 point font. Page count does not include covers, the transmittal letter or dividers. Proposals need to be clearly marked "Request for Proposals for LONG SANDS BEACH MASTER PLAN."

The Town of York through the Departments of Parks & Recreation and Public Works is soliciting proposals for planning, engineering and project management services for the development of the Long Sands Beach Master Plan Project in York Beach, Maine. The Master Plan includes a new bathhouse with a lifeguard/first aid area, Complete Street design in the project area and major drainage modifications and improvements. Some of the Complete Street design elements to be addressed are: signage; pavement markings and traffic control; bicycle and pedestrian enhancements; green space and landscape design; public parking, public space creation and design; possible underground and above ground utility relocations or any other engineering related activity as determined by the Town of York. The successful firm will also be required to develop and lead a thorough public participation and acceptance process.

For general information regarding Bidding and Contracting procedures, contact Erin O'Dea at the Parks & Recreation Department. She can be reached at (207) 363-1040 or eodea@yorkmaine.org. All questions need to be provided by January 23, 2014 at 4 o'clock PM in order for the Town to respond to Consultants prior to acceptance time. Consultants shall not contact any other Town staff or board members for clarification of Contract provisions, and the Town will not be responsible for any interpretations so obtained. Responses will not be prepared for questions received by telephone. Verbal responses by Town staff or others are not valid. If any changes are made to the RFP, an addendum will be issued. Addenda will be emailed to all bidders on record. All questions regarding the RFP must be submitted in writing. Questions in writing shall be directed to: "Owner Representative, Long Sands Beach Master Plan Project" and emailed to eodea@yorkmaine.org. A response to all questions submitted in writing will be provided in the form of an RFP Addendum to all bidders of record. In order to facilitate this process, questions and responses will be transmitted by email.

A bidder may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal submittal. All bid prices submitted in response to this RFP must remain firm for thirty days (30) days following the bid opening.

I. BACKGROUND

The public facilities (Bathhouse, Roadway, Sidewalks and Drainage) in the Long Sands Beach area of York Beach were constructed in the 40's & 50's. These much used facilities are functionally deficient and have out lived there useful life. The voters of the Town of York have approved three separate capital improvement projects. A drainage project just north of the Anchorage Inn was approved in May of 2012. A second drainage project just north of the Long Sands Bathhouse and the replacement and expansion of the Long Sands Bathhouse was approved in May of 2013. In April of 2014 the Board of Selectmen authorized the Department of Public Works to apply for a Municipal Partnership Initiative (MPI) Grant from Maine DOT to secure the funds for the Long Beach Avenue improvements. In June of 2014 the Town received notification that the grant request was approved.

In an effort to take advantage of economies of scale, close proximity and improve coordination between the above mentioned capital improvement projects the Board of Selectmen authorized combining the survey work for all four capital projects. An RFP was developed and the Board awarded the existing conditions survey to North Easterly Surveyors, Inc. of Kittery, Maine. The completed existing conditions survey and associated data will be available to the successful consultant.

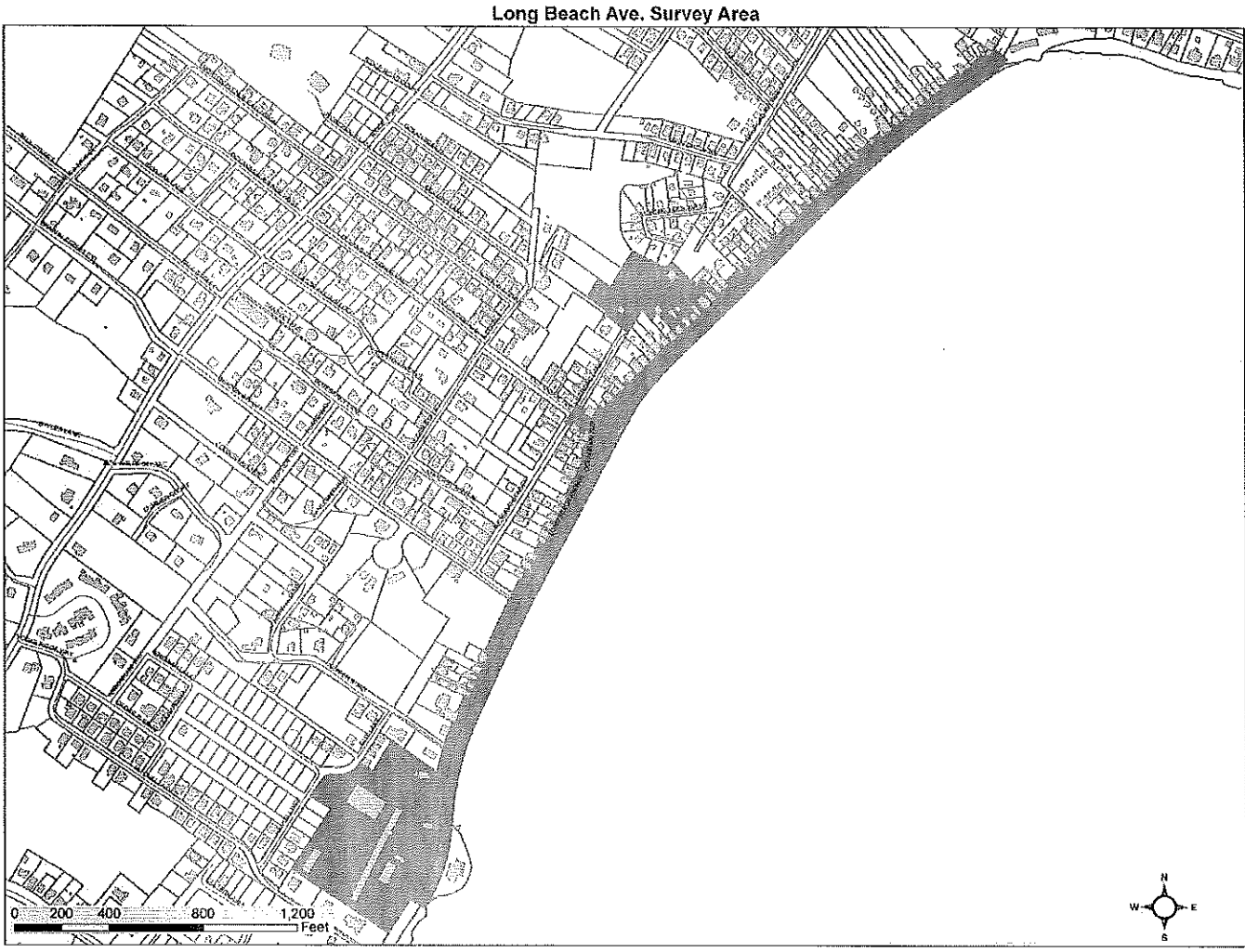
Because of the successful outcome of the survey bid process the Board of Selectmen authorized the same approach for the project development phase in order to create a master plan for the Long Sands Beach area. The road realignment, the proximity of the drainage projects to the bathhouse, and any additional improvements brought about by the MPI grant make a strong case for a well thought out master plan approach. In addition, the footprint of the bathhouse, complete streets design, drainage improvements, MS4 compliance, parking as well as handicapped accessibility to the beach, bathhouse, street, parking, green space, sidewalks and crosswalks must all be coordinated and addressed.

With this RFP, the Town would like to develop up to three possible conceptual plans within the frame work of a thorough public process. The Town's vision is to emerge with a single plan and design for the Long Sands Beach area. This vision includes a design that encompasses a replacement and expansion of the existing Long Sands Beach Bathhouse, a "complete streets" design for Long Beach Avenue, traffic flow, parking, drainage improvements and MS4 compliance, utility placement, sidewalks, provisions for bicycles, streetscape elements such as furniture, way-finding signs, public space creation, and public realm landscaping in order to promote the vitality and beauty of Long Sands Beach as a dynamic, safe, and sustainable family attraction reflecting the history of a community that is both welcoming to visitors and supportive of local businesses and its residents.

It's the Town's intentions to bid the construction of the bathhouse separately from the roadway, drainage and other infrastructure improvements. This will require two separate sets of construction bid documents to be developed. The Parks and Recreation Director along with a Town appointed Building Committee would manage the construction of the bathhouse. The Public Works Director would manage the construction of the road, drainage and other infrastructure improvements.

A. Project Area

The project begins approximately 325 feet south of State Route 1A (Long Beach Avenue)/Juniper Road intersection (near the Sun and Surf Restaurant's driveway) and continues north on State Route 1A (Long Beach Avenue) towards Short Sands Village, including Ocean Side Avenue intersection and ending approximately 290 feet south of State Route 1 A/Nubble Road intersection. The total project length is approximately 1 mile.



B. Anticipated Scope of Services

Town Officials have been working on these important capital improvements for more than two years. The projects have now reached a stage of requiring technical assistance from a multi-disciplinary planning, engineering and design team. The Public Works Director and the Parks and Recreation Director along with a Town appointed Building Committee intend to play a leadership role in seeing this project to completion and in its interface with all aspects of the community. The project involves a Complete Streets design of the State Route 1A/Oceanside Avenue intersection (including green space, pedestrian ways, parking and drainage), leveling shim and overlay (outside reconstruction area), removing and resetting granite curbing, removing and replacing bituminous curbing with granite curbing, reconstructing or replacing additional concrete and/or brick existing sidewalks (bring new curb to grade), resetting existing CB grates/frames in overlay area, adding crosswalk and pedestrian improvements with ADA ramps and restriping for lanes and parking spaces. In addition, the project involves drainage improvements to the existing pipes and outfall structures located approximately 600 feet north of the State Route 1A/Oceanside Avenue Intersection and south near the Sun and Surf Restaurant. Dean Lessard, Director of Public Works will oversee the roadway improvements and drainage work.

Likely tasks included in the scope of services are as follows.

- Initial assessment of existing condition plans and the perfecting of property rights and ownership.
- create preliminary design reports; perform field surveys; plot topography and cross sections; prepare submissions for utility verification and relocation engineering; develop right-of-way plans; prepare drainage reports; perform geotechnical investigations and prepare geotechnical reports; prepare structure drawings, including culverts, catch basins and bathhouse rehabilitation or replacement; prepare erosion control details and narrative; prepare applications for environmental and other federal, state and municipal permits; perform traffic counts and analyses, including detour planning and mapping; prepare traffic control plans and narrative; investigate utility and property involvements and coordinate with utilities; prepare submissions for meetings; attend meetings with the Parks & Recreation and Public Works, Town boards or other agencies; and prepare construction plans, documents, specifications and estimates.
- Conceptual plan development of proposed improvements, suitable for presentation at public meetings. The plan shall include the demolition and removal of all or part of the existing restroom facility. Design of a new modern facility capable of meeting the demands of a large public beach. The new facility will be at a minimum of two times the size and capacity of the existing Long Sands Beach Bathhouse and include private handicapped accessible bathrooms, ample storage for supplies and equipment and a lifeguard/first aid area. It is likely that the bathhouse project will require Long Beach Avenue to be realigned to make room for the expansion. The plan shall include a Complete Streets design for Long Beach Avenue, traffic flow, parking, drainage improvements and MS4 compliance, utility placement, sidewalks, provisions for bicycles, streetscape elements such as furniture, way-finding signs, public space creation, public realm landscaping and location of lighting fixtures. This should include not only the central intersection (Long Beach Avenue & Oceanside Avenue) being considered, but these improvements as applied to the entire area of

Long Beach Avenue. Final limits of improvements to be determined, but will not exceed the limits of the areas shown in the graphics above.

- Recommendations for specific locations and species of new street landscaping/plantings.
- An assessment of on-street parking spaces, including existing parking that will be lost through the eventually proposed design, and total maximum available at conclusion of project.
- Preliminary or Conceptual Design and Engineering for up to three possible options & Opinion of Costs.
- Final Design and Engineering (Civil, Structural, Traffic, Architectural, Mechanical, Interior Design, Electrical and Landscape Architecture) Plans for construction and associated costs.
- Permitting and Construction Bid Documents and Administration.
- Multiple Public Meetings.
- Attendance at Board of Selectmen, Planning Board and Building Committee meetings.

Final proposal and details of a contract to be determined after a qualified team is selected, and some of the above list may vary somewhat in final form after discussion between staff, consultant team, and the Board of Selectmen.

II. GENERAL INFORMATION

Interested firms shall respond to this request by submitting a proposal on or before the time due for submission. Following the receipt of the proposal, a review committee will evaluate the proposals and select a firm, or at the discretion of the review committee, select a short list of firms to interview. In selecting consulting firms, emphasis will be placed on the firm's qualifications and experience with projects similar to the York's Long Sands Beach Master Plan, Design & Construction Bid Documentation Project.

A. Consultant Selection

The Town of York is soliciting proposals from a team of qualified consultants with demonstrated experience in the planning, design, permitting, and construction administration of municipal project initiatives similar in size and scope, with, at minimum, expertise in civil and/or traffic engineering, landscape architecture, economic development, community planning and design. One or more consultants may be selected to negotiate with. The Town will select the best qualified consultant to serve the Town.

In particular the Town will consider the following factors during the evaluation of the firms submitting Statements of Interest for this project:

1. Specialized experience and technical competence of the prime Consultant and any Subconsultants. The Team must clearly demonstrate an ability to analyze available data to make decisions and develop plans to complete the project in a timely and cost effective manner.

2. Past record of performance with respect to cost control, work quality, ability to meet schedules and previous experience on similar projects. The Consultant should identify similar projects that have been completed by that firm as the prime, the magnitude of the project and the client.
3. The specific experience and number of individuals who constitute the firm.
4. Successfully completed projects that were subject to Maine public bidding regulations.
5. Location of the local or regional office.
6. Other factors, if any, specific to the needs of a particular project.

Projects completed by current staff while employed by others shall not be considered. Each proposal shall provide examples of representative projects demonstrating compliance with these factors along with references and current phone numbers. Firms will indicate members of the project team proposed who contributed significantly to each of the project examples cited in the proposal.

B. Proposals

The Town will select the best consultant for the project and present a contract agreement to that consultant for approval. During the evaluation of the proposals, if necessary, the Town may wish to request supplemental information from some or all of the Consultants. A pre-execution review will be conducted to ensure all is in order prior to signing the contract. The pre-execution review may include review of insurance certificates and verification of overhead rates. The Town will negotiate with another firm if an agreement cannot be reached.

The Contract will include the Town's Final Scope of Work for the project.

III. GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants must meet the following standards as they relate to this request:

- A. Have the necessary experience, organization, technical and professional qualification, skills and facilities;
- B. Be able to comply with the proposed or required time of completion or performance schedule;
- C. Have a demonstrated satisfactory record of performance.

IV. PROPOSAL PREPARATION

Proposals shall be typewritten, with pages numbered and shall include sufficient description, itemization, documentation, and reference to allow a total and accurate evaluation of the Consultant and the work to be performed. To facilitate the evaluation, the Consultant shall organize its proposal to coincide with the sequence of items 1 through 8 below. All cost information shall be placed in the cost section and no mention of costs shall be made in other sections of the proposal. Those statements that do not follow the outline, or do not contain the required information may be considered unresponsive.

If the Consultant proposes to subcontract a portion of the proposed work, each section of the Statement of Qualifications shall identify the name of the Sub-consultant and the services that are to be provided by the Sub-consultant(s).

1. Project Understanding & Technical Approach

The Consultant shall describe its understanding of the project and its technical approach to complete the project in a timely and efficient manner. Emphasis should be placed on project coordination and a thorough public participation and acceptance process within a well-defined project schedule. The Consultant shall give a complete and detailed outline of the work effort required. A proposed work plan shall be included which divides the entire project into finite and discrete tasks. This segment of the proposal shall not exceed two pages (single sided).

2. Project Management

The Consultant shall identify the project team which it will commit to the work, the relationship of project personnel to the overall structure of the Consultant's organization. The Consultant shall identify the Consultant's Principal Manager that will be assigned to administer the contract with the Town. The specific function and responsibilities of proposed Sub-consultants, if introduced, shall be shown. Organization charts shall be provided showing the corporate structure and the project team. This section shall clearly indicate the Consultant's capability to undertake this multi-dimensional municipal project. This section of the report shall not exceed two pages (single sided). The Consultant shall include in an appendix resumes for each employee that is proposed to be utilized as well as an indication of the nature and extent of each individual's participation. Any deviation from the Sub-consultants listed in the proposal will require written approval from the Town.

3. Company Qualifications and Experience

The Consultant shall describe its range and depth of experience relevant to this solicitation and the extent to which such services are one of the Consultant's principal areas of activity. This section shall also discuss the Consultant's available resources for carrying out the work including labor, equipment, facilities, and so forth. This segment of the proposal shall not exceed two pages (single side). Profiles of similar, previously performed projects (within the last five (5) years), which highlight the Consultant's qualifications may be included in an appendix (limited to five project profiles).

4. Schedule

The Consultant shall indicate its commitment to an expeditious completion of the work. It is the Town's preference that the consultant shall commence work on the project within seven (7) days of the date of contract award date, and all required easements, design and permitting

work will be completed no later than September 1st, 2015, and that the final construction documents and deliverables will be provided no later than October 15th, 2015. Ability to achieve this schedule should be described by the Consultant.

5. Cost

The proposal shall describe the Consultant's estimated cost to perform the work, and shall include tables displaying, in terms of each task and for the entire contract, the estimated total costs for all labor categories, equipment, and other costs. Per Diem and mileage costs shall be calculated as outlined in the Scope of Work. The proposal shall specify all multipliers to be applied against or included within the rates, and all rates and prices quoted in the proposal shall be binding for the entire term of the contract. Costs which are assigned to subcontractors shall be so designated. The Town of York is not responsible and will provide no compensation for costs incurred during proposal preparation and/or negotiations. The following details shall be applied to the Cost section of the proposal.

- a. Labor Rates - Give job titles and daily or hourly rates for personnel performing under the contract. Describe the standard workday, conditions when standby and overtime rates are applicable, and the method for computing labor charges.
- b. Equipment - Indicate types, rates and other relevant information including any policy for applying rates.
- c. Printing - Indicate costs for printing reports.
- d. Other costs - Detail other costs including that for Sub-consultants.
- e. Profit - Indicate profit as a percentage of labor and expenses.
- f. Overhead Rate - The overhead rate of the Consultant shall be provided. The Consultant shall provide documentation that verifies the proposed rate.

6. References

The Consultant shall include three references for the Consultant team or key project personnel. Required information: Reference name, his or her position, their company and contact information. Also describe the Consultant team's relationship with the reference and what projects the reference would have knowledge of.

7. Misconduct

During the period of the last five years, list all citations or notices of violation issued to your organization's local office and employees being proposed; labor law violation, environmental law or regulation violations, or citations issued for safety law violations or results of adjudatory procedures/hearings against licensed individuals being proposed. Indicate any proposed or pending litigations or unresolved claims, including State Licensure Board, or other formal claim using arbitration/mediation regarding employee's performance.

8. Appendices

Appendices shall be used to compile resumes and project profiles, but should be limited to a combined total of no more than ten pages.

IV. CONTRACT AWARD

The Town of York will likely make an award based upon review of the proposals as submitted. However, if interviews are required to distinguish between finalists, Consultants may be invited to make a presentation before a selection committee. The Town reserves the right to determine the Consultant it feels will perform the services in a manner that is in the best interests of the Town for this project. The Town will award the contract to the Consultant offering the most advantageous proposal, from a responsible and responsive proposer, taking into consideration all evaluation criteria set forth in the RFP, as well as price. Any contract entered into by the Town of York shall be in response to the proposal and subsequent discussions. The contract award shall be based on the criteria described herein. Once the contract has been agreed to and executed, the Town will authorize work to proceed.

The Town of York reserves the unqualified right to reject any or all Proposals and to accept the Proposals or waive any informality in the bidding process which in its sole judgment will under all circumstances serves its best interest. The Town of York reserves the right to negotiate the final product and cost with the selected Consultants. If the Town is unable to enter into an agreement with any selected Consultant, the Town reserves the right to terminate negotiations and initiate negotiations with another Consultant. No compensation will be paid for the failed negotiations.

Contact

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