

# Freeport Transit-Oriented Development Planning Partnership Initiative

Designing a Vibrant Main Street Corridor for the Future

## UPDATED REQUEST FOR PROPOSALS

TOWN OF FREEPORT, MAINE

In Partnership with Maine Department of Transportation



RFP 2025-013

Original: February 26, 2025

**Updated: March 14, 2025**

**Note:** *It is the Proposer's responsibility to check the Town's website or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The Town shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

**REQUEST FOR PROPOSALS**  
**Freeport Transit-Oriented Development Planning Partnership Initiative**  
Designing a Vibrant Main Street Corridor for the Future

## **OVERVIEW**

Freeport is one of Maine's top tourist destinations, well-known as a historic Downtown with L.L.Bean's Flagship store clustered with complimentary retail, restaurants, and public institutions and facilities along the U.S. Route 1 corridor, which also serves as Main Street.

The Town of Freeport (Town) is partnering with Maine Department of Transportation (MaineDOT) to design a multimodal transportation corridor that anticipates and plans for infill housing and mixed-use development on adjacent land well-served by bus, rail, vehicle, and bicycle/pedestrian facilities.

With this Request for Proposals (RFP), the Town and MaineDOT seek a qualified and interdisciplinary planning consultant team to support long-range planning that marries transportation and land use considerations in a downtown context to design a vibrant Main Street corridor for the future. The RFP deliverables will be used to pursue infrastructure funding for integrated corridor designs that advance local, regional, state, and national goals in a high-visibility destination that attracts millions of visitors annually.

### **PLANNING CONTEXT.**

The Town has undertaken extensive planning efforts over the last several years that have yielded community consensus around the need in Freeport for environmentally sustainable development patterns, new and diversified housing options in and around the Downtown, and active transportation options for visitors and residents. Upgrades along the U.S. Route 1 corridor are essential to accomplish these goals.

### **PROJECT SCOPE.**

The selected consultant will create a transportation plan (the Plan) to identify and develop transportation system improvements which support a downtown that functions for residents as well as visitors. The Plan will support transit-oriented development, economic vitality, and placemaking goals by integrating housing and mixed-use development planning on adjacent land. The study area focuses on Main Street (Route 1) from approximately the Park and Ride near Maine Beer Company at the south end of the study area and north to the intersection with Upper Mast Landing Road at the north end of the study area and includes adjacent parcels within 1,000 feet of the right-of-way. The study area also includes Mallett Drive from Main Street to the interchange with I-295.

### **GENERAL DELIVERABLES.**

The selected consultant will manage the planning project in coordination with the client team to: Analyze existing transportation data and trends; Engage local stakeholders and solicit public input; Conduct a housing build-out analysis for adjacent parcels within 1,000 feet of the Route 1 corridor; Develop a transportation plan; Consider transportation system upgrade alternatives to serve anticipated development and sustain a high-functioning corridor for the traveling public; and Summarize findings and recommendations in a Report.

### **SUBMISSIONS.**

Proposals must be submitted and received no later than *4:30 p.m. on March 26, 2025*. The deadline for submission of written questions is *4:30 p.m. on March 12, 2025*. All written questions will receive a written response from the Town on or about *March 19, 2025*.

**Contact.** Any inquiries and requests regarding this RFP should be directed to **Brett Richardson, Development Director** at 30 Main St. Freeport, ME 04032, e-mail: [brichardson@freeportmaine.com](mailto:brichardson@freeportmaine.com)

## PROPOSAL INFORMATION SHEET

**NUMBER OF PRINTED HARD COPIES TO BE SUBMITTED: *1***  
***ELECTRONIC PDF VERSION SUBMISSION REQUIRED BY EMAIL***

ALL PROPOSALS SHALL BE SUBMITTED AND RECEIVED NO LATER THAN March 26, 2025, at 4:30pm **at the Town of Freeport's Town Hall, 30 Main Street, Freeport, ME 04032**. **Electronic submissions via email are required for sections 2.1 through 2.6 of this RFP.**

**All Mail-ins**

Town of Freeport  
Attn: *Brett Richardson*  
30 Main St.  
Freeport, ME 04032

**All Drop-offs**

Town of Freeport  
Attn: *Brett Richardson*  
30 Main St.  
Freeport, ME 04032

**Electronic submissions to RFP COORDINATOR**

*Brett Richardson*  
*brichardson@freeportmaine.com*

The Town requires an electronic PDF submission responding to RFP sections 2.1 through 2.6 of this RFP, and a single printed hard copy of sections 2.1 through 2.6, plus a printed hard copy of section 2.7 submitted in a sealed cost proposal envelope.

Items in Section 2.8 are not required until requested by the client team.

Hard copy proposals must be submitted in a sealed envelope marked:  
**Freeport Transit-Oriented Development Planning Partnership Initiative 2025-013**

Electronic proposals must be submitted to [brichardson@freeportmaine.com](mailto:brichardson@freeportmaine.com) with a subject line that reads:  
**Freeport Transit-Oriented Development Planning Partnership Initiative 2025-013**

## RFP Table of Contents

### **Section 1 Project Specifications**

1.1	Introduction .....	1
1.2	Financial .....	1
1.3	Insurance Certificates .....	2
1.4	Scope of Work .....	3
1.5	RFP Timetable .....	7

### **Section 2 – Proposal Application Instructions**

	General Instructions for Completing Applications .....	8
2.1	Proposal Cover Page .....	8
2.2	Responsible Proposer Certification .....	8
2.3	Proposer's Qualifications .....	9
2.4	Proposer's Experience .....	9
2.5	Proposer's Understanding of, and Proposed Approach to, the Project .....	9
2.6	Proposer's Ability to Control Project Schedule and Costs .....	9
2.7	Cost Proposal .....	10
2.8	Contract Requirements .....	11

### **Section 3 – Technical Proposal Rating and Selection Process**

3.1	Rating and Selection Process .....	12
3.2	Scoring Criteria and Weights .....	12
3.3	Award to Highest Qualified Proposer .....	12

### **Section 4 – Administrative Overview**

4.1	Website Reference .....	14
4.2	Purchasing Agent .....	14
4.3	RFP Contact Person .....	14
4.4	Submission of Questions .....	14
4.5	Submission of Proposals .....	15
4.6	Opening of Proposals .....	15
4.7	Additional Materials and Documentation .....	16
4.8	RFP Amendments .....	16
4.9	Cancellation of Request for Proposals .....	16
4.10	Costs for Proposal Preparation .....	16
4.11	Rejection of Proposals .....	16
4.12	Notice of Award .....	16
4.13	Availability of Funds .....	16

### **Section 5 – Attachments**

Appendix A.	Proposal Cover Page .....	17
Appendix B.	Responsible Proposer Certification .....	18
Appendix C.	Proposer Questions and Client Team Answers .....	19

# **Section 1 :**

## **Project Specifications**

## Section 1

# Project Specifications

### 1.1 Introduction

#### A. Project Overview

The Town of Freeport is undertaking this project as a Planning Partnership Initiative with the Maine Department of Transportation (MaineDOT). The goal of the project is to identify needed improvements to a portion of the U.S. Route 1 corridor and high-quality development on adjacent land.

#### B. Project Description

The Town is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period of approximately May 1, 2025, to October 2026. The dates are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

#### C. Desired Consulting Capacities

The Town anticipates making one (1) award as a result of the RFP process to an interdisciplinary planning team with demonstrated transportation, traffic management, active transportation, utility, land use and landscape architecture, downtown placemaking, and economic development capacities.

An interested party must be, or be willing to become, a MaineDOT Prequalified Consultant prior to executing a contract and commencing work.

Any person employed by the Town or holding an elected or appointed position within the Town is not eligible to submit a bid.

### 1.2 Financial

#### A. Compensation

The Town will pay the selected Proposer for budgeted agreed-upon costs, including the sum of all Direct Labor, Overhead, Direct Expenses and Fixed Fee/Profit as detailed in section 2.7 of this RFP.

#### B. Method of Payment

Payments will be made in accordance with the Town's Warrant Schedule upon submission of Invoice. Initial payments can be made for retainer/deposits for purchase of supplies as negotiated.

### 1.3 Insurance Certificates

Insurance Certificates (Acord Form) ~~must accompany your Cost Proposal~~ shall be requested by the Town, if necessary, but are not required with the responder's Cost Proposal. ~~Insurance shall not reference a specific project.~~

Minimum coverages to enter a contract include, but depending on the project may not be limited to the following:

- 1) Professional Liability or Negligent Acts, Errors and Omissions Policy - \$1,000,000 per claim and annual aggregate
- 2) Commercial General Liability, listing MaineDOT as additional insured –
- 3) \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- 4) Automobile Liability - \$1,000,000 per occurrence
- 5) Worker's Compensation – in accordance with the laws of the State of Maine.
- 6) Excess/Umbrella Liability (if applicable)

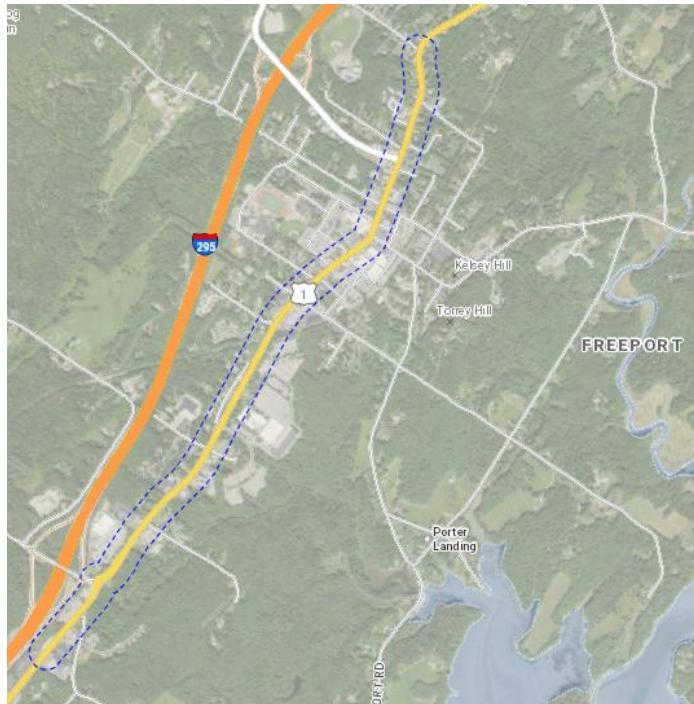
## 1.4 Scope of Work

**Town of Freeport**  
**Maine Department of Transportation**  
Freeport Transit Oriented Development Plan  
*Scope of Work*

### **Introduction**

The Town of Freeport (the Town) and the Maine Department of Transportation (MaineDOT) are seeking a consultant to develop a transportation plan (the Plan) to identify and develop transportation system improvements which support a downtown that functions for residents as well as visitors. The plan will support transit-oriented development, economic vitality, and placemaking goals by integrating housing and mixed-use development planning on adjacent land. The study area focuses on Main Street (Route 1) from approximately the Park and Ride near Maine Beer Company at the south end of the study area and the intersection with Upper Mast Landing Road at the north end of the study area and includes adjacent parcels within 1,000 feet of the right-of-way. The study area also includes Mallett Drive from Main Street to the interchange with I-295.

Infrastructure improvements are anticipated to primarily focus on Main Street / Route 1. However, recommendations related to connectivity throughout the transportation system, as well as safety, mobility, access management, parking, and community housing and service needs can be considered with a reasonable distance of Main Street, consistent with the Town's recently adopted "Transit-Oriented Development Implementation Initiative." Additional streets in the study area that are critical to Main Street's success include Mallett Drive, West Street, Bow Street, Mill Street, South Street, and Depot Street.



### **Task 1 – Project Coordination**

The consultant will work closely with the Town and MaineDOT (client team) throughout completion of the Plan. The client team is anticipated to be led by Town staff and include MaineDOT staff. The client team anticipates one in-person kick-off meeting scheduled with a site walk or formal Road Safety Audit.

At a minimum, the kick-off meeting should accomplish the following:

- Identify and understand local issues and priorities, and relevant regulatory requirements
- Finalize the project schedule, scope of work, and public involvement strategies
- Identify a preliminary range of alternatives to be evaluated
- Draft a preliminary study purpose and need

The client team also anticipates virtual project meetings at the completion of tasks or milestones and on a scheduled basis during the alternatives analysis and recommendations phase. The client team anticipates at least eight of these consultant/client team meetings.

*Deliverables:*

- Meeting agenda, presentation materials, and meeting notes.

### **Task 2 – Public Involvement Strategy**

The consultant’s proposal should include an approach to effectively inform and solicit feedback from the public and stakeholders throughout the process. This could include a range of in-person public involvement tools including charrettes, focus groups, stakeholder meetings, and virtual public involvement options like story maps. Consideration for all transportation users of all abilities and backgrounds should be reflected in the proposal.

Traditional public meetings are anticipated at the start of the project and when final recommendations have been developed. During the evaluation of alternatives and prior to the development of final recommendations, the consultant will present options to the Town’s Complete Streets Committee. In addition, at least one additional in-person outreach event is anticipated, to be identified later.

*Deliverables:*

- Meeting agendas, presentation materials, and summary notes for all public meetings

### **Task 3 – Assessment of Available Data and Current Conditions**

The consultant will complete an evaluation of existing traffic and safety performance of Main Street, in addition to the site walk or Road Safety Audit. The consultant will also review available information and previous planning documents provided by the Town and MaineDOT, including but will not be limited to the following:

- [Freeport Downtown Vision Plan \(2022\)](#)
- Portland Area Comprehensive Transportation System *Reimagining Route 1* efforts (ongoing)
- Freeport 2025 Comprehensive Plan (in development)
- [Dog Bone Work Group Transit-Oriented Development Implementation Initiative](#)

The assessment of current conditions will include available:

- Demography and travel preferences of the community, including existing public transportation
- Traffic data, including patterns, turning movements, capacity, posted and observed speeds
- Safety data, including 10-year crash data for all modes

- Access management conditions
- Bicycle and pedestrian facilities
- Desktop screening of environmental conditions to identify known environmental resources in the study area, such as registered and eligible historic properties, public parks, and recreation area wetlands, and endangered species
- Existing capacity and demand for parking facilities.

*Deliverables:*

- Technical memorandum on existing conditions

**Task 4 – Build-Out Analysis and Development of the Transportation System**

The consultant will conduct a build-out analysis of underdeveloped and undeveloped parcels and quantify the maximum capacity for future residential development within the study area.

The consultant will then develop a transportation system plan, referred to as a coordinated development design, to best accommodate the development that is identified in the build-out analysis. The coordinated development design will identify appropriate locations for public ways, utilities, environmental services, wildlife corridors, and bike and pedestrian connections that make efficient use of scarce land to achieve town, regional, and state goals. The client team does not anticipate new crossings over I-295 as part of this project.

The transportation system plan will be developed using future traffic volumes that can be reasonably expected based on known developments, using the build-out analysis from this scope of work, and acceptable growth forecasts for the design year 2050. The plan should be presented on latest available aerial photography.

*Deliverables:*

- Base map of existing developed, underdeveloped, and undeveloped parcels in the study area
- An additional map layer showing maximum build-out of residential dwellings
- A transportation system plan for the study area that supports the built-out environment, including appropriate locations for utility corridors and other amenities as described above.

**Task 5 – Develop Alternatives**

The consultant will analyze appropriate alternatives to Route 1 corridor which best meets the study purpose and need. The alternatives will ensure a well-functioning transportation system that optimizes the economic and transit-oriented development potential in Freeport's village areas.

The client team anticipates each alternative will include the following:

- Multi-modal improvements, including pedestrian facilities, enhanced pedestrian crossings, bicycle facilities, and to improve general access to transit services
- Traffic management improvements and infrastructure improvements to achieve or maintain acceptable levels of service and meet speed management objectives, without sacrificing roadway safety and economic and transit-oriented development opportunities, including Main Street placemaking goals established in Town plans

Each alternative should include planning level cost estimates, preliminary benefit/cost assessment, predicted mobility impacts, crash rate changes, and a narrative discussing any potential implementation challenges associated with local, state, and federal regulatory requirements.

The consultant will develop conceptual plans for the preferred alternative.

It is anticipated that the improvements on Main Street will be implemented utilizing funds from a variety of funding sources, and all efforts must be consistent with requirements of the potential funding agencies, including federal, state, and local resources.

*Deliverables:*

- Matrix depicting a no-build scenario, and all considered alternatives
- Concept plans on the latest available aerial photography for the preferred alternative

#### **Task 6 – Final Report and Recommendations**

The consultant will draft and finalize a Feasibility Report that incorporates existing conditions, analysis of alternatives and recommendations for implementation, including a detailed cost estimates showing cost and detailing the public involvement process. The report should provide an understanding of the steps required to move the project through the design and permitting phases and through construction.

The report should identify proposed improvements on latest available aerial imagery, narrative associated with any environmental permitting issues, provide an appropriate location for the projects and an estimate of construction costs, transit-oriented development build-out optimized with a coordinated design, and identify potential right-of-way impacts.

*Deliverables:*

- Draft Feasibility report for review by the client team
- Revision of a Final Report

## 1.4 RFP Timetable

**Note that the procurement timetable represents the Town's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	February 26, 2025
Distribution of RFP	February 26, 2025
Closing date for submission of written questions for written responses	March 12, 2025
Town's response to Proposers' written questions	March 19, 2025
Proposal submittal deadline	March 26, 2025 @ 4:30pm
Proposal evaluation period	March 26 – April 3, 2025
Consultant Selection	By April 3, 2025
Notice of statement of findings and decision	By April 3, 2025

## **Section 2**

### **Proposal Application Instructions**

## Section 2

### Proposal Application Instructions

#### **General instructions for completing applications:**

- *Proposal Applications shall be submitted to the Town using the prescribed format outlined in this section.*
- *RFP identification information on the top right-hand corner of each page should be included.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section.*
- *Tabbing of sections (Recommended).*
- *Proposers must also include a Table of Contents with the Proposal Application.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an Proposer's score.*

#### **The Proposal Application is comprised of the following sections:**

- *Proposal Cover Page*
- *Table of Contents (if applicable)*
- *Responsible Proposer Certification*
- *Proposer's Qualifications*
- *Proposer's Experience*
- *Proposer's Understanding of, and Proposed Approach to, the Project*
- *Proposer's Ability to Control Project Schedule and Costs*
- *Cost Proposal*
- *Contract Requirements*

#### **2.1 Proposal Cover Page**

Proposer must complete Appendix A (Proposal Cover Page). Proposer shall give an introduction and may contain information not shown elsewhere in the submittals. It is critical that the cover page show the Proposer address(es) and other identifying details. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Proposer.

#### **2.2 Responsible Proposer Certification**

Proposers must complete Appendix B (Responsible Proposer Certification). The Responsible Proposer Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Proposer.

## **2.3 Proposer's Qualifications**

Proposers are to identify all staff their company will assign to fulfill the contract requirements, including subcontractors, if applicable, and are to describe each staff's role on the project. (i.e. Project Managers, Quality Control personnel, assigned technicians, contact people, subconsultants, etc.). Resumes for each assigned staff must be included and must describe the staff's educational and work experiences, specifically their role on projects similar in nature to the services in this RFP.

*Litigation:* Proposers must attach a list of all current litigation in which the Proposer is named and a list of all closed cases that have closed within the past five (5) years in which the Proposer paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

## **2.4 Proposer's Experience**

Proposers are to provide five (5) similar projects their firm has completed with their current staff in the last five (5) years. For each project, Proposers are to include a brief description of the project, dates of the project, results of the project, and points of contact (client's firm name, physical address, contact name, contact e-mail, and contact telephone number). Points of contact may be contacted to verify results and to inquire as to the client's general level of satisfaction with the Proposer's services.

## **2.5 Proposer's Understanding of, and Proposed Approach to, the Project**

- 1) Proposers are to demonstrate their understanding of the work required by the client team for this project.
- 2) Proposers are to demonstrate their capacity to be successful in performing the work required for this project.
- 3) Proposers are to present their approach to delivering each project task, milestone, deliverable, etc. as well as the completion of the overall Project. In addition to describing their approach, Proposers are to include a timeline covering from initiation to finalization of the Project.

## **2.6 Proposer's Ability to Control Project Schedule and Costs**

- 1) Schedule/Workload/Communication: Proposers are to provide a brief outline of their firm's methods of schedule control and ability to handle projected workload. Proposers are to discuss their project coordination with MaineDOT. Also describe how the firm will manage its role in this project and how it intends to maintain effective communication for the assignment.
- 2) Methods for controlling costs/quality control and assuring constructability: Proposers are to provide a brief outline of the methods used by their firm to control and monitor client costs, control quality, and, if applicable, assure constructability of design plans.

## 2.7 Cost Proposal

Costs Proposals including all of the items below must be submitted by each Proposer in a sealed envelope along with their Technical Proposal by the submission deadline. Following the rating of Technical Proposals, the Cost Proposal submitted by the Highest Qualified Proposer (#1 ranked firm) will be opened and reviewed by the client team. The Cost Proposal must include the Elements of Supporting Data as outlined in MaineDOT's Consultant Proposal Instructions utilizing MaineDOT's Consultant Detailed Cost Proposal Form.

Once opened and reviewed, MaineDOT's Independent Government Estimate will be compared against the #1 ranked firm's Cost Proposal and contract negotiations will begin.

The Consultant's Cost Proposal must include the following:

**Completed Consultant's Detailed Cost Proposal Form** (*click link to access document*)

- 1) RFP Number, project location, phase of work, firm name and address and a contact name and e-mail address.
- 2) Direct Labor Expenses/Employee Classifications: The Cost Proposal must include each employee's direct labor expenses based on their actual rate of pay along with each employee's respective classification of labor. If using an average rate for a classification, please indicate the employee's names and classifications on the Appendix A-1 Form.
- 3) Proposed Overhead Rate: The Cost Proposal must reflect a current audited overhead rate. The selected firm must have a current Audited Overhead Report (AOR) to be approved and accepted by MaineDOT's Office of Audit. If a current AOR is not on file with MaineDOT, one must be provided. If there are changes to an approved overhead rate following contract execution, the firm must submit an updated AOR to MaineDOT's Office of Audit for approval and acceptance.
- 4) Profit: The proposed profit is based on project-specific factors such as degree of risk, relative difficulty of work, size of job, etc., and must fall within the range of 6% - 15%.
- 5) Itemized Direct Non-Salary Expenses (Direct Expenses): Project specific expenses such as printing, tolls, mileage (current mileage rate is \$.46 per mile), postage, Subconsultant costs, etc., that are not included in the Direct Labor, Profit and Overhead.
- 6) Total Proposed Cost: The maximum amount proposed - the sum of all Direct Labor, Overhead, Direct Expenses and Fixed Fee/Profit.

## 2.8 Contract Requirements

The following documents will be requested from the Highest Qualified Proposer (#1 ranked firm) for the development of the resulting contract following the evaluation and rating process.

**A. Appendix A-1 Form (*click link to access document*)**

This form shall be completed utilizing the proposed Overhead and Profit Rates used to complete the Consultant's Detailed Cost Proposal Form. The employees' names and classifications listed are those that will or potentially will be working on the specified project. The employee rates listed must be actual rates paid to them and shall be supportable via certified payroll. For an Adjustable Burdened Rate payment method, any changes to the Appendix A-1 Form after contract execution shall be sent to the Contract Specialist with supporting documentation prior to any changes in billing. This form must be signed by an authorized financial or payroll representative of the Consultant firm.

**B. Wage Rate Waiver Form (*when applicable - click link to access document*)**

Consultants with employee direct labor rates that are greater than MaineDOT's \$85.00 cap must submit their Appendix A-1 Form, accompanied by a Wage Rate Waiver Form to MaineDOT for approval.

**C. Disadvantaged Business Enterprise (DBE) Form (*click link to access document*)**

The DBE Form must reflect all Subconsultants used on a specified project; identifying whether they are DBE, WBE or Non-DBE and the percentage of the Subconsultant work that is proposed of the total contract value. The DBE Form shall also reflect whether the Prime Consultant themselves are a DBE.

**D. Insurance Certificates**

~~Insurance Certificates (Acord Form) must accompany your Cost Proposal.~~ Insurance shall not reference a specific project. Minimum coverages include, but depending on the project may not be limited to the following:

- 1) Professional Liability or Negligent Acts, Errors and Omissions Policy - \$1,000,000 per claim and annual aggregate
- 2) Commercial General Liability, listing MaineDOT as additional insured - \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- 3) Automobile Liability - \$1,000,000 per occurrence
- 4) Worker's Compensation – in accordance with the laws of the State of Maine.
- 5) Excess/Umbrella Liability (if applicable)

**E. Insurance Waiver Form (*when applicable*)**

Consultants who do not meet the minimum insurance requirements must submit their Insurance Certificates accompanied by an Insurance Waiver Request Form to MaineDOT for approval.

**F. Subconsultant Proposal (*when applicable*)**

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

If a Subconsultant is performing 25% or more of the value of the contract or modification, additional supporting documentation for the Subconsultant is required, i.e. A-1 Form and Audited Overhead Report.

## **Section 3**

### **Technical Proposal Rating and Selection Process**

## Section 3

# Technical Proposal Rating and Selection Process

### 3.1 Rating and Selection Process

- A. Technical Proposals will be reviewed and rated using the Scoring Criteria and Weights stated below in Section 9 of this RFP.
- B. MaineDOT, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in Technical Proposals received in response to this RFP.
- C. This is a Qualifications Based Selection (QBS) process. Therefore, costs will not be considered in the scoring process. Technical Proposals submitted in response to this RFP are not to include any information regarding costs. Inclusion of cost information will result in the disqualification of that Technical Proposal from award consideration.
- D. Contract history with the client team will be considered in the rating process, even if not provided by the Proposer. MaineDOT reserves the right to disqualify from consideration any Proposer with "Unsatisfactory" or "Below Standard" performance ratings on previous work for MaineDOT, if the MaineDOT determines that such disqualification is in the best interest of the State.

### 3.2 Scoring Criteria and Weights

- A. Proposer's Staff Qualifications (30) Points
- B. Proposer's Experience (20) Points
- C. Proposer's Understanding of, and Proposed Approach to, the Project (30) Points
- D. Proposer's Ability to Control Project Schedule and Costs (20) Points

### 3.3 Award to Highest Qualified Proposer

It is the intent of the client team to make one award, to the Highest Qualified Proposer, as a result of this RFP process. However, the client team reserves the right to make multiple awards if it is determined to be in the best interest of the Town and the project.

The "Highest Qualified Proposer" is defined as the Proposer whose Technical Proposal received the highest score based on the evaluation criteria stated above. The Town will enter negotiations with the Highest Qualified Proposer to finalize the contract for this

project. If the Town is unable to negotiate a satisfactory contract with that Proposer, the Town reserves the right to formally terminate negotiations and to enter negotiations with the next most qualified Proposer, and so forth, until a contract is finalized. The Town also reserves the right to withdraw any award and not enter into a contract if it is determined to be in the Town's best interest.

## **A. Disadvantaged Business Enterprises**

### **General Considerations**

Because of MaineDOT's participation and the prospective use of federal funds, Maine DOT's Civil Rights Office may, at their option, participate in the committee meetings to advise and monitor Title VI (CRA 1964) and *Disadvantaged Business Enterprise* (DBE) concerns. Selection criteria, including an *Affirmative Action Questionnaire*, schedule of meetings, reports, etc. will be made available to the affirmative officer who will evaluate the adequacy of the *affirmative action*.

### **Certified DBE**

MaineDOT 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 current requirements for DBE utilization when utilizing Subconsultants. Consultants certified by another state's transportation agency must be certified by MaineDOT.

Current requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory: [MaineDOT Disadvantaged Business Enterprises](#), or by contacting:

**Maine Department of Transportation  
ATTN: Mary Bryant, Civil Rights Unit  
Civil Rights Office  
16 State House Station  
Augusta, ME 04333  
Tel#: 207-624-3056  
Fax#: 207-624-3021**

## **Section 4**

### **Administrative Overview**

## Section 4

### Administrative Overview

**Proposers are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, additional information is added as applicable. It is the responsibility of the Proposer to understand the requirements of *each* RFP.**

#### 4.1 Website Reference

The Town of Freeport's RFP website is <https://www.freeportmaine.com/357/Requests-for-Proposals>

#### 4.2 Purchasing Agent

The Purchasing Agent is responsible for overseeing the contract(s) resulting from this RFP.  
The Purchasing Agent is the Town Manager:

Sophia Wilson, Town Manager  
30 Main St. Freeport, ME 04032  
207-865-4743 x107  
[swilson@freeportmaine.com](mailto:swilson@freeportmaine.com)

#### 4.3 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

**Brett Richardson**  
30 Main St. Freeport, ME 04032  
[brichardson@freeportmaine.com](mailto:brichardson@freeportmaine.com)

#### 4.4 Submission of Questions

Proposers may submit questions to the RFP Contact Person identified in Section 1.5. The Town will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

**Date: March 12, 2025**      **Time: 4:30pm**      **EST**

Town responses to Proposer written questions will be provided by:

**Date: March 19, 2025**

## 4.5 Submission of Proposals

- A. **Proposal Application.** Proposer shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and a Proposer submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the Proposer.
- D. **Compliance Requirements.** Providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety.
- E. **Confidential Information.** If a Proposer believes any portion of a proposal contains information that should be withheld as confidential, the Proposer shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

*Note that price is not considered confidential and will not be withheld.*

- H. **Proposal Submittal.** All proposals must be submitted and received by the Town no later than the submittal deadline indicated on the attached Proposal Information Sheet, or as amended. Proposals shall be rejected when received either by mail or hand delivered after the designated date and time.

The number of copies required is located on the Proposal Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks. Electronic and facsimile submissions will not be considered.

## 4.6 Opening of Proposals

Upon the Town's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped.

All documents so received shall be held in a secure place by the Town and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

#### **4.7 Additional Materials and Documentation**

Upon request from the Town, each Proposer shall submit additional materials and documentation reasonably required by the Town in its evaluation of the proposals.

#### **4.8 RFP Amendments**

The Town reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

#### **4.9 Cancellation of Request for Proposal**

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the Town.

#### **4.10 Costs for Proposal Preparation**

Any costs incurred by Proposers in preparing or submitting a proposal are the Proposers' sole responsibility. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.

#### **4.11 Rejection of Proposals**

The Town reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and comply with the project specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

#### **4.12 Notice of Award**

A decision shall be provided to each responsive and responsible Proposer by mail or e-mail upon completion of the evaluation of the proposals.

Any agreement arising out of this solicitation is subject to the approval of the Purchasing Agent.

#### **4.13 Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Purchasing Agent and is subject to the availability of funds.

## **Section 5**

## **Appendix**

Appendix A – Proposal Cover Page

Appendix B – Responsible Proposer Certification

**Appendix C – Responder Questions and Client Team Answers**

APPENDIX A

**Town of Freeport  
Proposal Cover Page  
Transit-Oriented Development Planning Partnership  
Initiative**

**Proposer's Organization Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Organization Street Address:** \_\_\_\_\_

**Organization City/State/Zip:** \_\_\_\_\_

*(Provide information requested below if different from above)*

**Lead Point of Contact for Proposal Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Organization Street Address:** \_\_\_\_\_

**Organization City/State/Zip:** \_\_\_\_\_

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Town, either directly or indirectly, in any activities relating to the preparation of the Proposer's proposal.
- No attempt has been made, or will be made, by the Proposer to induce any other person or firm to submit or not to submit a proposal.
- The above-named organization is the legal entity entering into the resulting contract with the Town if they are awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

**Proposer's Name:** \_\_\_\_\_

**Proposer's Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

APPENDIX B

# Town of Freeport Responsible Proposer Certification Transit-Oriented Development Planning Partnership Initiative

**Proposer's Organization Name:** \_\_\_\_\_

By signing this document, 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 presently 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 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.
- c.** Are not presently 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.
- d.** 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.
- e.** Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Proposer's Name:** \_\_\_\_\_

**Proposer's Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX C.**

Freeport Planning Partnership Initiative Request for Proposals

## Proposer Questions and Client Team Answers

March 14, 2025

- 1. The RFP refers to build out analysis for additional residential development within the Route 1 corridor, expected to be focused on the Dog Bone area. Task 4 specifically calls for the build out for “future residential development” but other portions of the RFP note the opportunity for some mixed-use development. Will the build out analysis be limited to residential uses, or should it also assume some mixed-use development adjacent to Route 1 and on Mallett Drive?**

Residential development is the primary focus of Task 4 within the Scope of Work. The client team anticipates that consultant’s approach to the build-out analysis will be refined in collaboration with the client team during Task 1 in the Scope of Work, within the parameters of mutually agreed-to project budget and timeline.

- 2. The RFP requests “existing capacity and demand for parking facilities.” Does Freeport anticipate an actual parking demand study based upon physical parking occupancy counts or just observations on general utilization? There are a lot of parking facilities in the downtown and physical counts of actual usage would be quite labor intensive and hence, costly. The Downtown Vision Plan called for redevelopment of several parking lots to provide for new buildings indicating that there is currently an excess of parking spaces.**

The client team does not anticipate an actual parking demand study. Please see the answer to question three below for additional details.

- 3. The Downtown Vision Plan called for an assessment of downtown parking requirements to be done in the short-term. Has that assessment been completed?**

Walker Consultants submitted a “Downtown Parking Study” report to the Town of Freeport on February 27, 2025. Walker developed a model that considered existing and future parking needs under different growth scenarios. The model accounts for the utilization of existing parking facilities, the quantity and mix of potential residential development in the VC-1 zoning district, parking lost to redevelopment, and the impact of implementing different transportation demand management strategies to reduce parking demand. The Walker study will be presented to the Freeport Town Council on April 1, 2025 and the report will be available to inform the Freeport PPI project.

- 4. The Dog Bone Work Group has already done a lot of work regarding the build out of housing along the Route 1 corridor, including potential number of units, infrastructure needs and costs, and economic impacts. Will that base information be shared with the consultant team or will the consultant team begin from scratch?**

The consultant team will have the opportunity to review the Dog Bone Work Group inputs for reference, but the consultant team will be expected to carry out an independent build-out modeling exercise in order to create the coordinated development design referenced in Task 4 of the Scope of Work.

- 5. The RFP states that if a Subconsultant is performing 25% or more of the value of the contract, an audited overhead report is required. Is this required of DOT DBEs or for projects of this size?**

**No.** Audited overhead rates are not required for subconsultants.

- 6. The RFP states that Appendix A must be the cover page for the proposal application, but Appendix A does not contain enough room for an introduction or other information. Is it acceptable to use our own cover page followed by a cover letter containing the required information, and submit Appendix A as the cover page for the Cost Proposal?**

**Yes.**

- 7. Are you able to provide an estimated period of performance for this project?**

The estimated period of performance for this project is approximately twelve months.

- 8. Do you have examples of completed coordinated development designs that are expected for this effort?**

No. The client team anticipates that the consultant will use GIS or similar for a build-out analysis that identifies areas within the study area that are well-suited for development and, from this base information, identify a coordinated design that delineates preferred locations for any necessary public ways, utilities, and pedestrian amenities to maximize development potential, while protecting sensitive resources.

- 9. The RFP requests that we provide information on five similar projects that our firm has completed. Can or do the five projects include projects from both the prime consultant and subconsultants?**

Respondents are welcome to include separate projects from any subconsultants in addition to those five consultant projects.

**10. Will the Town accept electronic submittals via email or secure file transfer for responses in place of hard copy/mailed proposals?**

Based on feedback, the Town is updating proposal submission guidelines. The Town requires an electronic PDF submission responding to RFP sections 2.1 through 2.6 of this RFP, and a single printed hard copy of sections 2.1 through 2.6, plus a printed hard copy of section 2.7 submitted in a sealed cost proposal.

Items in Section 2.8 are not required until requested by the client team.

**11. Please confirm one hard copy of the proposal is required and no electronic PDF copy is needed.**

See answer 10.

The Town requires an electronic PDF submission responding to RFP sections 2.1 through 2.6, and a single printed hard copy of sections 2.1 through 2.6, plus a printed hard copy of section 2.7 submitted in a sealed cost proposal.

Items in Section 2.8 are not required until requested by the client team.

**12. Section 2, Proposal Application Instructions (RFP pg. 8) lists ‘Contract Requirements’ among the required proposal sections, but the 2.8 Contract Requirements (RFP pg. 10-11) indicates the information will be requested from the selected team following evaluation and rating. Please confirm items A-F under 2.8 Contract Requirements are not required and should not be included at this time.**

Items A-F under 2.8 are not required as part of a complete submission in response to this RFP. Responders do not need to provide items A-F under section 2.8 until at which time they are requested by the client team.

**13. If items A-F under 2.8 Contract Requirements are required, please confirm this information should be provided in a separate sealed envelope with the cost proposal.**

See answer to question 12. Items A-F under section 2.8 are deferred until requested by the client team.

**14. Is the “Attachment for All RFPs - 5A - Proposal Application Identification Form” listed on the Town of Freeport’s website also requested as part of this submittal?**

No.

**15. What is the standard timeline for becoming a MaineDOT prequalified consulting firm if a party is not already prequalified in this service?**

Prequalification is not required to respond to this RFP. Prequalification is not required to be awarded the project or to enter into a contract to carry out the work.

**16. Does the Town or MaineDOT have up to date limits of right of way and other assets available and if so in what formats could the consultant team receive those as?**

MaineDOT has both Department of Transportation and County rights-of-way layouts available through our Public Map Viewer. Additional rights-of-way surveyed through existing MaineDOT projects can be provided upon request. Survey is not anticipated as part of this phase of the project.