

**TOWN OF FREEPORT, MAINE**  
Town Manager's Office



**UPDATED  
Request for Proposals**

**2025-014  
Professional Engineering Services**

04/2/2025

**UPDATED 4/23/2025**

**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**

## **Professional Engineering Services**

**2025-014**

Proposals must be submitted and received no later than *4:30 p.m. on April 30, 2025*, as designated on the Proposal Information Sheet. Proposals received or delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The deadline for submission of written questions is *4:30 p.m. on April 16, 2025*. All written questions will receive a written response from the Town, and a complete summary of questions and relevant answers will be posted on the Town website, on or about *April 23, 2025*.

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).

## OVERVIEW

### PROPOSAL INFORMATION SHEET

#### NUMBER OF COPIES TO BE SUBMITTED: 1

ALL PROPOSALS SHALL BE SUBMITTED AND RECEIVED NO LATER THAN April 30, 2025, at 4:30pm **at the Town of Freeport's Town Hall, 30 Main Street, Freeport, ME 04032**. Electronic PDF submissions are welcome, in addition to one hard copy submitted in a sealed envelope.

##### 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

##### Digital Submission

Email PDF to:  
*Brett Richardson*  
*brichardson@freeportmaine.com*

Hard Copy Proposals must be submitted in a sealed envelope marked:

**Freeport Professional Engineering Services 2025-014**

Digital Proposals must be submitted by email with the following subject line:

**Freeport Professional Engineering Services 2025-014**

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# **Section 1 :**

## **Project Specifications**

## Section 1

# Service Specifications

### 1.1 Introduction

#### A. Service Overview

The Town of Freeport routinely utilizes professional engineering services for a variety of municipal activities, including development review and construction and inspection management, transportation system management, bicycle and pedestrian planning, stormwater management, and facilities maintenance, among other needs. The Town seeks services from qualified firm(s) as needed to deliver high-quality services, infrastructure, and public amenities for residents and stakeholders in Freeport.

#### B. Service Timeline Description

The Town seeks cost-efficient proposals to provide a range of professional engineering services upon demand, as defined in this RFP, for the anticipated contract period of approximately May 15, 2025, to November 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 awarding as many service agreements as necessary as a result of this RFP process to secure necessary professional engineering services to meet the full range of municipal needs. Firms may be contracted to provide one or more technical services, including but not limited to development review and construction oversight; preparation of site plans for municipal facilities and infrastructure; transportation planning, design, and management; stormwater planning, design, and reporting; and municipal facilities consulting and project management.

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 enter service agreements with selected qualified firms and provide compensation for services rendered based on agreed-to billing rates and terms.

**B. Method of Payment**

Payments will be made in accordance with the Town's Warrant Schedule upon submission of invoices.

### **1.3 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 service provided 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 the Town of Freeport 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 Professional Engineering Services**

*Scope of Work*

The Town of Freeport seeks professional engineering services to support core municipal functions, including but not limited to:

#### 1. Development Review

Peer review of site plans, subdivision plats, provisions for storm water, wastewater, utilities, vehicular and pedestrian access and circulation, and landscaping and buffering; assessment of the need for additional on- and off-site improvements to accommodate proposed developments; preparation of timely memoranda summarizing findings and proposed revisions to the same; identification and amelioration of on- and off-site impacts of proposed developments and, when specifically requested, attend Project Review Board meetings to provide guidance regarding the same. In addition, after development application approvals, take part in pre-construction meetings with Town staff and conduct site inspections to verify site improvements are constructed as approved and appropriate erosion control practices are used.

#### 2. Transportation

Vehicular and pedestrian access and circulation analyses; Maine Department of Transportation traffic scoping and permitting; Municipal interface with State roads and highways; Transit stop design and functionality; Layout and design sections for new and existing trails, sidewalks, and crosswalks; Design and maintenance for local roads; Docks and moorings.

#### 3. Environmental

Stormwater infrastructure design, management, maintenance, and reporting; Coastal / shoreland stabilization and permitting; Impaired watersheds; Interface with local utilities and State, Federal, and regional agencies.

#### 4. Facilities

Public Safety; Transfer Station; Outdoor recreation fields and facilities; Town Hall and Library; Parking facilities; Municipal signs and wayfinding.

#### 5. Miscellaneous

Additional professional engineering services and qualifications as applicable.

## 1.5 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)                   | April 2, 2025           |
| Distribution of RFP  | April 2, 2025           |
| Closing date for submission of written questions for written responses | April 16, 2025          |
| Town's response to Proposers' written questions                        | April 23, 2025          |
| Proposal submittal deadline  | April 30, 2025 @ 4:30pm |
| Proposal evaluation period   | April 30 – May 13, 2025 |
| Consultant(s) Selection  | By May 13, 2025         |
| Notice of statement of findings and decision                           | By May 15, 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*
- *Proposed Services and Deliverables*
- *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 Proposed Services and Deliverables**

Proposers shall detail the professional engineering services that they are qualified to provide to meet the Town's needs identified in Section 1.4 of this Request for Proposals.

## **2.6 Fees for Professional Services.**

Proposers are to provide a complete description and itemization of rates. Proposals should include all applicable consulting titles and classifications and associated hourly billing rates. Proposals should also include anticipated costs for equipment, travel, supplies, outside services and per-diem as well as any other charges expected to apply.

## **Section 3**

# **Administrative Overview**

## Section 3

### 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.

#### 3.1 Website Reference

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

#### 3.2 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)

#### 3.3 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)

#### 3.4 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:** April 16, 2025      **Time:** 4:30pm      **EST**

Town responses to Proposer written questions will be provided by:

**Date:** April 23, 2025

### **3.5 Submission of Proposals**

- A. **Proposal Application.** Proposer shall submit comprehensive narratives that address all proposal requirements specified in Section 2, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 1, 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.*

- F. **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.

### **3.6 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.

### **3.7 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.

### **3.8 RFP Amendments**

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

### **3.9 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.

### **3.10 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.

### **3.11 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 that 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. The Town reserves the right to waive technical or legal deficiencies, to proceed or not with any proposal or process, negotiate such terms and conditions of any proposal, agreement, lease, or other contract that may be in the best interest of the Town, and to terminate or amend this process at any time.

### **3.12 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.

### **3.13 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 4**

## **Appendix**

Appendix A – Proposal Cover Page

Appendix B – Responsible Proposer Certification

**Appendix C – Bidder Questions & Town Responses**

APPENDIX A

# Town of Freeport Proposal Cover Page Professional Engineering Services

**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 Professional Engineering Services

**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.

**REQUEST FOR PROPOSALS 2025-014**  
**Professional Engineering Services**

**Bidder Questions & Town Responses**

1. Could you please provide additional information regarding potential locations and scope of work under this contract for docks and moorings outlined in section 1.4.2 of the RFP?

**The Town owns and manages coastal facilities, including the Town Dock and associated lightweight hoist, Dunning Boat Yard and Porter's Landing right of way, Cove Road public access and hand-carried boat launch, and Winslow Park boat launch. Potential routine maintenance and/or public improvements could be addressed under this RFP, though no specific projects are under development at this time.**

2. Regarding municipal signs and wayfinding services, is the Town seeking planning expertise, graphic design capabilities, or both under this contract?

**Yes.**

3. Is it acceptable for multiple firms to collaborate on a specific technical service, or would you prefer to receive submittals from a single firm for each technical service?

**The Town would prefer to receive one submittal listing all technical services and related responsive information**

4. Will the Environmental task include MS4 services? If so, would it be possible to submit a proposal specifically for the MS4 services portion of the work?

**Yes, the Town is looking for MS4 services and would accept a submission for only that scope of work, if desired.**