

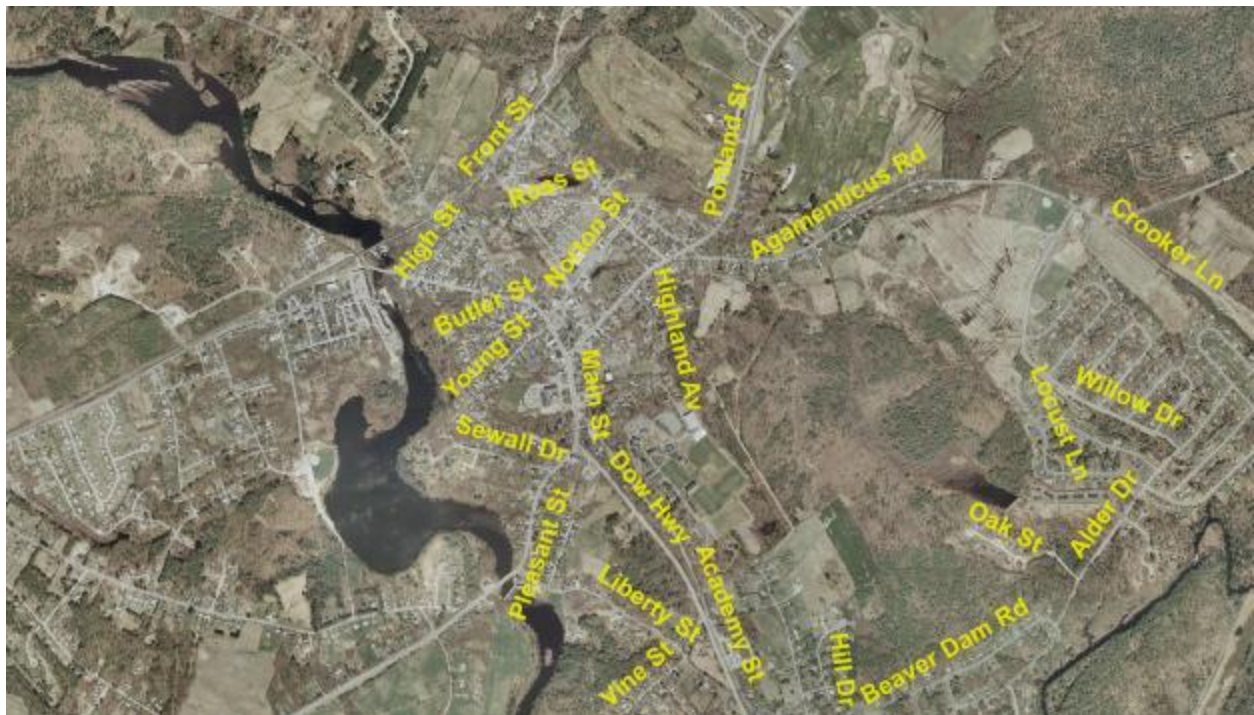
REQUEST FOR PROPOSAL
Southern Maine Regional Planning Commission and the Kittery Area MPO (KACTS)

SOUTH BERWICK FEASIBILITY STUDY
For the Development of Transportation Strategies to Alleviate Downtown Traffic Congestion

A. PROJECT ANNOUNCEMENT:

The Kittery Area Comprehensive Transportation Committee (KACTS), as the designated Metropolitan Planning Organization (MPO) for the urbanized area Kittery, Maine, in cooperation with the Maine Department of Transportation (MaineDOT), is seeking to obtain the services of qualified consulting firms to conduct the South Berwick Feasibility Study (Feasibility Study) of transportation strategies to alleviate traffic congestion in downtown South Berwick. The Feasibility Study will define the study purpose, determine need, and address the feasibility for providing transportation solutions to alleviate congestion and improve safety. The consultants should have expertise in transportation planning, land use planning, and traffic engineering.

B. GENERAL STUDY AREA:



C. BACKGROUND:

Traffic congestion in downtown South Berwick has been a recurring theme in the Town and in the MPO planning process for many years. Most recently, KACTS and MaineDOT funded a traffic engineering study for the Route 236 corridor, which included downtown South Berwick.

Two State highways, Route 4 and Route 236, merge and come together to form the Main Street of the community. Traffic volumes, particularly during the morning and afternoon commuting hours, have become a severe problem for the community. There are also several schools located in the downtown area, and this traffic adds to congestion particularly during weekday mornings. It is envisioned that the MaineDOT study will be completed in June of 2008.

Some of the recommendations included in the current MaineDOT study may improve safety and possibly provide short-term solutions to the congestion along the Route 236 corridor. However, a long-term option is being sought, since these improvements to the Route 236 corridor are not expected to maintain or improve capacity in the South Berwick village itself.

D. RECENT AND CURRENT STUDIES

The current MaineDOT Route 236 Corridor Study (Corridor Study) will serve as the most important source of data for this next effort. The Corridor Study provides a great deal of traffic data collected during 2006, including traffic counts, speed studies, turning movement counts, crash data, and collision diagrams for both corridor segments and major intersections. The Corridor Study area includes Route 236 between the northern end of downtown South Berwick to the Interstate 95 interchange in Kittery.

The Corridor Study also conducted traffic growth analysis based on collected data and historical trends, and conducted both current and future Level of Service analyses for all segments and major intersections within the corridor. Future traffic projections were made for year 2026.

The Corridor Study also provided preferred options for future construction projects for several areas within the study area. The consultants will be expected to review this Corridor Study and utilize as much information as possible, as to avoid duplication of effort where feasible.

E. PROJECT OBJECTIVES

The Feasibility Study will determine the purpose and need for evaluating transportation alternatives to alleviate congestion in the downtown area of South Berwick where State Route 4 and State Route 236 merge to form Main Street. If this feasibility study determines that practical, cost-effective, long-term solutions to congestion in the South Berwick village exist, then a second more detailed study will be undertaken. This second study, which would be advertised under a separate RFP, would involve a full alternatives analysis as required under the National Environmental Policy Act (NEPA).

The first phase of the Feasibility Study will:

- Result in technical reports that document current and future transportation deficiencies and needs in the general study area;
- Result in a technical report that documents an evaluation of alternative improvements to the existing transportation infrastructure, including new highway connections and/or improvements/considerations to other modes of transportation such as transit;

- Seek meaningful input from public officials and members of the general public utilizing a study steering committee, study advisory committee, town council meetings, and presentations to the general public;
- Seek endorsement from the South Berwick Town Council on the Feasibility Study results/recommendations; and
- Develop a planning level purpose and need statement to be carried over to a full alternatives analysis, if required.

F. STUDY PARTICIPANTS

The study will be organized to allow all affected parties ample input into the planning process. Southern Maine Regional Planning Commission (SMRPC) will serve as the lead agency on the study, but KACTS members, especially the Town of South Berwick and the MaineDOT will be full participants. Specific roles of stakeholders are as follows:

1. SMRPC/KACTS Staff:
 - Serve as Project Manager
 - Provide consultants with general data such as existing GIS layers and aerial photography.
2. Study Steering Committee:
 - Appoint Advisory Committee membership;
 - Review RFP submissions and score consultants;
 - Review and comment on Study work products;
 - Make recommendations at key decision points based on study products;
 - Etc.
3. Study Advisory Committee:
 - Provides feedback and guidance on study direction and policy issues as they arise
 - Composed of representatives from South Berwick, surrounding communities, MaineDOT, Maine Turnpike Authority, KACTS, citizens, and other regional organizations.
4. KACTS Policy Committee:
 - Represented on the Study Advisory Committee
 - Presented with regular updates at committee meetings
 - Asked to endorse final recommendations/findings of the study
5. South Berwick Town Council:
 - Represented on the Study Advisory Committee
 - Presented with updates and presentations at special meetings, as deemed appropriate
 - Asked to endorse final recommendations/findings of the study
6. General Public:

- Invited to attend all study advisory committee meetings
- Presented with critical information at public informational meetings
- Included in a mailing list and email list as requested
- Informed through newsletters/press releases, information on the SMRPC web page

G. ANTICIPATED GENERAL SCOPE OF SERVICES:

The following Feasibility Study tasks are general in nature. They can be adjusted according to the proposal and recommendations of the selected consultant team as long as the specific needs of the study are met.

I. Public, Committee & Institutional Involvement

Tasks for which SMRPC and KACTS will assume primary responsibility:

- Work with the Town of South Berwick and other stakeholders to form advisory committee;
- Develop and maintain mail and email lists;
- Prepare and mail meeting notices and agenda;
- Update media through press releases;
- Provide/post all study information on the SMRPC web site;
- Attend and moderate all advisory committee and other meetings.

Tasks for which the consultant will assume primary responsibility:

- Prepare meeting minutes;
- Attend other public information meetings;
- Prepare display materials, handouts and presentations as necessary;
- Attend advisory committee and other meetings.

The consultant shall propose a public participation process that provides for meaningful input into the study process.

II. Data Review, Acquisition, Collection and Presentation

A significant amount of traffic data is already available for the study area. The consultant should create a baseline of information from previous studies to minimize the duplication of effort. The consultant will review all available data, plans and reports applicable to the feasibility study and identify areas where additional information is necessary. The consultant will collect all additional data necessary but not currently available, such as origin-destination data. Data needs and collection will be reviewed by the Study Steering Committee.

The data and analysis presented in MaineDOT's recent Route 236 Corridor Study will be particularly useful for this effort. The consultant also should seek information from other

readily available sources, including but not limited to the South Berwick Comprehensive Plan, the KACTS Long Range Transportation Plan, and other pertinent MPO corridor and related studies.

The consultant shall conduct a limited land-use historic trends analysis within the South Berwick study area and the study area as identified in the MaineDOT Route 236 Corridor Study (regional context). The results of this analysis will provide a local and regional context of land-use resources.

The consultant shall provide mapping to organize and present spatial data in the study area. Numerous existing mapping sources currently exist, including the GIS capabilities and data at SMRPC.

III. Finalize Study Area Definition

Working with the Study Steering Committee, the consultant will finalize the study area definition. This determination will be made in consideration of the geographical extent of relevant transportation and land use issues.

IV. Analyze Existing Conditions

A. Transportation System

The consultant shall analyze existing data in the study area related to traffic flow, traffic safety, transportation facilities and services, and land use patterns.

Traffic operational and safety analysis shall focus on key roadway segments and at major intersections within the study area. The consultant shall review the existing level of service analysis for the peak-hour condition on key roadway segments and at key intersections in the study area as identified in the MaineDOT Route 236 Corridor Study. The traffic operational analysis should include a review of peak-hour travel times and speeds of inbound routes within the study area. The consultant shall identify all traffic operational deficiencies in the study area.

The consultant shall also assess existing conditions as they relate to major roadway, bridge, pedestrian, bicycle and transit facilities in the study area. Roadway and bridge facility deficiencies shall be identified. Transit service shall be described and summarized and park & ride utilization rates shall be collected and reviewed.

B. Social, Economic and Community Development Issues

Working with the Steering Committee, the consultant shall identify potential conflicts along the existing transportation system as they relate to community and regional access, mobility and economic enhancement.

C. Land Use Issues

Working with the Steering Committee members, the consultant shall identify existing and future local, regional and state land-use management strategies and tools affecting the study area. Existing and foreseeable future land-use decisions and management strategies

shall be analyzed as they relate to community and regional access, mobility and economic enhancement.

An Existing Conditions Study Report shall be completed and presented to the Study Steering Committee and Study Advisory Committee.

V. Analyze Future Conditions

- A. Working with the Steering Committee, SMRPC and MaineDOT, the consultant shall prepare a “most likely condition” travel forecast for the year 2035. It is assumed that the future condition will include any approved roadway and bridge improvements that are in the current MaineDOT Six-Year Plan.
- B. In order to determine future systemwide performance measures – including VMT, VHT and system delay – the consultant shall extrapolate future traffic volumes and turning movements at key intersections using existing data. The consultant will be responsible for utilizing a traffic model, reviewing model output, and making any manual adjustments needed to reflect realistic current and future year projections.
- C. The consultant shall analyze forecasted traffic flow performance and prepare a LOS analysis on key roadway segments and at key signalized intersections using the projected turning movements.
- D. The consultant shall identify deficiencies in the existing transportation network under projected future conditions.

A Future Conditions Study Report shall be completed and presented to the Steering Committee. This report shall include a preliminary purpose and need statement based on existing and future conditions.

VI. Preliminary Identification and Evaluation of Alternative Improvements

- A. The consultant shall guide the Study Advisory Committee in finalizing a planning level purpose and need statement.
- B. The consultant shall develop a reasonable range of alternatives that will be presented to the Study Steering and Advisory Committees for their consideration. These alternative improvements should include potential new highway connections and any related improvements required to accommodate the new capacity. Also to be considered in the identification of strategies are transit, transportation systems management (TSM) and travel demand management (TDM) strategies.
- C. The consultant shall evaluate each strategy under the traffic forecast developed in Task V. It is anticipated that certain strategies will clearly not address the stated purpose and need and therefore be dismissed without a detailed analysis. It is assumed that no more than five (5) transportation improvement alternatives will be evaluated.

The consultant shall evaluate all of the strategies at a comparable level and in enough detail to provide reliable costs and impacts. It is anticipated that the alternatives evaluation will be completed utilizing sketch planning techniques and

readily available information, producing general order-of-magnitude estimates of travel demand and traffic operations in response to transportation improvements.

The consultant shall evaluate the impacts of each of the alternatives considering the following factors:

- Transportation Impacts (i.e. traffic flow, traffic safety, travel time, etc.)
- Social (i.e. neighborhood impacts, travel patterns/accessibility, impacts on school districts, recreation areas, businesses, residences, etc.)
- Environmental (i.e., historic resources, wetlands, floodplains, etc.)
- Economic (i.e. construction costs, benefit/cost, etc.)

The alternatives analysis shall be summarized in an evaluation matrix, which may weight various decision criteria (per the Study Steering Committee) to guarantee an objective comparison.

- D. The consultant will assist the Study Steering Committee in selecting a set of “promising” alternatives that satisfy purpose and need. These alternatives will then be presented to the Study Advisory Committee for input and concurrence, along with input from stakeholders and the general public. At this time, a determination shall be made as to whether a Phase II Alternatives Analysis is warranted.

A Draft Final Report shall be completed and presented to the Study Steering Committee. This report shall include the existing and future conditions analysis including the final statement of purpose and need, as well as the preliminary evaluation of alternatives. The study report will be finalized after receiving input from stakeholders and the general public.

H. SUBMISSION REQUIREMENTS

Technical Proposals must include the items listed below:

- (1) A brief history of the firm.
- (2) Names, addresses, and qualifications of any subcontractor(s).
- (3) A description of relevant projects in which identified key staff to be assigned to this study played a central role in carrying out the work program. Identify key staff role for each project.
- (4) References for relevant projects for the proposed staff.
- (5) Names and qualifications of specific staff to be assigned to this study, including the project manager.
- (6) Statement of project understanding
- (7) Detailed scope of services, including the proposed methodologies for traffic forecasting and origin-destination analysis to be conducted as part of the study.
- (8) A project schedule organized by task that includes a summary of person-hours by key staff by task. The schedule should also indicate the timing of proposed meetings and delivery of products.

- (9) A lump sum cost for completing the project broken down by task by key staff. **This Financial Proposal should be submitted in a separate, sealed envelope and mailed or hand-delivered to the SMRPC office.**

Proposals should be no longer than thirty pages, including resumes, and shall be either delivered in a sealed envelope labeled “South Berwick RFP” bearing the name and address of the firm submitting the proposal, or mailed electronically to treinauer@smrpc.org. E-mailed proposals are preferred. No faxed proposals will be accepted.

SMRPC
21 Bradeen St. Suite 304
Springvale, ME 04083

Proposals shall be accepted at the SMRPC offices no later than 12:00 noon, on Friday, June 27, 2008. At this time, all bid proposals shall be opened and then submitted to the Steering Committee for review and evaluation. Firms submitting proposals are welcome to attend the bid opening, though no decision on bid award will be made at that time.

Proposals received after this date and time will be rejected and returned unopened to the prospective bidder. Any submitted proposal must remain a valid offer at least 90 days after the proposal submission date.

All proposers are notified that MaineDOT certified disadvantaged and women-owned enterprises (DBE) are encouraged to submit responses to this request. More information is available at <http://www.maine.gov/mdot/disadvantaged-business-enterprises/dbe-home.php>. SMRPC will ensure that respondents to this request will not be discriminated against based on sex, race, color, creed or national origin in consideration of an award. SMRPC reserves the right to reject any and all proposals, to waive minor irregularities, and to select the proposal which it believes to be most closely matched to its needs. SMRPC is under no obligation to select the lowest cost proposal. It reserves the right to further negotiate with one or more of the firms submitting proposals to ensure that the process to be utilized, and the ultimate product to be received, are to SMRPC’s full satisfaction.

I. INQUIRIES

All inquiries regarding this proposal must be received in writing, facsimile, or by electronic mail by 4:00 p.m. on Friday June 20, 2008. Responses will not be given to inquiries received after this date. Any inquiries and any additional information provided in response to inquiries will be made available to all consulting firms via email, and also posted on the SMRPC web site. All inquiries should be directed to: Tom Reinauer, SMRPC 21 Bradeen St. Suite 304, Springvale, ME 04083, (207) 324-2958 fax, treinauer@smrpc.org.

J. SELECTION PROCESS

A KACTS/SMRPC Selection Committee will review, evaluate and rate each proposal based on the following criteria:

Proposals will be scored based on the following criteria;

1. Qualifications and capability of project team (10 points)
2. Project Approach (25 points)
3. Content and quality of proposal (20 points)
4. References (10 points)
5. Knowledge of the Southern Maine region (15 points)
6. Ability to complete the project in the timeframe specified (15 points)
7. Use of Disadvantaged Business Enterprises (DBE) (5 points)

Following the evaluation, SMRPC may decide to conduct oral interviews with any or all of the candidate firms. Once a contract is executed, the consultant will be instructed to commence work on the project.

Consultant Selection Schedule

Deadline for Inquiries	June 20, 2008
Proposals Due	June 27
Interviews	Week of July 7-11
Consultant Selection	July 21 (estimate)

The selected firm or teams must demonstrate that they have sufficient and appropriately qualified staff to complete the project. Consultants must indicate who a project manager will be and where his/her primary office is located. The selected firms must meet state and federal affirmative action and equal opportunity employment practices.

K. AGENCY INFORMATION

SMRPC is a council of governments serving 39 municipalities in southern Maine. Work to be completed as part of this proposal is being funded by KACTS, through a grant from the Federal Highway Administration. SMRPC serves as primary staff to the KACTS Committee, and will serve as project manager.

SMRPC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award.