

CITY OF GARDINER, ME
REQUEST FOR BID PROPOSALS
Planning & Design Consulting

The City of Gardiner, Maine is seeking bid proposals from qualified planning and design consultants for a variety of municipal projects. The City is coordinating the planning efforts on several projects to streamline the plan development process. Consultants are urged to submit their proposals for one or all of the following planning projects included in this RFP. The following projects with deliverables are included:

Project	Deliverable
1) Waterfront Redevelopment	Final Site Plan
2) Sidewalk Revitalization	Design Engineering Inspection
3) Common Park Plan	Final Site Plan
4) CSO Master Plan Update	Master Plan Engineering
5) Citywide Green Space Plan	Master Plan
6) Alternative Transportation Plan	Master Plan
7) Johnson Hall Renovation Project	Fundraising Plan
8) Gardiner Main Street	Capacity Building Plan
9) Libby Hill Business Park, Phase II Plan	Marketing & Business Plan
10) Housing Action Plan Update	Update and Implement Action Plan
11) Citywide Signage Design Plan	Wayfinding, Business Park, waterfront, downtown signage
12) Comprehensive Infrastructure Funding & Planning Project	Preliminary Engineering, Project Planning
13) Downtown Access Improvement Plan	Fundraising Plan

Sealed Cost Proposals must be clearly marked: **“Gardiner Planning Projects”**. **Completed proposals must be delivered by 4:00 PM on Friday, October 5th, 2007 to:**

**Jason Simcock
City of Gardiner
6 Church St.
Gardiner, ME 04345**

The projects have various completion dates, depending on the project goals and requirements. The City will make available more detailed scopes at the September 26th pre-bid meeting, including information on deadlines. For more information on each project, please refer to the following pages of this RFP, under PROJECT BACKGROUND.

GENERAL CONDITIONS AND REQUIREMENTS

The selected consultant(s) shall agree to indemnify and hold the City harmless from claims, demands, suits, causes of action and judgments arising from the consultant’s performance, including claims of professional malpractice or negligence.

Submittals delivered after the deadline will not be considered. **There will be a mandatory pre-bid meeting held at City Hall at 1 PM on Wednesday, September 26th**. The City of Gardiner reserves the right to reject any or all proposals and negotiate the final scope of each project. **The City encourages multidisciplinary team approach for this proposal; however proposals for individual projects or several similar projects will be accepted and seriously considered.**

PROJECT BACKGROUND

The following is a brief description of each project.

1) Waterfront Redevelopment. **Goal:** complete a comprehensive site plan that incorporates parking and green space for the City’s waterfront park area. Plan will incorporate pedestrian and vehicular access plan, lighting, signage, and landscaping. Plan will include how to improve visibility as a community destination. **Plan will also include a proposed budget and fund raising strategy, identifying available funding sources.** Project will include working with the Waterfront Task Force and City Planning & Development staff. Documents available include final design plans for 750’+/- waterfront timber boardwalk/piling project (includes draft site plan for project area), and 1999 Downtown Revitalization Plan.

2) Sidewalk Revitalization. **Goal:** In the fiscal year 2007/08 the city will be undertaking a comprehensive sidewalk rehabilitation project. The desired sidewalk project will coordinate with a variety of public trails, parks, arteries and buildings. Services required will be evaluation, design, funding, inspection and meeting with the Sidewalk Committee to develop a project to be constructed in the spring/summer of 2008.

3) Common Park Plan. **Goal:** complete a comprehensive site plan for a historic and highly visible park. Plan will address how to replace an aging playground, and include a plan for project phasing, infrastructure needs, and amenities such as lighting and benches. Project will include working with the City Planning & Development staff and involve public participation. Plan will also include a proposed budget and fund raising strategy, identifying available funding sources.

4) CSO Master Plan Update. **Goal:** update the city's Combined Sewer Overflow Master Plan currently mandated in the City's Wastewater Permit for completion before January 2009. This project will include review of the city's recent CSO Project as well both recent and historical overflow data. The updated plan will include proposed projects to further reduce/eliminate Gardiner CSO's and meet approval by the Maine Department of Environmental Protection.

5) Citywide Green Space Plan. **Goal:** Complete inventory of City's green and open space property and conduct a needs assessment for these municipally-owned parcels. Inventory plan will include parks, athletic fields, and publicly-owned land areas within the Cobbossee Corridor. Needs assessment process will involve the school system and Boys and Girls Club, among others within the community. Plan will also include a budget and fund raising strategy, identifying available funding sources.

6) Alternative Transportation Plan. **Goal:** complete a comprehensive alternative transportation plan that incorporates a citywide network for bike and pedestrian trails. Plan will include conceptual alignments within the Cobbossee Corridor, and many city destinations (such as, schools, downtown, waterfront, parks, etc.) Plan should also address other modes of transportation, such as public transit. Deliverable will include cost estimates and project phasing plans. Documents available include the 2005 Cobbossee Corridor Master Plan. Project will include working with the City Planning & Development staff and involve the public for comments.

7) Johnson Hall Renovation Project. **Goal:** develop a plan to continue support for implementation of the Johnson Hall Renovation Plan by the Johnson Hall Partnership, as outlined in the FY '08 City Council Goal Statement. The renovation plan ties improvements, programming, organizational development and a business plan together into a comprehensive approach. The plan should include recommendations on how the City will: 1) be a strong partner in pursuing implementation steps and 2) assist with development of fundraising plans.

8) Gardiner Main Street. **Goal:** develop a plan to further support organizational development of Gardiner Main Street, as outlined in the FY '08 City Council Goal Statement. The plan should provide strategies to actively promote building organizational capacity, membership and support, and community ownership and participation. This will greatly facilitate the delivery of core mission activities including marketing the assets and opportunities of the community and downtown specifically.

The plan should also include recommendations on how to implement meaningful economic restructuring parallel with concepts of the creative economy.

9) Libby Hill Business Park, Phase II. **Goal:** Create a business plan for the City develop Libby Hill Business Park (Phase II) expansion from design to construction. The plan will investigate all possible alternative funding opportunities and build a strong long-term business plan for the expansion. Consultants will also be asked to provide a comprehensive marketing plan for the expansion that: 1) identifies target sectors and methods to reach them and 2) includes a resource plan that assures strong implementation of the plan.

10) Housing. **Goal:** update the City's Housing Action Plan and community housing program goals (such as housing rehab) for further implementation. Plan will also include a proposed budget and fund raising strategy, identifying available funding sources.

11) Signage Design Plan. **Goal:** create a citywide municipal signage plan that will include, sign design, location, size, etc. for the business park, downtown, gateways and "wayfinding" destination goals. The plan will identify "what" sign will go "where", with a budget to work with for the following fiscal year. Project will include working with the City Planning & Development staff and involve the public for comments. Plan will also include a proposed budget and fund raising strategy, identifying available funding sources.

12) Comprehensive Infrastructure Funding & Planning Project. **Goal:** The City coordinating and working with the Gardiner Water District based on common need will be selecting the area of Gardiner in which to upgrade water, sewer, storm sewer, road and sidewalks within Gardiner. Needed services include preliminary engineering, environment impact documents to support grant requests, cost estimating, income surveying and competition of grant applications. The idea is to flesh out the strongest project based on need.

13) Downtown Access Improvement Plan Update. **Goal:** Update the City's downtown access improvement plan which addresses how to increase and maximize upper floor access for various privately owned buildings in the historic downtown area. Proposed solutions include installing shared elevators at multiple locations. Plan will also include a proposed budget and fund raising strategy, identifying available funding sources and project phasing.

PROPOSAL SUBMISSION REQUIREMENTS

The proposals may be in any format that works best for RFP respondents, but shall include as a minimum, the following information:

- **Transmittal Letter:** A brief letter summarizing project team's qualifications, project understanding and project approach.
- **Company profile:** Firm size, qualifications and services.

- **Project Team:** Names of project manager and relevant team members that will be assigned to this project with their capabilities and experience with similar projects.
- **Project Approach:** Outline of scope of work and approach with estimated project schedule including timelines for specific tasks.
- **Project Administration:** Experience with similar projects.
- **Workload Capacity:** Firm’s workload and capacity to perform the work on a reasonable schedule.
- **References:** Names, addresses, and telephone numbers of representatives of current or recent clients familiar with the work your firm and project team (three suggested). Include a Contact Person and telephone number for each reference.
- **Cost Proposal:** Provide a cost proposal based on your firms proposed “Scope of Services” Include as a minimum: 1) Expected method of payment with a Not-to-Exceed lump sum cost; 2) Project specific itemized costs in addition to full-scope cost proposal; 3) All direct and indirect costs for performing the work; 4) A person-hour breakdown by discipline and task with hourly costs; 5) A cost breakout for attending extra meetings beyond those considered in your proposal scope of work. **Note:** The final fee and scope will be negotiated between the city the preferred firm.
- **Sub Consultants** - Proposals contemplating the use of sub-consultants must include the information requested in this section for each sub-consultant.
- **Additional Data:** Provide any additional data you consider essential to the submittal.

SELECTION PROCESS AND CRITERIA

The proposal review team will include the City’s Planning & Development Director, Wastewater & Public Works Director, and others. The following guidelines will be used when reviewing and ranking the submittals:

1. Project team qualifications and relevant experience with similar projects	10 Pts
2. Approach to Project(s) Scope	25 Pts
3. Reference’s satisfaction with quality, timeliness and budget management	20 Pts
4. Cost based on the Proposed Project(s) Scope	25 Pts
5. Availability and ability to meet deadlines	<u>20 Pts</u>
Total Possible Points	100 Pts

Consultants with top ranking proposals may be selected for an interview. If an acceptable contract cannot be negotiated with the finalist, the second ranking consultant will be contacted.

Following final selection, the parties shall execute a contract based on this RFP and the selected consultant’s proposal. Project work under this proposal may not begin until the City of Gardiner and the successful Consultant execute a Contract.

QUESTIONS

Any questions or comments concerning this RFP or the project shall be directed only to Jason Simcock at 582-6888. Questions submitted prior to the September 26 pre-bid meeting will be answered at that meeting.