



343 Ocean House Road • Cape Elizabeth, ME 04107 • 207-799-2868 • Fax 207-799-1841

TOWN OF CAPE ELIZABETH
REQUEST FOR EXPRESSION OF INTENT & QUALIFICATIONS
FOR ENGINEERING AND DESIGN SERVICES
ISSUED FEBRUARY 16, 2023

Introduction and Scope of Work

The Fort Williams Park Committee (FWPC) completed a Master Plan Update for Fort Williams Park in the Fall of 2021. The plan is available on the Town of Cape Elizabeth website for review: ([FWP Master Plan Update 2021](#)). Several transportation-related recommendations came from the report, including the reconstruction and/or realignment of Powers Road, which is the main thoroughfare through Fort Williams Park (Park).

The Town of Cape Elizabeth (Town) is soliciting proposals for a feasibility and engineering due diligence study of Powers Road from the intersection of Shore Road to Humphrey's Road (a distance of approximately 0.4 miles) to explore options for the roadway that support a comprehensive multi-modal approach. While the Master Plan identifies high-level suggestions and implementation strategies, the FWPC is now exploring more engineering design-based changes.

The FWPC is interested in developing concepts that align with the overall goals of the Master Plan and take into consideration future phases to allow for allocation to an overall work plan. As such, the study shall address the following goals:

- Identify safety and mobility improvements, including assessing the need for traffic calming improvements. Considerations shall be provided for vehicles, pedestrians, bicyclists, and tour bus accommodations.
- Evaluate pedestrian connectivity along Powers Road and how improvements along the corridor tie into the different destinations within the park. Existing crosswalk locations shall be reviewed for compliance with engineering standards, and new or revised locations shall be recommended.
- Address the aesthetics of the corridor, complimenting the character of the Park. Evaluate the intersection of Powers Road and Shore Road to function as the gateway to the Park.
- Assess the impacts of how the implementation of future utilities to the Park would complement a greater Powers Road Improvements Project.

The study shall identify transportation improvements for Powers Road, including the aforementioned scope that complements the goals outlined in the Master Plan and the long-term economic goals of the FWPC. The following tasks are anticipated as a part of those efforts:

1. Kick-Off Meeting with the Consultant Team, the FWPC, and the Town of Cape Elizabeth Staff:
 - a. Review the project goals and existing information available.
 - b. Understand what work has been done to date and other portions of the Master Plan that are of priority.

2. Assessment of Current Conditions
 - a. Analysis of current traffic patterns and volumes, speed, and crash experience.
 - b. Identify existing vehicular, bicycle, and pedestrian deficiencies.
 - c. Complete site visits to observe operations and patterns between roadway users. Additionally, no topographic survey is anticipated as a part of this study, so additional on-site roadway reviews may be desired.
 - d. Meet with Project Team to summarize findings of existing conditions.

3. Development of Proposed Alternatives
 - a. Complete Concept Plans that demonstrate proposed horizontal and vertical solutions to deficiencies identified in Task 2.
 - b. Provide cost estimates with the Concept Plans for the roadway work. Cost estimates should also be provided for adding utilities in conjunction with this project.

4. Draft Report, Final Report, and Public Presentation
 - a. The above tasks shall be summarized into a draft narrative to include the work completed, the Concept Plans and associated estimates, and the resulting recommendations. This report will be presented to the FWPC for review.
 - b. Following feedback from the FWPC, the report will be finalized and the Consultant will present the findings and recommendations of the report at a Town Council Meeting.

The outline above is intended to assist design professionals in understanding the scope of the project, however the FWPC is open to receiving feedback on additional elements of scope that may provide value to the FWPC and the Town.



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Criteria for Firm Selection

Proposals will be reviewed and scored using the responses to the criteria in the list below. This is a qualification and cost-based selection process, meaning that both elements will be scored for the final firm selection.

1. Quality of the Consultant Team and Relevant Experience
2. Project Understanding and Approach
3. References and Recommendations from Previous Clients
4. Fee Schedule
5. Schedule of Work – *Assuming notification by March 30, 2023*
6. Other Factors Deemed Pertinent by the FWPC

Submission Requirements

Sealed proposals (one hard copy) shall be received by the Town of Cape Elizabeth no later than Thursday, March 16, 2023 at 2:00 PM local time and shall be addressed to Matthew Sturgis, Town Manager, 320 Ocean House Road, Cape Elizabeth, ME 04107. The proposal shall be in a sealed envelope marked “Fort Williams Park: Powers Road Feasibility Study.” An electronic PDF copy of the proposal shall also be sent to both the Town Manager and the RFP Coordinator.

Communications regarding this RFP must be submitted by email and directed to the RFP Coordinator: Kathleen Raftice, Director of Community Services and Fort Williams Park at Kathleen.Raftice@capeelizabeth.org.

The firm shall be required to disclose to the Town Manager any previous or current relationships that may signify a conflict of interest. The Town of Cape Elizabeth may seek other services for specific project review and or oversight if a conflict of interest is determined.

The Town of Cape Elizabeth reserves the right to waive any informality in the proposal, to accept any, or reject all proposals, should it be deemed in the best interest of the Town to do so.

Regards,

Kathleen Raftice

Director Cape Elizabeth Community Services and Fort Williams Park

Kathleen.Raftice@capeelizabeth.org