

**Town of Cape Elizabeth
Request for Expression of Interest and
Qualifications for Engineering & Design Services for the
Shore Road Path Study**

Introduction

The Town of Cape Elizabeth is soliciting proposals for engineering and creative design services to support the work of the Shore Road Path Committee.

The Shore Road Path Committee has been charged by the Town Council with studying the potential for creating an off road path adjacent to Shore Road that should be designed with sensitivity to the character of Shore Road and in collaboration with property owners abutting Shore Road. At the conclusion of its collaborative process, the committee shall present to the Town Council a path plan that includes a recommended path layout, recommendations for path surface(s), recommendations for any mitigation needed and a cost estimate. The committee is focusing on a path along Shore Road extending from Pearl Street to the main entrance to Fort Williams (estimated length 12,300').

Existing resources

The Town Planner is the designated staff person to the committee and is responsible for attending all meetings, preparing agendas and meeting packages, public notices as required and similar duties. In addition, the Town's Geographic Information System is available to generate a range of maps, including data on property ownership, aerial photography and 2' topographic contours. The town also has a 1969 right of way survey of Shore Road prepared by E. C. Jordan.

Scope of Work

The committee is seeking professional design assistance to advise the committee on a scope of work, in a variety of disciplines, as well as to then perform the work. Some of the assistance that may be needed includes:

1. Survey. This will be needed to update existing right-of-way mapping, and to identify property boundaries in the field for staking in relation to potential path locations. The committee has identified this task as a necessary first step, both to aid in discussions with property owners and committee members and to determine the ideal path location. Accordingly, the successful bidder should be prepared to complete this work within 30 days of contract award.

2. Engineering. This could include advising the committee on various surface treatments for a path, advising on wetland crossings, designing the path and developing cost estimates.
3. Landscape architect. This may be needed to evaluate the best placement of a path.
4. Computer imaging. This service may be needed to show abutters how the path will look after construction.

The proposal should include an estimated amount to complete each task category.

This list is intended to assist design professionals in understanding the scope of the project, however, the Study Committee is very interested in receiving advice from interested professionals that may not include or is not limited to the list above.

Please submit 10 copies of your proposal to Maureen O'Meara, Town Planner, 320 Ocean House Road, P.O. Box 6260, Cape Elizabeth, ME 04107 no later than 2:00 p.m. on Friday, April 25, 2008.

Any questions regarding this RFP should be directed to Maureen O'Meara at 799-0115.

Description of Work

The work will include, but not be limited to, the following scope of services:

- Conceptual, civil, creative and/or architectural engineering design of path at the direction of the Study Committee.
- Attend meetings of the Study Committee, public meetings and other Town boards as requested.
- Production of documents and plans for review and submission to the Town Council and/or any applicable Town/State/Federal agency.

Conflict of Interest

- The firm selected shall disclose to the Town Manager any previous (or current) relationship with clients, with proposals before the Town.

Criteria for Firm Selection

1. Relevant experience of principals and key staff
2. Firm's history of performance on previous projects relevant to services being desired.
3. Adequacy of personnel and support services (in-house and/or contracted) to perform work.
4. Completeness of proposal.
5. Fee schedule
6. Recommendations and opinion from firm's previous clients.
7. A record of achievement in parks projects, especially in sensitive neighborhood areas.
8. Other factors deemed pertinent by the Study Committee and Town staff.

Information Requested

- Firm History
- Resumes of personnel who will work with the Study Committee and Town staff.
- The names of companies that will be utilized for services not provided by the submitting firm.
- Identification of key contact and person
- List of representative clients
- Current fee schedule

Selection Process

- The Town of Cape Elizabeth is requesting proposals from several local firms.

