



**Bangor Area Comprehensive Transportation System (BACTS)
REQUEST FOR PROPOSALS
SS4A Comprehensive Safety Action Plans for BACTS Communities**

Bangor Area Comprehensive Transportation System (BACTS), the federally designated Metropolitan Planning Organization (MPO) for the Bangor, Maine Urbanized Area, is requesting proposals for qualified consulting teams with experience managing a two phase comprehensive safety action project. Phase one will consist of the development of Comprehensive Safety Action Plans, one for each of the eleven BACTS communities, and Phase 2 being the design and construction of traffic safety demonstrations projects identified in Phase 1.

Proposers must provide the following:

- a) a technical proposal; and
- b) a price proposal in a separate, sealed package. *Price shall not be part of the technical proposal; otherwise, that proposal shall be rejected.*

Proposals Are To Be Received At BACTS No Later Than

Date Due: **May 30th, 2024**

Local Time: **4:00 p.m.**

Proposals must be received prior to the time and date for which they are due.

Late Proposals - Any proposal, portion of a proposal, or unrequested proposal revision received at BACTS after the time and date specified on the cover page of this RFP **will not** be accepted.

Communications In Reference To This RFP

Any communication in reference to this RFP shall be in writing by email and directed to the RFP Coordinator listed below.

All correspondence must reference the RFP# and Project name in the subject line.

Name: Jacob Stein

Title: Transportation Planner

Office: (207) 974-3111

E-Mail: jacob.stein@bactsmmpo.org

RFP#: BACTS-2403

Project Name: SS4A Comprehensive Safety Action Plan

Request For Clarification / RFP Amendments

During the proposal preparation period, all requests for clarification and/or additional information must be submitted via e-mail to the RFP Coordinator referenced in Section 2 of this RFP by no later than **4:00 p.m. on May 13th, 2024**. BACTS reserves the right to answer or not answer any question received. Late requests for clarification will not be accepted. When appropriate, responses to clarification requests will be posted to the BACTS website, no later than close of business on **May 15th, 2024**.

□ Proposal - Overview / Scope of Work □

Introduction

The Bangor Area Comprehensive Transportation System (BACTS) is a Metropolitan Planning Organization (MPO) designated by the federal and state government to carry out a comprehensive, continuing, and cooperative transportation planning process for the Greater Bangor urbanized areas. BACTS serves the communities of Bangor, Brewer, Penobscot Indian Island, Veazie, Bradley, Hampden, Hermon, Milford, Old Town, Orono, and Orrington.

This SS4A Comprehensive Safety Action Plan and demonstration project will occur over the period between June 2024 and November 2027.

Regional Context and Existing Conditions

The Greater Bangor Region's role as a nexus of travel, commerce, and higher education has historically heightened traffic risks to its communities' residents and visitors, resulting in significant roadway injuries and fatalities. I-95 and I-395 run through the study area along with several US routes (such as US 1A, US 1, US 2, and US 202).

The BACTS area has a variety of challenges related to safe, continuous bicycle and pedestrian networks. BACTS communities have made considerable investments in developing off-road bicycle and pedestrian facilities over the past 30 years. Gaps exist between these facilities, as well as safe on-road networks. The most recent bicycle-pedestrian plan for the BACTS area is the BACTS - Long-Range Pedestrian and Bicycle Transportation Plan, adopted in September 2019, which can be found [here](#).

The BACTS region is served by two public transit providers, the Community Connector and Downeast Transportation.

The Community Connector is a municipally owned bus system connecting Bangor and several surrounding communities (Veazie, Orono, Old Town, Brewer, and Hampden.) The system is owned and operated by the City of Bangor. An additional service, The Black Bear Orono Express, connects downtown Orono and the University of Maine campus and runs during the University's academic year. Community Connector also serves as the ADA Paratransit service for the region with its coverage area being 0.75 of a mile beyond the regular fixed route system.

Downeast Transportation is Hancock County's public transit provider. The service offers five-day-a-week bus service between Bar Harbor and Bangor and commuter service to the Jackson Laboratory from Bangor and Brewer.

Objective

BACTS' objective in pursuing this effort is to ameliorate road safety concerns for Bangor-area pedestrians, cyclists, and motorists through the creation of an SS4A Action Plan and demonstration projects focused on traffic calming design in appropriate locations. The result of this effort will be to engage each constituent community we serve in the development of their own Comprehensive Safety Action Plan. These local Comprehensive Safety Action Plans would be reflective of the unique road safety challenges of the 11 communities served by BACTS, while also maintaining region wide consistency. This Action Plan process would enhance BACTS' capabilities in facilitating multi-jurisdictional planning efforts regarding safe streets.

The Action Plans will be created through a comprehensive safety analysis of the entire road system within the region and will encompass crash data from the previous 10 years for all roads and all users. The planning process will include multiple stakeholders and a vigorous public engagement and input process to help inform the Plans.

The Plan will use the Safe Systems approach, incorporate Complete Streets guidance, and provide a menu of possible mitigations, implementation estimates and best practices. The consultant will also review governmental policies, ordinances, regulations and put forth policy adoptions that will best serve the interests of each community's Comprehensive Safety Action efforts.

The two phase process will result in two sets of end deliverables:

- Phase 1 will include eleven safety plans, one for each member community. The end result will provide a priority projects list, with at least one project per member, and comply with all USDOT checklist requirements to meet the SS4A Implementation Grant funding eligibility.
 - The Draft Action Plan, developed by March 2026, will be held in draft form until the completion of the demonstration projects so that lessons learned from the demonstration projects to be added to the document before it is finalized.
- Phase 2 will begin when the Draft Action Plan is produced. Phase 2 will carry forward the priority projects list, created in Phase 1, and begin producing engineering level design documents for the demonstration projects, including cost estimates and relevant NEPA documentation.
 - The consultant will then proceed to construction by coordinating with partners on whether contractors need to be hired and materials purchased or if municipal staff will perform the implementation of the produced plans with their own resources. This work will occur in summer 2026 and 2027.
 - The consultant will also be responsible for removing the demonstration projects when the demonstration period ends. The demonstration projects will be in the field between July 1st and approximately August 30th in 2026 and 2027.

After each round of demonstration projects are completed, the consultant will assist in crafting a report on the demonstration project process (lessons learned, what work was done, etc). The overall report will be incorporated into the Final Action Plan.

Project Deadlines

Phase 1 Milestones	Schedule Date
Draft Action Plan Completion Date	March 4th, 2026
Updated Action Plan with Demonstration Project Report Date	October 14th, 2027
Action Plan Completion Date	November 17th, 2027
Action Plan Adoption Date*	December 15th, 2027

Phase 2 Milestones	Schedule Date
Approval Date for the Final Designs of all Season 1 Demonstration Projects	March 31st, 2026
Construction Start Date of Season 1 Demonstration Projects	May 4th, 2026
Approval Date for the Final Designs of all Season 2 Demonstration Projects	March 31st, 2027
Construction Start Date of Season 2 Demonstration Projects	May 3rd, 2027
Summary Demonstration Project Report on Outcomes and Lessons Learned	September 30th, 2027

*Consultant is not responsible for this task. BACTS Staff will be presenting to councils for adoption.

Scope of Work and Tasks

The scope of work to be performed by the selected consultant or consultant team may include, but is not limited to the following. Respondents are encouraged to incorporate, expand on, or adjust these tasks as necessary.

All data/maps produced from this project will be BACTS property and will need to be transferred before the termination of the contract in December 2027.

Phase 1 - Comprehensive Safety Action Plans

Task 1 - Project Initiation

The consultant will be expected to understand all parameters and requirements of the Safe Streets and Roads for All (SS4A) Action Plan Grant, Notice of Funding Opportunity (NOFO) Assistance Listing # 20.939.

An understanding of an array of plans is required. Those plans should include, but not be limited to:

Federal and USDOT guidance documents:	Maine State's safety program documents:	BACTS and Local planning document:
<ul style="list-style-type: none"> • USDOT's National Roadway Safety Strategy (NRSS) • USDOT's Rural Opportunities to Use Transportation for Economic Success (ROUTES) • Safe Transportation for Every Pedestrian (STEP) • The President's Justice40 Initiative • USDOT's Highway Safety Improvement Program (HSIP) • FHWA's Proven Safety Countermeasures, and Comprehensive Safety Action strategy • FHWA's Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations 	<ul style="list-style-type: none"> • MaineDOT Family of Plans • Maine Strategic Highway Safety Plan (Maine SHSP) • MaineDOT Design Guidance • MaineDOT Standard Specifications • MaineDOT Crosswalk Policy • MaineDOT Procedures for Implementing Demonstration Projects and Non-Project Related Roadway Changes • MaineDOT's Traffic Calming Policy • MaineDOT Complete Streets Policy (currently being updated, new version will be shared to linked page) 	<ul style="list-style-type: none"> • BACTS Vision 2043 Metropolitan Transportation Plan • BACTS Long-Range Pedestrian and Bicycle Transportation Plan

All documents are intended to inform and guide the Plan development.

To facilitate the development of the Safety Plans, BACTS will establish a Project Steering Committee (PSC), which will be comprised of:

- staff from BACTS,
- representatives from member communities,
- members of the state and local transportation planning agencies, and
- emergency response staff, law enforcement, traffic safety boards, human service agencies, and community organizations.

The consultant will work in conjunction with the PSC to develop a stakeholder list and a project timeline.

The consultant will provide a stakeholder outreach methodology to ensure robust engagement; including the private sector, community groups, and the public; that allows for both community representation and feedback. Information received from engagement and collaboration will be reviewed and incorporated into the Safety Plan as applicable.

Outreach processes should be coordinated and aligned with other governmental plans and planning processes, to the greatest extent practicable. Throughout the data collection process, the consultant will work with stakeholders to identify inadequacies or systemic barriers in existing data sources or data collection programs and propose strategies for addressing any inequity identified to provide equal access to opportunities and benefits.

Deliverables - An internal project kick-off meeting will be held by the consultant with the PSC. The technical and logistical elements of the Safety Plans will be reviewed.

- This will include a discussion of the approach to network screening, coordination with FHWA, MaineDOT, local government partners, the public outreach approach/schedule and additional topics relevant to project start-up.
- A project page (story map) will be developed by the consultant and used throughout the study process to ensure accessibility, transparency, and documentation of the planning process for public information.

Task 2 - Analysis of Crash Data

The consultant will perform an analysis of existing conditions and historical trends of crashes involving fatalities and serious injuries across the Greater Bangor Region in order to establish a baseline.

- Ten (10) years of reportable crash data (2013-2022) will be included for all public roads and intersections.

Analysis of systemic and specific safety needs will also be performed such as:

- high-risk road features,
- specific safety needs of relevant road users,
- public health approaches,
- analysis of the built environment, demographic, and structural issues, etc.

The safety analysis should identify prevailing crash patterns and trends at specific locations as well as on the larger neighborhood/corridor/community scale.

Analysis should also establish both the number and the rate of Fatal and Serious Injury (F&SI) crashes on all year-round public roadways. It should be noted that local law enforcement records (of incidents that do not require reporting) and fire/rescue records should be included in this analysis.

Deliverables -

- Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High Injury Network or equivalent).
- The baseline crash data will include crash data involving all modes (pedestrians, bicyclists, public transit users, etc.) and crash data within underserved communities in the jurisdiction(s), noting any disproportionate safety impacts.
- An analysis of the effectiveness of mitigation strategies to address risk factors shall be included.
- In addition, an overlay of equity focus areas will be included in the spatial analysis

Task 3 - Network Screening Analysis

The consultant will conduct a Network Screening analysis that includes all public roads and intersections in the Greater Bangor Region.

- The State of Maine has applicable data and a network screening process for state-owned roads that should be consulted as a part of this task.

The Network Screening analysis should consider the demographics of a particular area and

impacts on underserved populations, as well as use-specific issues that may be encountered in areas like school zones or around senior living centers.

The consultant is to propose the approach to Network Screening as well as a method for developing average crash rates for local roads by type.

- MainedOT Interactive Traffic Data Map can be utilized to provide traffic volume data.
- MainedOT Safety Office will be consulted in the review of network screening, as needed.

The network screening should consider site-specific locations with above-average crash frequency or severity rates (as established in Task 2), particularly in underserved communities. Systemic or corridor-based analysis tools that might identify high-risk characteristics of roadways for which countermeasures might exist must be included. The analysis should include bike/pedestrian screening based on risk factors, as accidents involving these road users types are historically underreported.

The objective of this Task is to assess the transportation system at a much greater level of detail than in the Maine Highway Safety Plan, by clearly identifying and articulating local problem corridors and intersections. The findings will be used to guide the development of focus areas in the Safety Plan and locations to be considered for demonstration projects.

Deliverables - The consultant will be responsible for developing appropriate graphics to communicate the data as part of the existing conditions section of the Safety Plan and for use in presentations, on websites, and in press releases.

It should be noted that location-based crash data on maps is considered sensitive data. The consultant should suggest the types of mapped data and the level of detail which is useful but be cognizant of the sensitivity and suggest how it is to be made available in the public plan documents and at meetings. Baseline, benchmarking, and network screening data will be posted to the project website during plan development and on BACTS website following completion of the plan as part of a dashboard and tracking.

Task 4 - Focus Areas and Strategies

The consultant will next work to identify a comprehensive set of focus areas (including potential projects) and strategies, using existing data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan. These strategies and countermeasures should focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities. To the extent practical, data limitations are identified and mitigated.

Each member community, as part of their Comprehensive Safety Plan, a list of focus areas.

Once identified, for each community, the list of projects and strategies will be prioritized in a list that provides time ranges for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes).

- The list should include:
 - specific projects and strategies, or
 - descriptions of programs of projects and strategies, and
 - explain prioritization criteria used.
- The list should contain interventions focused on infrastructure, behavioral, and/or

operational safety.

- The list of projects and strategies should also include an associated approximate cost estimate for each of the line items for comparison.
- Crash mitigation projects and strategies will be prioritized using methods such as a benefit or benefit/cost analysis, United States Road Assessment Program (usRAP), Proven Safety Countermeasures, and Countermeasures That Work.

Strategies may include, but are not limited to, specific and/or systemic physical roadway improvements, education and community outreach, enforcement of traffic laws and regulations, new vehicle and transportation related technology, roadway planning and design, emergency response, medical care, and safety policy.

The consultant will hold focus group meetings with both public and relevant safety stakeholders to discuss existing safety concerns, projects, or programs in the area as well as current safety-related data, and analysis output. The general approach will be for each focus group center on a geographic region. The regions tentatively identified are:

- Hampden and Hermon,
- Brewer and Orrington,
- Bangor,
- Orono and Veazie,
- Old Town, Milford, Bradley and
- Penobscot Nation

As part of the focus group outreach process, the consultant will create a local public survey which will supplement the focus group meetings and be released prior to the first scheduled meeting and conclude after the focus groups have all met.

The surveys will be developed with the PSC, distributed by BACTS staff, and summarized by the consultant for incorporation into the Safety Plan. Information gathered through this outreach will be used to inform the planning process by serving as the basis for an inventory of local knowledge regarding roadway safety.

From each community's project list, the consultant will recommend which project would be best suited as a demonstration project location. After consultation with the PSC, a planning level concept plan will be developed, with the knowledge that in Phase Two, it will be further developed into a 100% and constructed as designed.

Deliverables -

- At least 6 (six) online or in-person focus group meetings
- Public survey to be released prior to the first focus group meeting
- A technical memo describing a list of focus areas (project locations) and strategies will be developed through the application of a comprehensive Safe System Approach that involves using all available tools, including education, outreach, engineering solutions, and enforcement.
 - Each member will have its own projects identified and prioritized by cost and time ranges for when the strategies and countermeasures may be deployed.
 - For each project location, multiple common safety application options (road diets, roundabouts, etc.) should be presented in a format that weighs feasibility and cost for easy comparison. This may include a matrix

of project locations or strategies and their associated timeline and cost as a means to identify short-term, low-cost actions that can be taken as well as long-term, high-cost items to plan for. The lists should contain interventions focused on infrastructure, behavioral, and/or operational safety, as well as considerations for post-crash care and analysis.

- A planning level temporary demonstration project concept plan for one project location from each community
 - Detailed cost estimating for any environmental analysis, preliminary engineering, right-of-way, construction, and construction engineering. The plan will include basic conceptual renderings.
- One (1) meeting will be held with the PSC to review and approve the list of focus areas/actions as well as standalone consultations with individual communities as needed.
- For information accessibility, the lists of projects and strategies will be mapped for public consumption.

Task 5 - Strategy, Policy, and Process Change

The consultant shall provide an assessment of each municipality's current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety.

This assessment should, for each community, result in a proposed list of revised or new policies, guidelines, and/or standards (i.e. access management), including related to plan review ordinances and processes, as well as capital improvement planning, as appropriate.

Deliverables - The consultant will outline existing local safety related policies and processes and recommend options to create or rework them to better further safety goals. Providing draft language is also recommended, where possible, to assist with quick municipal adoption. The PSC will review the draft recommendations and assist with outreach to the municipalities for adoption as needed.

Task 6 - Public Outreach and Education

This task will serve to inform, educate, and gain feedback on the draft plans from the entire community and build on Tasks 4 and 5. This outreach will consist of at least three (3) public workshops:

Each meeting will occur at times and in locations where underserved communities are provided equal opportunity for input. The workshop series of three meetings will open a thirty (30) day public comment period on the draft plan.

Additional outreach via the project website story map, and online platforms utilized in Task 4 should be undertaken to cast a wider net in the community and involve stakeholders who might not be able to attend traditional public meetings. A survey or interactive story map which allows commenting should be considered.

Deliverables - Three (3) public workshops. The three meetings should occur at times and in

locations such that underserved communities are provided equal opportunity for input.

The consultant is expected to provide the following services:

- A written plan for how the workshop will be structured and facilitated
- Identify an approach to engage workshop attendees innovatively and effectively, including online engagement tools, surveys, or other methods for members of the public to provide input during or following this workshop
- Manage and facilitate the workshop
- Provide all necessary Workshop materials needed to collect feedback from stakeholders.
- Provide Workshop debrief including a summary, documentation of feedback, and photography.

Task 7 - Draft Safety Action Plans

The 11 Action Plans will be prepared in consultation with the PSC. Each community's Safety Action plan will incorporate a summary of the data evaluated through the crash data analysis and network screening tasks, summarizes the stakeholder involvement and contribution to the Safety Plan development, and incorporated the public outreach and involvement in shaping focus areas and strategies, describe the proposed focus areas and strategies to reduce fatal and serious injury crashes and crash rates, and identify a list projects, programs, and strategies. The draft Safety Plan is expected to be understandable to a non-technical audience.

The draft plans will go out for a thirty (30) day public comment period in early 2026. Feedback from that comment period will be documented and incorporated into the draft plan, as appropriate. Then the project will progress into Phase 2.

Deliverables - Eleven (11) Draft Safety Action Plans

Phase 2 - Demonstration Project Design and Construction

Task 8 - Designing Demonstration Projects

The SS4A grant funds the creation of demonstration projects that are constructed of short lifespan materials and are intended to be in place for a maximum of 2 months. These projects can consist of new pavement markings, signage, flexposts, and temporary speed cushions and many other project elements.. The development of these projects should conform to any local regulations as well as the [MaineDOT Procedures for Implementing Demonstration Projects and Non-Project Related Roadway Changes](#) and MaineDOT's [Traffic Calming Policy](#).

The consultant will begin the process of advancing the preliminary designs for the focus area projects identified in Phase 1, Task 5 and move forward with creating 100% engineering design plans and submitting the plans for NEPA certification. As the project is being federally funded, all project plans need to go through NEPA regardless of context or level of disturbance.

The consultant will coordinate with municipal staff to determine which projects will require the hiring of contractors and purchase of materials and which can be implemented by the municipalities using their resources and staff.

As construction may be split between 2026 and 2027, this task may also be staged but this approach is open to discussion as the overall project progresses.

Design plans developed by consultants should include needed materials, maintenance of traffic plans, and documentation of required permits/approval.

Deliverables - A minimum of 11 final construction design plans for demonstration projects in the BACTS member communities. The intention is for this to consist of one project per community, but that is subject to community approval and participation.

Task 9 - Public Outreach

The consultant will work with the PSC to hold online information sessions to inform the public of the upcoming demonstration projects. These will occur prior to construction and should cover the construction timeline, area and length of time that will see traffic disturbance during installation, and what the project will entail. This outreach will focus on that this is a temporary installation to test improvements and explore the positive benefits for all users of a more permanent version of the improvement.

The consultants shall be responsible for developing any information or marketing materials that may be requested for placement at the site of the demonstration project. The PSC will assist in distributing the marketing materials and flyers.

Opportunities to include the public in the construction process such as community build events (for example, a local org/business gets its staff together to help paint a crosswalk) should be evaluated. The consultant will work with PSC to identify opportunities to hold public outreach opening events to "break in" the infrastructure. Both approaches will be considered on a project by project basis.

Towards the end of the summer, an additional survey will be conducted through mid September to measure public sentiment and feedback on the projects. This should be incorporated into the Demonstration Project Report in Task 11.

Deliverables - Two rounds of information sessions (Spring 2026 and 2027) related to the demonstration projects. The expectation is that an information session will be held for each project location.

An additional survey should be conducted at the end of Summer 2026 and 2027 to measure community response/feedback on the projects.

Task 10 - Construction of Demonstration Projects

The task will consist of implementing the designed demonstration projects.

Where contractors and material acquisition is required, the consultant will follow all rules and regulations related to construction and hiring of subcontractors per State of Maine and USDOT labor standard guidance. In addition, on projects where the consultant has hired contractors, they will follow all local and state guidelines on signage and detours for construction work in the roadway.

Each project will be in the field between July 1st through August 31st of either 2026 or 2027. The exact timeframe of an individual demonstration project will be based on municipal input and

project goals. BACTS Staff will assist with coordination with partners and determining which projects will be completed in which year. The consultant, or the hired contractor, will be required to disassemble the projects and get rid of the materials in the manner required per State of Maine and MaineDOT regulations.

Deliverables - Construction and disassembly of at least 11 demonstration projects across the member communities.

Task 11 - Demonstration Project Report

In partnership with BACTS staff, the consultant will assist in the measurement of baseline safety/traffic performance measures as required by the SS4A grant. The required performance measures include:

- Basic crash statistics (Fatal, Serious, Crashes by Road User Category)
- Percent of Funds to Underserved Communities
- Quantification of evidence-based projects or strategies implemented (changes in vehicle speed)
- Qualitative description of evidence-based projects or strategies implemented (perceived changes in pedestrian safety)
- Lessons Learned and Recommendations
 - Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.

The above measures will be submitted to FHWA.

Those measures, the public outreach from Task 9, and a narrative of how the demonstration projects went and what measures worked and did not work will be compiled in an addendum to the Action Plan.

Deliverables - Demonstration Project Report

This report should have an overall summary of lessons learned across all projects, public response to the projects, and the following for each project:

- Baseline review
- Quantitative Project Benefits
- Qualitative Project Benefits
- Lessons Learned and Recommendations

Task 12 - Final Safety Action Plan

After the demonstration projects have been completed and the demonstration project summaries added to the draft plan, The consultant will hold at least one (1) public meeting will focus on the final plan and the demonstration project summary

After the public meeting, the Final Safety Plan will go out for a thirty (30) day public comment period. Feedback from that comment period will be documented and incorporated into the final plan as possible.

The Final Safety Plans will be presented to BACTS' Policy Committee with BACTS staff presenting it to each member's city or town council.

Deliverables - Eleven (11) Final Safety Action Plans

□ **Proposal Rating and Selection Process** □

- a. Proposal Rating - Proposals will be reviewed and rated using the responses to The Proposer Information outlined in this RFP.
- b. This is a Qualifications Based Selection (QBS) process, and therefore Technical Proposals alone will be used to select the successful proposer. Once the successful proposer has been selected, the government estimate will be compared against the successful proposer's Price Proposal and contract negotiations will begin.

□ **Proposal Scoring Criteria** □

- a. **Proposer's Qualifications (35) points:** Identify the **key** staff your company will assign to fulfill the contract requirements (Contract Managers, contact people, or assigned technicians). Provide resumes describing the educational and work experiences for those **key** staff.
- b. **Proposer's Experience (35) points:** Describe the Proposer's experience and capabilities providing similar services to those required. Identify at least three (3) projects for which your company has done business similar to that required in this RFP in the last five (5) years. Include points of contact (client's name, contact name, address, and telephone number), a brief description of the project, dates of the project, and results.
- c. **Proposer's Ability to Control Schedule and Costs on this Project (10) points:**
 - i. Provide a brief description of methods used by the firm to assure the study is completed on time and within budget.
 - ii. Schedule/Workload/Communication - Provide a brief outline of your firm's methods of schedule control and ability to handle projected workload. Discuss how your firm will conduct project coordination with BACTS. Describe how your firm will manage its role in this project and how it intends to maintain effective communication for the assignment.
- d. **Proposer's References (10) points:** Provide at least 3 work references including points of contact (person's name, company name, address, and telephone number) and a brief description of the projects with dates. If contacted, all references must verify that a high level of satisfaction was provided. BACTS will determine which, if any, references will be contacted. The results of any reference checks will be provided to the scoring committee and used when scoring the Technical Proposal.
- e. **Project Understanding (10 Points):** Please describe in detail your project understanding; including any observations of current conditions, needs and preliminary thoughts, or recommendations for this study.
- f. **Contact Information:** Provide the name, address, phone number, and e-mail address of Proposer in the proposal.
- g. **Signature Page:** A signature page must be included with the Technical and Price Proposals stating that "I certify that all of the information contained in this Technical/Price Proposal to be true and accurate.
- h. **Schedule:** Include a schedule outlining project deliverables and any other relevant milestones.

- i. **Acknowledgement of Amendments:** The Proposer shall include reference to all amendments in their response to this RFP.

□ **State / Federal RFP Requirements** □

1. Packaging And Submitting Your Technical And Price Proposals

- A. RFP Number & Title - The Proposer's full business name and address, as well as the assigned RFP number and RFP title must be written on your Proposal Package.
- B. Technical Proposals - Technical Proposals may be submitted electronically in PDF format and sent via email.
- C. Price Proposal - The Price Proposal shall be provided in a **separately sealed envelope and may be delivered in person, by USPS or common carrier either by or postmarked by the proposal deadline noted above in this RFP.** A Price Proposal form can be found on the Maine DOT website at: <https://www.maine.gov/mdot/cpo/doingbusiness/> (Click on Doing Business under Quick Links, Consultant Proposal Instructions PDF, Section B). Prices shall be outlined for all required items. Each proposal will be evaluated for all criteria, and then costs shall be evaluated independently. **NO MENTION OF PRICE SHALL BE INCLUDED IN OTHER SECTIONS OF THE PROPOSAL; OTHERWISE THAT PROPOSAL SHALL BE REJECTED.**
- D. Proposal Package Submittal: Proposal packages must be emailed / delivered to:
BACTS
Attn: Jacob Stein
jacob.stein@bactsmo.org
12 Acme Road, Suite 204
Brewer, ME 04412

2. General Information

- A. The contract resulting from this RFP will be governed by the most recent version of BACTS' Consultant General Conditions. A copy of the Consultant General Conditions is available on MaineDOT website: <https://www.maine.gov/mdot/cpo/doingbusiness/>
- B. This RFP does not commit BACTS to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or sub-contracting for services or supplies related to the proposal.

3. Certified Disadvantaged Business Enterprise

- A. MaineDOT Certified Disadvantaged Business Enterprise (DBE) consultants are encouraged to apply as the prime consultant for this work. It is important the DBE consultants take advantage of this RFP to at least gain entry to the MaineDOT Prequalification List for transportation project related services. Non -DBE consultants shall ensure that DBEs have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization when utilizing subconsultants. Consultants certified by another state's transportation agency must be certified by MaineDOT.
- B. Current requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at;

<http://www.maine.gov/mdot/disadvantaged-business-enterprises/dbe-home.php>, or by contacting:

**Maine Department of Transportation
ATTN: Sherry Tompkins, Civil Rights Unit
Civil Rights Office
16 State House Station, Augusta, ME 04333
Tel#: 207-624-3066
Fax#: 207-624-3021**

4. Proposal Pricing

- A. Direct Labor. Please list all employees, including their classifications, who are expected to perform services on this project. Please provide a breakdown of each employee's salary rate including direct labor, indirect labor, and profit. Please show all calculations in detail, and include payroll records supporting these rates.
- B. Indirect Labor (Overhead). Please provide a copy of your latest audited corporate overhead rate report with supporting documentation.
- C. Profit. The percentage of profit is based on criteria specific to a project including degree of risk, relative difficulty of work, size of job, etc.
- D. Direct Expenses. Please provide a breakdown of direct expenses, including mileage, lodging, photocopying costs, etc. anticipated for this project. Direct expenses shall be reimbursed at cost, and travel expenses shall be reimbursed in accordance with the current per diem/mileage rates located at <http://www.maine.gov/osc/travel/addtltravelinfo.shtml> & <http://www.gsa.gov/portal/category/21287>
- E. Subconsultants. Please identify each effort to be subcontracted. List the selected sub-consultant's name, location, amount proposed and type of contract. Describe the cost or price estimates for each subcontract. Please note that there is no mark up allowed on subconsultant costs.

5. Contract Term, Type, and Payment Method

- A. The contract term shall be through November 2027, commencing upon approval of the contract documentation and BACTS letter of "Authorization to Proceed"
- B. The contract type utilized for this project shall be "Special Services", and the method of payment shall be fixed burdened hourly rate.
- C. Payment shall be made to the consultant in a timely manner, once reimbursement is received from Federal Highway Administration.

6. Confidentiality

- A. The information contained in proposals submitted for BACTS' consideration will be held in confidence until all reviews are concluded and the award notification has been made. At that time, the full content of the proposals becomes public record and is therefore available for public inspection upon request.
- B. According to State procurement law, the content of all proposals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the request for proposals process will be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal and the proposal(s) not selected, and includes information in those proposals which a Proposer may consider to be proprietary in nature.

7. FHWA-1273 Required Contract Provisions For Federal-Aid Contracts

- A. These contract provisions shall apply to all work performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.
- B. Except as otherwise provided for in each section, the contractor shall insert in each subcontract all of the stipulations contained in these Required Contract Provisions, and further require their inclusion in any lower tier subcontract or purchase order that may in turn be made. The Required Contract Provisions shall not be incorporated by reference in any case. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with these Required Contract Provisions.
- C. A breach of any of the stipulations contained in these Required Contract Provisions shall be sufficient grounds for termination of the contract.

8. Certification Regarding Use Of Contract Funds For Lobbying

- A. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- C. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

9. Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion

- A. This provision is applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, consultant contracts or any other covered transaction requiring FHWA approval or that is estimated to cost \$25,000 or more – as defined in 2 CFR Parts 180 and 1200.
- B. Instructions for Certification – First Tier Participants:

- a. By signing and submitting this proposal, the prospective first tier participant is providing the certification set out below.
- b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this covered transaction. The prospective first tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective first tier participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.
- c. The certification in this clause is a material representation of fact upon which reliance was placed when the contracting agency determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the contracting agency may terminate this transaction for cause of default.
- d. The prospective first tier participant shall provide immediate written notice to the contracting agency to whom this proposal is submitted if any time the prospective first tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- e. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).
- f. The prospective first tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- g. The prospective first tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the department or contracting agency, entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.
- h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well

as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

- i. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - j. Except for transactions authorized under paragraph (f) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- C. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – First Tier Participants:
- a. The prospective first tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - I. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - II. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - III. 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 (a)(2) of this certification; and
 - IV. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
 - b. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- D. Instructions for Certification - Lower Tier Participants:
- a. (Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)
 - b. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.
 - c. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

- d. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.
 - e. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).
 - f. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
 - g. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.
 - h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.
 - i. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participants is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - j. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- E. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Participants:

- a. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- c. Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of BACTS.