

Appendix B

REQUEST FOR QUALIFICATIONS TOWN OF YORK NOTICE TO CONSULTANTS

YORK VILLAGE MASTERPLAN, DESIGN & CONSTRUCTION DOCUMENTATION

Statements of Qualifications will be received by the Town of York at the Community Development Department office, 186 York Street, York, Maine, 03909, until 1:30 p.m. on March 28, 2014. Statements will be accepted from those consultants which the Town determines are the most likely to be qualified and capable of performing the work. All other statements may be rejected. In order to be considered responsive, five (5) copies and one (1) electronic copy (PDF) of the complete statements must be submitted. Statements need to be limited to 20 single sided pages (8.5x11), size 12 point font, including appendices. Statements need to be clearly marked "Request for Qualifications for YORK VILLAGE MASTERPLAN, DESIGN & CONSTRUCTION DOCUMENTATION."

The Town of York, through the York Village Study Committee, is soliciting Statements of Qualifications for planning, design, engineering and project management services for the York Village Masterplan, Design & Construction Documentation in historic York Village, Maine. The project will include complete street design, signage (regulatory, directional, and informational), pavement markings and traffic control; bicycle and pedestrian enhancements; hardscape and landscape design; public parking; public space creation and design; possible underground and above ground utility relocations; drainage modifications and improvements including implementation of green infrastructure; public participation and acceptance or any other pending engineering related activity as determined by the Town of York and York Village Study Committee.

The successful firm may be required to: create preliminary design reports; perform field surveys; plot topography and cross sections; prepare submissions for utility verification and relocation engineering; develop right-of-way plans; prepare drainage reports; perform geotechnical investigations and prepare geotechnical reports; prepare type, size and location reports; prepare structure drawings (including culverts, catch basins and monument support) for repair, rehabilitation or replacement; prepare erosion control details and narrative; prepare applications for environmental and other federal, state and municipal permits; perform traffic counts and analyses, including detour planning and mapping; prepare traffic control plans and narrative; investigate utility and property involvements and coordinate with utilities; prepare submissions for meetings; attend meetings with the Village Study Committee, Town boards or other agencies; and prepare construction plans and documents, specifications and estimates.

Any questions regarding the RFQ process should be directed to Christine Grimando, Town Planner, at (207) 363-1007 or cgrimando@yorkmaine.org. Formal responses will not be provided for questions received by telephone. All questions should be submitted by March 20, 2014 at 4:00 p.m. in order for the Town to respond to consultants prior to the acceptance deadline. Consultants shall not contact any other Town staff or Committee members for clarification of contract provisions, and the Town will not be responsible for any interpretations so obtained.

I. Background

In May of 2011, the York Board of Selectmen appointed a committee to look into ways in which York Village might be revitalized. Since that time, the Village Study Committee (VSC) has met with business owners, residents and other interested parties to get their feedback on how York might reach the goal of establishing a framework that will promote the vitality and beauty of York Village and create a dynamic, safe, and sustainable town center which reflects the history of a community and is both welcoming to visitors and supportive of local businesses.

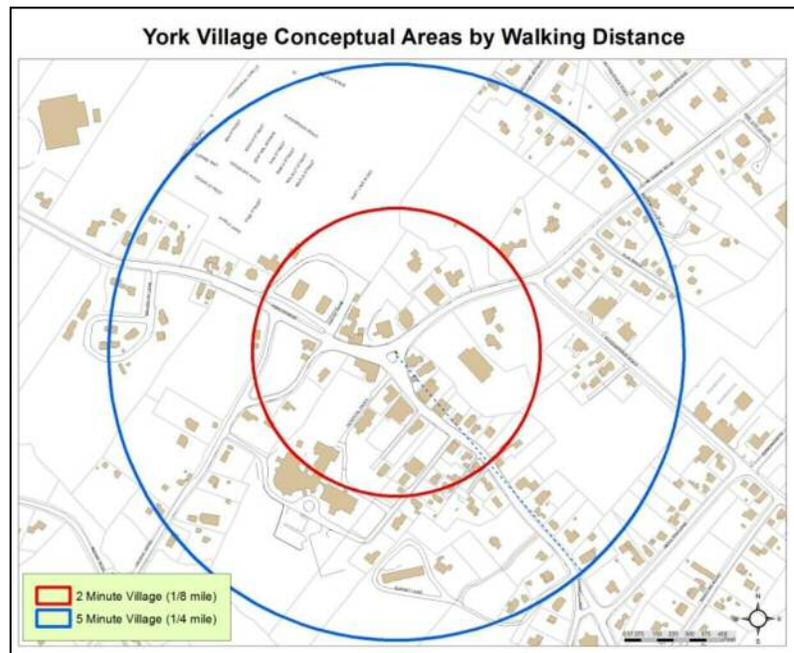
In October of 2012, the VSC filed a summary report with 25 detailed recommendations related to public process, key properties, parking, sidewalks, traffic, streetscape, planning and zoning. The work of the VCS to date has resulted in the development of three possible options for the monument intersection at the heart of York Village, already narrowed down over several years from multiple other designs.

Extensive relevant materials produced by the committee can be viewed on a website devoted to this project, www.yorkvillage.org.

The site's *Document Library* (<http://www.yorkvillage.org/yvscLibrary/index.html>) includes final recommendations and copies of previous presentations.

Options for Tomorrow (<http://www.yorkvillage.org/options/index.html>) includes more detailed descriptions, as well as graphics of the monument intersection scenarios.

At this stage, the VSC is focused on examining the feasibility of the three options through continuation of the extensive public process already underway. The VSC's vision is to emerge with a single design for this intersection as well as for the public realm fanning out from it inside the study area. This vision includes a design that encompasses traffic flow, sidewalks, vehicle travel lanes, provisions for bicycles, utility placement and streetscape elements such as furniture and way-finding, public space creation, and public realm landscaping.

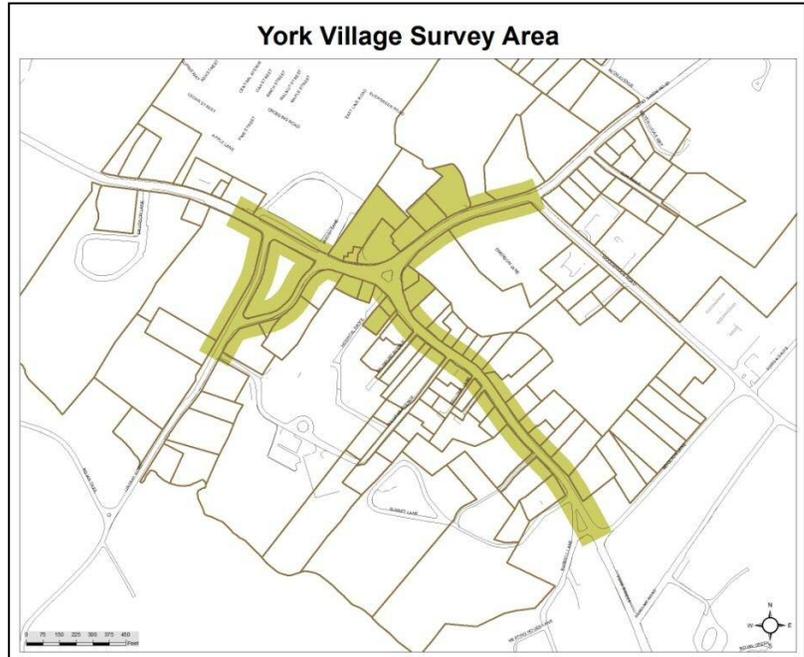


A. Project Area

Early on in the planning process, the committee conceptualized York Village in geographic terms, focusing on walking radii from the Civil War monument at the center of the primary York Village intersection. The area of concern for this particular stage of improvements is a portion of York Street and a portion of Long Sands Road, falling between the radii of a 2 and a 5 minute walk (or 1/8 and 1/4 of a mile) from the monument. An engineering survey of existing conditions in the area is currently being conducted. Inset maps show the study radii and the survey area, respectively.

B. Anticipated Scope of Services

The VSC has completed over two years worth of outreach and research, which is reflected in their carefully considered recommendations. It is expected that the chosen consultant team will build on the progress made on this project. The VSC will continue to play a leadership



role in seeing this project to completion and in its interface with all aspects of the community. The consultant team will work in partnership with the VSC to those ends. The project has now reached a stage requiring technical assistance from a planning, urban design, and engineering team. The anticipated tasks included in the scope of services are as follows:

- C. Initial Feasibility Assessment of the three intersection designs in regard to turning radii, traffic flow and safety.
- D. Conceptual plan of proposed improvements suitable for presentation at public meetings. The plan should include landscape treatments such as street trees, sidewalks, location of lighting fixtures, overhead utility relocation possibilities, (with underground utility placement fully explored), bike markings, any other proposed public spaces, etc. The plan should include not only the central intersection, but also the area of York Street and Long Sands Road that are encompassed by the 2-5 minute village radii. Final limits of improvements will have to be determined, but will not exceed the limits of the areas shown in the graphics above.
- E. An assessment of on-street parking spaces and off-street publicly accessible spaces, including any loss of existing parking that results from the proposed design, and the total maximum number of spaces available at conclusion of the project.
- F. Preliminary design plans & opinion of cost.
- G. Final Design Plans for construction and associated costs.
- H. Attendance at Village Study Committee Meetings.
- I. Multiple Public Meetings.

Final proposal and details of a contract will be determined after a qualified team is selected. The above list may vary somewhat in final form after discussion between staff, consultant team, and the Village Study Committee.

II. STATEMENT OF QUALIFICATIONS

This will be a qualifications-based selection process. Consultants responding to this Request for Qualifications shall submit:

1. Letter of Interest;
2. Complete description of consultant team experience and areas of expertise, clearly identifying past projects of similar nature. The consultant team shall describe its range and depth of experience relevant to this solicitation and the extent to which such services form their combined principal areas of activity. This section shall also discuss the consultant team's available resources for carrying out the work including labor, equipment, facilities, and so forth. This segment of the proposal shall not exceed two pages;
3. Resumes for each member of the consultant team as well as an indication of the nature and extent of each individual's participation;
4. Profiles of previously performed projects (within the last five (5) years), which highlight the team's qualifications may be included in an appendix (limited to five project profiles);
5. Three professional references for the consultant team or key project personnel. Required information: Reference name, his or her position, their company and contact information, and a brief description of the consultant team's relationship with the reference;
6. Identification of a project manager, who shall be responsible for all work and shall be the primary point of contact. The project manager should have demonstrated proficiency in urban design;
7. A listing of any citations or notices of violation issued within the last five years to local offices of firms represented in the Statement of Qualifications, including labor law violations, environmental law or regulation violations, safety law violations, or any pending litigations or unresolved claims.

III. CONSULTANT SELECTION

Interested firms shall respond to this request by submitting a Statement of Qualifications on or before the time due for submission. Following the receipt of the Statements of Qualifications, a review committee will evaluate the proposals and select consultant teams to interview. In selecting consultants, emphasis will be placed on their qualifications and experience with similar projects.

The Town of York is soliciting proposals from a team of qualified consultants with demonstrated experience in downtown revitalization initiatives, with, at minimum, expertise in civil and/or traffic engineering, landscape architecture, architecture, economic development, community planning and urban design. The Town will select the best consultant for the project and present a contract agreement to that consultant for approval. During the evaluation, if necessary, the Town may wish to request supplemental information from some or all members of the consultant team. The Contract will include the Final Scope of Work for the project.

The Town will consider the following factors during the evaluation of the submitted Statements of Qualifications for this project:

1. Team Qualifications;
2. Understanding of Project Objectives;
3. Past record of performance with respect to cost control, work quality, ability to meet schedules and previous experience on similar projects;
4. Experience obtaining state and federal funding.

IV. CONTRACT

Any contract entered into by the Town shall be in response to the Statement of Qualification and subsequent discussions. The contract award shall be based on the criteria described herein. Once the contract has been agreed to and executed, the Town will authorize work to proceed.

The Town of York reserves the unqualified right to reject any or all Statements of Qualifications and to accept the Statements of Qualifications which in its sole judgment will under all circumstances serve its best interest. The Town of York reserves the right to negotiate the final product and cost with the selected consultants. If the Town is unable to enter into an agreement with the selected consultants, the Town reserves the right to terminate negotiations and initiate negotiations with another consultant team. No compensation will be paid for the failed negotiations.