



TOWN OF MOUNT DESERT, MAINE

21 Sea Street, P.O. Box 248
Northeast Harbor, Maine 04662-0248
207-276-5531, manager@mtdesert.org

REQUEST FOR PROPOSALS

January 13, 2016

Northeast Harbor Village Center Plan

PROJECT DESCRIPTION:

The Town of Mount Desert, Maine is requesting proposals from planning, engineering and design firms to provide a plan to improve the appearance, functionality, and vitality of Northeast Harbor's village center. The study area is outlined on exhibit 1.

The goal of this project is to create a future vision for the village that takes into account its strengths and weaknesses and that incorporates citizen input and preferences. It is to serve as a blueprint for future development and infrastructure improvements and must provide a clear rationale for all recommended changes.

The Town of Mount Desert, Northeast Harbor Village Center Plan Committee, will supervise this project.

SCOPE OF SERVICES:

Requested services include:

1. Physical analysis of the study area:

The goal of this work is to evaluate the status of buildings and infrastructure within the study area. Problems related to poor operational characteristics, poor appearance and/or structural integrity and inadequate public services or amenities shall be examined. As an integral part of the overall plan developed below,

recommended improvements to these systems, a proposed sequence of projects and associated cost estimates shall be provided.

Items to be evaluated include:

- Vehicular and pedestrian circulation
- Road conditions
- Parking
- Sidewalks and curbs
- Signage
- Lighting and electrical services
- Public water and sewer
- Parks and green spaces
- Landscaping
- Public amenities
- Building facades and general structural conditions
- Compatibility of uses

2. Plan Development:

Community attitudes, opinions and ideas concerning revitalization of Northeast Harbor's village center will be developed during a public outreach process conducted prior to the start of this project. Utilizing input gathered from this process and the physical review conducted in section 1 above, a Village Center Plan including two alternative land use plans with associated streetscape visions will be developed.

This plan will:

- Be a conceptual plan that defines a vision of the village center in 2025 and describes what the downtown will look like physically, socially and economically.
- Integrate land use, transportation, parking, infrastructure, urban design, visual access to the harbor area, amenities and economic competitiveness into a unified conceptual plan.
- Identify a clear set of priorities, strategies and financing mechanisms to achieve the 2025 vision.
- Serve as a blueprint for future development and infrastructure improvements in the village.
- Outline areas for potential residential and commercial infill and strategies to attract these uses.
- Be developed with the technical expertise of the consulting team and town staff and regular communication with, and input from the Village Center Planning Committee and the public.
- Provide an implementation strategy that:
 - Recommends priority projects
 - Identifies the entity responsible for implementation
 - Provides timeframes for implementation

- Identifies required coordination activities between public and private sectors
- Provides cost estimates
- Provides potential funding sources.

3. Economic Competitiveness Assessment:

The goal of this work element is to provide an evaluation of the village's economic competitiveness and recommend strategies to improve its capacity to be a competitive visitor destination while sustaining and improving a high-quality life for village residents. Utilization of the village's harbor facilities and offerings should be considered.

4. Community Participation and Project Review

As the plan develops, the consultant will conduct one public visioning workshop with village residents. This meeting will allow residents to review consultant's earliest land use designs and give them the opportunity to suggest revisions or propose alternative priorities. Topics addressed may include infrastructure improvements, street and parking design, scenic vistas and green space, housing opportunities, retail expansion, community facilities and streetscape improvements.

At a subsequent community meeting, the consultant will present the draft land use plans and streetscapes and report on project findings and recommendations. The consultant in the final plan document will address community and Planning Committee comments on the draft plan.

Consultant will present the final plan to the Village Planning Committee and the Town of Mount Desert Board of Selectmen at a regularly scheduled Board of Selectmen's meeting.

SCHEDULE:

1. This project will begin immediately upon bid award.
2. The physical analysis of the study area must be completed by March 31, 2016
3. Plan Development must be completed by April 29, 2016
4. Final plan must be submitted and presented to the Town of Mount Desert Board of Selectmen by May 15, 2016

REQUIRED SUBMITTALS:

Respondents should include the following information in their submittals:

1. Name of company, contact person, address, phone number, e-mail address and number of years in business.

2. A detailed description of the work including all meetings and deliverables.
3. A list of proposed project team members including resumes of all key personnel including education, experience with similar projects, and any special qualifications. The role of each team member must be outlined.
4. A description of similar projects the company has conducted including name of client, type of project, contact person, addresses and phone numbers.
5. A project schedule.
6. References from three towns or agencies for whom you have conducted similar work in the past 18 months.
7. Proposals must be received by 3pm on January 27, 2016.
8. All prices quoted must be firm for a period of ninety (90) calendar days from the Proposal submittal date and until the work is completed on the project.
8. Proposals shall be addressed to:
Durlin Lunt
Town Manager
Town of Mount Desert
P.O. Box 248
Northeast Harbor, Maine 04662
9. Mailed proposal packages shall be submitted in a sealed package plainly marked on the outside and include:
Name of Consultant
Subject: Proposal for Professional Services – Northeast Harbor Village Center Plan
A letter of transmittal
The signature of a duly authorized official of the Consultant submitting the proposal.
10. E-mailed proposals may be submitted to manager@mtdesert.org. E-mailed proposals must contain all the information outlined in #9 above and must be received by the time and date outlined in #7 above.

POST AWARD REQUIREMENTS:

Within five calendar days of selection, the successful bidder will:

- Provide a certificate of insurance to the Town naming the Town as an additional insured.
- Provide written proof to the Town that any and all people working on the project are covered by liability and workers compensation insurance.

ENCLOSED INFORMATION FOR BIDDERS:

Exhibit 1, Study Area Boundaries

Questions regarding this RFP should be directed to:

Jacqueline K. Hewett
Economic Development Consultant
Town of Mount Desert, Maine
jkh915@aol.com
207-689-7735

or

Durlin Lunt
Town Manager
Town of Mount Desert, Maine
Manager@mtdesert.org
207-276-5531

**ALL BIDS MUST BE RECEIVED BY 3PM ON
JANUARY 27, 2016**