

REQUEST FOR PROPOSALS (RFP)

Preliminary Engineering and Construction Engineering Services

Town of Rumford, Maine

Veterans Street Rail-Highway Crossing Safety Improvements

MaineDOT WIN: WIN 29968.00 | **Federal Aid Project No.:** 2996800

Issued By: Town of Rumford, Maine

Date of Issuance: Wednesday, October 7, 2026

Proposal Submission Deadline: Monday, November 2, 2:00 pm

1. Purpose and Program Overview

The Town of Rumford is soliciting proposals from qualified engineering consulting firms to provide Preliminary Engineering (PE), Environmental Documentation, Final Plans, Specifications & Estimates (PS&E), and optional Construction Administration/Inspection (CE) services.

This project is funded through the **Federal Highway Administration (FHWA) Railway-Highway Crossings Program (23 U.S.C. § 130)** and administered locally through the **Maine Department of Transportation (MaineDOT) Local Project Administration (LPA) Program**. All work must conform to MaineDOT Standard Specifications, MaineDOT Highway Design Guide, Manual on Uniform Traffic Control Devices (MUTCD), AREMA recommendations, and applicable FRA/FHWA guidelines.

Consultant selection will follow federal **Qualifications-Based Selection (QBS)** procedures per the **Brooks Act (40 U.S.C. 1101–1104)** and **23 CFR § 172**. **Price is strictly prohibited as an evaluation or scoring factor.**

2. Project Location and Scope of Work

- **Location:** Railroad-highway grade crossing at Veterans Street, Rumford, ME
- **Crossing Inventory Number:** 365213U
- **Operating Railroad:** CSX Transportation
- **Scope Objectives:**
 - **Topographic Survey & Base Mapping:** Complete topographic survey tied to Maine State Plane Coordinate System (NAD83/NAVD88) and

MicroStation/OpenRoads Designer format conforming to MaineDOT CADD standards.

- **Railroad Coordination:** Coordinate directly with the operating railroad and MaineDOT Rail Program regarding signal circuitry, preemption, signal interconnects, warning devices (flashers, gates, bells), track/crossing surface panel upgrades, and railroad flagging requirements.
- **Highway & Traffic Design:** Approach roadway alignment, sight triangle clearing, approach profile grading, drainage, sidewalk/multi-use path interfaces, ADA-compliant detectable warning fields, pavement markings, and roadside advance signage (W10-series, MUTCD Part 8).
- **Environmental Review & Permitting:** Prepare documentation required for National Environmental Policy Act (NEPA) clearance (Categorical Exclusion under MaineDOT oversight), Maine DEP permits (NRPA, Stormwater), and utility certifications.
- **Right-of-Way (ROW):** Identification of railroad operating right-of-way, municipal limits, temporary construction rights, and permanent easements adhering to the Uniform Relocation Assistance and Real Property Acquisition Policies Act.
- **PS&E Package:** Deliver Preliminary Design Report (PDR), 60% Design, 95% Plan Review, and Final PS&E (Plans, Specifications, Schedule of Items, and Engineer's Estimate) utilizing MaineDOT standard item codes.
- **Bid & Construction Phase Support (Optional Task):** Answer bidder RFIs, attend pre-bid/pre-construction conferences, review material submittals, and provide construction inspection.

3. Anticipated Schedule

- **RFP Issuance:** October 3, 2026
- **Deadline for Questions:** October 19, 2026 (Written questions to townmanager@rumfordme.org only)
- **Town Response to Inquiries/Addenda:** October 26, 2026
- **Proposals Due:** November 2, 2026, 2:00 PM
- **Technical Evaluation Complete:** November 16, 2026
- **Final Ranking & Notification to Top Firm:** November 20, 2026
- **Cost Negotiation and Contract Execution:** November 30, 2026

- **Notice to Proceed (Subject to MaineDOT Approval):** Projected for December 2, 2026

4. Submission Requirements

Proposals must be separated into two distinct submissions:

1. **Technical Proposal:** One (1) original, 1 hard copy, and one (1) searchable PDF on a flash drive. **Must NOT contain any pricing, rates, or man-hour estimates.**
2. **Price Proposal (Sealed):** One (1) separate sealed envelope labeled "*Price Proposal – WIN 29968.00 – [Firm Name]*". Only the price proposal of the highest-ranked technical firm will be opened. All others will be returned unopened or destroyed upon contract execution.

Technical Proposal Format (Max. 20 pages, excluding resumes and covers)

- **Transmittal Letter:** Signed by an authorized principal; must certify firm prequalification with MaineDOT in relevant service categories (e.g., Highway Design, Traffic Signals/Rail, CADD).
- **Project Understanding and Approach:** Detailed methodology demonstrating understanding of Section 130 safety priorities, railroad-highway crossing coordination, grade geometry, and NEPA constraints.
- **Firm & Subconsultant Experience:** Profiles of up to five (5) recent (past 5 years), relevant rail-highway crossing or municipal federal-aid roadway projects. Include client references, project scope, budget, and completion dates.
- **Project Team & Key Personnel:** Identification of Project Manager (must have MaineDOT LPA certification or equivalent track record) and discipline leads (Highway, Civil/Traffic, Railroad Coordination, Survey). Maine PE license numbers required.
- **Schedule and Workload Capacity:** Detailed milestone schedule and an explicit statement of current staff commitments demonstrating capacity to meet town milestones.
- **Quality Assurance/Quality Control (QA/QC):** Summary of the firm's QA/QC protocols for plan development and calculation checking.

5. Evaluation and Selection Criteria

A Consultant Selection Committee appointed by the Town of Rumford will review and score Technical Proposals according to the following scoring matrix (100-point scale):

Evaluation Criteria	Maximum Points
Qualifications & Experience of Key Staff (Project Manager and design leads with Section 130 and MaineDOT LPA project experience)	25
Project Understanding & Approach (Clear comprehension of rail operating environment, crossing safety needs, and traffic/geometry issues)	25
Firm Past Performance (Demonstrated track record of delivering MaineDOT/municipal federal-aid projects on time and within budget)	20
Schedule Control & Availability (Feasibility of work plan, milestone management, and dedicated staff resource availability)	15
Quality Control & Regulatory Familiarity (Demonstrated procedures for ADA compliance, MUTCD Part 8, AREMA design, and NEPA clearances)	15
Total Score	100

6. Selection, Cost Proposal, and Contract Negotiation

1. The Selection Committee will rank all technical proposals. The Town reserves the right to interview short-listed firms if scores are closely contested.
2. The Town will open the sealed Price Proposal only from the highest-ranked qualified firm.
3. Pricing must be submitted using the standard **MaineDOT Consultant Cost Proposal Form**, showing:
 - Direct Labor Rates (subject to current MaineDOT/FHWA salary caps).
 - Audited Indirect Cost Rate (FAR 31 compliant overhead rate).
 - Direct non-labor expenses (mileage at State of Maine rate, reproduction, etc.).
 - Fixed Fee (profit) negotiated within MaineDOT LPA parameters (typically 8%–12%).

4. The Town and MaineDOT will negotiate a final scope of work and Fee based on the Town's pre-RFP Independent Cost Estimate. If an agreement cannot be reached, negotiations will terminate and the Town will open negotiations with the second-highest-ranked firm.
5. Execution of the agreement is contingent upon formal review and written approval by the **MaineDOT Local Project Administration Unit**.

7. Mandatory Federal and State Compliance

The selected consultant must adhere to all mandatory provisions:

- **Disadvantaged Business Enterprise (DBE):** 49 CFR Part 26; non-discriminatory hiring and active subconsultant solicitation.
- **Title VI of the Civil Rights Act of 1964 & ADA Section 504** compliance.
- **Federal Provisions:** 2 CFR Part 200 Uniform Guidance, Form FHWA-1273 (provisions applicable to consultant engineering agreements), and Debarment/Suspension certification (System for Award Management - SAM.gov).
- **Railroad Right of Entry / Insurance:** The consultant must carry required Commercial General Liability, Professional Liability (\$1M–\$2M minimum), and Railroad Protective Liability (or coordinate entry permits under the operating rail line's specific guidelines).
- **Freedom of Access Act (FOAA):** All materials submitted become property of the Town and public records under 1 M.R.S.A. § 401 et seq. upon award announcement.

8. Inquiries and Submission Contact

All requests for clarification must be submitted in writing via email by the deadline specified in Section 3. Oral discussions or phone calls will not be binding.

Direct inquiries and proposals to:

Town of Rumford
c/o Town Manager
145 Congress Street
Rumford, ME 04276
Email: townmanager@rumfordme.org
Phone: (207) 364-4576