

**Town of Bridgton, Maine**  
**REQUEST FOR PROPOSALS**

Highland Beach Sidewalk Extension Project  
October 14, 2021

**SEALED PROPOSALS DUE: 2:00 PM, Friday, November 12, 2021**

The Town of Bridgton will accept sealed Proposals for the design, engineering, construction bid assistance and construction management of the **Highland Beach Sidewalk Extension Project**, located on Highland Road in Bridgton, ME. The Project generally consists of construction of a new 4-foot-wide concrete sidewalk with granite curbing on Highland Road from the end of existing sidewalk at Shorey Park to Kennard Street. The Project will be carried out under the Federal Community Development Block Grant program, which requires compliance with the Federal Davis-Bacon Act for the construction phase of the project. The design, engineering, construction bid documents and construction bid assistance shall be complete and construction bid award recommendations received by December 31, 2021 for a construction start in early Spring 2022.

Proposal Documents in electronic format (.pdf only) may be obtained by contacting the Bridgton Community Development Director by phone at 207-803-9956 or by email to LLaCroix@BridgtonMaine.org. Paper copies may be obtained from the Bridgton Community Development Director's Office at 3 Chase Street, Suite 1, Bridgton, ME 04009 via in-person pick-up or via mail. Prospective Applicants may also examine and download the Proposal Documents on the Town website ([www.BridgtonMaine.org](http://www.BridgtonMaine.org)). Applicants shall have obtained at least one set of electronic or paper Proposal Documents from the Bridgton Community Development Director's Office to be considered a responsive Applicant.

Complete written proposals shall be submitted in sealed envelopes plainly marked "Highland Beach Sidewalk Expansion Project" to:

Town of Bridgton  
Linda LaCroix, Community Development Director  
3 Chase Street, Suite 1  
Bridgton, ME 04009

Submittals must be received no later than **2:00 PM local time on Friday, November 12, 2021**, at which time the Proposals received will be publicly opened and read in the Downstairs Meeting Room / Municipal Complex at 10 Iredale Street, Bridgton, ME 04009.

**Town of Bridgton, Maine**  
**REQUEST FOR PROPOSALS**  
Highland Beach Sidewalk Extension Project

**PROJECT DESCRIPTION**

Extend sidewalks from Shorey Park to Kennard Street on Highland Road, providing safe passage to and from the Highland Lake Beach and boating area. The project includes new 4'-wide concrete sidewalk with granite curbing from end of existing sidewalk at Shorey Park on Highland Road to Kennard Street.

Scope of construction work will consist of removing what remains of a deteriorated existing sidewalk running part way along the project area. Once the sidewalk is removed common excavation for the new sidewalk will be followed by installation of a base course, vertical curbing and finally concrete in the walking section. Hot mix asphalt will be used to finish out the disturbed area of the roadway at the edges of the sidewalk. Miscellaneous scope of work includes mobilization, temporary soil erosion and water pollution control, engineering design and bidding, project management and construction administration.

In addition, included in the project is the installation of streetlights along the path of the sidewalk.

The project will be designed, and sections shall be prepared to match the Town of Bridgton's ongoing Streetscape improvement project. See attached project map for detail.

**SCOPE OF SERVICES**

The winning Applicant shall provide services necessary to assist the Town with the project administration from preliminary design and engineering through construction to project completion. Services will include, but not be limited to the following:

1. Survey/Right of Way
2. Preliminary and final Design and Project Cost Estimate
3. Construction Plans, Sections, and Specifications
4. ROW Acquisition Assistance (if necessary)
5. Utility Coordination (if necessary)
6. Environmental Permitting and Documentation (as required)
7. Preparation of Bid Documents, Bid Administration, Review and Recommendation
8. Construction Cost Estimating
9. Construction Administration and Inspection Services.

**SUBMISSION REQUIREMENTS**

- A. Title Page: Show the submittal subject, name of firm, local address, telephone number, name of contact person and date.
- B. Letter of Transmittal: Provide a brief letter summarizing qualifications and project understanding.
- C. Proposed Services Agreement: Provide a detailed Proposed Services Agreement to include and address the scope of services and other requirements as outlined in this document.
- D. Company Profile: Provide an overview of the company including location, number of staff, and describe the services the firm provides.
- E. Project Team: Identify the project team members that will be assigned to the project and their capabilities.

- F. Relevant Experience/Qualifications: Provide information regarding the company's relevant experience related to the services required for the Project.
- G. Workload Capacity: Indicate the company's workload and capacity for the firm to perform the work on a reasonable schedule.
- H. Funding Experience: Describe the projects your firm has undertaken that were either directly or partially funded by Federal funds.

#### **SELECTION CRITERIA**

The following guidelines will be used when reviewing and ranking Applicant submittals:

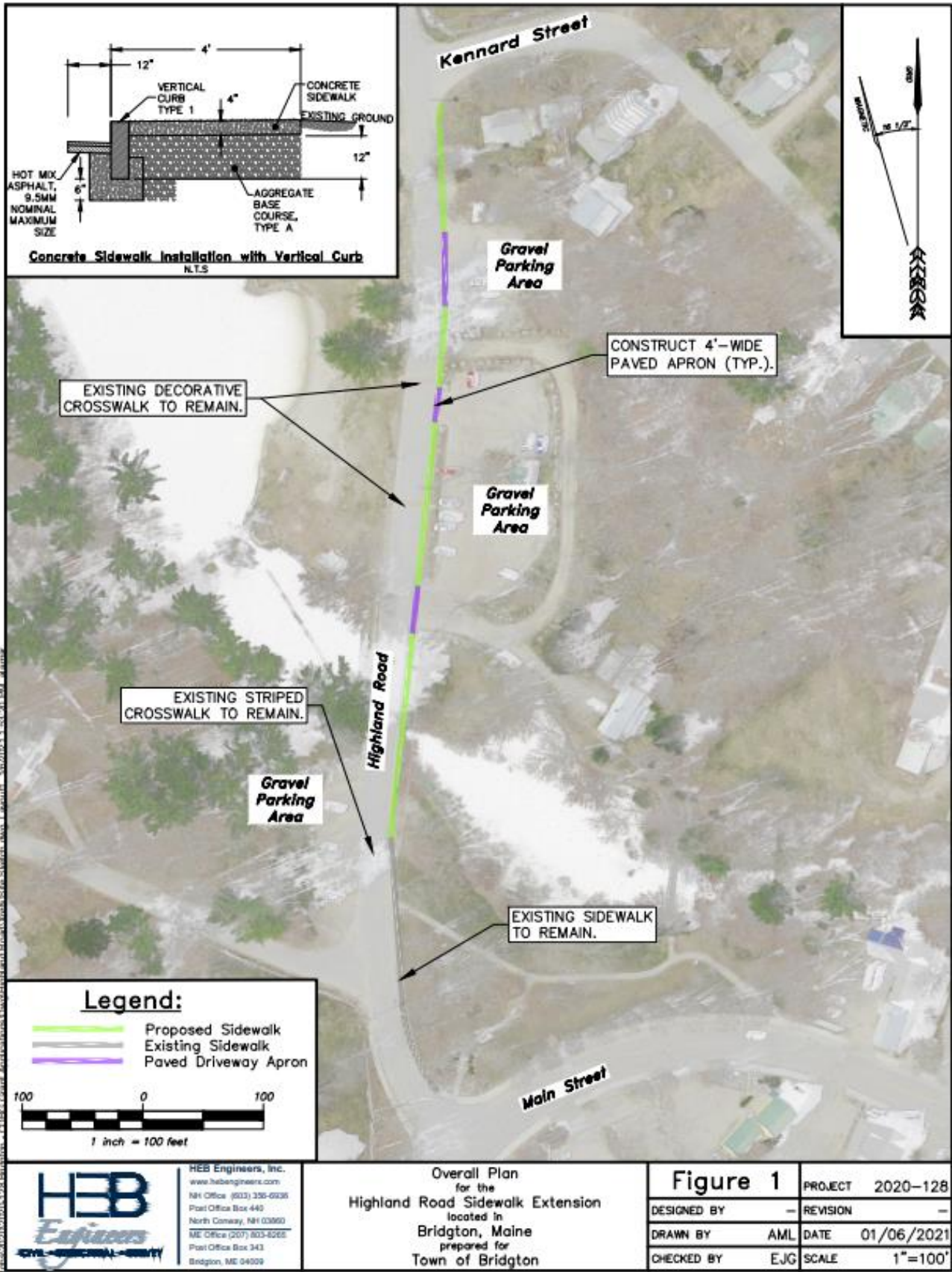
1. Personnel Qualifications and Relevant Individual Experience
2. Municipally Managed Project Experience
3. Availability and Ability to Maintain Project Schedule
4. Corporate Experience on Similar Projects.

THE TOWN OF BRIDGTON RESERVES THE RIGHT TO REJECT ANY AND ALL APPLICANT PROPOSALS.

#### **INDEMINFICATION AND INSURANCE**

The successful Applicant shall agree to indemnify and hold the Town harmless from claims, demands, suits, causes of action and judgments arising from the successful Applicant's performance, including claims of professional malpractice or negligence.

The above-referenced indemnity shall be in addition to and as a complement to the required contract provisions for federally funded contracts.



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HEB Engineers, Inc.  
 www.hebengineers.com  
 NH Office (603) 335-6936  
 Post Office Box 440  
 North Conway, NH 03960  
 ME Office (207) 803-8266  
 Post Office Box 343  
 Bridgton, ME 04909

Overall Plan  
 for the  
 Highland Road Sidewalk Extension  
 located in  
 Bridgton, Maine  
 prepared for  
 Town of Bridgton

**Figure 1**

DESIGNED BY	-	PROJECT	2020-128
DRAWN BY	AML	REVISION	-
CHECKED BY	EJG	DATE	01/06/2021
		SCALE	1"=100'

# PROPOSAL FORM

## For DESIGN, ENGINEERING, CONSTRUCTION BID ASSISTANCE, AND CONSTRUCTION MANAGEMENT of the HIGHLAND BEACH SIDEWALK EXTENSION PROJECT for the TOWN OF BRIDGTON, MAINE

TO: Robert A. Peabody, Town Manager, Town of Bridgton, Maine

AT: Town of Bridgton Town Offices  
3 Chase Street, Suite 1  
Bridgton, Maine 04009

DATE: \_\_\_\_\_

The undersigned hereby declares that it has carefully examined the location of the proposed Design, Engineering, Constructions Bid Assistance, and Construction Management Services, the Request for Proposals dated October 14, 2021, and the Specifications therein referred to, and that the undersigned proposes and agrees, if this Proposal is accepted, as outlined and described in the **attached Proposed Service Agreement** provided by the undersigned, is accepted, in whole or in part with the Town of Bridgton to perform the Services, as defined in the aforementioned Proposed Service Agreement, and that the undersigned will accept as payment in full for said Services or portion of the Services as specified in the Proposed Service Agreement the following sum (the Contract Price): \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

The undersigned hereby further declares that the only persons or parties interested in this Proposal as principals are named below; that the Proposal and Proposed Service Agreement is made/offered without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Bridgton is directly or indirectly interested in this Proposal or in any Agreement which may be awarded under it or in profits expected to arise therefrom. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (provide first and last names in full; in case of a Corporation, give names and addresses of President and Manager; and in the case of a Partnership, give names and address of Managing Member):

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**PROPOSAL FORM**

For DESIGN, ENGINEERING, CONSTRUCTION BID ASSISTANCE, AND CONSTRUCTION MANAGEMENT of  
the HIGHLAND BEACH SIDEWALK EXTENSION PROJECT for the TOWN OF BRIDGTON, MAINE

Date: \_\_\_\_\_

By: \_\_\_\_\_

(Signature of Proposer)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Entity

\_\_\_\_\_  
Legal Address

\_\_\_\_\_  
Principal Place of Business

\_\_\_\_\_  
Firm's IRS Identification No.

Address to which all correspondence and notifications to Proposer are to be sent:

\_\_\_\_\_

Proposer's Telephone Number:

\_\_\_\_\_

Proposer's Email Address:

\_\_\_\_\_