

**MAINE DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSAL/QUALIFICATION**

**Trenton, Maine Route 3
Master Plan, PIN 10554.00**

The Maine Department of Transportation (MDOT) is seeking the services of consultants with experience in transportation planning, land-use planning, visual assessment, market assessment, and public meeting facilitation to develop a Route 3 Corridor Management Plan and a Village Center Plan in the town of Trenton. Efforts will include developing an access management plan to improve mobility and safety on Route 3, developing a plan to enhance roadside character, assessing natural and man-made resources, working with a citizen group, municipal officials, and the Hancock County Planning Commission to develop a vision of a village center, developing land use policy recommendations, developing an implementation strategy, assessing the economic impacts of the strategy, and identifying fiscal sources to implement that strategy. Interested parties are requested to submit a detailed qualification package, which clearly defines the relevant experience of the proposed staff and subconsultants required to achieve the results as outlined in the Summary Scope of Service. [Note: Any changes in proposed staff must receive prior approval by MDOT before that firm will be considered for activities/assignments related to this Request for Proposals/ Qualifications (RFP/RFQ).] Consultants are requested to submit four (4) copies of a detailed package containing a detailed proposal and qualifications **by 5:00 P.M. on October 1, 2002**

U.S. Postal Delivery to:

Maine Department of Transportation
Frederick L. Michaud
Bureau of Planning
16 State House Station
Augusta, ME 04333-0016
207-624-3300

Federal Express, United Parcel Service and other delivery service address:

Maine Department of Transportation
Frederick L. Michaud
Bureau of Planning
1705 U.S. Route 202
Winthrop, ME 04364
207-624-3300

Hand delivery directions to physical location of temporarily relocated office:

From I-95, exit 30: Proceed west on U.S. Route 202 towards Winthrop. MDOT's temporary location is approximately nine miles from the Interstate on Route 202 in the Town of Winthrop, located on the left hand side of the roadway. The temporary MDOT building is the former Carlton Woolen Mill. Access is at the rear of the building.

Qualifications/proposals received after time and date will not be considered.

The following must be included in the qualifications statement: For items 1, 3, 4, 5, 6 and 7 below, only include information regarding those studies/projects/efforts conducted by the personnel who will perform the work for this proposal if firm is selected.

1. Discuss the firm's work experience in land-use planning, visual assessment, transportation planning, economic/market analysis, facilitation, and corridor planning within the past five years. (No more than three single-sided pages for the prime consultant.
2. Provide a detailed work-plan including a public process consistent with the anticipated timeline in the Summary Scope of Services that identifies the major tasks to be accomplished. Include a recommended outline for the draft report. This workplan will be used as a scheduling and managing tool. (No more than six single-sided pages)
3. Describe personnel who will conduct the studies, detailing their role in the study, training and work experience within the last five years. This description must include a project manager who will serve as the primary contact (Note: All efforts included in resumes to exhibit relevant experience must include, at a minimum, project description, actual or estimated completion date and individual involvement.)
4. Describe the present and anticipated workload of the personnel who will perform the work. (No more than one single-sided page.)
5. Describe any work that would be subcontracted to associate firms. Include information concerning the percentage of work to be performed by each firm and discuss the qualifications and experience of those firms and include resumes for the key professionals assigned to this study. All efforts included in resumes to exhibit relevant experience must include at a minimum, project description, actual or estimated completion date and individual involvement. (No more than 2 single-sided pages for subcontractor work discussions. No more than one single-sided page per resume.)
6. Provide an organizational chart showing the entire team who would be assigned to this effort. (No more than one single-sided page.)
7. Based on the projects/efforts cited, describe the methods used to solicit, evaluate, and incorporate public comments into the final plan/document.
8. Describe a project where the proposed costs were different from the actual costs and provide an explanation of the discrepancy, if any.

9. Based on projects/efforts cited to exhibit proposed staff experience, provide a minimum of three representative clients. Include contact name, company, project role, address and telephone number for those that may be contacted

Proposal Evaluation

All responses received by the deadline will be evaluated by representatives from the town of Trenton, the Hancock County Planning Commission, the State Planning Office, and by the MDOT. A 100-point scale will be used to create the final evaluation recommendation. The factors and weighting on which proposals are to be judged include:

1) Work-plan	35%
2) Qualifications/ experience of project manager	20%
3) Expressed understanding of study objectives	20%
4) Qualifications/ experience of other personnel	20%
5) Writing quality and readability	5%

Consultants submitting the top scoring proposals may be invited to be interviewed.

All questions and clarifications concerning this Request for Proposals must be in writing, received no later than **September 6, 2002 5 P.M.** and directed to Frederick L. Michaud, Maine Department of Transportation, Bureau of Planning, 16 State House Station, Augusta, Maine 04333-0016 or *fax to (207) 624-3301, TTY (207) 287-3392*. Responses to all questions received will be provided by mail and/or electronically in a single document on or before September 17, 2002, to all firms that have submitted questions or have requested copies of questions and answers.

The MDOT has established a six percent (6 %) DBE aspiration goal for this Study. DBE entities considered for the Study **must** be listed in the MDOT Certified Disadvantaged Business Enterprise Directory. Firms having home state certification by their state's Department of Transportation still **must** be certified by MDOT prior to being deemed eligible for further consideration as a member of one of the teams selected to respond to this Request For Qualification (RFQ). (MDOT, November 2001, "Certified Disadvantaged and Women Business Enterprise Directory", available at: http://www.state.me.us/mdot/humres/o_equalo/cdwbed_h.htm) . Any firm that does not make a concerted effort to meet the six percent (6 %) DBE aspiration goal will not be considered.

The 2002-2003 Biennial Transportation Improvement Plan states that \$100,000 has been allocated for this project. The revised amount is \$78,000, of which \$50,000 is provided by the Maine Department of Transportation, \$21,000 by the State Planning Office, and \$7,000 by the town of Trenton. The Hancock County Planning Commission is a consultant to the town and will be involved in the project at an estimated cost of \$10,000.

Summary Scope of Services

The town of Trenton faces many traffic and development-related challenges, particularly along US Route 3 that connects Ellsworth with Bar Harbor, Maine. The Route 3 corridor in Trenton is the gateway to Mount Desert Island and Acadia National Park. It presents the first glimpse of the scenic and natural beauty of the Acadia region to the millions who visit the area each summer. The lack of access management and of focused areas for growth has led to increased commercial strip development and traffic congestion and conflicts along this important Gateway. Development along this route has diminished the efficiency and visual character of the corridor. As a result, the Maine Department of Transportation (MDOT) and Trenton agree that local and regional transportation improvements and regulatory options must be outlined to create a village center less reliant on Route 3; to enhance roadside character; and to improve safety and mobility in and through the town of Trenton. A vision and strategic plan are needed to assure Trenton's prosperity and the wise management of State and natural assets.

The Town needs to upgrade its plans, policies, and associated ordinances to coincide with a new vision for Route 3 and Trenton Village. A coordinated transportation and land use development plan for the corridor that will mesh MDOT's responsibility of ensuring safety and mobility on the State's highways with the powers of land use regulation at the local level.

Study Geographic Limits:

The Corridor Management Plan will cover the existing alignment of Route 3 from the Ellsworth-Trenton townline to the Bar Harbor-Trenton townline. The corridor analysis will include an assessment of lots abutting Route 3 or lots that have access to Route 3. The Village Center Plan will focus on an area of Trenton west of Route 3 and north of Route 230, generally bound on the north by the Old Turnpike Road and to the west by the Bangor Hydro Electric Company's transmission line.

Needs:

Route 3 is one of Hancock County's major traffic arteries. Only seven miles long and two lanes wide in Trenton, traffic exceeds the roadway's rated capacity several months of the year. During the peak commuting hours, traffic is bumper to bumper at major intersections, causing local residents to experience frustrating delays simply attempting to enter the traffic stream during the summer months. The MDOT considers Route 3 a "retrograde" arterial; "at risk" in terms of congestion, crash rates, and capacity. The major problems with the Route 3 corridor are:

- Highway capacity for automobiles along its entire length is routinely exceeded, particularly during peak summer months.
- Many points of access and egress onto Route 3 contribute to safety and mobility losses.

- Many traffic hazard areas and distracting elements confront drivers, i.e., large signs, restricted sight distances, scenic views, driveways, turning traffic, etc.
- Large speed differentials exist between through traffic, touring traffic, and local traffic;
- Heavy opposing traffic and left turning movements are common.
- Development is sprawled along side the roadway, and varies considerably in scale and appearance.
- Off-street parking arrangements are often inefficient and poorly designed.
- Crash rates exceed state averages for this classification of roadway.
- Traffic congestion is a principal reason for the area's failure to meet air quality standards.
- Unprotected views of MDI are threatened by increasing development along the corridor.

To begin to address these problems, officials of the MDOT as well as federal officials with Acadia National Park have embarked on an ambitious program for providing alternatives to automobile traffic to Acadia and Mount Desert Island. In the long term these measures will likely result in dramatic improvements for the area, but in the short term the solutions may present additional challenges. Trains, ferries, park and ride lots, multi-modal transfer facilities, improved tourist information services are only a few of the improvements being considered. These will demand careful public and private and inter-jurisdictional planning, coordination, and development. Traffic management measures are needed and will be the focus of this effort. This effort will develop concepts that will guide the detailed planning and design efforts associated with the additional development opportunities.

Purpose:

The initial goals identified for this effort and some specific measures to be explored are outlined in the following.

1. To preserve highway capacity of U.S. Route 3 by:
 - a) Reducing demand
 - b) Considering additional system management alternatives, including access management limitations
 - c) Arranging for safe and efficient alternatives by developing connectivity between destinations in Trenton that minimize use of Route 3, particularly for local traffic
2. To anticipate the increased use of alternative modes of transportation to and through the community, particularly expanding service of:
 - a) The MDI Explorer
 - b) The Hancock County Regional Airport

- c) Other modes of transportation such as bus, train, boat, and ferry tours around the island
3. To contribute to the seamless meshing of traditional and alternative modes of travel to and from the area by:
 - a) Strategically locating the proposed multi-modal transfer center
 - b) Dispersing “park & ride” lots throughout the area to be serviced
 - c) Creating a “user friendly” pedestrian atmosphere for multi-modal transfers
 4. To enhance the traveler experience and maximize visual character values of gateway by:
 - a) Improving signage controls and standards
 - b) Facilitating aesthetic improvements such as landscaping and scenic view protection standards and incentive programs
 - c) Extending the scenic byway designation for Route 3 in Trenton
 5. To promote a greater sense of community for the citizens of Trenton by:
 - a) Developing a plan for a village center
 - b) Developing a plan for local roads that allow citizens access to businesses, school, and municipal offices without the need to use Route 3
 - c) Identifying areas that could support affordable housing and business development within the village area.
 6. To promote Trenton as a destination by:
 - a) Integrating the village plan with plans for Acadia National Park’s gateway visitors center and the MDOT’s intermodal facility to provide the visitor with a first glimpse of the “Acadia Experience”
 - b) Developing a strategy to identify the types of development in the village center that would compliment and support the visitor center and the intermodal facility and promote active use by local residents and visitors.

Process:

To arrive at reasonable and appropriate solutions to the Needs and Purposes outlined above, a Route 3 Corridor Management Plan and a Village Center Plan will be developed jointly by the town of Trenton, the MDOT, and the Hancock County Planning Commission (HCPC) as Trenton’s agent. MDOT will act as project manager and will oversee the activities of the selected consultant.

The Plan will result in action items for the Town of Trenton as well as projects or programs that will require funding in future MDOT Biennial Transportation Improvement Plans (BTIP). The overall effort will be coordinated by a Steering Committee comprised of area citizens and state and local policy makers organized by the HCPC with advice from the MDOT. The committee will conduct forums designed to engage participation of business, community, and regional interests in a discussion of the options and alternatives available. It will be a way for all parties to share information about the Corridor Management Plan and the Village Center Plan, in addition to other proposals and activities relating to the plan, such as the “Bangor International Airport-Trenton Transportation Planning Study the Trenton Intermodal Facility Study.” The forums will provide the basis for developing a shared vision for the corridor, and will be convened three to four times (more if needed) over the project duration to discuss common concerns, evaluate issues, and develop innovative approaches to achieve the vision.

The Town, the HCPC, and the MDOT will select a Steering Committee to meet on an “as needed” basis to provide guidance to the effort. If needed, a technical committee may be formed to develop, solicit, and review proposals and evaluate various data. Once formed, the steering committee will help to initiate a 12-month effort with seven primary tasks:

1. Organize forum meetings and plan the agendas.
2. Identify and reach consensus on regional transportation issues affecting the corridor and Village Center.
3. Develop a vision for corridor and Village Center and the feasibility of extending the Acadia 3 Scenic Byway into Trenton.
4. Outline research agenda identifying data sources; Develop strategies and implement plan including responsibilities and funding
5. Prepare and adopt a detailed work program; Develop performance measures and design monitoring program.
6. Implement the plan and strategies.
7. Monitor progress in achieving goals and in realizing the vision.

Various experts will be recruited through the this RFP and should include:

1. A land use specialist (landscape architect or land use planner) with strong visual assessment and visualization skills, familiar with innovative land use techniques designed to protect and enhance the Village Center concept and Corridor Management Plan.
2. A transportation planning specialist, with strong land use credentials, that can use existing transportation system data as a key component in problem identification and visioning.
3. A facilitator to help organize and guide the development of the forum, and the preparation of a collective vision. Pre-meeting concepts or sketches may be developed and offered for consideration as a particular technique to be used for this purpose.

4. An Economic/Market expert to identify market niches and strategies so that growth can be encouraged while mitigating the impacts of new planning and regulatory initiatives.

Study Products:

The selected consultant will provide a draft and final report summarizing existing local land use controls, goals, strategies, and objectives in Trenton's comprehensive plan and other relevant planning documents that support or conflict with the purposes of this effort.

The selected consultant will develop a Transportation System Management (TSM) plan including an access management plan to improve safety and mobility on Route 3. The TSM plan should include recommendations for specific transportation investments anywhere along the corridor that would improve safety and mobility. Recommended transportation investments shall include a specific location, a description of the transportation problem to be solved and a planning level purpose and need statement. In addition, the selected consultant will develop a plan to enhance roadside character, develop a vision and conceptual master plan of a village center, develop land use policy recommendations to guide the village development, develop options for implementing the strategies, provide an assessment of the economic impacts of the strategies, and identify funding sources to implement those strategies. Furthermore, the consultant will be expected to hold 6 to 8 workshops or similar public events with the Steering Committee, which shall include time for public comment, at least one public hearing, and provide the MDOT with minutes for each meeting. Recommendations for addressing public input shall be outlined. Additionally, the consultant will be expected to attend one MDOT interagency meeting in Augusta or Winthrop to provide an overview of the study and to respond to agency concerns.

For this effort, it is anticipated that MDOT will provide the selected consultant with the following:

1. Relevant prior planning studies and/ or traffic analysis reports.
2. Available aerial photography in digitized form.
3. Available travel forecasts and analyses.
4. Coordination of public and agency participation.
5. Relevant MDOT policies.
6. Analyses of previous transportation priorities identified by the MDOT
7. Other existing documents/efforts relating to this study.

Work Plan and Budget:

All proposals shall include a detailed work plan for the project. The work plan shall include a time line with milestones. The applicant shall provide information concerning the deliverable products that will be produced during the study, which should include, but

is not limited to, village concept design and access management plan. Include a detailed budget plan with cost estimates for each of the proposed tasks.

APPENDIX: Relationship to Comprehensive Plan and Land Use Regulations of the Community:

The Town of Trenton's 1992 Comprehensive Plan, and the ordinances that followed, stressed the importance of enhancing the business environment and protecting the rural character and scenic qualities of the Route 3 corridor. The town's Land Use Ordinance, in addition to partitioning Route 3 into segments of low density, rural commercial and a higher density, urban commercial, creates a corridor overlay district with standards and guidelines for improving the overall quality of development. These measures have already provided some protections to the Route 3 corridor. It is now ten years later and new questions and issues are surfacing within the community. Specifically, as to how the National Park Service and the MDOT efforts to develop alternative modes of transportation to and around Mount Desert Island will impact Trenton. Other questions remain concerning the additional measures that will be needed to preserve non-urban character, protect scenic views, and encourage quality development along Route 3.

Establishing a Village District in the Trenton Land Use Ordinance was an important first step, but other strategies need to be developed to encourage growth for a more viable village or downtown in Trenton. Any strategy must be sensitive to the town's desire to position itself to optimize the benefits of the additional development, while simultaneously minimizing negative impacts. The new vision will guide the town during the next ten years.

Building on past and current initiatives the following additional specific steps will be needed for completion of the Corridor Management Plan:

- 1) Master Plan identifying the number of curb cuts along Route 3 and any necessary roads for the village area. The MDOT has located and identified residential and business driveways and entrances using GPS. The data will be provided to the consultants, who can analyze it relative to the new Access Management Rules.
- 2) From available information sources, evaluate intersection and turn lane designs, Context Sensitive Design and speed management based on the traffic information gathered. Develop specific information on traffic patterns, accident locations, travel demand data, etc.
- 3) Identify innovative land use incentives to preserve contiguous areas of open space along Route 3. Specify how these incentives would be implemented using current municipal resources.
- 4) Re-examine the viability of the Trenton village district, both as a zoning designation that makes sense, and as an area of town where additional, higher density, pedestrian friendly development might take place. The impact of the major projects discussed above will also be a determining factor for where growth and development will most logically take place, and could as mentioned above,

provide the ‘anchor’ for a workable village district in Trenton. Detailed soils surveys and natural resource assessments will be needed to provide some of the answers to the technical issues in further considering development potential. Because the town has many areas classed as forested wetlands, permitting issues will need to be addressed early on in the process of considering alternatives.

- 5) Measures to resolve any remaining conflicts and inconsistencies between the town’s updated plan and its land use regulations will also be considered. Many of the initiatives described above also address issues raised by the State Planning Office in its review of the town’s overall growth management program in 1997. With the changes resulting from this planning effort, the town will resubmit its local program for state approval for consistency with the State’s Planning and Land Use Regulation Act.
- 6) Examine a variety of visual enhancement tools including but not limited to:
 - Standards for commercial lighting, protection of existing views, business facades, driveways and entrances, parking facilities and landscaping.
 - Review of the existing sign ordinance to update standards and consider the feasibility of sign improvements and/or the phasing out of non-conforming signage.
 - Identify feasible projects that could be implemented because of scenic byway designation.

Relationship to Smart Growth principles:

1. Maintain Maine’s village character, rural countryside and unique features	Proposed plan to focus on better defining and encouraging growth in Trenton ‘Village’ district and protecting rural and scenic character of sections of Route 3 corridor by evaluating and recommending changes in standards for outdoor lighting, view protection, building façade, landscaping, and signs.
2. Target growth to appropriate areas with services and infrastructure	Remnants of historic Trenton, school, fire station, town office, store, grange, business park located in currently delineated “Village” district; methods to be considered to strengthen ‘Village’ as growth area
3. Support attractive mixed use, pedestrian friendly neighborhoods	Trenton ‘Village’ district presently a mixed-use area. There is a need to improve pedestrian circulation to be considered as part of alternative transportation considerations.
4. Invest public funds and provide incentives in support of growth areas	Back street parallel to Route 3 being considered as part of ‘Village’ growth area planning

5. Provide for and support transportation alternatives	Trenton is under consideration as a multimodal ‘staging’ area for alternative transportation access to MDI and Park visitor center.
6. Protect cultural, historic, environmental and unfragmented lands & wildlife areas	Explore ways to protect Route 3 rural and scenic areas, prevent sprawl & concentrate development. Evaluate the effects of existing standards on this features, including lighting, signage, landscaping, and building façades
7. Encourage natural resource-based enterprises	Village master plan should suggest strategies for encouraging open space, agriculture and fishing occupations.
8. Support a diversity of viable business and housing options	Expanding mixed uses in ‘Village’ and, if feasible, increasing density will diversify housing & development options. Continued expansion of nearby Trenton Business and Marine Park
9. Engage the public in considering smart growth options	Public forums are planned as a means for guiding the planning and decision making process