

MAINE DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS

**Preparation and delivery of a Cruise Tourism Destination Management Plan
for the Town of Bar Harbor, Maine.**

**PROPOSALS ARE TO BE RECEIVED AT THE MAINE DEPARTMENT OF
TRANSPORTATION IN AUGUSTA, MAINE NO LATER THAN:**

Date: Thursday, March 2, 2006
Local Time: 2:00 PM

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing or e-mail and directed to the attention of:

Name: Brian Nutter
Title: Executive Director, Maine Port Authority
Phone: 207-624-3564
Fax: 207-624-3251
E-Mail Brian.Nutter@Maine.gov
Postal Address: 16 State House Station, Augusta, ME 04333-0016
Date of Issuance: Wednesday, February 8, 2006

1. GENERAL INSTRUCTIONS

Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired.

2. PROPOSAL REQUIREMENT – SCOPE OF WORK

The Maine DOT and the Town of Bar Harbor, in cooperation with the Maine Port Authority, are looking for best management practices and solutions to the movement of people during the town's popular cruise ship tourism season. Bar Harbor wants to continue to develop its cruise tourism business in a manner that maintains the character of the town, is sustainable for the cruise industry, takes into account the land based tourism operations, and provides consideration for the needs of local citizens, fishermen, and businesses. The scope of this effort more specifically is:

- 1) Review current operations and offer recommendations for improvements to the tendering operations at public and private facilities for large passenger vessels and docking requirements of smaller vessels. Identify options for potential docking of larger vessels and estimated costs to construct such facilities. Identify any revenue sources that could be used to cover construction and operation costs.
- 2) Recommend a plan that can be used by the town to help maximize its benefits for the cruise business without overburdening available infrastructure. This should consider capacity limitations by number of ships per day and/or number of passengers per day that can be accommodated without diminishing the 'experience' of the port call. This must

- consider the varying levels of other tourism activity during the town's overall May to November tourism season.
- 3) Recommend traffic management options that identify how to move passengers onto tour buses etc, with minimal disruption to other traffic in the downtown area. This will include concepts on how to manage the staging, routing, and flow of tour buses, especially during periods of peak traffic flow. It will also need to consider impacts and options for the use of seasonal shuttle buses that operate in the town during the summer tourism season.
 - 4) Recommend a method for collecting accurate data on revenue generated by cruise ships and passenger spending.
 - 5) Review and comment on the security needs for anchorages, tendering operations, and docking facilities.
 - 6) Review the environmental issues of air and water quality for the existing level of business and make projections for potential of future impacts as the cruise business grows. Recommend best management practices that can be used to eliminate, offset and/or minimize these impacts.
 - 7) Conduct a multi-stake holder workshop (1 or 2 days duration) in Bar Harbor to obtain a broad perspective of the overall community's perspective on the cruise industry, its opportunities, challenges, and drawbacks. Use this information to complete the recommendations in the final Destination Management Plan.

3. PACKAGING AND SUBMITTING YOUR PROPOSAL

Your proposal, should be organized as closely as practicable to the format and sequence indicated in these instructions, and must be submitted as outlined below:

- a. Size Limit: fifteen (15) Pages (12 Point Font)
- b. Proposal Submission: six (6) hard copies
- c. Address and Identification:
Brian Nutter
Bar Harbor DMP Proposal
Maine Department of Transportation
16 State House Station
Augusta, ME 04333-0016
- d. Hand Carried Proposals:
Hand-carried proposals must be delivered to the Maine Department of Transportation, 1 Child Street, Augusta ME -- Mon-Fri (except holidays) between 8:00 a.m. and 5:00 p.m.

4. GENERAL INFORMATION

- a. A copy of the Consultant General Conditions is available at the MaineDOT website. Go to <http://www.maine.gov/mdot/aco/aco/home.php>, and click on Consultant General Conditions. These general conditions shall govern the contract.
- b. This RFP does not commit MaineDOT to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or sub-

contracting for services or supplies related to the proposal and MaineDOT reserves the right to reject any and/or all proposals.

c. Requests for Clarification/RFP Amendments.

During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing not later than 2:00 PM on Wednesday, February 22, 2006 (via e-mail, fax or conventional mail) to the individual referenced by "Attention:" on the cover page of this RFP. When appropriate, responses to requests, as well as any MaineDOT initiated changes, will be provided to all prospective proposers in writing as amendments to the RFP, and will be placed on the MaineDOT Website: <http://www.maine.gov/mdot/aco/acohome.php>. by Friday, February 24, 2006. IT WILL BE YOUR RESPONSIBILITY TO CHECK THE REFERENCED WEBSITE FOR ANY NEW AMENDMENTS. (NOTE: You must include reference to all amendments on your response to this RFP)

d. This RFP may be utilized for multiple selections based on MeDOT's needs.

e. Method of payment will be determined as a result of the selection process following the submittal of the RFP's. The maximum hourly rate is fifty dollars (\$50.00) per hour for individuals of the firm up to an annual rate of \$104,000.00 for salary actually paid.

5. LATE PROPOSALS

a. Any proposal, portion of a proposal, or unrequested proposal revision received at the MaineDOT after the time and date specified on the cover page of this RFP is late. Any proposal received after the time and date specified will be late. Late proposals will not be considered for award, except under the following circumstances:

- 1) The MaineDOT determines that the late receipt was due solely to an unusual delay by the U.S. postal service for which the proposer was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 2) The MaineDOT determines that the proposal was late due solely to mishandling by the MaineDOT after receipt at MaineDOT, provided that the timely receipt at MaineDOT is evidenced.
- 3) No acceptable proposals are received in a timely manner.

6. SOURCE EVALUATION AND SELECTION PROCESS

a. Source Evaluation.

Proposals will be evaluated using the responses to the following criteria and weighting:

- 1) Knowledge and experience in similar projects within the cruise industry, preferably in other small communities that have a significant cruise industry business. (35%)

- 2) Experience in destination management, tour operations, and/or developing traffic and passenger movement plans. (20%)
 - 3) Understanding of the importance of insuring adequate protection for local community character and environmental resources. (20%)
 - 4) Knowledge and experience in working with community and stake holder groups to resolve problems. (15%)
 - 5) Knowledge of security issues and requirements. (10%)
- b. Technical Proposals alone will be used to select the successful proposer. Once the successful proposer has been selected, the government estimate will be compared against the successful proposer's Price Proposal and negotiations on final price will begin.

7. DISADVANTAGED BUSINESS ENTERPRISES

General Considerations: MaineDOT's Civil Rights Office may, at its option for contracts involving federal funds, participate in the committee meetings to advise and monitor Title VI (CRA 1964) and Disadvantaged Business Enterprise (DBE) concerns. Selection criteria, including an EEO/AA Questionnaire, schedule of meetings, reports etc. will be made available to the Equal Employment Opportunity Officer who will evaluate the adequacy of the Affirmative Action/EEO plans and actions. More information on the MaineDOT Civil Rights Office can be found on their Website at:

<http://www.state.me.us/mdot/disadvantaged-business-enterprises/dbe-home.php>.

8. PROPOSAL PRICING

The Price Proposal must be submitted in a separate sealed envelope. Only the Price Proposal of the successful proposer will be opened.

a. Cost Elements Supporting Data:

- 1) Direct Labor. Explain the basis of the labor-hour estimates by classification. Show all calculations in detail, including the development of any factored hours and the base to which the factor is applied.
- 2) Discuss the development of the labor rates, including all escalation factors. Include a summary rate table by classification and lowest fiscal distribution.

b. Sub-consultants:

- 1) Identify each effort to be subcontracted. List the selected sub-contractor's name, location, amount proposed and type of contract. Explain any adjustment made to the sub-contractor's proposed costs. Describe the cost or price estimates for each subcontract.

c. Other Direct Costs.

1) Travel

- (a) Indicate the destination, duration and purpose of each trip proposed. Detail the development of each cost element included in the per trip cost.

- (b) Submit current company policy regarding the reimbursement of travel relocation costs and the accounting of such costs as a direct or indirect expense. Per Diem and mileage are capped at the Maine DOT rate – see Consultant General Conditions as referenced in Section 4.a. above.

2) Special Equipment.

- (a). Describe each item of Special Equipment you proposed if any; explain how it meets the needs of the scope of work.
- (b) Explain the Basis of cost estimate and furnish supporting data for each item of Special Equipment

3) Computer Usage.

Describe the proposed computer usage, extent of usage, rate(s), and the total cost, if the cost is going to be project specific and not part of your overhead costs.

d. Overhead Rate.

Provide a copy of your latest audited corporate overhead rate report with supporting documentation.

9. Contract Term

The initial contract term shall be for a period of one (1) year, commencing upon approval of the contract document.