

**Questions/Responses to the Town of Gray  
Village Area Loop Trail Phase II: Design RFP  
Responses issued January 13, 2023**

1) Should the RFP package submitted by consultants include a fee estimate for the project or only the billing rates, fringe rates, markup rates, and mileage/ travel billing information?

A fee estimate for the project should be included. The optimal response will include a fee estimate for the project along with the hourly rate figures you have identified.

2) Does a survey (topography, wetlands, boundary) exist, or will survey services be required to complete the project?

The town has hired a surveyor to complete a boundary survey of the property, which we expect will be available by the time the RFP contract is signed (estimated March 1).

3) Has the site been evaluated for wetlands and vernal pools within the last 5 years?

No.

4) Will a traffic engineer assessment of the location of the new crosswalk over Main Street be required? Has the Town already reviewed this location for sight distance and safety?

We have not yet obtained traffic engineer input for this element of the plan. The Town is currently working with MDOT on improvements to this section of Main Street and such an assessment may be considered as part of the scope of work for that project rather than the scope for this RFP. This will be clarified by the time we have a contract ready for the awardee of this design RFP to sign. If a traffic/safety assessment is within your/ your firm's ability to provide, please note this and provide a quote for that element of the work.

5) Has a working group/stakeholder group been defined?

Stakeholders have been identified and invited to provide input as part of the planning process. The town published a public notice and sent individual notifications to all abutters and other interested parties, and followed up with a workshop on Dec. 1, 2022, which included a site walk. We have since had additional follow-up meetings with interested parties, such as the school district, and are continuing our communication efforts. All of this input will be shared with the awardee, for consideration in the design work.

6) Has the Town already outlined a public outreach approach or should the consultant include this in their proposal?

We are all set with the public outreach process, and it is not within the scope of this RFP.

7) Will the Town require any submissions for Town approvals or permits to begin construction?

The goal of this RFP is to get a plan in hand for construction. Once submitted, it will go before the Planning Board for a final round of public input, possible alterations, and approval. A construction RFP will be issued during this process, to choose a contractor to complete the work. As there are no structures involved and the property is not in a shoreland zoning district, no permits will be required via our Code Enforcement Office.

8) What is the Town's anticipated construction schedule?

With our design consultant contracted March 1, if plan design is complete by April 17, it can go on the Planning Board agenda of May 11 for public hearing/approval. The construction RFP/hiring would take place likely concurrently with this process, to have a contractor on board no later than early June to complete the work before the winter of 2023-24.

9) Will the Consultant be responsible for creating reports required for the CDB Grant from the Cumberland County Community Development Program? Will Town staff be reporting for the Grant?

No, town staff will handle CDBG reports.

10) What are the required deadlines for the CDB Grant?

The grant must be closed out, with all expense reimbursements completed, by end of year 2023.

11) Is there any type of registration required in order to submit a proposal?

No.