

# **Town of Dunstable**



**Request for Proposals (RFP)**  
Route 113 Complete Streets Redesign  
Town of Dunstable

**Due Date and Time:**  
**Tuesday, March 24, 2026**  
**1 PM**

**Town of Dunstable**  
**511 Main Street**  
**Dunstable, MA 01827**

## Legal Notice

### **Town of Dunstable Request for Proposals (RFP): Route 113 Complete Streets Redesign**

The Town of Dunstable, acting through its Select Board, is seeking proposals from MassDOT prequalified firms for project development, design, and engineering consulting services for the Route 113 Complete Streets Redesign.

Copies of the RFP outlining the requirements for submission is available for download from the Town's website as of Tuesday, February 23, 2026 at [dunstable-ma.gov/town-administrator/pages/invitations-bid-requests-proposals](https://dunstable-ma.gov/town-administrator/pages/invitations-bid-requests-proposals). All questions and requests for additional information shall be directed to Jason Silva, Town Administrator, at [jsilva@dunstablema.gov](mailto:jsilva@dunstablema.gov).

All proposals are due to the Town of Dunstable by Tuesday, March 24, 2026 at 1:00 PM and shall be submitted in hard copy with the electronic files. Any contract issued in response to a successful proposal must be approved by the Dunstable Select Board. The Town of Dunstable reserves the right to reject any or all proposals, and reserves the right not to make an award on this contract if doing so is in the best interest of the Town.

## Notice of Request for Proposals

### Description

The Town of Dunstable, acting through its Select Board (hereinafter referred to as the Town), seeks proposals from MassDOT prequalified firms for project development, design, and engineering consulting services for the Route 113 Complete Streets Redesign. The purpose of the project is to redesign Route 113 in Dunstable Town Center from Dunstable Town Hall (511 Main Street), beginning at the intersection of Main Street and High Street, through the intersection of Main Street and Pleasant Street, south to the Dunstable Post Office (170 Main Street) with dedicated facilities for all transportation modes. The consultant will work with the Town and the community to develop a project design that is advanced into construction ready documents. The consultant will design, prepare 25% design plans, specifications, construction cost estimates, and prepare and obtain required permits and approvals as necessary for the project in accordance with all MassDOT and FHWA requirements. The ultimate goal is to have the project constructed with funding through the Northern Middlesex MPO's Transportation Improvement Program (TIP).

### RFP Packages

The RFP will be available beginning February 23, 2026 at 1 PM on the Town website: [dunstable-ma.gov/town-administrator/pages/invitations-bid-requests-proposals](https://dunstable-ma.gov/town-administrator/pages/invitations-bid-requests-proposals).

### Due Date and Time

Proposals are due by 1:00 PM on Tuesday, March 24, 2026. The clock in the Town Clerk office shall be the sole determining factor of time.

### Proposal Submission

Proposals are to be submitted to:

Town of Dunstable  
Attention: Jason Silva, Town Administrator  
Dunstable Town Hall  
511 Main Street  
Dunstable, MA 01827

Submissions shall include four (4) paper copies of the technical proposal and a USB drive with the technical proposal in searchable PDF format in a sealed envelope marked "**RFP Consultant/Dunstable Route 113 Complete Streets Redesign – Technical Proposal**" and one (1) paper copy of the price proposal in a sealed envelope marked "**RFP Consultant/Dunstable Route 113 Complete Streets Redesign – Price Proposal**".

Proposals delivered after the appointed time and date will not be considered.

**Questions**

Questions about the RFP may be submitted on or before 10 AM on Friday, March 13, 2026 to Jason Silva, Town Administrator, at [jsilva@dunstable-ma.gov](mailto:jsilva@dunstable-ma.gov). Responses to questions will be sent to those requesting the RFP and posted online as addenda to the RFP.

**Project Period**

The Town endeavors to expedite all contracts within a timely fashion. Typically a contract will be awarded within sixty (60) days of the proposal opening if not sooner, and services under the contract will commence immediately thereafter.

**Cancellation or Rejection**

The Town reserves the right to cancel any requests for proposals, and to reject in whole or in part any and all proposals, when it is deemed in the best interests of the Town to do so.

Jason Silva  
Town Administrator

## RFP Process Timeline

Proposals Due: Tuesday, March 24, 2026 at 1:00 PM  
Late responses will be rejected

Deliver Complete Responses To: Jason Silva, Town Administrator  
Dunstable Town Hall  
511 Main Street  
Dunstable, MA 01827

For Further Information, contact: Jason Silva, Town Administrator  
[jsilva@dunstable-ma.gov](mailto:jsilva@dunstable-ma.gov)  
(978) 649-4514

RFP Schedule:	RFP circulated:	2/23/26
	Questions due by 10 AM:	3/13/26
	Responses to questions posted online:	3/18/26
	Proposals due by 1:00 PM:	3/24/26
	Finalist interviews:	week of 4/6/26
	Consultant selected:	week of 4/13/26

## **I. OVERVIEW/ PURPOSE**

The Town of Dunstable, acting through its Town Administrator, seeks proposals from MassDOT prequalified firms to undertake the Dunstable Route 113 Complete Streets Redesign Project. In 2025, the Town received funding from the Massachusetts Housing Works Grant Program to redesign the corridor as a Complete Street. The Town seeks project development, design, and engineering services from a consultant to design, prepare 25% design plans, specifications, construction cost estimates, and prepare and obtain required permits and approvals for the project in accordance with all MassDOT and FHWA requirements.

The selected consultant will work with the Town of Dunstable, the Massachusetts Department of Transportation (MassDOT), and the Northern Middlesex Council of Governments (NMCOG) throughout the course of the project. The project limits are the extent of Route 113 from Dunstable Town Hall (511 Main Street), starting at the intersection of Main Street and High Street, past the intersection of Main Street and Pleasant Street, south along Route 113, past the future site of the housing development, MCO Cottage Rentals Dunstable (164 Pleasant Street), to the Dunstable Post Office (170 Pleasant Street) within the Town of Dunstable's jurisdiction.

This project is funded through a \$503,000 grant from the Massachusetts Housing Works Program funding for Fiscal Year 2026. The Town is pursuing additional funding through the Northern Middlesex MPO's Project Design Pilot to advance the project from 25% design through final design.

## **II. PROJECT PURPOSE**

Route 113 is Dunstable's primary transportation corridor; it runs through Dunstable's Town Center, connecting residents to the Town's civic, commercial, and cultural core. It simultaneously serves as a key pass-through for commuters from adjacent towns travelling to and from Route 3, as well as north to Route 111A in New Hampshire. In recent decades, this dual purpose of destination and pass-through has created points of conflict – while the historic center is peppered with civic and commercial destinations, residents report that it is not navigable on foot due to poor sightlines, high traffic volumes, and speeding vehicles, and is particularly dangerous for elementary school students attending the Dunstable Swallow Union School in the center of Town.

The overarching purpose of this project is to improve mobility, access, and safety for all roadway users – pedestrians, bicyclists, and motorists (there is no transit service in Dunstable). As the locus of activity, there has been a concerted effort by the Town to improve access to sustainable mobility options, expand safety for students at the Swallow

Union School, promote economic development for businesses, and connect residents to Town Center by making it a Complete Street. This goal will be achieved through safer pedestrian walkways and crossings, new bicycle facilities, reoriented parking, and traffic calming elements that improve safety for drivers and all vulnerable roadway users.

The major goal of this project is to redesign Route 113 as a Complete Street with new multi-modal transportation options in line with recommendations from the Dunstable Master Plan, the Walk Dunstable Plan, and the Town Center Visioning Project. Improvements proposed as part of this project include, but are not limited to, bicycle accommodation; continuous sidewalks; shortened crossings; traffic calming improvements like curb extensions and chicanes; right-fit parking; and new green infrastructure with stormwater best management practices (BMPs), street trees, and bioretention gardens. Another important component of this project will study the feasibility of redesigning the intersection of Main Street and Pleasant Street to calm traffic, improve sight lines, and increase safety for vulnerable roadway users. When implemented, the Town of Dunstable envisions a continuous multi-modal corridor providing safe access to Town Center for residents and visitors alike.

Additionally, the Town is presently hearing a Comprehensive Permit Application for its first 40B project at 164 Pleasant Street, a 44-unit housing development at the southern edge of Town Center. This project also seeks to provide safe connections between this future development to Town Center to enhance walking and biking use along the corridor and reduce reliance on single-occupancy vehicles.

Finally, Route 113 crosses Woodward's Mill Pond Dam just north of the intersection of Pleasant and Pond Streets. The Dam has been the subject of a Phase 2 Engineering Assessment and is in need of improvements, however this project will not address the section of Route 113 that runs over the Dam. The Town is pursuing external funding to address necessary Dam and roadway improvements. The Town expects there will be coordination required between the projects.

In tandem with this effort, the Town is conducting a feasibility study for a community path to circumnavigate the Town Center through off-road shared use paths. Several locations along the potential path's intersections with Route 113. The locations of these crossings will be identified through the feasibility study, however their full design will be a part of this project. The feasibility study will be advised by the same Design Review Team charged with oversight of this project.

### **III. PLANNING CONTEXT**

The Route 113 corridor is identified in multiple planning documents as a candidate for multimodal transportation improvements, including the [Dunstable Master Plan](#) (2018),

[Walk Dunstable \(2023\)](#), [Greater Lowell Stronger Together \(2025\)](#), the [Town Center Visioning Study](#) (ongoing), and the [Greater Lowell Bicycle & Pedestrian Plan](#) (ongoing). Specifically, the above plans include the following recommendations for Route 113 that are relevant to this project:

- Develop sidewalks on at least one side of Route 113 through the Town Center
- Improve bicycle access to and through Town Center
- Make critical safety improvements to the intersection of Main and Pleasant Streets

Notably, the ongoing Town Center Visioning Project, which has engaged a broad cross-section of the community, has noted Town Center’s role as a civic and cultural heart of the community, with multiple opportunities to transform the roadway into a Complete Street that improves mobility for all while supporting future growth.

#### **IV. SCOPE OF SERVICES**

The Town intends to retain a MassDOT prequalified firm (or team of firms) who will be responsible for complying with all necessary MassDOT project development guidelines to ensure the project is eligible for future funding through the Northern Middlesex Metropolitan Planning Organization (NMMPO) Transportation Improvement Program (TIP).

It will be the selected firm’s/firms’ responsibility to ensure that all MassDOT requirements are identified and complied with as part of the design project, and that all necessary supportive documentation is addressed and provided. There is no requirement for MBE/DBE participation.

The following sub-sections are not meant to be a complete representation of all work that may be required within the design phases. Rather, it is a broad guideline as to the general scope of services the Town is expecting to address as part of the project. Proposers are encouraged to include any additional tasks they would recommend for satisfying the goals of the project. Proposers shall clearly identify tasks that are additional the General Requirements below and the typical MassDOT requirements for project development and design.

#### **A. General Requirements**

##### **a. Town Project Team**

The selected designer will work closely with the Town Administrator or his designee from the Northern Middlesex Council of Governments (NMCOG) as the main municipal contact, as well as other Town Committees, Boards, and Departments. These include, but are not limited to, the Select Board, Highway Department, Conservation Commission, Police, and Fire.

**b. State Agency & Municipal Coordination**

The selected designer is required to coordinate with state agencies including MassDOT, MA DEP, and EOEEA.

**c. Dunstable Stakeholders**

In order to provide a compressed and effective public process, the Town will form a Design Review Committee comprised of local stakeholder representatives to guide both design development and coordinate with the appointees' respective boards, commissions, or neighborhoods. When formed, the Committee could have representatives from any/all of the following groups:

- Select Board
- Planning Board
- Conservation Commission
- GDRSD School Committee
- Historical Commission
- Capital Planning Committee
- Highway Commission
- Master Plan Implementation Committee

**d. Project Meetings**

The selected designer will prepare for and conduct meetings with the Town of Dunstable, MassDOT, and other entities as needed. These will include a kick-off meeting, site walks, meetings with neighborhood groups and/or elected officials, and required MassDOT meetings. The Town, working with NMCOG, will be responsible for arranging meeting locations as applicable. Responders should assume that Town-led meetings will be held at Dunstable Town Hall or virtually. The selected designer shall prepare all presentation materials and facilitate the meetings as necessary. The selected designer shall provide meeting summaries with action items for all meetings and shall distribute those to members of the Town and consultant team within seventy-two (72) hours after the meeting.

**e. Public Outreach Process**

Soliciting public input and keeping the community engaged and informed will be a critical part of the design process, particularly through preliminary design when there are many important choices to be made. The selected designer must provide a robust public engagement plan as a part of its proposal that guides the Town and its

residents through the design process. The public outreach process and timeline should be detailed in the respondent's proposal.

**f. Plan Review Process and Period**

The designer shall adhere to all MassDOT review processes and periods and shall distribute documents for review in accordance with MassDOT guidelines. Unless otherwise noted, assume a minimum 30-day period for Town reviews and approvals on all major milestones and deliverables.

**g. Project Documents**

The designer shall prepare plans, specifications, and estimates (PS&E) suitable for MassDOT bidding. Plan sheets shall be delivered with supporting documentation at appropriate design stages as further specified in the latest version of the MassDOT Project Development and Design Guide. Cost estimates shall be provided with each plan submission and shall be based on the latest weighted unit prices found on the MassDOT website.

All project drawings shall be provided to the Town in PDF and AutoCAD formats, as well as five physical copies to be provided for each submission. A professional engineer licensed in the Commonwealth of Massachusetts shall stamp and sign their seal on all Plan sheets and title page of Specifications.

**h. Project Funding and Additional Services**

The Town has secured \$503,000 in funding as part of the Massachusetts Housing Works Grant Program for Fiscal Year 2026. The Town is additionally pursuing additional funding from the Northern Middlesex MPO's Project Design Pilot to advance the project from 25% Design to final design.

Through this request for proposal, the Town anticipates executing a contract for engineering services to develop the preliminary design through the 25% Design Public Hearing.

Once the preliminary phase has been accepted and approval has been given approval to advance the design by the MassDOT, the Town will execute the remaining phases of the contract as funds become available. As noted in subsection i) Eligibility for Continued Services, below, the selected designer is also eligible to submit qualifications to continue to provide design and construction services for this project without further bidding. The Town at its discretion may additionally extend or amend the contract awarded for services related to this RFP to include all design phases as additional funds become available.

In a separate sealed envelope marked “RFP Consultant/Dunstable Route 113 Complete Streets Redesign – Price Proposal”, the designer shall list hourly rates for all consultant team members for any additional services. Every effort must be made by the consultant team to avoid additional services. Under no circumstances may the consultant team perform additional services or charge additional time above and beyond what was estimated in the Proposal, without written approval from the Town.

**i. Eligibility for Continued Services**

The Designer selected to conduct the Route 113 Complete Streets Redesign and develop 25% design documents, as outlined in in this RFP, is also eligible to submit qualifications to continue to provide design and construction services for this project without further bidding. Additionally, the contract awarded for services related to this RFP may be extended or amended to include all design phases as additional funds become available, at the discretion of the Town.

**j. Project Design Schedule Development and Monthly Updates**

The selected designer will be required to develop and submit for approval a project design schedule and monthly updates to the MassDOT Project Manager in accordance with MassDOT policies and procedures.

**B. MassDOT Project Development Requirements**

Since the Town’s goal is for the construction of the Route 113 Complete Streets Redesign Project to be funded through the NMMPO TIP, this project must adhere to MassDOT’s Project Development guidelines. The designer shall take into consideration all of the following MassDOT requirements when developing a proposed scope of work.

*Note: The designer should also familiarize themselves and review MassDOT’s latest engineering directives for any changes that may be incorporated into the Project Development Process after the release of this RFP. This project has not yet received MassDOT Project Review Committee approval.*

- a. The municipality is responsible for the completion of the project design in accordance with the 2023 MassDOT Project Development and Design Guide, Engineering Directives, SOPs, and other relevant Highway Division standards and criteria. The Highway Division requires formal approval of design exceptions when any of the controlling design criteria identified in the Project Development and Design Guide and Engineering Directive E-20-001 cannot be met.

- b. If the municipality requires the services of a Surveyor or Design Consultant, it must hire a firm that is currently pre-qualified for the appropriate type of work by the Highway Division's Architects and Engineers Review Board. Lists of pre-qualified firms are available on the Highway Division website:  
[https://hwy.massdot.state.ma.us/webapps/MHDConsultants/MHD\\_Consultants.asp](https://hwy.massdot.state.ma.us/webapps/MHDConsultants/MHD_Consultants.asp)
- c. When soliciting services from Surveyors or Design Consultants, the Highway Division requires the municipality use a qualifications-based selection process. In addition, the municipality shall refer to the Municipal Project Guide during the project development and contract negotiation process. Please contact us for a copy of this document prior to initiating project development.
- d. Municipalities shall use MassDOT's Standardized Scope of Work and Work Hour Estimate Form for Design Services as a template for municipal agreements with design consultants. These documents are available on the Highway Division website and must be submitted to this District Office for review and approval. The District and MassDOT Project Manager must be copied on the Notice to Proceed when issued to the design consultant: <https://www.mass.gov/lists/massdot-highway-contract-and-invoicing-tools>
- e. All projects require some level of construction phase engineering services by the design consultant. The municipality is responsible for ensuring that any contracts with design consultants include appropriate consideration for these important services.
- f. The traffic control measures developed for this project must be prepared consistently with 701 CMR 7.00 (Use of Road Flaggers and Police Details on Public Works Projects). The Highway Division will only advertise for construction projects that have been developed consistent with the Road Flagger and Police Detail Guidelines that are found at our website: <https://www.mass.gov/road-flaggers-and-police-detail>
- g. Prior to the beginning of preliminary survey work, the project designer shall contact the District Survey Engineer to coordinate the establishment of horizontal and vertical control points near the beginning and end of the project. All survey work must be prepared in accordance with the *MassDOT Survey Manual*. Layout needs to be located by an instrument survey and suitable to develop a recordable plan in accordance with the applicable sections of 250 CMR 6.01 & 6.02.
- h. The municipality is responsible for acquiring the necessary rights, including temporary and permanent easements, on private and public property in accordance with the Federal Uniform Act Requirements. The Right-of-Way process is time consuming and expensive. The municipality will need to perform title exams on all

parcels needed for the project. They will need to allocate significant staffing resources to work with impacted property owners. Property owners are entitled to an appraisal and an appraisal review. Property owners are entitled to receive Just Compensation. The Town is responsible for all Right-of-Way acquisition expenses including recording fees at the Registry of Deeds. The Town will be assigned a MassDOT Community Compliance Officer to oversee the process and ensure compliance to state and federal regulations. Right-of-Way requirements, guidelines and checklists are enclosed for your reference. Please ensure that sufficient work-hours are provided in the design contract for the design consultant to prepare all necessary Right-of-Way plans and documents. The preparation of Right-of-Way plans are required at every stage of design submission based on an instrument survey that meets 250 CMR 6.01 and 6.02. Recordable plans and instrument will be required.

- i. This project is subject to Early Environmental Coordination as described in the Thresholds, Timelines, and Submission Requirements as outlined in the [\*MassDOT 2023 Project Development and Design Guide\*](#). Submissions for this project shall include documentation of any coordination that has been completed by the municipality. The Highway Division will not initiate the 25% design submission review until the Environmental Review Checklist has been submitted to the Highway Division. The latest version of the ERC is available on our website: <https://www.mass.gov/lists/forms-documents-massdot-environmental-services#early-coordination-files>

## C. Scope of Work Guidance

### Task 1 – Project Development Engineering

- a. **MassDOT Scoping Meeting:** The designer shall attend a scoping meeting with the Town and MassDOT before the pre-25% design stage in order to identify which elements will be required at each submission.
- b. **Field Observations:** The selected designer shall visit the project area to observe existing conditions and gather information relating to roadway and pathway intersections.
- c. **Topographic Survey:** The selected designer shall conduct a comprehensive survey of the project area conforming to MassDOT State Survey standards and using a surveyor on MassDOT’s pre-approved list of consultants. The survey must include necessary topographical utility, ROW, environmental, and other

information necessary to develop a detailed final design, including at a minimum:

- Establish horizontal and vertical control.
  - Establish coordinates and closed sets of base lines for streets, reproduce historical base lines where possible.
  - Locate surface and materials including traffic signals, signs, utility poles, driveways, walks, street trees (including species and diameter of at breast height), fences, mailboxes, and other street furniture.
  - Determine existing ground cross sections in 50-foot intervals and at critical locations.
  - Locate utilities that are visible or marked in the field.
  - Obtain pipe sizes, invert and rim elevations, and detailed sketches for drainage and sanitary structures.
  - Retrace all existing rights of way within the project area and compile property owner information.
  - Reduce, check, and plot survey data and appropriate scale. Surface detail shall include buildings, bridges, culverts, doorways, curbs, sidewalks, utility poles, utility covers, rights-of-way, and any other man-made or natural features that will impact design.
  - Subsurface Utility Engineering (SUE) in accordance with MassDOT Engineering Directive E-21-005
  - Wetland resource area delineation
- d. **Traffic Counts:** The designer shall collect traffic counts for all roadway users throughout the project areas. NMCOG will provide historic counts taken throughout the project extents as well. At a minimum, traffic counts should be collected with continuous 48-hour traffic counts capturing volume of vehicles, bicycles, and pedestrians passing a given point on a corridor in addition to speed and vehicle classification. Intersection Turning Movement Counts collecting vehicular, pedestrian, bicycle, and vehicle classification between 7am and 6pm should also be collected. This work should be conducted at the project's three main intersections:
- Main Street and High Street
  - Main Street and Pleasant Street
  - Pleasant Street and Pond Street

- e. **Review Relevant Planning Context:** The designer should be familiar with the relevant planning documents related to the project found in Section 3: Planning Context.
- f. **Scoping Meeting:** The designer shall attend a scoping meeting with the Town and MassDOT before the Pre-25% Design stage in order to identify which elements will be required at the pre-25% design submission.
- g. **Intersection Control Evaluation (ICE):** The designer shall prepare ICE Stage 1 and Stage 2 in accordance with current MassDOT policy and guidelines.
- h. **Pre-25% Design:** The designer shall undertake steps to complete the MassDOT pre-25% design process as identified in MassDOT PDDG Chapter 2 inclusive of over the shoulder review. The designer shall prepare a 10% design roll plan depicting the preferred alternative for the Route 113 Corridor Complete Streets Plan to facilitate this process in addition to early design review and discussion with the Town and MassDOT. The design shall reflect considerations previously noted.
- i. **Parking Study:** The project will require a parking study to determine how much parking is provided in the area, how parking is being used, and if demand exceeds capacity. The results of this analysis will be important when discussing the corridor's future curbside use in the conceptual design stage. The selected designer shall oversee this study, including:
  - Inventorying existing parking.
  - Providing staff in order to conduct the survey. Please note that resident volunteers may be available to assist with data collection.
  - Analyzing the data.
  - Presenting findings in a memo format with charts, maps, photos, etc. A clear recommendation regarding any changes to curbside use should be explicitly stated in the memorandum.

## **Task 2 – Environmental & Permitting**

- a. **Environmental Review Checklist:** The selected designer will conduct early environmental coordination in accordance with MassDOT's most recent PDDG, including the following permitting research, reports, forms, and other items.
- b. **Determine MEPA and NEPA Project Category:** The selected designer, in coordination with the MassDOT Environmental Section, will determine the MEPA and NEPA project category. The designer shall obtain or develop the necessary

information to enable this determination to be made prior to the most recent PDDG.

- c. **Determine Other Applicable Federal/State/Local Permits:** The selected designer, in coordination with the MassDOT Environmental Section, shall be responsible for identifying and complying with all other federal, state, and local environmental laws and regulations. The designer shall develop a checklist of anticipated environmental documentation and permits and schedule a coordination meeting to review these assumptions and their requirements with the MassDOT Environmental Section.

The designer shall meet with permitting authorities to understand planning goals and BMPs for the project site, prepare draft permit filings to local, State, and Federal authorities as required for the proposed work, customize permit plans as necessary for each filing, prepare for and attend public hearings in support of permit filings, and record the filings.

- d. **Hazardous Materials Research/Review:** As part of the Early Environmental Coordination, the presence of possible hazardous waste contamination within the project area will be researched using the Department of Environmental Protection (DEP) online Site File Reviewer for any sites that may impact the project area. A memorandum will be prepared summarizing the results of this review.
- e. **Categorical Exclusion (CE) – NEPA:** The selected designer will assist MassDOT with the preparation of an Individual Categorical Exclusion (CE) Checklist and Supplemental Information document in accordance with the MassDOT requirements and the Federal Highway Administration’s (FHWA’s) NEPA regulations. A draft document will be submitted to the Town for review and comments addressed before a final document is filed with MassDOT. It is noted that CE checklist is required for all federally funded construction projects under the Transportation Improvement Program.
- f. **MassDOT Water Quality Data Form:** The preparation of water quality data forms will be necessary as part of the 25% and 75% design submissions. The purpose of this is to determine the receiving water bodies tributary to the project area and determine if there are any known impairment of total maximum daily loads.

### **Task 3 – Functional Design Report (FDR)**

- a. **Crash Data Research:** The designer should be prepared to review the most recent crash data and confirm additional safety concerns. Crash records will be researched from the Dunstable Police Department records as well as state records. Collision diagrams will be prepared for project intersections and existing crash rates will be determined for all intersections. These crash rates will then be compared to the region's average. NMCOG will send a letter to the Town's Police Department to request the most recent crash information for the relevant period available. The total number of crashes will be reviewed and compared to the total obtained from the state's database. All costs to obtain crash data research shall be included in the fee.
- b. **Report Preparation:** A technical report will be prepared and submitted to MassDOT for the 25% design review documenting the preferred alternative and the parameters for design. See MassDOT's Traffic and Safety Engineering 25% Design Submission Guidelines for more information. Information previously prepared under Task 1 will be incorporated into this FDR. The following highway and traffic engineering issues will be addressed in the FDR:
  - Evaluation of existing conditions
  - Presentation of existing and expected future traffic volumes.
  - Safety analysis using Road Safety Audit (RSA) findings, if applicable, and crash data.
  - Signal warrant analyses.
  - Existing and future operation analysis, including capacity and queuing analysis for peak periods.
  - A description of the proposed design, including alternatives considered, proposed geometric changes, and bicycle and pedestrian accommodations.
  - Traffic management.

#### **Task 4 – Design Justification Workbook**

- a. **Report Preparation:** A workbook will be prepared and submitted to MassDOT for the 25% design review documenting the preferred alternative and the alternative's relationship to applicable Controlling Criteria. Information previously prepared under Task 1 and Task 3 will be incorporated into the workbook.

#### **Task 5 – Preliminary Design**

- a. **Preliminary Design (25% Plans):** The selected designer will prepare preliminary traffic, roadway, and pathway plans based on the 10% Concept Plan developed

in Task 1. The 25% design plans shall reflect all design considerations as previously noted. In preparing the plans, the designer shall perform the following services:

- Prepare geometrics of roadway, pathway, and intersection alignments
- Design signalized intersections including lane configurations, basic signal layout, signal timing and sequencing
- Define horizontal and vertical geometrics
- Design typical roadway and pathway cross sections
- Coordinate with the landscape designer to anticipate placemaking/landscaping needs defined at later stages of design.
- Develop a preliminary pavement design
- Define project limits, construction materials, and conceptual details
- Develop street lighting design per MassDOT standards

The designer shall prepare an accompanying preliminary design cost estimate based on the latest project information. The estimate will be as complete as possible and should reflect project costs as accurately as possible at the 25% design stage. The estimate shall itemize participating (costs covered by the funding source) and non-participating (costs covered by the proponent) items.

- b. Develop preliminary right of way plans** (see Task 8)
- c. NMMPO TIP Application:** The selected designer will submit an application to the NMMPO TIP for project construction funding when the preliminary design (25%) is complete or near-completion.
- d. Meetings:** The selected designer will attend project meetings as described in General Requirements, as well as MassDOT Comment Resolution meetings and DUCE walk.

### **Task 6 – Public Engagement**

- a. Design Review Committee Meetings:** Working with the Town Administrator, NMMCOG will facilitate a Design Review Committee to help steer the project’s design. A minimum series of five (5) committee meetings should be anticipated, all of which will be held on weekday evenings, and either virtual or in-person. The Town of Dunstable will host these meetings, but the designer is expected to prepare accompanying presentation materials related to the design, take notes, and facilitate feedback activities as needed

- b. Conceptual Design Engagement:** The designer shall undertake a public engagement process that will help the community learn about potential design options, consider alternatives, and decide upon a selected alternative that will be advanced into a preferred conceptual design. The consultant may consider a variety of engagement options, including in-person open houses, formal public meetings, tabling, online surveys, etc. The consultant shall propose a creative engagement plan in the operating proposal.
- c. 25% Design Public Hearing:** In addition to committee meetings and public outreach meetings, the designer shall prepare for one (1) design public hearing in accordance with the MassDOT process at the 25% design stage. This should be held on a weekday evening either virtually or in-person, depending on the preference of the MassDOT Project Manager.

**Task 6 – Final Design (75%, 100%, PS&E)**

**NOTE:** The Town is pursuing additional funding from the Northern Middlesex MPO’s Project Design Pilot. Should additional funding be allocated through this program, the following basic scope of services shall advance the project to final design. As noted in Section IV.(A)(i), Eligibility for Continued Services, the Designer selected to conduct the Route 113 Complete Streets Redesign and develop 25% design documents is also eligible to submit qualifications to continue to provide the tasks outlined below for design and construction services without further bidding. The contract awarded for services related to this RFP may be extended or amended to include all design phases as additional funds become available, at the discretion of the Town.

- a. Design Plans:** Upon approval of 25% design plans and successful completion of the 25% design public hearing, the selected designer shall prepare detailed 75% design traffic, roadway, and pathway plans based on the approved 25% design from Task 5. The 75% design plans shall reflect all design considerations as previously noted. In preparing the plans, the designer shall perform the following services:
  - Revise geometrics of roadway, pathway, and intersection alignments
  - Refine intersection designs including detailed specification of any signal equipment, if required/applicable
  - Develop detailed placemaking and landscaping plans for the elements described in Task 5
  - Refine horizontal and vertical geometrics and cross-sections
  - Finalize pavement design
  - Street lighting design

- Provide response to prior comments

The designer shall prepare an accompanying office calculation booklet based on the latest project information. The estimate will be as complete as possible and should reflect project costs as accurately as possible at the 75% design stage. The estimate shall itemize participating (cost covered by the funding source) and non-participating (costs covered by the proponent) items.

- b. Special provisions:** the designer shall provide the additional required items:
  - Draft required Environmental Permits (see Task 2)
  - Refine right of way plans (see Task 8)
- c. 100% Design Submission:** upon approval of 75% design plans, the selected designer shall prepare 100% design traffic, roadway, and pathway plans based on the approved 75% design in accordance with MassDOT requirements.
- d. PS&E:** Upon approval of 100% design plans, the selected designer shall prepare Plans, Specifications, and Estimates (PS&E) for all proposed traffic, roadway, and pathway improvements based on the approved 100% design plans. The plans, specifications, and estimates shall be sealed by a Massachusetts registered Professional Engineer and/or Massachusetts registered Professional Landscape Architect as appropriate.
- e. Meetings:** the selected designer will attend project meetings as described in General Requirements.

### **Task 8 – Right of Way**

The proposed project may require permanent easements, takings, or changes in existing right-of-way alignment, as well as access rights, rights of entry, or temporary easements. Roadway improvements are expected to be mainly within existing Town right-of-way layout but may require permanent easements or changes in right-of-way layout to accommodate accessible paths of travel or modified intersection geometry.

The acquisition of temporary easements will be required for construction outside the layout. In certain situations, right-of-entry may suffice if approved by MassDOT ROW Section.

- a. Preliminary ROW Plans:** The selected designer will prepare Preliminary Right-of-Way Plans that identify and define the limits of work along each property required to construct the proposed improvements. The preliminary ROW shall meet the requirements of the MassDOT ROW Manual (Version 3.0).

Preliminary ROW plans will be developed and submitted for the Town and MassDOT review in parallel with the 25% design and the 75% design.

- b. **Layout Plans:** Pending approval of the 75% design, the selected designer shall prepare Layout Plans. The plans shall detail all proposed temporary and permanent takings, easements, and rights of entry. The designer shall provide Layout Plans meeting Registry of Deed requirements, the Written Instrument, and ROW acquisition support as necessary per MassDOT, FHWA, and Town of Dunstable policy. MassDOT Community Compliance Section will coordinate Right of Way process to meet Federal/State policies and procedures. The Layout plans shall be prepared by MassDOT pre-qualified S3 surveyor in accordance with the MassDOT ROW Manual.

#### **Task 9 – Geotechnical Design**

- a. **Geotechnical Investigation:** The selected designer shall conduct a geotechnical investigation in support of all pavement design, foundation design, and other project needs. All findings from the geotechnical investigation shall be summarized in a report in a manner consistent with requirements for MassDOT project development.

#### **Task 10 – Construction Phase Services**

- a. **Construction Phase Services:** MassDOT will provide a full-time construction engineer who will serve as the Clerk of the Works. The Consultant should expect to be the designer on record and their role will be limited to shop drawings, RFIs, signal inspections, attending site visits, etc. Construction phase services should be included in the scope and fee.

### **V. PROJECT SCHEDULE**

Respondents should propose an anticipated project schedule based on the scope of work guidance and general conditions. It should take into consideration major milestones like design submissions to MassDOT and applying to the NMMPO TIP for future construction funding (December of each year). The operating proposal should give a tentative project schedule with the potential duration of tasks, knowing that they are subject to change. Monthly project schedules in accordance with MassDOT requirements will be needed as referenced in Task 1 - Project Development Engineering. For the purposes of developing a project schedule, a notice to proceed is expected to be given in April 2026.

### **VI. CONFLICT OF INTEREST**

The Consultant is advised that its performance of work for MassDOT may, at any time, raise questions about real or perceived conflicts of interest because of the Consultant's

relationship to other entities or individuals, including without limitation: (1) private and public owners of properties that abut or may be affected by the Project, and/or (2) other state-created entities with potentially conflicting interests and/or concerns.

Conflicts may also arise as a result of the Consultant's role at an earlier stage of a project. If the Consultant's role at an earlier stage was significant, e.g., it included assistance in the development of instructions to bidders, detailed cost estimates, project schedules, evaluation criteria or other key documents and information that assisted MassDOT in determining the scope, budget or schedule of the Project, or in choosing among design alternatives or design firms, the Consultant may be precluded from participation in the Project at a later stage. All potential conflicts must be disclosed to MassDOT and MassDOT will determine whether or not the Consultant may be awarded a contract or assignment.

The Consultant agrees to certify from time to time, in a form approved by MassDOT, that in connection with its work, it is in full compliance with the provisions of Chapter 268A of the Massachusetts General Laws, and any other applicable conflict of interest laws.

## **VII. CONSULTANT QUALIFICATIONS**

At a minimum, the proposing firm/team must meet the following requirements:

1. The firm/project manager/team must have at least three (3) years of experience in designing public roadway projects and be a MassDOT pre-qualified firm.
2. Successful completion of at least one (1) public roadway project within the last five (5) years that followed MassDOT Project Development & Design Standards.
3. The principal and project manager to be assigned to this project must be available for meetings with the Town on days or evenings, as required.
4. The firm/team must have proven experience in the public and/or private sector and in working with municipalities.
5. The volume of the proposed project managers and firm's current and projected workload must not adversely affect its ability to immediately initiate work and to follow through with the project in a timely and professional manner. The firm and all team members must be current staff members and capable of devoting a significant amount of time to this project in order to complete the work within the schedule outlined in this RFP.

## **VIII. SELECTION PROCESS AND CRITERIA**

Selection will be based upon the qualifications that the design team has previously exhibited in providing consulting services to other clients. Judgements of the value of services will be based upon comparisons of performances of competing firms as determined from the qualifications, submittals, resumes, and references of each firm. The evaluations will consider both objective and subjective criteria and selection will be

decided based upon judging which firm will most likely provide the best products and value to the Town.

The primary basis for judgement will be an assessment of the extent and relevance of the experience and ability of the team, in general, and the strengths of the project manager and lead professionals to anticipate, plan, organize, manage, and control the multiple elements needed for project success, including:

1. Experience of the Project Manager: The extent and pertinence of the experience of the firm, and specifically the designated project manager and lead engineer(s) or architect(s), in designing, pricing, permitting and constructing multi-modal facilities.
2. Scope of Services: The demonstrated expertise and experience of the professional team to undertake the primary work items detailed in the scope of services in this RFP is essential to a successful project, namely Complete Streets design development, accessibility solutions, design/construction efficiencies, public process, and transportation studies.
3. Timeliness: The ability of the firm to develop and maintain timely schedules of the multiple/overlapping elements of work.
4. Cost Control: The ability of the firm to anticipate, plan, and control the cost of the project.
5. Quality Control: The ability of the firm to provide quality deliverables that meet the expectations and needs of the Town as identified in this RFP.
6. Project Team: The ability of the lead firm to assemble a dynamic, effective and experienced team for this project.
7. Communications and Documentation: The ability of the team to creatively explore, develop, and visually present viable project designs to the Town, state agencies, and the general public.

Finalists may be required to appear for an interview.

## **IX. SUBMITTAL REQUIREMENTS**

Interested qualified firms must submit a response addressing the objectives, scope and schedule described in this RFP. Responses must include, at a minimum, each of the following:

- Four (4) paper copies of the technical proposal and a USB drive with the technical proposal in searchable PDF format shall be submitted in a sealed envelope marked **“RFP Consultant/Dunstable Route 113 Complete Streets Redesign – Technical Proposal”**.

1. General description of the firm/team's experience.
  2. Description, with examples, of the firm/team's experience in designing public roadway projects.
  3. A detailed scope of services for the proposed work, including the firm/team's general approach to such work, evidence of the firm/team's understanding of the goals and objectives of the project, and methodology for accomplishing the tasks as listed in this RFP. The Scope of Services should be described in sufficient detail to permit the Town to understand the work to be done, the sequence of the tasks and the results expected from each task. The objective of the Scope of Services is to enable the Town's selection team to efficiently comprehend the proposed work approach, the integration of public process and agency review, the process to fulfill all of MassDOT's Project Development and Design requirements, and the resulting deliverables. It is recommended that the scope follow the MassDOT Standard Scope of Services Guidance for preparing work hour estimate forms for consultant services.
  4. An outline of the tentative schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
  5. Description of or resumes for the assigned staffs' experience, educational background, availability, and chain of responsibility, including the name and title of the principal and project manager assigned to the project, names of all sub-consultants, and resumes of all personnel to be associated with the project.
  6. At least three (3) references, including name, title, agency, address, description of project, project cost, and telephone number and the email address for clients with similar projects completed by the Consultant within the last five (5) years (including dates).
  7. Other pertinent information about the firm(s) that would aid the Town in making a selection.
  8. Completed Certificate of Non-Collusion Form, Certificate of Tax Compliance Form, and Conflict-of-Interest Statement.
  9. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.
- Sealed Submission, one (1) copy, clearly marked "**RFP Consultant/Dunstable Route 113 Complete Streets Redesign – Price Proposal**".

1. Completed Price Proposal Form (attached)
  2. Estimated breakdown by task of professional service fees (including expenses), assigned project staff and hourly billing rates of all staff assigned to provide services (including any sub-consultants).
  3. Respondents are encouraged to submit pricing based on MassDOT's Standardized Scope of Service Guidance for Preparing Work Hour Estimate Forms for Consultant Services and spreadsheet.
- Proposals must meet all Submittal Requirements and should include a section addressing each of the Minimum Qualifications and each of the Evaluation Criteria. The proposal will be reviewed based on each of these items and it will be to the benefit of the responder to clearly address each of the items. Where the requirements specify a minimum level of experience, please indicate the dates of said experience.

A Selection Committee may be convened to review proposals. Committee members will be drawn from Town and NMCOG staff.

Please note that the Town is required to conduct a third-party review of the selected consultant's operating and price proposals. This review will need to be approved by MassDOT and FHWA before any contracting takes place with the selected consultant.

The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items. The Town also reserves the right to seek additional information and revised proposals prior to selecting a consultant through written notice to all of the respondents.

Price proposals will be opened after the Design team selection is completed. After selection and opening of price proposals, the Town will then begin negotiations with the selected designer. The designer shall attend a scoping meeting with the Town and MassDOT before the final scope is approved.

Questions may be submitted to Jason Silva, Town Administrator, at [jsilva@dunstable-ma.gov](mailto:jsilva@dunstable-ma.gov) by March 13, 2026 by 10 AM. Responses to questions will be sent to those requesting the RFP and posted online as addenda to the RFP.

Responses to the RFP are due by March 24, 2026 at 1:00 PM. All responses should be submitted to:

Jason Silva  
Town Administrator  
Town of Dunstable  
[jsilva@dunstable-ma.gov](mailto:jsilva@dunstable-ma.gov)

If necessary, any interviews with prospective consultants will be scheduled in early April 2026.

#### **X. PROJECT FUNDING**

Consultants must complete the attached Price Proposal Form under separate cover. Project fees must be provided for each Project Component of work as described in the Scope of Services. Fees shown will include all costs and expenses (copying, mileage, photographs, maps, etc.) to complete the Scope of Services defined in this RFP. The selected Consultant will be required to submit invoices identifying hours, expenses and total cost by specific tasks. The final contract scope, price and fee will be negotiated with the highest ranked qualified responder.

**XI. REQUIRED FORMS**

All required forms must be submitted with the proposal.

- A. Certificate of Non-Collusion
- B. Certificate of Tax Compliance
- C. Price Proposal Form

**CERTIFICATE OF NON-COLLUSION FORM**  
**TOWN OF DUNSTABLE**  
**ROUTE 113 COMPLETE STREETS REDESIGN**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Signature of Individual Submitting Bid or Proposal

---

Name of Individual Submitting Bid or Proposal

---

Name of Business

---

Date

BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

**CERTIFICATE OF TAX COMPLIANCE FORM  
TOWN OF DUNSTABLE  
ROUTE 113 COMPLETE STREETS REDESIGN**

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_

Social Security Number or  
Federal Identification Number

\_\_\_\_\_

Signature and Title of Individual or  
Responsible Corporate Officer

BY STATE LAW THIS CERTIFICATE OF TAX COMPLIANCE FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

**PRICE PROPOSAL FORM**  
**(to be submitted in a separate document)**

**RFP**

**TOWN OF DUNSTABLE**  
**ROUTE 113 COMPLETE STREETS REDESIGN**

**CONTRACTOR** Town Administrator  
Town of Dunstable  
511 Main Street  
Dunstable, MA 01827

**PROPOSER**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT:** Consultant Services for Route 113 Complete Streets Redesign

Proposed Price (in words): \_\_\_\_\_

Proposed Price (in numbers): \$\_\_\_\_\_

Please attach estimated budget and breakdown by planning element of professional service fees, assigned project staff and hourly billing rates of staff.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed