

TOWN OF CASTINE, MAINE
REQUEST FOR PROPOSAL TO PROVIDE
ASSESSMENT AND FEASIBILITY DESIGN STUDY OF WATERFRONT

NOTICE AND SPECIFICATION

Proposals for providing an Assessment and Feasibility Design Study of Waterfront for Town of Castine will be received at the Castine Town Office, 67 Court Street (mailing: P.O. Box 204), Maine 04421 until **Friday, November 8, 2024, at 2:00PM** at which time they will be publicly opened. **Please include 3 Copies of Proposals.** Late or unsigned bids shall not be accepted. All proposals shall remain open to acceptance for sixty days from their opening.

All questions shall be directed, in writing, to the Town Manager by email (derik@castine.me.us), and be received at least five business days prior to the stated opening date. Questions received after this time will not be addressed. Responses that substantially alter this bid will be issued in the form of a written addendum to all bid holders registered with the Town Office. Given this, it is important for all interested parties to email their interest in the project to derik@castine.me.us as soon as possible to get notified of any addendums. Oral explanations or interpretations given before the award of the contract will not be binding.

INTRODUCTION AND BACKGROUND

The Town of Castine, Maine is seeking a provider, hereinafter "Consultant", to undertake a Assessment and Feasibility Design Study for the Town Waterfront (Town Dock Area), which will define short term needs and identify long term planning goals which address sea rise and flooding issues that the Town has been experiencing, and ultimately the protection of important and critical infrastructure owned by the Town in this location.

The results of this project will be scoping and design in nature which will show a phased plan for redesign of the Castine Town Dock Area to mitigate vulnerabilities from climate change and sea level rise. When identifying projects or strategies for addressing the climate change related issues above, the Consultant shall also identify how proposed strategies will fit in with adjacent properties that may or may not take similar measures to ensure the protection of the town infrastructure. As a side note, the Maine Maritime Academy will be building out their pier for a new training ship, and plans to do a Phase II which will address sea rise at their fixed land dock area.

The following information may be helpful for interested Consultants to understand Castine's issues and desired outcomes of this study:

Since the December 23, 2019, publication of the State of Maine Department of Marine Resources report on sea level rise in the Penobscot Bay (Wood Report), Castine has known that the community must take steps to prepare its vulnerable town dock area for the eventuality of sea level rise. The community's assumption was that there was time to prepare with the year 2041 set as a completion deadline for multiple phases of preparation. However, the town dock area has now been flooded three times in the past 21 months with the most recent storms destroying roughly 60% of the dock infrastructure. Castine's town dock area encompasses

our town dock, restrooms, a take out eatery, and a sewage pump station. The age of each piece of this infrastructure varies from 25-35 years old for the dock, to only 8-13 years old for the buildings.

This project is a scoping and design project to provide the town with a phased approach to sea level rise adaptation. Castine's entire dock area is a focal point of community life in Castine, and all groups, businesses, and the public utilize the area. The Sea Street pump station is the most critical piece of infrastructure in the town dock area and the entire town. All village sewage is transported through this pump station. If this piece of infrastructure fails, the entire town's sewage will have nowhere to go, but into the Bagaduce River and ultimately, the Penobscot Bay.

Castine's entire town dock area is vulnerable to the impacts of climate change and sea level rise. On the 22rd and 23rd of December 2022, the entire area was flooded and 25% of the dock damaged. On January 10, 2024, the entire area flooded with 60% of the dock was destroyed. On January 13, 2024, the area flooded again threatening water inundation of the critical Sea Street Sewage pump station. Erosion of adjacent property waterfronts also sustained damage and erosion due to these events.

QUALIFICATIONS

Eligible proposers will be those consultants, companies, and institutions that have the following qualifications:

1. Proven experience in coastal resilience, coastal engineering, or similar fields with a focus on coastal riverine environments, and waterfront infrastructure design.
2. Expertise and specific knowledge in areas such as flood risk management, shoreline protection, environmental impact assessments, and climate adaptation strategies.
3. Proven record of previous projects that demonstrate the consultant's capability and success in similar work.
4. Information on the team members who be involved, including their qualifications and roles.
5. Demonstrated Education and Certifications- relevant degrees and professional certifications.
6. Reference and information from previous clients or projects.

SCOPE OF SERVICES

Anticipated scope of services and expected deliverables must include, but are not limited to the following tasks:

1. **Ramp Up Meetings:**
 - a. Public Meeting with the public and stakeholders to discuss the issue to better understand the goals and objectives of the Assessment and Feasibility Analysis for the Town Waterfront.
 - b. Project Meetings with the Castine Town Manager, Selectboard, and Harbor Committee Members to discuss the project, scope, project plan and timelines, and to acquire the necessary materials (eg mapping, zoning, available land information, or other pertinent information for the project).

2. Continued Contact during Project:

- a. Maintain communication with designated point(s) of contact to provide regular updates and discuss the progress of the project. (Communication will be provided to the Town Manager and Harbor Committee Members as necessary throughout the project.)

3. Elements of the Waterfront Study - Develop a comprehensive feasibility and pre-planning study to help the Town and Harbor Committee to develop a vision, core concepts, and priorities on which an eventual phased plan can be based by reviewing, assessing, and addressing the following:

- a. Plans, maps, surveys, and aerial photographs
- b. Reviewing existing infrastructure
- c. Zoning and regulatory requirements to identify project constraints
- d. Town and Harbor Committee Desired Goals and Program Elements
 - i. continued access to a public boat launch ramp;
 - ii. access through the Town parking lot to Sea Street (to northeast) and Maine Maritime Academy (to southwest);
 - iii. define metrics for projected sea level rise and strategies for mitigation;
 - iv. define metrics for project storm surge and strategies for mitigation;
 - v. identify strategies for cooperation with adjacent property owners to act effectively and with cohesion across the waterfront;
 - vi. present ideas to support a thriving business, residential, recreational, and cultural community;
 - vii. maintaining public access to current use, views, and parking. Cost analysis of repair/renovate/replacement plan;
 - viii. to mitigate future impacts of climate change and rising sea levels, the Consultant will provide a detailed and phased space redevelopment design. Once approved by the Town of Castine, this design will be used to create a Castine Town Dock Financial Master Infrastructure Plan;
 - ix. estimated costs of all strategies and suggested activities;
 - x. identifying funding sources (fees, taxes, loans and grant programs)

4. Development of Timeline and Implementation Strategy for Recommended Actions

5. Final Report

ANTICIPATED DELIVERABLES

1. The Final Report should include:

- a. Background review
- b. Assessment of existing conditions;
- c. Synopsis of risks and opportunities related to development;
- d. Recommendations that address and satisfy program element requests;
- e. Prioritized list of short-term action items
- f. Timeline for long-term goals

2. Conceptual Plans and Financial Feasibility Analysis (see Section 3 vii above)

3. Examples of Conceptual Plans for Potential Site Redevelopment Alternatives that

- are Reproducible and in an accessible File Format
4. **Prepare Financial Analysis to Evaluate the Feasibility of Redevelopment Alternatives**
 5. **Provide Final Study in accessible File Format that be Shared with Community Members**

CONTRACT PERIOD

The Town is seeking to have a final report by March of 2025, and work shall commence within a week of signing contract.

CONTRACT MANAGEMENT

Day-to-day management of this project will be provided by the Castine Town Manager.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals must set forth accurate and complete information for all of the following items:

1. Experience, Expertise and Capabilities:

- a. Information about the Proposer. The name, location, mailing addresses, telephone numbers, of the proposer and other pertinent information. See "Proposer's Certification Sheet" on page 7.
- b. Philosophy Statement. A statement of the respondent's philosophy and approach in undertaking consulting services of the nature outlined in the RFP.
- c. Summary of Relevant Experience. A listing of all consulting projects that the proposer has completed within the last three (3) years for municipal and State governments must be provided. From these projects, identify and provide a brief summary of work done specifically in regard to coastal resilience, flood risk management, shoreline protection, environmental impact assessments, and climate adaptation strategies.
 - i. In addition, the name, title, address, and telephone number of a contact person from each organization for whom similar studies have been done should be provided
- d. Personnel Listing. A complete listing of the staff identified in the work plan by job classification, along with their resumes and hourly rates. Each resume shall include the individual's qualifications and experience in the subject area.
- e. Conflict of Interest. Disclose any current (within the last three (3) years) business, financial, personal or other types of relationships, which may pose a conflict of interest.

2. Statement of Work:

- a. Work Plan. For each of the items listed in Scope of Services include the methodology to be used, name of staff performing the tasks, hours required, and proposed

completion time. The same information shall be provided for Anticipated Deliverables.

- b. Services Expected of the Town. Identify and quantify in terms of time, the nature and scope of the services to be provided by the Town.

3. Price:

- a. Cost Proposal. Proposals shall include a single price for work to be performed in accordance with this RFP, inclusive of all personnel and non-personnel expenses. The Town shall use these two figures as a basis for a negotiated agreement resulting from this RFP. In order for the Town to evaluate the proposed cost, proposers must include for each element of the Work Plan outlined in 2.a above, the staff, hours, hourly rates and total cost. Include any details for non-personnel costs as an additional cost section. The Town reserves the right to negotiate costs and scope of services based on provider proposals; however, proposers are required to encompass the entire scope of services under this RFP in their price. **The Town has budgeted \$50,000 for this study through a Maine DOT Infrastructure Adaptation Fund Grant.**
- b. Since the Selection Committee may desire to consider the proposer's experience, qualifications, statement of work, and other aspects of the RFP prior to the Cost Proposal, the Cost Proposal should be marked "Confidential" and sealed in a separate envelope marked "Cost Proposal".
- c. Additional Data. Any additional information the proposer wishes to bring to the attention of the Town that is relevant to this RFP.

The proposer's authorized official must sign all proposals. The proposal must also provide name, title, address and telephone numbers for: 1) the individual with authority to negotiate and contractually bind the proposer and, 2) for those who may be contacted for the purpose of clarifying the information provided therein.

SELECTION

Submissions will be evaluated based on the following criteria:

- Experience: Relevant experience in coastal resilience, coastal engineering, or similar fields with a focus on coastal riverine environments.
- Expertise: Specific knowledge in areas such as flood risk manager, shoreline protection, environmental impact assessments, or climate adaptation strategies.
- Past Projects: Examples of previous projects that demonstrate your capability and success in similar work.
- Team Composition: Information on the team members who will be involved, including their qualifications and roles.
- Education and Certifications: Relevant degrees (e.g. Civil Engineering, Environmental Science, Planning) and professional certifications.
- References: Contact information for references from previous clients or projects.

The Selection Committee may select one, some, or all proposers for interview. Should interviews be conducted, the person who will be responsible for managing the contract must be present at the interview. It may be requested, at the Selection Committee's discretion, that other identified key personnel be present also.

INDEMNIFICATION AND INSURANCE

The selected firm shall agree to indemnify and hold the Town harmless from claims, demands, suits, causes of action and judgments arising from the firm's performance, including claims of professional malpractice or negligence. The selected firm shall provide a certificate of no less than \$1,000,000 liability insurance, naming the Town of Castine as an additional insured, as well as proof of workers' compensation insurance, if applicable.

QUESTIONS

Any questions concerning this RFP or the project shall be directed to the Town Manager by email at derik@castine.me.us.

The Town of Castine Reserves the Right to Accept and/or Reject any and all Proposals.

The Town reserves the right to request clarification of and/or solicit additional information of any proposer; to have proposer(s) make presentations to the Selection Committee; and/or to negotiate with any proposer(s) regarding any terms of their proposal, including but not limited to the cost and/or scope of services, with the intent to achieve the best proposal that shall result in a contract that is deemed by the Town to be in its best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement, if possible.

October 16, 2024

Derik Goodine
Town Manager

PROVIDE ASSESSMENT AND FEASIBILITY DESIGN STUDY OF WATERFRONT

**** THIS SHEET MUST BE INCLUDED IN YOUR PROPOSAL ****

The undersigned hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, that it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same, and that no person acting for or employed by the Town of Castine is directly or indirectly interested in this proposal or in any anticipated profits which may be derived there from.

The undersigned hereby declares that they have read and understand all conditions as outlined in this Request for Proposals, and that the proposal is made in accordance with the same.

The bidder acknowledges the receipt of Addenda numbered: _____

COMPANY NAME: _____

DATE: _____

PRINT NAME & TITLE: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

TYPE OF ORGANIZATION - PARTNERSHIP, CORPORATION, INDIVIDUAL, OTHER:

STATE OF INCORPORATION, IF APPLICABLE: _____

FEDERAL TAX IDENTIFICATION NUMBER (Required): _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NOTE: Proposals must bear the handwritten signature of a duly authorized member or employee of the organization submitting a proposal.

Total Proposed Cost: \$ _____
(Please provide your total fee here.)