

Town of Northport Request for Proposals

Engineering Assessment, Survey, and Design for Shoreline Stabilization

I. GENERAL

- a. The Town of Northport (“Town”), acting as lead agency, intends to retain a qualified civil engineering firm (hereinafter “Firm”) to provide assessment, survey, civil engineering, landscape design, and permitting work needed to stabilize banks and limit erosion at critical public sites on the shoreline in Northport and Bayside (hereinafter “Project”) in accordance with the scope of services as outlined below. The Town has recently adopted a climate action resolution and continues to support climate action activities. This project will help to fulfill some of these goals by beginning to protect Town infrastructure from the effects of severe storms and sea-level rise.
- b. Background. The Town was awarded a Community Action Grant through the Community Resilience Partnership of the Governor’s Office of Policy Innovation and the Future.
- c. Project Goals. The goal of this project is to complete a written Coastal Stabilization Study, including survey, schematic design and planning, civil engineering, landscape design, and permit applications for stabilizing shoreline erosion at four identified sites in Northport and Bayside, sufficient for beginning the RFP process for the construction work itself.
- d. Estimated Timeline.

RFP Release Date	October 27, 2023
Proposals Due	November 22, 2023
Proposals Opened and Evaluated	November 27, 2023
Expected Contract Execution, Project Kick-off	December 2023
Project Completion	October 2024

- e. Contact Information. Please direct all questions regarding the RFP to James Kossuth, Town Administrator for the Town of Northport, at administrator@northportmaine.org or (207) 338-3819 x6.

II. SCOPE OF SERVICES

The Town is seeking proposals from qualified and experienced providers of civil engineering assessment, survey, and design services, with a specific background in conducting shoreline infrastructure surveys and developing nature-based strategies for shoreline stabilization.

Objective: Conduct Coastal Stabilization Study.

The study will include survey, schematic design and planning, civil engineering, landscape design, and permit applications for stabilizing shoreline erosion at four identified sites: Auditorium Park, Bayview Park, Kelly Cove, and Shore Road. (See Appendix A for map of locations.)

Survey: Collect detailed topographic survey data including vegetation, exposed ledge, detail of eroding areas, and significant trees; determine the location of the Highest Annual Tide line and the Mean High Water line to set the evaluation benchmark; prepare existing conditions plan which will show the shoreline, property lines, setbacks and features located during the topographic survey. The survey will also account for storm surge and expected sea level rise by 2050. The deliverable from this step will provide the basis for designing a shoreline stabilization plan for each area.

Schematic Design and Planning: Working off the survey results, develop designs for nature-based slope remediation and stabilization options and public beach access options with schematic plans, including landscape design. The deliverable of this step will be a preliminary construction estimate for several design options for review and input.

Civil Engineering: Prepare multiple cross-sections for the proposed stabilization work in order to best address the conditions observed on site. The deliverable for this step will be drawings that will be sufficient for permitting and construction.

Permitting: This step includes preparing and submitting a full NRPA application for the DEP, as well as a permit application to the U.S Army Corps of Engineers (if applicable).

Outcome: Completed written Coastal Stabilization Study, including engineering and landscaping design (where appropriate) for identified vulnerable sites in Northport and Bayside, sufficient for beginning the RFP process for the construction work itself.

Guiding References:

1. Town of Northport Community Resilience Partnership Community Action Grant Application, July 2023
2. Town of Northport Community Resilience Self-Evaluation, June 2023

3. Town of Northport Community Resilience Partnership List of Community Actions, June 2023
4. Town of Northport Community Resilience Partnership Resolution, June 2023
5. State of Maine’s four-year climate action plan, Maine Won’t Wait
6. UMaine Climate Change Institute Climate Futures Plausible Scenario framework
7. Applicable Town, State, and Federal laws and regulations

Deliverables

1. Survey of the four sites, including detailed topographic survey data including vegetation, exposed ledge, detail of eroding areas, and significant trees; determine the location of the Highest Annual Tide line and the Mean High Water line to set the evaluation benchmark, accounting for expected sea level rise by 2050; prepare existing conditions plan which will show the shoreline, property lines, setbacks and features located during the topographic survey.
2. Schematic Design and Planning, based on the survey results, including nature-based solutions for slope remediation and stabilization options and public beach access options with schematic plans, including landscape design. The deliverable of this step will be a preliminary construction estimate for several design options for public review and input.
3. Civil Engineering drawings in multiple cross-sections for the proposed stabilization work in order to best address the conditions addressed on site. The drawings will be sufficient for permitting and construction.
4. Preparing and submitting a full NRPA application for the DEP, as well as a permit application to the U.S Army Corps of Engineers (if applicable).
5. All above deliverables assembled into completed written Coastal Stabilization Study, including engineering and landscaping design (where appropriate) for identified vulnerable sites in Northport and Bayside, sufficient for beginning the RFP process for the construction work itself.

III. PROPOSAL SUBMITTAL REQUIREMENTS

1. The Town requires submission to the Town Office, 16 Beech Hill Road, Northport, ME 04849, in a sealed envelope marked “Shoreline Stabilization Project.” In order to expedite and simplify proposal evaluation and to assure that each proposal receives the same orderly review, all proposals should

adhere to the format described below. Submission of a proposal shall be conclusive evidence that the proposer has investigated and is satisfied as to the conditions to be encountered in performing the work. All proposal sections and pages should be consecutively numbered. Proposals must include a table of contents listing all sections, figures, and tables. Submitted proposals shall include:

- a. Executive Summary, Company Overview, and Professional Qualifications. Include a brief introduction and executive summary of the major facets or features of the proposal, including any conclusions, assumptions, and recommendations the consultant desires to make. The Executive Summary should be designed specifically for review by a nontechnical audience and Town administration. Provide clear, descriptive information on the following:
 - i. The company's background and history. Provide the name of the authorized office/representative for the company with regard to negotiation and contractual matters.
 - ii. Number of total personnel currently available for services described herein.
 - iii. Provide names, resumes of the project leads or managers, qualifications and experience of all staff anticipated to be involved in the project, including the project manager and technical staff.
 - iv. The assigned Project Manager of this project shall be identified in the proposal and cannot be changed, replaced, or altered throughout the project unless agreed to in writing by both the Town and the Firm.
 - v. Identify whether the company is a single source provider of professional services or if a subcontractor will be used. If a subcontractor will be used, please provide detailed information regarding the nature of the subcontracting work and descriptive information about the company, including its primary representative.
- b. References and Experience: Provide detailed descriptions of at least three (3) references for similar projects, including but not limited to the organization name, contact person, address, telephone number and email address, date of initiation, contract status, and a brief overview of the services provided. The Firm agrees that the Town may contact the references given at the Town's discretion.
- c. Proposed Approach: The Town desires a Firm with a minimum of five (5) years of demonstrated experience with similar projects. Describe how the Firm will be able to analyze climate change effects on infrastructure, develop and prioritize nature-based adaptation

strategies, and work with Town staff to develop feasible and cost-effective shoreline stabilization solutions. Proposed approach should include identified tasks as they relate to the scope of services, timeline, and outcomes.

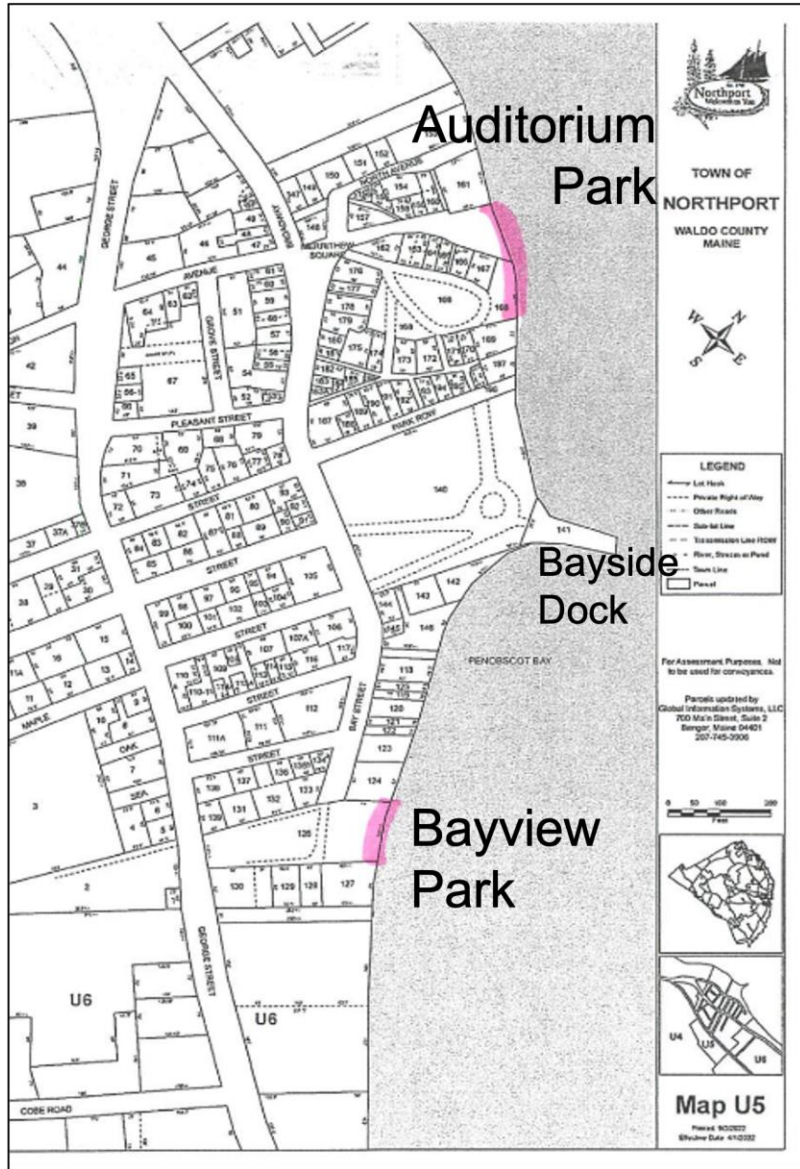
- d. Expected Project Timeline: Describe the timeline the consultant will use to complete the project.
 - e. Cost Proposal: For each task listed in scope of services, please provide a clear, complete, and detailed cost schedule including hours and labor rates.
2. Submittals Deadline: The Town requires submission of the proposal to the Town Office, 16 Beech Hill Road, Northport, 04849, in a sealed envelope marked "Shoreline Stabilization Project." All proposal pages should be consecutively numbered.
 3. Proposal responses and submittals shall be received at the Town Office no later than **NOON on November 22, 2023**.
 4. The Select Board will open and evaluate bids on Monday, November 27, 2023, after 6:15pm at the Town Office, and bidders and the public are invited to attend.

IV. CONSULTANT SELECTION POLICY AND PROCEDURE

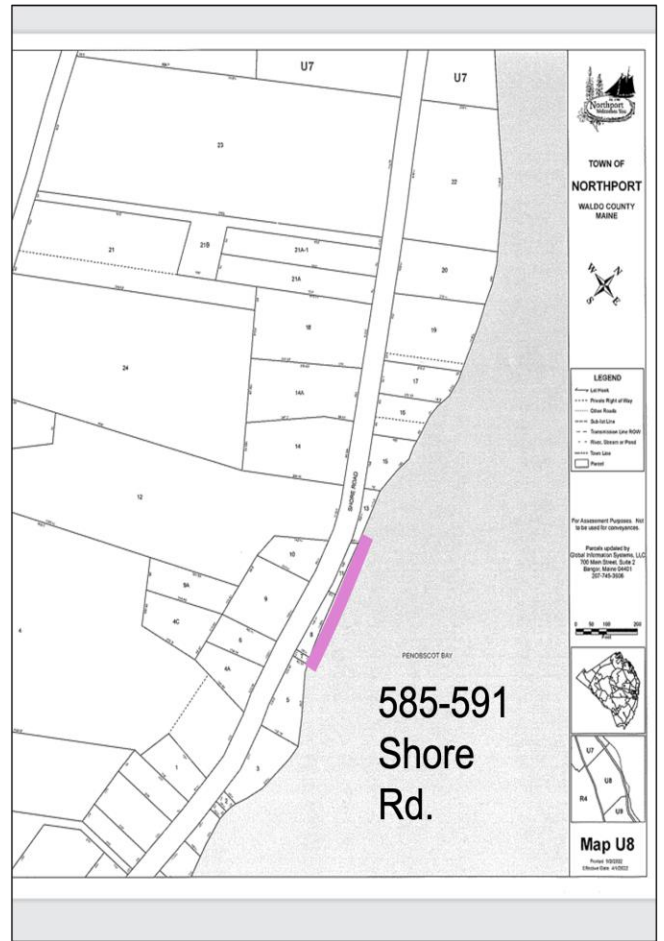
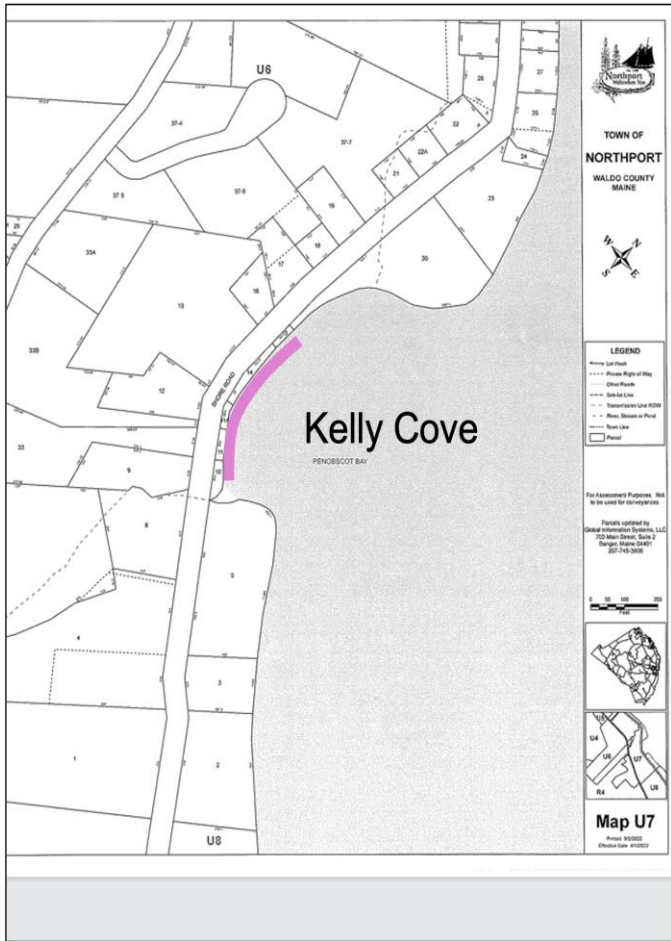
The Town reserves the right to waive informalities and technicalities; to accept or reject any part of, or all of each bid proposal; to negotiate a revised Scope of Services and/or fee, and to accept a proposal which the Town, in its sole, exclusive judgment, deems to be in the best interest of the Town. Proposal price shall be a consideration, but lowest dollar cost proposal shall not be the sole criterion to be considered. The Town will evaluate each proposal based on the documentation requested above, and proposals will be evaluated using criteria that include, but are not necessarily limited to, the following:

- Company Overview and Professional Qualifications
- References and Experience
- Proposed Approach
- Expected Project Timeline
- Cost Proposal

Appendix A: Site Locations



Site map for vulnerable public shore access areas in Bayside in relationship to the Bayside dock.



Site maps for vulnerable areas along Kelly Cove (681-701 Shore Rd) and 585-591 Shore Rd.