

**REQUEST FOR PROPOSAL
WETLAND DELINEATION SERVICES
FOR
THE FORMER MAINE GRAVEL SERVICES PROPERTIES
LOCATED OFF OLD BATH ROAD AND STURGEON LANE
BRUNSWICK MAINE**

May 22, 2024

Summary

The Brunswick Town Council appointed the Former Maine Gravel Services & Captain William Fitzgerald Recreation & Conservation Area Master Development & Management Plan Committee of the Town of Brunswick, Maine seeks consulting assistance to conduct comprehensive wetland delineation services that will be used to inform where upon the 163.4-acre property the committee might recommend facilities for active and passive recreation uses be developed.

The Committee is currently seeking public input to identify the specific recreation & conservation uses that the community feels are the most desirable and of highest priority for future development upon the property. Additionally, the committee seeks to receive a final site plan which depicts all wetlands and potential vernal pools on the property with associated regulatory requirements relative to minimizing impacts on these resources.

The committee realizes that based on the potential that subsequent proposed development locations contain wetlands, watercourses or other environmental constraints, natural resource assessment and mapping would be required to proceed through the permitting process.

Other deliverables would include physically flagging all wetlands, potential vernal pools and obtaining corresponding GPS location data for those flags. All project data to be delivered in an ESRI file geodatabase format. Both horizontal and vertical coordinates should be common, well known coordinate systems and a statement concerning mapping accuracy should be included for each. Consultant to also provide hard and digital copies of wetland delineation forms and an aerial photo map of estimated wetland boundaries as flagged.

Prospective consultants are invited to submit all of the required work components outlined in the Request for Proposals. Submissions are due on Wednesday, June 5, 2024 at 3:00 PM and should be sent to Thomas Farrell, Director of Parks and Recreation, Town of Brunswick, 220 Neptune Drive, Brunswick, ME 04011.

Former Maine Gravel Services & Captain William Fitzgerald Recreation & Conservation Area Master Development & Management Plan Committee and its Charge

On December 26, 2019, Maine Gravel Services, Inc., donated 163.4 acres of property to be used for public recreational purposes to the Town of Brunswick. The property features among other attributes a freshwater pond.

Subsequently on June 20, 2023 the Brunswick Town Council voted to establish the Former Maine Gravel Services & Captain William Fitzgerald Recreation & Conservation Area Master Development & Management Plan Committee.

The Committee is composed of the following individuals:

Project Manager – Tom Farrell, Director Parks & Recreation, Town of Brunswick

- Scheherazade Mason, Chair, Citizen Appointee
- Nathaniel Shed, District 6 Town Councilor
- W. David Watson, District 1 Town Councilor
- Emily Baisden, Citizen Appointee
- Eben Sypitkowski, Citizen Appointee
- Helene Harrower, Conservation Commissioner
- Kurt Stinson, Conservation Commissioner
- Emilie Schmidt Howell, Recreation Commissioner
- Adam Caron, Recreation Commissioner

Committee's Scope of Work.

At a minimum, the Committee shall explore the following,

- Research the historical uses associated with the land.
- Determine what types of recreational uses are appropriate for the property.
- Produce a preliminary site plan for future recreational facilities.
- Develop a corresponding capital construction cost estimate for the facilities.
- Determine operations and maintenance costs necessary to support the facilities.
- Perform an assessment of the existing habitat on the former Maine Gravel Services site.
- Recommend an ecological management plan for those portions of the property featuring high value habitat.
- Host two community wide public forums to inform citizens of the master planning process and to seek input and feedback on the plan.

Reporting. The committee shall update the Town Council periodically as work proceeds on the project and will prepare and deliver a final draft master plan for the property to the Town Council for consideration upon completion of its work.

As part of the committee's work it needs a base map of the various parcels that make up the overall site with wetland and vernal pool boundaries featured within which development should not occur.

This information would be used to determine which parts of the properties might be best suited for development of active recreation facilities and or support amenities.

Background: Documents Related to the Site

The consultant should review the Quitclaim Deed filed in the Cumberland County Registry of Deeds: DOC :67759 BK :36303 PG:47 prior to submission of their proposal to verify the boundaries of the site which are also featured on the Town of Brunswick GIS Mapping website as Map 48 – Lots 22, 25, 28, 29 and 31.

The 163.4-acre property was donated to the Town of Brunswick with the following covenant:

The Town will use and maintain the property for purposes of public recreation and access.

Planning Process

The master plan committee has been meeting every third week since October 5, 2023 and is scheduled to conclude its work in the Fall of 2024. Past meetings of the committee can be viewed by video on demand at [Agenda Center • Brunswick, ME • CivicEngage \(brunswickme.gov\)](#)

In addition to its regular meetings the committee has held one of its two community wide workshops on March 2, 2024 to gather residents ideas and input relative to the desire for future uses of the property. Additionally, a web-based survey was conducted to gather similar input for committee consideration. Approximately 250 responses were received.

A website for the project has been established with a story map of the project along with additional information on the project. The website can be viewed at [Home | Former Maine Gravel \(mainegravel-fitzgeraldplanning.org\)](#)

Scope of Services

Task 1: Wetland and Watercourse Delineation and Potential Vernal Pool Survey

Within the overall site the consultant will conduct a wetland and watercourse delineation and potential vernal pool (PVP) survey, totaling 163.4 acres to identify natural resources for future permitting and site development. Wetland boundaries will be delineated using the technical criteria provided in the U.S. Army Corps of Engineers (Corps) Corps of Engineers Wetlands Delineation Manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region (Version 2.0). Information will be collected to complete the Corps Wetland Determination Data Forms as appropriate for future permitting needs. Wetland data collection will include wetland classification, dominant vegetation, hydric soil criteria and evidence of wetland hydrology. Representative photographs will be taken as appropriate. To facilitate preliminary identification of Wetlands of Special Significance, as defined in the Maine Natural Resources Protection Act (NRPA), observable site conditions pertinent to Wetlands of Special Significance will be collected, and publicly available data will be reviewed following the wetland delineation effort.

Delineated watercourses (e.g., river, stream or brook) and other potential waters of the United States will be identified based on the technical guidance available from the Corps on the identification of an Ordinary High-Water Mark, definition of a tributary as described in the Clean Water Act and as detailed in the Maine Department of Environmental Protection (MDEP) watercourse identification guidance document. Data will be recorded on evidence of hydrology, substrate, bankfull widths, Ordinary High Water Mark widths, water depths, and presence of aquatic organisms and vegetation. Representative photographs will be taken as appropriate.

Concurrent with the wetland watercourse delineation, the consultant will perform a PVP survey to inform project planning and to identify potential permitting under municipal zoning, the NRPA and the Corps State of Maine General Permit (GP). The Town of Brunswick realizes that vernal pool surveys are typically conducted in April/May during the breeding period of vernal pool-dependent amphibian species. Given that the 2024 vernal pool season will have passed by the date of award of this RFP, the PVP survey will identify site features that could function as a vernal pool habitat during the spring breeding season. The consultant will conduct the PVP survey in accordance with the Maine Association of Wetland Scientists' Vernal Pool Survey Protocol, as well as the definitions set forth in Chapter 335, Significant Wildlife Habitat of the NRPA and the Corps GP.

Delineated wetland and watercourse boundaries and PVP center point location points will be marked in the field with flagging during delineation. Wetland, watercourse and PVP boundaries will be located using Global Positioning System (GPS) receiver capable of submeter accuracy.

The consultant will coordinate its site reconnaissance visits to collect the pertinent data to allow for a Bowdoin College student who is fulfilling a Conservation, Recreation, and Land Use Planning Summer Fellowship to accompany those who will be performing the field work to identify the wetland resources on the property.

Task 2: Reporting

Upon completion of the wetland and watercourse delineation and PVP survey, the consultant will prepare a narrative report that summarizes the methodology and results of the field surveys. The report will include representative photographs of the identified resources, completed Wetland Determination Data Forms and a figure depicting the locations of identified wetlands, watercourses and PVP's.

An ESRI file geodatabase of identified natural resources will be created and provided to the Town of Brunswick as part of the deliverable package under Task 1. Individual datasets should be on common, well-known horizontal and vertical coordinate systems and a statement of accuracy should be included for each. This task will also involve one field visit with representatives from the Town of Brunswick to discuss resource avoidance as specific facilities requiring soil disturbance become clearer as the committee works toward finalizing its proposed recommendations for areas of future development on the property.

Statement of Qualifications

Consultants shall include at a minimum in their submissions the following information:

- The firm's experience with work components that qualifications have been submitted for;
- Identification of lead consultant resume(s) of personnel to be assigned to this project;
- List of any subconsultants, identification of their role in the project and prior experience performing work of this nature
- Resume(s) of personnel to be assigned to this project from each of the people working on the project team;
- Statement regarding availability and ability meet critical dates identified including final report presentation to the Former Maine Gravel Services & Captain William Fitzgerald Recreation & Conservation Area Master Development & Management Plan Committee no later than July 31, 2024.
- Three references for similar work completed (contact name and phone number);
- Submission of copies of previous work products in this area.

Submissions are due on June 5, 2024, at 3:00 P.M. Five (5) copies are required to be submitted.

Submissions shall be addressed to:

Thomas Farrell, Director
Parks and Recreation Department
220 Neptune Drive
Brunswick, ME 04011

All submissions will be reviewed, and a selection made. Interviews may be conducted at the discretion of the selection committee.

Timeline

- RFP Release May 22, 2021
- RFP Due no later than 3:00pm on June 5, 2024
- Consultant selected by June 12, 2021
- Completion of work and delivery of final report and related deliverables July 31, 2024.
- Appearance at the August 8, 2024 meeting of the Former Maine Gravel Services & Captain William Fitzgerald Recreation & Conservation Area Master Development & Management Plan Committee to summarize the work performed and to review the data collected.

Evaluation Criteria

The following evaluation criteria and ratings will be used:

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| a. Previous experience with the type of work identified | 30 points |
| b. Qualifications and availability of the assigned personnel | 30 points |
| c. Cost | 40 points |

Selection Process

A committee will evaluate each proposal individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in the RFP, and to any subsequent requests for clarification or additional information made by the Town. Proposals must comply with and are subject to all provisions of applicable federal, state, and local laws. Proposals failing to comply with the submission requirements or those unresponsive to any part of this solicitation may be disqualified. The Town may, at its sole discretion, elect to waive requirements either for all proposals or for a specific proposal.

The Town, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews.

The Town of Brunswick reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.