

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL WATERSHED PLANNING SERVICES
MARE BROOK WATERSHED ASSESSMENT AND COMMUNITY ENGAGEMENT PROJECT
FOR THE TOWN OF BRUNSWICK, MAINE
ISSUED: 8/21/15
PROPOSAL DEADLINE: 9/21/15**

*This **Request for Qualifications** invites responses from qualified and experienced professional environmental planning consultants to assist the Town of Brunswick in completing an assessment of the urban-impaired Mare Brook Watershed and related community engagement activities.*

Introduction

Mare Brook drains approximately 6-square miles of Brunswick, northern Casco Bay's most populous municipality, and empties into Harpswell Cove which is one of the most important shellfish growing areas in the region. Mare Brook has been designated as an urban impaired stream largely due to non-point source runoff from impervious surfaces which has resulted in the stream not meeting water quality standards for aquatic life use. Recent work by the Friends of Casco Bay has demonstrated that increased levels of nitrogen in near shore waters, resulting from non-point source runoff, has increased localized effects of ocean acidification impacting juvenile clam populations. Harpswell Cove produces 2,500 bushels of softshell clams annually and is currently under consideration for the siting of a municipal intertidal aquaculture operation. A comprehensive assessment of Mare Brook has never been completed, and as a result, the town has little direction regarding how best, and where to address water quality issues.

The purpose of this project is threefold:

- 1) To develop, facilitate and engage an action-oriented stakeholder group and technical advisory committee to advise and oversee the watershed assessment and report of findings;
- 2) To conduct detailed watershed assessments providing a comprehensive baseline that identifies issues and can be used to measure progress toward restoration; and
- 3) To produce a detailed and user-friendly watershed baseline report that will summarize watershed challenges and outline a potential course of actions to bring the stream into aquatic life use attainment levels.

In accomplishing these three primary goals, the project will result in a technically sound watershed assessment to serve as a baseline for future action while also building strong local support in Brunswick to address non-point runoff issues.

Funding for the project has been secured through the Maine Coastal Communities Grant Program with in-kind match to be provided by Town staff and volunteers. Additional technical assistance may be available through Maine Department of Environmental Protection staff.

Community Profile

The Town of Brunswick, settled in 1628 and incorporated in 1739, is a diverse, very civic-minded community of 20,278 residents, home to Bowdoin College and the Maine State Music Theater. Since the closure of the Brunswick Naval Air Station in 2011, Brunswick is in a healthy transition period, focused on maintaining our vibrant downtown core while working together with the Midcoast Regional Redevelopment Authority to redevelop what is now known as "Brunswick Landing" (www.mrra.us). Even with the loss of almost 3000 military personnel prior to the 2010 Census, Brunswick's loss in population was less than 1000 (4%) since 2000. Occupied housing units during that same time period increased by 4%.

Brunswick, located 25 miles north of Portland, serves as a gateway to Midcoast Maine with Route 1 and I-295 traversing through town. The Town is 46.7 square miles in land area with a defined growth area

surrounding the downtown core, Brunswick Landing and a commercial/retail area, Cooks Corner. The rural area of Brunswick encompasses farmland and forests primarily bordered by 67 miles of coastline along the Androscoggin River, New Meadows Estuary and the Atlantic Ocean.

Mare Brook Watershed Characteristics

Mare Brook is an urban impaired stream, as designated under Chapter 502 of the Maine Stormwater Management Rules, that cuts through the heart of Brunswick's residential districts, Brunswick Landing (formerly Brunswick Naval Air Station), and significant public conservation land acreage including the Town Commons and Kate Furbish Preserve. In 2001-2003, data collected by the Maine Department of Environmental Protection indicated that Mare Brook does not meet water quality standards for aquatic life use. The watershed's 21% impervious cover is the primary cause of this non-attainment. Much of this impervious surface is in the residential headwaters (largely the Brunswick growth area) and Brunswick Landing.

Historically, the brook supported native brook trout populations given its cool groundwater discharge sites and clean sandy substrate. During the development of the town, headwater wetlands were drained and developed for residential neighborhoods, and riparian buffers compromised. In 2002, the town adopted more aggressive Natural Resource Protection Zone (Shoreland Protection Zoning) standards to better protect first order streams and associated wetlands. Prior to that, the town had adopted a Coastal Protection Zoning District aimed specifically at reducing septic loading and impervious surface coverage for lands draining into Maquoit and Middle Bays. While anecdotal information suggests that sea-run brook trout continue to populate tidal portions of the drainage, fish have disappeared from upper portions of the watershed.

The brook is significant from an economic standpoint given that the entire 6 square mile watershed empties to one of Brunswick's most important shellfish growing areas. Like most nearshore shellfish flats, the flats of Harpswell Cove are currently experiencing the effects of increased ocean acidity which erodes and dissolves the shells of juvenile clams. Recent work by Friends of Casco Bay has indicated that nitrogen associated with non-point runoff exacerbates this problem. While there is little that a municipality can do to effectively combat the global ocean acidification trend, Brunswick can improve stormwater management in the Mare Brook drainage to hopefully lessen the rate of acidification in Harpswell Cove.

Requisite Services/Expertise

The selected consultant(s) and a Town-appointed Technical Advisory Committee (TAC) will work together to develop a detailed scope of work, task responsibilities, list of product submittals, and time schedule to complete the watershed assessment and community engagement project. The consultant(s) shall possess demonstrated education, experience, and capacity to complete any and all of the following tasks cooperatively with Town staff and TAC members:

- Develop and conduct a transparent public process during all stages of the project including the facilitation of the TAC, stakeholder and landowner participation.
- Develop a sampling and analysis plan.
- Conduct an assessment of the Mare Brook Corridor, to include:
 - field survey activities to provide baseline information regarding physical and ecological characteristics as well as the collection of chemical and biological data;
 - professional geomorphic assessment;
 - fisheries survey; and
 - in-stream/riparian habitat survey.
- Develop the Mare Brook Baseline and Best Management Practices Report.

Submittal Requirements

Submittals must clearly demonstrate the consultant's understanding of the services requested, the approach to carry out the project, experience with requisite services as outlined above and the ability to

complete the work in a timely manner. A detailed scope of services and not to exceed fee for services will be jointly developed with staff. Please do not provide a scope of services or any fee or salary information with this submittal.

Organization and Format: The submittal should be organized as closely as practicable to the format and sequence outlined below. The following information must be included:

- **Contact Information** (2 pages maximum). Name, address, phone number, fax number, and e-mail address of Lead Proposer contained in a cover letter. A signature page must be included with the qualifications stating that “I certify that all of the information contained in this submittal to be true and accurate.”
- **Experience** (5 pages maximum). Listing and description of relevant projects in which the lead consultant and team members had significant roles.
- **Qualifications of Consultant(s)** (5 pages maximum). Resumes of all project team members, organizational chart and individual time commitments for project.
- **Project Approach/Schedule** (2 pages maximum). Outline the generalized approach to complete the project within 18 month of contract date. Please include a schedule outlining project deliverables and any other relevant milestones.
- **References** (1 page maximum each). Please provide a list of three (3) to ten (10) clients with whom the firm/team has done business similar to that required in this solicitation within the last five (5) years. Include contact information (person’s name, company/municipality name, address, and telephone number) and a brief project description. If contacted, all references must verify that a high level of satisfaction was provided. The Town will determine which, if any, references are contacted. The results of any reference checks will be provided to the scoring committee and used when scoring the written proposal.

Page Limit: No more than 14 pages, excluding references.

Rating Criteria and Relative Weight

The Town’s consultant selection committee will consist of Town staff and other members to be determined. Proposers may not contact members of the selection committee, with the exception of the Town Manager, unless requested by the Town.

The submittals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the submittal being rejected. In the event that all Proposers do not meet one or more of the mandatory requirements, the Town reserves the right to continue review of the submittals most closely meeting the mandatory requirements of this RFQ.

Accepted submittals will be reviewed by the selection committee and scored against the stated criteria. The consultant selection committee’s scoring will be tabulated and submittals ranked based on the numerical scores received. Submittals will be rated on the following weighted criteria:

- Proposer Capabilities – 30%
- Staff Qualifications – 30%
- Schedule – 25%
- Proposer Reference – 15%

Interviews with the consultant selection committee will be held with the top three consulting firms/teams.

Request for Qualifications alone will be used to select the successful proposer. Once the successful proposer has been selected, scoping and contract negotiations will begin.

All requests for clarification and or additional information must be submitted in writing (via email abreinich@brunswickme.org, or by fax 207-725-6663 to Anna M. Breinich, FAICP, Director of Planning

and Development, no later than 2:00 pm on **9/11/15**. Questions and responses, as well as any Town of Brunswick-initiated changes, will be provided to all prospective Proposers, in writing, as amendments to the RFQ, and will be placed on the Town of Brunswick web site: www.brunswickme.org/planning no later than **9/15/15**. **IT WILL BE THE PROPOSER'S RESPONSIBILITY TO CHECK THE REFERENCED WEBSITE FOR ANY NEW AMENDMENTS OR CLARIFICATIONS.** (Note: The Proposer must include reference to all amendments on their response to this RFQ.)

Review Process and Schedule:

Requests for clarification deadline:	Friday, 9/11/15, 4:30 pm
Last staff response to requests:	Wednesday, 9/15/15, 4:30 pm
Statement of qualifications due date:	Monday, 9/21/15, 4:30 pm
Interviews (tentative timeframe):	Weeks of 9/28/15 and 10/5/15
Anticipated selection of lead firm:	Week of 10/12/15

Submittal Due Date: Monday, September 21, 2015, 4:30 pm.

Electronic format (e-mail, disk, DVD or CD) PDF is preferred; MSWord, is acceptable. Please email submittals to abreinich@brunswickme.org. Hard-copy submittals in the form of one (1) original and five (5) copies may be submitted and accepted at the Department of Planning and Development prior to the above due date and time at the address below:

Anna M. Breinich, FAICP, Director
Department of Planning and Development
Town of Brunswick
85 Union Street
Brunswick, ME 04011

Late Submittals

Any submittal, portion of a submittal, or unrequested submittal revision received at the Town of Brunswick after the time and date specified will not be accepted.

Costs of Preparation

Proposer assumes all costs of preparation of the submittal and any presentations necessary to the selection process.

Submittal Validity

Unless specified otherwise, all submittals shall be valid for 90 days from the due date.