



**TOWN OF CAPE ELIZABETH**  
**REQUEST FOR EXPRESSION OF INTENT & QUALIFICATIONS FOR**  
**ENGINEERING & DESIGN SERVICES**

The Fort Williams Park Committee completed a Master Plan Update for Fort Williams Park in the fall of 2021. The plan is available on the Town of Cape Elizabeth website for review. [Fort Williams Park Master Plan Update](#). One recommendation from the Master Plan was the improvement of the freshwater pond located at Fort Williams Park. The Town of Cape Elizabeth is soliciting feasibility proposals to review the existing conditions and historical context of the pond, develop a list of repairs to improve the year round function of the pond, review pond hydrology, and develop associated costs for implementation of the enhancements. The existing freshwater pond is located on the westerly side of the Fort Williams Park. The Fort Williams Park Committee would like to explore various creative concepts that identify improvements and establishes the multi-season use of the pond. .

#### Scope of Services

The work will include, but not be limited to, the following scope of services:

1. Project Initiation and Data Collection, including base mapping of the pond and peripheral area.
2. Site Inventory, Analysis and Assessment, including requirements needed from Maine DEP and Army Core of Engineers, if required.
3. Review of historic documents and photos that were found in the data collection phase.
4. Prepare a preliminary hydrologic assessment to determine tributary area, surface runoff to the pond, the pond pump system and the pond outlet pipe.
5. Work with the FWPC to discuss options and prioritize repairs and enhancements to the pond and immediate surrounding areas.
6. Present a preliminary plan of next steps, including a list of recommended repair and maintenance items, along with an estimated cost to complete each task.
7. Attend meetings of the FWPC and other Town boards as requested.
8. Produce documents and plans for review and submission to the Planning Board, the Town Council and/or any applicable Town/State/Federal agency.
9. Ability to provide documents and plans in preparation for competitive bidding procedures.
10. Provide construction oversight and management for any applicable project, or contracted services if requested.

This list is intended to assist design professionals in understanding the scope of the project, however, the FWPC is very interested in receiving advice from interested professionals that may not include or is not limited to the list above.

#### Conflict of Interest

- The firm selected shall disclose to the Town Manager any previous (or current) relationship with clients, with proposals before the Town.
- At times when a conflict of interest is possible the Town of Cape Elizabeth may seek other services for specific project review and/or oversight.

#### Criteria for Firm Selection

1. Relevant experience of principles and key staff
2. Firm's history of performance on previous projects relevant to services being desired.
3. Adequacy of personnel and support services (in-house and/or contracted) to perform work.
4. Completeness of proposal.
5. Fee schedule.
6. Recommendations and opinion from firm's previous clients.
7. A record of achievement utilizing historical, environmental and passive recreation measures in parks/recreation projects.
8. Other factors deemed pertinent by the FWAC and Town staff.

#### Information Requested

1. Firm History
2. Resumes of personnel who will work with the FWPC and Town staff.
3. The names of companies that will be utilized for services not provided by the submitting firm.
4. Identification of key contact and person you wish to be identified as the Fort Williams Park Committee "Liaison" in the firm.
5. List of representative clients
6. Current fee schedule

#### Proposal Bidding Requirements

Sealed bids shall be received by the Town of Cape Elizabeth until **2:00 PM on Thursday, June 9, 2022** at which time they will be publicly opened and read in the Town Council Chambers at Town Hall. Questions regarding this bid should be directed to Kathleen Raftice, Director of Community Services and Fort Williams Park at 207-799-2868 or via email at [Kathleen.Raftice@capeelizabeth.org](mailto:Kathleen.Raftice@capeelizabeth.org).

**Proposals shall be submitted in a sealed envelope, plainly marked "FWP Pond Feasibility Study" and addressed to Matthew Sturgis, Town Manager, 320 Ocean House Road, Cape Elizabeth, Maine 04107. No late, unmarked, facsimile, or electronic bids will be accepted.**

The Town of Cape Elizabeth expects to award this bid to the lowest bidder for the services requested however the Town shall award the contract to the proposal that best accommodates the various project requirements. The Town of Cape Elizabeth reserves the right to waive any informality in the bids, to accept any bid and to reject any or all bids, should it deem in the best interest of the Town to do so.

Regards,

Kathleen Raftice

Director Cape Community Services and Fort Williams Park