

## **Draft Scope of Work Paper Street Technical Assessment**

### Introduction

As part of the vote taken October 5, 2016 to extend paper streets, the Town Council also referred to the Conservation Committee further evaluation of two paper streets as potential trail locations. The Town Council referral follows:

Moved by James M. Garvin and Seconded by Jessica L. Sullivan

ORDERED, the Cape Elizabeth Town Council directs the Conservation Committee to revisit and review the 2013 Greenbelt Plan, previously adopted by the Town Council on January 6, 2014, specifically as it relates to the potential trails indicated along the paper streets of Surfside Avenue (U12-5) and Atlantic Place (U12-8), as well as any potential future trail development along the paper street at Lighthouse Point Road (U15-1), and provide an update to the Town Council within six (6) months. It is requested that the review encompass a thorough assessment of the technical and logistical feasibility, along with all other practical considerations, to determine a complete cost- benefit analysis of any potential trail development.

### Project Description

The Conservation Committee seeks technical assistance to collect and analyze data, prepare plans, advise on necessary permitting and develop cost estimates to install a greenbelt trail on the Surfside/ Atlantic Place paper streets and the Lighthouse Point Rd paper street.

### Project Tasks

1. **Paper street boundary survey.** Complete a boundary survey, prepared by a professional surveyor registered in the State of Maine, as follows:

Surfside Ave/ Atlantic Place: The western side of Surfside Ave to a point beyond the abutting Wooden property. The remaining area of Surfside Ave shall be shown on the plan, but does not need to be survey quality. The plan should show the existing trails on the eastern end of Surfside Ave, and a general shrub line on the western Surfside Ave, and Atlantic Place, including structures and driveways located on or within 10' of the paper street.

Lighthouse Point Rd: All of the Lighthouse Point Rd paper street, including general shrub line. The abutting Coast Guard property shall also be shown on the plan, but does not need to be survey quality. The plan should show the existing trails on the Coast Guard property and the lighthouse. Survey quality information should be included to show the lighthouse in proximity to the closest property line.

2. **Produce a plan.** For each area, a plan should be produced that overlays boundary line (and other line information as previously noted) on an aerial photo. The plan shall clearly note source information.

3. **Potential Trail Alignment.** With input from the Conservation Committee, depict a trail alignment on the plan. The trail should provide connectivity between public roads and potential areas where public access may occur, and balance maximizing enjoyment for the trail user and sensitivity to abutters. The plan shall also include areas where vegetated buffers may be appropriate. The conceptual path should be designed as 5' wide, with alternates of 2' and 3' wide.

4. **Permitting.** Provide an assessment of the local, state and/or federal permitting that may be required, the expectation that permits would be granted, and costs to apply for permits.

5. **Construction costs.** Upon completion of steps 1-3, estimate the cost of installing greenbelt trails, including alternate widths.

#### Time frame

The above tasks should be completed within the following deadlines:

Day 1	Project contract is signed
Day 30	Boundary survey work completed and plan provided to Town
Day 45	Plan with conceptual alignment (subject to Conservation Committee meeting schedule to obtain comments)
Day 90	Permitting and construction costs provided
Day 120	Project/draft report complete (subject to Conservation Committee meeting schedule)

#### Committee meetings

A minimum of 2 meetings with town staff, 2 meetings with the Conservation Committee and 1 meeting with the Town Council should be included in the project scope. The town planner will be the staff contact and will provide existing information and coordination as needed for the project.

#### Final product

A written report with plans depicting information described above shall be provided in as 8 paper copies and a digital version.