

DRAFT

Request for Proposals
Town of Cape Elizabeth
2019 Greenbelt Infrastructure Assessment
(to be issued September 23, 2019)

Summary of project: The Cape Elizabeth Conservation Committee would like a "capital improvement plan" type assessment of the existing greenbelt trail boardwalks, including location, length, condition, and need for extension.

Description of work to be performed

The Town of Cape Elizabeth maintains approximately 18 miles of greenbelt trails, almost all with a natural dirt surface and including boardwalks spanning wet conditions. Some of the boardwalks are reaching the end of their useful life, some boardwalks need extension/upgrade to current standards and some natural trail surfaces need boardwalks. Using the greenbelt trails map provided by the town, the project will inventory and assess all boardwalks and trail locations that may need boardwalks, and develop supporting data to facilitate permitting as needed. Permitting will not be included in this project.

1. Kick off meeting with the Conservation Committee to review project expectations, boardwalk standards, schedule, etc.
2. Using the greenbelt trail map as a guide, walk all town greenbelt trails.
 - Collect gps locations, length, and width of existing boardwalks.
 - Evaluate condition and adequacy (length and width) of boardwalk.
 - Identify locations where boardwalks may be needed (gps location) and length.
 - Where boardwalks will be expanded or added, provide wetland mapping adjacent to the boardwalk as needed and suitable for state permit application.
 - Maps should be provided for boardwalks to be extended or added.

- Prepare summary report of methodology used and conclusions.
- 3. Attend 2 additional meetings of the Conservation Committee, 1 as a progress report and the last to present the finished project.
- 4. Provide a report in digital form, including pdf of each map in a form suitable for inclusion in a permit application.

Proposal

The proposal should include:

1. The principal doing the work should be identified and his/her qualifications provided. Recommendations are preferred but not required. Experience with greenbelt planning and implementation should be identified.
2. The proposer shall indicate that they have sufficient time to dedicate to the program and to complete work to be performed no later than **May 1, 2019**, unless extended by the Conservation Committee.
3. The proposer shall provide examples of similar completed work.
4. The proposal should include a description of the techniques to be used to collect data and prepare mapping.
5. Cost to perform the project.

Funding

A budget of \$ has been set aside for the project.

Evaluation of Proposals: The Conservation Committee will review the proposals at the October 8, 2019 meeting. Following the meeting, selected proposers may be asked to schedule an interview. In evaluating the proposals, the following may be considered:

1. The ability, capacity, and skill of the bidder to perform the contract,
2. Whether the bidder can perform the contract promptly, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The quality of performance of previous contracts or services;

5. The previous and existing compliance by the proposer with laws and ordinances relating to the contract or services;
6. The quality, availability and adaptability of contractual services to the particular use required;
7. The number and scope of conditions attached to the proposal;
8. In the event of proposals of equal quality and service, preference may be given to a local vendor.
9. Assuming notification of a successful proposal by November 1, 2019, when will work commence.

Submission deadline: Proposals should be sent by email to the address below by **2:00 p.m. on Monday, October 7, 2019**. Review of the bids will occur at the October 8, 2019 Conservation Committee meeting.

The Town reserves the right to accept, or reject any, or all bids.

Questions regarding this request for proposals and scope of work shall be directed to:

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