

**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**VULNERABILITY ASSESSMENT**

**RFQ 262024**

**Town of Scarborough**

P.O. Box 360  
259 U.S. Route One  
Scarborough, Maine 04070-0360

Released on November 9, 2023  
Proposals Due on December 14, 2023

**SCARBOROUGH**

**MAINE**



**Section 1 OVERVIEW**

The Town of Scarborough is seeking proposals from professional consulting firms with experience to assist the Town’s Planning and Engineering & Technical Services Departments with conducting a vulnerability assessment based on predicted sea level rise, storm surge, and precipitation, as well as using historical data. The assessment will include a total of six tasks including project coordination & management, data review & collection, ordinance review, community engagement, adaptation strategies, and development of a final report. The final report must include all study findings from each task and present all vulnerable property and infrastructure. Adaptation strategies to protect Scarborough residents, properties, and infrastructure are to be included, as well as prioritization of these strategies. Detailed requirements for each task are outlined in Section 3, Scope of Work.

The Town intends to select one (1) firm to conduct the Vulnerability Assessment and develop all deliverables based on the quality, range of strengths, and responsiveness of the proposals received.

**Section 2 SCHEDULE OF EVENTS**

This request for proposals will be governed by the following schedule:

Release of RFQ	November 9, 2023
Deadline for written questions	November 22, 2023
Proposals due	10:00 am on December 14, 2023
Review of proposals	December 14, 2023 – January 11, 2024
Interviews for top qualifying firms, if needed	Week of January 15, 2024
Final selection by selection committee	February 1, 2024

**Section 3 SCOPE OF WORK**

See attachment A for Scope of Work.

**Section 4 SUBMISSION REQUIREMENTS**

All proposals are due and must be delivered to the Scarborough Planning Department at Town Hall located at 259 U.S. Route One, Scarborough, Maine on or before December 14, 2023 by 10:00 am. Proposals submitted late will not be considered or accepted.

This will not be a public bid opening.

Each Respondent must submit five (5) copies of the Proposal, plus an electronic version. One Proposal Fee, which includes hourly rates of appropriate staff, shall be submitted under a separate sealed envelope contained within the Respondent’s sealed proposal. Proposals submitted must be clearly marked: **Request for Qualifications for Vulnerability Assessment.**

**Proposals must be addressed and delivered to:**

**Town of Scarborough  
Clerks’ Office  
Attention: Tody Justice  
P.O. Box 360  
259 U.S. Route One**

**Scarborough, Maine 04070**

Hand delivered proposals will be date/time stamped/signed by the Town Clerk. Normal business hours are Mondays-Thursdays 7:00 am to 5:00 pm, excluding holidays. The Town will not be liable to any Respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Each Respondent is responsible for submission of their Proposal.

**A Proposal will be disqualified if the Hourly Rate Fee Proposal is not contained within a separate sealed envelope.**

**All questions must be in writing and submitted to Kim Morrison by November 22, 2023 at the following email: [kmorrison@scarboroughmaine.org](mailto:kmorrison@scarboroughmaine.org)**

In order to establish a uniform review process, it is requested that proposals be organized in the following manner:

1. Title Page
  - a. Show the proposal subject, name of firm, local address, telephone number, name of primary contact person, and date.
2. Table of Contents
  - a. Include a clear identification of the materials by section and by page number.
3. Letter of Transmittal
  - a. Limit to two pages. This letter should briefly state the Respondent's understanding of the work to be done and give details of Respondent's anticipated project approach and plan review timetable.
4. A brief summary of experience of individual(s) who will be working with the Town of Scarborough. Include a list of recent projects managed by the individual(s), and a list of projects reviewed by the individual(s). Particular attention should be paid to the last 5 years experience with vulnerability and resilience projects.
5. A Capabilities Statement, which includes the core services the Respondent can provide related to technical, analytical, planning, and communication disciplines. Topics that should be addressed should be the elements under Section 3, Scope of Work.
6. A brief assessment of the Respondent's experience with evaluating vulnerability of assets, reviewing and updating Town ordinances, developing strategies to protect vulnerable assets, and developing interactive web-based tools.
7. Names and qualifications of key individuals who will be responsible for conducting each task of the project, as well as the primary point of contact, including registrations, licenses, and certifications. Prior vulnerability and resilience experience should be highlighted in this section.
8. List five (5) references of past clients, including primary contact's name, title, address, phone number, email address, and last project name and date that the Respondent worked on with the reference contact.
9. A statement confirming that the Respondent can accommodate the anticipated workload.

**A Fee Proposal shall be submitted in a single separate sealed envelope with the proposal. Any proposal not complying with this requirement may be subject to disqualification. The project funding is a maximum of \$90,000 and total project costs shall not exceed this amount. Final deliverables must be provided before exceeding the project funding amount.**

- a. Fee Proposals are to include schedule/hourly rate for all personnel/positions who will be assigned to this contract as well as travel time rates and mileage.
- b. Include in Fee Proposal any miscellaneous fees and charges, such as postage, printing, etc.
- c. The Fee Proposal may be adjusted after negotiations with the Town and prior to signing a formal contract, if necessary.
- d. The Fee Proposal shall indicate the markup for subcontractor services.

## **Section 5 EVALUATION CRITERIA**

The Town of Scarborough's evaluation and selection process is a Qualifications-Based Selection (QBS) for professional services. The Town of Scarborough may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance. The ranking will consist of the proposals based upon a maximum of 100 points, as follows:

1. Experience / Qualifications (25 points maximum)
  - a. Based on information provided in Section 4(4) outlined above.
2. Capabilities (30 points maximum)
  - a. Based on information provided in Section 4(5) outlined above.
3. Personnel Qualifications (25 points maximum)
  - a. Based upon information provided in Section 4(7) outlined above.
4. References (10 points maximum)
  - a. Based upon information provided in Section 4(8) outlined above.
5. Workload Availability (10 points maximum)
  - a. Based upon information provided in Section 4(9) outlined above.

Fee Proposals will be opened after the selection process has been completed.

## **Section 6 SELECTION**

A Selection Committee, consisting of Town of Scarborough staff and residents, will evaluate the information provided, and rate each Respondent by the criteria indicated in Section 4 and 5. The Selection Committee will administer the selection procedure including any necessary negotiations.

Based upon this review, the Selection Committee may select one, some, or all Respondents for interviews. Should interviews be conducted, the person who will be responsible for managing the

contract must be present at the interview. The Committee may request that other identified key personnel be present also.

## **Section 7 STANDARD TERMS AND CONDITIONS**

The Town of Scarborough reserves the right to amend this RFQ prior to the proposal due date. All amendments and additional information will be posted on the Town website: [www.scarboroughmaine.org](http://www.scarboroughmaine.org). The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent's qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Respondent. All proposals submitted become the property of the Town.

The apparent successful firm will be required to sign a Professional Services Contract. Prior to award, the apparent successful firm may be required to enter into discussions with the Town to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved with one (1) month of notification. If no resolution is reached, the proposal may be rejected and discussions may be initiated with the second highest scoring firm. The Town may extend the one (1) month timeline if it is deemed appropriate.

The duration of the contract shall be through July 1, 2025. The Town solely reserves the right to negotiate any additional work beyond the contract date with the selected Respondent. The Town shall announce its intention prior to the end of the contract period. Pursuant to Scarborough Town Code, the Town reserves the right to cancel any contract immediately for cause, or for convenience on thirty days prior written notice to the contracted firm. The Town also reserves the right to include in the contract for services other terms and conditions not specifically set forth herein, including but not limited to terms and conditions required by non-Town funding sources. The Town reserves the right to cancel the contract if any key personnel changes or additions are not agreed upon in writing.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town.

A Certificate of Insurance is required from all consultants, contractors, and vendors doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Respondent must submit a Certificate of Insurance naming the Town of Scarborough as "additional insured." Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Respondent(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant's performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town's reasonable attorneys' fees as well.

The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFQ and any award hereunder.

Specifically, the successful Respondent(s) shall provide the following coverage(s) and amount(s).

Commercial General Liability	\$2,000,000.00
Automobile Liability	\$2,000,000.00
Workers Compensation	\$1,000,000.00
Errors and Omissions	\$2,000,000.00
Umbrella Coverage	\$2,000,000.00

All policies shall be underwritten by companies licensed to sell insurance in Maine and who are rated A+ or better by AM Best Company. Self-insurance pools or trusts are not an acceptable substitute for the referenced commercial coverage.

Those firms or entities who wish to limit their proposals to one or more specialty categories (B-E) may propose alternate coverage levels, but the Town will consider such reduced coverage when making any award hereunder. Any such alternate coverage proposal must still contain at least a \$1,000,000.00 umbrella policy naming the Town as an additional insured.

**Attachment A: SCOPE OF WORK**

Respondent will furnish all labor, materials, and equipment necessary to conduct a vulnerability assessment, as detailed below:

**Task 1 – Project Coordination & Management**

Respondent will provide budget tracking, schedule tracking, and communication with the Town. Respondent will hold a kick-off meeting and at least monthly progress updates with the project steering committee via video conference and/or in-person, as requested by the Town. Progress updates will include invoices, presentations, and agendas, as needed.

**Task 2 – Data Review & Collection**

Respondent will review existing data related to predicted sea level rise, storm surge, and precipitation, as well as historical flood events and observed vulnerabilities. Respondent will provide a brief memorandum summarizing the information collected and analyzed and identifying any missing or required information to complete this task. Respondent will revise this memorandum to address any Town comments. Information in the final draft will be included as a part of the story map final deliverable (Task 6).

Respondent will conduct a field survey and collect data about the Town shoreline, related flood management infrastructure, utility infrastructure, etc. Respondent will identify areas needing additional survey data by examining existing data and recommendations from the Town. Respondent will integrate and reconcile collected data with existing topographic data to create a GIS database that describes the shoreline and infrastructure subject to coastal flood hazards. Respondent will provide data files and any documentation necessary to easily import and replicate this layer in the Town's GIS platform. All spatial survey data will be delivered in the following formats:

1. CAD – Drawing (.DWG) file type, projected in NAD 1983 StatePlane Maine West FIPS 1802 (US Feet)
2. GIS – Geodatabase (.GDB) file type, projected in NAD 1983 StatePlane Maine West FIPS 1802 (US Feet)

Respondent will integrate newly collected data with available infrastructure data and expected future sea-levels to characterize sea-level rise vulnerability for the Town. Respondent will assess both qualitative and quantitative factors and propose a standard starting point for flood protection.

Respondent will also meet with the project steering committee and representatives from Town departments and local utilities to gather information about Town infrastructure, concerns, and current adaptation efforts.

Respondent will synthesize the information reviewed and gathered in this task into the story map final deliverable (Task 6) that identifies vulnerabilities. Respondent will revise the story map based on feedback from the Town and steering committee.

**Task 3 – Ordinance Review**

Respondent will review the Town's ordinances, including but not limited to Chapter 405, Zoning Ordinance; Chapter 405B, Site Plan Review Ordinance; and Chapter 405C, Shoreland Zoning Ordinance, to identify areas where ordinances should be updated to reduce vulnerability and improve resiliency. The

Respondent will provide a memorandum summarizing recommended ordinance updates. Respondent will revise this memorandum to address any Town comments. Information from the final draft will be included as a part of the story map final deliverable (Task 6).

#### Task 4 – Adaptation Strategies

Respondent will develop adaptation strategies that aim to protect Scarborough residents, property, and infrastructure from flood hazards of future sea-level rise. Respondent will provide and evaluate alternatives. Strategies will include photos of existing site conditions, representative photographs of similar strategies used elsewhere, necessary next steps for implementation, anticipated costs (e.g. \$, \$\$, \$\$\$), and be prioritized for implementation (e.g., immediately, short-term, long-term, etc.). Renderings of potential adaptation strategies will be developed for up to five (5) locations in Scarborough.

The adaptation strategies will be included in the story map final deliverable (Task 6).

#### Task 5 – Community Engagement

Respondent will prepare and present required materials for one open house public meeting to provide an introduction and overview of the project, process, and instruction on providing input. Respondent will develop an online portal for the project, which will include information about the project, interactive maps, and a means to collect public input. Respondent will keep the online portal updated throughout the duration of the project.

Upon completion of the story map final deliverable (Task 6), the Respondent and project steering committee will present the findings to the Scarborough Town Council and the public at a Town Council workshop.

#### Task 6 – Story Map & Executive Summary

Respondent will present all study findings in an interactive story map, which will provide information about methodology used, identified sea-level rise vulnerabilities, recommended adaptation strategies, and recommended ordinance revisions. The story map will also include all information compiled or generated through the study, source data files, and a work plan of next steps for the Town. Respondent shall provide the steering committee a draft story map to review, and the final product will address all committee comments. The final story map will be accessible from the Town's website and used to convey vulnerability information to the public.

Respondent will ensure the story map is able to be updated by Town staff beyond the end of the project, creating a living tool that is updated as new information becomes available or as strategies are implemented.

Respondent will also provide a written executive summary for the study that can be provided to municipal leadership at the end of the project.



**Attachment B: BIDDERS LIST**

The following firms directly received this RFQ. Firms not included on this list are also encouraged to bid.

Arcadis  
482 Congress Street, Suite 501  
Portland, ME 04101  
(207) 828-0046

CDM Smith  
75 State Street, Suite 701  
Boston, MA 02109 USA  
(617) 452-6000

GEI  
5 Milk Street  
Portland, ME 04101  
(207) 797-8901

Horsley Witten Group  
30 Green St #3  
Newburyport, MA 01950  
(508) 833-6600

Kleinfelder  
One City Center, Suite 403  
Portland, ME 04101  
(207) 623-0648

Tetra Tech  
451 Presumpscot Street  
Portland, ME 04103  
(207) 879-9496

Tighe & Bond  
2 Monument Square, Suite 302  
Portland, ME 04101  
(207) 613-3530

Weston & Sampson  
100 International Dr # 152  
Portsmouth, NH 03801  
(603) 431-3937

Woods Hole Group  
107 Waterhouse Road  
Bourne, MA 02532  
(508) 540-8080