



State of Maine
Bureau of Real Estate Management
Division of Planning, Design & Construction

Request for Qualifications
Information for Architects and Engineers

The Maine Department of Marine Resources is requesting engineering services from qualified firms to work with the Department to develop Living Shoreline Pilot Projects in Casco Bay. The scope of services includes developing preliminary and final design drawings, maintenance schedules and maintenance cost estimates, overseeing construction, performing inspections, and documenting as-built conditions. The designated scope is four erosion control/habitat enhancement demonstration projects in the Casco Bay region using natural materials including bagged shell, root wads and fallen trees.

Background: Erosion and inundation of coastal wetlands due to increasing rates of sea level rise and more frequent large storms threaten both property values and valuable natural resources. Typical past practices, including seawalls, revetments and other “hard” structural approaches may exacerbate erosion, degrade habitats and alter sediment transport. In appropriate locations, low-cost “living shorelines” can slow wave energy, lessen erosion and storm damage, improve habitat quality and improve shoreline aesthetics. For the purposes of this project, a living shoreline is defined as a protected, stabilized coastal edge made of mostly of native material and incorporate natural vegetation or other living, natural soft elements alone or in combination with some type of harder shoreline structure, like anchored large wood for added stability. Primary design elements are placed below the highest annual tide (HAT) line, with additional design elements incorporated above HAT on a site by site basis when deemed necessary.

In this three-year pilot effort, the State of Maine staff (“project team”) and consultants will test and evaluate the utility, effectiveness, cost/benefit, ease of permitting, maintenance needs and habitat implications associated with implementation of living shorelines. This pilot project is a first step in Maine to gather sufficient information to advance living shorelines as a potentially preferred method of lessening the impacts of storm surge, flooding and sea-level on shoreline properties in suitable locations.

Four publicly-accessible project sites in the Casco Bay region which will be used for demonstration treatment construction and subsequent monitoring. Sites were screened and selected based on a site-suitability matrix, expert judgement, local knowledge, public access, and landowner willingness. The sites are as follows:



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1. Wharton Point, Brunswick, ME (43.868, -69.993), municipal ownership
2. Maquoit Bay Conservation Lands, Brunswick, ME (43.863, -70.004), municipal ownership
3. Lanes Island, Yarmouth, ME (43.791, -70.131) (accessible by boat only), nongovernmental organization ownership
4. A fourth site to be determined at a later date

The Maine pilot project will investigate low-cost demonstration treatments that beneficially reuse fallen trees and tree/root wads, bagged shells, and strategic placement of locally available rocks for mitigation of ice damage at each of the sites listed above. Coir logs may be considered based on site characteristics. Based on project goals and the project team's initial analysis of each project location, we expect the primary design elements to be placed below the highest annual tide (HAT) line, with additional design elements incorporated above HAT on a site by site basis if deemed necessary.

The project team emphasizes that treatments are intended to be low-cost in nature. Firms responding to the RFQ should recognize the scope and nature of this project as different from typical, larger, shoreline stabilization projects.

Project Scope: The scope of this project includes, but is not limited to the following:

- A. Assist the project team with development of a baseline characterization of project sites, suitable for informing design decisions and meeting data requirements for permitting;
- B. Prepare preliminary and final engineering designs and construction documents;
- C. Develop state and federal permit applications and procure permits;
- D. Develop a maintenance schedule and anticipated costs;
- E. Facilitate a bidders' conference and other bid phase activities;
- F. Oversee construction activities;
- G. Develop as built drawings;
- H. Inspect sites and specify needed maintenance and costs;
- I. Develop a "lessons learned" memo;
- J. Prepare for and participate in meetings with the project team and other meetings as needed.

Interested firms should submit one paper copy and one electronic file of a Letter of Interest with a Statement of Qualifications which includes the firm's:

- A. Qualifications to undertake this project;



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- B. Documented experience with budgets, estimating and project cost controls;
- C. List of projects that demonstrate the firm's capabilities;
- D. List of recently completed work of similar type and size of projects, with client contact information for each project;
- E. Profiles of key personnel who would be involved in the project;
- F. Statement of current workload and ability to absorb the project; and
- G. A list of business references other than those listed above, including contact information.

The paper copy of the Letter of Interest and Statement of Qualifications should be sent to Kathleen Leyden, Director, Maine Coastal Program, Maine Department of Marine Resources, 21 State House Station, Augusta, Maine 04333 (mailing) or 32 Blossom Lane, Augusta, Maine (physical address) by 1:00 p.m. on Tuesday, November 20, 2018. The electronic file of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to Kathleen.Leyden@maine.gov by the above deadline.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.

Architect-Engineer Procurement Process

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process per statute (Title 5, §1742 subsection 6), described briefly here.

1. The advertisement of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself approved and funded. A clear scope of services statement is an essential component of the advertisement.
2. Interested firms respond to the Request for Qualifications (RFQ) as described above, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.
3. The Selection Committee screens all submissions and invites the most qualified firms to interview for the project, typically three to five firms.
4. The Selection Committee interviews the firms. Second interviews may be scheduled. References are checked.



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5. The Selection Committee ranks all of the interviewed firms. The Committee negotiates an agreement with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.
6. A BREM Architect/Engineer Agreement is drafted.
7. The agreement must be approved by BREM before work commences.