

Town of Wayne
PO Box 400, 14 Kents Hill Road
Wayne, ME 04284
Phone (207) 685-4983
Fax (207) 685-3836
<http://www.waynemaine.org>

Consulting Services to conduct Hydrological Vulnerability Assessment

Request for Proposals

The Town of Wayne, Maine hereby invites the submission of proposals for the following:

Conduct a hydrological vulnerability assessment to better understand risks to local dams and other infrastructure elements and community populations.

All questions regarding proposals or specifications must be directed to Shannon McDonnell, Town Manager, by email at townmanager@waynemaine.org no later than **5 PM on August 11, 2025.**

Proposals may be submitted electronically or in hard copy. Proposers submitting electronically shall send their proposal to the Town Manager by email to townmanager@waynemaine.org with the name of the Proposer and "Vulnerability Assessment", in the subject line. Hard copy sealed proposals shall be clearly labeled "**Hydrological Vulnerability Assessment**" on the outside of the envelope and submitted either in person or via USPS to:

Town of Wayne
Attn: Shannon McDonnell, Town Manager
PO Box 400, 14 Kents Hill Road
Wayne, ME 04284

All proposals must be submitted with the town-supplied cover sheet found on page 10.

Proposals are due no later than August 21, 2025 at 5 PM.

Proposals are opened on Friday August 22, 2025 at 3 PM.

Proposals are awarded on Tuesday, September 2, 2025 at 6:30 PM by the Select Board at the Select Board meeting.

The Select Board reserves the right to waive formalities or reject any or all proposals when such action is in the best interest of the Town.

INVITATION TO SUBMIT

The Town of Wayne is seeking a qualified consulting firm or consultant to conduct a hydrological vulnerability assessment to better understand risks to local dams and other infrastructure elements and community populations.

Background

The assessment would study Wayne's existing water bodies with a focus on hydrological infrastructure to identify potential threats, such as flooding and uncontrolled water levels, and evaluate potential impacts of climate change. The study would also seek to identify and map vulnerable populations within the Town of Wayne and assess physical risks presented by changes in the community's hydrological systems, such as to the town's transportation and power infrastructure.

Scope of Work

Overview: The scope of this project would include a desk-based review of existing documents and information, interviews with key informants, a field-based review of infrastructure assets including two dams owned by the Town of Wayne, analysis of findings and risks, and presentation of the assessment results to the Select Board, the Steering Committee, and community members.

The scope of work consists of six tasks.

Task 1: Project Initiation

The consultant will meet with the Steering Committee to hold a kick-off meeting to confirm the project scope and schedule, set expectations for roles and responsibilities, and initiate the data collection process. The Steering Committee will provide project information, documentation, and GIS coordinates to the consultants.

Deliverables: 1) Project kick-off meeting, agenda, presentation, and brief meeting notes, 2) Data needs list.

Task 2: Desktop Assessment

The consultant shall conduct a desktop assessment of the town's hydrological systems which may include historical data on rainfall, river and stream flow rates, groundwater levels, surface water bodies, soil properties, and other relevant hydrological information. This review shall also consider current hydrological systems, including the capacity of water bodies, drainage systems, and any existing flood control measures.

Additionally, the consultant shall review the town's physical assets to identify those that are critical to the local hydrological system and the continued provision of public functions and services.

Population data, including distribution and density within the town, shall be collected and analyzed with a focus on vulnerable populations, informed by the Maine Social Vulnerability Index (SVI).

During the desktop assessment, the consultant shall also identify, collect, and review other relevant documents and information. The Steering Committee will facilitate the collection of town-owned data and information. If pertinent data is not available, the consultant shall identify these gaps and recommend strategies for their collection and future applications.

A list of documents and websites for the desk-based review will be provided to the winning contractor.

Deliverables: 1) Technical memorandum summarizing the methodology and findings of the desktop assessment, including an inventory of critical hydrologic infrastructure and other assets.

Task 3: Stakeholder Engagement

The consultant shall interview a minimum of twelve (12) key stakeholders or groups of stakeholders, which may include a combination of public officials and staff as well as community members. These interviews should be leveraged to provide needed inputs into the analysis, including the community's significant concerns and priorities.

The Steering Committee shall support the identification and prioritization of key informants and lead the scheduling process.

Exemplar key informants include the following—

- Town of Wayne Town Manager & Road Commissioner
- Town of Wayne Select Board members
- Town of Wayne Planning Board members
- Town of Wayne Fire Chief
- Town of Wayne Code Enforcement Officer
- Winthrop Food Bank Executive Director
- Road Committee members & Road maintenance contractors
- CMP representative to discuss electricity conditions
- Current and former dam keepers of Wayne Mill Pond Dam
- Local wildlife biologist
- Representative from the Maine Department of Inland Fisheries and Wildlife
- Maine Floodplain Management Program Manager
- State Hazard Mitigation Officer
- Community members, particularly those from vulnerable groups (e.g., older adults, people with limited income, parents of small children as a proxy for small children, and people with disabilities)
- Leaders of Partner organizations: 30 Mile River Watershed Association, Friends of the Cobbossee Watershed, Cobbossee Watershed District, Aging at Home, Wayne Elementary School, Wayne Conservation Commission, and the Maine Department of

Transportation.

Deliverables: 1) List of key stakeholders to be interviewed, 2) Pre-interview questionnaire, 3) questionnaire and interview summary notes, including significant concerns and priorities.

Task 4: Infrastructure Data Collection & Analysis

Following the desktop assessment and key informant interviews, the consultant shall perform in-field assessments and data collection to further assess vulnerabilities to properties, roadways, infrastructure, and habitats. For the exposed critical hydrological infrastructure, the consultant shall conduct a high-level conditions and needs assessment. This will verify the dam infrastructure on site and allow the consultant to capture a few points of elevation data with an advanced GPS unit.

The focus of the in-field assessments and data collection can reflect the priorities identified in Tasks 1 through 3, and may also be informed by a preliminary flood exposure assessment as described in Task 5.

The North Wayne dam and the Mill Stream dam will be the focus of the dam inspections. Underwater inspection will not be conducted to view the submerged portions of the dams.

Additionally, the consultant shall review the town's physical assets to identify those that are critical to the local hydrological system and the continued provision of public functions and services.

Infrastructure assets to be reviewed:

- Wayne Village dam
- North Wayne (Lovejoy Pond) dam
- Road conditions in the Town of Wayne (broad assessment)
- Electricity conditions in the Town of Wayne (broad assessment)

Deliverables: 1) Results of the exposure analysis, 2) Hydrological infrastructure conditions and needs assessment findings

Task 5: Modeling and Assessment

Leveraging historical and projected flood data, using GIS modeling and mapping, the consultant shall assess the flood exposure of critical physical infrastructure and populations.

Informed by the data collection efforts and key informant interviews, the consultant shall identify the sensitivities and adaptive capacities of the critical assets. Using this information in combination with the results of the exposure analysis, which assesses the likelihood of risk of exposure to flooding for assets, people, and ecosystems, the consultant shall determine the relative vulnerabilities.

In collaboration with the Steering Committee, the consultant shall assess related risks for the town and recommend adaptation focus areas and specific measures to reduce the identified vulnerabilities. These recommendations can be used by the Select Board and the Comprehensive Plan Committee as the new Comprehensive Plan is developed.

Deliverables: 1) GIS Mapping of critical assets and hazard exposures, 2) Vulnerability analysis findings, 3) Hydrological risk assessment, 4 Draft list of climate adaptation focus areas and measures

Task 6: Reporting and Distribution

The consultant shall summarize the findings of Tasks 1 through 5 in the final report titled “Town of Wayne Climate Impact Infrastructure and Population Vulnerability Assessment.” This report should include all relevant mapping and prioritize the identified climate adaptation measures based on criteria established in coordination with the Steering Committee. The report should also outline the next steps for implementation.

Additionally, the consultant shall prepare and present the findings of the assessment in a meeting with the Select Board, the Steering Committee, and community members.

Deliverables: 1) Final vulnerability assessment report, with prioritized climate adaptation measures and implementation next steps, 2) Final presentation, agenda, meeting materials, and brief summary notes.

PROPOSAL REQUIREMENTS

Proposals shall be received from Proposers for the furnishing of all labor, materials, and project management to conduct a hydrological vulnerability assessment to better understand risks to local dams and other infrastructure elements and community populations and should include the following components:

- 1) **Cover Sheet:** Found on page 10 of this Request for Proposals.
- 2) **Firm Description:** Provide a brief description of the firm including size of the firm and area of specialization, location of corporate headquarters, and potential satellite offices proposed to handle this project.
- 3) **Project Team:** Provide names and resumes or biographical sketches of key staff who will be assigned to the project. The project manager shall be clearly identified. Provide a statement summarizing how the project team is particularly qualified for this project.
- 4) **Understanding of the Scope of Work:** Describe the firm’s approach and technical plan for accomplishing the tasks listed in the scope of work.
- 5) **Project Schedule:** Submit a schedule for completing the scope of work with an expected date of completion no later than April 24, 2026.
- 6) **Project Budget:** Submit a proposed project budget itemizing by task and including a total project cost along with a budget narrative.
- 7) **Comparable Projects:** Provide a description of related, recent project experience and the role that key staff played in these projects.

- 8) **References:** Provide three (3) references, including current contract names and phone numbers for similar projects, preferably conducted in Maine.

Each Proposer should disclose whether any parts of the Project will be subcontracted and, if so, a description of how the Proposer selects the subcontractors and what are the obligations of the Proposers and subcontractors.

INSTRUCTIONS FOR PROPOSERS

Proposals may be submitted in hard copy or electronically.

Sealed hard copy proposals sent by USPS mail shall be addressed to the Town of Wayne, PO Box 400, Wayne, ME 04284. They must be received by **5 PM on Thursday, August 21, 2025.**

Proposers submitting electronically shall send their proposal to the Town Manager by email to townmanager@waynemaine.org with the name of the Proposer and "Vulnerability Assessment", in the subject line. They must be received by **5 PM on Thursday, August 21, 2025.**

Proposers may also submit proposals in person by delivering them to the Wayne Town Office, 14 Kents Hill Road, Wayne, ME 04284. They must be received by **5 PM on Thursday, August 21, 2025.**

Late proposals, unsigned proposals, or faxed proposals shall not be accepted.

The cover sheet found on page 10 with company/firm information is required with submission.

The Town reserves the right to waive technical defects in proposals, to reject any and all proposals, consider cost, service, and experience in the field generally, as well as the financial responsibility and specific qualifications set out herein of the Proposer, in considering proposals and awarding the contract. The Town also reserves the right to discuss the scope of work with one or more Proposers and to make modifications to the scope of work as the Town deems to be in its best interest during the evaluation of proposals.

Each Proposer is responsible for making sure it gets the information it needs to make a responsible proposal that allows it to execute the contract if it is awarded a contract. Questions and information requests are to be made in writing and submitted by email to the Town Manager, Shannon McDonnell at townmanager@waynemaine.org no later than **5 PM on August 11, 2025.** The Town Manager will post answers to all questions no later than 5 PM on August 15, 2025. It is the responsibility of the proposer to check the Town website for answers to questions.

Any modification to the Request for Proposals will be made by Addendum. Any Addendum will be posted on the Town's website.

The Town reserves the right to negotiate with any or all Proposers or to cancel or withdraw in part, or in its entirety, the Proposal documents, if it is in the best interest of the Town to do so. The Town specifically reserves the right to add or delete from the scope of work in the final contract from the scope of work described in this Request for Proposals. The Town may require the selected Proposer to participate in negotiations concerning the nature and scope of the project. The results of such negotiations shall be incorporated into the contract between the Town and the Contractor.

The Town reserves the right to request any additional information pertaining to the ability, qualifications, and experience of a Proposer as it deems necessary after proposals have been opened and reserves the right to interview one or more Proposers.

GENERAL INFORMATION/REQUIREMENTS

The contracted firm shall furnish all necessary labor, tools, equipment, and supplies needed to perform the required services.

This Request for Proposals does not commit the town to award a contract or to pay any costs incurred in the preparation of a proposal, including costs incurred by the proposer in preparing for or conducting any site visits.

The contractor shall abide by all applicable Federal, State, and municipal laws, including but not limited to employment and labor laws.

Proposers, by submitting a proposal, agree that they have carefully read and fully understand the information provided by the Town to serve as the basis for submission of their proposal to perform the work; that they have the capability to successfully undertake and complete the responsibilities and obligations of the submitted proposal; that they have completed attached forms and are submitting the same as part of their proposal; that the information contained within their proposal is true and correct to the best of their knowledge; that they did not, in any way, collude, conspire, or agree, either directly or indirectly, with any person, firm, corporation, or other proposer in regards to the amount, terms or conditions of their proposal; and, that by the submission of a proposal, acknowledge that the Town has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by them and that they, the proposer, hereby grants the Town permission to make said inquiries, and to provide the Town any and all requested documentation in a timely manner.

SELECTION

A selection committee consisting of town staff and steering committee members will evaluate the proposals provided by Proposers and will provide a recommendation to the Select Board.

The Town reserves the right to waive any informalities in proposals, to accept any proposal or portions thereof (proposers are advised to note this and quote accordingly) and to reject any or all proposals should it be deemed for the best interest of the Town to do so. The Town reserves the right to substantiate the proposer's qualifications, capability to perform, availability, past

performance record and to verify that the proposer is current in its obligations to the Town, as follows:

Pursuant to Town procurement policy and ordinance, the Town is unable to contract with businesses or individuals who are delinquent in their financial obligations to the Town. These obligations may include but are not limited to real estate and personal property taxes. Proposers who are delinquent in their financial obligations to the Town must do one of the following: bring the obligation current, negotiate a payment plan with the Town office, or agree to an offset which shall be established by the contract and issued to the successful proposer.

INSURANCE REQUIREMENTS

Prior to the execution of a contract, the Contractor will procure and maintain all necessary General Liability & Automobile insurance. Evidence of insurance will be provided to the Town.

The selected company/firm and all its subcontractors, if applicable, shall indemnify and hold harmless the Town, its officers, agents, and employees from and against all losses, costs or damages caused by his acts or those of his agents. The Town disclaims any or all responsibility for injury to contractors, their agents or to others while examining the job site or at any other time.

The Town may terminate the contract immediately for cause upon notice in writing to the contractor, or convenience upon not less than fourteen (14) days prior written notice to the contractor. If terminated for convenience, the contractor shall be entitled to payment for any and all services rendered under the ensuing agreement to the time of receipt of said notice. If terminated for cause, the contractor shall not be entitled to any partial payment nor shall he be relieved of liability to the Town for any damages sustained by the Town, and the Town may withhold payment for the purpose of partial set-off against such damages until such time as the exact amount of damages due the Town is determined. 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 Contractor agrees to adhere to a policy of non-discrimination in all employment actions, practices, policies, procedures, phases, and conditions of employment. This shall include compliance with the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Action of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Action of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37 and all other applicable laws, including the Maine Human Rights Act, ordinances and regulations regarding equal opportunity and equal treatment. Contractor specifically agrees that all employment-related decisions (including but not limited to hiring, discharge, transfers, promotions, discipline, training, job opportunities, and wage and salary levels) will be made without discrimination based on an individual's race or color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous

assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the Contractor and its subcontractors where appropriate.

It is the custom of the Town of Wayne to pay bills 30 days following delivery of items, their acceptance, and receipt of invoices. The Town will pay invoices based on delivery of specific performance and according to a deliverable schedule laid out in the contract.

CONFIDENTIALITY

Other than information disclosed, all proposals submitted to the Town will be kept in confidence and shall be used solely for the purpose of evaluating the proposal for a possible award. The Town retains the right to provide copies to its staff, legal, technical, and financial advisors, and representatives. Proposers should take care not to provide any confidential information, trade secrets or other intellectual property, that they do not want Town staff to receive.

All supporting documentation and manuals submitted with this proposal will become the property of the Town; all proposals and associated documents are public records.

Please note: All information submitted for review may be subject to the Freedom of Access Act and may be made available upon request by the public. Proposers should identify any confidential, proprietary information or trade secrets and provide justification why such materials should not be disclosed.

Hydrological Vulnerability Assessment

****PLEASE ATTACH THIS SHEET TO THE FRONT OF YOUR PROPOSAL****

The undersigned hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as a principal, that it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same, and that no person acting for or employed by the Town of Wayne is directly or indirectly interested in this proposal or in any anticipated profits which may be derived there from.

The undersigned hereby declares that they have read and understand all conditions as outlined in this Request for Proposals, and that the proposal is made in accordance with the same.

COMPANY NAME: _____

AUTHORIZED OFFICIAL NAME: _____

TITLE: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

TYPE OF ORGANIZATION: ☐ Individual ☐ Partnership ☐ Corporation ☐ Other: _____

STATE OF INCORPORATION, IF APPLICABLE: _____

AUTHORIZED SIGNATURE: _____

_____ DATE: _____

NOTE: Proposals must bear the handwritten signature of a duly authorized member or employee of the organization submitting a proposal.