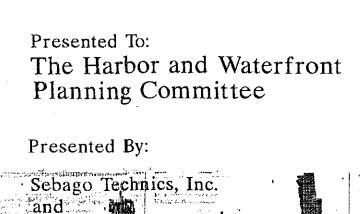
Proposal for Professional Planning Services

Inventory, Analysis and Implementation Strategy for:

The Comprehesive Harbor & Waterfront Plan

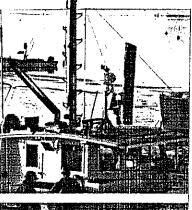
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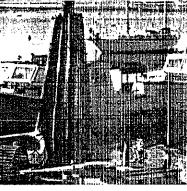














90398

December 14, 1990

Mary Kendall Follis Director of Community Development and Planning 78 High Street Eastport, ME 04631

<u>Proposal for Professional Planning Services:</u>
<u>Harbor and Waterfront Management Plan</u>

Dear Mary:

On behalf of Sebago Technics, Inc., I am pleased to submit this proposal to assist the City of Eastport with the development of its Harbor Management Plan. Your recent meeting with Don McElhinney and Michael Millett of our office has provided us with your personal insight and objectives for this important project. We have carefully reviewed the specifications for work to be performed and are confident in our ability to provide you with responsive service, and enjoyable and interactive relationship, and an excellent plan product.

By way of introduction, Sebago Technics, Inc. is a multi-disciplinary firm with professional capabilities in the areas of comprehensive and community planning, landscape architecture, surveying, and civil and environmental engineering. We believe that our ability to provide all of these professional services under one roof will prove invaluable to your Harbor Management Plan.

We have extensive experience in the preparation of Comprehensive Plans, land use planning documents, natural resource analysis, and the development of zoning and ordinance amendments. We are currently engaged in comprehensive plans for the Towns of Waterboro and Bradford, Maine. We are knowledgeable of the Maine Coastal Program, and related performance requirements, as we have recently completed an M.C.P. sponsored planning study for the Town of Kennebunk. Our in-house professional team has been carefully selected to provide you with all land related planning services for this project.

We are also pleased to present the exclusive engagement of our project consultant, Design Service, Inc. of Portland, Maine. Design Service is, without question, one of the most qualified and experienced firms in Maine in the area of coastal harbor

planning and management. Robert Ware, President of the firm, will play an active role in this project. Mr. Ware has represented numerous clients and assisted several Maine coastal communities with the development of water related uses, and is recognized by State and Federal agencies as an expert in his field.

Our qualification to perform this study are evidenced by our selection to prepare the Harbor and Waterfront Management Plan for Tenants Harbor and Port Clyde in St. George, Maine. Our present and future projected workload will not compromise the quality of your plan, but rather improve it. By conducting both studies concurrently, we will be in a position to share knowledge and address issues common to both communities.

We present our project team, our approach to your project and our scope of services in the materials provided herein. We are extremely interested in this project and would appreciate the opportunity to personally answer any questions your Committee may have.

Respectfully submitted,

William T. Conway, RLA

Vice President, Landscape Architecture

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PROJECT TEAM

The complexity of issues identified in the workplan requires a broad range of experience. To effectively address all of the physical, logistical, economic, environmental, and social aspects of the Ciyt's waterfront and harbor, we offer the following team of qualified professionals:

WILLIAM T. CONWAY, R.L.A. - PROJECT DIRECTOR

Sebago Technics, Inc.

Mr. Conway will be producing natural resource mapping and assessment, land use inventory and planning, boat access siting, and alternative site designs for the plan. A registered landscape architect with over twelve years of experience, Mr. Conway has been in the forefront of developing large scale project plans and designs for the public and private sector throughout the United States and overseas. Most recently, Mr. Conway has developed a recreational corridor for the Mousam River under the M.C.P. program with the intent of creating a greenbelt system from Ossipee Mountain to the sea. His consummate skills in natural resource systems and waterfront site design will be a crucial addition to the City's plan.

TAD REDWAY - PROJECT LAND PLANNER

Sebago Technics, Inc.

Mr. Redway will serve as the Project Director responsible for providing project administration, conducting meetings with the public, land use planning, environmental assessment, and visual/cultural resource analysis. With over ten years of experience, Mr. Redway has practiced community planning throughout New England and New York. He is experienced in all aspects of land use planning, natural resource assessment, ordinance preparation, and economic development issues and is thoroughly acquainted with the goals and requirements of the Maine Coastal Zone Management Program. In addition, Mr. Redway has working experience in waterfront development issues, particularly in the visual/cultural impacts of harbor development.

ROBERT WARE, P.E. - HARBOR FACILITIES PLANNER

Design Services, Inc.

Mr. Ware will bring substantial depth to the team with his extensive experience in harbor planning and design and his ability to bring together opposing user groups. Mr. Ware will be responsible for assessing the adequacy of existing waterfront facilities, defining the needs of different boating interests, assessing docking facilities and other infrastructural improvements, and design of the City's mooring grids.

As President of Design Services, Inc. of Portland, Maine, Mr. Ware has had over 30 years of experience in planning and technical design of harbor and waterfront facilities from Maine to Virginia. The breadth of his talent and expertise ranges from cost-effective mooring and berthing designs to pier and wharf structural designs, to developing innovative and environmentally safe systems for off-loading petroleum products.

PETER DALFONSO, P.E. - FACILITIES ENGINEER

Sebago Technics, Inc.

Mr. Dalfonso will be responsible for analyzing parking and vehicular traffic circulation problems in the harbor areas, assessing existing and future infrastructure needs, and evaluating the fiscal feasibility of design solutions prepared by the Sebago Technics/Design Services team. A registered civil engineer with over 15 years of experience, Mr. Dalfonso has developed traffic networks, sewer and water facilities, capital improvement plans, and site engineering for numerous of public and private clients throughout Maine. His work in siting docking facilities for the U.S. Navy at Cutler, Maine will be particularly useful in this project.

DONALD MCELHINNEY, P.E. - WATER QUALITY ASSURANCE

Sebago Technics, Inc.

Mr. McElhinney will play the important role of identifying existing point and non-point pollution sources and evaluating current and future need of septage disposal. A licensed engineer with over 15 years of experience, he has analyzed and designed sewer and pollution abatement systems in a broad range of coastal communities, including Portland, Biddeford, Old Orchard Beach, Freeport and Kennebunk. In Belfast, Mr. McElhinney integrated his planning and engineering skills to produce a downstream infrastructure improvement plan to upgrade the City's waterfront area.

STEPHEN DOE, R.L.A. - SITE DESIGNER

Sebago Technics, Inc.

Mr. Doe will be responsible for the development of all maps, graphics, and site design production specified in the Scope of Services. A consummate illustrator and a precise designer, Mr. Doe has the ability to develop innovative and aesthetically pleasing solutions to complex site design and mapping problems.

WILLIAM T. CONWAY

Vice President, Landscape Architecture

Mr. Conway joined Sebago Technics, Inc. in 1988, opening a new discipline of master planning, land planning, and landscape architecture. Mr. Conway has extensive experience with multi-disciplinary professional teams and sound project management for municipal agencies, corporate clients and private developers.

Mr. Conway has significant exposure and experience in professional practice in several regions of the United States, Europe and the Middle East. His demonstrated design ability is supported by thorough technical knowledge and understanding of implementation procedures and construction practices.

Prior to joining Sebago Technics, Inc., Mr. Conway practiced landscape architecture in Portland for three years. During this time, Mr. Conway has developed a keen understanding of land development practices, policies and future trends in northern New England.

Mr. Conway has also held a key position with Laubman-Reed International, Inc., Atlanta, Georgia, performing services in transportation planning, civil engineering, site planning and landscape architecture for a wide range of projects in the southeastern United States and the Middle East.

Mr. Conway was educated at the University of Arizona and practiced in Tucson, Arizona for five years.

EDUCATION University of Arizona, Tucson, Arizona

Bachelor of Science in Landscape Architecture, 1979

REGISTRATIONS Registered Landscape Architect in the States of

Arizona, Georgia, Connecticut and Maine

MEMBERSHIPS American Society of Landscape Architects

Maine Association of Planners

ROBERT WARE, President

Design Service, Marine Consulting Engineers

Mr. Ware is involved in the design, inspection and construction of a variety of waterfront structures, including marine railways, drydocks, tanker and barge terminals, seawalls, piers, wharf structures and marinas.

In the course of his professional practice, Mr. Ware has assisted in numerous harbor planning efforts throughout Maine. He is knowledgeable of regulatory requirements for water-related uses and maintains contacts with the U. S. Coast Guard, U. S. Army Corps of Engineers, and the Maine Department of Environmental Protection.

Mr. Ware designed and oversaw the construction of the Seawind II pushboat and designed the lifting frame and related equipment used in the recovery of the Snow Squall bow, and has worked intensively on the preservation of the Artifact. He is presently a member of the Snow Squall Society and the Spring Point Museum, and is serving on the Building Committee. Mr. Ware's unique knowledge of the Maine Coast is supported by twenty-five years of active experience in marine structural design and construction, with ten years of experience in related construction fields.

TAD REDWAY

Chief Planner/Landscape Architect

Mr. Redway joined Sebago Technics, Inc. in 1988 bringing an extensive background in land use planning, community/urban design, and landscape architecture. With over eight years of experience with governmental agencies and multi-disciplinarian firms, Mr. Redway has demonstrated abilities in research, planning, and applied design, supported by extensive knowledge of the approval process, conflict resolution, and implementation procedures.

His background in municipal/regional planning throughout New England and New York has given Mr. Redway unique understanding of public policy, market forces, and future development trends.

Prior to joining Sebago Technics, Inc., Mr. Redway practiced project management and landscape architecture in Portland. His technical, organizational and problem solving skills have proven to be crucial in design and public acceptance of large scale projects and controversial proposals.

Mr. Redway is also a recognized specialist in the field of visual/cultural analysis and impact assessment, and has served as a consultant to the National Park Service and the Maine Department of Environmental Protection. Mr. Redway's education in environmental science and his experience in the Connecticut Inland Wetlands Program enable Sebago Technics to identify and assess wetlands conditions in the field, as well as to formulate appropriate design solutions to wetlands/development conflicts.

EDUCATION

Syracuse University, Syracuse, New York Master of Science in Landscape Architecture, 1983.

Bucknell University; Lewisburg, Pennsylvania Bachelor of Arts in Fine Arts, 1976

MEMBERSHIPS

American Society of Landscape Architects American Planning Association

Maine Association of Planners

PETER J. DALFONSO, P.E.

Vice President, Engineering

Mr. Dalfonso has 16 years experience in general civil and environmental engineering. His experience includes project management, design and construction project management on a wide range of projects, including city streets, utilities, airports, drainage, site work and wastewater facilities. As Vice President of Engineering, he is responsible for all engineering, computer, and drafting functions at Sebago Technics, Inc. His responsibilities include scheduling, quality control, project review and project management on major projects.

While at Sebago Technics, Inc., Mr. Dalfonso has been responsible for the design of major commercial development projects; residential subdivision projects; municipal projects; sewage treatment plant projects; including coordination with Federal and local agencies; and trouble-shooting construction problems.

Prior to joining Sebago Technics, Inc., Mr. Dalfonso was a Vice President with a Maine-based firm for ten years. His responsibilities included Principal-in-Charge of all general civil projects, Project Manager on open ended civil engineering projects for Brunswick Naval Air Station, and Manager of the company's construction management staff. He has extensive experience in the design and construction of city streets, roadways, utilities and major site projects. Mr. Dalfonso was also responsible for buildability review on all projects. Previously, Mr. Dalfonso gained five years experience in the construction industry as a foreman and superintendent on major earthworks and utility projects.

EDUCATION

University of Maine, Orono, Maine Bachelor of Science in Civil Engineering, 1974

REGISTRATIONS

Registered Professional Engineer, Maine

MEMBERSHIPS

American Society of Civil Engineers Consulting Engineers of Maine Water Pollution Control Federation

STEPHEN G. DOE

Landscape Architect/Land Planner

Mr. Doe joined Sebago Technics, Inc. in the spring of 1988, bringing with him a versatile, yet highly proficient background in site planning, landscape architecture, and graphic design. In addition, Mr. Doe graduated Cum Laude with honors and received a student honor award from the American Society of Landscape Architects.

Mr. Doe has developed a fine understanding for detail and has proven this ability in the preparation of site plans for approval drawings and construction documents. He is also highly skilled in graphic communication, with particular emphasis on perspective illustrations, presentational/market renderings, and photo simulations.

Mr. Doe has proven abilities and experience in commercial, residential, recreational and mixed-use site design, supported by an extensive knowledge of construction practices. He has demonstrated his efficiencies in client service and delivering work products under tight schedules and limited budgets.

Prior to joining Sebago Technics, Inc., Mr. Doe practiced landscape architecture and project management in Portland and in the midwest. In the interim of completing his degree in Landscape Architecture, Mr. Doe worked exclusively for six years in the field of landscape contracting and construction. This practical experience has proven to be very beneficial in the preparation and observation of projects during the construction phase.

EDUCATION

Ohio State University; Columbus, Ohio Bachelor of Science in Landscape Architecture, 1986

Agricultural Technical Institute Ohio State University, Wooster, Ohio, 1980 Associate Degree in Applied Science

MEMBERSHIPS

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RELATED EXPERIENCE

Waterfront planning and harbor development involves a complex interaction of environmental, social, engineering, financial, and regulatory factors. The Sebago Technics/Design Services team has amassed a wealth of experience and expertise in identifying and integrating these factors into effective waterfront planning strategies. Below is a partial list of representative projects that demonstrate the teams experience in a wide variety of planning, engineering and regulatory projects that has a direct bearing on the City's waterfront plan.

Harborfront Planning and Infrastructure

| Project | Responsible Team Member | Scope of Project | | |
|--|----------------------------|---|--|--|
| City of Belfast Maine | Don McElhinney | Waterfront & Downtown Revitalization Infrastructure Improvements Design | | |
| Town of North Haven North Haven Island, Maine | Peter Dalfonso | Infrastructure Improvements Design Land Planning and Site Selection | | |
| U.S. Dept. of the Navy Naval Communications Center Cutler, Maine | Peter Dalfonso | Site Selection for Harborfront Area Docking Facility Design | | |
| Bass Harbor | Robert Ware | Mooring Grid Plan AnalysisMarina Development | | |
| Southwest Harbor Maine | Robert Ware | Mooring Analysis & Marine Facilities Planning & Design Negotiation and Development of Public Boat Launch on Private Land | | |
| Cobboseecontee Boat Launch I.F.& W. State of Maine Winthrop, Maine | Will Conway | Environmental AssessmentSite DesignAccess Design | | |

| Old Orchard Beach Pier Old Orchard Beach, Maine | Robert Ware | Public Access Planning and DesignStructural Renovation Design |
|---|-------------------|--|
| Northeast Petroleum So. Portland, Maine | Robert Ware | Docking Facilities Planning Petroleum Off-Loading Facility Design |
| Freeport Town Wharf Freeport, Maine | Robert Ware | Wharf Planning and Structural Design |
| DeMillo's Marina Portland, Maine | Robert Ware | Marina Planning and DesignPier Structural Design |
| <u>I</u> | Land Use Planning | |
| Waterboro Comprehensive Plan Waterboro, Maine | Tad Redway | Comprehensive Planning Capital Improvements Planning Natural Resource Mapping & Assessment |
| Newport Revitalization Plan Newport, New Hampshire | Tad Redway | Waterfront Access Planning User Analysis Downtown Infrastructure Planning Zoning Issues |
| Mousam River Recreational Corridor Kennebunk, Maine | Will Conway | Natural Resource Inventory & Assessment Recreational Planning |
| Main Street Design District Woodbury, Connecticut | Tad Redway | Land Use Analysis Design StandardsOrdinance Writing |
| Richard B. Russel Reservoir Georgia & So. Carolina | Will Conway | Natural Resource Inventory & Assessment Recreational and Waterfront Facilities Planning |
| Bradford Comprehensive Plan Bradford, Maine | Tad Redway | Plan EditingOrdinance Review |

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| Lebanon Comprehensive Plan Lebanon, New Hampshire | Tad Redway | Comprehensive PlanningDowntown RevitalizationCommunity Participation |
|--|-----------------------------|--|
| Waterfront Rehabilitation Plan Clayton, New York | Tad Redway (team member) | Day Docking Design Public Waterfront Access Planning Downtown Revitalization Public Participation |
| Lisbon Falls Waterfront Park Lisbon Falls, Maine | Will Conway | Waterfront Access Amenity Design & Recreational Planning |
| The Inn at Wiscasset Wiscasset, Maine | Tad Redway | Visual Impact AssessmentPublic Access Planning |
| Long Wharf Mixed-Use Project Dept. of Environmental Protection Portland, Maine | Tad Redway | Waterfront Visual Impact Assessment |
| Blue Ridge Parkway Study U.S. Park Service | Tad Redway (team member) | User Preference Analysis Park Management Planning Visual Accessibility Planning |
| Queen Catherine Marsh Watkins Glen, New York | Tad Redway | Ecological Rehabilitation Recreational Planning Visual Access Planning |

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PHILOSOPHY AND APPROACH

Eastport is a unique community forged by its long relationship with the sea. Changes in our society have and will continue to place new demands and competing interests in the harbor and waterfront areas. The wise management of existing harbor facilities and the equitable allocation of available resources is crucial to the future economic vitality of the town and the maintenance of the community's visual and social fabric.

The Sebago Technics/Design Services team is sensitive to the fact that a delicate balance must be found between the continued economic vitality of the port and the protection of the scenic and cultural character of the waterfront and harbor. In assisting the Harbor and Waterfront Planning Committee in developing a comprehensive plan for the two harbors, the Sebago Technics/Design Services team will be guided by the following philosophy:

- 1. The success of the plan is entirely contingent upon the direct involvement of the Committee and local citizens. Therefore, we will develop a close working relationship with the Committee to insure that all recommendations meet the goals and needs of the Town.
- Eastport is a unique, independent community. All plans and recommendations will be tailored to fit the exact needs of the City.
- 3. The Sebago Technics/Design Services team is dedicated to produce the highest quality of work in every task we undertake.
- 4. All recommendations will be realistic, achievable solutions to existing and future problems. Our solutions will be designed not only to fit your needs but also your pocketbook.
- 5. The Sebago Technics/Design Services team performance will be in accordance with Maine Coastal Zone Management Program requirements and Army Corps of Engineers specifications.
- 6. Plans, maps, and proposed ordinance revisions will be prepared in a clear reproducible manner, easily understood by local citizens and easily administered by local officials.

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SCOPE OF SERVICES

Based on our understanding of the project and the objectives stated in the Request for Proposals, we propose to provide the scope of services detailed herein. In support of our philosophy and approach, we present the work tasks in sequential stages. Hopefully, this approach will provide the Harbor and Waterfront Planning Committee with an understanding of our proposed planning process.

Stage One: Background Information and Inventory

- 1.1 Prior to commencing with the project, we will meet with the Waterfront Planning Committee for several purposes:
 - To develop a personal working relationship between the Committee and the Consultant Project Team.
 - To develop the schedule for preparation of products and to set meeting dates for public review and comment.
 - To assemble and collect any information the City may have available which is pertinent to our study.
 - To determine the limits of the overall study area and the limits of the area of focused study. We see two levels of inventory, analysis and recommendation based on the objectives of this planning effort. First, we must look at the general land areas and entire harbor area to assess land uses, potential additional access sites, mooring distribution, and other "big picture" issues. Second, we must focus our study on areas of concentrated use such as the city landing. Only with two-pronged approach can we provide meaningful solutions to existing problems.
- 1.2 In both narrative and mapping format, conduct an inventory of existing conditions salient to subsequent analysis issues, including the following:
 - A. An inventory of existing waterfront land use, utilizing aerial photographs and field verification.
 - B. An inventory of existing zoning districts and pertinent zoning regulations.
 - C. An inventory of public and private waterfront facilities serving commercial and recreational user groups.
 - D. An inventory of historical land uses, including inventory of shoreland uses/conversions.

- B. Evaluate and provide assessment of potential public and private access sites.
- C. Perform an analysis of vacant, degraded or abandoned waterfront parcels, their development potential and associated economical/environmental impacts.
- D. Evaluate the needs and impact on waterfront areas associated with aquicultural operations.
- E. Analyze the specific nature of conflicts associated with the competition for parking demand and city facilities.
- F. Analyze the nature of septage problems; coordinate this effort with prior and/or concurrent studies.
- G. Understand the specific nature of conflicts associated with use of moorings and water circulation patterns.
- H. Review existing local, state and federal regulations and guidelines applicable to the study.
- I. Evaluate issues associated with the relocation of the cargo terminal, including facilities such as docks, warehouses, staging and parking areas.
- 2.2 Under the direction of the Harbor and Waterfront
 Planning Committee, develop the goals and policies
 which best serve the objectives set forth by the Grant
 Application. These goals and policies will be fully
 developed during the planning process, with primary
 emphasis in the following areas of the Comprehensive
 Harbor and Waterfront Management Plan:
 - A. Resolution of impacts associated with future needs of the aquicultural industry.
 - B. An action plan resolving the relocation of the cargo terminal should this relocation occur.
 - C. Resolution of short term and future need to provide adequate parking facilities and organized vehicular circulation.
 - D. Resolution of conflicts arising from mooring placement and use by various user groups, including watercraft circulation.
 - E. Designation of future land use allocation in order to support water dependent uses and to achieve a sense of harmony between the land and water areas within Eastport.

- 3.3 Develop a Mooring Plan in accordance with mandated Corps of Engineers policy. Provide grid plans based on Maine State Plane Coordinate System. Develop both narrative and map products addressing increased mooring space and improving water based circulation and safety.
- 3.4 Develop a Vessel Operations Plan, in association with Harbor Ordinance revisions and future moorings plan for each user group as identified by inventory and analysis.
- 3.5 Prepare a Capital Improvements Plan to organize capital expenditures associated with implementation projects. Develop funding strategies and timetable for acquisition, construction, management and maintenance of proposed waterfront improvements.
- 3.6 Conduct two public meetings to obtain direct public comment from various harbor interest groups.
- 3.7 Submit Draft Implementation Program to Harbor and Waterfront Planning Committee. Await review and comment from the Committee and D.E.C.D.
- 3.8 Submit seven copies of final narrative and map products to Committee for subsequent submission to D.E.C.D., and approval by St. George Selectmen and at Town Meeting.

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COMPENSATION

Having reviewed the project budget outlined in the Grant Application, we believe that the scope of services detailed herein can be accomplished within the allocated professional fees. The scope of services is constructed to provide the City of Eastport with a product of excellence both in content and graphic quality. Our professional fees are proposed as follows:

\$24,000.00 Fixed Fee Amount. Payment schedule to be determined prior to contract execution.

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REFERENCES

We encourage you to contact the following individuals who are familiar with our Project Team and our professional qualifications. We have provided the name and addresses of our references, the member(s) of our team associated with each reference, and the nature of project(s) which are applicable.

Lieutenant Scott Kuhaneck U.S. Coast Guard M.S.O. P.O. Box 108 DTS Portland, ME 04112-0108 (207) 780-3251

Jay Clement, Project Manager U.S. Army Corps of Engineers Maine Project Office R.R. 5, P. O. Box 1855 Augusta, ME 04336 (207) 623-8367

William Laflamme, Coastal Mgr.
Maine Dept. of Environmental
Protection
Dept. of Environmental Services
State House Station 17
Augusta, ME 04333
(207) 289-2111

Alfred W. Trefry, III
City of Portland Harbormaster
Suite 203, Maritime Trades Ctr.
2 Portland Fish Pier
Portland, ME 04101
(207) 772-8121

Dwayne Morin, Town Planner Town of Waterboro P.O. Box 130 Waterboro, ME 04087 (207) 247-5166 Project Team Member: Robert Ware, Design Service

Nature of Projects: Harbor and Mooring Planning, Portland Harbor

Project Team Member: Robert Ware, Design Service

Nature of Projects: Harbor and Marina Development Design

Project Team Member: Robert Ware, Design Service

Nature of Projects: Maine Coastal Harbor and Marina Design Projects

Project Team Member: Robert Ware, Design Service

Nature of Projects: Harbor and Mooring Planning, Portland Harbor

Project Team Members: Tad Redway, William Conway, Sebago Technics

Nature of Projects: Town Comprehensive Plan Update Judith Bernstein, Town Planner Town of Kennebunk 1 Summer Street Kennebunk, ME 04043 (207) 985-4601

Willis T. Emmons, Manager Kennebunk Sewer District P.O. Box 216 Kennebunk, ME 04043 (207) 985-4741

Barron E. Stallman, President The Design Alliance 75 Market Street Portland, ME 04011 (207) 773-1756 Project Team Member: William Conway, Sebago Technics

Nature of Project: Open Space/Public Access/ Recreation Plan, Mousam River

Project Team Member: Don McElhinney, Sebago Technics

Nature of Project: Town-wide Septage Study, Treatment Plant Design

Project Team Member: William Conway, Sebago Technics

Nature of Project: Mackworth Island Master Plan Proposal, Lisbon Falls Waterfront Park