

Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

Phone: 207-846-3148

townofchebeague@chebeague.net

Fax-207-846-6413

**REQUEST FOR QUALIFICATIONS
ENVIRONMENTAL CONSULTING SERVICES
FOCUSED CLIMATE VULNERABILITY ASSESSMENT
TOWN OF CHEBEAGUE ISLAND, MAINE**

INTRODUCTION

The Town of Chebeague Island (Town) invites those interested to submit Statements of Qualifications from experienced professional firms or project teams to provide environmental consulting services to support completion of a Focused Climate Vulnerability Assessment. Due to funding and time limitations, completion of a comprehensive Climate Vulnerability Assessment is not feasible. The budget for the project is \$25,000, all of which will be directed to consulting services. Consequently, this project is limited in scope and will focus on two principal Climate Vulnerability topics:

- Identification of Coastal and Marine-related Vulnerabilities
- Assessment of Island Wildfire Risks.

STATEMENTS OF QUALIFICATIONS (SOQ) SHOULD BE SUBMITTED BY EMAIL, AS FOLLOWS:

Interested firms may submit qualifications by email to in PDF format labeled as:

**Qualification Statement for Environmental Consulting Services
Focused Climate Vulnerability Assessment
Town of Chebeague Island, Maine**

Responses to this ***RFQ are due on February 8, 2024, by 5:00 pm.***

All SOQs should be emailed to Vika Wood, Town Administrator, Town of Chebeague island at

Email : townadmin@townofchebeagueisland.org

Subject: ***SOQ Focused Climate Vulnerability Assessment***

Note: If you have not received an acknowledgement of receipt from the Town by 10 am on Friday February 9th please call the Town office at 846-3148.

The Town of Chebeague Island reserves the right to reject any or all submissions and to accept any submission that it may deem to be in the best interest of the Town.

Parties submitting responses to this SOQ shall demonstrate expertise, qualifications, and experience with these required services. Experience working with Maine's small coastal and island communities will also be taken into consideration.

BACKGROUND

Chebeague Island is an unbridged island located in Casco Bay, Maine. The Town is comprised of Great Chebeague Island and sixteen smaller islands. Approximately 400 year-round residents reside on Great Chebeague, however, during the summer the island population increases two to three-fold due to an influx of seasonal residents and visitors. A passenger-only ferry serves as the primary transportation link to the mainland. The island economy consists of a mix of traditional maritime activity, aquaculture, local trades, off-island employment, and tourism.

The Town enrolled in the Maine Community Resilience Partnership (CRP) in 2022. Subsequently the town applied for and received a CRP Community Action Grant to complete a number of tasks including: a Green House Gas Inventory, a Groundwater Sustainability Study and a Climate Vulnerability Study and conduct community outreach. The Chebeague Selectboard established the Chebeague Climate Action Team (CCAT) to oversee and support the implementation of the grant. A GHG Inventory has been completed; the Groundwater Sustainability is ongoing and expected to be completed in the summer of 2024. Through GPCOG, the town has recently engaged an AmeriCorps Resiliency Fellow whose primary focus will be assisting with the Focused Climate Vulnerability Assessment. The Fellow is working a 40-hour week and will assist with many of the Assessment tasks including data collection, GIS mapping, meeting scheduling and organization, and community outreach activities. The Fellow is currently working on inventorying the January 2024 storm impacts and we expect to incorporate this information into the assessment.

PROJECT SCOPE

The town and the CCAT are seeking a consultant to assist with the completion of the Focused Climate Vulnerability Assessment. This effort will focus only on coastal and marine vulnerabilities, and fire-related risks. The topics were selected by the CCAT based on their knowledge of community priorities, available information, and grant resources. We anticipate that the CCAT and Fellow will collaborate with the consultant to complete the project. A general scope of work is provided below, but it may be modified in collaboration with the selected consultant. Upon selection, and based on input from the CCAT and Consultant, a detailed scope of work will be developed for the consultant that will outline specific project tasks, timelines, and anticipated labor and costs.

Building on Chebeague's 2016 Sea Level Rise Vulnerability Assessment, and ongoing work by the Maine Geological Survey on rapidly increasing impacts of shoreline erosion, we will endeavor to complete a limited, targeted vulnerability assessment. Relying on information on relevant climate hazards including sea level rise, warming ocean temperatures, more frequent and extreme storms, and droughts, along with the potential risks associated with those hazards, we will evaluate the potential impacts specific to Chebeague. The assessment will focus primarily on Great Chebeague Island and its marine environment. Expected impacts include increased beach and bluff erosion, saltmarsh migration, shifting habitats, flooding, impacts on our fishing and maritime economy, and fire risk.

The outline of our current scope consists of the following tasks:

1. Data Gap Analysis
2. Compilation of Existing Marine Conditions
3. Community Mapping Workshop
4. Identification of Vulnerabilities
5. Recommendations for Adaptation
6. Report/Story Map

QUALIFICATION SUBMITTALS

Qualification packages must include one (1) digital copy in PDF format. It is recommended that the submittal follow the guidelines outlined below for suggested length and format, but it is not strictly required. Clarity and conciseness in SOQ submittals is appreciated.

Suggested format for Qualification submittals:

- **Front and back covers** (2 pages)
- **Cover Letter** (1 page)
- **Company Overview** (1-2 pages)
 - Overview of firm qualifications for this project
 - Why is your firm a good fit for this project?
- **Company Qualifications** (3-5 pages)
 - Must include an organizational chart or list of key project team members. Any subcontracted services should be identified.
 - Provide a brief description of respective roles, skills and experience.
 - Resumes of the key project staff (2 pages max. per team member) (can include as an Appendix if preferred)
- **Relevant Company Experience** (3-6 pages)
 - Case Studies of at least three (3) similar or relevant projects which are applicable to the scope of this Focused Climate Vulnerability Assessment. Projects should have been completed in the last five years. Descriptions should include:
 - Client
 - Start and completion dates
 - Services provided.
 - If possible, provide a link to representative report or work product; or attach as an Appendix.

EVALUTION CRITERIA

The CCAT will review the SOQ and select a consultant based on the following criteria:

- Completeness of submission
- Relevant, recent experience including experience with coastal and marine projects.
- Experience working on climate resiliency and vulnerability projects.
- Team qualifications and expertise including breadth and depth of services offered.
- Experience working with small communities and local committees and boards.
- Flexibility, creativity and collaborative approach

SELECTION PROCESS

Following review of proposals by the Chebeague Climate Action Team the consultant team may be contacted for further information, an on-site interview, or selected outright to perform consulting services under contract. Upon request of the Town, the consultant shall provide digital copies of any analyses, survey data, laboratory data, and CAD/GIS files generated on the project upon completion of their contract. The chosen consultant may not assign any portion of the work to a third-party firm or contractor without prior written authorization from the Town.

TERM OF THE AGREEMENT

The selected entity will be expected to enter into a written agreement for services with The Town of Chebeague Island for work to commence in March 2024. The anticipated project completion date is December 2024.

QUESTIONS

Given the short turnaround time and limited staff availability, the Town is not entertaining any questions on the SOQ prior to the submittal deadline. If you have significant questions about the RFQ or the project can include them in your cover letter. The overall objective of this RFQ is to find consultant who can bring knowledge skills, and energy to the project and that would be enjoyable and productive to work with.