Julia E. Latter, Town Manager
11 Howard Street
Boothbay Harbor, Maine 04538
jlatter@boothbayharbor.org
(207) 633-3671

REQUEST FOR PROPOSALS (RFP)

Professional Marine Engineering Services for Boothbay Harbor Fish Pier

Issue Date: November 13, 2026

Sealed Proposal Deadline: December 7, 2026, at 4:00 p.m.

Public Bid Opening: December 7, 2026, at 4:15 p.m.

1. Invitation and Purpose

The Town of Boothbay Harbor invites sealed, hard-copy proposals from qualified marine engineering firms for evaluation of the Town-owned Fish Pier and development of a practical, phased improvement plan. The work is intended to identify current structural and public-safety concerns, compare rehabilitation and replacement options, and provide planning-level cost and permitting information for future municipal budgeting and potential grant applications. The Town may authorize services in separate phases.

2. Background and Limits of Work

The Fish Pier supports commercial fishing, marine businesses, and other working-waterfront activities. A structural engineering report was completed in 2024. Tenants and users have since reported further deterioration, including cracks and separations, bracing deficiencies, possible upland undermining, and launching-ramp deterioration. These reports are observations to be independently evaluated by the consultant, not engineering conclusions. The Town will make the 2024 report and available records accessible to proposers as part of the solicitation package.

The former Boothbay Mechanics building is excluded from this procurement. Proposers shall clearly identify any other assumptions about the site boundaries or included facilities.

3. Project Goals

– Assess present structural condition and compare findings with the 2024 report.

– Identify urgent safety concerns and recommend interim protective measures promptly.

– Compare feasible repair, rehabilitation, reconstruction, and replacement strategies.

– Provide conceptual engineering, planning-level costs, phasing, and operating impacts.

– Identify permitting pathways, next design steps, and information needed for funding applications.

4. Scope of Services

Phase I — Records Review and Condition Assessment

- Review the 2024 report, available drawings, maintenance records, surveys, and relevant permits.
- Inspect accessible pier deck, framing, connections, piles, bracing, ramp, adjacent shoreline/upland retaining features, and apparent erosion or undermining.
- Specify and price any recommended underwater/diver inspection, geotechnical work, testing, or survey as separately identified options unless included in the base fee.
- Document conditions with photographs, severity ratings, comparisons to 2024 findings, and a prioritized deficiency list.
- Immediately notify the Town Manager of observed conditions presenting an apparent imminent danger; issue written interim recommendations for restrictions, stabilization, or further investigation without waiting for the final report.
- Submit a signed condition-assessment report under the Maine-licensed professional engineer responsible.

Phase II — Alternatives Evaluation

- Develop and compare targeted repair, comprehensive rehabilitation, major reconstruction/replacement, and phased improvement options, as applicable.
- Discuss service life, constructability, maintenance, resilience, anticipated downtime, tenant operations, and waterfront access for each feasible option.
- Recommend a preferred strategy with supporting engineering rationale and key uncertainties.

Phase III — Conceptual Engineering and Cost Planning

- Prepare conceptual site/structural exhibits and planning-level quantities and costs for feasible alternatives.
- Identify design, permitting, construction, contingency, and other project costs separately; state estimate assumptions and accuracy limitations.
- Propose a realistic phased schedule, including measures to maintain working-waterfront operations where feasible.

Phase IV — Permitting and Funding Readiness

- Identify likely local, Maine DEP/Natural Resources Protection Act, U.S. Army Corps of Engineers, floodplain, shoreland, and other applicable review requirements; confirm applicability during the study.
- Outline permit studies, agency coordination, design development, and documentation needed before construction.
- Prepare a concise project description, scope, schedule, and cost summary usable in capital planning and future grant applications. Grant writing and permit applications are excluded unless separately authorized.

5. Coordination and Meetings

The consultant shall coordinate through the Town Manager, consult with tenants and other designated users, and include in its base fee one kickoff meeting, one findings meeting, and one

Selectmen presentation. Identify costs for additional meetings separately. Committee recommendations are advisory; Town authorization controls all consultant work.

6. Deliverables

- Phase I: condition assessment, photo log, deficiency priorities, and immediate-safety recommendations.
- Phase II: alternatives comparison, conceptual options, and preferred approach.
- Phase III: conceptual drawings/exhibits, planning-level estimates, phasing and schedule.
- Phase IV: permitting matrix, funding-readiness summary, and consolidated final report.
- Provide five bound hard copies of the final consolidated report and one electronic PDF for Town records; editable drawing files, if prepared, shall be provided in a mutually agreed format.

7. Schedule

Proposers shall submit a milestone schedule for each phase, including the earliest feasible site visit and delivery of Phase I findings. Dates for issuance, questions, proposal receipt, public opening, selection, and contract commencement will be inserted before release. Time is important given reported safety concerns; the Town may separately pursue immediate protective action.

8. Qualifications and Proposal Contents

The lead engineer must be licensed to practice professional engineering in Maine. Submit the following in the sealed package:

- Firm profile and designated contact; key personnel, licenses, and subcontractors.
- At least three comparable marine pier/working-waterfront assignments and references.
- Understanding of the site, proposed inspection methods, scope assumptions, and exclusions.
- Work plan, milestones, proposed meetings, and schedule.
- Separate lump-sum fee for each phase, optional investigation fees, hourly rates, reimbursables, and anticipated subcontractor costs.
- Evidence of ability to maintain appropriate general and professional liability insurance; final coverage terms will be negotiated.

9. Evaluation and Selection

The Town intends to evaluate technical merits and overall value, not price alone. Proposed evaluation factors are: marine engineering experience (25 points), team qualifications (20), project approach (25), schedule (15), and cost/value (15), for 100 total points. The Town may seek clarification, interview firms, negotiate scope and fees, or reject all proposals. Prior to issuance, the Town will confirm its purchasing policy and any grant-related procurement rules, including whether qualifications-based selection is required.

10. Contract and Authorization

The selected firm shall enter into a written professional services agreement addressing authorized phases, scope, compensation, milestones, insurance, document use, changes, termination, and

applicable law. No additional work or phase may begin without written Town authorization and available appropriation. The Town reserves the right not to proceed beyond any phase.

11. Questions and Addenda

Questions must be submitted in writing to the Town Manager by December 2, 2026. Official clarifications and changes will be issued by written addendum to all known prospective proposers. Proposers are responsible for obtaining all addenda. A site visit may be scheduled and announced in the final solicitation.

12. SEALED PROPOSAL SUBMISSION AND OPENING

Submit FIVE (5) HARD COPIES of the complete proposal in ONE sealed envelope or package clearly marked:

SEALED PROPOSAL — BOOTHBAY HARBOR FISH PIER ENGINEERING SERVICES

Deliver by mail or in person to: Julia E. Latter, Town Manager, Town of Boothbay Harbor, 11 Howard Street, Boothbay Harbor, Maine 04538.

Sealed proposals must be RECEIVED by December 7, 2026, at 4:00 p.m. local time. Electronic or emailed proposals will NOT be accepted. Late proposals will not be considered. Proposals remain sealed until the announced public opening on December 7, 2026, at 4:15 p.m. at the Boothbay Harbor Town Office. At the opening, the Town may identify proposers and acknowledge receipt; evaluation and award will follow separately.

13. Reservation of Rights

To the extent permitted by applicable law and Town procurement requirements, the Town reserves the right to reject any or all proposals, waive non-material informalities, request additional information, negotiate an agreement, modify the project scope, or cancel the solicitation. Issuing this RFP creates no obligation to award or expend funds.