



## Town Council - Meeting Agenda

**January 7<sup>th</sup>, 2025 @ 6:30pm**  
**Council Chambers - 1 Portland Avenue**

*[www.oobmaine.com/town-council](http://www.oobmaine.com/town-council)*

*\*Members of the public wishing to view the meeting from home may tune into Local Access TV (Channel 3 or 1301 - check with your provider) or by clicking the Meeting Videos link on [oobmaine.com](http://oobmaine.com).)*

### **PLEDGE OF ALLEGIANCE:**

### **ROLL CALL:**

### **ACKNOWLEDGEMENTS:**

Police Chief Elise Chard – swearing in of two new officers.

### **GOOD & WELFARE:**

### **ACCEPTANCE OF MINUTES:**

Accept the minutes from the 12/17/2024 Regular Town Council Meeting.

Chair: Shawn O'Neill

**PUBLIC HEARING – BUSINESS LICENSE & APPROVALS:**

Thomas Reilly, (319-11-3), 21 Reggio Avenue, one (1) year-round short-term rental.

LOL LLC, Alan McLellan, (210-1-6-36), 18 Smithwheel Rd Unit #36, one (1) year-round rental.

Arsalan Shaikh Muhammad, (211-1-14-3), 57 Old Salt Round Unit #3, one (1) year-round rental.

Renee Turner, (212-3-2), 8 Old Orchard Road, four (4) year-round short-term rentals.

Alex Cox, (206-26-6), 12 Grove Avenue, one (1) year-round rental.

Gail Cerbone, (308-3-3), 7 Myrtle Avenue, one (1) year-round short-term rental.

Chair: Shawn O’Neill

**PUBLIC HEARING – SPECIAL AMUSEMENT PERMITS & APPROVALS:**

HFY Enterprises, Inc., Thomas Lacasse, Oceanside Grill at the Brunswick, (310-6-1), 39 West Grand Avenue, live music Sunday through Saturday, inside 1:00 pm to 12:30 am and outside 1:00 pm to 12:00 am.

Chair: Shawn O'Neill

# TOWN MANAGER REPORT

**NEW BUSINESS:**

**AGENDA ITEM # 8668**

**Discussion with Action:** Re-appoint Kevin Hedberg as a regular member of the Board of Assessment Review, term to expire 12/31/2027; Michael Shannon as the citizen member of the Business License Administrative Board, term to expire 12/31/2026; Mark Koenigs, Irvin Paradis, Kimbark Smith as regular members, and Charles Backus as an alternate member of the Conservation Commission, terms to expire 12/31/2027; Timothy Bollea and Reza Namin as regular members of the Finance Committee, terms to expire 12/31/26; Marianne Hubert and Christopher Hitchcock as regular members, and moving alternate Jay Kelley to regular Planning Board member, terms to expire 12/31/26; Ethan Scott as a regular member and Edwin Bones as an associate member of the Zoning Board of Appeals, terms to expire 12/31/2027.

Chair: Shawn O'Neill

**AGENDA ITEM #8669**

**Discussion with Action:** Shall the Town approve a request from Mezoian Development, LLC, to accept title and to accept and establish as town ways those developed portions of Summer Long Drive and Winter Berry Lane together with any storm water runoff systems and infrastructure located within the right of way of said Summer Long Drive and Winter Berry Lane, fire hydrants, street signs, and drainage easement areas, and all of the rights and responsibilities appurtenant to the foregoing, except specifically excluding the mailboxes and the responsibility of snow removal around the mailboxes; trees; street lights, lighting facilities and lampposts; lighting electricity costs; landscaping and maintenance of the cul-de-sac on Summer Long Drive; and any storm water systems and infrastructure located outside of the right of way, for all of which Grantor, its successors and assigns, reserve and retains an easement for the installation, use and maintenance thereof. Also specifically excluding sidewalks, for which Grantee is granted a public easement over and will maintain, except for snow removal which remains the responsibility of Grantor, its successors and assigns. As shown on a plan entitled “Final Plan, Sumter Landing, Ross Road, Old Orchard Beach, Maine”, for Mezoian Development, LLC, dated January 2020 as revised through 9/18/20, by BH2M, Inc. As described in the Warranty Deed from Mezoian Development, LLC to the Town of Old Orchard Beach, Maine, dated,

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Chair: Shawn O’Neill

**TO: Old Orchard Beach Town Council  
Diana Asanza, Town Manager  
Tim Fleury, Executive Assistant**

**FROM: Planning Staff**

**SUBJECT: Summer Long Dr, Winter Berry Ln Public Acceptance (Sumter Landing)**

**ACTION: Decision on Acceptance**

**DATE: 7 January 2025**

At the 17 December Council meeting, Council tabled a vote on acceptance until the deed is amended so that it reflects what Council has consistently accepted with past acceptance proposals. Mezoian Development responds to this request with amended deed. Below is a summary of the former and revised deed language.

**Former Deed Language: What is Mezoian Development Requesting the Town Accept?**

The former deed included the following for acceptance:

- Roads and the 50-foot Right-of-Way (ROW)
- Any storm water runoff system located in the ROW of Summer Long and Winter Berry
- Drainage easement areas
- Sewer pipes
- Sidewalks
- Fire hydrants
- Street signs
- Trees
- Streetlights
- Lighting facilities
- Lampposts

**Revised Deed Language: What is Mezoian Development Requesting the Town Accept and Exclude from Acceptance?**

The revised deed includes the following for acceptance:

- Roads and the 50-foot Right-of-Way (ROW)
- Any stormwater systems located in the ROW of Summer Long and Winter Berry
- Drainage easement areas
- Sidewalks\*, excluding snow removal responsibilities
- Fire hydrants
- Street signs

The revised deed excludes the following from acceptance:

- Any stormwater systems located outside of the ROW
- Mailboxes and the responsibility of snow removal around the mailboxes
- Trees
- Streetlights
- Lighting facilities and lampposts
- Lighting electricity costs
- Landscaping and maintenance of the cul-de-sac on Summer Long Drive
- Snow removal associated with the sidewalks\*

\*Sidewalks: Note the revised deed indicates the town will hold a public easement and be responsible for maintenance of sidewalks, except for snow removal which will remain the responsibility of the grantor.

### Planning Staff Comments

- I expect an update from Mezoian Development regarding sewer drainage line flush.

### Town Staff, Engineer and Town Attorney Review of the Proposal

Town Staff, engineer and town attorney reviewed the proposal. Except for staff comments and questions above, there are no remaining matters for the applicant to address.

### Next Steps

The next step is for the Council to rule on the acceptance proposal. As previously stated, Council tabled a final decision until the deed language is amended so that it reflects what Council has approved with past acceptance proposals. In response, Mezoian Development submitted a revised deed which, I believe, includes language consistent with past acceptance proposals.

If Council finds the acceptance submission, including the revised deed language, is agreeable, Council can approve the acceptance application. If Council finds the additional changes to the deed language are needed, council can:

1. Table a vote on acceptance until the deed is amended by the applicant. If Council requests changes to deed language, please identify these changes. After staff receive the amended deed, acceptance will be placed on a Council agenda for final vote.
2. Approve acceptance with the condition that the deed language is amended so that it excludes and/or includes specific language as determined by the Council and that the deed reflects this amendment before it is recorded.
3. Schedule a workshop to discuss what to accept and what to exclude from acceptance.



## WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS, THAT MEZOIAN DEVELOPMENT, LLC a Maine limited liability company with offices in Saco, in the County of York and State of Maine, for good and valuable consideration, grants to the TOWN OF OLD ORCHARD BEACH, a municipal corporation with a mailing address of 1 Portland Avenue, Old Orchard Beach, Maine 04064, with Warranty Covenants, for highway purposes and without claim for damages, all of its right, title and interest in and to the streets and ways identified as Summer Long Drive and Winter Berry Lane described in Exhibit A annexed hereto and made a part hereof and as depicted on plan titled "Final Plan, Sumter Landing, Ross Road, Old Orchard Beach, Maine", for Mezoian Development, LLC, dated January 2020 as revised through 9/18/20, by BH2M, Inc. and recorded in the York County Registry of Deeds in Plan Book 410, Page 11, to which plan reference may be made for a more particular description of the premises hereby conveyed; together with any storm water runoff systems and infrastructure located within the right of way of said Summer Long Drive and Winter Berry Lane, fire hydrants, street signs, and drainage easement areas, and all of the rights and responsibilities appurtenant to the foregoing, except as excluded below.

Specifically excluding: the mailboxes and the responsibility of snow removal around the mailboxes; trees; street lights, lighting facilities and lampposts; lighting electricity costs; landscaping and maintenance of the cul-de-sac on Summer Long Drive; any storm water systems and infrastructure located outside of the right of way, for all of which Grantor, its successors and assigns, reserve and retains an easement for the installation, use and maintenance thereof.

Also specifically excluding sidewalks, for which Grantee is granted a public easement over and will maintain, except for snow removal which remains the responsibility of Grantor, its successors and assigns.

SUBJECT to the terms and conditions of a certain State of Maine Department of Environmental Protection Order recorded in said Registry of Deeds in Book 18291, Page 4.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be signed and sealed by Michael Mezoian, its Member thereunto duly authorized this \_\_\_\_ day of \_\_\_\_\_, 2025.

Signed, sealed and delivered  
In the presence of

MEZOIAN DEVELOPMENT, LLC

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
By: Michael Mezoian  
Its: Member

STATE OF MAINE  
COUNTY OF YORK

\_\_\_\_\_, 2025

Personally appeared the above-named Michael Mezoian, in his capacity as Member of Mezoian Development, LLC and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of Mezoian Development, LLC.

Before me,

\_\_\_\_\_  
Notary Public / Attorney at Law

## EXHIBIT A

### **Parcel I – Summer Long Drive**

A certain strip or parcel of land located on the easterly sideline of Ross Road, so-called, in the Town of Old Orchard Beach, County of York and State of Maine and shown as Summer Long Drive on the plan titled “Final Plan, Sumter Landing, Ross Road, Old Orchard Beach, Maine”, for Mezoian Development, LLC, dated January 2020 as revised through 8/18/20, by BH2M, Inc. and recorded in the York County Registry of Deeds in Plan Book 410, Page 11; said Summer Long Drive being more particularly described as follows:

Beginning at a 1 ¾” iron pipe found on the easterly sideline of said Ross Road at the northeasterly corner of land now or formerly of the Town of Old Orchard Beach as shown on aforesaid plan;

thence N 18°-29’-20” E along the easterly sideline of said Ross Road a distance of 50.00 feet to a granite monument to be set and Open Space as shown on aforesaid plan;

thence in a general southeasterly direction along said Open Space and along a circular curve to the right (non-tangent to the last described line), circumscribed by a radius of 175.00 feet, an arc length of 87.31 feet to a granite monument to be set; said granite monument to be set being S 57°-13’-08” E a tie distance of 86.40 feet from said previous granite monument to be set;

thence S 42°-55’-38” E along said Open Space a distance of 110.58 feet to a granite monument to be set;

thence S 47°-58’-18” E along said Open Space a distance of 206.68 feet to a granite monument to be set and Lot 34 as shown on aforesaid plan;

thence in a general southerly direction along said Lot 34, along Lot 33 and along a circular curve to the right, circumscribed by a radius of 175.00 feet, an arc length of 223.11 feet to a granite monument to be set; said granite monument to be set being S 11°-26’-54” E a tie distance of 208.30 feet from said previous granite monument to be set;

thence S 25°-04’-30” W along said Lot 33, along Lot 32 and along Lot 31 a distance of 326.95 feet to a granite monument to be set;

thence in a general southerly direction along said Lot 31, along Lot 30 and along a circular curve to the left, circumscribed by a radius of 225.00 feet, an arc length of 94.31 feet to a granite monument to be set; said granite monument to be set being S 13°-03’-59” W a tie distance of 93.63 feet from said previous granite monument to be set;

thence S 01°-03'-28" W along said Lot 30, along Lot 29 and along Lot 28 a distance of 318.63 feet to a granite monument to be set;

thence in a general southerly direction along said Lot 28 and along a circular curve to the left, circumscribed by a radius of 225.00 feet, an arc length of 37.20 feet to a granite monument to be set; said granite monument to be set being S 03°-40'-44" E a tie distance of 37.16 feet from said previous granite monument to be set;

thence S 08°-24'-56" E along said Lot 28, along Lot 27 and along Lot 26 a distance of 237.77 feet to a granite monument to be set and Lot 25;

thence in a general circular direction along said Lot 25, along Lot 24, along Lot 23, along Lot 22 and along a circular curve to the right, circumscribed by a radius of 65.00 feet, an arc length of 286.20 feet to a granite monument to be set; said granite monument to be set being N 62°-16'-30" W a tie distance of 104.98 feet from said previous granite monument to be set;

thence in a general northeasterly direction along said Lot 22 and along a circular curve to the left, circumscribed by a radius of 50.00 feet, an arc length of 63.08 feet to a granite monument to be set; said granite monument to be set being N 27°-43'-30" E a tie distance of 58.98 feet from said previous granite monument set;

thence N 08°-24'-56" W along said Lot 22 and along Lot 21 a distance of 128.23 feet to a granite monument to be set;

thence in a general northerly direction along said Lot 21 and along a circular curve to the right, circumscribed by a radius of 275.00 feet, an arc length of 45.47 feet to a granite monument to be set; said granite monument to be set being N 03°-40'-44" W a tie distance of 45.42 feet from said previous granite monument to be set;

thence N 01°-03'-28" E along said Lot 21, along Winter Berry Lane, so-called, along Lot 8 and along Lot 7 a distance of 318.63 feet to a granite monument to be set;

thence in a general northerly direction along said Lot 7, along Lot 6 and along a circular curve to the right, circumscribed by a radius of 275.00 feet, an arc length of 115.28 feet to a granite monument to be set; said granite monument to be set being N 13°-03'-59" E a tie distance of 114.43 feet from said previous granite monument to be set;

thence N 25°-04'-30" E along said Lot 6, along Lot 5, along Lot 4 and along Lot 3 a distance of 326.95 feet to a granite monument to be set;

thence in a general northerly direction along said Lot 3 and along a circular curve to the left, circumscribed by a radius of 125.00 feet, an arc length of 159.36 feet to a granite monument to

be set; said granite monument to be set being N 11°-26'-54" W a tie distance of 148.79 feet from said previous granite monument to be set;

thence N 47°-58'-18" W along said Lot #3, along Lot 2 and along Lot 1 a distance of 208.88 feet to a granite monument to be set;

thence N 42°-55'-36" W along said Lot 1 and along said Open Space a distance of 112.79 feet to a granite monument to be set;

thence in a general northwesterly direction along said Open Space and along a circular curve to the left, circumscribed by a radius of 125.00 feet, an arc length of 62.36 feet to the point of beginning. Said point of beginning being N 57°-13'-08" W a tie distance of 61.72 feet from said previous granite monument set.

The above described Summer Long Drive contains 92,036 s.f. (2.11 acres). All bearings refer to grid north (NAD 83).

### **Parcel II – Winter Berry Lane**

A certain strip or parcel of land located on the easterly sideline of Ross Road, so-called, in the Town of Old Orchard Beach, County of York and State of Maine and shown as Winter Berry Lane on the plan titled "Final Plan, Sumter Landing, Ross Road, Old Orchard Beach, Maine", for Mezoian Development, LLC, dated January 2020 as revised through 9/18/20, by BH2M, Inc. and recorded in the York County Registry of Deeds in Plan Book 410, Page 11; said Winter Berry Lane being more particularly described as follows:

Beginning at a granite monument to be set on the easterly sideline of said Ross Road at the westerly corner of land now or formerly of Eric R. & Barbara L. Nason as shown on aforesaid plan;

thence S 54°34'-28" E along the land of said Nason, along Open Space and along Lot 14 a distance of 208.75 feet to a granite monument to be set;

thence in a general easterly direction along said Lot 14 and along a circular curve to the left, circumscribed by a radius of 125.00 feet, an arc length of 197.58 feet to a granite monument to be set; said granite monument to be set being N 80°-08'34" E a tie distance of 177.65 feet from said previous granite monument to be set;

thence N 34°-51'-36" E along said Lot 14, along Lot 13, along Lot 12, along Lot 11 and along Lot 10 a distance of 397.99 feet to a granite monument to be set;

thence in a general northeasterly direction along said Lot 10, along Lot 9 and along a circular curve to the right, circumscribed by a radius of 175.00 feet, an arc length of 171.65 feet to a granite monument to be set; said granite monument to be set being N 62°-57'-32" E a tie distance of 164.85 feet from said previous granite monument to be set;

thence S 88°-56'-32" E along said Lot 9 and along Lot 8 a distance of 115.80 feet to a granite monument to be set;

thence in a general northeasterly direction along said Lot 8 and along a circular curve to the left, circumscribed by a radius of 20.00 feet, an arc length of 31.42 feet to a granite monument to be set and the westerly sideline of Summer Long Drive, so-called; said granite monument to be set being N 46°-03'-28" E a tie distance of 28.28 feet from said previous granite monument to be set;

thence S 01°-03'-28" W along the westerly sideline of said Summer Long Drive a distance of 90.00 feet to a granite monument to be set and Lot 21 as shown on aforesaid plan;

thence in a general northwesterly direction along said Lot 21 and along a circular curve to the left (non-tangent to the last described line), circumscribed by a radius of 20.00 feet, an arc length of 31.42 feet to a granite monument to be set; said granite monument to be set being N 43°-56'-32" W a tie distance of 28.28 feet from said previous granite monument to be set;

thence N 88°-56'-32" W along said Lot 21 a distance of 115.80 feet to a granite monument to be set;

thence in a general southwesterly direction along said Lot 21 and along a circular curve to the left, circumscribed by a radius of 125.00 feet, an arc length of 122.60 feet to a granite monument to be set and Lot 20; said granite monument to be set being S 62°-57'-32" W a tie distance of 117.75 feet from said previous granite monument set;

thence S 34°-51'-36" W along said Lot 20, along Lot 19, along Lot 18 and along Lot 17 a distance of 397.99 feet to a granite monument to be set;

thence in a general westerly direction along said Lot 17, along Lot 16, along Lot 15 and along a circular curve to the right, circumscribed by a radius of 175.00 feet, an arc length of 276.62 feet to a granite monument to be set; said granite monument to be set being S 80°-08'-34" W a tie distance of 248.71 feet from said previous granite monument to be set;

thence N 54°-34'-28" W along said Lot 15, along said Open Space and along land now or formerly of Town of Old Orchard Beach a distance of 202.72 feet to a granite monument to be set and the easterly sideline of said Ross Road;

thence N 28°-33'-06" E along the easterly sideline of said Ross Road a distance of 50.36 feet to the point of beginning.

The above described Winter Berry Lane contains 56,360 s.f. (1.29 acres). All bearings refer to grid north (NAD 83).

**AGENDA ITEM #8670**

**Discussion with Action:** Renew the liquor license for HFY Enterprises, Inc., Thomas Lacasse, Oceanside Grill at the Brunswick, (310-6-1), 39 West Grand Avenue, m-s-v in a restaurant.

Chair: Shawn O'Neill

## **AGENDA ITEM #8671**

**Discussion with Action:** Approve the Special Event Permit Application for the Recreation Department to hold their annual Frozen 4-miler Road Race on Sunday, January 19th, snow date January 26th, 2025; Sunday, January 18th, snow date January 25th, 2026; and Sunday, January 17th, snow date January 24th, 2027; starting at 12:35 p.m. and ending at 1:45 p.m.; two Old Orchard Beach Police Officers required.

Chair: Shawn O'Neill





## Town of Old Orchard Beach Special Event Permit application

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### Application for Special Event Permit

#### Please read the following:

- All applications must be thoroughly completed. Failure to fully complete an application may result in a delay in the processing.
- This application is to be completed by the individual or authorized representative of the organization regulating the event and requesting the permit. Submission of an application does not guarantee the event will be approved. Do not publicize or promote your event until your notification of acceptance has been issued.
- All applications must be received by the Town Clerk's Office not less than thirty (30) calendar days prior to the date on which the person proposes to conduct such special event. If not received by that date, the application may be subject to non-approval for that reason.
- Special Event Permit applications require a \$50 (per day, including dates of set up/take down) **non-refundable fee** to be paid at the time application is received.
- A Special Event Permit Application will be deemed "received" on the date the Town Clerk's Office receives:
  - A completed application
  - Appropriate Insurance, listing the Town of Old Orchard Beach as additionally insured (if event is within 30 days)
  - Application fee
- Once you have completed the application, please return to the Town Clerk's Office:

Town Clerk's Office  
1 Portland Avenue  
Old Orchard Beach, ME 04064

If you have any questions, please contact the Town Clerk's Office at 207-934-4042 or e mail the Town Clerk, Kim McLaughlin, at [kmclaughlin@oobmaine.com](mailto:kmclaughlin@oobmaine.com)

## APPLICATION INFORMATION

PLEASE SUBMIT A COMPLETE APPLICATION A MINIMUM OF 30 CALENDAR DAYS PRIOR TO THE EVENT.

1. Name of applicant Jason Webber

Address of applicant 1 Portland Ave 003 ME 04064  
City State Zip

Phone number of applicant (207) 934-0860/ext 1 Fax ( )

Cell phone (207) 423-2044 E-mail jwebber@003maine.com

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

003 Recreation

Website address (if an Organization, Firm or Corporation) 003Rec.com

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other - Please specify

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

Annual Jimmy the Greek Frozen 4-miler, It is a road race  
Start in front of Goodwin Ave, up Saco Ave, Right on Old Orchard  
Street, Right on West Grand, Right on Temple, Finish behind Jimmy's

Will you be using tents?  YES  NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

Will you be using staging? \_\_\_\_\_ YES X NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music     Bleacher(s)     Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)     Microphone(s)     Stadium(s)     Stage(s)

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name Jason Webber Work Phone (207) 934-0860  
Address 1 Portland Ave 0013 ME 04064  
City State Zip  
Cell phone (207) 423-2044 Fax (207) 934-0860  
E-mail jwebber@0013maine.com

4. SET-UP Date for Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
January 2025 Sunday Jan 19, 2025 / Rain Jan 26, 2025 12:30 - 1:45  
Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
January 2026 Sunday Jan 18, 2026, Rain Sunday Jan, 25, 2026 (12:30-1:45)  
Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
January 2027 Sunday Jan 17, 2027 / Rain Sunday Jan 24, 2027 (12:30-1:45)  
Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) See above Times \_\_\_\_\_  
(if rain date listed, insurance must list rain date)

5. Location of the Event Jimmy the Creek  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event  
\_\_\_\_\_ 0-150; X 150-500; \_\_\_\_\_ 500-1000; \_\_\_\_\_ 1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

N/A

8. Will the sale of food and/or beverages occur at the event? NO If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)  Pot Luck Items
- Professional Catering  Non-Profit Food Vendors  Retail Food Vendors

9. Will there be merchandise sold at the event? \_\_\_\_\_ YES X NO

Description of merchandise \_\_\_\_\_

10. Is the event a Charitable event? X YES \_\_\_\_\_ NO

Is this event co-sponsored by the Town of Old Orchard Beach? X YES \_\_\_\_\_ NO

If this event a Regional School Unit #23 event? \_\_\_\_\_ Yes X NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

OOB Recreation / Boy's & Girls Club

12. List any Event Sponsors:

Jimmy the Greeks

Rotary of Sorebag

Will admission be charged for the event? \_\_\_\_\_ YES X NO only Race Reg  
Will participants be charged for parking? \_\_\_\_\_ YES X NO

13. Has this event been held previously in Old Orchard Beach?

YES (if yes, please list dates): \_\_\_\_\_

NO

14. What is the applicant doing to ensure the event will not endanger the public safety or disturb the peace? Describe your plans for security at your event, including crowd control (attach additional sheets if necessary). Security plan will need final approval by the Old Orchard Beach Police Department and they have final say in appropriate number and type of security personnel required. Must include at least one Old Orchard Beach Police Officer, if security is required. Costs associated with security are the sole responsibility of the event organizer.

Please describe your security plan (including your plans for controlling ingress/egress of all persons, vehicles, equipment, and Emergency Medical Services) :

\_\_\_\_\_ We request two police officers and Fire + Police vol

Additional Uniformed presence provided by: \_\_\_ Off-Duty Police Officers; \_\_\_ Private Security; \_\_\_ Volunteers

Times: N/A How many? \_\_\_\_\_

If you have already made contact with someone about security, provide the contact name and number:

Name: N/A Phone Number: \_\_\_\_\_

Please list any items that will be left overnight. If equipment will be left on-site overnight, provide details for personal property safety and security of site: (Note that the event organizer is solely responsible for items left on the property. The Town assumes no responsibility for items of personal property at the location at any time)

\_\_\_\_\_ N/A \_\_\_\_\_

Will audible devices be used at this event?  YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

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Where will the event attendees/participants park? Jimmy the Greek Parking Lot

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Will a shuttle service be provided from parking areas to the event site?  YES  NO

If yes, please describe shuttle plan, and name of company provided service:

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Will you require special parking (RV's, trailers, trucks)?  YES  NO

If yes, give details:

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15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

NIA

Is the use of barricades necessary/requested for this event? NIA

If yes, number needed and location

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Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES  NO If yes, please describe:

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Is any other public works assistance needed? Just to sweep / Plow the Race course

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? NIA

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event leaving no residue or noticeable impact; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 **cash** deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.

YES  NO

If yes, explain: \_\_\_\_\_

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

NIA

Will this event be posting a banner on public property?  YES  NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

NIA

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance, (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):  YES  NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; \_\_\_\_\_ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? \_\_\_\_\_ Yes, it's attached  No

20. Will the event involve professional fireworks? \_\_\_\_\_ YES  \_\_\_\_\_ NO  
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_

(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_ YES  NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach? \_\_\_\_\_ YES  NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. *However, projects must be reviewed by MDIFW before Town approval.*



## **SPECIAL EVENT PERMIT AGREEMENT**

I, Jean Webber on behalf of Town of OOB Rec  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. JW (initial)
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

*The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.*

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

*Town of OOB Insurance*  
 Yes, it has been provided with the application; \_\_\_\_\_ No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)? \_\_\_\_\_ YES \_\_\_\_\_  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

\_\_\_\_\_  
\_\_\_\_\_

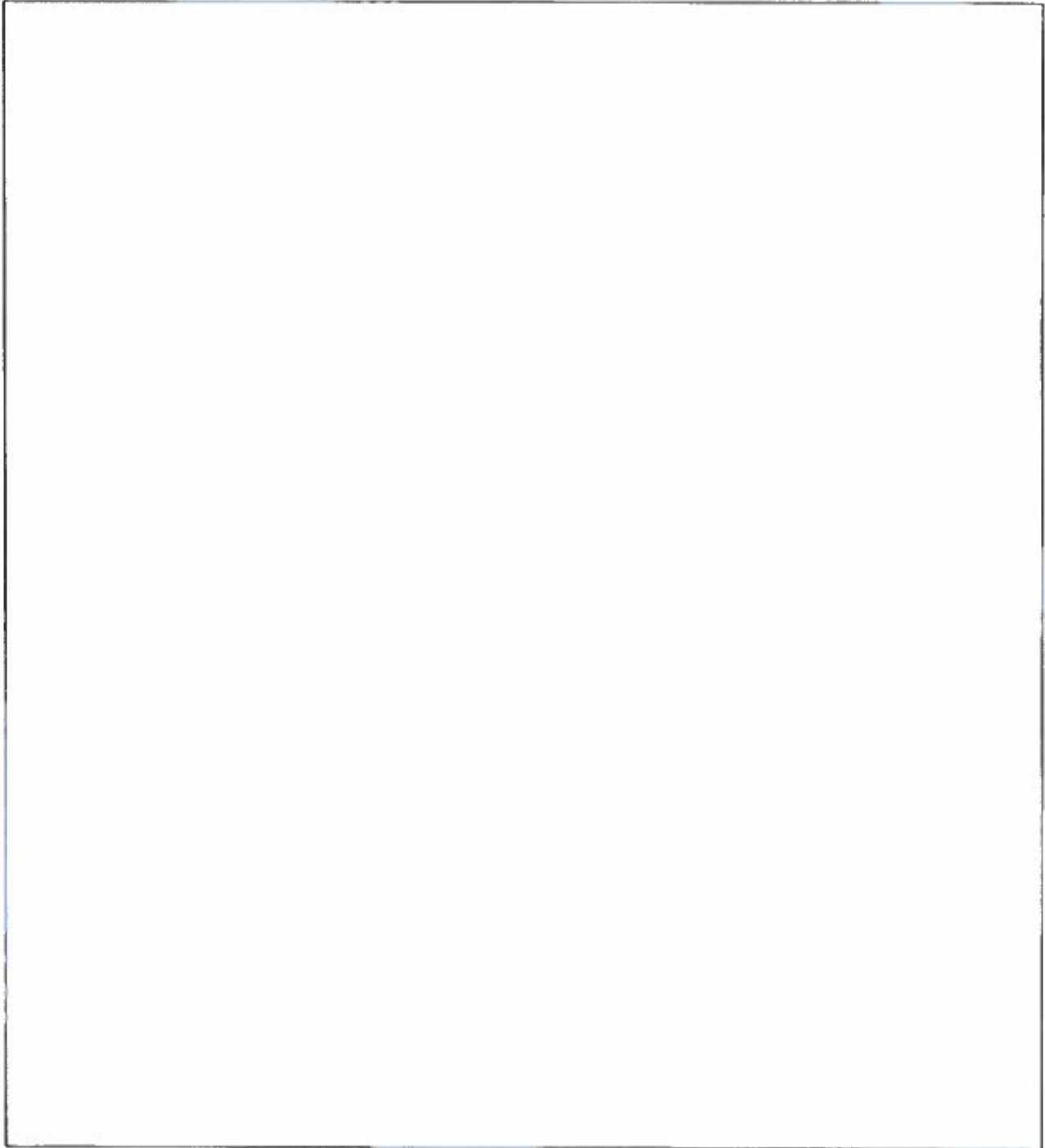
**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

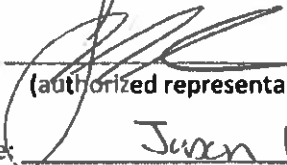
Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers



10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

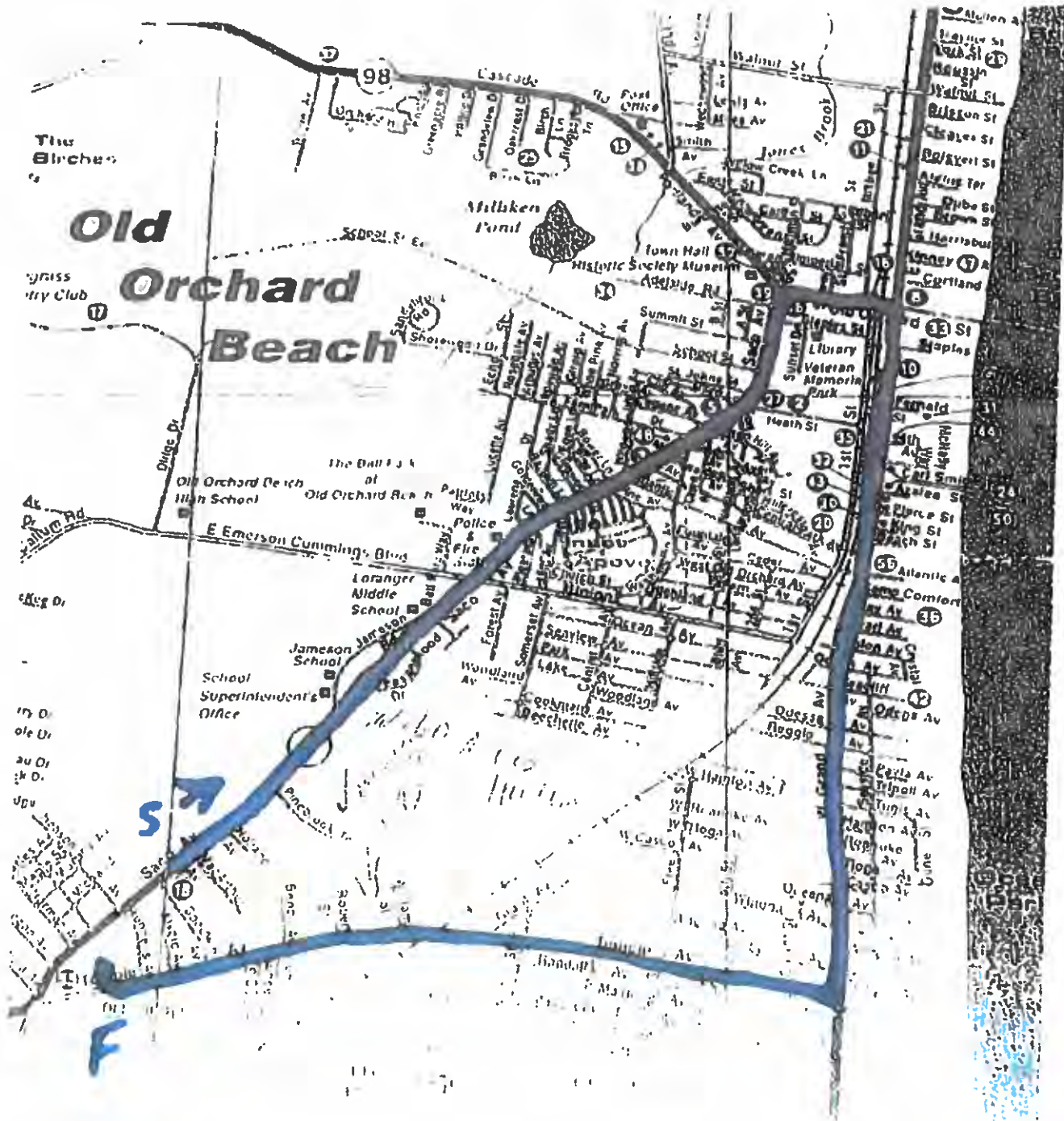
Signature:  \_\_\_\_\_ Date: 1/2/2025

(authorized representative)

Print name: Juxen Webber

Print Organization Name (if applicable): GOB Rec

# Jimmy The Creeks Frozen 4 Miler Race Course Map



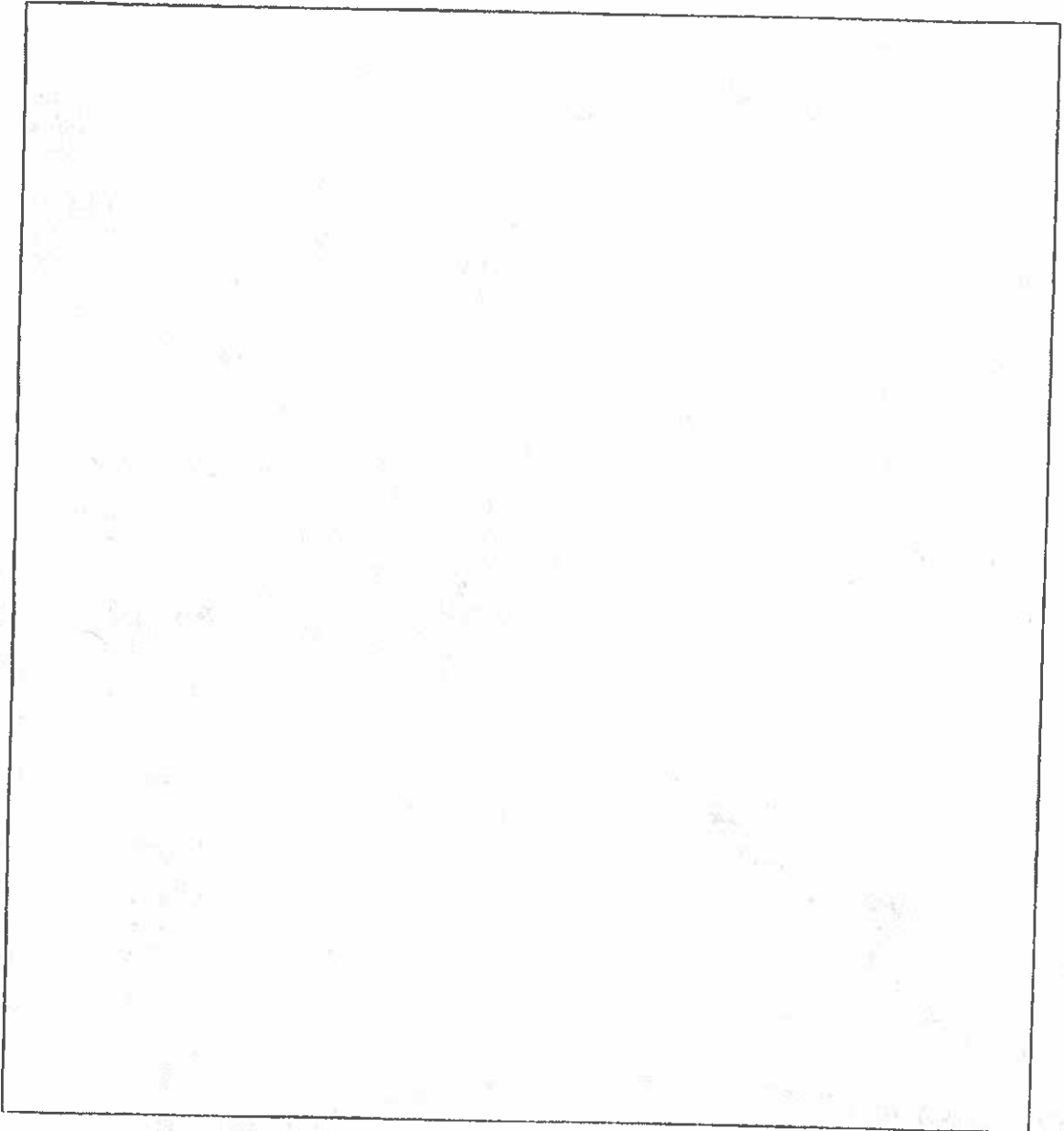
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In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers



## **AGENDA ITEM #8672**

**Discussion with Action:** To award the bid to Wright Pierce for on-call General Engineering services including civil engineering services, and stormwater management (MS4), site and subdivision services, peer review services and construction inspection services effective April 1, 2025, through March 31, 2027.

Chair: Shawn O'Neill

# **Town of Old Orchard Beach Maine**



**Town of Old Orchard Beach, Maine  
NOTICE OF REQUEST FOR PROPOSALS  
PROFESSIONAL CONSULTING SERVICES**

**June 4, 2024**

Diana Asanza, Town Manager  
Town of Old Orchard Beach  
1 Portland Ave.  
Old Orchard Beach ME 04064



# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services - continued

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### **Section 1: Overview**

The Town of Old Orchard Beach is seeking proposals from professional consulting firms with experience to assist the Town with a variety of services, as needed. The desired services include the following specialties:

- A. General Engineering Services, including civil engineering, stormwater systems, and site and subdivision development review.
- B. Peer Review Services.
- C. Construction Inspection Services.

Firms shall provide consulting services on an “on-call” basis for projects determined during the term of the contract.

### **Section 2: Schedule of Events**

This request for proposals will follow the schedule below:

- Release of RFP: June 4, 2024
- Deadline for Written Questions: June 14, 2024
- Proposals Due: June 28, 2024
- Review of Proposals: July 3, – July 14, 2024
- Recommendation to Award: July 18, 2024

# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services - continued

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### Section 3: Scope of Work

#### A. General Engineering Services

- The Consultant shall perform engineering services on an “on-call” basis for projects assigned by Town staff. The scope of work may involve all phases of project development with input from multiple departments to individual requests for specific project elements.

#### B. Peer Review Services

- Review subdivision and site plans and other related projects, including preparation of written memoranda and letters confirming compliance with municipal ordinances, regulations, checklists, and accepted planning and engineering design practices.
- Participate in staff/developer meetings as necessary to answer questions or further discuss written engineering review comments on active or pending projects.
- Provide written engineering reviews to the Planning Board as directed by Planning staff. Based on Planning Board submission deadlines, comments are expected no later than eight (8) calendar days prior to the second Thursday of each month. Written engineering reviews shall be transmitted electronically via email.

#### C. Construction Inspection Services

- Attend pre-construction meetings with contractors.
- Conduct field inspections of development projects as coordinated in pre-construction meetings or as requested by the Planning Department or Town Manager.
- Review and comment on as-built drawings to confirm compliance with Town Ordinances, Town Standards, and acceptable industry standards.
- Review and comment on performance guarantees.
- Perform other related engineering services as requested.

# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services - continued

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### **Section 4: Submission Requirements**

Proposals are due June 28, 2024, at 3:00 pm and should be delivered to the Town Manager's office at 1 Portland Ave., Old Orchard Beach.

The proposal shall be submitted in a sealed envelope plainly marked "Professional Consulting Services – RFP" and will be received at the Town Manager's Office, Old Orchard Beach Town Hall, 1 Portland Ave., Old Orchard Beach, Maine 04064. Submissions will be accepted by mail or hand delivery. The proposal must be signed with the firm's name and bear the handwritten signature of an officer or employee having authority to bind the company (utilize the town-provided Proposal Bid Form labeled Exhibit B).

The Town of Old Orchard Beach reserves the right to choose the respondent that demonstrates the best ability to fulfill the project in the Town's sole discretion. The successful respondent may be chosen based on qualifications, selection criteria evaluation, possible interview, and any other criteria determined necessary by the Town of Old Orchard Beach. The respondent selected may be given the right to negotiate an agreement acceptable to the Town. The successful respondent shall commence work after execution of an acceptable contractual agreement.

### **Reservation of Rights**

The Town reserves the right to request clarification of and/or solicit additional information from any proposer; to have proposer(s) make presentations to the Selection Committee; and/or to negotiate with any proposer(s) regarding any terms of their proposal, including but not limited to the cost and/or scope of services, with the intent to achieve the best proposal that shall result in a contract deemed by the Town to be in its best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement, if possible.

The Town reserves the right to waive any informality in the proposal, to accept any proposal, and to reject any and all proposals if deemed in the best interest of the Town. 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. Pursuant to Town ordinance, the Town is unable to contract with businesses or individuals who are delinquent in their financial obligations to the Town.

# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services - continued

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### Each Proposal Shall Include:

In order to establish a uniform review process, it is requested that proposals be organized as follows:

1. **Title Page**
  - Show the proposal subject, name of firm, local address, telephone number, name of primary contact person, and date.
2. **Table of Contents**
  - Include a clear identification of the materials by section and page number.
3. **Letter of Transmittal**
  - Limit to one or two pages. This letter should briefly state the Respondent's understanding of the work to be done and give details of the Respondent's anticipated project approach and review timetable.
4. **Firm's Experience Summary**
  - Include a list of recent projects reviewed and inspected by the firm, particularly within the last 5 years with municipal projects.
5. **Capabilities Statement**
  - Address core services provided from a municipal aspect and other industries, focusing on elements under Section 3, Scope of Work.
6. **Construction Administration Experience**
  - Include both construction inspections and field observations.
7. **Key Personnel Qualifications**
  - Provide names and qualifications of key personnel responsible for design, plan review, and inspections, including registrations, licenses, and certifications. Highlight prior municipal experience and willingness to provide exclusive services within municipal boundaries.
8. **References**
  - Provide five (5) references from past clients, including the primary contact's name, title, address, phone number, email address, and details of the last project worked on.
9. **Variable Workload Statement**
  - Confirm that the Respondent can accommodate the anticipated variable workload on an "on-call" basis.

# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services - continued

---

A Fee Proposal shall be submitted in a separate sealed envelope with the proposal. Proposals not complying with this requirement may be subject to disqualification.

- Fee Proposals must include a schedule/hourly rate for all personnel/positions assigned to this contract as well as travel time rates and mileage.
- Include any miscellaneous fees and charges, such as postage and printing.
- The Fee Proposal may be adjusted after negotiations with the Town and prior to signing a formal contract, if necessary.
- Indicate the markup for subcontractor services.

### **Section 5: Evaluation Criteria**

All proposals will be reviewed by a review panel. Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and their respective weights are as follows:

- Experience / References / Qualifications: 25%
- Proposed Approach: 25%
- Fee Proposal: 50%
- Total: 100%

### **Section 6: Method of Award**

The Town of Old Orchard Beach will review all proposals and may request respondents to supplement initial proposals with additional written material. The Town may, at its discretion, interview some or all of the respondents. The Town of Old Orchard Beach reserves the right to choose the respondent that demonstrates the best ability to fulfill the project in the Town's sole discretion. The successful respondent may be chosen based on qualifications, selection criteria evaluation, possible interview, fee proposal, and any other criteria determined necessary by the Town of Old Orchard Beach.

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# **Town of Old Orchard Beach Maine**



**Town of Old Orchard Beach, Maine  
NOTICE OF REQUEST FOR PROPOSALS  
PROFESSIONAL CONSULTING SERVICES**

**June 4, 2024**

Diana Asanza, Town Manager  
Town of Old Orchard Beach  
1 Portland Ave.  
Old Orchard Beach ME 04064

# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services - continued

---

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# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services - continued

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### Section 3: Scope of Work

#### A. General Engineering Services

- The Consultant shall perform engineering services on an “on-call” basis for projects assigned by Town staff. The scope of work may involve all phases of project development with input from multiple departments to individual requests for specific project elements.

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# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services - continued

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### Section 4: Submission Requirements

Proposals are due June 28, 2024, at 3:00 pm and should be delivered to the Town Manager's office at 1 Portland Ave., Old Orchard Beach.

Two (2) physical copies and one (1) digital copy, on a USB drive, of the proposal shall be submitted in a sealed envelope plainly marked "Professional Consulting Services – RFP" and will be received at the Town Manager's Office, Old Orchard Beach Town Hall, 1 Portland Ave., Old Orchard Beach, Maine 04064. Submissions will be accepted by mail or hand delivery. The proposal must be signed with the firm's name and bear the handwritten signature of an officer or employee having authority to bind the company (~~utilize the town-provided Proposal Bid Form labeled Exhibit B~~).

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# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services - continued

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### Each Proposal Shall Include:

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7. **Key Personnel Qualifications**
  - Provide names and qualifications of key personnel responsible for design, plan review, and inspections, including registrations, licenses, and certifications. Highlight prior municipal experience and willingness to provide exclusive services within municipal boundaries.
8. **References**
  - Provide five (5) references from past clients, including the primary contact's name, title, address, phone number, email address, and details of the last project worked on.
9. **Variable Workload Statement**
  - Confirm that the Respondent can accommodate the anticipated variable workload on an "on-call" basis.

# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services - continued

---

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- Total: 100%

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The Town of Old Orchard Beach will review all proposals and may request respondents to supplement initial proposals with additional written material. The Town may, at its discretion, interview some or all of the respondents. The Town of Old Orchard Beach reserves the right to choose the respondent that demonstrates the best ability to fulfill the project in the Town's sole discretion. The successful respondent may be chosen based on qualifications, selection criteria evaluation, possible interview, fee proposal, and any other criteria determined necessary by the Town of Old Orchard Beach.

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# Town of Old Orchard Beach Maine



**Town of Old Orchard Beach, Maine**  
**NOTICE OF REQUEST FOR PROPOSALS**  
**PROFESSIONAL CONSULTING SERVICES**  
**ADDENDUM # 2**

**September 20, 2024**

Diana Asanza, Town Manager  
Town of Old Orchard Beach  
1 Portland Ave.  
Old Orchard Beach ME 04064

# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services – Addendum #2

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The Town of Old Orchard Beach is seeking proposals from professional consulting firms with experience to assist the Town with a variety of services, as needed. The desired services include the following specialties:

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- B. Peer Review Services.
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Firms shall provide consulting services on an “on-call” basis for projects determined during the term of the contract.

# Town of Old Orchard Beach

## Request for Proposal – Professional Consulting Services – Addendum #2

---

All proposals will be reviewed by a review panel. Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and their respective weights are as follows:

- Experience / References / Qualifications: 25%
- Proposed Approach: 25%
- Fee Proposal: 50%
- Total: 100%

To better understand how each applicant administers the peer review process, we request you provide the following information for the project attached to the addendum:

1. Total cost estimate of entire review (see below for review steps)
2. Cost estimate breakdown, including hours
3. Staff involved (position titles)
4. Turnaround time for preliminary and final plan review. Turnaround time is how long it will take you beginning on the day staff submit the information to you (assume it's the morning) to the day you submit comments to staff.
5. What do you provide staff? If you have a sample peer review memo, please include with your response.

Please note: Most projects have a process that involves several steps. The typical steps are sketch plan/pre application, preliminary review, and final review. Some projects require a development meeting where we invite you to meet in-person with town staff and the applicant. For the purposes of your cost estimate, please include one development meeting. We do not require attendance at planning board meetings.

# West Grand Multi-Use Building Sketch Plan Review Package

Date Issued: August 22, 2024



Project Title: West Grand Multi-Use Building

Owner: Durp LLC

Site Location: 95 West Grand Ave. Old Orchard Beach, ME



189 Main Street, Suite 200  
Yarmouth, ME 04096

## Attachments

- A. Sketch Plan Application Form
- B. Project Narrative
- C. Deed
- D. Agent Authorization Letter
- E. Site Plans + Architectural Drawings



## A. Sketch Plan Application Form

# TOWN OF OLD ORCHARD BEACH

<b>Current Planning Services:</b>  <b>SKETCH PLAN REVIEW</b>  <b>ARTICLE IV-Sec. 74-121</b>	Page 1 of 3	
	<b>Subdivision Fee: \$100 + \$10 per lot</b>	
	OR	
	<b>Site Plan Fee: \$200</b>	
	Date Received:	
Application Fee PAID: \$200.00		

**Application and Submittal Requirements**

*This application and all accompanying submissions shall conform to the applicable provisions of the Old Orchard Beach Zoning Ordinance.*

<b>Parcel No.</b>	<b>M:</b>	<b>313</b>	<b>B:</b>	<b>3</b>	<b>L:</b>	<b>4</b>	<b>Zoning Dist.:</b>	<i>DD-2</i>
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<b>Project Name:</b>	West Grand Multi-Use Building
<b>Project Address or Location:</b>	95 West Grand Ave, Old Orchard Beach

<b>Record Owner:</b>	Durp LLC	E-mail:	<a href="mailto:sdurepo@gmail.com">sdurepo@gmail.com</a>
Mailing Address:	PO Box 883, Cumberland, ME 04021	Phone:	207-405-4440
		Fax:	
<b>Agent for Owner:</b>	Trillium Engineering Group	E-mail:	<a href="mailto:ericd@trilliumeg.com">ericd@trilliumeg.com</a>
Mailing Address:	189 Main St. Yarmouth, ME 04096	Phone:	207-307-0872
		Fax:	

**Existing Use of Property:**

Parking lot

***Acceptance of a Sketch Plan does not constitute final Planning Board approval.***

**No application shall be accepted without completion of this application and submittal of required documents.**

**OOB Planning Department**  
 One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207 934 5714 x233 Fax: 207 934 5911

# TOWN OF OLD ORCHARD BEACH

**Current Planning Services:**

**SKETCH PLAN REVIEW  
ARTICLE IV-Sec. 74-121**

Page 2 of 3

## Application and Submittal Requirements

1. ATTACH A SKETCH PLAN OF THE PROPOSED PROJECT, AND INCLUDE:  
Number of residential lots; typical lot width and depth; playgrounds, park areas and other public areas; street improvements
2. DESCRIBE THE PROPOSED PROJECT AND INCLUDE (attached separate sheet if necessary)
  - a. Data on existing covenants, if any.
  - b. Availability of utilities for project.

3. ATTACH A COPY OF THE PROPERTY DEED.

4. SIZE OF PROPERTY: \_\_\_\_\_ SF or 0.26 acres

5. IDENTIFY ANY AND ALL EASEMENTS ON THE PROPERTY. ATTACH COPIES OF EASEMENT DEEDS.

6. Classify Proposal:  Major Subdivision  Minor Subdivision  
 Site Plan

### OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207 934 5714 x233 Fax: 207 934 5911

# TOWN OF OLD ORCHARD BEACH

**Current Planning Services:  
SKETCH PLAN REVIEW  
ARTICLE IV-Sec. 74-121**

Page 3 of 3

## Application and Submittal Requirements

Submit 10 copies of Applications, Checklists, Plans, etc. to OOB Planning Department.

**VERIFY SUBMITTAL DEADLINES WITH THE PLANNING DEPARTMENT.**  
**LATE SUBMITTALS WILL NOT BE ACCEPTED**

- PRIOR TO THE SIGNING OF FINAL PLANS BY THE PLANNING BOARD, THE APPLICANT SHALL MEET ALL CONDITIONS OF APPROVAL, SECURE PERFORMANCE ASSURANCES AND ESCROW AGREEMENTS (PURSUANT TO ARTICLE IV, SECTION 78-211) AND PAY ALL OUTSTANDING PEER REVIEW FEES. ALL CONDITIONS OF APPROVAL SHALL BE INCLUDED WITHIN AN APPROVAL BLOCK ON THE RECORD REPRODUCIBLE PLAN.**
- ATTACH A CHECK PAYABLE TO THE TOWN OF OLD ORCHARD BEACH FOR APPLICATION FEES.**

The Undersigned hereby makes application to the Town of Old Orchard Beach for approval of the attached plans and declares the foregoing document to be true and accurate to the best of his/her knowledge.

**If not the owner, the agent must provide a letter of authorization from the owner stating that they are authorized to represent the owner in all matters pertaining to this application.**

Eric Dube  
Owner, Applicant, or Agent

08/20/2024  
Date

### OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207 934 5714 x233 Fax: 207 934 5911

**ASSESSOR'S  
CERTIFICATION for  
MAP BLOCK and LOT**

The following certification of the correct Map Block and Lot Number(s) of the subject property must be obtained from the Assessing Office and must accompany all applications submitted to the Planning and Code Enforcement Departments.

**NO APPLICATION will be deemed complete without this certification.**

**PROJECT NAME:** West Grand Multi-Use Building

**PROJECT APPLICANT:** Trillium Engineering Group

**Application Type** (Check appropriate boxes)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Site Plan       | <input type="checkbox"/> Design Review          | <input type="checkbox"/> Subdivision          |
| <input type="checkbox"/> Variance        | <input type="checkbox"/> Miscellaneous Appeal   | <input type="checkbox"/> Amend to Subdivision |
| <input type="checkbox"/> Sign Permit     | <input checked="" type="checkbox"/> Sketch Plan | <input type="checkbox"/> Sewer Connection     |
| <input type="checkbox"/> Dumpster Permit | <input type="checkbox"/> Street Opening         | <input type="checkbox"/> Other                |

**Property owned by** Durp LLC **and located at**  
owner's name  
95 West Grand Ave, Old Orchard Beach **is identified on the**  
Street Address

**Old Orchard Beach Assessor's Maps and within the Town Assessing Records as having the following Map, Block and Lot number:**

**MAP 313 BLOCK 3 LOT 4**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assessing Official

## B. Project Narrative



189 Main Street, Suite 200  
Yarmouth, ME 04096

August 22, 2024

Town of Old Orchard Beach  
1 Portland Ave.  
Old Orchard Beach, ME 04064

**RE: West Grand Multi-Use building  
Sketch Plan Application**

Dear Planning,

Trillium Engineering Group (TEG) is providing this project narrative for the proposed project located at 45 West Grand Avenue (Tax Map 313, Block 3 Lot 4) in the DD-2 district. The project proposes 11 residential condominium units and 1 office unit.

The existing site is currently used as a paved parking lot with a shed located on site. The existing parking lot and shed are to be removed. There are 3 existing curb cuts on the site, the two along West Grand Ave will be closed and the one curb cut on Bay Ave is to be relocated and reconfigured. There are no existing curb cuts on Camp Comfort Ave.

The project proposes a 4 story multi-use building with 11 residential condominium units and 1 office unit. The first level will consist of an enclosed parking garage containing (19) parking spaces. Level 2 will have (5) 1-bedroom units, and (1) office unit. Levels 3 and 4 will consist of (6) total 4-bedroom units. There will be an additional (6) parking spaces located outside of the parking garage on the site. Based on Sec. 78-68g – off-street parking and loading requirements, the requirement for residential use “Multifamily Residential Units” is one space per bedroom, with a maximum of two spaces per unit, resulting in a required 17 spaces. On site parking standards for “All other uses” is not required. To satisfy the parking requirements for both the residential parking and office parking, the required number of parking spaces is 17 spaces. The project is proposing a total of 25 spaces.

The proposed project will require new connections to existing Town utilities on West Grand Avenue.

Thank you for taking the time to review this. Please see all attached documentation and drawings for additional information. Should you have any future questions or require any additional information, please do not hesitate to ask.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Dube', written in a cursive style.

Eric Dube, PE  
Trillium Engineering Group

## C. Deed



DLN: 1002240192228

QUITCLAIM DEED WITH COVENANT

VENETIA LLC, a Maine limited liability company with a mailing address of 93 West Grand Avenue, Old Orchard Beach, Maine 04064, for consideration paid, GRANTS to DURP LLC, a Maine limited liability company with a mailing address of P.O. Box 883, Cumberland, Maine 04021, with QUITCLAIM COVENANT, those certain lots or parcels of land situated in the Town of OLD ORCHARD BEACH, County of YORK and State of MAINE, commonly known and 93 and 95 W. Grand Avenue, Old Orchard Beach, Maine and more particularly described on EXHIBIT A attached hereto and made a part hereof.

IN WITNESS WHEREOF, VENETIA LLC has caused this instrument to be signed and sealed in its company name by VENETIA KOUZOUNAS, its manager, thereunto duly authorized on the 29th day of April, 2022.

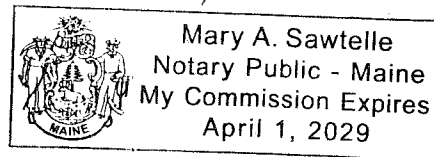
Venetia Kouzounas  
VENETIA KOUZOUNAS, manager of  
Venetia LLC

STATE OF MAINE  
COUNTY OF Cumberland April 29, 2022

Personally appeared the above-named VENETIA KOUZOUNAS, manager of VENETIA LLC and acknowledged the foregoing instrument to be her free act and deed in her said capacity, and the free act and deed of VENETIA LLC.

Before me,

Mary A. Sawtelle  
Notary Public/~~Attorney-at-Law~~  
Print Name: Mary A. Sawtelle



Maine R.E. Transfer Tax Paid

## EXHIBIT A

### Parcel One:

A certain lot or parcel of land with the buildings thereon, situated in Old Orchard Beach in said County of York, bounded and described as follows: Commencing at the junction of Grand Avenue and Camp Comfort Avenue in said Old Orchard Beach; thence Southerly along said Camp Comfort Avenue Sixty (60) feet; thence at right angles Easterly Forty (40) feet; thence at right angles Northerly Sixty (60) feet; thence Westerly at right angles Forty (40) feet on said Grand Avenue to the point of beginning. Said lots have been erroneously referred to in prior deeds as being a part of lots number two (2) and four (4) on a Plan of Lots made by the Camp Comfort Association and recorded in the Registry of Deeds for said County of York, Plan Book 2, Page 26.

### Parcel Two:

A certain lot or parcel of land with the buildings thereon, situated in said Old Orchard Beach and being lots numbered Two (2) and Four (4) on Bay Avenue, so called, according to Plan of Camp Comfort Association, recorded in York County Registry of Deeds, Plan Book 2, Page 26.

### Parcel Three:

A certain lot or parcel of land with the buildings thereon, being two (2) lots situated on the Southerly side of Camp Comfort Avenue, so-called, in said Old Orchard Beach, and described as follows: Lots One (1) and Three (3) according to Plan of Lots of Camp Comfort Association, recorded in York County Registry of Deeds, Plan Book 2, Page 26, to which Plan and record thereof reference is hereby made for further description thereof.

Being the same premises described in a Quitclaim Deed conveyed to Grantor herein dated June 11, 2007 and recorded in the York County Registry of Deeds in Book 15185, Page 601.

## D. Agent Authorization Letter



189 Main Street, Suite 200  
Yarmouth, ME 04096

August 20, 2024

To Whom It May Concern:

We hereby authorize

Trillium Engineering Group  
189 Main Street  
Yarmouth, ME 04096

As our agent to act on our behalf in all matters relating to all town/city processes required for the proposed project located at 95 West Grand Ave. in Old Orchard Beach, ME.

This certification commences on the date of signing and is valid for two years from August 20, 2024 to August 20, 2026.

This certificate will become null and void unless it is agreed between both parties to make an extension.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Dube', written over a horizontal line.

Eric Dube, P.E.  
Trillium Engineering Group

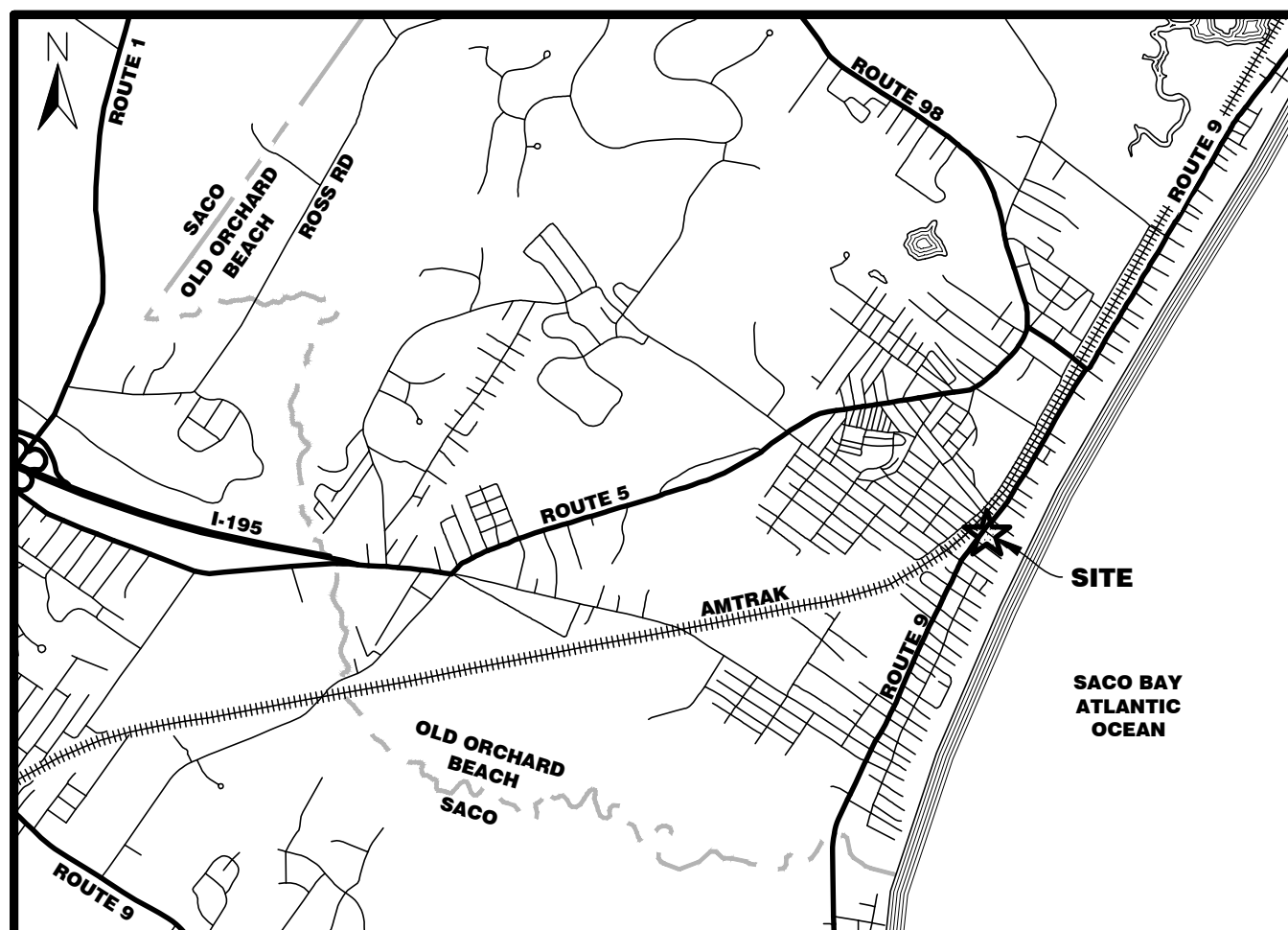
-----  
Signature of Owner  
Durp LLC (Scott Durepo)

Signed by:  
A handwritten signature in black ink, appearing to read 'Scott Durepo', written over a horizontal line.  
C14CA4AA2497463...

A handwritten signature in black ink, appearing to read 'Eric Dube', written over a horizontal line.

-----  
Signature of Agent  
Eric Dube, P.E.

## E. Site Plans + Architectural Drawings



LOCATION MAP 1" = 1/2 MILE

LEGEND

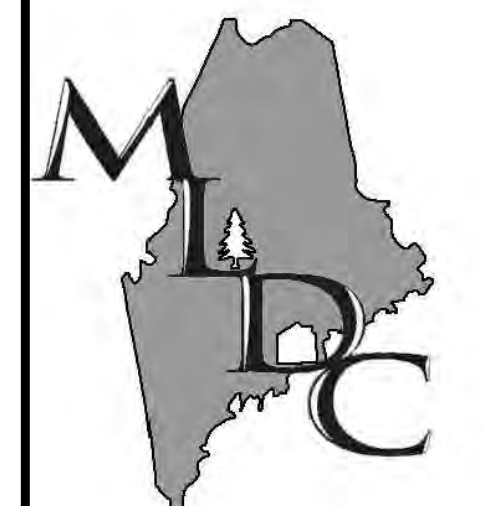
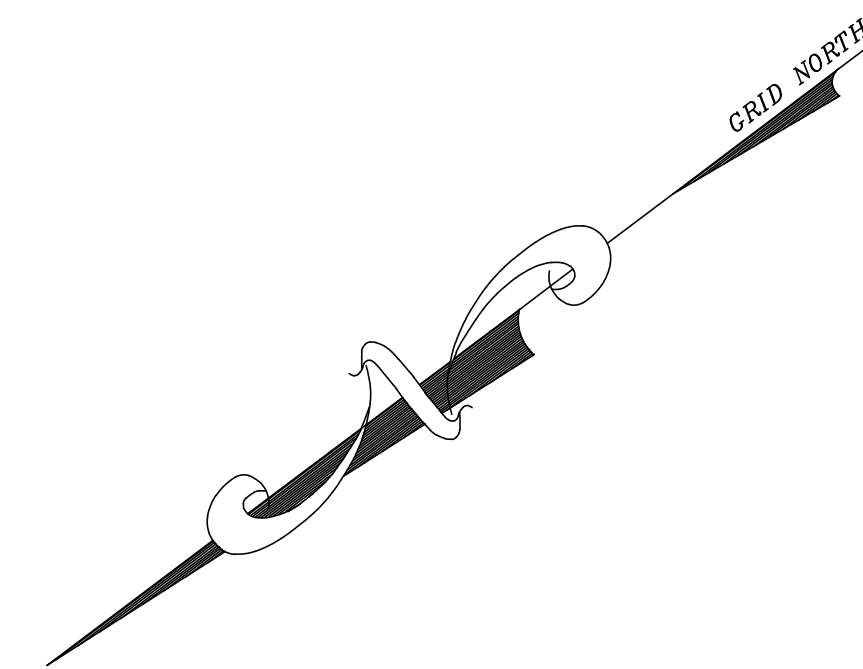
- EXISTING IRON PIPE, ROD, OR REBAR AS NOTED
- 5/8 REBAR CAPPED, "BUKER 2397"
- Ⓐ APPARENT ENCROACHMENT IDENTIFIER
- ⑩ LOT NUMBER (SEE PLAN REFERENCE 1)
- UTILITY POLE
- OVERHEAD UTILITY
- BOUNDARY LINE (SURVEYED)
- ABUTTING BOUNDARY LINES (APPROX.)
- - - PLAN LINES (APPROX. - SEE PLAN REFERENCE 1)
- WOODEN RAIL FENCE
- CONCRETE
- ▨ EXTERIOR BUILDING AT GROUND LEVEL

NOTES

1. ALL BEARINGS ARE REFERENCED TO MAINE STATE GRID, WEST ZONE, NAD83 AND BASED ON GPS OBSERVATIONS NEAR THE SURVEYED PARCEL.
2. TOWN OF OLD ORCHARD BEACH: TAX MAP 313, LOT 4-3 & 3-4.
3. OWNER OF RECORD AT TIME OF SURVEY: DURP, LLC: BOOK 19017, PAGE 194.
4. AREA SUMMARY:  
 LOT 4-3 0.06 ACRES (2,409 SQ. FT.), MORE OR LESS.  
 LOT 3-4 0.26 ACRES (11,200 SQ. FT.), MORE OR LESS.  
 TOTAL AREA 0.32 ACRES (13,609 SQ. FT.), MORE OR LESS.
5. ALL BOOK AND PAGES REFER TO THE YORK COUNTY REGISTRY OF DEEDS.
6. THE LOCATION OF UNDERGROUND UTILITIES WAS NOT PERFORMED AS PART OF THIS SURVEY. MAIN-LAND RECOMMENDS THE USE OF DIG SAFE OR OTHER ENTITIES TO MARK ANY UNDERGROUND UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION.
7. SUMMARY OF APPARENT ENCROACHMENTS:  
 A: PORTION (6 SQ. FT.) OF THE BUILDING LOCATED ON THE SURVEY PARCEL IS OVER THE BOUNDARY LINE ONTO TAX MAP 313, LOT 4-2.

PLAN REFERENCES

1. "PLAN OF LOTS", DATED JUNE 1875, MADE FOR CAMP COMFORT ASSOCIATION, PREPARED BY W.S. BENNETT SURVEYING & ENGINEERING, AND RECORDED IN PLAN BOOK 2, PAGE 26 ON APRIL 6, 1876.
2. "PLAN OF LAND", DATED JULY 5, 2016, MADE FOR J&P REALTY TRUST, PREPARED BY DOW & COULOMBE, INC., AND RECORDED IN PLAN BOOK 385, PAGE 9 ON OCTOBER 7, 2016.



**MAIN-LAND**  
 DEVELOPMENT  
 CONSULTANTS, INC.

69 MAIN ST. LIVERMORE FALLS, MAINE  
 367 US ROUTE 1 FALMOUTH, MAINE  
 PH: (207) 897-6732 FAX: (207) 897-5404  
 WWW.MAIN-LANDDC.COM

PLAN SHOWING A  
 STANDARD BOUNDARY SURVEY  
**93 WEST GRAND  
 AVENUE  
 CONDOMINIUM**  
 WEST GRAND AVENUE & CAMP  
 COMFORT AVENUE, TOWN OF OLD  
 ORCHARD BEACH, COUNTY OF YORK,  
 STATE OF MAINE

OWNER OF RECORD  
**DURP, LLC**  
 C/O SCOTT DUREPO  
 PO BOX 883,  
 CUMBERLAND, MAINE 04021

MADE FOR  
**DURP, LLC**  
 C/O SCOTT DUREPO  
 PO BOX 883,  
 CUMBERLAND, MAINE 04021

DRAWING SCALE:  
  
 ( IN FEET )  
 1 INCH = 10 FT

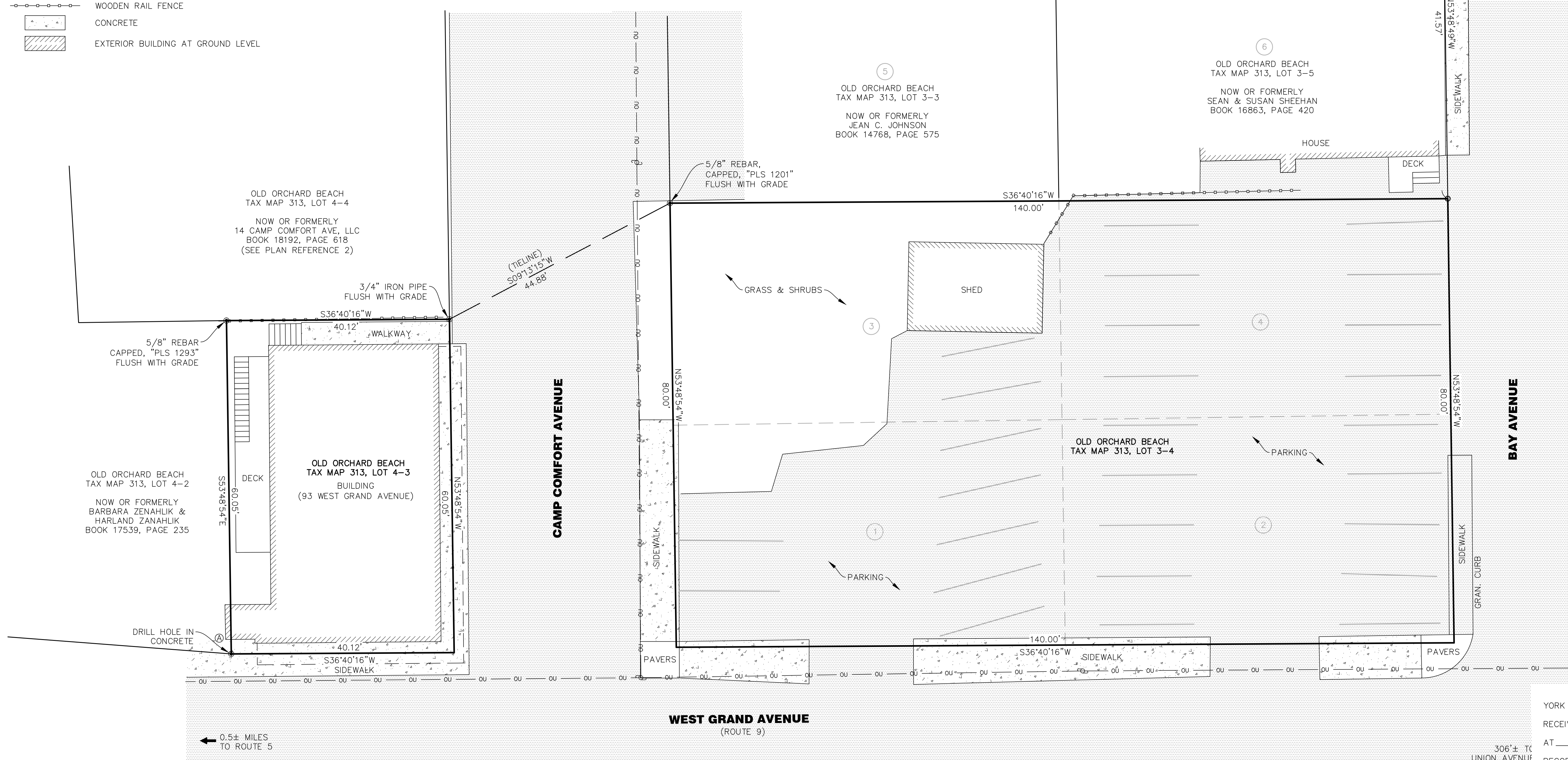
REVISION NOTES:

PROJ. MGR: CLB  
 DRAWN BY: JML/CLB  
 CHECKED BY: TJS  
 REVISION NO: N/A  
 SURVEY DATE: 2022-08-12  
 SUBMISSION DATE: 2022-10-05  
 SUBMITTED FOR: FINAL

**STANDARD  
 BOUNDARY  
 SURVEY**

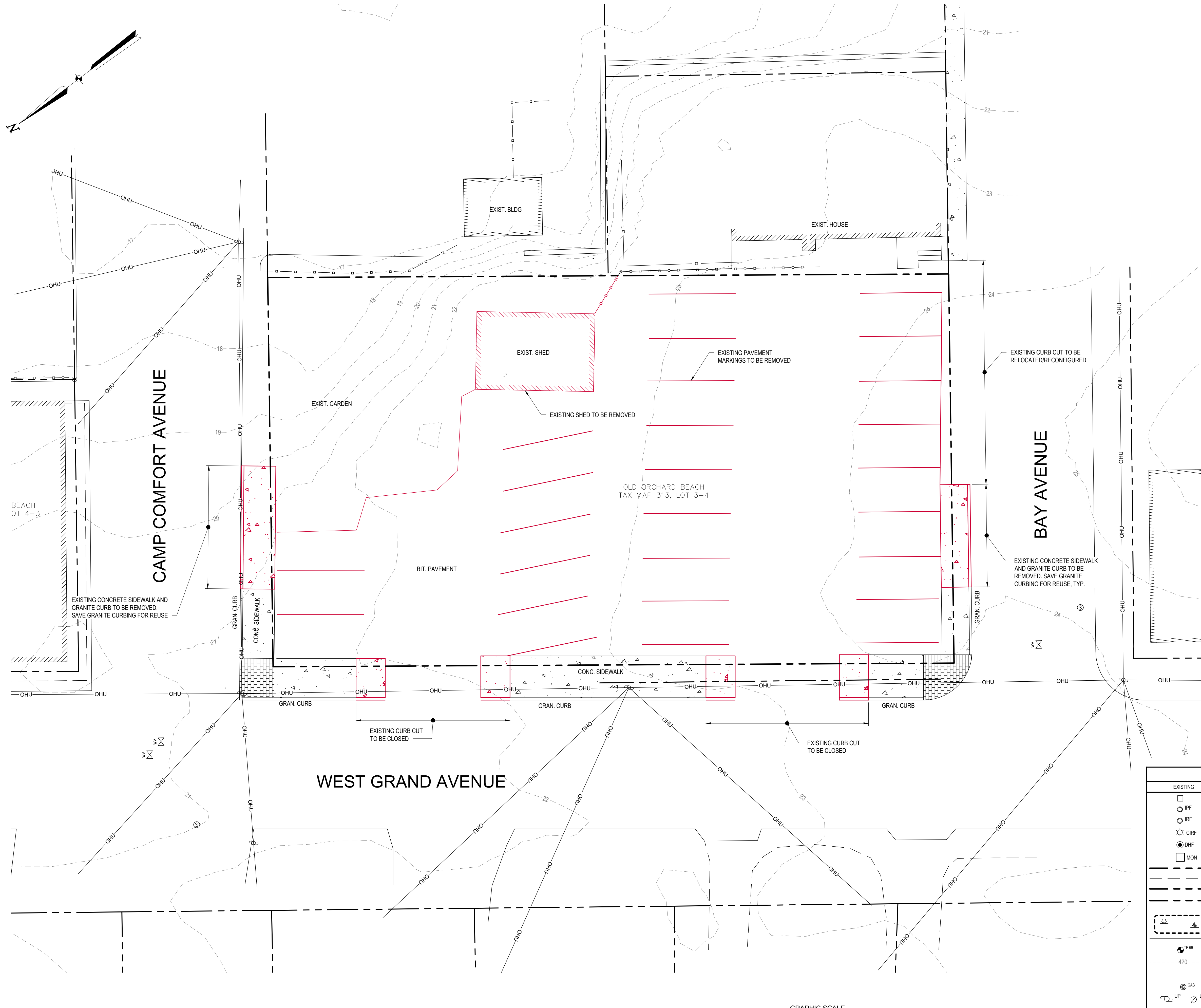
SEAL:  
  
 CHARLES L. BUKER PLS #2397

DRAWING NO.  
**S1.1**  
 MLDC NO. 22-230 1 OF 1



YORK SS REGISTRY OF DEEDS  
 RECEIVED: \_\_\_\_\_  
 AT \_\_\_\_\_ M \_\_\_\_\_ M \_\_\_\_\_  
 RECORDED IN PLAN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_  
 ATTEST: \_\_\_\_\_ REGISTER

← 0.5± MILES  
 TO ROUTE 5

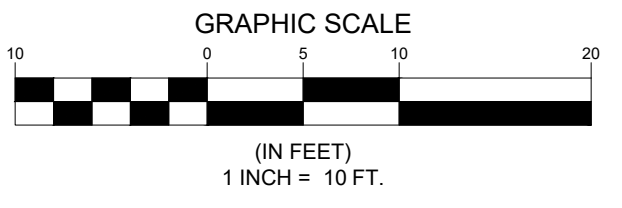


**GENERAL NOTES**

- BOUNDARY AND TOPOGRAPHY SURVEY PERFORMED BY TRILLIUM ENGINEERING GROUP.
- THE CONTRACT WORK TO BE PERFORMED ON THIS PROJECT CONSISTS OF FURNISHING ALL REQUIRED LABOR, MATERIALS, EQUIPMENT, IMPLEMENTS, PARTS AND SUPPLIES NECESSARY FOR OR APPROPRIATE TO, THE INSTALLATION OF CONSTRUCTION IMPROVEMENTS IN ACCORDANCE WITH THESE DRAWINGS AND AS FURTHER ELABORATED IN ANY ACCOMPANYING SPECIFICATIONS.
- THE WORK SHALL BE PERFORMED IN A THOROUGH WORKMANLIKE MANNER. ALL CONTRACTORS TO CONFORM TO ALL APPLICABLE OSHA STANDARDS, ANY REFERENCE TO A SPECIFICATION OR DESIGNATION OF THE AMERICAN SOCIETY FOR TESTING MATERIALS, FEDERAL SPECIFICATIONS, OR OTHER STANDARDS, CODES OR ORDERS, REFERS TO THE MOST RECENT OR LATEST SPECIFICATION OR DESIGNATION.
- ALL CONSTRUCTION WITHIN THE TOWN RIGHT OF WAY SHALL COMPLY WITH TOWN PUBLIC WORKS STANDARDS. ALL CONSTRUCTION WITHIN A STATE RIGHT OF WAY SHALL COMPLY WITH MAINE D.O.T. STANDARDS. ALL UTILITY CONSTRUCTION SHALL CONFORM TO RESPECTIVE UTILITY STANDARDS.
- THE OWNER IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS REQUIRED BY THE TOWN PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE TOWN REQUIRED TO PERFORM ALL THE WORK (STREET OPENINGS, BUILDING PERMIT, ETC.). THE CONTRACTOR SHALL POST ALL BONDS AS REQUIRED, PAY ALL FEES, PROVIDE PROOF OF INSURANCE AND PROVIDE TRAFFIC CONTROL NECESSARY FOR THIS WORK.
- PRIOR TO CONSTRUCTION, THE SITE CONTRACTOR IS TO INFORM ALL AREA UTILITY COMPANIES AND GOVERNMENTAL AGENCIES OF PLANNED CONSTRUCTION. THE SITE CONTRACTOR IS REQUIRED TO CONTACT DIG-SAFE (1-800-225-4977) AT LEAST 3 BUSINESS DAYS PRIOR TO ANY EXCAVATION TO VERIFY ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS.
- THE PROJECT DRAWINGS ARE GENERALLY SCHEMATIC AND INDICATE THE POSSIBLE LOCATION OF EXISTING UNDERGROUND UTILITIES. INFORMATION ON EXISTING UTILITIES HAS BEEN COMPILED FROM AVAILABLE INFORMATION INCLUDING UTILITY COMPANY MAPS, MUNICIPAL RECORD MAPS, AND FIELD SURVEY. IT IS NOT GUARANTEED TO BE CORRECT OR COMPLETE. UTILITIES ARE SHOWN TO ALERT THE CONTRACTOR TO THEIR PRESENCE. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETERMINING ACTUAL LOCATIONS AND ELEVATIONS OF ALL UTILITIES, INCLUDING SERVICES, WHEN THOSE SERVICES ARE TO BE LEFT IN PLACE. THE CONTRACTOR IS TO PROVIDE ADEQUATE MEANS OF SUPPORT AND PROTECTION DURING THE EXCAVATING AND BACKFILLING OPERATIONS. SHOULD ANY UNCHARTED OR INCORRECTLY CHARTED UTILITIES BE FOUND, THE CONTRACTOR SHALL CONTACT THE DESIGN ENGINEER IMMEDIATELY FOR DIRECTIONS BEFORE PROCEEDING FURTHER WITH THE WORK IN THIS AREA.
- OSHA REGULATIONS MAKE IT UNLAWFUL TO OPERATE CRANES, BOOMS, HOISTS, ETC. WITHIN TEN FEET (10') OF ANY ELECTRIC LINE. IF THE CONTRACTOR MUST OPERATE CLOSER THAN 10', THE CONTRACTOR MUST CONTACT THE POWER COMPANY TO MAKE ARRANGEMENTS FOR PROPER SAFEGUARDS BEFORE ENCRANCHING ON THIS REQUIREMENT.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO EXAMINE ALL PLANS, APPROVALS, AND DETAILS FOR ADDITIONAL INFORMATION. THE CONTRACTOR SHALL VERIFY ALL THE SITE CONDITIONS IN THE FIELD AND CONTACT THE DESIGN ENGINEER IF THERE ARE ANY DISCREPANCIES REGARDING THE CONSTRUCTION DOCUMENTS AND/OR FIELD CONDITIONS SO THAT AN APPROPRIATE REVISION CAN BE MADE PRIOR TO BIDDING.
- THE CONTRACTOR SHALL REFERENCE ARCHITECTURAL PLANS FOR EXACT DIMENSIONS AND CONSTRUCTION DETAILS OF THE BUILDING AREA. BUILDING AND DRIVEWAYS SHOWN ARE CONCEPTUAL. ALL SITE DIMENSIONS ARE REFERENCED TO PROPERTY LINES, THE FACE OF CURBS, OUTSIDE FACE OF WALLS, OR EDGE OF PAVING UNLESS OTHERWISE NOTED.
- ALTERNATIVE METHODS AND PRODUCTS OTHER THAN THOSE SPECIFIED MAY BE USED IF REVIEWED AND APPROVED IN WRITING BY THE OWNER, DESIGN ENGINEER, AND APPROPRIATE GOVERNMENTAL AGENCY PRIOR TO INSTALLATION.
- THE CONTRACTOR SHALL RESTORE ALL UTILITY STRUCTURES, PIPE, UTILITIES, PAVEMENT, CURBS, SIDEWALKS, AND LANDSCAPED AREAS DISTURBED BY CONSTRUCTION TO AS GOOD AS BEFORE BEING DISTURBED AS DETERMINED BY CITY CODE ENFORCEMENT OFFICIALS. ANY DAMAGES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- ALL EXCAVATION SHALL BE BACKFILLED TO EXISTING GRADE BEFORE THE END OF THE DAY OR ADEQUATELY PROTECTED FROM DANGER TO HUMANS AND ANIMALS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL FIELD LAYOUT. THE OWNER WILL PROVIDE A BENCH MARK AT THE CONSTRUCTION SITE FROM WHICH TO BEGIN LAYOUT.
- THE CONTRACTOR SHALL GUARANTEE THE FAITHFUL REMEDY OF ANY DEFECTS DUE TO FAULTY MATERIALS OR WORKMANSHIP AND GUARANTEE PAYMENT FOR ANY RESULTING DAMAGE WHICH SHALL APPEAR WITHIN A PERIOD OF ONE (1) YEAR FROM THE DATE OF SUBSTANTIAL COMPLETION OF THE PROJECT.
- THE CONTRACTOR SHALL PROVIDE AS-BUILT RECORDS OF ALL CONSTRUCTION (INCLUDING UNDERGROUND UTILITIES) TO THE OWNER AT THE END OF CONSTRUCTION.
- A PRE-CONSTRUCTION CONFERENCE WITH THE OWNER, DESIGNERS, TOWN OFFICIALS AND CONTRACTOR SHALL BE REQUIRED BEFORE ANY CONSTRUCTION OCCURS ON THE PROJECT. DURING CONSTRUCTION THERE SHALL BE WEEKLY PROGRESS MEETINGS WITH THE OWNER (ON SITE OR TELECONFERENCE) UNTIL PROJECT COMPLETION.
- PROPER IMPLEMENTATION AND MAINTENANCE OF EROSION CONTROL MEASURES ARE OF PARAMOUNT IMPORTANCE FOR THIS PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL EROSION CONTROL MEASURES SHOWN ON THE PLANS. ADDITIONAL EROSION CONTROL MEASURES SHALL BE INSTALLED IF DEEMED NECESSARY BY ON-SITE INSPECTIONS OF THE OWNER, THEIR REPRESENTATIVES, OR STATE/LOCAL FEDERAL INSPECTORS AT NO ADDITIONAL COST TO THE OWNER.

TOWN OF OLD ORCHARD BEACH ZONING SUMMARY DOWNTOWN DISTRICT 2 (DD-2)	
MIN. LOT AREA	REQUIRED MIXED USE
STREET FRONTAGE	4,000 S.F.
MIN. FRONT SETBACK	40'
MIN. REAR SETBACK	0'
MIN. SIDE SETBACK	0'
MAX. BUILDING HEIGHT	45'
MAX. BUILDING COVERAGE	90%

LEGEND			
EXISTING	DESCRIPTION	EXISTING	DESCRIPTION
□	GRANITE MONUMENT - 3' OFFSET	—S—	SEWER LINE
○	IRON PIN FOUND/SET	⊙	SEWER MANHOLE
○	IRON ROD FOUND	⊙	DRAINAGE MANHOLE
⊙	CAPPED IRON ROD FOUND	⊙	CATCH BASIN
⊙	DRILL HOLE FOUND	—SD—	STORMDRAIN
□	GRANITE MONUMENT FOUND	—LD—	UNDERDRAIN
---	STREET LINE	---	SILT FENCE
---	LOT SETBACKS	---	TEMP. STONE CHECK DAM
---	PROPERTY LINE	---	GRADING AND FLOW DIRECTION
---	ABUTTER LINE	---	HAY BALES
---	*NO CUT* BUFFER	---	EROSION CONTROL BLANKET
---	WETLANDS	---	STORMWATER BOUNDARY
---	EDGE OF ROAD/TRAVELED WAY	---	STORMWATER FLOW (T)
⊙	SOIL TEST PIT	---	FACE OF LEDGE OUTCROP
---	CONTOUR	---	DECIDUOUS TREE
---	SPOT GRADE	---	CONIFEROUS TREE
---	GAS SHUT-OFF	---	TREE LINE
---	UTILITY POLE	---	SITE LIGHTING
---	OVERHEAD UTILITIES	---	STONE WALL
---	UNDERGROUND ELECTRICAL		
---	ELECTRICAL TRANSFORMER		
---	FIRE HYDRANT		
---	WATER LINE		
---	WATER GATE		



1 EXISTING CONDITIONS/DEMOLITION PLAN  
1" = 10'



CLIENT:  
**DURP LLC**

P.O. BOX 883  
CUMBERLAND, ME 04021

**PRELIMINARY**  
NOT FOR CONSTRUCTION

**WEST GRAND MULTI-USE BUILDING**  
95 WEST GRAND AVENUE  
OLD ORCHARD BEACH, MAINE

ISSUED NUMBER	DESCRIPTION	BY	DATE
		A	ED
	SKETCH PLAN SUBMISSION		

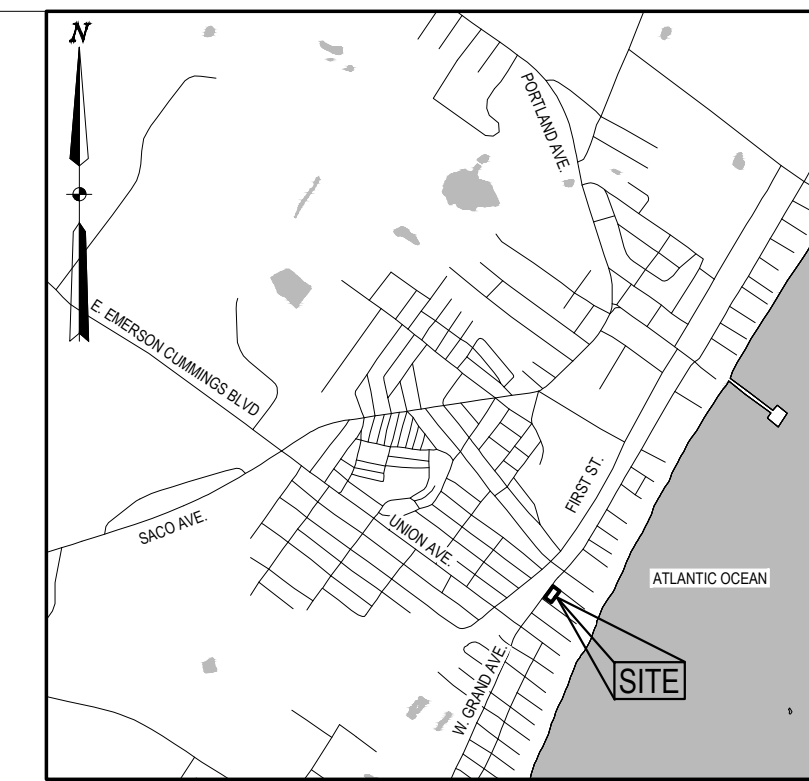
SHEET TITLE:

**EXISTING CONDITIONS/DEMOLITION PLAN**

DESIGNED BY: ED  
DRAWN BY: BVD  
PROJECT NUMBER: 24-143

**C100**

Z:\01 - PROJECTS\2024\143 COB CONDOS\143 - DWG\143 - C100.DWG - 8/22/2024 - BRAD VAN DAMM



**LOCATION MAP**  
NOT TO SCALE

**PARKING REQUIREMENTS:**

1. OFFICES: PER SECTION 78-889 NO PARKING REQUIRED
  2. MULTIFAMILY RESIDENTIAL UNITS: 1 SPACE PER BEDROOM TO A MAX. OF 2 SPACES PER UNIT  
(a) ONE BEDROOM UNITS @ 1UNIT = 5 SPACES  
(b) FOUR BEDROOM UNITS @ 2UNIT = 12
- TOTAL REQUIRED PARKING = 17 SPACES  
TOTAL PROVIDED PARKING SPACES = 25 SPACES

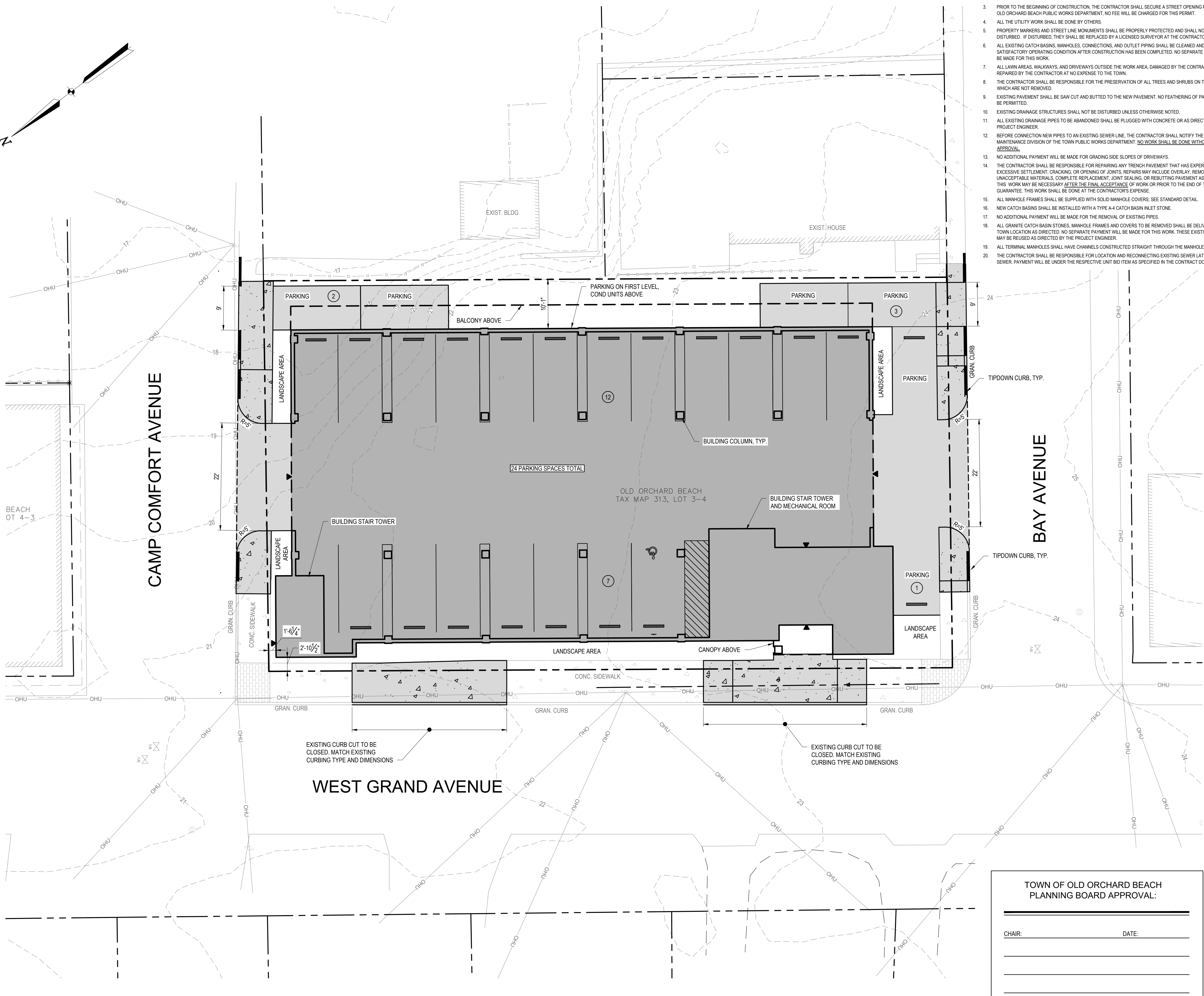
BUILDING COVERAGE TABLE		
LOT AREA (S.F.)	11,200	
TYPE OF COVER	EXISTING AREA (S.F.)	PROPOSED AREA (S.F.)
BUILDING	389	8,461
PERCENT IMPERVIOUS	3.5%	75.5%

TOWN OF OLD ORCHARD BEACH ZONING SUMMARY DOWNTOWN DISTRICT 2 (DD-2) TAX MAP 313, LOT 3-4		
	REQUIRED (MIXED USE)	PROPOSED (MIXED USE)
MIN. LOT AREA	4,000 S.F.	11,200 S.F.
STREET FRONTAGE	40'	300'
MIN. FRONT SETBACK	0'	1'
MIN. REAR SETBACK	0'	10'
MIN. SIDE SETBACK	0'	N/A
MAX. BUILDING HEIGHT	45'	45'
MAX. BUILDING COVERAGE	90%	75.5%

LEGEND		
EXISTING	DESCRIPTION	PROPOSED
□	GRANITE MONUMENT - 3' OFFSET	■
○ IPF	IRON PIN FOUND/SET	○ IPS
○ IRF	IRON ROD FOUND	
⊗ CIRF	CAPPED IRON ROD FOUND	
○ DHF	DRILL HOLE FOUND	
□ MON	GRANITE MONUMENT FOUND	
---	STREET LINE	---
---	LOT SETBACKS	---
---	PROPERTY LINE	---
---	ABUTTER LINE	---
---	"NO CUT" BUFFER	---
---	WETLANDS	---
---	EDGE OF ROAD/TRAVELED WAY	---
○ TYP #	SOIL TEST PIT	---
---	CONTOUR	---
---	SPOT GRADE	---
⊗ GAS UP	GAS SHUT-OFF	⊗
○ UP	UTILITY POLE	○
---	OVERHEAD UTILITIES	---
---	UNDERGROUND ELECTRICAL	---
---	ELECTRICAL TRANSFORMER	---
---	FIRE HYDRANT	---
---	WATER LINE	---
---	WATER GATE	---
---	SEWER LINE	---
---	SEWER MANHOLE	● SMH-1
---	DRAINAGE MANHOLE	● DMH-1
---	CATCH BASIN	■ CB-1
---	STORMDRAIN	---
---	UNDERDRAIN	---
---	SILT FENCE	---
---	TEMP. STONE CHECK DAM	---
---	GRADING AND FLOW DIRECTION	---
---	HAY BALES	---
---	EROSION CONTROL BLANKET	---
---	STORMWATER BOUNDARY	---
---	STORMWATER FLOW (Tc)	---
---	FACE OF LEDGE OUTCROP	---
---	DECIDUOUS TREE	---
---	CONIFEROUS TREE	---
---	TREE LINE	---
---	SITE LIGHTING	---
---	STONE WALL	---

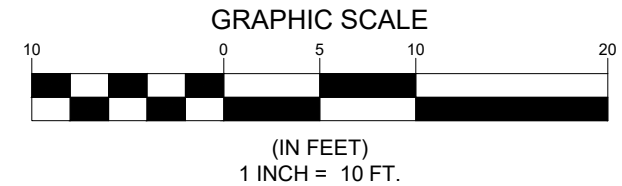
**GENERAL NOTES**

1. LOCATIONS OF UTILITIES ARE APPROXIMATE
2. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO HAVE EACH UTILITY COMPANY LOCATE THEIR INDIVIDUAL SERVICES PRIOR TO THE START OF CONSTRUCTION.
3. PRIOR TO THE BEGINNING OF CONSTRUCTION, THE CONTRACTOR SHALL SECURE A STREET OPENING PERMIT FROM OLD ORCHARD BEACH PUBLIC WORKS DEPARTMENT. NO FEE WILL BE CHARGED FOR THIS PERMIT.
4. ALL THE UTILITY WORK SHALL BE DONE BY OTHERS.
5. PROPERTY MARKERS AND STREET LINE MONUMENTS SHALL BE PROPERLY PROTECTED AND SHALL NOT BE DISTURBED. IF DISTURBED, THEY SHALL BE REPLACED BY A LICENSED SURVEYOR AT THE CONTRACTOR'S EXPENSE.
6. ALL EXISTING CATCH BASINS, MANHOLES, CONNECTIONS, AND OUTLET PIPING SHALL BE CLEANED AND LEFT IN SATISFACTORY OPERATING CONDITION AFTER CONSTRUCTION HAS BEEN COMPLETED. NO SEPARATE PAYMENT WILL BE MADE FOR THIS WORK.
7. ALL LAWN AREAS, WALKWAYS, AND DRIVEWAYS OUTSIDE THE WORK AREA, DAMAGED BY THE CONTRACTOR, SHALL BE REPAIRED BY THE CONTRACTOR AT NO EXPENSE TO THE TOWN.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PRESERVATION OF ALL TREES AND SHRUBS ON THE PROJECT WHICH ARE NOT REMOVED.
9. EXISTING PAVEMENT SHALL BE SAW CUT AND BUTTED TO THE NEW PAVEMENT. NO FEATHERING OF PAVEMENT WILL BE PERMITTED.
10. EXISTING DRAINAGE STRUCTURES SHALL NOT BE DISTURBED UNLESS OTHERWISE NOTED.
11. ALL EXISTING DRAINAGE PIPES TO BE ABANDONED SHALL BE PLUGGED WITH CONCRETE OR AS DIRECTED BY THE PROJECT ENGINEER.
12. BEFORE CONNECTION NEW PIPES TO AN EXISTING SEWER LINE, THE CONTRACTOR SHALL NOTIFY THE SEWER MAINTENANCE DIVISION OF THE TOWN PUBLIC WORKS DEPARTMENT. NO WORK SHALL BE DONE WITHOUT THEIR APPROVAL.
13. NO ADDITIONAL PAYMENT WILL BE MADE FOR GRADING SIDE SLOPES OF DRIVEWAYS.
14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING ANY TRENCH PAVEMENT THAT HAS EXPERIENCED EXCESSIVE SETTLEMENT, CRACKING, OR OPENING OF JOINTS. REPAIRS MAY INCLUDE OVERLAY, REMOVAL OF UNACCEPTABLE MATERIALS, COMPLETE REPLACEMENT, JOINT SEALING, OR REFINISHING PAVEMENT AS REQUIRED. THIS WORK MAY BE NECESSARY AFTER THE FINAL ACCEPTANCE OF WORK OR PRIOR TO THE END OF THE ONE YEAR GUARANTEE. THIS WORK SHALL BE DONE AT THE CONTRACTOR'S EXPENSE.
15. ALL MANHOLE FRAMES SHALL BE SUPPLIED WITH SOLID MANHOLE COVERS. SEE STANDARD DETAIL.
16. NEW CATCH BASINS SHALL BE INSTALLED WITH A TYPE 44 CATCH BASIN INLET STONE.
17. NO ADDITIONAL PAYMENT WILL BE MADE FOR THE REMOVAL OF EXISTING PIPES.
18. ALL GRANITE CATCH BASIN STONES, MANHOLE FRAMES AND COVERS TO BE REMOVED SHALL BE DELIVERED TO THE TOWN LOCATION AS DIRECTED. NO SEPARATE PAYMENT WILL BE MADE FOR THIS WORK. THESE EXISTING MATERIALS MAY BE REUSED AS DIRECTED BY THE PROJECT ENGINEER.
19. ALL TERMINAL MANHOLES SHALL HAVE CHANNELS CONSTRUCTED STRAIGHT THROUGH THE MANHOLE.
20. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATION AND RECONNECTING EXISTING SEWER LATERALS TO NEW SEWER. PAYMENT WILL BE UNDER THE RESPECTIVE UNIT BID ITEM AS SPECIFIED IN THE CONTRACT DOCUMENT.



**TOWN OF OLD ORCHARD BEACH PLANNING BOARD APPROVAL:**

CHAIR:	DATE:



**1 SITE PLAN**  
1" = 10'

**WEST GRAND MULTI-USE BUILDING**  
95 WEST GRAND AVENUE  
OLD ORCHARD BEACH, MAINE

ISSUED		DATE
BY	ED	8/22/2024
DESCRIPTION: SKETCH PLAN SUBMISSION		
NUMBER	A	

SHEET TITLE:

**SITE PLAN**

DESIGNED BY: ED  
DRAWN BY: BVD  
PROJECT NUMBER: 24-143

**C101**

Z:\01 - PROJECTS\2024\24-143 COB CONDOS\03 - DWG\24-143 - C101.DWG - 8/21/2024 - BRAD VAN DAMM



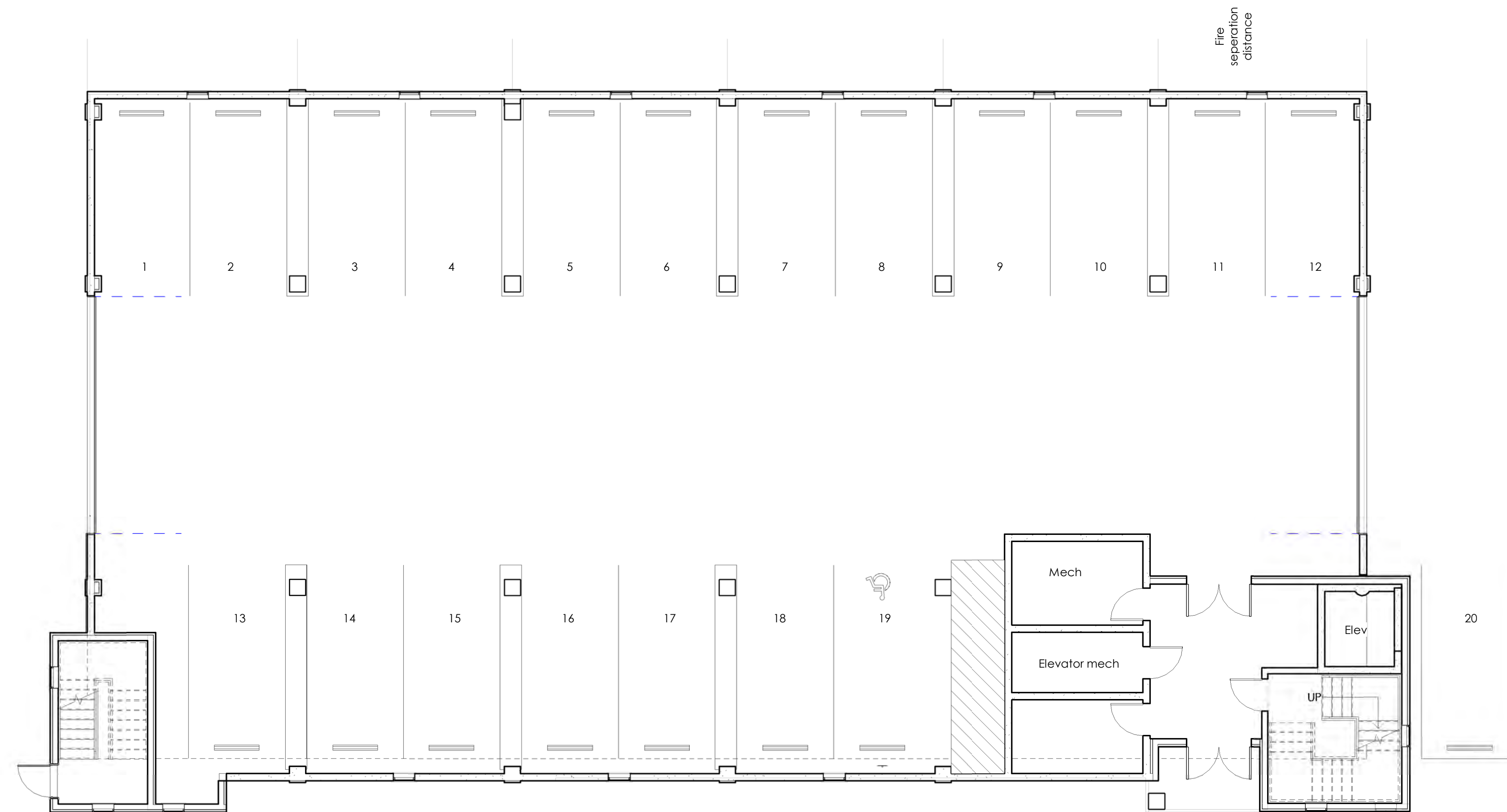
Consultants:  
 Company  
 Structural Engineer  
 Company  
 Mechanical Engineer  
 Company  
 Landscape Architect

Revision Schedule

No.	Date	Description
-----	------	-------------



② Second Floor Plan  
 1/8" = 1'-0"



① First Floor Plan  
 1/8" = 1'-0"

95 West Grand

95 West Grand Ave  
 Old Orchard Beach, ME

Stamp:

Project No:  
 Project Number

Date: Issue Date

Scale: 1/8" = 1'-0"

Sheet Title:

First & Second Floor Plan

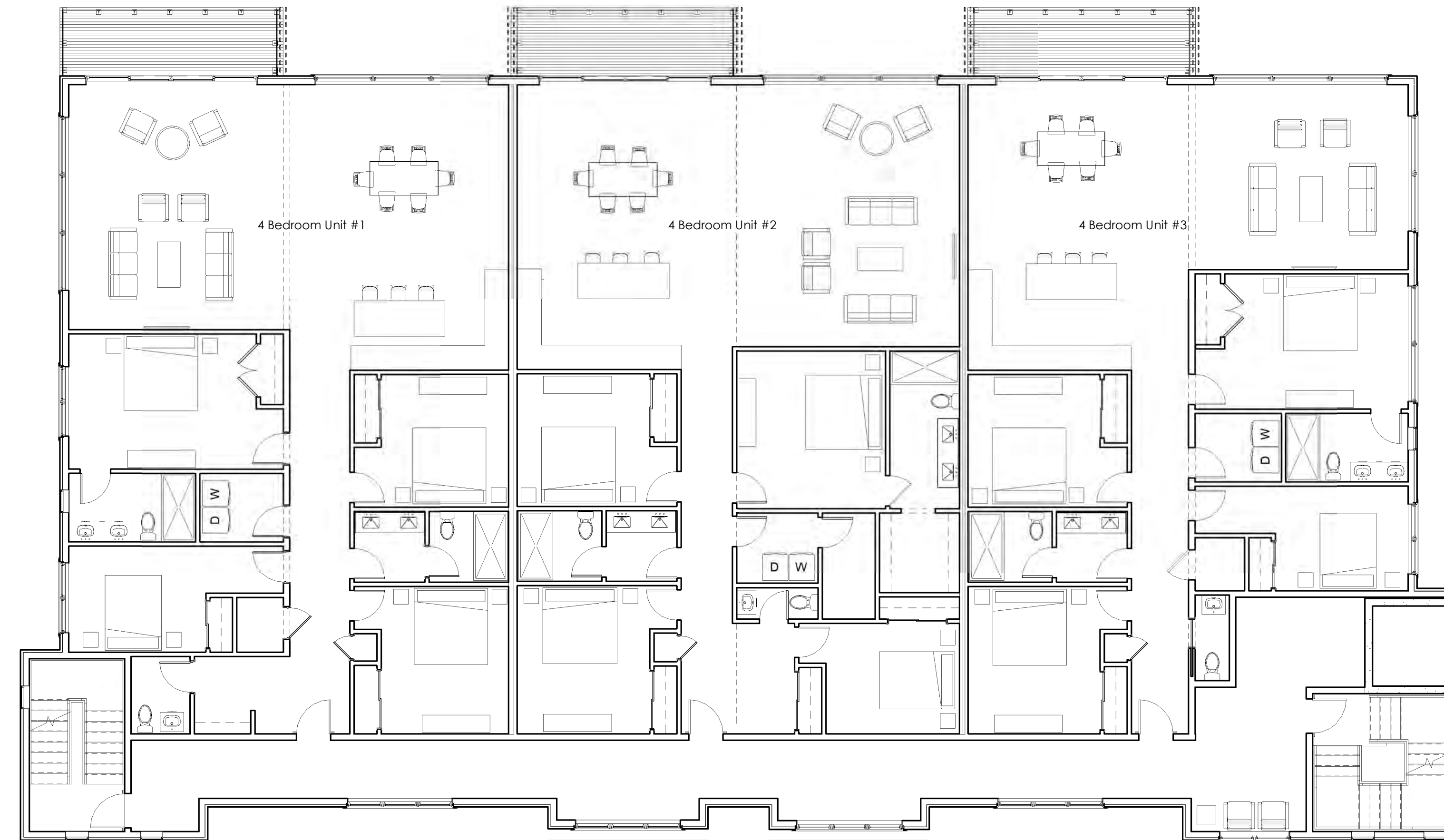
Sheet Number:

A1.1

Sketch Plan  
 Reivew



② 04 Fourth Floor  
1/8" = 1'-0"



① Third Floor Plan  
1/8" = 1'-0"

David Matero

Architecture

49 Centre Street  
Bath, ME 04530  
207.389.4278  
info@davidmatero.com

Consultants:

- Company  
Structural Engineer
- Company  
Mechanical Engineer
- Company  
Landscape Architect

Revision Schedule

No.	Date	Description
-----	------	-------------

95 West Grand

95 West Grand Ave  
Old Orchard Beach, ME

Stamp:

Project No:

Project Number

Date: Issue Date

Scale: 1/8" = 1'-0"

Sheet Title:

Third & Fourth Floor Plan

Sheet Number:

A1.2

Sketch Plan  
Reivew

Consultants:

- Company  
Structural Engineer
- Company  
Mechanical Engineer
- Company  
Landscape Architect

Revision Schedule

No.	Date	Description
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95 West Grand

95 West Grand Ave  
Old Orchard Beach, ME

Stamp:

Project No:

Project Number

Date: Issue Date

Scale: 1/8" = 1'-0"

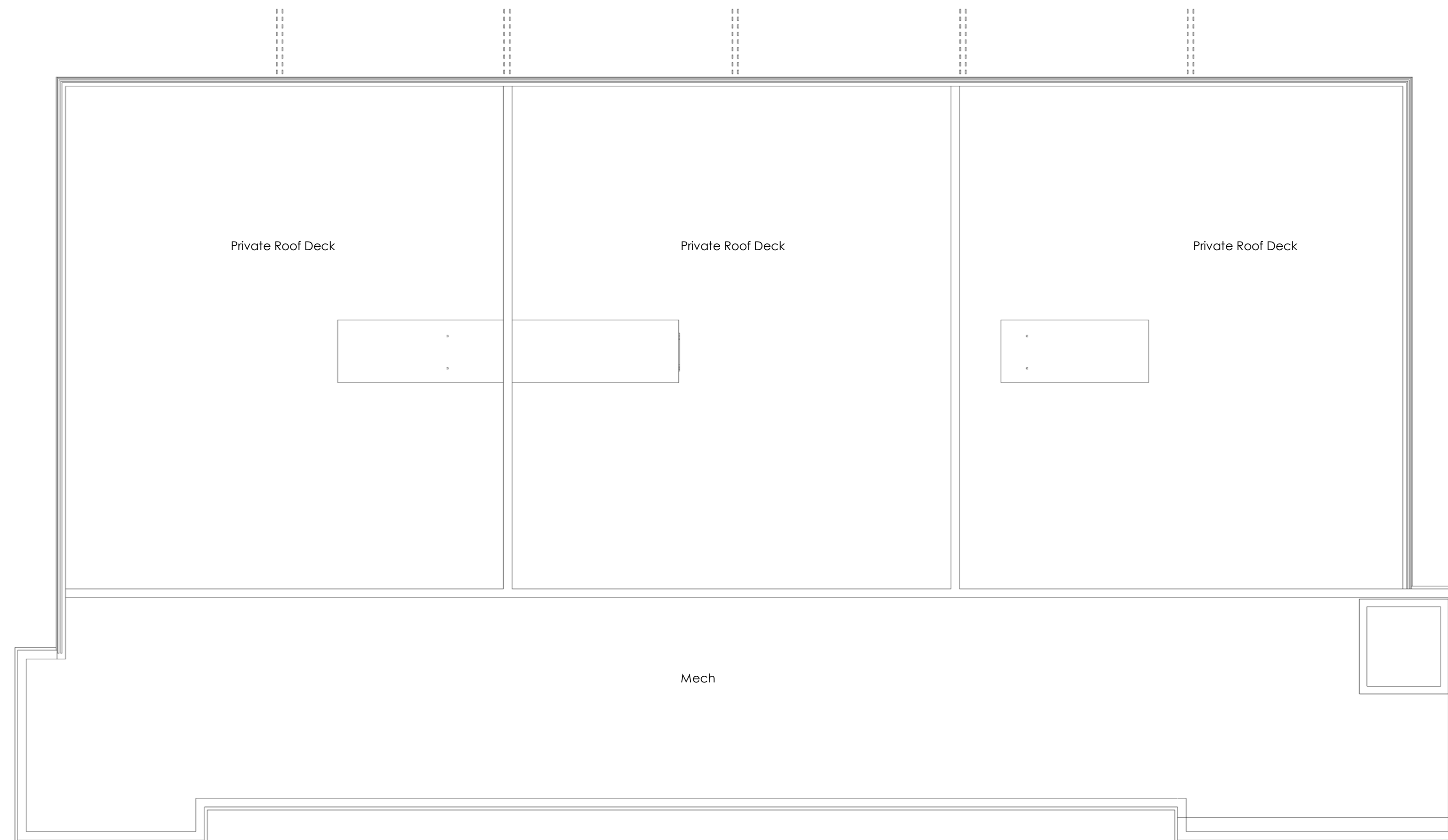
Sheet Title:

Roof Deck Plan

Sheet Number:

A1.3

Sketch Plan  
Reivew



① 05\_Roof Deck  
1/8" = 1'-0"

Consultants:

- Company  
Structural Engineer
- Company  
Mechanical Engineer
- Company  
Landscape Architect

Revision Schedule

No.	Date	Description
-----	------	-------------

95 West Grand

95 West Grand Ave  
Old Orchard Beach, ME

Stamp:

Project No:  
Project Number  
Date: Issue Date  
Scale: 3/16" = 1'-0"  
Sheet Title:  
Elevations

Sheet Number:

A2.1

Sketch Plan  
Reivew



① South Elevation  
3/16" = 1'-0"



② West Elevation  
3/16" = 1'-0"

Consultants:

- Company  
Structural Engineer
- Company  
Mechanical Engineer
- Company  
Landscape Architect

Revision Schedule

No.	Date	Description
-----	------	-------------

95 West Grand

95 West Grand Ave  
Old Orchard Beach, ME

Stamp:

Project No:

Project Number

Date: Issue Date

Scale: 3/16" = 1'-0"

Sheet Title:

Elevations

Sheet Number:

A2.2

Sketch Plan  
Reivew

- Max Building Height  
45' - 0"
- Roof Deck  
39' - 4"
- Fourth Floor Subfloor  
29' - 0"
- A\_Third Floor Subfloor  
19' - 4"
- A\_Second Floor Subfloor  
9' - 8"
- A\_First Floor Plan  
0' - 0"



① North Elevation  
3/16" = 1'-0"

- Max Building Height  
45' - 0"
- Roof Deck  
39' - 4"
- Fourth Floor Subfloor  
29' - 0"
- A\_Third Floor Subfloor  
19' - 4"
- A\_Second Floor Subfloor  
9' - 8"
- A\_First Floor Plan  
0' - 0"



② East Elevation  
3/16" = 1'-0"



① Entry  
NTS



② NE  
NTS



③ SE  
NTS



④ SW  
NTS

David Matero

Architecture

49 Centre Street  
Bath, ME 04530  
207.389.4278  
info@davidmatero.com

Consultants:

- Company  
Structural Engineer
- Company  
Mechanical Engineer
- Company  
Landscape Architect

Revision Schedule

No.	Date	Description
-----	------	-------------

95 West  
Grand

95 West Grand Ave  
Old Orchard Beach, ME

Stamp:

Project No:

Project Number

Date: Issue Date

Scale: NTS

Sheet Title:

Exterior Renders

Sheet Number:

A2.3

Sketch Plan  
Reivew



① Entry flying  
3" = 1'-0"



② NE flying  
3" = 1'-0"



③ SE flying  
3" = 1'-0"



④ SW flying  
3" = 1'-0"

Consultants:

- Company  
Structural Engineer
- Company  
Mechanical Engineer
- Company  
Landscape Architect

Revision Schedule

No.	Date	Description
-----	------	-------------

95 West Grand

95 West Grand Ave  
Old Orchard Beach, ME

Stamp:

Project No:

Project Number

Date: Issue Date

Scale: 3" = 1'-0"

Sheet Title:

Exterior Renders

Sheet Number:

A2.4

Sketch Plan  
Review



Submitted By  
**Wright-Pierce**

Address  
11 Bowdoin Mill Island Ste 140  
Topsham, Maine 04086

Phone  
207.725.8721

Primary Contact  
Jaime Wallace, PE

Due Date  
June 28, 2024

## Proposal for Professional Consulting Services





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June 27, 2024

Town of Old Orchard Beach  
Town Manager's Office  
1 Portland Avenue  
Old Orchard Beach, Maine 04064

**SUBJECT: Professional Consulting Services - RFP**

Dear Selection Committee,

The Town of Old Orchard Beach is seeking a qualified firm to provide professional consulting services for general engineering, peer review, and construction inspection services. Given the number of on-going projects in Town that Wright-Pierce currently supports, we appreciate the Town's need for an on-call firm.

As a multi-disciplinary engineering firm that specializes in municipal infrastructure, Wright-Pierce has provided professional services to Maine municipalities since 1947 and has routinely supported the Town of Old Orchard Beach with infrastructure needs since 1991. Working with Wright-Pierce offers the following benefits:

- **Unmatched Town Knowledge and Experience.** Work with a team you know, and that knows you, to build efficiency in any project. Wright-Pierce has a longstanding and extensive working relationship with the Town. Specific to providing on-call engineering, peer review, and construction administration services, we've worked collaboratively with you on this type of work continuously for over 16 years. Our historical and current knowledge of Town ordinances and regulations, allow us to take any call from you informed and ready.

Wright-Pierce has been intimately involved with the peer review process in Old Orchard Beach. Having assisted the Town in the development of the Town's Infrastructure Inspection Procedures, which outline the inspection requirements on development projects, Wright-Pierce is committed to keeping the Town's interest at the forefront for all projects. Several developers and contractors working in Town have our contact information and routinely reach out to us if problems or questions arise.

We are also heavily involved in the Town's infrastructure projects including the recent Saco Avenue and Goodwin Avenue Sewer and Water Improvements project. This project upgrades critical sewer infrastructure that was identified as having sags during recent CCTV work. The sewer line is being replaced to support the proposed development of The Forest, a 61-unit condominium development connecting to this sewer line.

- **Balance of Performance & Cost.** Balancing functionality, quality, and performance is critical for municipal projects. The best solutions must deliver the most value. Wright-Pierce has a history of successful engineering estimates and low change order percentages. We routinely identify alternatives and cost savings measures, so that projects can be completed within budget.

Wright-Pierce has also recently been involved with assisting the Town in reviewing and identifying funding sources for projects. After the recent December 2023 and January 2024 flooding events in Ocean Park that caused severe flooding and beach erosion along the entirety of the beach, Wright-Pierce has been involved with discussions with property owners and Town staff to identify potential funding sources for repairs and improvements to flood mitigation. Much of this work has been done pro-bono to assist the Town in brainstorming ideas and reviewing previous work Wright-Pierce has done, given our long-standing history of work in Town.

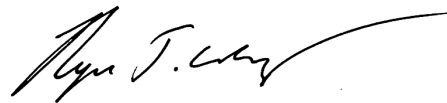
- **Commitment to Meeting Client Schedule.** Meeting schedules are critical, particularly in the peer review process. The Town relies on peer review comments for the Planning Board to make decisions on developments. Wright-Pierce has a strong track record of consistently meeting tight review schedules to ensure our comments are provided on time to avoid any unnecessary delays in the review process.
- **Commitment to Client Satisfaction and Team Collaboration.** Delivering responsive, client focused service is a core value at Wright-Pierce. We have an excellent record in maintaining strong client relationships over the long-term and are confident our past work attests to the importance we place on client satisfaction. We hope the Town feels this way about our work for you, and we encourage you to reach out to the references provided in Section 5 of this submittal to hear additional perspectives on our performance for similar work.

We are excited about this opportunity to re-engage the Town and continue providing support on vital infrastructure and development projects. With our past work for the Town, understanding of your infrastructure, and our experienced project team, we will hit the ground running. We look forward to meeting with the selection committee, if needed, to present our qualifications or answer any questions you may have.

Sincerely,  
**WRIGHT-PIERCE**

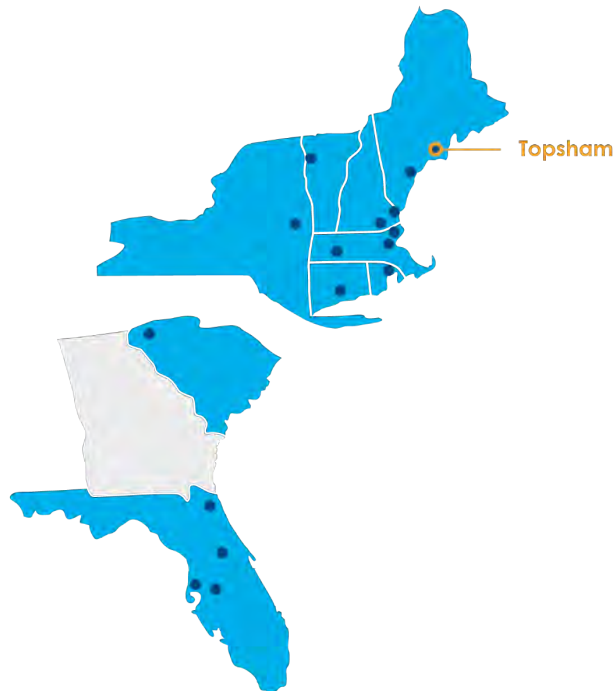


Jaime C. Wallace, PE  
Project Manager  
[jaime.wallace@wright-pierce.com](mailto:jaime.wallace@wright-pierce.com)



Ryan T. Wingard, PE  
Vice President/ Civil Practice Group Leader  
[ryan.wingard@wright-pierce.com](mailto:ryan.wingard@wright-pierce.com)





- ACEC Award-Winning Projects
- PSMJ Circle of Excellence
- ENR Top 500 Design Firms
- ENR Top 200 Environmental Firms
- ENR Top 50 Sewer and Waste Engineering
- ENR Top 25 Wastewater Treatment Plants
- Top 50 Trenchless Engineering Firms

## Wright-Pierce Overview

Wright-Pierce is an award-winning, multidiscipline engineering firm that has been providing civil, drinking water, and wastewater infrastructure services since 1947. Employee-owned and operated, our firm is made up of more than 300 engineers and support professionals in offices throughout the Northeast and Southeast. We complete many projects with construction values ranging from less than \$100,000 to more than \$100 million. We provide full-service engineering from initial planning to design, bidding, construction administration, and operational support.

## An Award-Winning Firm

Wright-Pierce has been recognized by several industry organizations for business performance and engineering excellence. We rank in Engineering News-Record (ENR) "Top" lists, including the Top 500 Design Firms and Top 200 Environmental Design Firms in the country. Many of our projects receive regional ACEC Engineering Excellence Awards.

In addition, Wright-Pierce is a multi-year winner of the PSMJ Resources, Inc. 'Circle of Excellence' Award. PSMJ is a firm dedicated to business practices of architectural and engineering (A/E) firms worldwide and bestows its Circle of Excellence award after assessing benchmarks for operations, management, and sustainability.

## Responsive Service Focused on Your Success

The cornerstone of our business is to assist our clients with improving their communities while protecting public health and the environment. For every project, we focus on the following:

- Understanding the project issues and goals
- Stressing practical, operator-friendly solutions
- Identifying fiscal constraints and emphasizing value-based solutions
- Involving and collaborating with our clients throughout the project

# Wright-Pierce Engineering Services

At Wright-Pierce, we help engineer a better environment for our clients, our communities, and our planet. Providing civil, water, and wastewater infrastructure engineering services since 1947, our focus is working with clients to develop sustainable, efficient solutions that exceed their goals.

## Civil Engineering & Community Development

- Peer review on-call services
- Transportation infrastructure
- Community planning and revitalization
- Site planning

## Drinking Water

- Water master planning
- Water source and supply
- Water treatment
- Water pumping, storage, and distribution

## Wastewater

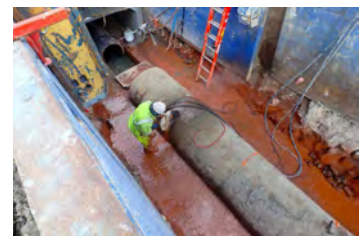
- Wastewater planning
- Wastewater collection
- Wastewater pumping
- Wastewater treatment and discharge/reuse

## Water Resources

- Stormwater management
- Watershed management and planning
- Climate change/flooding

## Building & Support Services

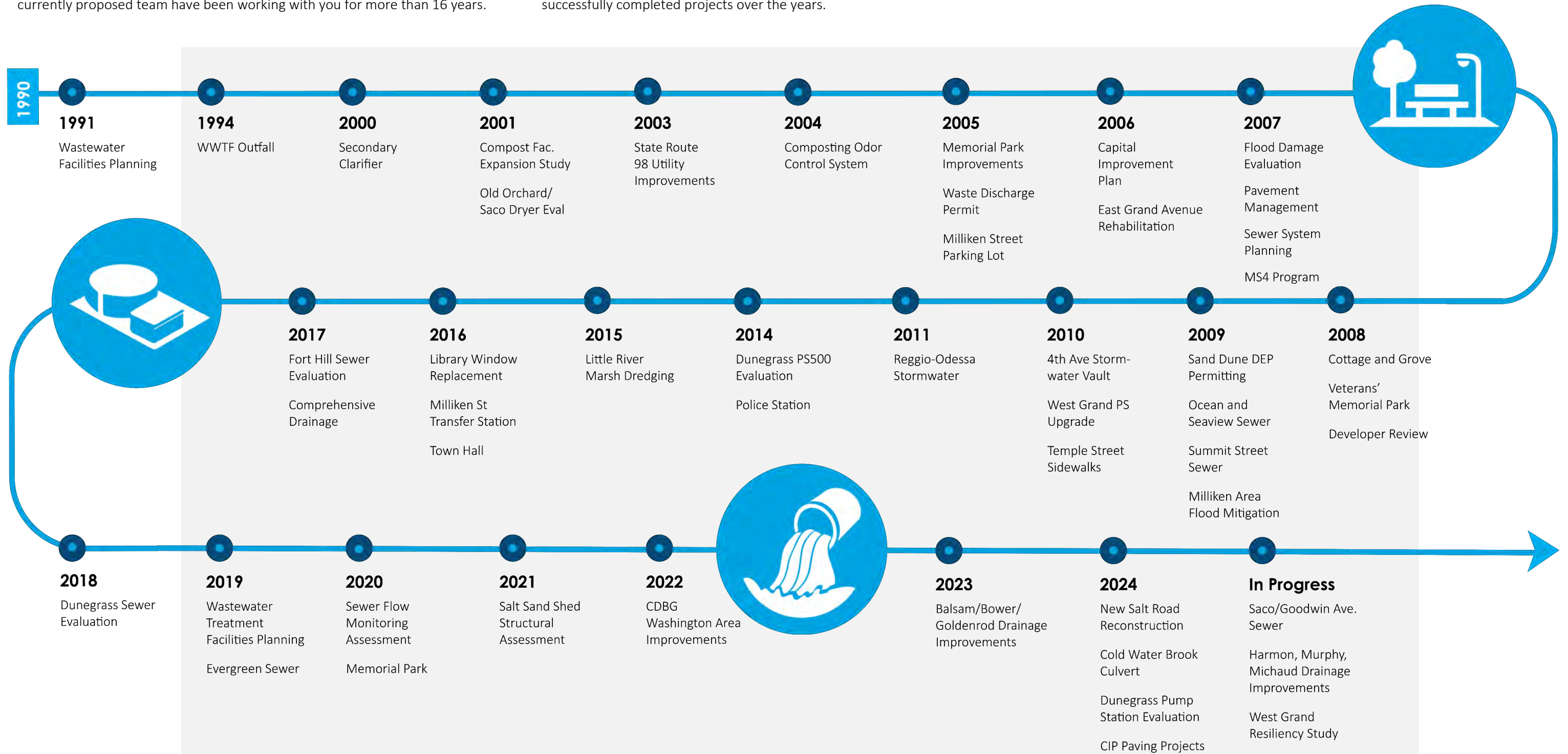
- Architectural/structural engineering
- Mechanical/HVAC engineering
- Electrical engineering
- Control systems engineering
- SCADA and integration
- Landscape architecture
- GIS services
- Strategic funding services
- Hydrogeology



### Overview of Old Orchard Beach Experience

Wright-Pierce has a longstanding relationship with the Town that spans over three decades, working to upgrade your infrastructure assets, maintain regulatory compliance, and protect the long-term vitality of the community and its pristine beaches. Members of our current company leadership provided professional engineering services to the Town starting in 1991. Members of our currently proposed team have been working with you for more than 16 years.

The graphic below is a representative sample of projects, organized by the order in which work completed. Note this is a small sample of the many dozens of successfully completed projects over the years.



## List of Projects for Old Orchard Beach since 2019

This is a more comprehensive list of projects Wright-Pierce has completed or is working on with the Town in just the past five years.

This list is by the category of service (not chronological.)

### Peer Reviews

- Development Reviews
  - Miscellaneous Requests and Reviews
  - Project Administration
  - Construction Inspections
  - Check/Review
  - Construction Admin
  - Project Observation
- Specific Developer Reviews
  - Country Meadows
  - Beachmont
  - Sawgrass
  - Orchard Estates (Village at Pond View Woods)
  - Paradise Park Solar
  - The Turn
  - 8 Lots on Wild Dunes Way
  - Collindale Apartments
  - Castle Estates
  - Red Oak
  - Cider Hill
  - Homewood Park
  - Church Street Station
  - Eastern Trail Estates
  - Dirigo Woods
  - Dollar General
  - Robillard’s Garden Center
  - Atlantic Park
  - 189 Saco Ave.
  - Seacoast RV
  - 4 Smithwheel Road
  - 21 Union Ave.
  - Paradise Park Expansion
  - Colonial Safe Storage
  - Sumter Landing
  - Milliken Heights
  - Ross Road Solar
  - Dunegrass Section C
  - 211 East Grand Ave.
  - 2 & 4 Little River Road
  - Seaglass Terrace

- Fiddlehead Lane
- Cider Hill Expansion
- Dunegrass Section D & E
- Dunegrass Long Cove Road Extension
- 58 Portland Ave.
- Dunegrass Homes on Hole 16
- Eastern Trail Estates Phase II Access Drive
- The Forest Condos
- Juniper Street Extension

### Civil and Transportation Engineering

- MS4 Program Assistance
- West Grand – Stormwater – New Salt Road Marsh Inspection and Reporting
- Skatepark Expansion
  - Design and Permitting
  - Construction Oversight
- Memorial Park Survey and ADA Ramp Design
- CDBG Washington Area Improvements
  - Preliminary and Final Design
  - Survey and Existing Conditions Preparation
  - Bidding Phase Assistance
  - Construction Administration
  - PayReq/CO/Documentation
  - CDBG Documentation/Wage Interviews
  - Record Drawings
- Salt Sand Shed Structural Assessment
- Balsam/Goldenrod/Bower Drainage
  - Field Investigation
  - Modeling/Assessment
  - Subsurface Explorations and Geotech Svc
  - Design
  - Construction Admin
  - Field Observation
- Cold Water Brook Culvert
  - Survey/Wetland Delineation/Geotechnical Exploration
  - Preliminary and Final Design
  - Regulatory Coordination and Permitting
  - Bidding Assistance
  - Construction Administration and Inspection Services
- New Salt Road Tide Gate Structural Assessment

- New Salt Road Reconstruction
  - Survey & Utility Coordination
  - Preliminary Design, Permitting & Final Design
  - Bidding Phase Services
  - Construction Administrative Services
  - Full Time Construction Oversight
- Town Hall Tower Repair CA Services
- Harmon Avenue, Murphy Avenue, Michaud Avenue Drainage Improvements
  - Data Collection
  - Preliminary and Final Design
  - Bidding
  - Construction Administration
  - Full-time Construction Oversight
- 2024 CIP Paving Projects
  - Road Prioritization
  - Road Reconstruction Recommendations
  - Base Mapping
  - Specifications
  - Opinion of Probable Construction Cost
- West Grand Marsh Resiliency Study
  - Drone Survey
  - Hydraulic, Hydrologic, and Tidal Modelling
  - Vegetation Assessment
  - Community Outreach

### Water and Wastewater Engineering

- WWTF Study to Revise Facilities Plan
- Evergreen Sewer
  - Design/Document
  - Bidding/Scheduling
  - Construction Admin
  - Field Observation
- Saco Avenue and Walnut Street Sewer Flow Monitoring Assessment
- Saco Avenue and Goodwin Avenue Sewer and Water Improvements
  - Utility Coordination
  - Design and Bidding Assistance
  - Construction Administration and Full-time Construction Oversight
- New Salt Road Tributary Smoke Testing
- Dunegrass Pump Station Capacity Assessment



### Recent Projects in Maine

Since 1947, Wright-Pierce has had the privilege of serving many Maine communities for infrastructure needs similar in scope to the needs of Old Orchard Beach.

Per the RFP, below is a list of municipal projects completed by the firm, including those communities where we have provided peer review and inspection services.

Client	Project Services							Community			Site Development				Streets, Sidewalks, and Trails			Recreational Facilities			Water Resources					
	Planning	Design	Peer Review	GIS & Mapping	Permitting Assistance and Agency Interaction	Strategic Funding Management	Construction Administration and Inspection	Downtown Revitalization	Parking Facilities	Waterfront Development	Commercial and Business Parks	Retaining Walls	Stormwater	Water Supply	Wastewater Treatment	Streets and Roadways	Sidewalks	Bicycle and Pedestrian Trails	Athletic	Boat Ramps and Piers	Parks and Green Space	Bridges and Culverts	Hydrologic and Modeling Studies	River and Stream Bank Stabilization	Flood Mitigation	
<b>Maine</b>																										
Auburn	•	•			•	•			•	•	•		•				•		•		•	•		•		
Augusta	•			•															•		•					•
Bangor	•	•		•					•	•		•					•		•		•	•	•	•		•
Baileyville	•	•			•			•			•															
Bath	•	•	•	•	•	•						•	•	•	•		•		•	•	•	•	•		•	
Bayville		•													•											
Belfast	•	•						•									•									
Biddeford	•	•	•	•	•	•		•	•			•	•	•	•	•	•				•	•	•		•	
Bowdoin	•	•																	•		•					
Bridgton	•	•			•	•		•	•				•			•	•						•			•
Brunswick	•	•			•				•	•	•		•	•	•	•	•		•	•	•	•		•		•
Canton	•	•			•								•	•								•		•		
Caribou	•	•				•		•					•					•				•		•		
Castine		•																								
Dixfield	•	•		•	•	•							•				•						•			
Dover-Foxcroft	•							•			•															•
Eastport	•	•				•		•		•							•									
Falmouth	•	•	•	•	•	•						•				•	•					•	•			•
Fort Fairfield					•															•						
Fort Kent	•	•						•					•		•		•									
Freeport	•	•															•					•	•			
Gardiner		•			•	•		•		•				•			•									
Harrison		•												•			•									
Hollis											•	•					•									
Kennebunk		•		•									•		•		•									
Kennebunkport		•											•		•											
Kittery		•		•									•				•									•

Client	Project Services							Community			Site Development					Streets, Sidewalks, and Trails			Recreational Facilities			Water Resources			
	Planning	Design	Peer Review	GIS & Mapping	Permitting Assistance and Agency Interaction	Strategic Funding Management	Construction Administration and Inspection	Downtown Revitalization	Parking Facilities	Waterfront Development	Commercial and Business Parks	Retaining Walls	Stormwater	Water Supply	Wastewater Treatment	Streets and Roadways	Sidewalks	Bicycle and Pedestrian Trails	Athletic	Boat Ramps and Piers	Parks and Green Space	Bridges and Culverts	Hydrologic and Modeling Studies	River and Stream Bank Stabilization	Flood Mitigation
Lewiston	•	•			•	•	•					•		•	•	•	•	•				•	•		
Limestone		•								•				•											
Lisbon		•											•	•											
Lisbon Falls					•															•					
Livermore Falls			•														•	•							•
Lubec		•				•									•										
Madawaska		•		•		•				•	•			•	•	•								•	•
Mars Hill		•											•	•											
Monmouth						•		•								•									
<b>Old Orchard Beach</b>	•	•	•	•	•	•	•		•			•	•	•	•	•	•				•	•	•		•
Old Town		•			•								•	•											
Portland	•	•	•	•	•	•	•					•	•	•	•	•	•					•	•		•
Presque Isle		•			•		•							•										•	
Rangeley	•	•	•	•	•	•	•					•		•	•	•	•					•	•		•
Richmond	•	•		•	•	•	•	•	•	•		•	•	•	•	•	•					•	•		•
Rockland		•	•		•			•		•		•		•	•	•	•								•
Sanford	•	•		•	•	•	•	•			•	•		•	•	•	•								
Skowhegan		•		•		•		•						•		•									
South Portland	•	•	•	•	•	•	•					•		•	•	•	•						•		•
Thomaston		•									•			•	•										
Topsham	•	•			•	•	•	•			•	•	•	•	•	•	•			•	•	•			•
Van Buren		•				•		•	•		•			•	•	•									
Waterville	•	•		•	•	•	•					•		•	•	•		•					•		
Wells		•		•	•									•		•									
Westbrook	•	•		•	•	•	•			•	•	•	•	•	•	•	•					•	•		•
Wiscasset		•		•										•		•									•
York		•			•	•	•							•		•							•		•

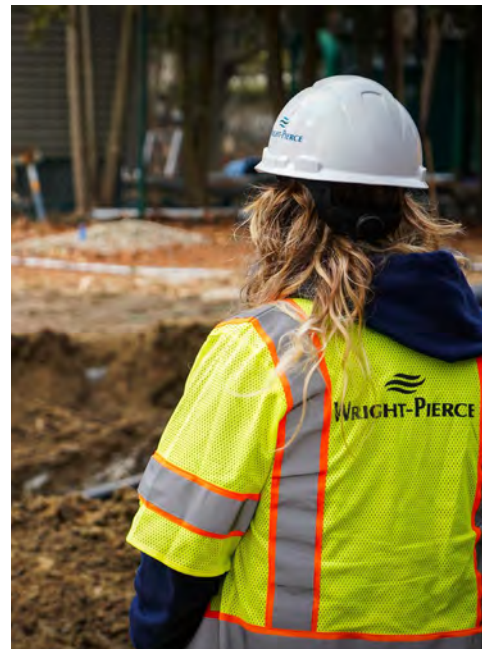
Relevant Peer review and general engineering services details and example project case studies for projects completed in the last 5 years are provided in Section 2.  
 Relevant Construction inspection services details and example project case studies for projects completed in the last 5 years are provided in Section 3.

2

## Services that Meet Your Needs

To demonstrate our capabilities, we are providing the following core service lists that meet Old Orchard Beach’s needs as outlined in your request for proposals scope of services. Over 90% of our projects are municipal infrastructure; these services are routinely provided to you and clients like you.

We’ve paired our services lists with case studies of those services that have been provided for the Town and other municipal clients in Maine, to further demonstrate that we are capable of providing the services you need.



## Peer/Technical Review Services

Wright-Pierce provides a full range of services to our clients, including acting as a technical reviewer for development proposals submitted to municipal planning departments. Our multi-disciplinary staff of professionals allows us to cost-effectively bring the appropriate resources to bear in conducting technical reviews.

Related services we typically provide include the following:

- Technical review of planning board submittals for compliance with municipal and regulatory standards
- Site inspection during construction to confirm compliance with the approved design
- Site inspections during construction to confirm adequacy of erosion and sedimentation control measures
- Review of traffic impact assessments
- Review of impact fee and escrow calculations
- Review for wastewater system capacity
- Review for water system capacity
- Review for compliance with community aesthetic standards
- Ordinance review and recommendation of updates to construction standards
- Ordinance review and recommendation of updates to stormwater management standards
- Ordinance review and recommendation of updates to erosion and sedimentation control standards



Please see the following case studies for a more in-depth look at our relevant project experience.



# Planning Department Peer Reviews

## Old Orchard Beach, Maine



Wright-Pierce has served as the Town Engineer since 2008. Our work with the Town’s Planning Department has entailed completing peer reviews of land development projects that are before the Planning Board. We conduct peer reviews of sketch, preliminary and final subdivision plan submissions as well as site plan submissions for general engineering, stormwater, and utility design. Reviews are governed by applicable Town ordinances and State standards. Comments resulting from the peer review are documented and provided to the Town in a memorandum.

Wright-Pierce has a long-standing track record of delivering peer review comments in a timely manner to meet Planning Board deadlines and avoid unnecessary delays in the review process. Additionally, Wright-Pierce has helped develop the new joint developer review meeting process where Town staff, the developer and their engineer, and Wright-Pierce sit in a room together and walk through Town and Wright-Pierce comments with the developer. The intent of this meeting is to streamline the review process and give developers the opportunity to ask questions and work out response to comments.

### Client Contact

**Town of Old Orchard Beach**  
Planning Department  
1 Portland Avenue  
Old Orchard Beach, ME 04064

### Jeffrey Hinderliter

Town Planner  
207.937.5617  
[jhinderliter@oobmaine.com](mailto:jhinderliter@oobmaine.com)

### Highlights

- Peer review for planning department
- Construction site inspections
- ESC Inspections

### Dates

2008 – Ongoing

### Key Personnel

Ryan Wingard, Jaime Wallace,  
Charlie Daigle, Christine Rinehart,  
Nate Edwards, Brooke Springer,  
Jacob Shactman

# On-Call Peer Reviews & Construction Observation

## Gorham, Maine



In 2021, the Town of Gorham selected Wright-Pierce to perform on-call engineering services for its Planning Department, including peer reviews of development proposals and construction observation. Since then, our staff has been involved in dozens of projects, including private ways and extensions; large site plan projects, such as Gorham Industrial Park – West Campus; smaller building additions; battery energy storage system and solar developments; and large and small subdivision projects, as well as subdivision amendments; and quarry site plan amendments.

Our engineers complete peer reviews of development proposals for private ways, subdivisions, and site plans submitted to the Planning Department. We review proposed projects for general engineering site design and are governed by applicable Town ordinances and State standards. Comments resulting from the peer review are documented and provided to the Town in a memorandum. We typically follow a project into construction by providing construction observation, including facilitation of a pre-construction meeting; periodic site visits, including erosion and sedimentation control and paving inspections; and review of performance guarantee reduction requests.

Other select services performed for the Town have included Municipal Separate Storm Sewer System (MS4) Program Assistance and paving observation of Town-owned roads.

### Client Contact

#### Town of Gorham

Planning Department  
75 South Street, Suite 1  
Gorham, ME 04038

#### Thomas Poirier

Director of Community Development  
207.222.1620

[tpoirier@gorham.me.us](mailto:tpoirier@gorham.me.us)

### Highlights

- Master on-call agreement with individual task orders to streamline the process
- Conduct peer review of development proposals
- Conduct construction observation
- Department of Public Works pavement inspections and MS4 Program Assistance

### Dates

2021 – Ongoing

### Key Personnel

Christine Rinehart, Nate Edwards

# Site Design Peer Review

## Portland, Maine



The City of Portland retained Wright-Pierce for on-call, third-party review of site designs under consideration by the Planning Department. During the peer review process, designs from the engineer-of-record are reviewed and Wright-Pierce provides a memorandum to the City with peer review comments. These comments primarily focus on stormwater management but also include general design and engineering comments, utility review, and soil erosion and sedimentation control. The peer review process is streamlined by Wright-Pierce such that, in most cases, reviews are received, analyzed, and returned with comments to the City in less than a week. In addition, significant internal QA/QC procedures are implemented to ensure accurate and technically sound review comments are generated and sent to the City.

The typical review process includes the following steps:

- Obtain review package from City electronically
- Set review expectations with City
- Staff engineer performs a thorough review of submission package
- Senior engineer performs QA/QC review
- Comments sent electronically

Attend planning meetings with City and applicant

### Client Contact

#### City of Portland

City Hall, 389 Congress Street,  
4th Floor  
Portland, Maine 04101

#### Zach Powell, AICP

Senior Planner  
207- 756-8083

[zpowell@portlandmaine.gov](mailto:zpowell@portlandmaine.gov)

### Highlights

- On-call third-party peer reviews of site designs as requested by the City of Portland Planning Department
- Peer review of complex developments within the City of Portland with a focus on stormwater management
- Review of design plans in accordance with City's technical manual and Maine DEP Chapter 500 standards, as applicable
- Wright-Pierce has completed peer reviews for several types of development projects, including industrial, commercial, institutional, and residential projects

### Dates

2018 – Ongoing

### Key Personnel

Ryan Wingard, Jaime Wallace,  
Brooke Springer, Kalle Maggio

**Since 2018, Wright-Pierce has been working as an on-call, third-party reviewer for site designs under consideration by the Planning Department.**



# Peer Review for Planning & Development

## Bath, Maine



Wright-Pierce has provided third-party review services under both a General Services Agreement (GSA) for the City as well as individual proposals, depending on the needs of the City at the time. Peer review services for the City primarily focus on review of stormwater management and erosion and sedimentation control. Reviews are governed by the City of Bath Land Use Code and include review of select performance standards. Comments are documented in a memorandum to the City.

The types of projects reviewed vary in size and complexity, and have included:

- Redevelopment of former school properties into residential facilities
- Large municipal projects requiring Site Location of Development permits
- Small residential projects
- Multi-family buildings
- Parking lot expansions

### Client Contact

**City of Bath**  
55 Front Street  
Bath, ME 04530

**Jenn Curtis,**  
Director of Planning  
207.443.8363  
[jcurtis@cityofbath.com](mailto:jcurtis@cityofbath.com)

### Highlights

- Focused review on stormwater management and erosion and sedimentation control
- Have completed services under both a General Services Agreement and individual proposals

### Dates

2015 – Ongoing

### Key Personnel

Christine Rinehart, Nate Edwards,  
Jan Weigman, Kalle Maggio

**Wright-Pierce works in close communication with the City to provide either limited or substantial review services to meet the requirements of each project.**

# Town Landing Peer Review Services

## Falmouth, Maine



**Improvements to Underwood Road Drainage Outfall**

Wright-Pierce has provided the Town of Falmouth with peer review services for a resiliency study conducted on the Town’s public landing and pier. The resiliency study was initiated after the pier and harbor master building were completely inundated during the December 2022 storm event. Wright-Pierce met with Town staff to review the resiliency study and what the Town’s goals were from the resiliency study.

Wright-Pierce reviewed the resiliency study along with the concept level plans provided. The review largely focused on sea level rise assumptions and wave height calculations to help the Town plan for the appropriate level of conservatism. The Town applied for funding to construct the improvements through FEMA. Wright-Pierce assisted in the review of the cost opinion to inform the grant application through FEMA.

### Client Contacts

#### Town of Falmouth, ME

Public Works Department  
101 Woods Road  
Falmouth, ME 04105

#### Justin Early, PE

Town Engineer  
207-781-3919  
[jeary@falmouthme.org](mailto:jeary@falmouthme.org)

#### Nathan Poore

Town Manager  
207-699-5335  
[npoore@falmouthme.org](mailto:npoore@falmouthme.org)

#### Dan Marks

Wastewater Superintendent  
207-699-5351  
[dmarks@falmouthme.org](mailto:dmarks@falmouthme.org)

### Highlights

- Peer review of resiliency study for critical Town infrastructure
- Pier becomes inundated and unusable during flooding events and SLR scenarios.
- Review of SLR scenarios and wave runup assumptions.
- Detailed review of cost opinions for FEMA funding of upgrades

### Key Personnel

Ryan Wingard, Jaime Wallace,  
Brooke Springer, Jan Wiegman

**Wright-Pierce peer reviewed a resiliency study of the Town Landing pier which serves the largest mooring field in Maine.**

## Third-Party Construction, Post-Construction, & BMP Inspection Services

Wright-Pierce assists with a range of third-party inspections for a variety of infrastructure and site development projects. Our staff includes several project engineers and managers who are experienced in providing construction and post-construction inspections to meet various local, state and federal regulatory requirements. Many of our inspectors are certified professionals in erosion and sediment control and/or are certified by state agencies in the maintenance and inspection of stormwater best management practices (BMPs).

### Third-Party Construction Site Inspections

- Erosion and sediment control inspections during construction.
- Construction inspections and QA testing of infrastructure.
- Inspections to meet requirements of Construction General Permits, Site Law Permits, and Municipal Separate Storm Sewer System (MS4) General Permit.
- Industrial, residential and commercial site inspection services.

### Third-Party Post-Construction Stormwater Inspections

- Long-term BMP inspections to ensure BMPs are functioning as intended.
- Inspections to meet the stormwater management permit five-year recertification.
- Inspections to meet municipal post-construction requirements prompted by the MS4 General Permit.



Please see the following case studies for a more in-depth look at our relevant project experience.



# Third-Party Inspections

## Old Orchard Beach, Maine



**Top: Dunegrass forcemain inspection during construction. Bottom left: Sumpter Landing Phase III pavement installation. Bottom right: Dunegrass subgrade and drainage inspection during construction.**

As a supplement to the development review process for the Town of Old Orchard Beach, Wright-Pierce conducts third-party infrastructure inspections during construction. The infrastructure inspections are conducted at intervals appropriate to stages of construction to observe the progress and quality of various aspects of the Contractor work. Inspections are conducted in accordance with the Town's Infrastructure Inspection Procedures, which Wright-Pierce assisted the Town in developing and maintaining with suggested revisions as needed.

Services also include preconstruction meetings, contractor coordination, site inspections at the Town's request, review of submitted materials, performance guarantees and drawdown requests, and substantial and final completion walk-throughs. Following an inspection, the Town is provided with a copy of the daily field report and erosion and sediment control (ESC) inspection report.

Supplemental to the infrastructure inspections, ESC inspections are also conducted. These ESC inspections help the Town meet the requirement for construction site runoff control under their Municipal Separate Storm Sewer System (MS4) General Permit issued by the Maine Department of Environmental Protection.

### Client Contact

#### Town of Old Orchard Beach

Jeffrey Hinderliter  
Town Planner  
1 Portland Avenue  
Old Orchard Beach, ME 04064  
207-937-5617  
[jhinderliter@oobmaine.com](mailto:jhinderliter@oobmaine.com)

### Highlights

- Inspections completed at intervals appropriate to stages of construction
- ESC measures at construction sites are monitored
- Incorporating ESC into third-party site inspection helps the Town meet MS4 General Permit requirements
- Wright-Pierce helped develop and maintain the Town's Infrastructure Inspection Procedures which are used for construction inspection and oversight.

### Dates

2008 – Ongoing

### Key Personnel

Ryan Wingard, Jaime Wallace,  
Charlie Daigle, Christine Rinehart,  
Nate Edwards, Brooke Springer

# MEPDES MS4 Program Assistance

## Old Orchard Beach, Maine



Wright-Pierce began providing Maine Pollutant Discharge Elimination System (MEPDES) municipal separate storm sewer system (MS4) program assistance to the Town in 2007 by improving documentation for annual reporting, bringing the Town's MS4 Program into compliance, and planning for subsequent permit cycles.

We have assisted with preparation and submission of annual reports and stormwater management plans (SWMP); facilitation of MS4 stormwater working group meetings; implementation of measurable goals in the Town's SWMP; including development of various plans/documents, such as an illicit discharge detection and elimination (IDDE) plan, guidance documents for the development review process and post-construction stormwater management, stormwater pollution prevention plan (SWPPP), and operation and maintenance plans; conducted MS4 program trainings, ordinance review, dry weather outfall inspections and sampling, construction site inspections, and post-construction stormwater BMP inspections.

Wright-Pierce developed the Town's SWMPs for the 2008-2013, 2013-2022, and 2022-2027 permit cycles, originally using the template provided by the Interlocal Stormwater Working Group in 2008, and tailoring the plan each cycle to appropriately convey the Town's intentions.

**Additional Construction Inspection case studies are included in Section 3.**

### Client Contact

**Town of Old Orchard Beach**  
1 Portland Avenue  
Old Orchard Beach, ME 04064

### Christopher White

Wastewater Super/DPW Director  
207.934.4416

[cwhite@oobmaine.com](mailto:cwhite@oobmaine.com)

### Highlights

- Continually been assisting MS4 program since 2007
- Stormwater management plans
- Annual reporting
- Facilitation of Town's working group meetings
- SWPPP, O&M procedure, and IDDE program development
- Municipal training
- Ordinance review
- Dry weather outfall inspection and sampling
- Construction site inspections
- Post-construction stormwater BMP inspections

### Dates

**1<sup>st</sup> Cycle MS4 Permit:** 2003 – 2008\*

**2<sup>nd</sup> Cycle MS4 Permit:** 2008 – 2013

**3<sup>rd</sup> Cycle MS4 Permit:** 2013 – 2022\*\*

**4<sup>th</sup> Cycle MS4 Permit:** 2022 – Present

\* Began services in 2007

\*\*Administratively continued cycle

### Key Personnel

Christine Rinehart, Brooke Springer,  
Jaime Wallace

**The Town is required to develop and implement a stormwater management plan addressing the six minimum control measures and urban impaired stream BMPs required by the MS4 General Permit.**

## Flood Mitigation Services

The effects of increased rainfall intensities, sea level rise, and storm surge due to more intense coastal storms have resulted in costly damage, interruption of service, or environmentally damaging releases of untreated wastes for many utilities.

The last several years have brought many requests for assessments and mitigation designs related to flooding. As a result, we have a strong working relationship with many local, state, and federal agencies, including the Federal Emergency Management Agency (FEMA) and state emergency management agencies.

Our experience with flood mitigation generally falls within the following areas:

### Flood Hazard Permitting

Assistance with Flood Hazard Permitting from local jurisdictions under National Flood Insurance Program (NFIP)

### Pre-Disaster Mitigation Funding

Assistance with application and administration of grant funds for pre-disaster flood mitigation projects. Our engineers stay informed about the changing requirements for this program and are familiar with key requirements, such as the performance of benefit cost analyses (BCAs).

### Post-Disaster Mitigation Funding

Post official declaration of natural disasters, assistance with FEMA funding application to address repairs to and replacement of damaged infrastructure

### LOMA's/LOMR's

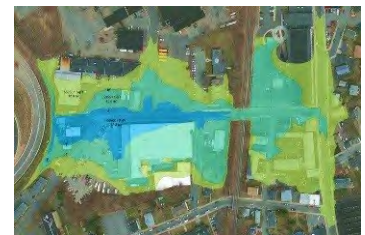
Development of FEMA Letters of Map Amendment /Revision to reduce or avoid unnecessary flood insurance costs

### Sea Level Rise

Advise public and private sector clients with respect to protection of facilities deemed to be at risk on updated FIRM's for coastal areas reflecting increased elevations for coastal flooding

### EO 11988 Clearance

Assistance to acquire federally originating grant funds within designated floodplains (typically requires signoff from state agency administering NFIP under president's executive order 11988)



Please see the following case studies for a more in-depth look at our relevant project experience.



# Tide Gate Structural Assessment

## Old Orchard Beach, Maine



In late 2022, New Salt Road was severely damaged during a powerful wind and rainstorm which was paired with an astronomical high tide event, making the road impassable. Wright-Pierce understood that the Town of Old Orchard Beach was working with FEMA on reconstruction of the roadway and structures damaged during the storm. Wright-Pierce was selected to provide inspection and general recommendations for the structural condition of the tide gates and culverts on New Salt Road.

Wright-Pierce conducted a visual inspection, during low tide, of the tide gates and culverts including all appurtenant structures such as underground duct bank, concrete slabs, and concrete headwalls. The inspection included documentation of the condition of the tide gates, culverts, and appurtenant structures along with representative photographs of findings and observations. Wright-Pierce also updated the standard operation protocol (SOP) that was originally developed by Wright-Pierce in 2010.

### Client Contact

**Town of Old Orchard Beach**  
1 Portland Ave.  
Old Orchard Beach, ME 04064

### Diana Asanza

Town Manager  
207.937.5628  
[dasanza@oobmaine.com](mailto:dasanza@oobmaine.com)

### Highlights

- Structural inspection of tide gate and culverts after December 2022 storm damage
- Funded by FEMA under Hazard Mitigation
- Update of long-standing standard operation protocol (SOP) for tide gate

### Dates

2023

### Key Personnel

Jaime Wallace, Jason Gallant

**Wright-Pierce completed this project for the Town to assess potential damages incurred during December 2022 storm.**

# Downtown Flood Protection & Parking Updates

## Damariscotta, Maine



**Waterfront Park at Downtown Parking Lot**

Downtown Damariscotta experienced flooding during king tides and larger storm events. The Town undertook a unique project to provide flood protection to a significant portion of downtown and provide a long-term benefit for the town and region. Wright-Pierce, together with SLR International, were selected to assist the Town in this endeavor. A central question was the establishment of a long-term flood elevation.

Our team provided the expertise to assist the Town in determining the appropriate elevation to design flood protection for the Downtown. We also understood the Town's opportunity to enhance the park and parking experience to support the local economy and we have unparalleled history with this site to help make the most of this opportunity.

Based on modeling of the parking lot watershed, tidal events at the outfall and probability analysis of the combination of tidal and rainfall events a storm drain system was designed to meet the 1% return interval which included new storm drain infrastructure, stormwater storage and one-way valves on the outfalls. This design was selected to prevent flooding of critical catch basins.

### Client Contact

**Town of Damariscotta**  
35 School Street  
Damariscotta, ME 04543

### Andrew Dorr

Town Manager  
207.563.5168  
[adorr@damariscottame.com](mailto:adorr@damariscottame.com)

### Highlights

- Flood protection
- Long-term flood elevation
- Enhance parking to support local economy
- Storm drain system designed to prevent critical catch basin flooding

### Dates

**Preliminary Design:** 2021

**Final Design:** 2022

**Construction:** 2023

### Key Personnel

Ryan Wingard, Jaime Wallace,  
Jan Wiegman, Charlie Daigle,  
Steve Guerrette

**A storm drain system was designed to meet the 1% return interval.**



# Diamond Street Tide Gate Replacement

## Portland, Maine



The City of Portland has experienced flooding at high tide in the Marginal Way area for years. This project is to replace an existing, leaky tide gate with a new inline check valve style tide gate in a new structure outside of the roadway for easy access.

The existing steel tide gate, located at Diamond Street, had been leaking and was located upstream of numerous low-lying roadway catch basins, resulting in significant roadway flooding during high tide events, even when it is not raining. This project removed the existing tide gate from the Diamond Street intersection and replaced it with a new tide gate in a new structure located outside the paved roadway closer to the outfall at the downstream end. This relocation protects several additional catch basins from tidal flooding, promotes easy access for maintenance and limited disturbance on the busy road during construction.

Wright-Pierce provided field data collection, preliminary design, final design, and bidding documents for the construction of the new tide gate. The project was constructed in 2020.

### Client Contact

#### City of Portland

212 Canco Road  
Portland, ME 04103

#### Bradley Roland, PE

Senior Project Engineer  
Portland Public Works –  
Water Resources  
207.874.8840

[brad@portlandmaine.gov](mailto:brad@portlandmaine.gov)

### Highlights

- Relocation of tide gate structure
- Protection from tidal flooding
- Easy access for maintenance
- Limited traffic disturbance

### Dates

**Preliminary Design:** 2016 – 2017

**Final Design:** 2017 – 2018

**Construction:** 2019 – 2020

### Key Personnel

Ryan Wingard, Steve Guerrette,  
Christopher Hinkley

## Shoreline Stabilization Design Services

Wright-Pierce has worked with numerous clients throughout New England to maintain the integrity of their shorelines in the face of both natural erosion and deterioration of existing man-made stabilizing structures.

Our staff is experienced in the application of hydraulic models used to determine the erosive potential of both riverine and wave-based erosion and scour scenarios.

As these projects tend to involve either direct or indirect impacts to protected natural resources, there is often a need to acquire regulatory approvals from agencies such as the Corps of Engineers, state environmental agencies and local municipal authorities. We have found that regulations often play a significant role in the selection of a stabilization methodology and encourage early discussions with the regulators, since this can have a meaningful impact on both the ultimate capital cost of the project and the schedule for implementation.

### Types of Projects

- Sand dune restoration / beach augmentation
- River and streambank stabilization
- Oceanfront erosion protection
- Bridge and culvert protection
- Seawalls

### Stabilization Methods

- Gabions and revetment mattresses
- Articulated matting (cable concrete)
- Riprap armoring
- Vegetative stabilization methodologies
- Timber bulkheads
- Steel sheet piling
- Living shoreline



Please see the following case studies for a more in-depth look at our relevant project experience.



# Infrastructure Resiliency Upgrades

## Falmouth, Maine



**Improvements to Underwood Road Drainage Outfall**

Wright-Pierce has provided the Town of Falmouth with design, permitting, bidding phase, and construction phase services for several resiliency projects in response to the ever-changing climate and risks to infrastructure due to sea level rise. Projects have included:

- **Underwood Road Drainage Improvements:** Upgrades to existing drainage outfall which conveys flow from Falmouth and Cumberland into Casco Bay. Included slope stabilization and stone revetment measures. Design was completed in 2020 and construction was completed in early 2021.
- **Bayshore and Shoreline Drive Slope Stability Analysis:** Study of existing slopes eroded by storm surge. Sea level rise concerns and increased storm surge puts Town infrastructure at risk. Wright-Pierce partnered with S.W. Cole Engineering to complete the study in 2023.
- **Mackworth Sewer and Mill Creek Sewer Interceptor:** Feasibility studies for removal of existing interceptors which lie within mapped floodplains. Risk of future sea level rise and increased storm surge put this critical infrastructure at danger. Maintenance of these facilities are logistical challenges for the Town. The feasibility studies for both projects were completed in 2023.

### Client Contacts

#### Town of Falmouth, ME

Public Works Department  
101 Woods Road  
Falmouth, ME 04105

#### Justin Early, PE

Town Engineer  
207-781-3919  
[jeary@falmouthme.org](mailto:jeary@falmouthme.org)

#### Dan Marks

Wastewater Superintendent  
207-699-5351  
[dmarks@falmouthme.org](mailto:dmarks@falmouthme.org)

### Highlights

- Resiliency related projects
- Adaptation to storm surges and sea level rise
- Stormwater and wastewater infrastructure upgrades
- Studies and peer reviews
- Design, permitting, bidding phase, construction admin, and construction oversight services

### Dates

2020 – 2023

### Key Personnel

Ryan Wingard, Jaime Wallace,  
Brooke Springer, Kevin Obery

**Wright-Pierce has helped identify vulnerable assets at risk of climate change for different utilities throughout Town.**

# South End Park Shoreline Stabilization

## Bath, Maine



The South End Park is a recreational park in the City of Bath featuring grassed fields, walking trail, secure space for dogs, water station, parking lot, and pier along the Kennebec River. The park was previously owned and used as a landfill by Bath Iron Works but was remediated and conveyed to the City of Bath to use as a public park.

Wright-Pierce has previously designed several site improvements, such as an expansion of the parking lot, walking path, water station, and fencing throughout the park. The park has experienced erosion and shoreline settlement over the years. Wright-Pierce designed stabilization of the northeastern riprap bank and repairs to the pier abutment where significant erosion has occurred and exposed the landfill waste material. Vegetative measures, such as no mow strips, incorporation of other types of vegetation, and shallow berms to slow stormwater runoff were designed to minimize erosion. A multiple year settlement monitoring plan including annual aerial drone surveying of the site topography and comparison of changing grades across various section of the site was also developed.

Wright-Pierce permitted environmental impacts associated with the shoreline repairs and stabilization with the Maine Department of Environmental Protection and United States Army Corps of Engineers.

### Client Contact

#### City of Bath

55 Front Street  
Bath, ME 04530

### Contact Name

Steve Balboni  
Bath Parks & Recreation Director  
207.443.8360

[sbalboni@cityofbath.com](mailto:sbalboni@cityofbath.com)

### Highlights

- Design of shoreline stabilization of the South End Park
- Development of shoreline settlement monitoring plan
- Design of pier abutment repair
- Erosion control using vegetative measures
- MDEP and USACE permitting

### Dates

**Design:** 2021 – 2022

**Construction:** 2023

### Related Personnel

Jan Wiegman, Jaime Wallace,  
Ryan Wingard, Nate Edwards

**Stabilization of a beloved recreational park's shoreline utilizing structural and vegetative measures.**

## Pedestrian Safety Improvement Design Services

Wright-Pierce provides an integrated team of experts with extensive experience in the planning and implementation of pedestrian safety improvements. While many of these elements have been integrated into more comprehensive downtown and commercial district revitalization projects, we often undertake smaller projects focused on addressing more localized safety issues. Our in-house services include the following:

- Civil and transportation engineering
- Urban planning
- Electrical engineering

Recent projects have included a broad range of applications and solutions and, as a result, we are in an excellent position to advise our clients with respect to the selection of appropriate technologies. Specific components of our recent and ongoing projects include:

- Sidewalk design
- Alternative crosswalk materials
  - Duratherm
  - Streetprint
  - Thermoplastic tape
  - Embedded pavers
- Traffic calming
  - Speed tables
  - Curb "bump-outs"
  - Raised medians
- ADA compliance
- Flashing pedestrian signals
- Signage
- Lighting
- Use of state and federal pedestrian safety funding

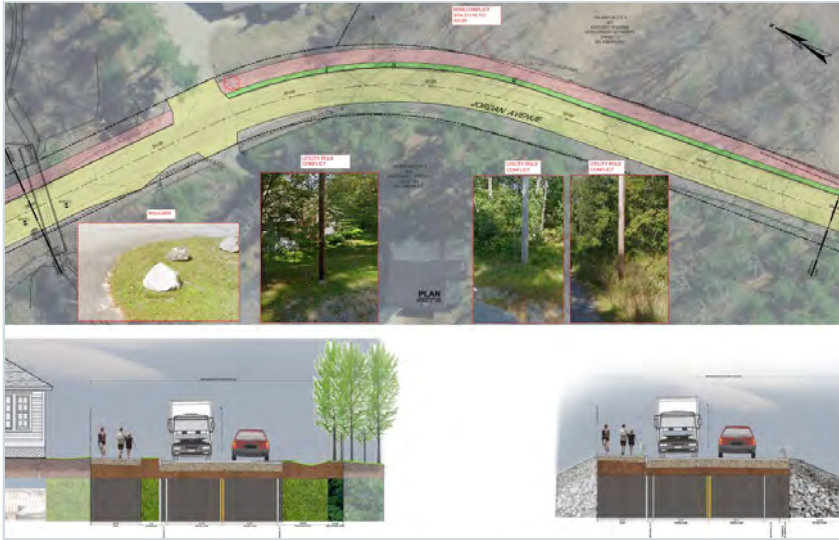


Please see the following case studies for a more in-depth look at our relevant project experience.



# Jordan Avenue Improvements

## Brunswick, Maine



The Town is looking to construct a new multi-use path along Jordan Avenue from Lori Drive (where the existing sidewalk ends) to the area just north of the existing railroad crossing (approx. 2,600 linear feet). By introducing a new sidewalk and curb, the project required implementation of a new closed drainage system that outfalls at the unnamed stream crossing. Due to the existing condition of the roadway, the Town elected to reconstruct the roadway full-depth to improve uniformity and safety. Work included assessing multi-use path alternatives that minimized right-of-way and utility impacts while providing a safe and uniform trail network extension. To accommodate a multi-use path while considering existing driveways, utilities, and drainage, both horizontal and vertical modifications were made to the roadway alignment. Utility coordination was also required.

The existing 48-inch diameter corrugated metal culvert that crosses Jordan Avenue near the Brunswick and Topsham Water District pump station is in poor condition and requires replacement. Wright-Pierce designed a new culvert to convey a 100-year design storm while conforming to State of Maine Stream Smart design guidance. The culvert is located within the Atlantic Salmon critical habitat and required an Army Corps of Engineers Pre-Construction Notification permit. Work included delineating the culvert watershed and calculating design storm flows. Several structure alternatives were considered during preliminary design, modeled using FHWA's HY-8 program for hydraulic modeling.

### Client Contact

**Town of Brunswick**  
85 Union Street  
Brunswick, ME 04011

### Trey Crews

Town Engineer  
207.721.4144  
[tcrews@brunswickme.org](mailto:tcrews@brunswickme.org)

### Relevant Sub-Categories

- Road safety audits
- Bicycle and pedestrian planning
- Bikeshare analysis

### Highlights

- Road reconstruction
- Multiuse path
- Sidewalk extension
- Culvert replacement
- Closed drainage system

### Dates

**Preliminary Design:** 2023  
**Final Design:** 2024

### Key Personnel

Ryan Wingard, Kalle Maggio

# Bristol Road Sidewalk

## Damariscotta, Maine



The Town of Damariscotta was awarded a sidewalk grant from the Maine Department of Transportation (DOT) to construct a 2,000-foot-long sidewalk along Bristol Road (State Route 129) from downtown to the Miles Memorial Hospital entrance. The route is an important pedestrian connection from the downtown sidewalk network to the hospital destination.

The sidewalk presented challenging grading accommodations and storm drain improvement opportunities. We worked closely with Maine DOT and followed the Locally Administered Projects (LAP) design process as the funding and the route were within State route jurisdiction. We worked closely with the Town, State, and abutters to develop solutions that worked for all the parties and made for a successful project.

The project was designed to minimize impacts to a sensitive coastal area along Days Cove. We designed a new storm drainage system around existing sewer and overhead utilities that required significant utility coordination efforts. Maine DOT worked on the property and easement acquisitions while we completed the design and prepared the project for bidding.

### Client Contact

**Town of Damariscotta**  
21 School Street  
Damariscotta, ME 04543

### Matt Lutkus

Town Manager  
207.563.5168  
[MLutkus@damariscottame.com](mailto:MLutkus@damariscottame.com)

### Highlights

- Grading challenges
- Storm drain improvements
- LAP design project
- Sensitive coastal areas
- Important pedestrian connection
- Utility coordination

### Dates

**Preliminary Design:** 2012 – 2013

**Final Design:** 2018 – 2019

**Construction:** 2019 – 2020

### Key Personnel

Jan Wiegman

**Wright-Pierce worked closely with the Town, State, and abutters to develop solutions that worked for all parties and made for a successful project.**

# Route 1 Pedestrian Improvements

## Yarmouth, Maine



The Town of Yarmouth retained Wright-Pierce to improve pedestrian connectivity along Route 1. The project was intended to add new sidewalk at the Route 1/Willow Street intersection as well as connect pedestrians from Bayview Street to the Beth Condon Memorial Pathway near East Main Street. Both intersections are controlled by span wire traffic signals and include multi-lane approaches and splitter islands. Additionally, a METRO bus stop exists within the project limits and was in need of upgrades.

The sidewalk will improve pedestrian connectivity along the south side of Route 1 as well as improving pedestrian safety by adding a crosswalk and pedestrian signals at Willow Street and East Main Street ramp. The splitter island were modified to accommodate a new crosswalk. Signage and pedestrian ramps were added at all crossings including a new crosswalk on Bayview Street. The project included striping improvements and signal modifications to improve vehicular and pedestrian safety. A new bus shelter was included at the Willow Street intersection. Existing drainage and utility poles were relocated and modified as needed to accommodate the new sidewalk. Engineering work included preparing engineering design plans, specifications, and bid documents for the Town. Coordination was required with the Town, MaineDOT, utility companies, and the Greater Portland METRO.

### Client Contact

#### Town of Yarmouth

200 Main Street  
Yarmouth, ME 04096

#### Steven Johnson, PE

Town Engineer  
207.846.2401  
[sjohnson@yarmouth.me.us](mailto:sjohnson@yarmouth.me.us)

### Highlights

- Sidewalk Design
- ADA Improvements
- Pedestrian Signal Upgrades
- Intersection Improvements
- Bus Shelter Design

### Dates

**Preliminary and Final Design:**  
2022 – 2023

### Key Personnel

Ryan Wingard, Kalle Maggio



## Urban Street Design Services

Wright-Pierce provides our municipal clients with planning, design, and construction services associated with urban street design and rehabilitation projects. Installation or upgrades of water and sewer and other related utilities are routinely part of the design scope. Our multi-disciplinary teams are familiar with construction challenges associated with urban environments, including maintaining vehicle and pedestrian access, excavation support, phasing, and maintenance of utility service. We work with a variety of technologies to create cost-effective designs.

### Urban Street Design Considerations

- Utility design (sizing, layouts, coordination)
- Congested utilities
- Street alignment
- Intersection design
- Stormwater/drainage
- Gateway design
- Low Impact Development (LID) and Green Infrastructure
- Set backs
- Narrow Right-of-Ways (ROW)
- Traffic signalization
- Parking
- Sidewalks
- ADA compliance
- Bike/pedestrian integration (multimodal transportation)
- Crosswalks
- Curbing
- Landscape/streetscape/pocket parks
- Signage
- Pavement rehabilitation
- Pavement management/GIS
- Route surveying/topographic mapping
- Public process/graphic visualization
- Development of drawings and specifications
- Construction administration
- Permitting
- Funding applications and administration
- Bus shelters



Please see the following case studies for a more in-depth look at our relevant project experience.



# South End Street Design

## Bath, Maine



As part of Bath’s CSO Master Plan, Wright-Pierce identified infiltration and inflow (I/I) in the South End of the city contributing to CSOs. CCTV of sewer pipe and manhole inspections identified sources of infiltration into the collection system throughout the area, while smoke testing and dye testing identified combined catch basins and other sources of direct inflow into the collection system. The City retained Wright-Pierce to design construction plans and specifications and provide Construction Administration services for a Phase 1 project to reline sewer pipe and rehabilitate sewer manholes throughout the project area. We also provided these services for the Phase 2 project to separate catch basins from the sewer collection system and install new storm drain systems.

The Phase 1 project included relining of 2,350 LF of 8-inch gravity sewer and rehabilitation of 7 sewer manholes to reduce groundwater infiltration into the pipes and manholes. This project also included restoration of 26 sanitary sewer services.

The Phase 2 project included separation of I/I and stormwater from the sewer collection system by replacement of 2,000 LF of new 8-inch and 12-inch gravity sewer, and replacement/installation of 1,300 linear feet of 12-inch, 15-inch, and 18-inch storm drain.

### Client Contact

#### City of Bath

55 Front Street  
Bath, ME 04530

#### Lee Leiner

Public Works Director  
207.443.8357

[lleiner@cityofbath.com](mailto:lleiner@cityofbath.com)

### Highlights – Phase 1

- Sewer relining and rehabilitation
- Sanitary sewer restoration
- Roadway reconstruction

### Highlights – Phase 2

- Storm drain separation
- Gravity sewer rehabilitation
- Roadway reconstruction
- Site restoration

### Dates – Phase 1

**Preliminary Design:** 2017

**Final Design:** 2017

**Construction:** 2018

### Dates – Phase 2

**Preliminary Design:** 2019 – 2020

**Final Design:** 2019 – 2020

**Construction:** 2020 – 2021

### Key Personnel

Ryan Wingard, Steve Guerrette,  
Jan Wiegman

**Both phases were completed on time and within budget.**

# Western, Academy, & Cobb Street Design

## Bath, Maine



As part of the City of Bath’s efforts to reduce combined sewer flows, the City needed to separate storm drainage from the combined sewer. They also had several sections of sewer that were failing and a combined sewer that ran under several older residential structures requiring replacement. This project combined several separation and sewer repair projects into a single construction project that included sewer lining, sewer replacement and storm drain extensions to achieve the goal of stormwater removal from the sewer system.

A challenging portion of the project was replacing a failing 24” sewer line by installing a new line between several homes in a dense neighborhood. Wright-Pierce provided the survey, design and assisted with easements, bidding and construction administration and construction oversight for the project. When unexpected conditions were encountered during construction, our field representative worked closely with our engineers, City, and contractor to determine effective solutions quickly that did not impact the schedule of work. The field representative also played an important role keeping the residents informed of what to expect from the contractors while they were working nearby. We also coordinated closely with the City’s funding agency (Maine DEP) to provide the necessary documentation for reimbursement.

### Client Contact

#### City of Bath, ME

55 Front Street  
Bath, ME

#### Lee Leiner

Public Works Director  
207.443.8357  
lleiner@cityofbath.com

### Highlights

- Challenging Sewer Replacement
- Achieved stormwater removal
- Field Reps facilitated field changes
- Coordinated closely with funding agency

### Dates

**Preliminary Design:** 2018-2021

**Final Design:** 2021

**Construction:** 2021-2022

### Key Personnel

Jan Wiegman, Ryan Wingard,  
Natel Edwards

**Successfully achieved the stormwater separation goal with this challenging project.**

## North Street, Willow Street, & Streetscapes

### Bath, Maine



Wright-Pierce has worked with the City on several street, sidewalk, and roadway projects throughout the years. This is in addition to our ongoing wastewater and water work. A sampling of projects includes:

- North Street Rehabilitation.** Phase 1 included 1,900 linear feet of roadway and sidewalk reconstruction with 2,700 linear feet of water main replacement. Phase 2 continued the road pavement rehabilitation, sidewalk reconstruction, and utility improvements on an adjacent 1,000-foot segment. The roadway surface was milled and received new surface pavement, curbing, and a new sidewalk. Funded by MDOT's Municipal Partnership Initiative, the project also included storm drain improvements and replacing a portion of the sewer.
- Willow Street Sanitary Sewer Modifications.** To better pinpoint flow sources and hydraulic grade lines needed for the development of a SWMM model, Wright-Pierce installed flow meters between School Street and the Commercial Street Pump Station.
- Streetscape Improvements.** Assisted with a range of design and construction administration services for a streetscape improvements project along downtown Water Street. Site assessment, preliminary design, facilitation of a public participation process, and cost estimates at the developmental planning level led to successfully obtaining state funding through the Municipal Investment Trust Fund.

#### Client Contact

##### City of Bath

55 Front Street  
Bath, ME 04530

##### Lee Leiner

Public Works Director  
207.443.8357

[lleiner@cityofbath.com](mailto:lleiner@cityofbath.com)

#### Highlights

- Reconstructed sidewalks
- Milled and repaved roadways
- Installed flow meters
- Provided cost estimating and construction administration services
- Designed streetscape for a historic downtown area

#### Dates

2016 – 2021

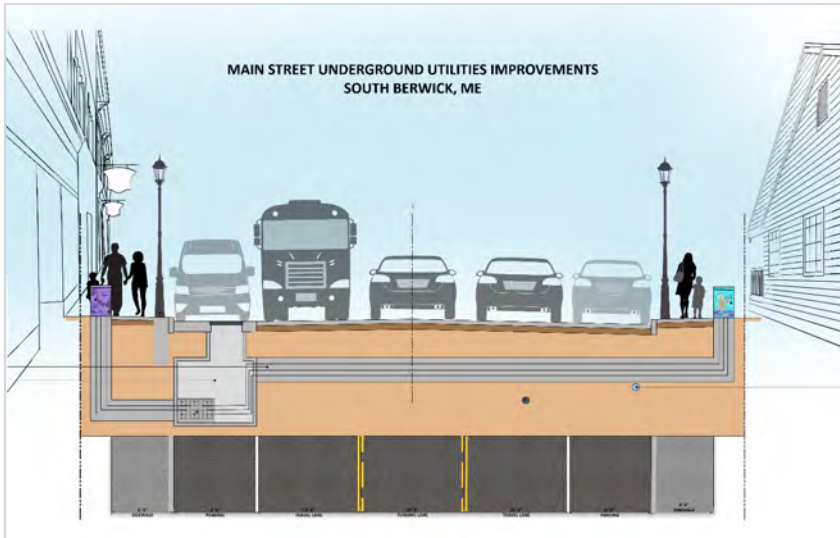
#### Key Personnel

Jan Wiegman, Ryan Wingard,  
Jaime Wallace

**Wright-Pierce obtained funding through MDOT's Municipal Partnership Initiative and the Municipal Investment Trust Fund for the City's rehabilitation and streetscape projects.**

# Downtown Civil Infrastructure Improvements

## South Berwick, Maine



Wright-Pierce is working with the Town of South Berwick and committees to develop a master plan to define the downtown civil infrastructure improvement projects in South Berwick, Maine. The project includes monthly meetings with the Downtown Revitalization Action Plan Committee, establishing an inventory of the Town's amenities and key features, and facilitating three public workshops to discuss the community's goals and identify their objectives for their Downtown Revitalization Action Plan Report.

Concept plans depict the proposed projects the community envisions and will be part of a report that will be used to identify grant opportunities needed to design, manage, and construct the improvement projects. Planning level estimates are being provided for priority projects in the downtown area that include, but are not limited to, multimodal transportation studies, parking studies, wayfinding and signage study, intersection improvements, utility upgrades, and green infrastructure to enhance the core downtown streetscape and stimulate economic development.

### Client Contact

**Town of South Berwick**  
180 Main Street  
South Berwick ME 03908

### Tim Pellerin

Town Manager  
207.384.3015  
[tpellerin@sbmaine.us](mailto:tpellerin@sbmaine.us)

### Relevant Sub-Categories

- Community outreach, engagement, and facilitation
- Graphic design and visualization
- Writing, editing, and digital publication
- Digital and thematic storytelling
- Market and survey research
- Public and media relations

### Highlights

- Site and area master plans
- Conceptual streetscape planning
- Visualizations, renderings, and illustrations
- Wayfinding and signage
- Open space planning
- Green infrastructure
- Land development codes
- Land use analysis
- Housing analysis

### Dates

**Preliminary Design:** 2023

**Final Design:** 2024

### Key Personnel

Kalle Maggio, Ryan Wingard,  
Jacob Shactman

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## Construction Administration/Inspection Services

The best design in the world is of little value if the design is not constructed properly. We understand the importance of competent construction administration services to encourage appropriately constructed projects and minimize public disruption during the construction process.

Wright-Pierce's team members typically stay with a project from conception into design, through construction and startup/commissioning. This staffing model enhances consistency and our team members' understanding of the client's goals for the project through the design, construction, and commissioning phases. Our project managers, project engineers, and support staff perform the contract administration services during the construction phase. Additionally, we maintain a staff of resident project representatives (RPRs) to perform on-site observation of the construction process. Our RPRs oversee the work for compliance with design plans and specifications, monitor site safety, and keep field reports to document construction work. We have in-house quality control procedures for our field staff, and we bring our field staff together quarterly to review "lessons learned" and to continuously improve our design and construction management methods.

We know the importance of appropriate project documentation during construction, and we maintain a complete "paper trail". We encourage regular communications between all stakeholders to anticipate and resolve issues. The following services are examples of typical duties performed by Wright-Pierce during the construction phase:

- Lead meetings
- Review progress schedules and submittals
- Conduct on-site observations of the work in progress
- Report to the client any work that does not conform
- Oversee tests, equipment and systems startups, and O&M training
- Oversight of contract documents modifications
- Clarifications and interpretations of the contract documents
- Inspections
- Records maintenance
- Report generation
- Certificates and O&M manuals
- Review applications for payment

Additionally, Wright-Pierce can provide a modified approach for third-party construction observation, including erosion and sedimentation control inspections.



# Multiple Roadway Drainage Improvements

## Old Orchard Beach, ME



Before and after construction photos on Goldenrod Street.

Wright-Pierce was retained by the Town of Old Orchard Beach to address ponding issues on Balsam Lane, Goldenrod Street, and Bower Lane. These roads had no drainage infrastructure and frequently flooded during rain events.

Wright-Pierce sub-contracted with S.W. Cole Engineering to perform a subsurface exploration which included ledge probes, borings, and permeability testing. Due to the shallow infrastructure in Saco Ave., a traditional closed drainage system would not work for much of the project site. Wright-Pierce proposed a hybrid drainage approach which included leaching catch basins for Balsam Lane and Goldenrod Street, and a combination of leaching catch basins and closed drainage infrastructure for Bower Lane.

Due to the poor subsurface soil, Balsam Lane and Goldenrod Street were reclaimed, and Bower Lane was completely reconstructed. Adjustments to roadway grades were made on Bower Lane to ensure stormwater runoff would be directed to the new catch basins.

Wright-Pierce provided part-time oversight, including paving inspection, during construction. Construction was completed in May 2023 and no ponding issues have been noted since construction completed.

### Client Contact

#### Town of Old Orchard Beach

1 Portland Avenue  
Old Orchard Beach, ME 04064

#### Diana Asanza

Town Manager  
207.937.5626

[dasanza@oobmaine.com](mailto:dasanza@oobmaine.com)

### Highlights

- Coordination with subconsultants to obtain preliminary design information
- Use of HydroCAD to determine stormwater needs
- Design of leaching catch basins and a closed drainage system
- Roadway design for drainage improvements
- Part-time construction inspections

### Dates

**Preliminary Design:** 2022

**Final Design:** 2023

**Construction:** Spring 2023

### Key Personnel

Ryan Wingard, Jaime Wallace,  
Brooke Springer

**A hybrid design approach, consisting of a closed drainage system and leaching catch basins, was used to improve flooding on residential streets.**



# Coldwater Brook Culvert Replacement

## Old Orchard Beach, Maine



Photo of the culvert during construction.

The Town retained Wright-Pierce to evaluate and design improvements to an existing 3-foot diameter corrugated metal culvert crossing. An existing conditions assessment, survey, hydrologic and hydraulic analysis, concluded that the existing culvert was in very poor shape and was significantly undersized for the watershed area.

The replacement culvert was originally designed as a precast concrete box culvert, but COVID-related supply chain issues did not allow for the contractor to procure a precast culvert in the allotted timeframe. As such, the design was pivoted to an aluminum multi-plate pipe arch culvert with a span of 7'-3" and a rise of 5'-3". This style culvert was feasible for procurement during the in-water work window. The replacement culvert was designed to satisfy USACE and MEDEP stream-crossing requirements.

The project included vertical realignment of the existing 10-inch diameter water main, replacement of the 10-inch diameter sewer main, installation of two catch basins, concrete sidewalks, bituminous curb, and guardrails on both sides of the crossing. Construction was completed in the fall of 2022 and Wright-Pierce provided construction administration as well as part-time observation services.

### Client Contact

**Town of Old Orchard Beach**  
1 Portland Avenue  
Old Orchard Beach, ME 04064

### Diana Asanza

Town Manager  
207.937.5628  
[Dasanza@oobmaine.com](mailto:Dasanza@oobmaine.com)

### Highlights

- Culvert replacement design and permitting
- Construction administration
- part time construction observation
- Aluminum multi-plate pipe arch culvert
- US Army Corps of Engineers SV Permit
- Hydrologic and hydraulic analysis

### Dates

**Preliminary Design:** 2021  
**Final Design:** 2022  
**Construction:** 2022

### Key Personnel

Charlie Daigle, Ryan Wingard,  
Jason Gallant, Brooke Springer

**COVID-related supply chain issues required switching from a precast concrete box culvert to an aluminum multi-plate pipe arch. This allowed the project to be completed within the Client's expected timeframe.**

# New Salt Road Reconstruction

## Old Orchard Beach, ME



**Flood damage on New Salt Road from Winter Storm Elliott in December 2022**

Wright-Pierce assisted the Town of Old Orchard Beach with design, permitting, bidding, and construction administration and oversight services to repair and reconstruct New Salt Road that was severely damaged from flooding during Winter Storm Elliott in December 2022. To support design work, Wright-Pierce conducted a survey of the project site using an unmanned aerial system to develop existing conditions and topographical survey plan.

The project site is in a coastal wetland and there is an existing crossing that carries a tidally influenced stream through tide gates. Design repairs included full depth reconstruction, road regrading to address ponding, pavement overlay, reinstallation of riprap, and the addition of a concrete headwall on the upstream end. The headwall was designed to provide resiliency and help contain the embankment material during future storm events that overtop the road.

Coordination with regulatory agencies was conducted to determine permitting requirements. A self-verification notification was completed and submitted to the Army Corps of Engineers. The project was exempt from Maine DEP permitting. Construction was completed in May 2024. Wright-Pierce provided construction administration and part-time construction oversight.

### Client Contact

#### Town of Old Orchard Beach

1 Portland Avenue  
Old Orchard Beach, ME 04064

#### Diana Asanza

Town Manager  
207.937.5628  
[dasanza@oobmaine.com](mailto:dasanza@oobmaine.com)

### Highlights

- Unmanned aerial system survey
- Road reconstruction design
- Permitting coordination and services
- Tidal and coastal wetland project
- Concrete headwall design
- Construction administration and oversight services

### Dates

**Preliminary Design:** 2023

**Final Design:** 2023

**Construction:** 2024

### Key Personnel

Jaime Wallace, Jason Gallant,  
Brooke Springer

**Wright-Pierce completed this project within budget while incurring some scope add-ons to the project. The project was funded 100% by FEMA. Wright-Pierce assisted with the funding application to FEMA.**

# Town Sand and Salt Shed Structural Inspection

Old Orchard Beach, Maine



Wright-Pierce was retained by the Town of Old Orchard Beach to provide structural inspection services on the Town’s sand and salt storage facility located off Dirigo Road.

The structural integrity of the storage facility was a concern of the Town based on the severe corrosion noted on the steel structural members. Wright-Pierce conducted a site visit in December of 2020 to review the condition of the pre-engineered metal building (PEMB). The inspection was limited to visual inspection due to the structural members of the building being proprietary and drawings and calculations being unavailable.

Wright-Pierce provided a technical memorandum with recommendations for short-term repairs and long-term solutions. Ultimately, the recommendation was to replace the building entirely, within 1-3 years, due to the severe corrosion of the structural members. The replacement of the building is still in the planning stage. Wright-Pierce provided items to consider for planning of a new building.

## Client Contact

**Town of Old Orchard Beach**  
1 Portland Avenue  
Old Orchard Beach, ME 04064

## Diana Asanza

Town Manager  
207.937.5626  
[dasanza@oobmaine.com](mailto:dasanza@oobmaine.com)

## Highlights

- Structural inspection
- Technical memorandum with recommendations
- Short-term and long-term planning recommendations for replacement
- Review of building code for recommendations
- Items to consider for planning of a new building

## Dates

**Inspection Date:** 2020

## Key Personnel

Ryan Wingard, Jaime Wallace,  
Ron Williams

**Wright-Pierce conducted a visual inspection of structural members within the PEMB and provided a technical memorandum of findings with recommendations.**

# Town Hall Tower Repair Inspection

## Old Orchard Beach, Maine



Wright-Pierce was selected to provide construction administration services for the repairs of the North and South Towers at Town Hall. For the North Tower, the project consisted of replacing existing exterior sheathing, siding, and trim along with installation of vertical membrane and flashing. For the South Tower, the project consisted of replacement of rotted floor framing and decking, installation of new structural braced frame, repair of existing structural frame, and replacement of exterior sheathing, siding, and trim.

The Town requested Wright-Pierce services to observe rehabilitation work for compliance with the design plans prepared by another firm. Wright-Pierce conducted visual observations of the North and South Tower repairs for compliance with the Town Hall Tower Repair plan set. Access to the repairs were from within the building and from an aerial lift as appropriate for the repairs observed.

The Town also requested that Wright-Pierce review the condition of the masonry chimney which was leaning out from the building approximately two to three inches. After a windstorm, Town staff members noticed the chimney was leaning. Wright-Pierce provided recommendations on potential temporary fixes and contractors for the Town to solicit bids from to repair the chimney. Wright-Pierce also reviewed the existing HVAC system to determine whether the chimney was still needed based on the existing HVAC system.

### Client Contact

#### Town of Old Orchard Beach

1 Portland Ave.  
Old Orchard Beach, ME 04064

#### Diana Asanza

Town Manager  
207.937.5628

[Dasanza@oobmaine.com](mailto:Dasanza@oobmaine.com)

### Highlights

- Visual observation of repairs
- Chimney masonry condition review
- Reviewed HVAC for chimney necessity

### Dates

**Inspection:** 2023

### Key Personnel

Jaime Wallace, Ron Williams

# Roadway and Safe Routes to School Improvements

## Old Orchard Beach, Maine



Wright-Pierce has designed several roadway and sidewalk projects in Old Orchard Beach over the years. These projects span several neighborhoods within the community. The main driver for these projects has been a lack of sidewalks or dated infrastructure which posed safety concerns, particularly during high-pedestrian traffic times throughout tourist season.

One project included the development of multi-use path and sidewalk upgrades for portions of E.E Cummings Boulevard. Wright-Pierce developed a bike/pedestrian path meeting ADA and Manual on Uniform Traffic Control Devices requirements. The project included raised crosswalks to slow traffic, delineation of pedestrian crossing areas, an underdrain system, and a detention pond. The project was partially funded by MDOT Safe Routes to School and the FHWA.

The most recent infrastructure project was in the Washington Avenue area which included full depth reconstruction, storm drainage, water main replacement, sewer replacement, and reconstruction of sidewalks for approximately 3,300 linear feet of roadway. As with Wright-Pierce's previous roadway and sidewalk projects in the community, all designs fit harmoniously into existing neighborhoods or public areas with consideration of driveway openings, connectivity to existing intersections, and stormwater management.

### Client Reference

#### Town of Old Orchard Beach

1 Portland Avenue  
Old Orchard Beach, ME 04064

#### Diana Asanza

Town Manager  
207.937.5626

[dasanza@oobmaine.com](mailto:dasanza@oobmaine.com)

### Relevant Sub-Categories

- Road safety audits
- Safe routes to school
- Bicycle and pedestrian planning
- Trail and greenway planning
- Bikeshare analysis

### Highlights

- Comprehensive roadway upgrades
- Designed using MaineDOT specifications
- Multi-use bike/pedestrian path
- Raised crosswalks for improved pedestrian delineation and to slow traffic
- Utility coordination
- Collaboration with Maine Water
- Various funding from CDBG and MaineDOT
- MaineDOT LPA projects

### Dates

**Preliminary Design:** 2018 – 2020

**Final Design:** 2020

**Construction:** 2021 – 2022

### Key Personnel

Ryan Wingard, Jaime Wallace, Nate Edwards, Brooke Springer

# Back Cove West CSO Storage Conduit

Portland, Maine



As part of a comprehensive CSO mitigation effort for the Back Cove West area of Portland, Wright-Pierce provided engineering services for the Back Cove West Storage Conduit (BCWSC). Key project components included geotechnical/environmental investigations, sea-level rise considerations, InfoSWMM modeling, alternatives analyses, field survey, and stakeholder coordination. Wright-Pierce also assisted the city with the identification and cost estimates for more than \$10M of green/separation projects which, when constructed, will benefit the operation of the storage conduit.

The project includes over a mile of new boulevard roadway with cobblestone gutters, access to the Back Cove Trail, new sidewalks, and new storm drainage networks. Wright-Pierce also designed over a dozen stormwater outfalls into the Back Cove. ADA curb ramps at intersections were installed as part of this project.

Wright-Pierce also provided construction management services, including shop drawing review, full-time construction inspection, preparation of punch lists, Contractor pay request review, and RFI review and response. Wright-Pierce also provided oversight and management of CWSRF requirements, including obtaining AIS certificates, obtaining Davis Bacon payroll, and preparing all CWSRF compliance monthly reports.

## Client Contact

### City of Portland Public Works

212 Canco Road  
Portland, ME 04103

### Nathaniel Smith

Project Engineer  
207.874.8818

[nhs@portlandmaine.gov](mailto:nhs@portlandmaine.gov)

## Highlights

- Developed several site location details
- Heavily traveled project corridor
- InfoSWMM modeling
- Stakeholder coordination

## Dates

**Preliminary Design:** 2014 – 2019

**Final Design:** 2019 – 2020

**Construction:** 2021 – 2023

## Key Personnel

Steve Guerrette, Ryan Wingard, Nate Edwards, Kalle Maggio, Jason Gallant, Brooke Springer

**Wright-Pierce involved the same staff during construction that were involved in the design of this project, ensuring continuity of engineering concepts and project background information through the construction phase.**

# Campus Circulation and Drainage Improvements

## Portland, Maine



The City retained Wright-Pierce to create permitting and construction documents to improve drainage and site circulation at the Lyseth-Lyman Moore campus. The existing circulation infrastructure included a bus drop-off location and vehicle drop-off location. An increase in parents dropping off and picking up their children had created vehicle conflicts and site inefficiencies at the beginning and end of the school day. In addition, staff and visitor parking lots were beyond capacity, with cars parked on lawn areas and in the abutting neighborhood streets during peak hours. The existing site drainage was conveyed through an undersized gravel wetland, and then ultimately into Fall Brook, an urban impaired stream. Existing building roofs contributed flows to the combined sewer system. On-site drainage was also poor or ineffective, creating substantial surfaced ponding and safety concerns.

Permitting and construction drawings were created based on substantial client input and engagement with several city departments, with emphasis placed on site vehicular and pedestrian safety, and improving drainage. The improvements considered alternative approaches to stormwater treatment, and ended with a cost-effective approach, using LID proprietary BMPs and grassed, underdrain soil filters, while maintaining the existing stormwater management BMPs. Additional stormwater management controls were installed to exceed the Urban Impaired Stream requirements.

### Client Contact

#### City of Portland

212 Canco Road  
Portland, ME 04103

#### David Onos, LEED AP

Director of Project Management  
207.808.5404  
donos@portlandmaine.gov

### Highlights

- Separate bus and vehicle loops were created, along with pedestrian access improvements.
- Parking lots were redesigned to incorporate more than 40 additional spaces to offset existing illicit parking.
- Granite curb was designed to separate pedestrian and car uses, and signage was incorporated to allow for wayfinding and enforcement.
- Site drainage was improved through replacing damaged pipe and mitigating ponding locations and separating the combined sewer connections from the elementary school roof.

### Dates

**Design:** 2015 – 2017

**Construction:** 2019

### Key Personnel

Jan Wiegman, Ryan Wingard

**Construction is anticipated to be completed in 2019 and completed in consonance with referendum-approved building improvements.**

# Elm Street Culvert & Retaining Wall Replacement

Topsham, Maine



**Construction of new retaining wall with previous failing wall and culvert inset.**

Wright-Pierce provided engineering, permitting, construction administration, and construction oversight services for the replacement of an existing dry laid stone box culvert and retaining wall intersecting State Route 24 (Elm Street). The existing culvert had been the subject of concern due to flooding in the area during large rain events.

The project was funded largely in part by the Town of Topsham, with additional funds from the Maine DOT under the Municipal Partnership Initiative (MPI). The project consisted of replacement of the existing stone box culvert with a 48" corrugated polyethylene pipe with two drop structures to dissipate energy through the crossing. On the downstream end, the replacement consisted of a 20-foot-tall modular block retaining wall with decorative fencing, along with a riprap splash pad to further dissipate energy. The project required close coordination with existing utilities for crossing of an existing 16" sewer main, 8" water main, and 4" and 6" active natural gas lines.

After Wright-Pierce completed final design and permitting services, the team completed construction administration and full-time construction oversight during the duration of the project.

## Client Contact

### Town of Topsham

100 Main Street  
Topsham, ME 04086

### Dennis Cox

Public Works Director  
207.725.1728

[dcox@topshammaine.com](mailto:dcox@topshammaine.com)

## Highlights

- Replacement of failing dry laid stone box culvert and retaining wall
- Use of modular block retaining wall
- Larger-diameter pipe and drop structures to dissipate flow
- Design, permitting, construction administration, and construction oversight services
- Large existing utilities to support during construction

## Dates

**Preliminary Design:** 2020 – 2021

**Final Design:** 2021

**Construction:** June 2022 – July 2022

## Key Personnel

Jeff Preble, Jaime Wallace,  
Jason Gallant

**A key aspect of this project's success was coordination with existing utilities.**



4

## Our Team Dedicated to Your Projects

From our full-service, diverse staff of experienced engineering professionals, operators, technicians, and support personnel, we have assembled a project team with many years of demonstrated practical experience completing similar projects. We understand that no one will know the requirements of your projects better than you. To find the best solutions, working together as a team will be essential, and our team is committed to working with you.

**Jaime Wallace, PE** will be your dedicated Project Manager for Professional Engineering Services. He has 10 years of experience working on municipal projects and has 8 years of direct experience working with Old Orchard Beach leading key infrastructure projects and peer review and oversight services for over 40 developments in Town. Jaime will be supported by the technical team shown below, who have worked together before on projects similar to yours and have familiarity with you.



### PRINCIPAL-IN-CHARGE

Ryan Wingard, PE

### TECHNICAL ADVISOR

Jan Wiegman, PE

### PROJECT MANAGER

Jaime Wallace, PE

### TECHNICAL TEAM

#### Lead Project Engineers

Christine Rinehart, PE  
Nate Edwards, PE  
Charles Daigle, PE

#### Project Engineers

Jacob Shactman, PE  
Brooke Springer, EIT  
Ronald May, EIT

#### Stormwater Design & Modeling Specialist

Steve Guerrette, PE

#### CAD Design Specialist

Matthew LaPierre

### SUPPORT AS NEEDED

#### Architectural

Ronald Williams, AIA

#### Structural (Bridges)

Jason Gallant, PE

#### Electrical

Anthony D'Amelio

#### GIS Specialist

Jeffrey Normandin, GISP

#### Landscape Architect

Kalle Maggio, LA

#### Resident Project Representatives

Full or part-time resident representatives, as needed

#### Subconsultants

Geotechnical, Traffic, and Environmental Firms, as needed



# Jaime C. Wallace, PE

## PROJECT MANAGER

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Project Assignment: Project Manager

### Education

B.S., Civil Engineering and Environmental Engineering, University of Maine

### Professional Registration

Maine  
New Hampshire

### Experience

10 Years

### Joined Firm

2016

### Professional Trainings/

#### Certifications

Maine Department of Transportation, Local Project Administration

Inspection/Maintenance of Stormwater BMPs

Introduction to Safety Inspection of In-Service Bridges – FHWA-NHI-130101

Safety Inspection of In-Service Bridges for Professional Engineers – FHWA-NHI-130056

OSHA 30-Hour Trained

First Aid & CPR

## Role & Experience Summary

Jaime will serve as Project Manager and will be the primary point of contact for communications with Old Orchard Beach. He will be responsible for coordinating the technical efforts of project teams and for monitoring schedule and budget compliance as well as leading peer reviews.

Jaime is a Project Manager in Wright-Pierce’s Civil/Infrastructure Practice Group. He has experience on a wide variety of municipal civil projects. His responsibilities have included project management, design, permitting, scheduling, and construction administration and monitoring for both public and private sector projects. He has a strong background in erosion control and maintenance, stormwater management, and construction management.

## Relevant Project Experience

### Planning Department Peer Reviews

#### Peer Review Services, Old Orchard Beach, ME

Provided civil engineering services for various planning reviews; provided project administration and coordination related to construction administration of approved projects, including third-party inspections. Reviews included subdivision, site plan, and private ways for conformance with the Town’s Land Use Regulations.

#### Developer Reviews, Buxton, ME

Provided internal review of various planning reviews for conformance with the Town’s Land Development and Subdivision Standards and Road Acceptance Regulations.

#### Peer Review Services, Portland, ME

Provided internal review of various planning reviews for conformance with the City’s ordinances and technical manual.

### Stormwater Management and Treatment

#### Town-wide Drainage Study, Old Orchard Beach, ME

Conducted hydrologic and hydraulic analyses of town watersheds. Developed HydroCAD models and analysis of existing stormwater utilities throughout town.

#### Skatepark Stormwater Management, Old Orchard Beach, ME

Conducted hydrologic and hydraulic analyses of a proposed skatepark expansion in Old Orchard. Any expansion within the skatepark is required by Maine DEP to treat stormwater locally by use of an underdrain soil filter.

### **Major Culvert/Drainage System Design/Analysis**

#### **New Salt Road Tide Gate Assessment, Old Orchard Beach, ME**

Project Manager for structural assessment of the existing tide gate structure located at the crossing of a tidally influenced stream and New Salt Road in Old Orchard Beach. Assessment included updating the standard operating protocol for the structure, structural review of the structure and tide gates, and recommendations for repair and maintenance.

#### **Balsam Lane, Goldenrod Lane, and Bower Lane Drainage Improvements, Old Orchard Beach, ME**

Project Manager for the installation of a new drainage system along three separate roadways in Town that have experienced flooding issues. Provided drainage calculations and evaluation for a closed drainage network as well as a series of leaching catch basins.

#### **Tedford Road Culvert Evaluation, Topsham, ME**

Project Manager for development of a grant funding application to Maine DEP for the replacement of a failing structure. Project included site reconnaissance, hydraulic and hydrologic analysis of the crossing, and development and submission of the grant application.

### **Roadways, Sidewalks, Trails**

#### **CDBG Funded Washington Area Improvements, Old Orchard Beach, ME**

Project Engineer for a roadway and utility improvement project for the Town. Performed design engineering for roadway and utility improvements for approximately 4,000 linear feet of roadway corridors. The project included improvements to storm drainage, sewer upgrades, and water line upgrades. The project also included roadway and sidewalk construction, ADA-compliant pedestrian ramps and road crossings, on-street parking considerations, and future potential project connectivity.

#### **Goodwin Ave., Saco Ave., Macarthur Ave. Sewer Replacement, Old Orchard Beach, ME**

Project Manager for design of approximately 1,300 linear feet of sewer main and approximately 300 linear feet of water main.

#### **New Salt Road Reconstruction, Old Orchard Beach, ME**

Project Manager for reconstruction of approximately 500 linear feet of roadway that was damaged during the December 2022 storm surge. Assisted the Town in securing FEMA funds for design, engineering, and construction oversight for the project.

#### **Road Reconstruction Evaluation, Old Orchard Beach, ME**

Project Manager for evaluation of selected roadways and recommendation of repairs to the Town. The evaluation assisted the Town in the CIP budgeting process and prioritization of reconstruction.



# Ryan T. Wingard, PE

## VICE PRESIDENT, CIVIL PRACTICE GROUP LEADER

Project Assignment: Principal-in-Charge & Technical Advisor

### Education

M.S., Civil Engineering,  
Wayne State University

B.S., Civil and Environmental  
Engineering, University of  
Michigan

### Professional Registration

Maine  
Connecticut  
Florida  
Massachusetts  
Michigan  
New Hampshire  
Rhode Island  
Vermont

### Experience

28 Years

### Joined Firm

2007

### Training / Certifications

Certified Professional in  
Sediment and Erosion  
Control # 4630

Maine DEP Certification in  
Maintenance and Inspection  
of Stormwater Best  
Management Practices

FDOT Work Group 3.1 Minor  
Highway Design

### Professional Affiliations

American Council of  
Engineering Companies  
(board member 2016-  
present)

American Society of Civil  
Engineers (ASCE)

New England Water  
Environment Association  
(NEWEA)

## Role & Experience Summary

Ryan will serve as Principal-in-Charge, responsible for acting as the firm's authorized representative in negotiations and for ensuring contractual obligations are met. He will commit team resources needed for projects. Ryan has over two decades of water resources-related experience, including stormwater system design, watershed characterization, wastewater system design, and project management. His specialties center on hydrology and hydraulics as they pertain to stormwater, watershed, wastewater, and CSO systems, including dams. He has successfully managed a variety of water resources projects for numerous municipal clients. He is also a certified professional in erosion and sediment control (CPESC).

## Relevant Project Experience

### Reviews

#### Peer Reviews for Planning Department, Old Orchard Beach, ME

Supervising Engineer for various planning reviews. Reviews included subdivision, site plan, and private ways for conformance with Land Use Regulations.

#### On-Call Peer Reviews and Construction Observation, Gorham, ME

Supervising Engineer for various planning reviews. Also assisted with the Town's Municipal Separate Storm Sewer System (MS4) General Permit, including updating the list of construction sites greater or equal to one acre and updating the Public Works Facility's Stormwater Pollution Prevention Plan (SWPPP).

#### Site Design Peer Review, Portland, ME

Supervising Engineer for the review of various planning board applications on behalf of the City of Portland. Applications included residential, commercial, and institutional developments in the urban corridor.

#### Site Plan Reviews, South Portland, ME

Supervising Engineer for third-party site plan engineering reviews. Reviews included non-conforming parcels and small to mid-sized development sites.

#### Developer Reviews for On-Call Engineering Services Contract, Buxton, ME

Supervising engineer for internal review of various planning reviews for conformance with the Town's Land Development and Subdivision Standards and Road Acceptance Regulations.

#### Minor Development Sewer Design Peer Review, North Berwick, ME

Project manager for the peer review of a minor subdivision plan submittal for concurrence to the sanitary district by-laws.

American Public Works  
Association (APWA)

**Presentations**

Wingard, Ryan, "Stretching  
Towards the Finish Line – A  
10 Year Journey with  
Lebanon, NH's CSO  
Program", presented at  
NEWEA CSO/Wet Weather  
Issues Specialty Conference,  
Portland, Maine, October 30,  
2018

Wingard, Ryan, "Enhancing  
CSO Storage by Integrating  
Separation and Green  
Infrastructure into the Back  
Cove South Storage  
Conduit", presented at  
NEWEA CSO Specialty  
Conference, Lowell,  
Massachusetts,  
October 27, 2015

Wingard, Ryan, "Responding  
to Infrastructure Failure  
Resulting from Climate and  
Weather Changes",  
presented at APWA Fall  
Conference, Chelmsford,  
Massachusetts,  
October 2015

Wingard, Ryan, "Back Cove  
South Storage Conduit, City  
of Portland, Maine",  
presented at MEWEA Fall  
Conference, Bethel, Maine,  
September 17, 2015

Wingard, Ryan, "Asset  
management, CMOM & CSO  
System Planning", presented  
at Management Candidate  
School, Kennebunk, Maine,  
December 2014

Wingard, R.T., "Climate  
Change and Infrastructure:  
Implementing Solutions",  
presented at the E2TECH  
Conference Portland, Maine,  
April 2013

**Old Orchard Beach Experience**

**Ocean/Seaview Sewer Design, Old Orchard Beach, ME**

Project manager for design of 5,000 lineal feet of six-inch and eight-inch sewer including new manholes and lateral connections.

**West Grand Avenue Sewer Design, Old Orchard Beach, ME**

Project manager for the design and construction of roughly 2,000 feet of sewer main and associated storm drain infrastructure upgrades.

**Coldwater Brook Culvert Replacement, Old Orchard Beach, ME**

Principal-in-Charge for culvert replacement project which included evaluation and design services. Project also included existing conditions assessment, survey, and hydrologic and hydraulic analysis.

**Townwide Drainage Study, Old Orchard Beach, ME**

Technical advisor for a comprehensive drainage study utilizing InfoSWMM to model the open and closed drainage systems in town.

**Flood Mitigation Studies, Old Orchard Beach, ME**

Project manager for flood mitigation studies in several areas within town including West Grand Avenue and Milliken Street. Studies resulted in the design of roadway, tidal gate, and berm/pump improvements.

**Stormwater Phase II Program Assistance, Old Orchard Beach, ME**

Project manager for the town's municipal separate storm sewer system (MS4) program. Performed oversight of the internal MS4 audit, SPCC plan, annual reporting, five-year permit cycle summary and development of the SWPMP.

**New Salt Road Marsh Monitoring, Old Orchard Beach, ME**

Project manager for the development and implementation of a marsh monitoring plan to determine the impacts of a newly installed tide gate downstream of the marsh. The plan included yearly monitoring and reporting to state agencies.

**E. E. Cummings Multi-Use Trail (Phase I, Phase II), Old Orchard Beach, ME**

Project manager for the design and construction of 5,000 feet of multi-use trail connecting various schools in town.

**Saco Avenue Sidewalk, Old Orchard Beach, ME**

Project engineer for the preliminary design of 200 feet of brick sidewalk near the intersection of Saco Avenue and Staples Street.

**First Street Sidewalk, Old Orchard Beach, ME**

Project manager for the design of 3,000 feet of sidewalk to improve pedestrian mobility to and from the beach area.

**Staples Street Sidewalk, Old Orchard Beach, ME**

Project manager for the design and construction of 1,500 feet of sidewalk to connect the Saco Avenue to the beach area.



# Jan B. S. Wiegman, PE

## PROJECT MANAGER

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Project Assignment: Technical Advisor

### Education

M.S., Civil Engineering Rice University

B.S. Civil Engineering University of New Hampshire

### Professional Registration

Maine

### Experience

39 Years

### Joined Firm

2011

### Professional Certification

MaineDOT Local Project Administrator

### Professional Affiliations

American Society of Civil Engineers

## Role & Experience Summary

Jan will serve as Technical Advisor, providing technical advice to the project team and reviews of interim technical documents. He will also assist with ensuring that our QA/QC program is implemented and will be a QC reviewer.

Jan has nearly four decades of engineering design, permitting, and project management experience on a wide variety of civil, structural, and transportation projects. Most recently, he has been managing several large-scale site development and transportation related projects and providing technical guidance on a myriad of projects including pedestrian and transportation projects.

## Relevant Project Experience

### Site Design and Permitting

#### South End Park, Bath, ME

Prepared site design for improvements to repair erosion issues with the waterfront park that was constructed over a former landfill site. Worked closely with Maine DEP and Army Corps on the environmental permitting of the improvements and long-term stabilization of the site and landfill cover.

#### Waterfront Park, Bath, ME

Completed the site design and permitting for a new waterfront park with walking path and amenities along the Kennebec River in downtown Bath. Included paver walkway, landscaping, seating areas, large event lawn, and site lighting.

#### McMann Field Recreation Department Maintenance Facility, Bath, ME

Prepared site and building design and Maine DEP Site Location permitting for a proposed new recreation maintenance facility at McMann recreation complex. The permitting included a new site location permit for not only the recreation facility but also for the adjacent Bath-owned middle school and cemetery sites.

#### Public Restroom Facility, Downtown Damariscotta, ME

Together with subconsultants, prepared the design of a public restroom facility in public parking lot in the heart of this picturesque tourist community. The building needed to fit into a very tight location and required coordination with utilities and accommodation for flood protection.

#### Town Waterfront Parking Lot, Damariscotta, ME

Prepared construction documents and permitting for a tidally influenced storm drain system to rehabilitate and reduce flooding in a parking lot. Tide valves on the storm drain outfalls were incorporated.

### **Subdivision Expansion for Brunswick Landing, Brunswick, ME**

Worked with redevelopment authority to create a 75-lot subdivision for the redevelopment of the former Brunswick Naval Air Station. Created lots of varying sizes for reuse of existing buildings and facilities as well as greenfield development. Lots catered to a variety of uses such as industrial, commercial, and office.

### **Subdivision Permitting Brunswick Landing, Brunswick, ME**

Prepared the design and permitting for the subdivision of the main cantonment area of the former Navy base into over 55 lots encompassing over 230 acres. The subdivision was a key step in the redevelopment of the site.

### **Topsham Commerce Park Subdivision, Topsham, ME**

Preparation of subdivision plan and permitting for the creation of the Topsham Commerce Park a commercial subdivision on former Navy land. The subdivision allowed for the redevelopment of a site that included several existing buildings and infrastructure.

## **Stormwater**

### **Brunswick Landing Storm Drain Capacity Analysis, Brunswick, ME**

Developed a study to determine the capacity of the storm drain systems at Brunswick Landing. Included survey of structures, modeling of system using SSA and preparing recommendations for targeted improvements to address capacity concerns.

### **Downtown Flood Control, Damariscotta, ME**

Developed plans and designs for a flood control barrier around a portion of the Downtown parking lot to prevent several buildings from flooding during storm events. The project will remove a portion of the Downtown from the 100-year flood zone. The project also involved stormwater modeling of the parking lot during flood events to detain stormwater through high tide cycles.

### **Willow Street Drainage Study, Bath, ME**

Prepared storm water analysis of a low-lying area that had frequent flooding and resulted in stormwater inflow to the sewer system. Modeled solutions including detention and possible connections to storm drain systems.

### **Stormwater Management Plan, Cobalt Court Subdivision, Windham, ME**

Prepared a stormwater management plan including treatment for a 7-lot subdivision and roadway. The plan included phosphorus calculations to ensure the development was within the allowable phosphorous limits for the site.

### **Stormwater Management Plan, Lilac Lane Subdivision, Gorham, ME**

Prepared a storm water management plan for the in-lot residential development. The project included a stream crossing and roadway.

### **Storm Drain Improvement, Pepperell Road, Kittery, ME**

Prepared design and construction documents for the replacement of a failing storm drain that included pipe bursting a section across a residential property and an ocean outfall.





# Christine T. Rinehart, PE, LEED AP

## LEAD PROJECT ENGINEER

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Project Assignment: Lead Project Engineer

### Education

B.S., Geological Engineering,  
University of New Brunswick,  
Fredericton, N.B., Canada

### Professional Registration

Maine

### Experience

19 Years

### Joined Firm

2007

### Training/Certification

Leadership in Energy and  
Environmental Design (LEED)  
Accredited Professional,  
November 2006

Maine DEP Certification in  
Maintenance and Inspection  
of Stormwater BMPs July  
2009

First Aid & CPR

### Professional Affiliations

American Public Works  
Association (APWA)

Maine Water Environment  
Association (MEWEA)

### Publications

M.K. Ramachandaran, K.S.  
Singh, B.G. Wilson, C.  
Rinehart, D. Bhattacharyya.  
"Anaerobic Digestion of  
Land-based Aquaculture  
Solids", The Journal of Solid  
Waste Technology and  
Management and  
Proceedings of the 21st  
International Conference on  
Solid Waste Technology and  
Management, Philadelphia,  
PA, 2006

## Role & Experience Summary

Christine will serve as a Lead Project Engineer for this contract. She will assist the Project Manager by supporting peer reviews related to subdivision, site plan, and private way applications.

Christine has extensive experience with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Program and other permitting programs and regulatory reviews, and has been assisting the Town with the MS4 program since 2007. She is also experienced with municipal sewer separation design and construction administration, sewer system evaluations, and aspects of watershed management planning and civil site design projects.

## Relevant Project Experience

### Planning Department Peer Reviews

#### Peer Review Services, Old Orchard Beach, ME

Provided civil engineering services for various planning reviews, provided project administration and coordination related to construction administration of approved projects, and developed a separate budget estimate for each peer review. Reviews included subdivision, site plan, and private ways for conformance with the Town's Land Use Regulations.

#### Peer Review Services, Bath, ME

Provided peer review services for the stormwater management portion of site plan applications for conformance with the City's Land Use Code. Comments were documented in a memorandum and provided to the Planning Director.

#### On-call Planning Services, Gorham, ME

Provided civil engineering services for various planning reviews and developed a separate task order for each peer review and construction observation project. Reviews included subdivision, site plan, and private ways for conformance with the Town's Land Use and Development Code. Coordinated construction observation of approved projects as well as paving inspections of town-owned roads. Also provided assistance with the Town's MS4 General Permit, including updating the list of construction sites greater or equal to one acre and updating the Public Works Facility's Stormwater Pollution Prevention Plan (SWPPP).

#### On-call Engineering Services, Buxton, ME

Provided internal review of various planning reviews for conformance with the Town's Land Development, Subdivision Standards, and Road Acceptance Regulations.

### **Site Plan Reviews, South Portland, ME**

Assisted with third-party site plan engineering reviews. Reviews included non-conforming parcels and small to mid-sized development sites.

### **On-call Planning Board Services, Derry, NH**

Provided civil engineering services for various planning reviews and developed a separate task order for each peer review. Reviews included site plan reviews for conformance with Town standards, including Stormwater System Design Regulations.

### **MEPDES Stormwater Permitting**

#### **MEPDES MS4 Program Assistance, Old Orchard Beach, ME**

Assisted MS4 program to improve compliance with the town's small MS4 General Permit, since 2007. General tasks include inter-departmental coordination of activities, meeting facilitation, and file management. Specific tasks include the preparation of annual reports and five-year program summary for Permit Year 5 of 2003 Maine Small MS4 General Permit and preparation of Stormwater Management Plans under the 2008, 2013, and 2022 Maine Small MS4 General Permits as well as preparation of annual reports. The Town's Illicit Discharge Detection and Elimination (IDDE) Plan was updated to meet the requirements of the 2022 Maine Small MS4 General Permit as part of the SWMP submission. Additional tasks included development and updating of the DPW Garage/Sand Salt Facility Stormwater Pollution Prevention Plan (SWPPP), updating the Stormwater Operation and Maintenance (O&M) Procedures for municipal operations and facilities, development and implementation of SWPPP, O&M, and IDDE training, and assisting with development Erosion and Sedimentation Control Ordinance and a draft Low Impact Development Ordinance.

#### **MS4 Audit Assistance, Old Orchard Beach and Gorham, ME**

Provided technical assistance in preparation of municipal separate storm sewer system (MS4) permit audits with the Maine Department of Environmental Protection (DEP), as well as attended the towns of Gorham and Old Orchard Beach's audits to provide support during the audits.

### **Sidewalks and Roadway**

#### **Staples Street Sidewalk Improvements, Old Orchard Beach, ME**

Assisted in the design of sidewalk improvements for an approximately 730-foot stretch of sidewalk. Project included preparation of contract documents.

### **Wastewater Collection**

#### **Evergreen Area Sewer Replacement, Old Orchard Beach, ME**

Designed sewer replacement for over 2,500 feet of sanitary sewer that was in poor condition. Tasks included utility coordination, subsurface exploration coordination, cost estimating, and preparation of bidding and construction documents.



# Nathan S. Edwards, PE

## LEAD PROJECT ENGINEER

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Project Assignment: Lead Project Engineer

### Education

M.Eng., Civil Engineering,  
University of New Hampshire

B.S., Environmental  
Engineering, University of  
New Hampshire

### Professional Registration

Maine  
New Hampshire

### Experience

7 Years

### Joined Firm

2018

### Certifications

Maine DOT LPA  
Maine DEP Inspection and  
Maintenance of Stormwater  
BMPs

## Role & Experience Summary

Nate will serve as a Lead Project Engineer, assisting the Project Manager by leading tasks, including technical calculations, designs, and the development of plans and specifications.

Nate has successfully completed a variety of municipal projects. His experience includes project development from the study phase through design and bidding, and into successful completion of construction. Nate's skill set includes hydraulic and hydrological modeling, developing construction plans and specifications, construction observation and documentation, and completing third-party review of proposed developments. He is experienced in AutoCAD Civil 3D, HEC-RAS, Hydraflow Storm Sewers, HydroCAD, Storm and Sanitary Analysis, and Land Surveying.

## Relevant Project Experience

### Third-Party Review Services

#### Planning Board Third-Party Reviews, Old Orchard Beach, ME

Assist with third-party review of planning board site plan and subdivision applications submitted to the Town of Old Orchard Beach. Developing reviewer comments and responding to follow-up information submitted by applicants.

#### On-Call Services, Gorham, ME

Various on-call services including third party planning board reviews for conformance with the Town of Gorham Land Use and Development Code, Town pavement inspections, and third-party construction inspections.

#### Third-Party Stormwater Reviews, Rockland, ME

Review of stormwater management plans and calculations for select projects requested by the City of Rockland.

#### Peer Review for Planning and Development, Bath, ME

Reviewed the stormwater management design, report, and calculations of site plan applications submitted to the City for conformance with the City's Land Use Code. The stormwater design was also reviewed for general conformance with Maine DEP Chapter 500 rules and stormwater technical design standards, when applicable. Comments were documented in a memorandum and provided to Planning Director.

#### Planning Board Third Party Reviews, Derry, NH

Reviewing Planning Board applications for the Town of Derry for completeness, utility design, stormwater management, and compliance with other regulatory requirements. Project further includes developing reviewer comments and responding to follow-up information submitted by applicants.

## Roadway and Sidewalk

### Commercial Street Rehabilitation, Bath, ME

Design of roadway improvements to Commercial Street in Bath, ME. Included removal of trolley rails, full-depth replacement of pavement and mill and overlay of various portions of the road, and limited storm drain and sewer replacement.

### Green Street Rehabilitation, Bath, ME

Construction administration of the Green Street Rehabilitation project in Bath, ME. Project consisted of all new sewer and storm drain, sidewalk reconstruction, and reclamation and paving of existing roadway.

### Crawford Drive and Sidewalk Improvements, Bath, ME

Final design and construction administration of improvements to Crawford Drive in Bath, ME. Improvements consisted of spot repairs to the sewer main and installation of additional storm drain and underdrain prior to reclamation and paving of the existing road. A sidewalk was also added to the road to provide pedestrian connectivity through the neighborhood.

### Tufts Pond Road, Kingfield, ME

Design and construction administration of the rehabilitation of Tufts Pond Road in Kingfield, ME. Several cross culverts and driveway culverts will be replaced. A portion of the road has already been reclaimed and will receive additional base gravel prior to paving. The other portion of the road that has not been reclaimed and will be shimmed and overlaid.

### Sunset Heights Sewer and Storm Drain Improvements, Winslow, ME

Design of 2.5 miles of road reconstruction in the Sunset Heights community, which includes full storm drain and sewer replacement, with some water relocation. Hydrologic and hydraulic modeling using HydroCAD was performed of the project area and used to design all new stormwater infrastructure.

## Regulatory Coordination

### Watershed Ceramics Upper Campus, Newcastle, ME

Civil site design and permitting of a proposed rooming house and dining facility and its associated utilities at the Watershed Ceramics Facility in Newcastle, ME. Permitting includes a Stormwater Law Permit by Rule through the Maine DEP and local site plan approval.

### South End Park, Bath, ME

Civil site design of pier repair, erosion control management, and stabilization of a shoreline along the South End Park. Coordination with the Maine DEP and Army Corps of Engineers for state and federal permitting.

### Mount Agamenticus Parking Lot, York, ME

Preparing Planning Board submission to the York Planning Board for the construction of parking lots and stormwater infrastructure on Mt. Agamenticus.



# Charles A. Daigle, PE

## PROJECT MANAGER

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Project Assignment: Lead Project Engineer

### Education

B.S., Civil Engineering,  
University of Maine

### Professional Registration

Maine

### Experience

7 Years

### Joined Firm

2017

### Professional Certifications

MaineDOT Local Project  
Administrator

American Concrete Institute  
Concrete Technician, Grade I

NETTCP Concrete Inspector

OSHA 30-hour

High Angle Rescue

First Aid & CPR

## Role & Experience Summary

Charlie will serve as a Lead Project Engineer assisting the Project Manager by leading the execution of tasks including technical calculations, designs, and the development of plans and specifications.

Charlie has experience on a wide variety of municipal civil projects. His responsibilities have included design, permitting and construction administration within the public and private sectors. He is proficient in hydraulic and hydrologic modeling via HEC-RAS, HydroCAD, InfoSWMM, pipeflo, and AutoCAD Civil 3D. He has a strong background in construction and is proficient with survey data collection and construction layout with survey grade GPS and total stations.

## Relevant Project Experience

### Stormwater

#### Cold Water Brook Culvert Replacement, Old Orchard Beach, ME

Lead Project Engineer performing design, permitting, and construction administration tasks associated with installation of a multi-plate pipe arch culvert.

#### Wilson Pond Culvert Replacement, Monmouth, ME

Lead Project Engineer performing design, permitting, and construction administration tasks associated with installation of a multi-plate pipe arch culvert.

#### Poland Spring Dockyard Expansion, Poland, ME

Project Engineer leading design efforts for an unprecedented stormwater collection and treatment project that includes multiple pump stations and installation of a 35-foot-tall retaining wall.

#### Graham Street Sewer Separation Design, Biddeford, ME

Project Engineer for design of 1,250 linear feet of new storm drain and rehabilitation/replacement of existing sanitary sewer.

#### Biddeford CSO Masterplan, Biddeford, ME

Project Engineer performing hydrologic and hydraulic analysis of Biddeford's sewer and stormwater systems.

#### Back Cove South Storage Facility, Portland, ME

Project Engineer performing preliminary design for a 3.5MG CSO storage tank, the associated conveyance piping and site design.

#### Bald Mountain Road Culvert Replacement, Rangeley, ME

Project Engineer for the design of replacement multi-plate arch culverts for two separate stream crossings.

**Medunkeunk Stream Crossing Improvements, Chester, ME**

Project Engineer for design of removal of three existing culverts, replacement with a 60-foot span pre-engineered bridge and project permitting.

**Civil**

**Causeway Road Bridge Replacement, China, ME**

Project Engineer for design and construction administration for a bridge removal and the replacement with a precast box culvert.

**Boothbay Salon and Day Spa, Boothbay, ME**

Project Engineer performing site design and project permitting.

**Waterfront Parking Lot Improvements, Damariscotta, ME**

Project engineer performing site survey, drainage analysis, site design and project permitting.

**Biscay Pond Boat Launch, Damariscotta, ME**

Project Engineer performing preliminary site survey.

**Columbia and Union Street Parking Lot Rehabilitation, Augusta, ME**

Project Engineer performing site survey, site design and construction administration.

**Elm Street/Day Block Infrastructure Improvements, Damariscotta, ME**

Resident Project Representative observing full depth road reconstruction including new storm drain and sidewalks.

**Miscellaneous**

**Academy Road Safe Route to School, Monmouth, ME**

Project Engineer performing design and C/A for a MaineDOT administrated LAP.

**Parker Pond Fishway, Brooksville, ME**

Project Engineer performing preliminary site survey.

**Bagaduce River Fishway Improvements, Penobscot, ME**

Resident Project Representative observing construction for two separate weir and pool fishways in streams tributary to the Bagaduce River.



# Jacob Shactman, PE

## PROJECT ENGINEER

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Project Assignment: Project Engineer

### Education

B.S., Civil and Environmental Engineering, University of Massachusetts Amherst

### Professional Licenses

Maine

### Experience

5 years

### Joined Firm

2019

### Professional Certifications

OSHA Certified

Local Public Agency (LPA) Certification – NHDOT #2243

Stormwater Management Certificate (UNH)

## Role & Experience Summary

Jake will serve as a Project Engineer, assisting the project team with technical calculations, execution of designs, and development of plans and specifications and other project tasks, as needed.

Jake is experienced in municipal roadway reconstruction, environmental permitting, site design, utility design, hydrologic and hydraulic modeling, erosion and sediment control, and stormwater management. He holds a New Hampshire DOT certified Local Public Agency (LPA) certification and is experienced in AutoCAD Civil 3D, Storm and Sanitary Analysis, HEC-RAS, and HydroCAD.

## Relevant Project Experience

### Peer Review

#### Peer Review Services, Old Orchard Beach, ME

During construction phase, reviewed stormwater revisions for Fiddlehead Lane Private Way and reviewed grading and stormwater revisions for Dunegrass Section C subdivision.

### Site Design

#### River Street Pump Station, Dover, NH

Project engineer for site and civil components of design.

#### Red Fox Crossing Culvert Replacement, Hillsborough, NH

Project engineer for site and civil components of design.

#### Contract 13 Sewer Separation and Roadway Reconstruction, Lebanon, NH

Project engineer for site, civil, and stormwater design.

#### Water Treatment Facility, Newmarket, NH

Project engineer for site, civil, and stormwater design.

#### Holderness Well Improvements, Holderness & Plymouth, NH

Project engineer for site, civil, and stormwater design.

#### Tucker Well Improvements, Newmarket, NH

Project engineer for site, civil, and stormwater design.

#### Perkins Road Culvert Replacement, Rye, NH

Project engineer for site and civil components of design.

#### Rocky Hill Road Culvert Replacement, Somersworth, NH

Project engineer for site and civil components of design.

**Constitutional Way Utility and Roadway Reconstruction, Somersworth, NH**  
Project engineer for site, civil, and stormwater design.

**Cemetery Road Utility and Roadway Reconstruction, Somersworth, NH**  
Project engineer for site, civil, and stormwater design.

**Wastewater Treatment Facility Upgrades, Burlington, VT**  
Project engineer for site and civil components of design.

### **Hydrologic & Hydraulic Modeling/Analysis**

#### **Old Ferry Road Culvert Replacement, Wiscasset, ME**

Project engineer providing hydraulic modeling of proposed bridge alternatives using HEC-RAS. Modeling included input of tidal stage data and consideration of fish passage and sea level rise.

#### **Court and Union Street Utility and Roadway Reconstruction, Dover, NH**

Hydrologic and hydraulic modeling of site drainage using storm and sanitary analysis, including design of stormwater BMPs and green infrastructure.

#### **Elliot Park Utility and Roadway Reconstruction, Dover, NH**

Hydrologic and hydraulic modeling of site drainage using storm and sanitary analysis.

#### **Melendy Road Bridge Replacement, Hudson, NH**

Hydraulic modeling of existing and proposed bridge alternatives using HEC-RAS.

#### **Lowell Road Culvert Lining, Hudson, NH**

Hydrologic modeling of watershed and hydraulic modeling of existing and proposed alternatives using HydroCAD.

#### **Bay Bridge Road, Newmarket, NH**

Hydrologic modeling of watershed and hydraulic modeling of existing and proposed alternatives using HydroCAD for culvert replacement to remediate flooding hazard, restore aquatic connectivity, and enhance resilience of surrounding salt marsh.

#### **Ash Swamp Road, Newmarket, NH**

Hydrologic modeling of watershed and hydraulic modeling of existing and proposed alternatives using HydroCAD for analysis of the watershed above the bridge. Bridge will be rehabilitated to extend its the service.

#### **Rock Rimmon Culvert Replacement, Danville, NH**

Project engineer providing hydrologic modeling of watershed and existing and proposed conditions using HydroCAD.

#### **Red Fox Crossing Culvert Replacement, Hillsborough, NH**

Project engineer providing hydrologic modeling of watershed using HydroCAD and hydraulic modeling of proposed conditions using HEC-RAS.

#### **Contract 13 Sewer Separation and Roadway Reconstruction, Lebanon, NH**

Project engineer providing hydrologic modeling of site drainage using HydroCAD.

#### **Water Treatment Facility, Newmarket, NH**

Project engineer providing hydrologic modeling of site drainage using HydroCAD.





# Brooke M. Springer, EIT

## ENGINEER I

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Project Assignment: Project Engineer

### Education

B.S., Civil Engineering,  
University of Maine

### Professional Registration

Engineer-in-Training, Maine

### Experience

2 years

### Joined Firm

2022

### Professional Affiliations

Engineers Without Borders  
(EWB) UMaine (University  
chapter)

## Role & Experience Summary

Brooke will serve as a Project Engineer, assisting the project team with technical calculations, execution of designs, and development of plans and specifications and other project tasks, as needed.

Brooke is a recent civil engineering graduate from the University of Maine with a dual concentration in water resources and structural engineering. She has four years of university engineering research experience. She served as Co-Design Lead for the University of Maine Engineers Without Borders chapter and was heavily involved with the planning and overseeing of water and sanitation projects.

## Relevant Project Experience

### Peer Reviews for Planning Department, Old Orchard Beach, ME

Provided civil engineering services for various planning reviews. Reviews included subdivision, site plan, and private ways for conformance with the Town's Land Use Regulations.

### Washington Area Improvements, Old Orchard Beach, ME

Completed weekly quantity tracking and payroll certification and reviewed site elevations.

### MS4 Assistance, Old Orchard Beach, ME

Reviewed and revised MS4 reinspection reports, and conducted dry weather outfall inspection and sampling.

### Cold Water Brook Culvert Replacement, Old Orchard Beach, ME

Reviewed contractor submittals, observed construction activities, and completed a field report.

### Balsam Lane, Goldenrod Street, and Bower Lane Drainage Improvements, Old Orchard Beach, ME

Completed stormwater drainage design, roadway cross-section design and assisted in preparing project to go out to bid. Served as a part-time RPR during construction.

### Developer Reviews, Portland, ME

Assisted in review of stormwater, utility, and general engineering requirements for proposed developments.

### Whipple Road Sidewalk, Kittery, ME

Completed preliminary estimation of probable cost

### Mast Road Culvert Permitting, Falmouth, ME

Assisted with Department of Inland Fisheries and Wildlife and U.S. Army Corp of Engineers permitting.

**Harbor Road FLAP Sidewalk, Wells, ME**

Reviewed project submittals.

**Brunswick Ave, Gardiner**

Reviewed project submittals.

**Elm Street Culvert, Topsham, ME**

Assisted with quantity calculations, created pay requisition tracking sheet, and completed balancing change order to close out project.

**Collection System Evaluation, Biddeford, ME**

Shadowed during on-site smoke testing.

**South End Park Shoreline Stabilization, Bath, ME**

Preliminarily reviewed grading and drainage of site.

**Transfer Station Capital Improvements Plan, Rangeley, ME**

Created preliminary estimation of probable cost for site improvements.

**Sewer Improvements, Livermore Falls, ME**

Reviewed sewer CCTV to identify necessary upgrades, developed project cost estimate for CWSRF application, and sorted through utility conflicts.

**Sunrise Partners Storage Facility Concept Planning, West Bath, ME**

Recorded site visit meeting minutes. Completed Maine DEP Stormwater Permit Transfer application.

**Hooper Ledge Tank Replacement, Paris, ME**

Created preliminary estimation of probable cost.

**Westbrook Long Term Control Plan Update, Portland Water District, ME**

Organized flow meter excel data to create graphs for further investigation.

**2021 MSA, Maine Natural Gas**

Assisted with utility location permits.

**Back Cove West, Portland, ME**

Completed hydraulic calculations to determine the head loss in a structure.

**Hooper Ledge Tank Replacement, South Paris, ME**

Drafted pay requisitions for project.

**Tedford Road Culvert Evaluation, Topsham, ME**

Assisted with Maine DEP Stream Crossing Grant application.

**Johnson Road Culvert Replacement, Falmouth, ME**

Developed basis of design for culvert replacement, assisted with cost estimates, permitting requirements, and utility coordination. Performed hydrologic and hydraulic analysis using HydroCAD and HEC-RAS.

**Fiscal Sustainability Plan & Rate Study, Rangely, ME**

Developed a cash flow spreadsheet to anticipate future project costs and create an improvement plan.



# Ronald P. May, EIT

## ENGINEER II

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**Project Assignment: Project Engineer**

### Education

B.S., Environmental Science,  
SUNY Plattsburgh

M.S., Environmental  
Resources Engineering, SUNY  
ESF

### Professional Registration

Engineer-in-Training,  
Vermont

### Certification

OSHA 10

### Experience

4 Years

### Joined Firm

2022

### Professional Affiliations

American Society of Civil  
Engineers (ASCE)

## Role & Experience Summary

Ron will serve as a Project Engineer, assisting the project team with technical calculations, execution of designs, and development of plans and specifications and other project tasks, as needed.

Ron's municipal experience has included site layout, drainage, grading, utilities, and erosion and sediment control design, along with hydrologic and hydraulic modeling. Ron has additionally been responsible for obtaining permitting for projects through local municipalities and state entities, construction administration site visits, preparing SWPPPs, obtaining LEED certification for projects, performing site plan reviews, and communicating and coordinating with members of design teams. He is proficient in AutoCAD Civil 3D, ArcGIS ArcMap, HydroCAD, and Autodesk SSA.

## Relevant Project Experience

### Civil Site Design

#### Jordan Avenue Sidewalk and Culvert Replacement, Brunswick, ME

Project Engineer that performed stream bankfull channel width measurements in the field. Assisted with an HY-8 culvert hydraulic analysis model and completed a watershed delineation for the culvert.

#### Route 88 Water Main, Yarmouth, ME

Project Engineer that assisted with the cost estimate for two intersection improvement projects included within the scope of this project. The cost estimates included new sidewalk, pedestrian signal upgrades, ADA improvements, roadway replacement, drainage, and intersection layout modifications.

#### Route 1 Pedestrian Improvements, Yarmouth, ME

Project Engineer that assisted with the cost estimate for the new sidewalk and intersection safety improvements along US Route 1 in Yarmouth. The cost estimate included sidewalk design, new pedestrian signal upgrades, ADA improvements, and intersection modifications to improve connectivity to the Beth Condon Memorial Pathway. Project also included design of a new METRO bus shelter and landscaping.

### Stormwater

#### Kingfield Workforce Housing, Kingfield, ME

Project engineer assisting in modeling site drainage from existing to proposed conditions for the construction of workforce housing using HydroCAD. The project includes two residential buildings with accompanying driveway and parking lot. Modeling is necessary to help determine which stormwater management techniques should be used to reduce impacts of development on the site.

**Belmont St CSO Separation, Portland, ME**

Project Engineer for this separation and drainage improvement project located in the Back Cove neighborhood. The project includes over 1,600-feet of storm drain. Designed the stormwater drainage network.

**Crescent St Outfall Separation, Rockland, ME**

Project Engineer for this outfall separation and drainage improvement project located in the Crescent Street neighborhood. The project included over 1,200-feet of storm drain, road restoration, and green infrastructure implementation. Assisted in the design of stormwater drainage network.

**Maple Street CSO Sewershed Analysis for CSO Reduction, Portland, ME**

Project Engineer for the study of CSO reduction on a 130-acre area in Portland's Old Port district. Work included investigating and developing existing condition plans, analyzing hydrologic/hydraulic conditions for stormwater flows, and developing concept designs for 12 sewer separation and 20 green infrastructure projects.

**Wastewater**

**Barra Road Sewer Capacity Analysis, Biddeford, ME**

Project engineer assisting in the analysis of sewer capacity downstream of, and including, the Thatcher Brook Pump Station and the Main St Pump Station using Pipe-Flo. The goal of the analysis is to determine the capacity of the existing sewer system in these areas and the potential impact of future development in the area.

**Collection System Evaluation, Biddeford, ME**

Project Engineer assisting in the extension of the City of Biddeford InfoSWMM model and development of potential separation projects.

**Andrews Road Sewer Capacity Analysis, Biddeford, ME**

Project engineer assisting in the analysis of sewer capacity downstream of Andrews Road in the City of Biddeford using Pipe-Flo. The goal of the analysis is to determine the capacity of the existing sewer system in the area and the potential impact of future development in the area.

**Portland Back Cove West Linear CSO Storage Facility, Portland, ME**

Project engineer assisting in construction administration design updates and other construction administration supporting tasks.



# Steve L. Guerrette, PE

## PROJECT MANAGER

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Project Assignment: Stormwater Design & Modeling Specialist

### Education

B.S., Civil Engineering,  
University of Maine, Orono

### Professional Registration

Maine

### Experience

16 Years

### Joined Firm

2007

### Professional Affiliations

American Society of Civil  
Engineers (ASCE)

### Presentations

Guerrette, S.L., Advanced  
Hydraulics Using InfoSWMM,  
Maine Rural Water  
Association (MRWA),  
December 2013

## Role & Experience Summary

Steve will serve as a Stormwater Design & Modeling Specialist for this project team, providing guidance and supporting tasks related to stormwater, as needed.

Steve is a Project Manager within the firm's Civil Practice Group. He has extensive experience water resources-related projects including sewer systems evaluation and design, stormwater management modeling, watershed characterization, and stormwater system design. His specialties center on hydrology and hydraulics as they pertain to wastewater, CSOs, dams, stormwater, and watershed systems.

## Relevant Project Experience

### Stormwater

#### Comprehensive Drainage Study, Old Orchard Beach, ME

Lead project engineer for a town-wide drainage study that included analysis of culvert and closed drainage storm drains throughout Old Orchard Beach. Also included analysis of four submerged ocean outfalls. A combination of InfoSWMM and HydroCAD hydrologic and hydraulic modeling software were used in the study.

#### Third Party Inspections, Old Orchard Beach, ME

Project engineer for conducting third party inspections during construction to verify developments within the Town are completed in accordance with approved plans and Town standards. Inspections are conducted throughout several phases of construction and include stormwater management and erosion and sedimentation control inspections.

#### New Salt Road Tide Gate Improvements, Old Orchard Beach, ME

Project engineer for the design of tide gate improvements to lessen the impact of flooding and to increase the amount of brackish water to promote marsh ecology.

#### Flood Mitigation, Old Orchard Beach, ME

Project engineer for flood mitigation studies in several areas within the town including West Grand Avenue, Milliken Street, and associated tributary watersheds. The studies included hydraulic and hydrologic modeling using HydroCAD 9.0.

#### Culvert Design, Old Orchard Beach, ME

Project engineer assisted in the design of replacement culverts to carry flow across Temple Avenue.

#### Elm Street Culvert Replacement, Topsham, ME

QA/QC and technical advisor for the evaluation and design of a replacement major culvert crossing. A hydrologic and hydraulic assessment of the crossing and contributing drainage area was conducted using HydroCAD.

### **Stormwater Master Plan, Rockland, ME**

Lead project engineer for a stormwater master plan for citywide planning effort. Master plan included review of existing infrastructure and a prioritized list of stormwater improvement projects for implementation. The project also included a hydrologic and hydraulic model of the entire Lindsey Brook watershed.

### **Old Ferry Road Culvert Replacement, Wiscasset, ME**

QA/QC and technical advisor for the evaluation and design of a replacement tidal crossing located on Old Ferry Road in Wiscasset, ME. A hydrologic and hydraulic assessment of the crossing was conducted using HydroCAD and HEC-RAS to appropriately size the crossing to meet MaineDOT and CoastWise methodology, including considerations for sea level rise.

### **Downtown Flood Protection, Damariscotta, ME**

QA/QC and technical advisor for the design of a stormwater system for a parking lot internal to a new flood wall in order to reduce and prevent flooding during high tide scenarios. The design includes a proprietary stormwater storage system, updated pipe sizing, and new parking lot grading.

### **Diamond Tide Gate, Portland, ME**

Lead project engineer for design of a 72-inch inline check valve and tide gate structure for tidal protection and flood mitigation of Marginal Way in Portland.

### **Oceanside High School Site Plan Review, Rockland, ME**

Project manager for the completion of a third-party review of a new development on the property of the Oceanside High School in Rockland. The review was completed focusing on stormwater management and erosion and sedimentation control, and to verify the project was proposed in accordance with city ordinances.

### **Development Peer Reviews, South Portland, ME**

Project engineer for the completion of development peer reviews for the City of South Portland. Reviews are completed for overall design and engineering, utilities, stormwater management and erosion and sedimentation control, and to verify the project layout is in accordance with local ordinances.

### **BMP Inspections, South Portland, ME**

Project engineer for the inspection of stormwater best management practices (BMPs) for a private neighborhood association. Performed annual inspection of 7 properties.

### **Erosion and Sediment Control Inspections, South Portland, ME**

Project engineer for the city's erosion and sediment control (ESC) inspections. Coordinated site inspections triggered by rain events in accordance with the Maine's MS4 program.

### **New Culvert Design, Thomaston, ME**

Project engineer assisted in the design of a new culvert carrying flow under the new alignment of Buttermilk Lane.



# Matthew LaPierre

## CIVIL ENGINEERING TECHNICIAN

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Project Assignment: Civil Engineering Technician

### Education

A.A.S., Computer Aided Drafting, Northern Maine Technical College

### Experience

22 Years

### Joined Firm

2009

## Role & Experience Summary

Matt will serve as a CAD Technician, assisting the project team and working with the Lead Project Engineers in the execution of visual design representations.

Matt is a civil engineering technician in Wright-Pierce's Civil Practice Group and has over two decades of diverse AutoCAD drafting and design experience in civil infrastructure and drainage projects. Many of his recent projects include sidewalk and roadway redevelopment. He is familiar with the development of plans for sidewalks and roadways that are clear and constructible.

## Relevant Project Experience

### AutoCAD Drafting and/or Inspection Services

#### Summit Street Renovations, Old Orchard Beach, ME

Civil engineering technician for street renovations with new pavement, paved walks, storm drainage, and sewer lines.

#### Skate Park Expansion, Old Orchard Beach, ME

Civil engineering technician for the expansion of the Old Orchard Beach Skate Park. The design included a new storm drainage system.

#### Washington Avenue Area Improvements CDBG Funded, Old Orchard Beach, ME

Civil engineering technician for the reconstruction of Western Ave, West Old Orchard, and Fern Ave Roadway and sidewalks. The project also included the addition of new water mains, sewer mains and storm drainage.

#### Balsam/Goldenrod/Bower Drainage, Old Orchard Beach, ME

Civil engineering technician for providing a storm drain to alleviate ponding along Balsam Lane, Goldenrod Street, and Bower Lane. All streets were reconstructed with positive drainage and storm drain systems.

#### Sewer Improvements, Old Orchard Beach, ME

Civil engineering technician for the replacement of the existing sewer system on Saco Avenue, Goodwin Avenue, and Macarthur Avenue.

#### Wharf Assessment, Chebeague Island, ME

Civil engineering technician for the assessment and repair of the existing Chebeague Island Wharf.

#### Gloucester Hill Road Bridge Replacement, New Gloucester, ME

Civil engineering technician for the dredging sediment from the existing pond and replacement of the Gloucester Hill Road Bridge.

**Hill Road Bridge Replacement, New Gloucester, ME**

Civil engineering technician for the replacement of an aging roadway culvert and dredging the nearby pond.

**Capen Road Bridge Culvert Replacement, Gardiner, ME**

Civil engineering technician for the replacement of a corrugated metal culvert with a concrete box culvert along with road improvements.

**Northern Avenue Roadway Reconstruction and Storm Drain System Replacement, Farmingdale, ME**

Civil engineering technician for street renovations with new pavement, paved walks, storm drainage, and sewer lines.

**Pedestrian Safety, Rockland, ME**

Civil engineering technician for the installation of pedestrian crossing beacons and associated crossing upgrades on Park, Maverick, Rankin, and Main Streets. The proposed installations promoted pedestrian safety and reduce the number of unfriendly pedestrian areas.

**Green Street Rehabilitation, Bath, ME**

Civil engineering technician for roadway reconstruction with sidewalks on both sides of the street. As well as the separation of the storm drainage improvements.

**Commercial Street Rehabilitation, Bath, ME**

Civil engineering technician for the rehabilitation of Commercial Street from Lambard Street to Summer Street.

**Route One Storm Drain Separation, Bath, ME**

Civil engineering technician to separate storm water from an existing combined sewer line that crosses Route 1 in the vicinity of the ramps near High Street.

**Western Avenue Sidewalk Improvements, Bath, ME**

Civil engineering technician for the addition of a sidewalk along Western Ave from Elsinore Street to an existing sidewalk along Western Ave.

**Crawford Street Sidewalk Project, Bath, ME**

Civil engineering technician for a new sidewalk and rehabilitation of Crawford Street.

**Elm Street Culvert Replacement, Topsham, ME**

Civil engineering technician for the replacement of a failing storm drain culvert and retaining wall.

**Sea Street Force Main Replacement, Camden, ME**

Civil engineering technician for the replacement of sewer mains and force mains to the pump station.

**Old Ferry Road Culvert Replacement, Wiscasset, ME**

Civil engineering technician for the replacement of a roadway culvert.





# Ronald D. Williams, AIA

**SENIOR PROJECT ARCHITECT/ DISCIPLINE GROUP LEADER**

**Project Assignment: Senior Project Architect**

## Education

B.Arch., Kansas State University

A. Arch., Vermont Technical College

## Professional Registration

Maine  
Connecticut  
Florida  
Massachusetts  
New Hampshire  
New York  
Rhode Island  
Vermont

## Experience

30 Years

## Joined Firm

2008

## Professional Trainings

LEED AP Exam Preparation Training

## Professional Affiliations

American Institute of Architects  
NCARB Certification  
Construction Specifications Institute

## Publications

Williams, R.D., "The Last Remaining Building of the Waterbury Brass Mill Collapses," Society for Industrial Archeology – New England Chapters, Vol. 33, No. 2, 2012

## Experience Summary

Ron is the lead architect in our Building Design Practice Group with over two decades of experience in all facets of design projects, from initial planning and feasibility studies through construction delivery. He has worked on designs ranging from large \$100M new construction/upgrade projects to small renovations, as well as studies, evaluations, and master plans. His experience includes design, construction documentation, and project management.

## Relevant Project Experience

### Municipal Offices/Maintenance Buildings/Public Works Garages Garage Space Expansion Study, Auburn Water Sewer District, Auburn, ME

Equipment and parts at the current Auburn Water Sewer District are currently stored in their main operations building, an old barn in another location on their site and outside. The district would like to get all equipment and parts stored inside and under one roof, however the lot the existing operations building is on is fully utilized. The study will investigate expansion possibilities including utilizing adjacent properties and realigning a right of way.

### Office and Garage Study, Maine Water Co, Bucksport Division, Bucksport, ME

The Bucksport Division of the Main Water Company has good treatment space however the office and garage space is inadequate. The narrowness of the existing site in addition to steep terrain and wetlands on the long sides limits expansion. An adjacent site was located and concepts for an office and garage were developed.

### Office and Maintenance Space Study, York Sewer District, York, ME

For the York Sewer District, Wright-Pierce assessed existing office and maintenance conditions and worked with them to prepare a space analysis. Some initial concepts were discussed including constructing a new building for their office space. A space program, cost estimate, and concept were prepared for this building and approval to design and build the new building was obtained from the Town and District.

### New Office Building, York Sewer District, York, ME

As a result of an existing conditions report and space analysis, Wright-Pierce designed a new office building for the York Sewer District. The building was designed to house all of their office, administration, and meeting space needs. It is laid out in a way to allow access to the admin window, bathrooms, and conference room by the public while keeping the other spaces under locked keypad access. Due to the flood protection level at the site, the floor is approximately 30 inches above the ground and an aesthetically pleasing ramp is designed into the front of the building.

### **Office Space Analysis, Rumford/Mexico Sewer District, Rumford, ME**

The Rumford/Mexico Sewer District occupies a large, aged 3-story building at their treatment plant site for many uses including office, lab, and maintenance space which had been outgrown. Wright-Pierce performed an assessment of the existing conditions, prepared a space analysis, and developed a concept for reuse of the existing building. The reuse involves moving some of the non-office, lab, and maintenance spaces to new structures and renovating the existing building to house updated and expanded office, lab, and maintenance spaces.

### **Office Addition and Renovation Project, Ogunquit Sewer District, Ogunquit, ME**

Due to the location of the Ogunquit Sewer District on the beach and sand dunes area of Ogunquit, the only option for adding space to address office space and breakroom needs was to add a second floor above their garage space. Challenges include providing access to the new second floor space, structurally upgrading the garage frame to support the new floor and blending the building in with the existing structures while minimizing visual impact from the beach. Adding a new stair tower to the facility to access the new second floor offered the opportunity to create a new, more recognizable entrance. The project also offered the opportunity to update the existing office and conference room space as well as the garage space.

### **Office Space Renovation, Camden Wastewater Treatment Facility, Camden, ME**

Camden housed the main floor of the Control Building for an office/lab, a control room, and a storage room at their wastewater treatment facility. This space did not provide enough room for any of those programs. Wright-Pierce worked with Camden to assess their space needs and designed a new building for the lab and control programs and provided a complete renovation of the main floor of the Control Building to provide a break/conference room, an open office area, a private office, a bathroom, and PPE storage and locker space.

### **New Office and Maintenance Garage, Yarmouth Water District, Yarmouth, ME**

To meet their growing office and maintenance needs, Yarmouth Water District chose to build a new building on a new site. The building has a large office area and a large pull through garage. The office area has a front public area that allows access by the public to the lobby, service counter, conference room, and bathroom while keeping staff areas secure. The rest of the office area provides space for open offices, private offices, locker rooms, and a break room. The maintenance area offers a large, pull through garage as well as a room for a work area, an area for used oil collection, and a room for meter testing.

### **Office and Garage Study, Bath Water District, Bath, ME**

Prepared a study and concept design for a new office and garage building for the City of Bath Water District. Their current space is in older, outdated buildings, spread across multiple sites and not large enough for their needs.



# Jason L. Gallant, PE

## TRANSPORTATION INFRASTRUCTURE GROUP LEADER

Project Assignment: Structural (Bridges)

### Education

M.S., Civil Engineering,  
Structural Focus,  
Northeastern University

B.S., Civil Engineering,  
University of New Hampshire

### Professional Registration

Connecticut  
Florida  
Maine  
Massachusetts  
New Hampshire  
Pennsylvania  
Rhode Island  
Vermont

### Experience

28 Years

### Joined Firm

2021

### Professional Affiliations

American Society of Civil  
Engineers (ASCE)

NH ASCE Section President  
2005 - 2006

ASCE National Committee on  
State Government Relations,  
Past Member

American Consulting  
Engineers Council

ACEC-NH Government Affairs  
Committee, Member

NHDOT / ACEC Consultant  
Quality Initiative  
Subcommittee on Consultant  
Contracts, Past Member

MaineDOT / ACEC Joint  
Transportation Taskforce  
Committee, Member

## Role & Experience Summary

Jason will serve as the Structural Engineer for this contract. In this role, he will assist the Project Manager and Lead Project Engineer with the execution of any structural aspects of design, including technical calculations and the development of plans and specifications.

Jason has over two decades of experience in heavy civil and transportation infrastructure engineering, including project management, project engineering, staff leadership, and development for design and construction projects. As Senior Project Manager, he provides strategic insight and quality work to our clients in leading projects from concept to completion. His expertise includes design-build and design-bid-build project delivery methods. His core technical background is in bridge and building design. Jason also has experience in technical execution and management of projects focused on roadways, marine infrastructure, dams, environmental permitting, and site design. He has successfully delivered design and construction projects throughout the Northeastern U.S. for state DOT's, transportation authorities, port authorities, municipalities, institutions, and private clients.

## Relevant Project Experience

### Waterfront and Marine

#### Stone Wharf Evaluation, Chebeague Island, ME

Project manager for inspection, evaluation, and planning recommendations for the future use of Chebeague Island's stone wharf. The stone wharf, which has been in use for approximately 130 years, is experiencing ongoing infill settlement, surface pavement cracking, and bulging along the face of the westerly wall and pier head. The evaluation focused on an in-depth inspection, geotechnical program, and structural analysis of the existing facility for stability in its current use as well as for modification for future uses.

#### Redevelopment of the Maine State Pier and Proposed Cruise Ship Berth, Portland, ME\*

Project manager for the conceptual facility design and Developer negotiations for the City of Portland. Project included technical oversight of Developer concepts for redevelopment of the existing cruise ship terminal including preparation of cost estimates, development of independent alternatives, development of performance specifications, and presentations to City council and stakeholders for the proposed rehabilitation of the Maine State Pier and construction of a mega-berth for cruise ships up to 1400 feet in length at the Ocean Gateway terminal in Portland's Old Port.

MaineDOT / ACEC  
Subcommittee on Bridge  
Design, Member, Past Chair  
MaineDOT / ACEC  
Subcommittee on Alternate  
Project Delivery, Past  
Member

**Professional  
Trainings/Certifications**  
FHWA-NHI Safety Inspection  
of In-Service Bridges, 6.7 CEU  
Program Manager

Local Public Agency (LPA)  
Certification – NHDOT #1115

OSHA-10 Trained

FDOT Work Group 3.1 Minor  
Highway Design

FDOT Work Group 4.1.1  
Miscellaneous Structures

FDOT Work Group 4.1.2  
Minor Bridge Design

## Bridge and Transportation Infrastructure Projects

### **New Salt Road Tide Gate Assessment, Old Orchard Beach, ME**

Structural engineer for the assessment of the existing tide gate structure located at the crossing of a tidally influenced stream and New Salt Road in Old Orchard Beach. Assessment included updating the standard operating protocol for the structure, review of the function and structural integrity of the tide gates, and recommendations for concrete repair and tide gate maintenance.

### **Cascade Brook Bridge Evaluation, Sandy River Plantation, ME**

Project manager for the evaluation of the Cascade Brook Bridge. The project includes the evaluation of observed deficiencies, a hydraulic analysis, and recommendations for the repair or replacement of the bridge.

### **Gloucester Hill Road Culvert Replacement, New Gloucester, ME**

Project manager for evaluation, design, and permitting for the replacement of a major dam crossing for the town. Work also included dredging of material behind the existing dam and culvert.

### **Johnson Road Culvert, Falmouth, ME**

Project manager for the replacement of the Johnson Road Culvert. The structure was originally built in 1959 and has deteriorated to poor condition. Project work involves collaboration with MaineDOT as they replace the adjacent Johnson Road bridge over I-295, evaluation of the current bridge condition, a load rating analysis, and design and construction administration of the culvert replacement.

### **Old Ferry Road Culvert/Tidal Stream Crossing, Wiscasset, ME**

Project manager for design services for the roadway tidal stream crossing on Old Ferry Road. The culvert is undersized and failing and to be replaced with a bridge that is proper for the unique properties of the tidal stream, protects the surrounding environment, and maintains vehicular traffic on Old Ferry Road with sea level rise considerations over the 75-year design life of the replacement bridge.

### **Access Road Bridge, Maine Water Company, Rockport, ME**

Bridge engineer for a new access road stream crossing to support Maine Water Company with the design and permitting of the proposed lagoon system expansion project at the Mirror Lake Treatment Facility. The proposed span is a 20-foot precast concrete plank bridge with precast concrete foundations compliant with MaineDOT vehicular capacity and designed to facilitate rapid bridge construction within the forested project area.

### **Wilson Pond Road Culvert Replacement, Monmouth, ME**

Structural technical advisor for the replacement of the culvert located on Wilson Pond Road. The existing corrugated metal pipe structure is hydraulically inadequate and structurally deficient. The structure will be replaced with a new, larger culvert structure to enhance flow capacity while minimizing ground pressures to low-capacity soils throughout the project area.

\*Experience from previous employer



# Anthony J. D'Amelio

## SENIOR ELECTRICAL ENGINEER/ELECTRICAL TECHNICAL LEADER

Project Assignment: Senior Electrical Engineer

### Education

B.S., Electrical Engineering,  
University of Massachusetts

A.S., Electrical Engineering  
Technology, Wentworth  
Institute

### Professional Registration

Massachusetts, EIT

### Experience

47 Years

### Joined Firm

2001

### Professional Affiliations

Institute of Electrical &  
Electronic Engineers (IEEE)  
Instrument Society of  
America (ISA)

## Role & Experience Summary

Tony will serve as the Electrical Engineer for this contract. He will be responsible for the review of any electrical aspects of design, including technical calculations and the development of plans and specifications.

Tony has 46 years of experience in electrical engineering design and construction services for a variety of municipal and industrial projects, including water treatment facilities, water pollution control facilities, water and sewage pumping stations, and private and public buildings. His responsibilities include high, medium, and low voltage power distribution systems, stand-by power generation systems, power distribution equipment and variable frequency drive equipment, lighting, security systems, life safety systems, and control systems for new and retrofit projects.

## Relevant Project Experience

### Civil

#### Downtown Lighting Design, Westbrook, ME

Provided conceptual through final design services for the Westbrook Downtown Lighting project. This project included extensive coordination with the City and Central Maine Power to provide for affordable phasing, confirming ownership of below-grade infrastructure, and coordination with other private developments ongoing in the City.

#### Waterfront Park Lighting Design, Bath, ME

Provided conceptual design services for the Waterfront Park lighting project.

#### Biddeford Riverwalk Extension Design, Biddeford, ME

Electrical Engineer for the design and permitting associated with the mill district river walk and retaining wall reconstruction within the park for pedestrian accessibility that links the cities of Biddeford and Saco. The park is an integral part of the redeveloped and revitalized mill district along the Saco River.

#### Portland Avenue Reconstruction, Dover, NH

Electrical Engineer for the planning, design, and construction phase services of the construction of a retaining wall along approximately 500 feet of Portland Avenue in the City of Dover. Soldier pile and concrete panel lagging wall construction techniques will be implemented to avoid disruption to utilities and lengthy road closure during construction.

## Solar Power

### Solar Panel Array System for WWTF Pumping Stations, Limestone, ME

The Town received a Federal Grant for providing a percentage of alternative energy as part of the complete upgrade for the wastewater treatment facility. The flow to the facility was collected and pumped via two large remotely located wastewater pump stations. These were referred to as Pump Station No. 1 and No. 2. Each station consisted of two 150 HP submersible pumps, controls, radio telemetry, heat, lighting, and ancillary systems. A 50 KW roof mounted panel array system was designed and installed at each of the pumping stations. The solar contribution as compared to the total energy being used by the respective pump station was a significant percentage for the entire year. This was the intent of the grant approved for the project.

### Mirror Lake Water Treatment Facility Solar Panel Array System, Rockport, ME

The Maine Water Company owns and operates the Mirror Lake Water Treatment Facility for the Town of Rockport, ME. This is a membrane type treatment process that uses a large volume of pre-heated treated water to provide filtration and optimization of clean drinking water. The large volume of the 5,000 - gallon tank of pre-heated water uses a considerable amount of energy to heat. The Maine Water Company chose to install a 110 KW roof mounted panel array system to pre-heat the water necessary for the treatment process. The choice to install an alternative energy source proved to be cost effective to the operation and heating of the process water. It has been in operation for several years providing the required heating for the system.

### Roof-Mounted Town Hall and Memorial Hall Solar Panels, Bethlehem, CT

The Town of Bethlehem had received partial funding from a state grant and was able to obtain additional funds from the Town amounting to \$250,000. There were two Town buildings which had supporting southern exposures which were the Town Hall and Memorial Hall. The Town's expectations were to install solar panels on the southern exposed roofs of both buildings. Based upon preliminary cost estimates a 70 KW roof mounted panel array system could be installed at both locations. Unfortunately funds available would only allow for the Town Hall to be installed completely. A 40 KW system was initially installed for Memorial Hall with the remaining available funds. The system was installed with a second solar inverter for completing the 75 KW system for Memorial Hall. The Town later obtained additional funding for completing the entire solar panel installation. In addition, each building had a standby generator which was strategically reconnected so as not to have feedback to the stand-by generator while in operation. The project was started up and completed with no major issues or problems.



# Jeffrey M. Normandin, GISP

## GIS MANAGER

Project Assignment: GIS Specialist

### Education

M.A., International Development and Social Change, Clark University

B.A., Magna Cum Laude; International Development, Community and Environment. Specialization in GIS, Clark University

### Professional Registration

Certified Geographic Information Systems Professional (GISP)

### Experience

23 Years

### Joined Firm

2013

### Professional Affiliations

Member, Maine GIS Users Group (MEGUG)

Member, New England Chapter of Urban & Regional Information Systems Association (NEURISA)

Member, New York Water Environment Association (NYWEA)

### Research and

#### Course Work

Remote Sensing, GIS for International Development, GIS for Local Planning, Development Project Management, Environmental Law, Business Law, Semester abroad in Zimbabwe.

ESRI Virtual Campus training on several GIS topics

## Role & Experience Summary

Jeff will serve as GIS Specialist for this contract. As GIS Specialist he will provide a wide range of geographic information systems services that are tailored to the specific needs of this project. These services include data development, management, maintenance, and coordination of hosting; geographic analysis and map production; customized field mapping applications; and training.

Jeff is the senior GIS analyst at Wright-Pierce, working out of the Portsmouth, NH, office. He has more than 20 years of experience in both the public and private sectors. He has conducted spatial analysis, data collection, custom cartography, and managed geographic data on a wide range of topics in a wide range of industries. He has managed GIS data on water and sewer systems, created municipal parcel and zoning maps, evacuation plans, and conducted habitat modeling and conservation planning. Jeff is proficient with diverse hardware and software tools, including ESRI ArcGIS, ArcGIS Online, Spatial Analyst, 3D Analyst, Blue Marble's Global Mapper, and Trimble GPS. He is a skilled and detail-oriented technician, as well as a creative problem solver.

## Relevant Project Experience

### Civil

#### Stormwater Utility Study, Rockland, ME

Assisted with data preparation and analysis for a study on the creation of a stormwater utility. Included stormwater infrastructure GIS, aerial imagery, assessing data, land use, and impervious surfaces.

#### Road/Sidewalk Evaluation and Capital Improvement Planning, Waterville, ME

Built custom inspection forms for road and sidewalk characteristics and existing conditions, to be used in a mobile GIS app. Monitored progress by field crews in online GIS. Prepared inspection results for analysis by engineers, and integrated results with past conditions for evaluation of changes to help guide rehabilitation.

#### Stormwater Database Development and Training, Newmarket, NH

Oversaw the review and integration of multiple GIS stormwater datasets into a newly designed database. Designed data collection forms for maintaining stormwater assets and meeting MS4 requirements, and trained Newmarket staff on operation of data collection tools. Also provided desktop GIS training and support.

#### Stormwater Asset Management, Rye, NH

Performed a GIS analysis on factors influencing consequence and likelihood of failure of stormwater assets. Analysis considered a variety of spatial and tabular factors like proximity to critical facilities, pipe age and materials, soils, and road classifications.

### **Presentations**

Normandin, J., "Pavement Management and Capital Planning with GIS", MEGUG Fall Conference & Annual Meeting, Belfast, ME, Oct 2022

Normandin, J., and Richardson, J., "GIS for Utilities", Maine GIS Users Group Fall Meeting, Belfast, Maine, September, 2016

Normandin, J., "GIS for Asset Management", JETCC Management Candidate School, Augusta, Maine, March, 2016

Normandin, J., "GIS for Asset Management", JETCC Management Candidate School, Kennebunk, Maine, December, 2014

Normandin, J., "Evaluating Access to Maine Healthy Walks with GIS", Proceedings, Active Communities Conference, Bangor, Maine, September, 2014

### **Utility Infrastructure Data Collection, Rochester, NH**

Designed, implemented, and oversaw a large-scale data collection effort, using state-of-the-art RTK GPS and mobile GIS tools to locate and record a wide range of municipal assets, including water, sewer, stormwater, and electrical assets. Designed the mobile GIS tools for data collection, web-based oversight tools for project management, an outfall inspection form for MS4 compliance, and built GIS database from the newly collected data.

### **ArcGIS Online Implementation, Upton, MA**

Coordinated and implemented ArcGIS Online GIS system for the Town of Upton. Reviewed existing data and transferred water, sewer, stormwater, and pavement data into online maps where they can be viewed and edited online by the town as part of regular operations.

### **Bridge and Culvert Inspection, Concord, MA**

Built custom inspection forms for bridge and culvert characteristics and existing conditions based on NASSCO and MassDOT standards, to be used in a mobile GIS app. Prepared inspection results for analysis by engineers to help guide decisions on rehabilitation projects.

### **MS4 Stormwater Management, Exeter, NH**

Built and deployed a mobile GIS tool to allow for web-based data collection of outfall inspections, in accordance with federal MS4 regulations.

### **Roadway Stabilization Planning Maps, Salem, NH**

Created mapping to show completed roadway stabilization projects and future needs for planning purposes.

### **Planning/Other**

#### **Mobile GIS for Municipal Tree Inventory, Bath, ME**

Provided ongoing GIS mapping services to the Public Works Department, including sewer system updates, conversion to ArcGIS Online, linked documents, mobile data collection and data access tools, and linked plans and CCTV video files. Provided mobile GIS data collection tools for inventory of municipally owned trees

#### **Maine Natural Gas, Augusta, ME**

Conducted extensive edits to GIS data and conversion from CAD, created combine GIS database of natural gas lines, provided links to record drawings, and established a cloud-based mobile GIS application for asset management.

#### **Mobile GIS Implementation and Ongoing Services, Bath, ME**

Implemented a mobile GIS system for use by Public Works staff, to allow for access to the GIS data in the field, mobile data collection, and enable easier sharing of information on municipal assets with City staff and the public. The system is used to assist operations related to sewer assets, public roads, sidewalks, and other assets.





# Kalle Maggio, PLA

## LANDSCAPE ARCHITECT

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Project Assignment: Landscape Architect

### Education

B.L.A., Landscape Architecture, State University of New York, College of Environmental Science and Forestry

### Professional Registration

Registered Landscape Architect: New Hampshire, Connecticut, Maine, Massachusetts, New York

CLARB-certified Landscape Architect

### Experience

12 Years

### Joined Firm

2021

### Professional Affiliations

American Society of Landscape Architects (ASLA)  
Executive Board Secretary

Plan NH Visioning for Sustainable Communities

## Role & Experience Summary

Kalle will serve as Landscape Architect. In this role she will leverage training in landscape architecture and community planning to develop sustainable, context sensitive landscape design for this project.

Kalle brings over a decade of experience in landscape architecture, landscape design, and horticulture to her role at Wright-Pierce, including projects for both public and private clients. She has taken several projects from preliminary planning design concepts to completion and works closely with engineers, architects, and contractors. Her project experience includes master plans, urban landscape architecture, green infrastructure practices, park and recreational program elements, campus planning, streetscape revitalization, bike and trailway design, traffic calming techniques, sustainable landscape design, signage and wayfinding design, and residential design.

## Relevant Project Experience

### Water Distribution, Booster Stations, & Storage Tanks

#### Water Distribution Pressure Zone Expansion and Tank, Bangor, ME

Landscape architecture and construction phase shop reviews for a new booster pump station to meet current and future demands by expanding service within the Bangor International Airport (BIA) pressure zone. Project included a new water storage tank, pump station, and piping upgrades along with meeting city's site development standards.

#### Water Main River Crossing, Brunswick-Topsham Water District, ME

Permitting assistance for a 20" HDPE water main installation crossing the Androscoggin River using horizontal directional drilling methods.

### Roadways, Streets & Sidewalks

#### Rockland Pedestrian Safety, Rockland, ME

Project Manager for installing new pedestrian crossing beacons and associated crossing upgrades at several heavily trafficked areas. The proposed installations will promote pedestrian safety and help reduce the number of unfriendly areas.

#### Downtown Revitalization Plan, South Berwick, ME

Landscape Architect for project including analysis of pedestrian connectivity, concept renderings, and redevelopment studies and scenarios of the downtown areas in South Berwick. This includes sidewalk, trails, and wayfinding improvements as well as community outreach efforts.

## **Kalle Maggio, PLA**

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### **Downtown Revitalization Action Plan, Harrison, ME**

Landscape Architect for project including redevelopment scenarios of the parks and downtown areas in Harrison. This includes roadway and sidewalk improvements as well as community outreach efforts.

### **Downtown Revitalization Projects, Rangeley, ME**

Landscape Architect for assessment and recommendations for downtown revitalization items in downtown Rangeley and the Oquossoc Village including streetscapes, sidewalks, bicycle/pedestrian, parking area connectivity to waterfront, trailhead enhancements, bus routes, lighting, stormwater utilities, and signage.

### **Green Street Rehabilitation, Bath, ME**

Landscape Architect for project including 1,300-foot-long roadway and a pavement rehabilitation plan. Several concepts were developed to be presented to residents for sidewalk consolidation. Accommodation of on-street parking was evaluated while trying to minimize impacts to large street trees.

### **Municipal & Campus Facilities**

#### **Municipal Facility Study/Downtown Revitalization, Richmond, ME**

Landscape Architect for assessment and recommendations for new facilities, conceptual planning for four areas, cost estimates, and sample renderings. This study includes assessment of four separate municipal areas in order to define future projects and plan for improvements. (2022)

#### **STEM Building, Bates College, Lewiston, ME**

Landscape Architect for Bates College new STEM building. Project includes site design and permitting including the parking lot, utility, grading and sidewalk design, stormwater management, and subsequent construction inspections. (2022)

### **Parks, Libraries, & Greenhouses**

#### **Oquossoc Park Improvements, Rangeley, ME**

Landscape Architect analysis for the existing park conditions of the tennis and basketball courts. Developed a conceptual design and study to provide cost analysis for courts replacement and other site amenities which was included in the Town's Capital Improvement Plan. Construction documentation for court layout and material options.

### **Miscellaneous**

#### **Site Design Peer Review, Derry, NH**

Reviewing Planning Board applications for the Town of Derry for completeness, traffic, parking, site plan for land development typology, and compliance with other regulatory requirements. Project further includes developing reviewer comments and responding to follow-up information submitted by applicants.

\*Experience from previous employer



**Subconsultants and Resident Project Representatives can be added to our team, as needed. We will discuss this with you and request approval before committing these services.**

### **Subconsultants**

Wright-Pierce has a long history of working with a variety of local subconsultants to augment the capacity of our project teams, most typically for surveying, geotechnical, environmental, and permitting tasks. We have developed standard contracting documents that make the process of adding a subconsultant to our team less ambiguous, so each deliverable meets our standards. For example, we have developed a detailed survey checklist that we provide to our surveyors that identifies specific requirements and the method by which we want the final survey documents delivered. Depending on the nature of an assignment from Old Orchard Beach, if a subconsultant may be needed, we will discuss this with you and ask for approval before contracting a subconsultant.

### **Resident Project Representatives**

Depending on the nature of an assignment from Old Orchard Beach, our proposed team members can provide part-time construction observation services. If full-time observation is needed, Wright-Pierce currently has 18 full-time Resident Project Representatives (RPRs) and 16 RPR subconsultants under contract performing on-site observation of construction phase projects. An individual's availability will depend on the anticipated construction schedule, and we can discuss who is available when this need arises, to determine with you the best choice for your project success.

5

## Client References

The following are references of clients for whom we have provided similar services to your proposed project. We have completed projects for these clients within the last five years. These contacts are familiar with Wright-Pierce, know our work ethic, and can speak to the services we provide. Please contact them and ask specifically about our:

- Responsiveness
- Sensitivity to local goals and objectives
- Adherence to scope, schedule, and budgets
- Attention to detail
- Ability to work with committees and stakeholders
- Effectiveness in dealing with regulatory agencies
- Technical knowledge



The references below can share candid opinions regarding the quality of service provided by Wright-Pierce.

## Client References

Reference	Contact	Most Recent Project Details
<b>Town of Gorham</b> Planning Department 75 South Street, Suite 1 Gorham, ME 04038	<b>Thomas Poirier</b> Director of Community Development 207.222.1620 <a href="mailto:tpoirier@gorham.me.us">tpoirier@gorham.me.us</a>	<ul style="list-style-type: none"> <li>• On-Call engineering and peer review services</li> </ul>
<b>City of Portland</b> 389 Congress Street 4th Floor Portland, Maine 04101	<b>Zach Powell, AICP</b> Senior Planner 207.756.8083 <a href="mailto:zpowell@portlandmaine.gov">zpowell@portlandmaine.gov</a>	<ul style="list-style-type: none"> <li>• On-Call engineering and peer review services</li> </ul>
<b>City of Bath</b> 55 Front Street Bath, ME 04530	<b>Jenn Curtis</b> Director of Planning 207.443.8363 <a href="mailto:jcurtis@cityofbath.com">jcurtis@cityofbath.com</a>	<ul style="list-style-type: none"> <li>• On-Call engineering and peer review services</li> </ul>
	<b>Lee Leiner</b> Public Works Director 207.443.8357 <a href="mailto:lleiner@cityofbath.com">lleiner@cityofbath.com</a>	<ul style="list-style-type: none"> <li>• Wastewater and stormwater infrastructure</li> <li>• Slope stability</li> <li>• Flood mitigation</li> </ul>
<b>Town of Falmouth</b> Public Works Department 101 Woods Road Falmouth, ME 04105	<b>Justin Early, PE</b> Town Engineer 207-781-3919 <a href="mailto:jeary@falmouthme.org">jeary@falmouthme.org</a>	<ul style="list-style-type: none"> <li>• On-call engineering and peer review services</li> <li>• Wastewater and stormwater infrastructure</li> <li>• Slope stability</li> <li>• Flood mitigation</li> </ul>
<b>Town of Brunswick</b> 85 Union Street Brunswick, ME 04011	<b>Trey Crews</b> Town Engineer 207.721.4144 <a href="mailto:tcrews@brunswickme.org">tcrews@brunswickme.org</a>	<ul style="list-style-type: none"> <li>• On-call general engineering services</li> <li>• Roadways, sidewalks</li> </ul>

6

## Workloads & Availability

Wright-Pierce has over 300 engineering and support staff. We complete hundreds of projects per year and have appropriate staffing in place to deliver. Many of our projects are on stringent administrative order schedules and we have a proven track record of meeting these and other accelerated project schedules.

As we begin projects, we allocate appropriate team resources to meet our clients' requirements. Typically, team members remain the same throughout the duration of the project to ensure continuity and proper execution of design through construction.

## Current & Planned Workloads

We utilize state-of-the-art business management software, BST10, that includes staffing workload resource planning which is updated monthly. These data are utilized to project 12-month workloads for all staff and to identify project team members with appropriate availability for specific assignments. Without knowing the specific project assignment or when the project will commence, we have identified key project team members who would be assigned to Old Orchard Beach projects. We would utilize our BST10 resourcing tools to help balance assignments once specific schedules are known.

**Wright-Pierce will commit the necessary resources to complete your projects within desired timeframes. We are confident in our ability to balance the resources required of our current and projected workload with those required of your projects, as evidenced by having done so since 1991.**



## General Approach to On-Call Projects

Since 1947, we have worked on thousands of projects and developed a proven approach that each of our project managers implements on every project, to the extent possible.

For on-call contracts, once a task order is assigned, the Principal-in-Charge and Project Manager assess who on the team would be best suited to support the work given the assignment and workload considerations. Then a project team is assigned and a kickoff with the client is scheduled to make sure all project goals and objectives are clearly defined. We will work with you to refine our approach and customize it to fit your project goals, budget, and desired schedule as each task order is assigned.



**Our team will work with you to develop the steps needed for each phase of any project and involve key people necessary in decision-making to ensure project success.**

1

### Project Planning

- Fully understand goals, timeline, and critical success factors
- Develop workplan, scope of services, schedule, and budget

4

### Final Design

- Develop detailed plans and specifications
- Use 3D design tools to facilitate acceptance of design concepts
- Perform constructability reviews

2

### Engineering Study

- Investigate, document, and analyze data
- Suggest alternatives with consideration of safety, innovation, and cost-savings
- Make recommendations with client's best interest in mind

5

### Bidding Support

- Website hosting of files and plan holders list
- Respond to bidder questions
- Review addendum prior to issuance

3

### Preliminary Engineering

- Develop design alternatives that consider safety and innovative cost-saving ideas
- 3D design to thoroughly vet ideas
- Produce accurate cost estimates
- Involve client to ensure long-term needs are integrated into design

6

### Construction Administration

- Be proactive in addressing potential issues
- Think two steps ahead of contractor
- Review construction schedule in detail at each meeting





**WRIGHT-PIERCE**   
Engineering a Better Environment

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# Fee Proposal

## Proposed Fee

Wright-Pierce is a strong believer in the selection of engineers based on qualifications, with an equitable fee negotiated between the selected firm and the client, based on a mutually established detailed scope of work. The following labor rates and non-labor costs are provided as requested. Billing rates are based on salary costs for Wright-Pierce within each classification, multiplied by our salary multipliers.

Actual billing rates for the project are based on the actual rates for the individuals assigned. Allow for a standard 6% salary increase year-over-year for multi-year contracts.

## Labor Billing Rates

Proposed Team Member and Accounting/Billing Classification	Hourly Billing Rate
Ryan Wingard, Principal-in-Charge/Civil Practice Group Leader	\$ 200
Jaime Wallace, Project Manager	\$ 154
Jan Weigman, Project Manager	\$ 180
Christine Rhinehart, Lead Project Engineer I	\$ 146
Nathan Edwards, Lead Project Engineer	\$ 139
Charles Daigle, Project Manager	\$ 151
Brooke Springer, Engineer I	\$ 116
Ronald May, Engineer II	\$ 130
Jacob Shactman, Project Engineer	\$ 144
Matthew LaPierre, Civil Engineering Technician	\$ 117
Steve Guerrette, Project Manager	\$ 164
Ron Williams, Senior Project Architect/ Discipline Group Leader	\$ 200
Jason Gallant, Senior Project Manager	\$ 200
Anthony D'Amelio, Senior Electrical Engineer/Electrical Technical Leader	\$ 200
Jeffrey Normandin, GIS Manager	\$ 146
Kalle Maggio, Landscape Architect	\$ 148

## Non-Labor Billing Rates

Description/Equipment	Job Cost Rate Per Unit
CADD Bond	\$0.15/sq. ft.
Field Books	\$20 each
iPad	\$5/day
Meals and Tips	At Cost
Mileage	IRS Rate
Misc. Equip.* 1-3 items	\$5/day
Misc. Equip.* 4-6 items	\$10/day
Misc. Equip.* 7-10 items	\$20/day
Misc. Fees	At Cost
Misc. Field Supplies	At Cost
Misc. Office Supplies	At Cost

Description/Equipment	Job Cost Rate Per Unit
Mylar	\$1.00/sq. ft.
Photocopies	\$0.10/copy
Postage	At Cost
Printing/Reproduction Cost	At Cost
Rental Vehicles	At Cost
Room	At Cost
Subcontracts	1.1 x Cost

\* Miscellaneous equipment = paint gauge, measuring wheel, measuring tape, thermometer, manhole pick, laser measuring device, ice auger, flashlights, traffic cones, etc.

October 3, 2024

Town of Old Orchard Beach  
Professional Consulting Services Evaluation Team  
1 Portland Avenue  
Old Orchard Beach, Maine 04064

**SUBJECT: Professional Consulting Services - RFP  
Addendum #2 Response**

Dear Proposal Evaluation Team,

Thank you for the opportunity to respond to Addendum 2 for the professional consulting services RFP, which includes a cost estimate to review the West Grand Multi-Use Building (Map 313, Block 3, Lot 4, Zone Downtown Business District, DD-2) presented as a sketch plan during the September Planning Board meeting. The Town has requested we provide a cost estimate for peer review of the project, including a breakdown of hours and staff involved, position titles, turnaround time for review, and a sample of what is provided to staff for peer reviews.

**Background**

Wright-Pierce's approach to peer review projects in the Town has evolved over the past 16 years to best meet the Town's needs based on feedback from Town staff and developers. When a project is submitted to us, we conduct a cursory review of the plans to develop a cost estimate based on one preliminary review, one final review, one review of the post-construction stormwater management plan (if applicable), one review of the performance guarantee and escrow estimate, and attendance at one developer review meeting.

**Total Cost Estimate**

Included as an attachment to this letter is a cost estimate to review the West Grand Multi-Use Building presented as a sketch plan at the September Planning Board meeting. The cost estimate includes time for one preliminary plan review and memo, attendance at one developer review meeting, and one final plan review and memo. We have also included time for review of the performance guarantee and escrow, which is an additional step in the review process prior to start of construction. For the scope items presented above, we recommend a budget of **\$3,350**. Additional reviews for projects may be warranted due to the complexity of the project, responses from the applicant, and duration between submissions. Since this project does not include soil disturbance greater than one acre and is not within the Goosefare Brook Watershed, we have assumed a Post Construction Stormwater Management Plan, in accordance with Chapter 71 of the Town's ordinance, is not required.

**Cost Estimate Breakdown**

A cost estimate breakdown has been included as an attachment to this letter. For the West Grand Multi-Use Building review, we have assumed a total of 25 hours and three employees to review this project. As identified in our original proposal, there are several other staff members who have experience in peer reviews and specific experience working in Old Orchard Beach that are ready to assist as needed.

### Staff Involved

Jaime Wallace will lead the review and on-call services as the Project Manager. Jaime has been involved with the peer review process for the past eight years and leads infrastructure projects in the town for Wright-Pierce as Project Manager. He will be involved in each of the developer review meetings and will provide QA/QC oversight of each peer review.

Ryan Wingard will serve as Principal-in-Charge and will be responsible for acting as the firm's authorized representative in negotiations and ensuring contractual obligations are met. Ryan will commit team resources as needed for projects to ensure project deadlines are met. Ryan will also provide QA/QC oversight for the peer review and on-call process.

Brooke Springer will serve as an Engineer II and will be responsible for the technical review of the peer review projects. She will be responsible for the technical aspects of design under on-call services and will be involved in each of the developer review meetings. Brooke has been working on peer review projects in Old Orchard for the past two years and provides peer review services for other clients Wright-Pierce serves, as well. Brooke also serves as the Project Engineer for all of the town's infrastructure projects and is intimately familiar with the peer review process and infrastructure projects.

Other employees who are typically involved in the peer review process are Christine Rinehart, who is currently the Project Manager for the peer reviews. Christine will serve as a Lead Project Engineer on the peer review projects and will provide technical support and assist in peer reviews to ensure deadlines are met. Nate Edwards will also serve as a Lead Project Engineer and will provide technical support on peer reviews and on-call services. Nate is involved in peer reviews that have been recently reviewed by the Planning Board.

With over 300 employees currently employed by Wright-Pierce, we will provide any additional resources needed to meet project deliverables and deadlines. Over 15 employees have experience working in Old Orchard and are based in offices within a one-hour drive to Old Orchard Beach. The staff presented above will lead the on-call services and peer review process, but several other staff have been involved and are familiar with the processes and are prepared to assist as needed.

### Schedule

As you are aware, Wright-Pierce has the staff and resources available to meet staff review deadlines. Projects are often submitted to us on a Tuesday and our design review is completed by the following Wednesday to meet the Town's deadline for staff review. With numerous staff members who have worked in Town and have immense knowledge of its infrastructure and ordinances, we are prepared to continue to provide a high level of service while continuing to meet Town deadlines.

### Deliverables and Samples

After each review, Wright-Pierce provides a comprehensive memo to the Town which includes the following:

- An executive summary, which summarizes major considerations or items of note for quick reference by Town staff.

- Town coordination comments, which includes ordinance interpretations and regulatory approvals and missing documentation needing to be tracked.
- General completeness comments, which is a review of the project plans and application information to confirm that the applicant has provided all required documentation and there are no omissions from the project plan set.
- Comments on roadway design based on Town ordinance, Maine DOT standards, and standard engineering practice.
- Driveways and parking layout based on Town ordinance.
- Utility design, including water, sewer, storm drainage, and underground electrical.
- Stormwater design and management, including review of the plans in accordance with regulatory standards and a comprehensive review of the stormwater modelling results. Wright-Pierce will review the stormwater modeling results and backcheck the inputs to the submitted plan set.
- Review of the Post Construction Stormwater Management Plan, as applicable.

A sample memo of the most recent development review, for The Forest subdivision located off E Emerson Cummings Boulevard, is included as an attachment to this letter. We have also included a sample memo from a site plan review for Colonial Safe Storage located off Ocean Park Road. Both memos highlight the two different review processes which peer review is typically warranted.

### Design Review Considerations

As is customary for our review of sketch plans to develop cost estimates, we took a cursory review of the plans including district standards under Chapter 78 Article VI and Article VIII, and provide the following comments for consideration at further developer review discussions:

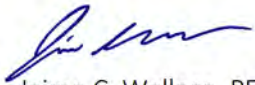
1. How will stormwater be handled? The closest drainage infrastructure is on Atlantic Avenue and there is one dry well at the end of Bay Avenue. With the development being a closed building and parking area, there will likely be minimal stormwater to handle. However, consideration should be given to what happens with stormwater that comes off the roof and presumably into a gutter system. Based on Sec. 78-216(d)(4), the project should provide adequate stormwater management facilities to produce no additional peak runoff from the site during a 25-year storm event or any other event so required by the Planning Board and will not have an undue impact on municipal stormwater facilities or downstream properties.
2. Can vehicles safely make the turn from Bay Avenue into the outside parking spots? Based on turning movements, it's not clear whether a vehicle can make a 180-degree turn into the northwestern parking spot safely without hitting the building or making a multiple point turn. Since the minimum number of parking spaces have been met, the Applicant could consider potentially eliminating parking spaces and consider low impact development on the site.
3. The parking on the northeastern corner of the lot which is adjacent to 7 Camp Comfort Avenue (313-3-3) will need 4-5 feet of fill to accommodate the tandem parking spaces. It's unclear based on the renderings what will happen at the property line and what will happen at the street level.
4. Is there concern with headlights shining into 12 Bay Avenue (313-3-5)? The outdoor parking space faces directly into what appears to be the front porch. Consideration should be given to buffering along the property line to minimize headlights shining into the property.

5. It is unclear whether multiple vehicles will be able to queue up to enter the parking garage. This may not be a concern since Bay Avenue is a low volume road.

We look forward to discussing this submission further with you. We are prepared to seamlessly continue providing our services to the Town for peer review and on-call support. If you have any questions or wish to discuss further, please do not hesitate to contact me at 207-798-3744 or [jaimewallace@wright-pierce.com](mailto:jaimewallace@wright-pierce.com). We appreciate your time in reviewing this response.

Sincerely,

**WRIGHT-PIERCE**



Jaime C. Wallace, PE  
Project Manager

[jaimewallace@wright-pierce.com](mailto:jaimewallace@wright-pierce.com)



Ryan T. Wingard, PE  
Vice President/Civil Group Leader

[ryan.wingard@wright-pierce.com](mailto:ryan.wingard@wright-pierce.com)

**Attachment 1**  
**Cost Estimate Breakdown**



**Cost Estimate  
Town of Old Orchard Beach  
Peer Review Estimate  
West Grand Multi-Use Building**

**Tasks:**

	<b>Ryan Wingard</b>	<b>Jaime Wallace</b>	<b>Brooke Springer</b>
	<b>Principal In Charge</b>	<b>Project Manager</b>	<b>Engineer II</b>
	\$ 200.00	\$ 154	\$ 116
<b>Preliminary Plan Review and Preparation of Memo</b>		1	6
<b>Developer Review Meeting</b>		5	5
<b>Final Plan Review and Preparation of Memo</b>		1	4
<b>Review of Performance Guarantee</b>		1	1
<b>Internal QA/QC</b>	1		
<b>MANHOUR TOTAL</b>	<u>1</u>	<u>8</u>	<u>16</u>
<b>COST (DIRECT LABOR)</b>	\$ 200	\$ 1,229	\$ 1,856
 <b>W-P LABOR COSTS:</b>	<u>\$ 3,285</u>		
Non-Labor Costs:	\$ 60		
 <b>ESTIMATED LABOR COSTS</b>	<u>\$ 3,285</u>		
 <b>ESTIMATED NON-LABOR COSTS</b>	<u>\$ 60</u>		
<b>TOTAL BASE ESTIMATED FEE</b>	<u>\$ 3,350</u>		



**Attachment 2**  
**Peer Review Sample Memos**



Date: **4/6/2022**

Project No.: **14281F**

To: **Jeffrey Hinderliter, Town Planner**  
**Michael Foster, Associate Town Planner**

From: **Christine Rinehart, PE**  
**Jaime Wallace, PE**

Subject: **Colonial Safe Storage Plenary Site Plan Review**

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## Background Information

Wright-Pierce received a copy of the Plenary Site Plan Application for a self-storage facility proposed for the Colonial Motor Court property located at 15 Ocean Park Road (Tax Map 201, Lot 10-3) in the General Business District 1. The proposed development includes a 5,850 square foot (SF), climate-controlled building and six, 30-foot wide, self-storage buildings of various lengths (41,700 SF) as well as a paved storage area for motor homes and boats. As requested by the Town of Old Orchard Beach, Wright-Pierce has reviewed the Plenary Site Plan Application for general site design, including stormwater management.

## Documents Reviewed by Wright-Pierce

- Town of Old Orchard Beach Plenary Site Plan Application for Colonial Safe Storage, prepared for Colonial Motor Court, LLC by Sebago Technics, Inc. dated March 2022.
- Colonial Safe Storage Plan Set consisting of 16 pages prepared by Sebago Technics, Inc. dated March 14, 2022 (Issued for Town Submittal).

## Review Comments

Applicant should provide written responses to the review comments recommending clarification or further information be provided by the Applicant.

## General/Completeness

1. Map and lot number should be added to the title block.
2. Utility Note 10, Utility Contacts: Sewer on the General Notes and Legend Plan, should be updated to include Old Orchard Beach Public Works Department, Christopher E. White, Director, (207) 934-2250.
3. The Existing Conditions SWM Plan and the Boundary Survey show an existing house that is not shown on the Site Plan. The plan set should include an existing conditions plan showing all existing site features and existing built elements, including trees, existing buildings and structures, existing paved and gravel drives, existing utilities, etc. and note those being demolished or removed.
4. The limits of clearing should be shown the plan Grading and Utilities Plan or an Existing Conditions Plan.
5. The Applicant has requested in the cover letter that the proposed alignment of the new driveway be permitted as proposed (slightly offset from Jeanette Ave) to avoid having to relocate an existing utility pole on Ocean Park Road. The proposed alignment does not meet the Town's Access Standards for Multifamily and Nonresidential Uses, Section 78-1491(f) Offset from Intersections. If the Applicant cannot meet the Town driveway offset from intersections standards, the Applicant should submit a formal waiver of this standard for review.

6. Per the Town's Access Standards for Multifamily and Nonresidential Uses, Section 78-1492 Driveway Dimensions, all driveways for multifamily and nonresidential uses shall be designed to accommodate the volume and physical turning characteristics of vehicles anticipated to use the off-street parking and/or loading facilities. It is recommended the Applicant provide details on how anticipated vehicles to the site (passenger vehicles, trucks with trailers, larger truck configurations, emergency vehicles) will move through the site and proposed circulation around proposed buildings. This can be accomplished by providing a vehicle turning movement plan showing adequate internal circulation for anticipated vehicles.
7. Staging of vehicles – the Applicant did move the pedestal with the card reader further away from Ocean Park Road; however, the Applicant should provide comment on whether the distance from Ocean Park Road to the pedestal with the card reader is sufficient to accommodate staging of vehicles (e.g., WB-67 truck and passenger vehicle in tandem) without requiring vehicles to back up into Ocean Park Road.
8. Site distances for the driveway should be added to the Site Plan.
9. As shown in the traffic analysis submitted as Exhibit 7, the total anticipated trips during AM and PM peak hour are six and the total trips per weekday of 55. Given the low traffic generated by the proposed site, the configuration of the driveway may be acceptable; however, given the location of this proposed site on Ocean Park Road, the Town may want to further consider the need for additional traffic study to assess both access location in proximity to Smithwheel Road and Jeanette Ave and entrance/exit from the proposed site onto Ocean Park Road.
10. It is not clear on the Site and Landscaping Plan the location of the existing driveway opening to be relocated. Notes should be added to the plan detailing how the existing driveway opening is to be restored.
11. The submission included a front and side elevation of Proposed Building 7 (Main Office / Climate Controlled Storage), although it was not to scale. The Applicant should provide building plans as per Section 78-215(c)6 [Building plans of all proposed structures including interior layout, side and front elevations drawn to a scale of not less than one-fourth inch to one foot.]
12. The Site and Landscape Plan shows Green Mountain Sugar Maple proposed along the front of the site. Are the Green Mountain Sugar Maple trees proposed as large shade tree or medium shade tree for street trees? The spacing and minimum planting size on the plans should be verified that they meet the spacing and quantity standards in Section 78-1772. The spacing of the sugar maples measured on the plan is more like 50 feet, rather than the 40 feet on center for large shade tree or 30 feet on center for medium shade tree. The minimum planting size on the plans should also be verified. The Applicant should coordinate with Town on a maintenance easement for the street trees as described in Section 78-1773, since the street trees will be planted outside of the right-of-way of a public street.
13. The Applicant indicates they are retaining existing vegetation and stockade fencing along the easterly property line as well as retaining the existing stockade fencing along the westerly property line. The Planning Board should determine if additional screening and/or buffering is required.
14. ADA Accessible ramps should be called out on the Site and Landscape plan.

### Utility Design

1. Invert out of sewer service at the climate-controlled building should be identified.
2. Provide clarification on the water and sewer service for the proposed development. The cover letter indicates the existing water and sewer service to the residence on the property will be disconnected on site and reconnected to the proposed building; however, Exhibit 8 Utilities indicates the development site will connect to an existing 1-inch water service and 4-inch sewer service that was stubbed to the property line prior to the moratorium on Ocean Park Road. Please clarify whether the proposed sewer service will connect to the existing service to the residence to be disconnected and reconnected or to an existing stub.

3. The proposed sewer service is shown as 4 inches on the plans. The Town standard for building sewer per Section 58-157 is 6 inches; however, the size of the proposed sewer should match the existing sewer service/stub.
4. It is recommended that the as-built sewer connection at the right-of-way is provided for the Town's record.
5. Exhibit 8 Utilities, Fire Protection indicates an existing fire hydrant is located at the northwest corner of the property. This hydrant should be shown on the plans.
6. The Applicant provided an Ability to Serve Determination letter from MaineWater, which includes a Condition of Service referencing "domestic and fire services must each be individually tapped from public main on Old Pool Road". This reference appears to be incorrect. It is recommended the Ability to Serve Determination letter be updated accordingly.
7. The Ability to Service Determination letter from MaineWater also indicates that based on their understanding, a private fire service is not requested for the project. The Applicant should confirm with the Fire Chief that fire service and protection needs are met and that a private fire service is not required.
8. The Applicant has provided correspondence from the Wastewater Department indicating capacity is not an issue. This is reasonable given the use of the proposed building is not anticipated to result in a higher sewer usage than the existing residential house to be demolished on the parcel. The Applicant should continue to coordinate with the Department of Public Works on the actual connection to the public sewer.

### **Stormwater Design and Management**

1. This project requires a Chapter 500 Stormwater permit meeting the Basic and General Standards from the Maine Department of Environmental Protection (DEP) and is being simultaneously reviewed by the Maine DEP; therefore, the BMP sizing and treatment calculations for the wetpond were not reviewed as part of this memo.
2. This project is located within the Goosefare Brook watershed, which is an Urban Impaired Stream. Although this project does not need to meet the Maine DEP Chapter 500 Urban Impaired Stream Standard, it is recommended the Applicant consider additional stormwater treatment to help protect Goosefare Brook.
3. It appears that the northeast portion of the property is diverting a portion of stormwater flow towards the adjacent property. The applicant should confirm that there are no significant impacts to the adjacent property during storm events or include spot grades in this area to ensure stormwater is directed away from the adjacent property.
4. Stormwater is travelling almost 700 feet from north to south before being captured in the wet pond. With the site being relatively flat (approximately one percent) grading during construction is going to be very important to avoid ponding within the development. It is recommended the applicant review flow paths and whether additional drainage infrastructure is warranted.
5. The stormwater flow is being channeled between the storage unit and flowing generally from the north to the south. What happens to the stormwater flow in the transition from the concentrated flow to the sheet flow (between proposed contour 32 and 31) and between the pond? How does the runoff get to the pond? One possibility is to consider grading to create graded depressions.
6. Consider extending the sediment forebay of the wetpond to capture stormwater flowing off the paved storage area.
7. The spot grading on the northerly end of Buildings 5 and 6 is flat. Additional spot grades are recommended in these areas to prevent ponding and allow the stormwater to drain accordingly.
8. The proposed 31 contour on the westerly side of the site should be reviewed and fixed accordingly in the area of the shallow ditch.
9. Additional erosion and sedimentation controls are recommended, including stone check dams in the shallow ditches as well as erosion control blanket on all slopes 3:1 or steeper should be stabilized with erosion control

blanket. Additional erosion and sedimentation controls should be added to the Grading and Utilities Plans, and a detail added to the Details Plan. It is also recommended that the proposed filter barrier be extended and wrapped up in the area of the drainage easement, be extended and wrapped around the proposed 30 contour adjacent to the vegetated access drive, and be extended to the existing 29 contour on the easterly side of the wetpond.

10. This project is subject to the requirements of the Town's Post-Construction Stormwater Management Ordinance (Chapter 71). The Applicant submitted a Stormwater Management Report, which included an Inspection, Maintenance, and Housekeeping Plan as an appendix. A separate Post-Construction Stormwater Management Plan was not provided. The Stormwater Management Report, including the Inspection, Maintenance, and Housekeeping Plan contains several of the required elements of the Post-Construction Stormwater Management Plan; however, additional information is needed. A review of the Post-Construction Management Plan is attached.

### **Cost Estimate**

1. The cost estimate was not reviewed. The cost estimate will be reviewed once final plans have been approved.

**Town of Old Orchard Beach, Maine**

**Post-Construction Stormwater Management Plan Review**

Project:	Colonial Safe Storage
Review Summary:	PCSWMP with Revision Date 3/2022 Submitted by Sebago Technics
Review Completed:	Reviewed by WP on 3/31/2022
Review Completed by:	J. Wallace, PE, Wright-Pierce C. Rinehart, PE, Wright-Pierce

**General Notes:**

- It is recommended that the plans be completed in accordance with the Post-Construction Stormwater Management Plan Guidance Document, as prepared by the Town of Old Orchard Beach and available on their web-page at:  
[https://www.oobmaine.com/sites/g/files/vyhlf3621/f/pages/guidance\\_pcswmp\\_updated.pdf](https://www.oobmaine.com/sites/g/files/vyhlf3621/f/pages/guidance_pcswmp_updated.pdf)
- Plan specific recommendations are noted in ***bold/italic*** below. Checked box indicates the information has been provided.

**Post-Construction Stormwater Management Plan Review:**

***General Comment: The Applicant submitted a Stormwater Management Report, which included an Inspection, Maintenance, and Housekeeping Plan as an appendix. A separate Post-Construction Stormwater Management Plan was not provided. The Stormwater Management Report, including the Inspection, Maintenance, and Housekeeping Plan contains several of the required elements of the Post-Construction Stormwater Management Plan; however, additional information is needed.***

Project Contact Information

***Comments: General contact information is provided for Owner and Design Engineer and a general statement about the responsible party of inspection and maintenance is included; however, it is recommended to include a project contact information section in the Inspection, Maintenance, and Housekeeping Plan with specific contact information. A post-construction stormwater inspector was not identified in the Stormwater Management Report. It is recommended that a post-construction stormwater inspector and responsibilities be clearly identified. Refer to Section 1 Guidance Document: Post-Construction Stormwater Management Plan for Compliance with Chapter 71.***

- Project Name, Location, address, and watershed is identified
- Owner/Developer Contact Information is provided (name, address, phone, and email)
- Design Engineer Contact Information is provided (name, address, phone, and email)
- Responsible Party for Maintenance of Stormwater BMPs has been identified and contact Information is provided (name, address, phone, and email)
- Responsible Party for Inspection of Stormwater BMPs has been identified and

## Post Construction Stormwater Management Plan Review

- contact Information is provided (name, address, phone, and email)
- Other relevant parties have been identified (Homeowner Assoc/Contractor/etc.)

### Project Description

***Comments: Applicant has applied for a Chapter 500 Stormwater Management permit. Applicant to provide a copy of Chapter 500 permit when received from the Maine DEP. A separate figure should be prepared and included in the Stormwater Management Report identifying the location and ID of stormwater facilities at the site.***

- Project Summary. Summary should include existing conditions, site improvements, project use, and operation and utilities.
- Stormwater Management Summary has been prepared or copy of the Stormwater Management report is included as an appendix.
  - Pre- and post- development drainage patterns identified
  - Stormwater Conveyance, management and treatment summarized
  - Discharge locations identified
  - Figure prepared identifying the location and ID of stormwater facilities included
- Summary of Application State and Federal Permits required by the Project is prepared.
- Applicant has demonstrated compliance with Maine DEP Chapter 500 Stormwater Management, if applicable

### Stormwater Management

***Comments: No Comments***

- Site-specific non-structural BMPs and stormwater management facilities to be inspected and maintained have been identified.
- Site specific maintenance procedures for non-structural practices have been detailed.
- Site specific inspection and maintenance procedures for stormwater management facilities have been detailed.
- Site specific form or log to document inspections, maintenance, and corrective action taken is included.
- A summary of how, when and by whom recommended or required maintenance or repairs should be accomplished.

## Post Construction Stormwater Management Plan Review

### List of Post-Construction BMPs with Designation on those discharging to the MS4 Table

**Comments: Table of post-construction BMPs was not included. Refer to Section 4 of the Guidance Document: Post-Construction Stormwater Management Plan for Compliance with Chapter 71.**

- Table has been created in format consistent with Town requirements.
- Post-Construction BMP IDs included
- Type of Post-Construction BMP s noted
- Discharge Location Noted
- Discharge to the Towns MS4 has been determined – **Not applicable. Project does not discharge to Town’s MS4.**
- Inspection Frequency noted
- Post-Construction Requirements identified
- Post-Construction Responsibility identified

### Annual Certification

**Comments: The requirements to provide a completed and signed certification to the municipality is referenced under Post-Construction, Documentation in the Inspection, Maintenance, and Housekeeping Plan. An annual report is also referenced in the Post-Construction, Specific Inspection and Maintenance Tasks section. The actual deadline of on or by June 30 of each year should be noted. Additionally, any State certification requirements to meet Chapter 500 should be noted. A sample Annual Post-Construction BMP Certification should be included in the Inspection, Maintenance, and Housekeeping Plan. Refer to Section 5 of the of the Guidance Document: Post-Construction Stormwater Management Plan for Compliance with Chapter 71.**

- The requirements for the Annual Post-Construction BMP Certification are identified
- Annual certification deadline is noted (on or by June 30th of each year).
- Post-construction stormwater inspector qualifications are noted for non-proprietary and proprietary systems.

### Recommended Attachments/Appendices:

- Copy of the Signed/Executed Maintenance Agreement is included. **Maintenance agreement not included.**
- Copy of the Annual certification requirement is included. **Annual Post-Construction BMP Certification not included.**



Date: **6/11/2024**

Project No.: **14281Z**

To: **Michael Foster, Associate Town Planner**  
**Jeffrey Hinderliter, Town Planner**

From: **Christine Rinehart, PE**  
**Jaime Wallace, PE**

Subject: **The Forest Condominium – Subdivision and Site Plan Review**

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## Background Information

Wright-Pierce received a major subdivision application and site plan review for the proposed The Forest Condominium development off of East Emerson Cummings Boulevard in Old Orchard Beach. The development is proposed on Tax Map 207, Block 1, Lot 2 on 19.23 acres of land and creates 61 condominium units and one open space lot. Underground water and sewer utilities will serve the proposed project via street connections on Jameson Hill Road. As requested by the Town of Old Orchard Beach, Wright-Pierce has reviewed the Major Subdivision and Site Plan Review Application for general site design, including stormwater management.

## Documents Reviewed by Wright-Pierce

- The Forest Condominium Project, Preliminary Major Subdivision and Site Plan Application – prepared by Atlantic Resource Consultants, dated May 24, 2024.
- The Forest, Preliminary Subdivision and Site Plan Application Submission Plan Set – prepared by Atlantic Resource Consultants, dated May 24, 2024, consisting of 22 pages.
- Stormwater Management Report, The Forest – prepared by Atlantic Resource Consultants, dated May 8, 2024.

## Executive Summary

1. Additional details and information are needed and has been indicated in the comments.
2. There are several instances where the design does not meet standards in the Town Ordinances, these have also been indicated in the comments.
3. The Applicant is requesting two waivers to the street design standards for Collector Streets. The requested waivers appear reasonable.
4. There are several elevations shown on the proposed plans that do not match the elevations used for hydraulic modelling. Before doing a thorough review of the stormwater modelling, we recommend these elevations match plan elevations.

## Review Comments

Applicant should provide written responses to the review comments recommending clarification or further information be provided by the Applicant.

## Town Coordination

The following comments require the Town's review, comment, and/or coordination:

1. Traffic to be reviewed by others.

2. State and Federal permits/approvals, including Site Location of Development Act, Natural Resources Protection Act, and Army Corp of Engineers, should be provided to the Town when they are received.
3. A landscape plan is referenced in the details, but was not provided. The Town should provide clarification on what landscaping and buffering standards apply, and the Applicant should provide a landscape plan.
4. The Contract Zone agreement indicates, “the applicant proposes that the roadway be designated as an internal drive, as it will not have its own Right of Way and the surrounding land will be considered common , outside of the individual condo plats for each unit”; however, they are requesting waivers from the street design standards for Collector Streets. It should be confirmed what standards need to be met for the design of the streets within the development.

### General/Completeness

1. Per Section 74-277(b), permanent monuments to be set at all corners and angle points of the subdivision boundaries and at all street intersections and points of curvature. Monuments to be stone or granite. Monuments to be set on Sheet P-100 Condominium Plat Plan are shown as 5/8” rebar. We recommend updating monumentation per Section 74-277(b).
2. A detail for the wooden foot bridge over the wetland on Sheet C-201 Site Plan should be provided.
3. A note should be added under “Snow Storage” on Sheet C-201 Site Plan indicating snow is not to be plowed or stored in stormwater BMPs.
4. Details for the school crossing assembly signage and flashing crosswalk signals should be provided.
5. A stabilized construction entrance is shown on the mulch trail with a note, “if utilized for construction vehicle access”. When or how is the mulch trail proposed to be used for construction access? Would it only be used during the construction of the trail itself?
6. Provide photometric plan and cut sheets for luminaires to be used for proposed lighting.
7. The Typical Rain Garden Detail on Sheet C-504 has a callout to “see Landscape Plan for plantings”; however, no landscape plans were provided as part of the submittal. We recommend the Applicant provide a landscaping plan as noted.
8. The Typical Rain Garden Detail on Sheet C-504 calls for a 4-inch and 6-inch perforated underdrain; however, on Sheet C-300 and in the provided HydroCAD model, a 6-inch underdrain is used. We recommend the Applicant confirm which underdrain size is correct and revise the appropriate details.

### Roadway Design

1. Roadway side slopes shown on the Typical Road Section as 2:1 and are measured to be 2:1 throughout the entire development. Per Section 74-310(b)(4) of the Town’s ordinances, side slopes shall not be steeper than a slope of three feet horizontal to one foot vertical. We recommend the applicant review grading along the roads side slopes to meet ordinance. A similar recommendation applies to the Typical Sewer Corridor Section and Typical Stream & Wetland Crossing Culvert Longitudinal Section. Additionally, a 1:1 slope shown in the Typical Stream & Wetland Crossing Culvert Longitudinal Section is very steep, even with riprap. We recommend riprap to be placed at a 1.5:1 slope maximum.
2. On the Driveway and Parking Pavement Section on Sheet C-501, the aggregate subbase course is shown as 12-inch thick. Per Section 74-310(a) of the Town’s ordinances, aggregate subbase courses shall be a minimum thickness of 18-inch. We recommend the applicant revise this detail to meet Town ordinance.
3. On the Driveway and Parking Pavement Section on Sheet C-501, the thickness for 9.5 mm and 19mm HMA is 0.75 inch and 1.75 inch, respectively. While this technically meets the Town’s ordinance, NETTCP recommends a minimum pavement thickness of 2.5x the maximum aggregate size. We would recommend the applicant consider revising the pavement thicknesses to meet NETTCP recommendations.

4. The Applicant has requested two waivers from the street design standards for Collector Streets. They are proposing a centerline radius of Black Birch Way at one location to be 150 feet rather than the standard of 230 feet. They are also proposing three tangents between curves of reverse alignment to be less than the standard of 200 feet. What they are proposing does meet the standard for a Minor Street. Given the low speed limit and nature of the road, the Applicant's requested waivers appear reasonable.
5. A truck turning plan should be provided, and Fire Department should review road layout to confirm adequate access and circulation is provided for emergency use.

### Driveways and Parking

1. We recommend the Applicant verify all driveways meet sight distances for single- and two-family residences per Section 78-1466(c), especially for driveways located adjacent to snow storage areas. Snow storage areas may need to be adjusted to allow for adequate sight distance.
2. Per Section 78-1466(e), no driveway shall be located within 50 feet of the curblin tangent of intersecting local streets and/or private ways. We recommend the Applicant review this standard and adjust the plan accordingly. It appears not all driveways are located more than 50 feet of the curblin tangent of intersection streets.
3. We recommend the Applicant provide a typical section, profile, and/or details, as applicable to confirm driveways comply with the driveway design specifications of Section 78-1468.
4. It appears the dimension of the van accessible ADA parking space is 9 feet by 18 feet with an 8-foot aisle. Per 78-1567(2)(b), van accessible parking space shall be 11 feet by 18 feet with a 5-foot access aisle.
5. What is the principal use of the ADA parking space? Per Section 78-1567(3), all handicap spaces shall be sited within 75 feet of the principal building entrance. Although there is no principal building entrance, it is worth considering locating the public parking closer to the principle use, which is assumed to be access to the mulch trail.
6. Spot grades should be shown on the plan to ensure compliance with ADA requirements for slope of the handicap parking space (no more than 2% slope in all directions).
7. The mounting height of the signs for the van accessible parking space should be a minimum of 5 feet above the ground (measured to the bottom of the lowest sign).
8. Public parking should be identified as such on the plans.

### Utility Design

1. Applicant included a letter from Christopher White indicating available sewer capacity. The letter is undated and does not specifically reference The Forest; however, it appears to be in relation to The Forest.
2. Although the sewer within the development will remain private, the recommended minimum pipe size is 8-inches for the sewer main and 6-inches for the sewer services, which is in line with Section 74-277(d)(2) and Section 58-157, which indicate minimum diameter of sewer line shall be 8 inches and the building sewer shall not be less than 6 inches, respectively.
3. There are stretches of sewer with cover around 3 feet. Recommended minimum cover over sewer mains is 5 feet. We recommend providing a minimum of 5 feet of cover. If 5 feet of cover is not possible, insulation should be provided. Minimum cover for the sewer should also be shown on the Typical Road Section.
4. There is a drop between the invert in and invert out of 0.8 feet in SMH-1.6. The distance between inverts within a manhole should be less than 0.5 feet or greater than 2 feet. It is recommended the sewer design be adjusted to accommodate this, and if a drop remains, a drop bowl be provided within the manhole.
5. A detail of the sewer connection at SMH-3.6 should be included in the plan set.

6. How was the slope of the existing sewer main between Ex. SMH-3 and Ex. SMH-7 determined? Was Ex. SMH-7 surveyed to determine the rim and invert information? We recommend both SMH-3 and SMH-7 be surveyed and shown on the plans with the existing rim, pipe size and material, and inverts provided.
7. The assumed invert of SMH-3.6 should be listed. If there is a drop between inverts, the drop should be less than 0.5 feet or greater than 2 feet. It is recommended the sewer design be adjusted to accommodate this, and if a drop remains, a drop bowl be provided within the manhole.
8. Based on the Town's GIS. It indicates the existing sewer pipe between SMH-3 and SMH-7 is 8-inch ACP-Transite; however, the plans indicate Ex. 8" SDR35 PVC pipe. Existing pipe material should be confirmed, and provisions taken during construction to deal with cutting and disposing of asbestos concrete pipe (ACP), should the existing pipe be ACP.
9. On the sewer structure table for SMH-3.2, "pipes out" are listed as 9" SDR35 PVC, which should be 8".
10. CB-6.1 has an outlet listed as 8" HDPE. Minimum storm drain size to be 12-inch diameter.
11. All storm drain pipe should be labelled with size, slope, and length. There are a couple segments that do not have the size, slope, and length called out.
12. We recommend clean outs be shown at all tees and bends in the underdrain.
13. We recommend providing a detail for wye connections shown for the underdrain in the soil filters.
14. The routing for the underdrain collection system along Sugarbush Lane runs within the embankment for SF7. We would recommend the Applicant consider a different alignment for this underdrain. Maintenance of this portion of the underdrain will be difficult if the underdrain were to fail. Any maintenance for this section of pipe will require reconstruction of SF7.
15. Setbacks of the transformers from buildings, driveways, and the road and the need for bollards should be reviewed with the power utility.

### **Stormwater Design and Management**

1. Based on the test pit and soil information provided, groundwater is 6" below existing ground elevation. We would recommend the Applicant confirm that proposed drainage infrastructure will in fact drain. In particular, a soil profile was taken near SF 6 which indicates a groundwater elevation 6" below the existing ground surface elevation (SS TP#11). Based on the proposed grading, the outlet pipe will be approximately 1.5' – 2' below the groundwater elevation.
2. We recommend the Applicant clearly identify access drives for each of the stormwater BMP's shown, particularly for SF4, SF5, and SF6.
3. Soil Filter 3 and Soil Filter 7 basin sizes are shown as 3,339 and 3,432 square feet respectively. Per Chapter 7.1 of the Maine DEP BMP Manual, filter area should not exceed 3,000 square feet.
4. The Applicant should provide spot grades along the top of the berms for the proposed soil filters and rain gardens. Spot grades should be shown to ensure basins are constructed as they are being modelled in the provided HydroCAD sizing calculations.
5. The Applicant is using two different exfiltration values for the modelling of the proposed rain gardens and soil filters; however, on sheet C-504 of the design plans, the details for the soil filters and rain gardens call for MEDOT Type B underdrain bedding material/sand. Since the same material is used for both applications, we recommend the Applicant review the exfiltration rates in the model and revise, as necessary.
6. The inverts for the 6-inch outlet pipes for RG2 and RG3 do not match the inverts in the provided HydroCAD model. We recommend the Applicant confirm that elevations on the plan set match modelled inverts.
7. The inverts and length for the 15-inch outlet pipe for SF2 do not match the inverts in the provided HydroCAD model. We recommend the Applicant confirm that elevations on the plan set match modelled inverts.

8. Based on the inverts called out for the underdrain for Soil Filter SF3, it is unclear how the soil filter will drain. The cleanout invert is at elevation 85.67', the inlet to OCS-3 is at elevation 85.67', and the outlet to OCS-3 is at 85.67'. We would recommend the applicant provide positive pitch for the drainage infrastructure within Soil Filter 3 to ensure the soil filter drains as it is intended.
9. The inverts and length for the 15-inch outlet pipe for SF4 do not match the inverts in the provided HydroCAD model. We recommend the Applicant confirm that elevations on the plan set match modelled inverts.
10. Based on the inverts called out for the underdrain for Soil Filter SF5, it is unclear how the soil filter will drain. The cleanout invert is at elevation 78.67' and the outlet to OCS-5 is at 78.67'. We would recommend the applicant provide positive pitch for the drainage infrastructure within Soil Filter 5 to ensure the soil filter drains as it is intended.
11. Based on the inverts called out for the underdrain for Soil Filter SF7, it is unclear how the soil filter will drain. The cleanout invert is at elevation 69.67' the inlet to OCS-7 is at elevation 69.67', and the outlet to OCS-7 is at 69.67'. We would recommend the applicant provide positive pitch for the drainage infrastructure within Soil Filter 7 to ensure the soil filter drains as it is intended.
12. A Stormwater Inspection, Maintenance, and Housekeeping Plan was submitted as Section 9 of the Application package and an Inspection and Maintenance Plan for Stormwater Management Facilities was submitted as part of the Stormwater Management Report. The Stormwater Inspection, Maintenance, and Housekeeping Plan (a.k.a. the Post-Construction Stormwater Management Plan) will be reviewed after stormwater design and management comments have been addressed and stormwater design has been finalized.
  - a. We recommend submitting the Post-Construction Stormwater Management Plan as a stand-alone document, for future reference. We also recommend inspection/maintenance logs and maintenance program summary checklist as well as the Stormwater Treatment Plan showing the Stormwater BMPs by ID, included in the Stormwater Management Report, and the Grading and Drainage Plan be included as part of the Post-Construction Stormwater Management Plan. Additionally, a maintenance agreement needs to be included. It should be noted an executed maintenance agreement will need to be submitted prior to the start of construction and recorded in the York County Registry of Deeds within 30 days of the date of execution of the agreement

## **AGENDA ITEM #8673**

**Discussion with Action:** To award the bid to Sebago Technics, Inc. for on-call General Engineering services including civil engineering services, site and subdivision services, peer review services and construction inspection services effective April 1, 2025, through March 31, 2027.

Chair: Shawn O'Neill

## **ADJOURNMENT**

Chair: Shawn O'Neill

# REQUEST FOR PROPOSAL

Professional Consulting Services

Prepared for:



Prepared by:

Sebago Technics, Inc.  
75 John Roberts Rd., Ste 4A  
South Portland, Maine 04106  
(207) 200-2100

Primary Contact:

Mathew Orr, P.E.  
Project Manager  
morr@sebagotechnics.com  
(207) 200-2134

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Speaking on behalf of my CEO, Planning Board, and pretty much everyone in Town, we all were thoroughly thrilled with your professional work and attention to the details and concerns of everyone involved and the smooth path to a remedy and solution. We couldn't speak highly enough of you and the entire Sebago Technics team.”

Chris Backman, Town Manager  
Town of Orrington, Maine

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June 28, 2024  
Job #240547



Diana Asanza, Town Manager  
Town of Old Orchard Beach  
1 Portland Ave.  
Old Orchard Beach, ME 04064

**Re: Request for Proposal for Professional Consulting Services**

Dear Ms. Asanza:

Sebago Technics is pleased to submit this proposal for Professional Consulting Services and looks forward to providing the Town of Old Orchard Beach (Town) with experienced, reliable, and responsive services. Our extensive experience in providing engineering and related services to Maine's largest municipalities will give the town strong public sector knowledge and comparative approaches.

As one of Maine's leading engineering consulting firms and a 100% employee-owned organization, our professional staff provides dedicated, quality support to the town, its staff, and projects. Our multi-discipline company offers an efficient, seamless approach to many of the town's service needs. We are confident that our qualified, customer-focused team will work with town staff to deliver excellent general engineering services, including civil engineering, stormwater systems, site and subdivision development review, peer review, and construction inspection services.

Relationships are important to us. Sebago Technics has taken great pride in our past working relationship with the town on various projects, large and small. To maintain great relationships, we consistently develop a collaborative and communicative approach to understanding the client's needs, budgets, and individual project goals.

We recognize the variable workload that an "on-call" services agreement establishes. Our multi-discipline structure and companywide workload coordination allows us to adapt and be responsive to our client's needs. With our diverse staff and available resources we have the capacity to support the town for general consulting services.

Lastly, we have assigned one of our brightest and best professionals to meet the town's needs. Mathew Orr, PE, will serve as Client Manager/Project Manager, ensuring the town has ample resources for continuity and overall project needs. Sebago has completed various projects in Old Orchard Beach, including residential developments, commercial projects, and the Highland Ave Sewer project.

On behalf of our entire team, thank you for your consideration and trust in us over the years. We pledge to remain committed to being accessible, communicative, and proactive to assist the town in any capacity.

Sincerely,  
SEBAGO TECHNICS

A handwritten signature in black ink that reads "Mathew Orr".

Mathew Orr, PE  
Client/Project Manager  
morr@sebagotechnics.com  
(207) 200-2134

A handwritten signature in black ink that reads "Mark A. Adams".

Mark Adams  
President/CEO  
madams@sebagotechnics.com  
(207) 200-2100

# 1. FIRM'S EXPERIENCE SUMMARY



Maine's  
Creative  
Engineering  
Collective

## EVERYTHING WE DO IS SHAPING

Sebago Technics is a creative engineering collective comprising 110+ design professionals and technical staff, with four offices across Southern and Western Maine. Our comprehensive services encompass all aspects of projects, from initial site assessment and design to navigating permitting and overseeing construction.

## THE WAY WE WORK

One of the defining features that set us apart is our structure as a 100% employee-owned company. The commitment and collaboration of our employees drive our success, and our team-based approach ensures that each client benefits from the expertise and insights of multiple specialties. Our diverse team of engineers, surveyors, landscape architects, and environmental scientists work together to deliver exceptional results on every project.

We welcome your vision and ideas. Beginning with a profound respect for people and processes, we actively listen to understand your goals. Leveraging our extensive experience and expertise, we work in tandem with you to uncover unseen opportunities and bring your vision to life.

### FOUNDED

1981

### TEAM MEMBERS

100+

### STRUCTURE

100% EMPLOYEE-OWNED

### SPECIALTIES

CIVIL ENGINEERING  
SURVEY/GEOMATICS  
LANDSCAPE ARCHITECTURE  
TRANSPORTATION/TRAFFIC ENGINEERING  
ENVIRONMENTAL SERVICES  
PLANNING & PERMITTING  
GIS & CAD

### SECTORS

MUNICIPALITIES  
INSTITUTIONS  
HEALTHCARE  
RESIDENTIAL  
COMMERCIAL

# MUNICIPAL EXPERIENCE

## PUBLIC WORKS FACILITIES

- Kennebunk Public Works  
Kennebunk, ME
- Orono Public Works  
Orono, ME
- Portland Public Services  
Portland, ME
- South Portland Municipal Services  
South Portland, ME
- Westbrook Public Services  
Westbrook, ME
- Yarmouth Public Services  
Yarmouth, ME

## GENERAL SERVICES CONTRACTS

- City of Bath, ME
- Town of Berwick, ME
- Town of Cape Elizabeth, ME
- Town of Casco, ME
- Town of Poland, ME
- Town of Raymond, ME
- Town of Rye, NH
- Town of Wells, ME
- City of Lewiston, ME
- City of South Portland, ME
- City of Portland, ME
- Town of Naples, ME
- City of Rockland, ME
- Town of Lebanon, ME
- Town of Eliot, ME
- Town of Porter, ME
- Town of Hiram, ME
- Town of Cornish, ME
- Town of Windham, ME
- City of Sanford, ME
- Town of Sebago, ME

## PUBLIC SAFETY & TOWN OFFICES

- Westbrook Public Safety  
Westbrook, ME
- Raymond Public Safety  
Raymond, ME
- Scarborough Public Safety  
Scarborough, ME
- Raymond Town Office  
Raymond, ME
- North Street Fire Station  
Kennebunkport, ME
- Cash Corner Fire Station  
South Portland, ME
- Lewiston Fire Substation  
Lewiston, ME

## PUBLIC LIBRARIES

- Kennebunk Public Library  
Kennebunk, ME
- Portsmouth Public Library  
Portsmouth, NH
- Louis T. Graves Memorial Library Addition,  
Kennebunkport, ME
- Rice Library Addition  
Kittery, ME



**SCARBOROUGH PUBLIC SAFETY**  
Scarborough, ME



**SOUTH PORTLAND MUNICIPAL SERVICES**  
South Portland, ME



**LEWISTON FIRE SUBSTATION**  
Lewiston, ME

# CIVIL SITE ENGINEERING



We have experience providing Maine communities with general engineering services, including civil engineering, stormwater systems, site and subdivision development review, peer review, and construction inspection services. Our in-house team of accomplished professionals in multiple disciplines work together daily. We know how to collaborate, communicate, and coordinate the delivery of projects efficiently and responsively. From natural resources and landscape architecture to design and CAD to permitting and construction, we offer the Town of Old Orchard Beach a one-company approach.

Our project and engineering experience is deep and strong, with dozens of projects every year in the areas of roadway, intersection, sidewalk and parking lot design, site and utility design, third-party inspection for stormwater and erosion control, local, state and federal permitting, and construction management services to municipalities. We are recognized leaders in stormwater design, CSO separation, wetlands mitigation, neighborhood improvements, and municipal site and facilities projects. In addition, our senior project managers and leadership have experience in public project administration, public meetings, regulatory navigation, and stakeholder participation. All are critical elements of public projects, small and large.

Public projects also typically involve the development of bid-ready plans, accurate details and specifications, and clear contract documents. Sebago's engineers support municipalities with dozens of publicly bid

projects every year. We work with Town staff to incorporate project-specific designs and customized specifications within the town's standard bid documents. We are knowledgeable and available to assist town staff in all stages of the bid process, including contractor questions, RFIs, bid/contract administration, construction administration, documentation, construction management, and inspection.

Our current and past municipal project experience includes Lewiston, Auburn, Portland, Casco, Raymond, Gorham, Standish, Brunswick, Portland, Westbrook, South Portland, and others. We currently manage general services contracts in the Cities of South Portland, Bath, and Portland, as well as the Towns of Cape Elizabeth, Wells, Raymond, Waterboro, Poland, and Casco, Maine.

Sebago's staff has provided various support services to communities over many years, creating a foundation for us to match our skills, experience, and services to the town's and specific project needs. In Old Orchard Beach, our team has previously worked collaboratively with the town to replace the Highland Avenue sewer main. Our team has vast experience working within the town on private development projects, including surveying, environmental studies, site civil design, and permitting for residential and commercial uses. In each case, we worked jointly with Town staff in various roles and services. Our commitment is to serve the town, staff, and citizens with responsive, experienced, and quality services.

# BACK COVE SOUTH STORAGE FACILITY COMBINED SEWER OVERFLOW PROJECT

Portland, Maine



**Sebago Technics, Inc. and its teaming partners were retained by the City of Portland to complete a Business Case Evaluation (BCE) for siting a 3.5 million-gallon CSO storage tank in the Marginal Way area of the lower Bayside area of Portland.**

This approach was new to the City of Portland and involved a triple bottom line look at the alternatives addressing the social economic, environmental, and recreational impacts of the project. The results of this study were nationally recognized at the WEFTEC conference in 2018 (Virginia). This is the second storage project in Portland with the first project designed by Sebago Technics and its teaming partners.

Following the BCE work, Sebago Technics was retained to develop bridging documents for a design-build approach to the project. This approach involved hydraulic modeling, preliminary sizing of tank components, and geotechnical and environmental screening of the project area. Once the concept was developed, the project team prepared indicative plans, technical specifications, and selection criteria for the design-build (DB) process. The Sebago Technics team served as the owner's representative through the DB selection process and assembled land use permitting applications including Maine DEP NRPA, USACE, and Local Permit Applications.

In the spring of 2020, the project entered into the construction phase with Sargent and Woodard & Curran selected as the DB Contractor. Sebago Technics is providing a full-time resident engineer and will continue with its teaming partners to serve as the Owner's Project Manager (OPM) throughout the project construction. The project is expected to be completed in the fall of 2024.

# EASTERN PROMENADE

Portland, Maine



**The City of Portland engaged Sebago Technics to provide full time resident inspection services for the project located on Portland's Eastern Peninsula. The work was initiated as a Combined Sewer Overflow (CSO) mitigation project and included a new water main, pedestrian improvements, and the reconstruction of Fore Street and Eastern Promenade.**

The total project cost was close to \$4 million with construction being completed in one season. This included a new separated gravity sewer main, separated storm drain, and replacement water main within portions of Fore Street and Eastern Promenade. Several stormwater treatment units were also installed, providing water quality treatment within Fore Street.

The full-time Resident Inspector was responsible for conducting daily site observations to observe and record the progress and quality of work. They also reviewed pay requisitions from the Contractor and provided supporting documentation for formal recommendation to the City on the submitted pay requisition. The full-time Resident Inspector also acted as the liaison between the City/Contractor and the general public relating to schedule and closures as a result of the work.

# MACKWORTH/WALTON/OCEAN

Portland, Maine



**The City of Portland engaged Sebago Technics to prepare construction documents and provide full-time resident inspection services for Phase 1 of the Mackworth/Walton/Ocean Project.**

The work was initiated as a Combined Sewer Overflow (CSO) mitigation project and included new separated gravity sewer main, separated storm drain, new water main and several stormwater treatment filters. The total project cost exceeded \$6.5 million with construction spanning a full construction season. Several pedestrian curb ramps were reconstructed to be compliant with Americans with Disabilities Act (ADA) and MaineDOT Standards.

The full-time Resident Inspector was responsible for conducting daily site observations to observe and record the progress and quality of work. They also reviewed pay requisitions from the Contractor and provided supporting documentation for formal recommendation to the City on the submitted pay requisition. The full-time Resident Inspector also acted as the liaison between the City/Contractor and the general public relating to schedule and closures as a result of the work.

# TOWN OF WELLS MUNICIPAL SERVICES

Wells, Maine



**Our contract with the Town began in 2015, however, Stephen Harding, P.E., of our staff, has been an Engineering Consultant to the Town since 2005. Under our engineering services contract with the Town, Sebago Technics provides Third Party Inspection services to lead the Town's construction oversight efforts. In this role, Sebago Technics represents the Town in the review of construction activities related to Planning Board approved projects.**

Prior to Steve's involvement with the Town, the Town experienced the construction of several residential subdivision roadways that were not built to proper standards or in a manner that was consistent with regulatory approvals.

While the Town generally doesn't accept new subdivision roadways, the deficient condition of these roadways could compromise the ability of emergency vehicles to readily access some areas of the Town in all weather conditions. Therefore, the Town created a Third Party Inspection program to eliminate future problem projects. Sebago Technics acts as a liaison between the development/construction team and various departments within the Town Staff, represents the Local Plumbing Inspector in the review of community septic systems, and conducts inspections for compliance with the Planning Board approvals, standard construction practices, and Town Regulations.





# STORMWATER DESIGN & PERMITTING

Northern New England



**Sebago Technics provides design and permitting for stormwater systems and Stormwater Pollution Prevention Plans (SWPPPs) for governmental, commercial, and residential projects.**

Sebago Technics has a team of professionals with the training and expertise to design, permit, and implement stormwater systems and Best Management Practices (BMPs) for projects throughout New England. In addition to holding professional engineering registrations for all New England States, staff members hold numerous certifications including LEED-AP, Certified Professional in Erosion and Sediment Control (CPESC), Certified Professional in Stormwater Water Quality (CPSWQ), and Certified Erosion, Sediment, and Storm Water Inspector (CESSWI).

As part of Maine Site Development Law Act and Maine Stormwater Law permitting, our professionals design BMPs to meet Maine's stringent water quality requirements and the preparation of SWPPPs for construction and post-construction monitoring and maintenance. We have also designed projects in New Hampshire and Massachusetts to meet the local and State water quality and quantity criteria and prepared the EPA's mandated SWPPPs for these projects including the filing of Notice of Intent (NOI) and Notice of Termination (NOT) upon completion of the projects. As part of our expertise, we have also prepared Specialized Spill Prevention, Containment, and Countermeasure (SPCC) Plans for facilities.

With our advanced certifications, our staff is qualified to provide construction and third party erosion and sediment control inspections for project permit compliance.

# ROUTE 100 CONSTRUCTION INSPECTION SERVICES

Falmouth, Maine



**Sebago Technics was retained by the Town of Falmouth to provide full-time Resident Inspection Services for Falmouth's \$10.6 Million Locally Administered Project on Maine's Route 100/26.**

Sebago Technics provided full-time resident inspection services for the Town of Falmouth's locally administered project. The \$10.6 million project included 1.5 miles of work on Gray Road (Route 100/26) Leighton Road, Falmouth Road, and Mountain Road. The work included new watermain installations by the Portland Water District, sewer improvements by the Town of Falmouth, lighting, traffic signals, highway reconstruction, bridge rehabilitation, and the installation of embedded culverts with natural bottom material for fish passage improvements along Maine Route 100/26.

The project was administered as a Locally Administered Project (LAP) by the Town of Falmouth and designated by the State as WIN 21784.00 & 21722.00. Sebago Technics resident inspections spanned two seasons of construction in 2019 and 2020.

# WASHINGTON/MADISON/WALNUT IMPROVEMENTS

Portland, Maine



**The City of Portland, Maine engaged Sebago Technics to perform full time resident inspection services for the project located on Portland's urban peninsula. The work was initiated as a Combine Sewer Overflow (CSO) mitigation project and included new water mains, traffic signal improvements, and the reconstruction of Washington Avenue from Oxford Street to Walnut Street.**

The total project cost exceeded \$3 million, with construction spanning three construction seasons. This included new separated storm drains and water main replacements in Washington Avenue, Walnut Street, and North Street, the installation of new traffic signals for Washington Avenue and Fox Street, and full road reconstruction. Sebago's inspector assisted the City with the mid-project redesign of pedestrian crosswalks throughout the project to address the latest City policy and to address Americans with Disabilities Act (ADA) and MaineDOT standards.

# PLUMMER RD. & WESTCOTT RD. CULVERT REPLACEMENTS

Gorham, Maine



Sebago Technics assisted the Town of Gorham with the replacement of two existing corrugated metal culverts on Plummer Road at the Wescott Brook crossing and on Wescott Road at the North Branch of the Little River crossing. In 2019 and then again in 2021, Sebago prepared grant applications that were successful in being awarded a Stream Crossing Grant for both culverts from the Maine Department of Environmental Protection.

The culverts were in deficient condition, being under-sized and perched, creating a barrier to fish passage. The culverts had diminished structurally due to corrosion with the Wescott Road crossing being posted to a reduced load limit at the time of construction. After conducting geotechnical explorations of the subsurface conditions, embedded concrete box culverts with 19-and 19.5-foot clear spans respectively were designed following StreamSmart design principles.

The culvert replacements removed barriers to the benefit of wild Eastern Brown Trout and anadromous fish species. Sebago also coordinated with the Casco Bay Estuary Partnership to receive a grant that funded the removal of large boulders directly downstream of the Wescott Road culvert, eliminating additional obstacles to fish passage. The capacity of the culverts exceeded MaineDOT design requirements for the passage of the 100-year storm event, providing the Town with new culverts more resilient to climate change. Guardrail improvements and the implementation of proper sideslopes improved vehicle safety at the crossings.

Permitting for each project required a permit from the U.S. Army Corps of Engineers. In addition to providing surveying, stream evaluation, wetland mapping, engineering design and specifications preparation, and permitting services for the project, Sebago Technics also provided bidding services and construction support services to the Town during the culverts' 2023 construction.

# CITY OF PORTLAND GENERAL SERVICES - CSO PROGRAM

Portland, Maine



Sebago Technics has been engaged by the City of Portland under General Services agreements since 2000. Our work has included design and construction services for dozens of projects supporting the City's Tier 2 and Tier 3 Combined Sewer Overflow (CSO) program. Our services have included involved road and drainage design services on a full range a variety of arterial, collector, and residential streets. These projects involve not only sewer separation but closed drainage design, utility coordination, full-street and sidewalk reconstruction, traffic signals, and community involvement.

Our services over the past 22 years provide an institutional knowledge of the City's Technical Standards for survey, drafting, technical design with long-standing relationships with City Staff. A summary of specific projects completed includes:

- Bernard Stree - 2004
- Mona Street - 2004
- Samuel Street - 2004
- Chelsey Street - 2007
- Edgewood Street - 2007
- Berry Street - 2007
- Auburn Street - 2007
- Fallbrook Improvements Phase 2 - 2007
- Fallbrook Flood Study and LOMR - 2010
- Morse Street - 2012
- Moody/Wilson Street Survey - 2014
- Anderson Street Inspections - 2014
- Deering Street Inspections - 2015
- Woodford Street Vannah to Forest Avenue - 2016
- Woodfords Corner - 2017
- Bedford and Belgrade Street - 2017
- Mackworth-Ocean-Walnut Street - 2018-2020
- Belfield Street
- Montrose Street
- Chestnut Street
- Woodmont Street
- Washington Avenue/Drake Street
- Fore Street Eastern Promenade Inspections - 2021
- Deering Corner Roundabout Inspections - 2020
- Maine Avenue
- Sarah Lane
- Madison-Walnut and Washington Street Inspections - 2018
- Baxter Boulevard North Storage Conduit Project - 2012
- Back Cove South Business Case Evaluation



## 2. CAPABILITIES STATEMENT

From a technical perspective, municipal projects are generally engineered, surveyed, permitted, and constructed like any other project. Successfully designing, engineering, and constructing municipal projects requires understanding the public process and each community's goals and needs.

For over 40 years, Sebago has worked closely with towns and cities, elected officials, staff, and citizens to provide projects that everyone can feel are successful. We start with a solid foundation of experience with the types of projects and processes common to towns and cities: roads, sidewalks, facility sites, water, sewer, stormwater, recreation fields, and more.

We listen to the town staff's insights into history, design parameters, and budget limitations. We gather information, including record drawings, existing conditions, and neighborhood concerns. Then, as we begin our design, we consider what we have learned and how it should influence the design. Along the way, we seek feedback and input from staff or the public (as appropriate) to check that we balance good engineering practices against the community's needs, goals, and available dollars.

Our municipal work has afforded us the privilege of working with many great communities, their dedicated staff, and interested citizens. A sign of the trust and deep understanding we develop in each community is that we have worked for many of our municipal clients for many years.

We currently provide various engineering consulting services (long-term contract and project-specific) to the Cities of South Portland, Sanford, Portland, and Bath, Maine.

We also have contracts with the Towns of:

- Casco
- Poland
- Scarborough

- Waterboro
- Raymond
- Cape Elizabeth
- Kennebunk
- Wells
- Falmouth
- Gorham
- Westbrook
- Boothbay
- Orono
- Alfred
- Arundel
- Sebago
- and Hollis

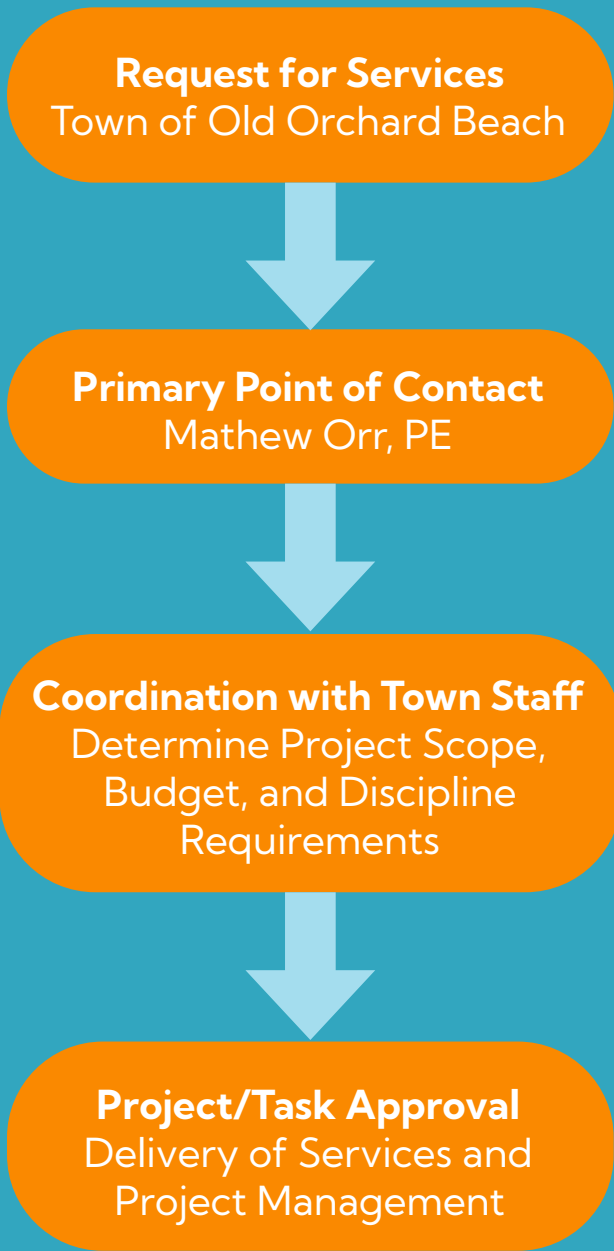
We also work for quasi-municipal agencies in Portland, South Portland, Brunswick, and Lewiston-Auburn.

We have provided general engineering services, including civil engineering, stormwater systems, site and subdivision development review, peer review, and construction inspection services.

Examples of the breadth of our municipal work include:

- Knightville Sewer Separation and Street Improvements and the Thornton Heights Sewer Separation for South Portland
- Downtown Master Plan and Lincoln St. Reconstruction for Lewiston
- Fall Brook CSO projects and Cliff Island Barge Landing for Portland
- Route 5 Watermain Extension in Waterboro
- Peer Review for Brunswick
- Ordinance Revisions for Poland
- Development of a Road Inventory and GIS Mapping Services for Raymond.

Sebago Technics and its qualified, experienced professionals look forward to serving the Town of Old Orchard Beach in support of the projects, operations, and improvements that affect every resident, business, and visitor to the Town.



## REQUEST FOR SERVICES

When services are requested, Mathew will meet with appropriate Town staff to discuss project needs and develop a scope of services in coordination with our in-house technical staff. Based on the project requirements, a project team from the assigned Old Orchard Beach Team (or within the company, as needed) will be assembled that best meets the needs of the particular task. He will then draft a task order or proposal outlining the scope of services, schedule, and budget for the work and submit it to the Town for review and approval.

Once the task order/proposal is approved, Sebago will work expeditiously to complete the work. Mathew will give regular updates and meet with the Town's contact to assure good communication and project progress. Mathew will oversee the work to ensure that it is completed within the requirements, time frame, and budget established for the project. From our South Portland office, Mathew is readily available for meetings and project coordination. Our location also allows us to easily visit any sites during the design and construction process to be able to clarify questions that may arise during the course of the work.

### RELIABLE COMMUNICATION

We understand the importance of consistent and regular communication. Mathew has a record of excellent communication and follow-up. He will communicate regularly with Town staff to provide updates, discuss project strategies, schedules and design solutions. We will use these meetings to review project concerns and to foster a collaborative team approach to our project delivery.



**Partner, Support, Advisor, Professional, Part-Time, Full-Time, Flexible, Responsive, Resource**...each of these terms and roles describes our ability to work with Town staff in whatever role is needed and appropriate. We actually prefer that clients engage our staff and use our resources in the manner that best fits their needs. We understand that those needs are different from project to project and even amongst different Town staff members. We are comfortable with managing and designing an entire project or simply answering a question or providing advice. This flexibility provides the Town and its staff with a cost-effective, responsive, reliable resource.

We have been successful in each of our On-Call Services Contracts at being available to fill whatever role is needed. Examples include:

- Acting as a Citizen Committee Recorder/ Secretary.
- Leading a Public Participation Process and Citizens Committee in the redevelopment of City Property.
- Working with City Staff (all levels) in the design of new facilities.
- Facilitating the design, bidding,

- administration, and construction of multi-million dollar public improvement projects.
- Training Town staff in new software or services.
- Obtaining property appraisals.
- Providing summary site feasibility analysis and preliminary cost estimating.

And we go beyond traditional civil engineering. We have helped communities design and manage various public facilities improvement projects. Examples include:

- Fire Station Mold Remediation
- Garage Door replacement
- Police Station HVAC improvements
- City Hall window replacement
- Recreation Center Hot Tub Replacement
- Cemetary Screening and Landscaping
- Park Gazebo design
- Community Center Roof replacement

**Our goal is to help the Town with whatever you need. Just call, text or email.**

**No sub-consultants are anticipated for any of these tasks.**



# 3. CONSTRUCTION ADMINISTRATION EXPERIENCE

Sebago Technics offers full in-house construction inspection and management services to both public and private sector clients. Our staff includes certified paving inspectors (NETTCP), LPA certifications, certified erosion and sedimentation control inspectors, and experienced resident engineers/inspectors for roadway, infrastructure, and site development projects. Some recent relevant project experience includes:

**City of Portland Roadway Design and Construction Inspection Services:** For over 25 years, Sebago Technics has provided design and construction services for City of Portland CSO and Street Reconstruction projects. A few recent examples include Woodfords Street and Woodfords Corner, Washington-Madison-Walnut Street, Back Cove South Storage Project, Morse Street, Deering Street, Rand Road and Brighton Avenue, and Bedford Street.

- **Mackworth/Ocean/Walton:** Combined Sewer Overflow (CSO) mitigation project where Sebago Technics was engaged by the City of Portland to prepare construction plans and documents and provide full time inspection services. The project was awarded for approximately \$6.8 million and included the installation of 10,000 linear feet of separated gravity sewer main and storm drain line as well as several precast esplanade stormwater filters.

**Town of Boothbay - Route 27 Roundabout and Roadway Improvements:** Design and full-time construction administration and inspections for a \$3.3 million roadway improvement project. The project was sponsored by the MDOT under the Business Partnership Initiative (BPI) Program. We provided a full-time resident inspector to administer the project during construction following MDOT protocol.

**City of South Portland:** For the past 15 years, Sebago Technics has provided planning, engineering, design, permitting, and construction management services for the City of South Portland on roadway, sewer, storm drainage, and building projects. These have included:

- **Thornton Heights Phase I, 2, and 3 roadway, lighting, water, sewer, and storm drainage improvements.** Sebago Technics provided full-time resident inspections over three construction seasons. Phase 2 of the project, including the reconstruction of Main Street, was federally funded and inspected in accordance with MaineDOT and FHWA inspection and recordkeeping requirements. A federal audit performed during the project found no recordkeeping deficiencies.
- **Meetinghouse Hill:** Drainage Improvement Project where Sebago Technics was engaged by the City of South Portland to prepare construction plans and documents and provide full time inspection services. The project was awarded for approximately \$2.8 million and included the installation of 2,700 linear feet of separated gravity sewer main and storm drain line.

# THORNTON HEIGHTS AND PLEASANTDALE INFRASTRUCTURE IMPROVEMENTS PROJECT

South Portland, Maine



**In the fall of 2013 Sebago Technics was engaged by the City of South Portland and the Portland Water District to prepare construction documents and provide full-time resident inspection services for the Thornton Heights and Pleasantdale Improvements Project. Initiated as a combined sewer separation project, the work expanded to include comprehensive stakeholder involvement and public outreach, which identified opportunities to address a number of public infrastructure needs. Completed in four phases, the \$17 million project was completed in 2019.**

The project included sewer improvements, combined sewer separation and stormwater best management practices (BMPs) to reduce infiltration and inflow (I&I) in the sanitary sewer system and to reduce combined sewer flows tributary at four Combined Sewer Overflow (CSO) Locations.

The project included a Complete Streets design for improvements to Main Street (U.S. Route 1) balancing the corridor's mobility function with bike, pedestrian, and transit improvements and new traffic signal equipment. This phase of the project was performed as a Federal Aid project (WIN 018625,00) for a Complete Streets reconfiguration of Main Street. The plan included traffic lane realignments, streetscape, and lighting improvements recommended in the City's Comprehensive Plan enhancing the area's role as a community commercial center. The Pleasantdale project included a new traffic signal on Broadway at Elm street to accommodate oil terminal tanker traffic and a new private railroad crossing. In each phase, the Portland Water District worked with the City to renew watermain and services in a cooperative design and construction contracting arrangement.

Over the course of five construction seasons, Sebago Technics provided full-time resident inspection services for both the City of South Portland and Portland Water District. The work included maintaining traffic control and business operations along Main Street and Broadway through two of the City's most heavily traveled corridors.

# ROUTE 27 IMPROVEMENTS

Boothbay, ME



**Sebago led the transformation of Boothbay's Village in cooperation with the Town, MaineDOT, and a local developer.**

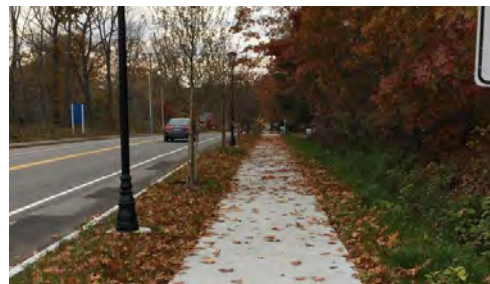
Route 27 through the coastal village of Boothbay has long experienced high traffic volumes, speeds and near miss crashes in this busy pedestrian area during the summer months. With the aid of a private developer and a new funding program sponsored by the MaineDOT entitled the "Business Partnership Initiative", the Town undertook a \$3.3 million dollar roadway improvement project that included an improved alignment for Route 27, the relocation of a major side road, a new roundabout, the addition of bike lanes and sidewalks, landscaping, and pedestrian scale ornamental lighting. Sebago Technics was retained in 2016 to perform a traffic analysis and safety study to support this new roadway design concept developed by the Town and a local developer.

Working with Mark Lenters, from Ourston Engineering a national roundabout specialty firm, Sebago led a comprehensive public educational process that led to the acceptance of the new design for this state roadway through the heart of the village. The design effort not only included typical roadway and drainage design, but also coordination of new landscaping and lighting, a number of utility relocations, stormwater treatment design and permitting, and a myriad of private easements to allow for this project's construction. The entire planning and design process was accomplished from concept to commencement of construction over a 12 month period.

The project was completed in 2018 and was awarded a Build Maine Award by Maine AGC in 2019.

# OCEAN HOUSE ROAD SIDEWALKS

Cape Elizabeth, Maine



**Sebago Technics was retained in 2019 by the Town of Cape Elizabeth to complete new sidewalk construction along Ocean House Road (Route 77) in accordance with their Town Center Master Plan. The project was broken out into two phases: one to operate as a Municipal Partnership Initiative (MPI) through the Portland Area Comprehensive Transportation System (PACTS) and the second as a Locally Administered Project (LAP) with MaineDOT.**

Design efforts for both phases were initiated in 2020, with Phase I proceeding toward a bidding package and Phase II to Plan Impacts Complete (PIC). Sebago presented at a public meeting on behalf of both projects. The design of both segments included a new granite curb with associated drainage, esplanade space for street trees and pedestrian scale lighting, and a 6-foot concrete sidewalk. In addition, Sebago completed utility coordination efforts and the survey for Phase I. Phase I required temporary rights to construct, requiring Sebago to complete a right-of-way plan and temporary maintenance easement language for sign-off by the abutter.

Phase I was constructed as Phase II began the right-of-way process. Sebago completed the utility coordination process in tandem and coordinated with the Town and MaineDOT as needed through discussions with the abutters.

Plans, Specifications, and Estimate (PS&E) were submitted to MaineDOT to receive construction authorization. Sebago aided the Town through the bidding process, running a pre-bid meeting, responding to Requests for Information (RFI), and aided in awarding the contract to the successful lower bidder. Construction of Phase II was completed in 2023.

# COTTAGE ROAD IMPROVEMENTS

South Portland, Maine



Sebago Technics was retained by the City of South Portland in 2017 as part of a bicycle and pedestrian committee tasked with completing an evaluation of Cottage Road in response to resident concerns surrounding vehicular travel speeds, and a need for additional bicycle and pedestrian facilities. The planning portion included obtaining and analyzing existing crash data, a cooperative speed study with the City Police Department, a transit review, and documentation of on-street parking. Sebago worked with the Bicycle Coalition of Maine to implement temporary curb extensions utilizing bollards to trial traffic calming efforts along the corridor. Based on the results of this trial, concept plans and estimates were completed by Sebago for the City's planning use.

The results of the planning efforts led to the City obtaining funding to complete preliminary engineering and right-of-way as two Locally Administered Projects (LAP). The first project includes a mill and overlay project from Highland Avenue to the Cape Elizabeth town line and the second is a pedestrian improvements project from Sawyer Street to Angell Avenue. The Cottage Road pedestrian improvements project was originally scoped to include new sidewalk and curb extensions from Pine Street to Sawyer Street and curb extensions at Elsmere Avenue. Given the project timeline to construction for the previous two projects, the City retained Sebago to provide construction documents and construct those portions of the project early in 2020.

The remainder of the project scope, which transforms Cottage Road from Sawyer Street to Angell Avenue to a multi-modal corridor, focuses on the following implementations:

- Traffic calming through reduced lane widths and curb extensions with decorative bollards.
- Pedestrian accommodations and visibility, including new concrete sidewalks constructed for ADA accessibility, curb extensions to shorten crosswalk lengths and provide improved pedestrian visibility around on-street parking, and implementation of Rectangular Rapid Flashing Beacons (RRFBs).
- Bicycle facilities through shared vehicular and bicycle lanes with sharrows and new signage.
- Traffic signal modifications at Sawyer Street to include retroreflective backplates, new pedestrian signal equipment, detection, and timings.
- Intersection realignment at Pillsbury Street to correct existing crash patterns.
- Access management through the corridor to minimize conflict points.

The total project was approximately \$1.7 million in improvements and was completed in the spring/summer of 2024.

# WESTBROOK STREET SHARED USE PATH

South Portland, Maine



**Sebago Technics was retained by the City of South Portland to complete a feasibility analysis for a pedestrian and bicycle Shared Use Path along Westbrook Street.**

The study area was 0.70 miles, from the intersection of Wescott Road north to Western Avenue. The feasibility study outlined some challenges, specifically as Westbrook Street traversed under the existing I-295 overpass. Westbrook Street had two travel lanes, with a minimal shoulder and a 5-foot sidewalk under existing conditions. The sidewalk was immediately adjacent to an existing wall as part of the bridge abutment, providing challenges to widening the sidewalk to the minimum required width for a Shared Use Path. As such, Sebago proposed raising the sidewalk above the top of the wall and installing an additional retaining support wall with a pedestrian fence.

Sebago Technics completed the existing conditions survey utilizing 3D scanning techniques, providing the level of detail required to produce the development of preliminary plans. Final plans were developed for the entire project length, broken into three phases for construction. Design elements for Phase I, constructed in 2021, included the raised pathway under the overpass, inclusive of coordinating challenging drainage relocations, and designing for vertical and horizontal challenges, assuring the proper vertical clearance from the pathway to the overpass, and assuring the transitions back to roadway grade remained under the desired 5% for compliance with the Americans with Disabilities Act (ADA) standards.

Phase II, constructed in 2022, included a full mill and overlay, new curbing and associated drainage design, and integration of the pathway to a signalized intersection. Iterations of the preliminary plans successfully avoided conflicts with probable wetlands, existing traffic signal and lighting infrastructure, and adjacent properties/right-of-ways. New intersection detection was provided at the signalized intersection, as well as ADA-compliant ramps and pedestrian push buttons.

# FACTORY PASTURE LANE SIDEWALK

Kennebunk, Maine



Sebago Technics was retained by the Town of Kennebunk to design approximately 0.70 miles of sidewalk along Factory Pasture Lane and Depot Street as part of a locally administered project (LAP) with the Maine Department of Transportation (MaineDOT). The project scope included new sidewalk construction on the northerly side of the road as the roadway was identified as a location of pedestrian use without existing infrastructure. As part of the project, the Town decided to reclaim the existing roadway.

Sebago led the Town through the LAP process with the Multi-Modal Program at MaineDOT. A preliminary design report (PDR) was submitted for approvals to progress to Plan Impacts Complete (PIC). Following the completion of the PIC submittal, Sebago coordinated the information necessary for MaineDOT to complete the NEPA process and engaged in the coordination to relocate utility poles. Additionally, the project was unique in that it was entirely comprised of a local roadway and therefore the Town was required to undertake the right-of-way process. As such, Sebago completed the right-of-way mapping in-house and coordinated with appraisers to complete the right-of-way process with MaineDOT's final sign-off. The process included obtaining permanent rights for the utility relocations, drainage easements, and temporary rights on all impacted parcels.

Following completion of the right-of-way process, final plans, specifications, and an estimate were developed for final Town and MaineDOT review. Following authorization from MaineDOT, the project was put out for advertisement and awarded for construction. Construction occurred in 2021, with Sebago providing full-time inspection and construction administration in compliance with the LAP guidelines.

# 4. KEY PERSONNEL QUALIFICATIONS

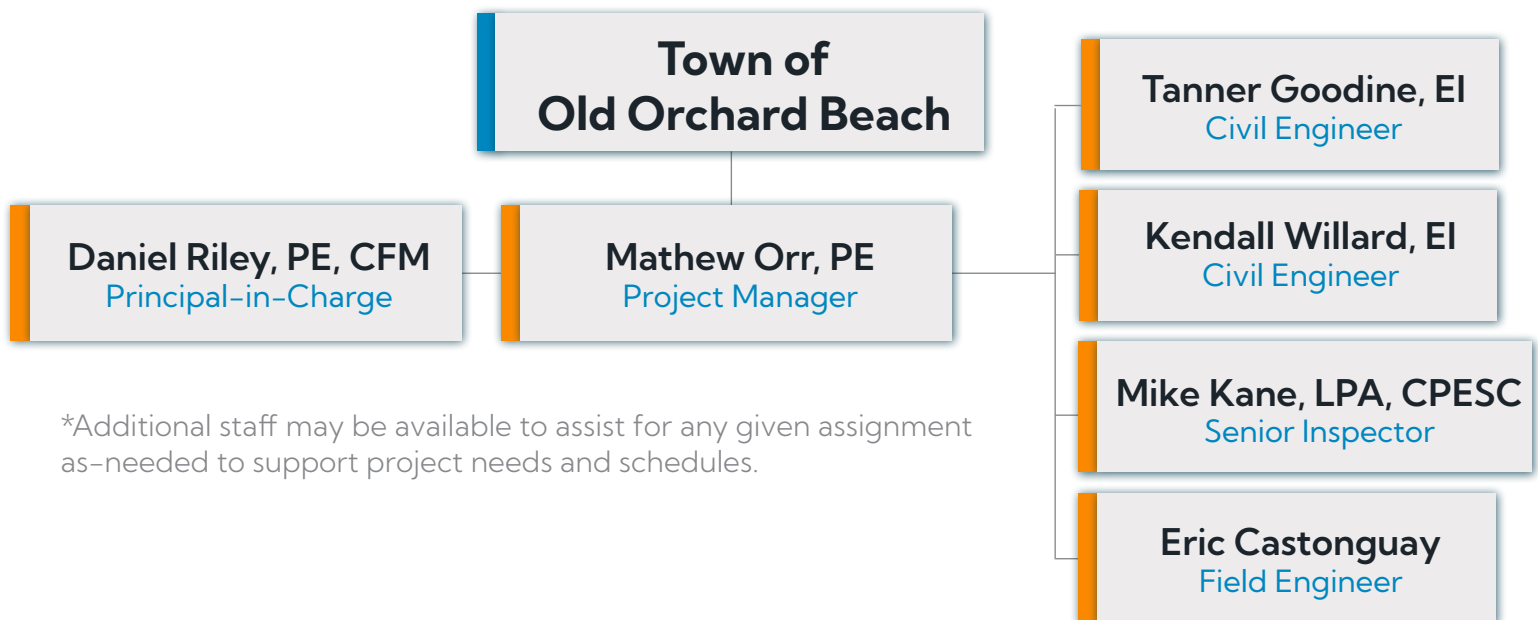
We believe the keys to a successful general services contract (and any client relationship) are great communication and trust. Effective, consistent communication assures that both the Town and Consultant have a common understanding. Trust is also a critical component in the delivery of services. It is earned and developed through listening and repeated successful project outcomes.

The foundation of both good communication and successful projects are the people involved and how they are organized. We start with an organizational structure that allows for flexibility, responsiveness, and consistent delivery of services. For the Town of Old Orchard Beach, we have assembled a team of our best and brightest professionals. To lead the Old Orchard Beach Team our experience tells us that the best approach to is to assign a qualified key person as the primary point of contact for the Town and then the support necessary to deliver timely, responsive service.

**Mathew Orr, PE** will be assigned to the Town of Old Orchard Beach throughout the duration of the contract. Mathew will be the Town’s primary point of contact and will be responsible for estimating, organizing, and managing the services necessary to complete each Town task or project. Once a task/project is underway, Mathew will monitor progress and provide overall coordination of our requested services.

Mathew is a highly communicative, experienced, and proven Client/Project Manager who has experience with municipal engineering and the required services and disciplines. He and the assigned team have an excellent track record of managing projects/contracts and delivering requested services on-time and on-budget.

Supporting Mathew as our Principal-in-Charge will be **Dan Riley, PE, CFM**, Sebago Technics’ Senior Vice President of Engineering. Dan has extensive municipal general services contract experience with several Maine municipalities. Mathew and Dan will provide the Town with experienced and dedicated senior managers and engineers.

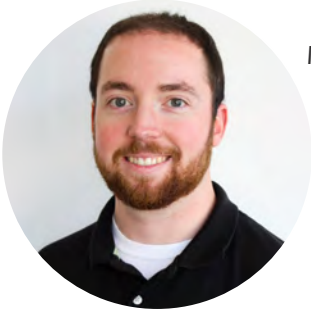


\*Additional staff may be available to assist for any given assignment as-needed to support project needs and schedules.



# MATHEW K. ORR, PE

Project Engineer/Team Lead



Mr. Orr joined Sebago Technics, Inc. in May 2019. Mr. Orr has a degree in Civil Engineering from the University of Maine and graduated in 2019 with a Masters of Business Administration, also from UMaine. In 2023, Mr. Orr was elevated to Team Lead. Working with his Design Manager, Mr. Orr oversees a design team comprised of civil engineers and landscape designers/architects.

## EXPERIENCE



**South Portland Drainage Improvements - South Portland, ME:** As part of a larger team, Mr. Orr assisted in the cost estimate for multiple options. Checked pipe conflicts of the preliminary designs due to the proposed storm drainage being separated from existing sewer system.

**Butler Road Utility Extensions - Boothbay, ME:** Lead Design Engineer for the extension of 5,730 linear feet of pressure sewer force main and 1,175 linear feet of water main along Butler Road and Country Club Road in Boothbay. The design was coordinated with the Boothbay Region Water District, Boothbay Harbor Sewer District, and the Town of Boothbay. In addition to the design, Mr. Orr assisted with the preparation of bidding documentation and technical specifications. The design was coordinated with future residential development and installation of a pump station.

**Barry Mills Hall & The Center for Arctic Studies - Brunswick, ME:** Assisted as part of a larger team on various tasks for the development of new academic buildings for Bowdoin College. Work included analysis of stormwater treatment, coordination of utilities, and research on historical properties surrounding the project.

**Kennebunk Public Works Facility - Kennebunk, ME:** Lead Design Engineer for the expansion of the existing public works operations. Work included the design and analysis of stormwater infrastructure, utility design and layout, site grading, local permitting approval, coordination of plans with other consultants, and preparation of bid documents.

**Construction Inspection - Portland Water District:** Provided construction inspection and installation quality assurance for water services and main extensions for multiple projects within the Portland Water District's communities. The inspections took place over the construction seasons during 2020 and a portion of 2021. In addition to the construction experience, this work provided the opportunity to work closely with multiple contractors, municipal staff, and residents in the greater Portland area.

**Cobscook Bay State Park - Dennysville, ME:** Mr. Orr served as the Project Manager and Lead Engineer for the civil site design services for a new bathhouse and utility improvements at Cobscook Bay State Park. Mr. Orr led a design team comprised of civil engineers, surveyors, CADD technicians, and soil scientists. The project included the design of an engineered septic system, a new RV dump station, water distribution layout, and preparation of construction documents and specifications. In addition to the design, Mr. Orr was responsible for coordinating work with other consultants, Park staff, and State of Maine representatives.

## EDUCATION



University of Maine - Orono, ME  
Master of Business Administration  
August 2019

University of Maine - Orono, ME  
B.S., Civil Engineering  
May 2018

## REGISTRATIONS

Professional Engineer: Maine #18603

## MEMBERSHIPS

American Society of Civil Engineers  
(ASCE), Maine Chapter

## CERTIFICATIONS

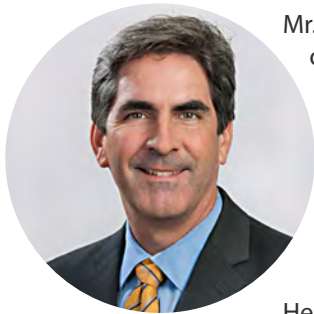
OSHA 10-Hour Construction  
Safety & Health

Maine DEP Certification in Stormwater  
BMP Inspection & Maintenance



# DANIEL L. RILEY, PE, CFM

Senior Vice President, Engineering



Mr. Riley joined Sebago Technics, Inc. (STI) in August of 2001. Mr. Riley now serves as Senior Vice President of Engineering with over 30 years of experience in the civil engineering field on projects for the private sector, as well as federal and municipal clients. He has a diverse background in civil engineering, municipal infrastructure and site design, permitting including institutional, commercial and residential development.

Mr. Riley is responsible for managing and coordinating Sebago Technics municipal inspection services. Sebago Technics employs up to six full-time resident inspectors for municipal street and utility construction projects, supplemented with engineering staff when needed to support our client's inspection needs.

He is experienced and well versed in presenting complex, controversial and publicly sensitive issues to a variety of audiences. He has managed Combined Sewer Overflow (CSO) mitigation projects in Portland since 2010. Since 2009, Mr. Riley has been the Contract Manager and lead engineer for Sebago Technics' General Engineering Services Contract with the City of South Portland.

Prior to joining Sebago Technics, Mr. Riley worked as a professional engineer in Colorado specializing in water resources engineering. In that role, he managed projects for federal and municipal clients, including stormwater master planning and floodplain studies and assisted communities with the implementation of Stormwater Management Utilities. He maintains status as an ASFPM Certified Floodplain Manager.

## EXPERIENCE



**Combined Sewer Separation Projects – City of Portland, ME:** Mr. Riley has been the Project Manager for many of Sebago Technics' Combined Sewer Overflow (CSO) mitigation contracts with the City of Portland since 2010. The projects have encompassed survey, design and Construction inspection and administration  
Notable recent projects include:

- Fall Brook Watershed Study - City of Portland Public Services Department
- Woodford Street and Melrose Street: Design and Inspection Services 2016-2017
- Woodford Street/Woodfords Corner: Design and Inspection Services 2017-2018
- Mackworth-Ocean and Walnut Street: Design Services 2018-2019 for construction in 2020-2021

**Maine Engineering Services – City of South Portland, ME:** Mr. Riley has been the Contract Manager and lead engineer for Sebago Technics' General Engineering Services Contract with the City of South Portland since 2009. In that role, he is responsible for coordinating the firm's services and providing engineering support for City Departments including Planning and Development, Bus/Transportation and Waterfront, Public Works, and Parks and Recreation. Since 2012 his focus for South Portland has been combined sewer separation projects including survey, design permitting and full-time resident inspections. Notable projects include:

- Knightville Sewer Separation and Street Improvements Phases 1 & 2 (2012-2014)
- Thornton Heights Improvements Project Phases 1-3 (2014-2017)
- Pleasantdale Sewer Separation Project (2018-2019)
- Greenbelt Sewer Replacement Project (2020)

## EDUCATION



Villanova University, Villanova, PA  
Bachelor of Science, Civil Engineering  
1991

## REGISTRATIONS

Professional Engineer:  
Maine #9967  
Colorado: #32176

Certified Floodplain Manager  
#32249

## MEMBERSHIPS

Chi Epsilon, National Civil  
Engineering Honor Society

Association of State Floodplain  
Managers (ASFPM)



# TANNER F. GOODINE, EI

Civil Engineer



Mr. Goodine joined Sebago Technics, Inc., (STI) in March of 2021. Tanner graduated from the University of Maine with a degree in Civil Engineering. He has experience in construction with the Lane Corporation and in project design and inspection with Walsh Associates. He has served as a Resident Project Representative, permitted and designed projects and performed surveys using GPS. While at Sebago Technics, Tanner has served as a full-time construction inspector, performed erosion control inspections in both Maine and New Hampshire, and helped with design while not in the field.

## EXPERIENCE



**Bowdoin College Athletic Fields – Brunswick, ME** – The project, situated in the Mare Brook Watershed in Brunswick—an Urban Impaired Watershed—involved three artificial turf fields and two natural grass fields. As the lead engineer on the project, Tanner oversaw site grading beyond the field boundaries, as well as stormwater design, and federal, state, and local permitting. This resulted in the three turf fields serving as self-treating BMPs, along with a 33,000 sq ft. subsurface stormwater detention and treatment system. The stormwater design met the Urban Impaired Stream Standard set by Maine DEP, and it even generated an excess of credits, signifying that the project not only met but exceeded expectations, further enhancing the quality of life in the watershed.

**Portland Transportation Center Parking Lot Reconstruction & Stormwater Improvements** – Full-time resident inspections and construction administration for the construction of a 3-acre parking lot and 17,000 square foot subsurface sand filter stormwater system along Thompson’s Point in Portland, ME.

**Boothbay Harbor Route 27 Sidewalk** – Full-time resident inspections on a Locally Administered Project (LAP) of the construction of approximately 0.25 miles of paved sidewalk extension on Route 27 in Boothbay Harbor, ME.

**Somerset Street & Kennebec Street Redesign, Portland, ME** – Provided full-time resident inspections and construction administration for both the Somerset Street & Kennebec Street redevelopment projects for the City of Portland, ME.

**3rd Party Inspections & Town Engineer Reviews for Wells, Cape Elizabeth, and Rye, NH** – Performed weekly construction inspections as a third-party reviewer for Maine DEP to inspect stormwater and erosion control measures as well as performed engineering peer reviews for the Towns of Wells and Cape Elizabeth, ME, and Rye, NH.

**Clifford Park, Boothbay, ME** – Designed and provided construction administration for the redevelopment of a municipal park and three sports fields in Boothbay, ME. The project provided the area with an updated little league field, two multi-purpose recreational fields, stormwater and municipal utility improvements.

**Shawnee Peak Parking Development** – Provided engineering design and construction administration for the construction of a 2-acre parking lot and two underdrained soil filters in a critical watershed in Bridgton, ME.

## EDUCATION



University of Maine - Orono, ME  
B.S., Civil Engineering  
2020

## CERTIFICATIONS

Erosion and Sediment Control  
Certification Program

Local Project Administration (LPA)

OSHA-10

# KENDALL P. WILLARD, EI

Civil Engineer



Ms. Willard joined Sebago Technics, Inc., (STI) in June of 2022. Kendall is a graduate of the University of Maine with a B.S. and M.S. in Civil Engineering. She previously interned with Sebago in Summer of 2021. She is familiar with AutoCad Civil 3D and has field experience with surveying technology and lab safety. In her current role as a civil engineer, she is a key member of a multi-disciplinary site development team.

## EXPERIENCE



**Phase 1 Environmental Site Assessments (ESAs):** Completed field visits, records review, and assessment report writing for multiple sites throughout Maine. Familiar with the databases and tools used for records review and vapor encroachment analysis.

**Construction Monitoring Inspections - Wells, ME:** Inspections for various subdivision projects in Wells. Inspected construction progress, BMP construction and operation, and general erosion control measures sitewide.

**Schiller Boat Ramp - Orr's Island, ME:** Design Engineer for a boat launch at Bowdoin College's Schiller Coastal Studies Center. Assisted in preparing local and state permitting. Design included multiple stormwater treatment options (wooded buffer and infiltration trench), plan and profile design, and turnaround layout and grading.

**Public Safety Building Expansion - Sebago, ME:** Provided site grading and utility design as well as preparing submission documents. Participated in planning board approval process.

**Shoreline Stabilization - Harpswell, ME:** Provided rip rap stabilization design for a single-family residence on Mill Cove in Harpswell. Assisted in preparing local and state permitting as well as project design documents and agency correspondence.

**Compass Lane Self Storage:** Provided grading and utility design as well as stormwater BMP sizing and design to optimize on-site space for a series of self-storage buildings. Prepared local and state permitting packages.

*Prior to her employment at Sebago Technics:*

**Senior Project:** Worked with Town of Jay, ME and Capstone Team to design a facility to change the use of the discontinued Jay wastewater plant to be a composting facility accepting dewatered wastewater solids. Contributed to technical writing and presenting, site layout and environmental design.

## EDUCATION



University of Maine - Orono, Maine  
M.E., Civil Engineering  
Concentration in Water and Environment  
2022

University of Maine - Orono, Maine  
B.S., Civil Engineering  
Concentration in Water Resources  
Engineering and Math Minor  
2021

## CERTIFICATIONS

Maine Engineer-Intern Certification

## SKILLS

AutoCAD Civil 3D, MATLAB,  
HydroCAD, Hydraflow, HEC-RAS,  
Bluebeam, Office

## PUBLICATIONS

Research Experience, 2019-2020. Wet lab and literary/technical research in anaerobic digestion of food waste and potential inhibitors. Part of an interdisciplinary researching food waste and the solid waste hierarchy. Presented at University Lightning Talks. Published in team article:  
<https://umaine.edu/spire/2020/04/08/sutton/>



# MICHAEL C. KANE, LPA, CPESC

Senior Inspector



Mr. Kane is Sebago Technics' Senior Inspector and will be Sebago Technics' field lead in providing Quality Assurance (QA) and Quality Control (QC) measures and that they are being conducted appropriately in accordance with MDOT Local Adminstrated Project procedures. As Senior Inspector for Sebago Technics, Mike brings over 40 years of construction experience to the firm. Working with his family's business, Glidden Paving, for over 30 years, he learned the earthwork business from both the labor and management perspectives. He has operated a wide array of the heavy equipment used in site preparation today and has a strong working knowledge of budget preparation, scheduling, and plan interpretation.

Previously an Assistant Superintendent for the Westbrook School Department, Mike performed the role of owner's representative for all school-related construction projects for the district, ranging from renovating and constructing complete school facilities to the construction of new athletic complexes. His current position with Sebago Technics has included diverse assignments that have varied from road construction, to artificial athletic field turf installation, to an island barge landing.

Mr. Kane has been the resident inspector for all of the major combined sewer inspection projects completed by the City of South Portland, Maine, since 2011. As a certified paving inspector, Mike has extensive paving experience and a vast knowledge of state and federal paving requirements.

## EXPERIENCE



**Back Cove South Storage Facility – City of Portland, ME:** Mr. Kane provided construction administration and inspections for a 3.5 million gallon CSO storage tank adjacent to Back Cove in Portland.

**Town of Boothbay, ME –** Reconstruction of Route 27 and the construction of the Boothbay Rotary.

**Rock Row – Westbrook/ Portland, ME:** Off-site utilities and street improvements.

**Concord Coach Lines – Portland, ME:** Transportation parking lot expansion.

### City of South Portland, ME:

- Greenbelt Sewer Trunk Line Upgrade
- Pleasantdale Sewer Separation and Street Improvements
- Knightville Sewer Separation and Street Improvements Phase 1 & 2
- Thornton Heights Sewer Separation Phases 1, 2, and 3
- Municipal Transfer Station
- South Portland Public Works Facility
- Mill Creek Transit Hub
- Mill Creek Park Improvements

### Resident Engineer & Inspector

#### Portland International Jetport – Portland, ME:

- A 900-foot long Aviation Drive public roadway
- South GA FAA bituminous apron

### City of Portland, ME:

- Great Diamond Island Transfer Station
- Cliff Island Barge Landing
- Cushing Island Barge Landing

### Town of Casco, ME:

- Concessions/pavillion

Sebago Technics

## CERTIFICATIONS

Maine DOT – Local Project Administration (LAP)

Certification: May 2008

Recertification: April 2019

Certified Professional in Erosion and Sedimentation Control  
Maine No. 0694

Certified Erosion, Sediment and Storm Water Inspector  
National No. 0385

New England HMA Paving Inspector  
Certification  
NETTCP No. 2655

### Roadway Pavement Construction Inspections –

#### Town of Gorham, ME:

- Osborne Road Paving
- Queen Street Paving
- Plummer Road Paving
- Day Road Paving
- Olde Canal Business Park - Construction and Paving



Town of Old Orchard Beach - Professional Consulting Services

# ERIC J. CASTONGUAY

## Field Engineer



Mr. Castonguay joined Sebago Technics, Inc. (STI) in May of 2007 as a Field Engineer. Mr. Castonguay was a field representative/engineer for the Portland Water District working alongside the contractor to successfully install, pressure test, chlorinate and activate new watermain in the Thornton Heights sector of South Portland. In addition to this work, Mr. Castonguay worked with Mike Kane to complete residential sewer/drain inspections for the Thornton Heights and Pleasantdale Sewer Separation Project. Mr. Castonguay is currently assigned as the Portland Water District's Resident engineer for watermain construction involving Phase 2 of the Thornton Heights project where duties include, but are not limited to, customer relations, quality assurance, quality control, testing, and as-builts.

In addition to the inspection assignments listed below, Eric often assists our survey operations by serving as a member of one of our field crews. When he is not in the field, he assists our site design staff with drainage calculations, and is proficient in the use of HydroCAD and AutoCAD.

## EXPERIENCE



**Turner Street and Mount Auburn Avenue – City of Auburn, ME:** Eric served as Field Representative on the \$5 million improvement to Turner Street and Mount Auburn Avenue in front of the Auburn Mall in Auburn. This project involved significant roadway reconstruction/widening, including one signalized intersection and two roundabouts. In addition, the project's scope included a new closed drainage system, a new roadway lighting system, and extensive utility relocations and upgrades. Eric was responsible for full-time inspection of all facets of the work. He measured and recorded quantities for payment, supervised on-site material and compaction testing, and assisted in the preparation of as-builts upon completion of the work.

**Sabattus Street – Lewiston, ME:** Eric was a Resident Inspector on a  $\frac{3}{4}$ " light overlay of a 3.1 mile, \$1.2 million LAP. He provided full-time inspection of this work, including the shimming and paving operations, utility adjustments, and daily traffic control.

**Main Street and East Avenue – Lewiston, ME:** Mr. Castonguay was Resident Inspector on the  $\frac{3}{4}$ " light overlay of a 2.1 mile, \$750,000 LAP. He provided full-time inspection of this work, including the shimming and paving operations, utility adjustments, and daily traffic control.

**Goff Brook CSO – City of Lewiston, ME:** Eric served as a field representative for the Goff Brook CSO Project sponsored by the City of Lewiston. This \$925,000 underground storage tank construction project is designed to better manage combined storm sewer flows to the wastewater treatment plant by storing and releasing volumes at a controlled rate. The 270,000 gallon tank is comprised of 600' of 6'x12' precast concrete culverts. Eric monitored construction full time, including recording of pay quantities, insuring proper material usage and installation, supervising onsite testing, and preparing as-built plans upon completion of the work.

### Other notable projects include:

- **Performed yearly inspections since 2011 of BMP's associated with the new Chu and Kalperis Halls for Bates College** - Lewiston, ME
- **Performed weekly erosion control inspections of construction related to upgrades to the Lewiston/Auburn wastewater treatment facility.**
- **Performed weekly erosion control inspections for the Apple Valley Condominiums** - Lewiston, ME
- **Thornton Heights/Pleasantdale Improvements** - South Portland, ME
- **Westerlea Way Athletic Field - St. Joseph's College** - Standish, ME
- **Bates College Stormwater Inspection** - Lewiston, ME
- **Camp Susan Curtis** - Standish, ME

## EDUCATION



University of Maine, Orono  
Bachelor of Science in Construction  
Management Technology, 2007  
Minor in Business Administration  
Minor in Surveying

## CERTIFICATIONS

OSHA 10-hour Construction Safety

# 5. REFERENCES

## CITY OF PORTLAND

**Brad Roland**  
**Senior Engineer**  
389 Congress Street  
Portland, ME 04101  
brad@portlandmaine.gov  
(207) 874-8846

**Justin Pellerin**  
**Senior Project Engineer**  
389 Congress Street  
Portland, ME 04101  
jrp@portlandmaine.gov  
(207) 874-8881

**Nathaniel Smith**  
**Project Engineer**  
389 Congress Street  
Portland, ME 04101  
nhs@portlandmaine.gov  
(207) 874-8818

**Last Project Name:** Back Cove South Storage Facility CSO

**Date:** Current

## CITY OF SOUTH PORTLAND

**Brad Weeks, PE**  
**Director of Engineering**  
Water Resources Protection  
111 Waterman Drive  
South Portland, ME 04106  
bweeks@southportland.org  
(207) 767-7575

**Last Project Name:** South Portland Facilities

**Date:** Ongoing

**Last Project Name:** Cash Corner Fire Station

**Date:** 2021

## TOWN OF CAPE ELIZABETH

**Jay Reynolds**  
**Public Works Director**  
Town of Cape Elizabeth  
320 Ocean House Road  
Cape Elizabeth, ME 04107  
jay.reynolds@capeelizabeth.org  
(207) 767-2273 Ext. 241

**Last Project Name:** Town of Cape Elizabeth

Municipal Services

**Date:** Current

## TOWN OF GORHAM

**Terry Deering**  
**Public Works Director**  
Town of Gorham  
80 Huston Road  
Gorham, ME 04038  
tdeering@gorham.me.us  
(207) 222-4950

**Last Project Name:** Plummer Road

**Date:** 2023

## TOWN OF KENNEBUNK

**Christopher Osterrieder, PE**  
**Town Engineer, Director of Community**  
Development  
Town of Kennebunk  
1 Summer Street  
Kennebunk, ME 04043  
costerrieder@kennebunkmaine.us  
(207) 985-2102 ext. 1337

**Last Project Name:** Kennebunk Public Works  
Facility

**Date:** Current

## 6. VARIABLE WORKLOAD EXPERIENCE



As a full-service consulting firm with a staff of over 110 professionals, Sebago Technics has an annual workload of more than 1,000 projects/service requests. Given the resources and number of professionals employed by Sebago Technics, a healthy workload and backlog is necessary to sustain a company of our size.

Due to our capabilities, processes (including weekly company workload scheduling), and experienced staff, we consistently have the ability to take on more projects while reliably meeting the needs of our valued clients. Our current workload is not expected to affect this contract in terms of workload and scheduling and we have the capacity to support the Town for general consulting services.

Clients rely on Sebago Technics to guide their projects through the design, permitting, and construction processes. Our staff are certified in Erosion, Sedimentation and Stormwater Control & Inspection, Wetlands, and Soils. With the largest surveying staff in Maine, our One Company range of services and expertise allows us to take projects from concept through construction.

One of the defining features that sets us apart is our structure as a 100% employee-owned company. The commitment and collaboration of our employees drive our success, and our team-based approach ensures that each client benefits from the expertise and insights of multiple specialties. Our diverse team of engineers, surveyors, landscape architects, and environmental scientists work together to deliver exceptional results on every project.

We are confident that as a valued client, the Town of Old Orchard Beach will receive prompt service in response to its project and task needs. To assure this, we will dedicate our Client/Project Manager to the Town as his first priority. Our Project Manager will be supported by lead personnel in each discipline and our entire company.

Sebago Technics certifies it can accommodate the anticipated variable workload, which will be an "on call" basis.





SHAPING  
TOGETHER

We appreciate the decades of work and advancement completed by the Town of Old Orchard Beach. We thank you for your time and consideration of **Sebago Technics** to continue to be part of the future in **shaping** this Town **together**.



**REQUEST FOR  
PROPOSAL**

Professional Consulting Services

Prepared for:



Prepared by:

Sebago Technics, Inc.  
75 John Roberts Rd., Ste 4A  
South Portland, Maine 04106  
(207) 200-2100

Primary Contact:

Mathew Orr, P.E.  
Project Manager  
morr@sebagotechnics.com  
(207) 200-2134



June 28, 2024  
Job #240547

Diana Asanza, Town Manager  
Town of Old Orchard Beach  
1 Portland Ave.  
Old Orchard Beach, ME 04064

**Re: Request for Proposal for Professional Consulting Services**

Dear Ms. Asanza:

Enclosed is our proposed schedule of costs for The Town of Old Orchard Beach's Request for Proposal. The enclosed schedule includes hourly rates for personnel expected to be billed to potential task assignments and typical reimbursable expenses. Rates are included for Sebago Technics' in-house staff.

Sincerely,  
SEBAGO TECHNICS

A handwritten signature in black ink, appearing to read "Mathew Orr".

Mathew Orr, PE  
Client/Project Manager  
morr@sebagotechnics.com  
(207) 200-2134

A handwritten signature in black ink, appearing to read "Mark Adams".

Mark Adams  
President/CEO  
madams@sebagotechnics.com  
(207) 200-2100



**Town of Old Orchard Beach  
Request for Proposal – Professional Consulting Services**

Service Area/Position Rate/Hr.

**Engineering/Permitting/Project Management**

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Principal (Transportation).....	\$ 260.00
Principal (Engineering).....	\$ 240.00
Senior Project Manager/Senior Transportation Director.....	\$ 190.00
Senior Transportation Engineer/Project Manager.....	\$ 170.00
Senior Project Engineer / Senior Traffic Engineer / Senior Geologist.....	\$ 150.00
Project Engineer / Senior Environmental Scientist / Entitlements Manager.....	\$ 130.00
Transportation/Traffic Engineer / Senior Civil Engineer.....	\$ 125.00
Civil Engineer / Permitting Specialist / Environmental Scientist .....	\$ 110.00
Senior CAD Designer.....	\$ 100.00
CAD Technician / Field Engineer/Construction Inspector.....	\$ 95.00

**Surveying/Geomatics**

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Principal (Survey).....	\$ 190.00
Senior Professional Land Surveyor.....	\$ 150.00
Professional Land Surveyor.....	\$ 150.00
3-D Modeler/Virtual Design Coordinator.....	\$ 140.00
Senior GIS Specialist.....	\$ 120.00
Senior Surveyor / GIS Specialist.....	\$ 100.00
Surveyor / Field Crew (per member).....	\$ 90.00
Survey/CAD Technician.....	\$ 85.00
Robotic/GPS Crew (surveyor + equipment).....	\$ 140.00
Reality Capture (HDS/UAS) Services – Field/Office.....	180.00 / 105.00

**Landscape Architecture**

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Principal (Landscape Architecture).....	\$ 240.00
Senior Landscape Architect.....	\$ 160.00
Landscape Architect.....	\$ 125.00
Landscape Designer.....	\$ 110.00

**Administrative**

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Principal.....	\$ 200.00
Project Assistant.....	\$ 90.00
Project Accountant.....	\$ 90.00

All amounts due Sebago Technics, Inc. shall be due and payable upon presentation of an invoice. Invoiced amounts for professional time shall be billed at the hourly rates cited above for the time incurred on the project or in accordance with proposal terms. Hourly rates are effective through 12/31/24, unless otherwise noticed. Overtime may be charged at 1.5x hourly rate. Expert witness services will be provided at a minimum of 2x the rate noted above. Reimbursable expenses, including administrative fees, shall be included on invoices as the expenses are incurred. Subconsultant and/or vendor services will be billed at cost plus 10%. Any sales, service, or use taxes levied by any governmental authority which would be deemed applicable by Sebago Technics, Inc. will be invoiced in addition to any stated fee and/or reimbursable limits. Sebago Technics, Inc. reserves the right to suspend work or terminate this Agreement and charge 1.5% interest per month on invoiced amounts due which are more than thirty (30) days past due. All attorney fees, court costs, accrued interest and other interest and other collection costs incurred during collection procedures for delinquent accounts shall be paid to Sebago Technics, Inc.

Rev. 01/01/2024

**Rates are subject to yearly increases as mutually agreed upon.**



**Town of Old Orchard Beach  
Request for Proposal – Professional Consulting Services  
Reimbursable Expenses 2024**

Photocopies	\$0.25 per sheet
Color Prints	\$0.25 per sheet
Color Prints	\$0.35 per sheet (11 x 17)
KIP Plans	\$0.50 per square foot
Mylars	\$1.50 per square foot
Bluelines	\$3.00 (24" x 36")
Bluelines	\$4.38 (30" x 42")
Mileage	\$0.67 per mile (Fed Mileage Rate)
Postage	At cost
Tolls	At cost
Meals	Cost (other than per diem)
Per Diem	Fed Per Diem Rate
Hotels	Cost
Deed Copies	Cost
Field Stakes/Spikes	\$1.15 each
Granite Monuments	\$100.00 each
Iron Pins	\$6.00 each
GPS Shots	\$100.00 per shot
Thumb Drive	\$10.00

# RESPONSE TO ADDENDUM #2

Professional Consulting Services

Prepared for:



Prepared by:

Sebago Technics, Inc.  
75 John Roberts Rd., Ste 4A  
South Portland, Maine 04106  
(207) 200-2100

Primary Contact:

Mathew Orr, P.E.  
Project Manager  
morr@sebagotechnics.com  
(207) 200-2134



October 1, 2024

Job # 240547

Diana Asanza, Town Manager  
Town of Old Orchard Beach  
1 Portland Avenue  
Old Orchard Beach, ME 04064

**Re: Request for Qualifications for Professional Consulting Services**  
**Addendum #2 – September 20, 2024**

Dear Ms. Asanza:

Sebago Technics, Inc. (Sebago) is pleased to submit this response package for Addendum #2 of the Professional Consulting Services RFP and looks forward to providing the Town of Old Orchard Beach (Town) with experienced, reliable, and responsive services. Our extensive experience in providing peer review services to the municipalities of Cape Elizabeth and South Portland provides comparative approaches to the services requested by the Town of Old Orchard Beach.

After reviewing the West Grand Multi-Use Building Sketch Plan Review package included in the Addendum #2 request, we have generated a detailed cost estimate through the final review of the project. The detailed estimate enclosed includes a breakdown of the staff involved, an estimate of hours for each review step, and a detailed description of the anticipated review provided during each step.

The typical turnaround time for reviews is anticipated to be a maximum of seven (7) working days. Using the November 14<sup>th</sup> Planning Board date as an example, we understand that the Town requires review memos no later than eight (8) calendar days before the meeting, or by November 6<sup>th</sup>. Applicants are required to submit materials no later than 17 calendar days before the meeting date, or by October 28<sup>th</sup>. Assuming the Town forwards the materials the next morning, on October 29<sup>th</sup>, Sebago staff would review the materials and return a peer review memo by November 6<sup>th</sup>.

We have an efficient way of tracking all client deliverables and project steps at Sebago Technics. Over the years, we have found an important component of conducting peer reviews is anticipating resources and time involved in the project reviews. As Old Orchard has a set date for Planning Board meetings and application submissions, we can easily forecast the receipt of submission materials and schedule the time to complete peer reviews for Town staff. This ensures we provide review memos within the timeframe requested.

We have also included a sample review memo at the end of the Addendum response. This review was provided for a Site Plan submission to the Town of Cape Elizabeth for an amendment to a previously approved Site Plan for a 2,400-square-foot building expansion and related site improvements. The project resulted in multiple submissions to the Town of Cape Elizabeth, with a review memo being issued for each submission. We have included all three review memos to show the natural progression of the review as applicants and consultants refine their designs and address the comments issued by Sebago staff.

On behalf of our entire team, thank you for your consideration and thorough review of the proposals in review. We are hopeful that with the additional materials provided, the Town of Old Orchard will select Sebago to provide Professional Consulting Services within the community. We pledge to remain committed to being accessible, communicative, and proactive to assist the Town in any capacity.

Sincerely,  
SEBAGO TECHNICS

A handwritten signature in black ink, appearing to read "Mathew Orr". The signature is fluid and cursive, written over a light gray rectangular background.

Mathew Orr, P.E.  
Client/Project Manager  
morr@sebagotechnics.com  
(207) 200-2134

Enc.



## Cost Estimate for Sample Application Review

### Example Project

West Grand Multi-Use Building - Site Plan Review

#### Sketch Plan Review/Pre-Application

Sebago Technics will provide an initial evaluation of proposed development plans/concepts. We will assess the project's general compliance with zoning regulations and identify any potential early concerns with planning and engineering design practices.

<i>Application Review</i>	<b>Hours</b>	<b>Rate/Hrs</b>	<b>Total</b>	
Civil Engineer	1	\$110.00	\$110.00	
Project Manager	0.5	\$170.00	\$85.00	
 <i>Review Letter/Memo</i>				
Civil Engineer	1	\$110.00	\$110.00	
Project Manager	0.5	\$170.00	\$85.00	
 <i>Misc (Client Coordination, Contract Finalization)</i>				
Project Manager	0.5	\$170.00	\$85.00	
Administrative Project Assistant	0.5	\$90.00	\$45.00	
Reproduction (Photocopies)	10	\$0.25	\$2.50	*printing of plans for hardcopy review, typ.
<b>Subtotal</b>			<b>\$522.50</b>	

#### Preliminary Review

Sebago will conduct a comprehensive review of the application materials. We allocate a majority of our resources to this critical phase in the process, ensuring a thorough review to support the Board and Town Staff and provide clear, actionable direction to applicants. Sebago will assess compliance with Town Ordinance standards and State regulations, verify checklist completeness, and evaluate design elements for good engineering design practices including adherence to stormwater management. As a multidisciplinary firm, Sebago can provide Traffic Engineering and Wetlands peer reviews if requested by the Planning Board or Town staff as part of any application reviews. For purposes of this estimate, the fees are not included but would bill at the hourly rate submitted as part of the rate sheet (\$125/hr for Traffic Engineer and \$130/hr for Senior Environmental Scientist).

<i>Application Review</i>	<b>Hours/QTY</b>	<b>Rate/Hrs</b>	<b>Total</b>	
Civil Engineer	4	\$110.00	\$440.00	
Project Manager	1	\$170.00	\$170.00	
 <i>Review Letter/Memo</i>				
Civil Engineer	2	\$110.00	\$220.00	
Project Manager	1	\$170.00	\$170.00	
Reproduction (Photocopies)	15	\$0.25	\$3.75	
<b>Subtotal</b>			<b>\$1,003.75</b>	

## Cost Estimate for Sample Application Review

### Final Review

Sebago will examine all aspects of the plan to ensure full compliance with Town regulations and that all previous comments have been adequately addressed. Our final review should help inform the Planning Board of their decision-making process for final approval. If resolution on any items is needed beyond the final review, additional reviews can be completed for half of the below estimate. Substantial deviation in project scope from the submission during the Preliminary Review phase may require a more in-depth review. This level of review will be coordinated with Staff upon receipt of application materials.

<i>Application Review</i>	<b>Hours/QTY</b>	<b>Rate/Hrs</b>	<b>Total</b>
Civil Engineer	3	\$110.00	\$330.00
Project Manager	0.5	\$170.00	\$85.00
<i>Review Letter/Memo</i>	<b>Hours/QTY</b>	<b>Rate/Hrs</b>	<b>Total</b>
Civil Engineer	1	\$110.00	\$110.00
Project Manager	0.5	\$170.00	\$85.00
Reproduction (Photocopies)	15	\$0.25	\$3.75
<b>Subtotal</b>			<b>\$613.75</b>

### Development Meeting

<i>Preperation Time/Support</i>	<b>Hours/QTY</b>	<b>Rate/Hrs</b>	<b>Total</b>
Project Manager	0.5	\$170.00	\$85.00
<i>Meeting (includes drive time)</i>	<b>Hours/QTY</b>	<b>Rate/Hrs</b>	<b>Total</b>
Project Manager	1.5	\$170.00	\$255.00
Reproduction (Photocopies)	75	\$0.25	\$18.75
Mileage	30.6	\$0.67	\$20.50
Tolls	2	\$1.00	\$2.00
<b>Subtotal</b>			<b>\$381.25</b>

<b>TOTAL</b>	<b>\$2,521.25</b>
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### Additional Service

In Sebago's experience with 3rd party peer review services, we have supported Towns / Planning Boards with condition compliance and performance guarantee estimate reviews, if applicable. The following estimate was created for these services specific to this example review.

	<b>Hours/QTY</b>	<b>Rate/Hrs</b>	<b>Total</b>
Civil Engineer	2.5	\$110.00	\$275.00
Project Manager	0.5	\$170.00	\$85.00
<b>Total</b>			<b>\$360.00</b>



February 13, 2024  
240095

Maureen O'Meara, Town Planner  
Town of Cape Elizabeth  
320 Ocean House Road  
P.O. Box 6260  
Cape Elizabeth, Maine 04107

Subject: 1230 Shore Road Site Plan Amendment

Dear Maureen:

We have received and reviewed a submission package dated January 30, 2024 for the subject project. The package included a January 30, 2024 cover letter addressed to you from John Mitchell & Associates with supporting documentation. The submission package also included three January 30, 2024 plans entitled Existing Conditions Plan (Drawing L-1), Amended Site Plan (Drawing L-2), and Erosion & Sedimentation Control Plan and Site Details (Drawing L-3) as prepared by Mitchell & Associates. Based on our review of the submitted material and the project's conformance to the technical requirements of Section 19-9 Site Plan, we offer the following comments:

1. The applicant, L.P. Murray & Sons, is proposing to amend a previously approved Site Plan to construct a 40-foot by 60-foot (2,400 square-foot) repair garage featuring a 480 square-foot bituminous apron as an expansion to the existing approximately 1,550 square-foot maintenance garage. The applicant is also proposing the relocation of an existing shed to be ten feet off the southerly property line and a reconfiguration of the gravel parking area located in front of the residential house. Stormwater runoff is proposed to be conveyed by the existing catch basins on site with the addition of a Rain Garden and a Drip Edge along the west side of the new building addition.
2. We understand that the Board will be conducting a completeness review for this project at their upcoming meeting. In our opinion, the submitted materials represent a completed package and the remainder of our comments here are provided to facilitate future reviews of the project. It should be noted that additional submitted information may result in additional review comments.
3. The application package includes a request for a waiver of the need to conduct a Traffic Management Report as there will not be any additional trucks or employees as a result of the installation of the proposed repair garage. As the new repair garage space appears to be to address current operations at the site and future traffic types and trips will remain unchanged from current conditions after the construction of the repair garage, we would support the Board's granting of this waiver request.

4. With no proposed bathrooms or sinks in the proposed repair garage, the addition of the proposed repair garage appears to be a relatively minor change from a utility use standpoint. The applicant should show the water service(s) to the existing house and the maintenance garage. The applicant should also demonstrate whether the proposed garage and apron will affect the existing layout of the water lines to the existing maintenance garage and, if there are any impacts, how the impacts will be mitigated in the site design.
5. Likewise, the addition of the proposed repair garage to the site will have little effect onto the on-site sewage disposal system which includes an existing leach field shown on the Existing Conditions Plan. Based upon the submitted architectural plans, there is an existing single person bathroom and sink within the existing maintenance building. The Applicant should show how existing maintenance garage is connected to the leach field and whether the proposed garage addition will affect any existing septic tanks or pipe connections to the existing leach field. If there are any impacts, the designer should indicate how the impacts will be mitigated in the site design.
6. The Existing Conditions Plan should call out the shed which will apparently be removed from the southeasterly corner of the property.
7. In reviewing the changes proposed between the Existing Conditions Plan and Amended Site Plan, it appears that the Applicant is proposing to enlarge the existing grass surface area between the gravel parking area and Shore Road and potentially resurface the gravel parking area. The applicant should note as to what are the intended changes, if any, with the resurfacing of the gravel parking area and reduction in impervious shown on Plan Sheets L-1 and L-2. Dimensions should also be added to the new gravel surface limits so that the new gravel surface can be constructed.
8. There does not appear to be a designated ADA-compliant space within the reconfigured parking lot. The designer should create a designated ADA space with a suitable sign and means to delineate the space.
9. An erosion control berm should be established near the existing catch basin in the southeasterly corner of the lot to prevent construction runoff from leaving the site. A catch basin protection detail should be provided for the existing catch basin located in the parking lot provided it is to be resurfaced.
10. The Existing Conditions Plan should have a note calling out the existing 6-inch drainage pipe referenced in the narrative. The rim elevation of the catch basin and the inverts for the pipe should also be shown and coordinated with the Rain Garden detail provided on Sheet L-3. One issue that will need to be addressed is the apparent lack of cover for the pipe entering the proposed rain garden.
11. A rain garden is proposed along the easterly side of the property to capture and treat stormwater runoff from the gravel parking area and landscaped areas to the north of the existing house. In addition to the potential cover issue noted in the previous comment, we offer the following design considerations:
  - i. The width of the rain garden is noted as varies on Plan Sheet L-3, but the site plan shows a uniform width. This depiction should be changed to note the

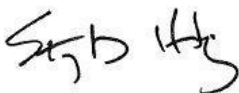
actual width shown on the site plan and references to a grading and drainage plan should be removed.

- ii. The elevation of the downgradient berm is shown as 99.25 on Plan Sheet L-3 where the upgradient berm is shown as 99.00. The upgradient berm should be held at 99.00 to allow drainage to enter the system from the easterly side of the existing driveway. We recommend lowering the bottom of the ponding elevation to 98.00 to set the down gradient berm elevation at 98.75.
  - iii. As is shown on the Existing Conditions Plan, small stone riprap should be shown on the northerly end inlet side slope of the rain garden to prevent erosion from runoff on the easterly side of the private way and the outlet of the existing drainage pipe.
12. A Drip edge filter is proposed along the west side of the building to capture and treat stormwater runoff from the roof of the proposed building. The gradation/size of stone along with the depth of stone should be noted on the Drip Edge detail on Sheet L-3. The geotextile fabric in the detail should also be specified to ensure that the design intent of the fabric is attained.
- Also, the width of the drip edge is shown as 3-feet on the Amended Site Plan but referenced as "width to be adjusted based on actual dripline" on the Drip Edge detail on Drawing L-3. These notes should be coordinated to be consistent and to ensure that runoff from the building lands within the drip edge surface to operate efficiently to capture the runoff.
13. Related to the drip edge's functionality if the subsurface conditions are not freely draining and to possibly address groundwater issues around the proposed repair garage foundation, the designer should determine if the new garage will have foundation drains and/or if the drip edge should have a perforated drain to ensure that the subsurface building area is freely draining to prevent an unintended adverse condition. Any pipes to be installed should be shown on the Amended Site Plan along with their inverts, size, and slope.
14. A Loam and seed detail should be provided on Sheet L-3 along with the seed mix and mulch provisions to be used in the newly grassed areas.

We trust that these comments will assist the Board during their deliberations on this project. Should there be any questions or comments regarding our review, please do not hesitate to contact us.

Sincerely,

SEBAGO TECHNICS, INC.



Stephen D. Harding, P.E. - Town Engineer

SDH:sdh

cc: John Mitchell, Mitchell & Associates, Inc.  
Jay Reynolds, Cape Elizabeth Public Works Director



March 13, 2024  
240095

Maureen O'Meara, Town Planner  
Town of Cape Elizabeth  
320 Ocean House Road  
P.O. Box 6260  
Cape Elizabeth, Maine 04107

Subject: 1230 Shore Road Site Plan Amendment

Dear Maureen:

We have received and reviewed a submission package dated February 27, 2024 for the subject project. The package included a February 27, 2024, comment response letter addressed to you from Robert Metcalf of Mitchell & Associates with supporting documentation. The submission package also included three February 27, 2024, plans entitled Existing Conditions Plan (Drawing L-1), Amended Site Plan (Drawing L-2), and Erosion & Sedimentation Control Plan and Site Details (Drawing L-3) as prepared by Mitchell & Associates. Many of the comments in our February 13, 2024 review letter have been addressed by the latest submission materials. Based on our review of the submitted material and the project's conformance to the technical requirements of Section 19-9 Site Plan, we offer the following comments:

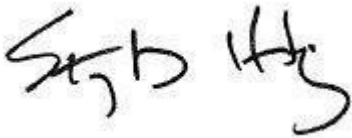
1. The applicant, L.P. Murray & Sons, is proposing to amend a previously approved Site Plan to construct a 40-foot by 60-foot (2,400 square-foot) repair garage featuring a 480 square-foot bituminous apron as an expansion to the existing approximately 1,550 square-foot maintenance garage. The applicant is also proposing the removal of a small shed in southeasterly corner of the property, the relocation of an existing shed to be ten feet off the southerly property line, and a reconfiguration of the gravel parking area located in front of the residential house. Stormwater runoff is proposed to be conveyed by the existing catch basins on site with the addition of a Rain Garden and a Drip Edge along the west side of the new building addition.
2. The Amended Site Plan, Drawing L-2, has been revised to provide for a handicap parking space and unloading zone to be located by the walkway to the existing house. Handicap signage has also been provided on this plan and a "No Parking" sign will be provided for the unloading zone. A detail should be provided for the ADA sign shown which should include a van accessible placard.
3. In our last review comment letter, we had suggested adjusting the elevations given on the Rian Garden Section provided on the Erosion & Sedimentation Control Plan and Site Details Plan, Drawing L-3, for the rain garden to be located along the easterly side of the property. The plan elevations were noted on the downgradient berm as 99.25 and the upgradient berm was shown as 99.00. We suggested that the design consider holding the upgradient berm at 99.00 to allow drainage to enter the system from the easterly side of the existing driveway. We then recommended lowering the bottom of the ponding elevation to 98.00 to set the down gradient berm elevation at 98.75.

The designer responded that these elevations were revised, but it does not appear that this has been done. The designer should review these elevations. A note indicating that the low side drains to the catch basin along the easterly property line would be beneficial in conveying the intent of the rain garden elevations.

4. The designer has clarified that the width of the drip edge is to be 3-feet. In past stone drip edge installations, the width of the drip edge has needed to be expanded to ensure that the roof runoff lands on and is collected within the drip edge. The 3-foot width appears to be a reasonable width given the limited roof overhand and the use of asphalt shingles rather than a metal roof material, however, the designer should add a note that the width of the drip edge may need to be widened should field conditions warrant that consideration.
5. The designer has indicated in the response letter that the drip edge would be in an area of 18-inches of granular overlaying varying depths of ledge. Typically, the presence of shallow ledge could limit the functionality of the drip edge to infiltrate the runoff it receives, and an underdrain is provided in those instances. We spoke to the applicant directly to clarify the underlying composition of the soil in this area of the site. The owner confirmed that sufficient granular material was present in this area of the site to suitably infiltrate the runoff from the drip edge and, that while ledge was shallower in some areas of the site, this portion of the site did not contain higher elevations of ledge. Given the owner's extensive knowledge of this site and his vast site contracting experience, we are confident that the drip edge will function appropriately without the need to install an underdrain.
6. Per the Fire Chief's request, the proposed man door has been added to the west side of the building. In doing so, the earlier proposed man door has been removed from the north side of the building. The previously submitted architectural drawing should be revised and resubmitted depict this change and the added wall pack light over the man door. The drawing should also incorporate the possible changes to the siding materials as referenced in the cover letter.
7. The location of the proposed propane tank has been shifted to the north from a location to the west of the existing maintenance building to a spot to the west of the new building. The new location is near the proposed man door and drip edge location on the west side of the new building. The designer should confirm the location of the propane tank provides ample clearance to these elements and will readily allow for the accessible refilling of the tank. The designer should also call out and provide a detail for what appears to be a rectangular concrete pad for the tank.

We trust that these comments will assist the Board during their deliberations on this project. Should there be any questions or comments regarding our review, please do not hesitate to contact us.

Sincerely,  
SEBAGO TECHNICS, INC.



Stephen D. Harding, P.E.  
Town Engineer

SDH:sdh

cc: Robert Metcalf, Mitchell & Associates, Inc.  
Remi McDonald, Sebago Technics, Inc.



April 11, 2024  
240095

Maureen O'Meara, Town Planner  
Town of Cape Elizabeth  
320 Ocean House Road  
P.O. Box 6260  
Cape Elizabeth, Maine 04107

Subject: 1230 Shore Road Site Plan Amendment Condition Compliance

Dear Maureen:

We have received and reviewed recent submission packages for the subject project that have been prepared as a follow-up to the project's recent Planning Board approval. The most recent drawing package was received on April 10, 2024 from Bob Metcalf of Mitchell & Associates. The email included four revised March 21, 2024 plans entitled Existing Conditions Plan (Drawing L-1), Amended Site Plan (Drawing L-2), Erosion & Sedimentation Control Plan and Site Details (Drawing L-3), and Site Details (Drawing L-4) as prepared by Mitchell & Associates. The email also included an April 10, 2024 architectural drawing entitled Proposed Floor Plan and Elevations as prepared by CWS Architecture and Interior Design. We understand that the Planning Board approval included a condition to address the comments as presented in our November 14, 2023 review letter.

Based on our review of the submitted material, we believe that the drawings have been revised to adequately address our previous comments. Should there be any questions or comments regarding our review, please do not hesitate to contact us.

Sincerely,  
SEBAGO TECHNICS, INC.

A handwritten signature in black ink, appearing to read "Stephen D. Harding".

Stephen D. Harding, P.E.  
Town Engineer

SDH:sdh

cc: Robert Metcalf, Mitchell & Associates, Inc.