

**REQUEST FOR PROPOSAL
DESIGN SERVICES FROM QUALIFIED TRAIL CONSULTANTS &
ENVIRONMENTAL SCIENCE CONSULTANTS
FOR
A PORTION OF THE PERIMETER TRAIL LOCATED AT BRUNSWICK LANDING
ON THE WEST SIDE OF THE PROPERTY
BETWEEN THE AIRPORT RUNWAYS AND U.S. ROUTE 123
BRUNSWICK, MAINE**

August 6, 2025

Summary

The Town of Brunswick Maine seeks consulting assistance from qualified trail designers and environmental engineering firms to conduct field reconnaissance, prepare subsequent trail corridor designs with corresponding specifications and cost estimates that will be used to solicit bids from qualified trail construction contractors to build a ten-foot-wide trail that is accessible as possible with two foot shoulders on either side through a variety of general landscape features including forest, wetlands, hills and riparian areas. The construction phase of the project is not part of this RFP. However, the consultant is also being asked to identify where the trail passes within and adjacent to wetlands, requiring specific expertise in wetland impact assessment and regulatory compliance with the Maine Department of Environmental Protection (DEP), jurisdictional streams, vernal pools, rare natural communities (specifically Sandplain Grassland), rare plant locations (including but not limited to *Carex siccata* and *Carex vestita*) and other protected natural resources that may trigger DEP and Town of Brunswick review.

A committee is currently overseeing this work and has coordinated with the major landowners over whose properties the trail will be located to gain necessary approvals to proceed with the work. The committee is currently seeking to identify the final alignment for the trail and has worked with the various landowners to identify a preferred corridor which the consultant will be asked to follow in determining the specific design specifications for the trail. Additionally, the committee seeks to receive a final site plan which depicts protected natural resources on the property through which the trail will travel as well as detailed mapping of all proposed crossings and bridges.

The committee realizes that based on the potential that subsequent proposed development locations contain wetlands, watercourses or other environmental constraints, natural resource assessment and mapping are required to proceed through the permitting process. The selected consultant as part of this work is tasked with preparing a DEP Permit by Rule (PBR) application necessary for trail construction. Should resource impacts or alignment location require DEP permitting beyond a PBR application, the Town will seek estimates from the consultant for preparation of additional permitting needs.

Other deliverables would include physically flagging all wetlands, potential vernal pools and other identified natural resources, and obtaining corresponding GPS location data for those flags. All project data to be delivered in an ESRI file geodatabase format. Both horizontal and vertical coordinates should be common, well known coordinate systems and a statement concerning mapping accuracy should be included for each. Consultant to also provide hard and digital copies of wetland delineation forms and an aerial photo map of estimated wetland boundaries as flagged. This work pertains to both the spine trail alignment of the new ten foot wide trail with two foot shoulders as well as additional wetland delineation with respect to the unofficial trails marked on the Perimeter Trail RFP Project Sections Map.

Prospective consultants are invited to submit all the required work components outlined in the Request for Proposals. Submissions are due on Wednesday, September 3, 2025 at 3:00 PM and should be sent to Thomas Farrell, Director of Parks and Recreation, Town of Brunswick, 220 Neptune Drive, Brunswick, ME 04011

The Current Perimeter Trail Committee, Precursor Efforts and Associated Work

In 2005, the Brunswick Naval Air Station was listed for closure. On November 21, 2007, the Town of Brunswick submitted its application to acquire federal property at the Brunswick Naval Air Station to the U.S. Department of the Interior. In December of 2007 the Brunswick Naval Air Station Reuse Master Plan was completed that called for a perimeter trail as part of its long-term vision for the property. The former Brunswick Naval Air Station officially closed on May 31, 2011.

On March 27, 2013, the Town of Brunswick (the “Town”), the Midcoast Regional Redevelopment Authority (“MRRA”) and Bowdoin College (“Bowdoin” or “the “College”) executed an access agreement. This access agreement provides the Town, MRRA and the College (the “Parties”) with certain rights of access with respect to the property conveyed or to be conveyed by the United States Government to the Parties (collectively the “Property”) and in particular with respect to the portion of the Property which is located westerly of the main runways of the former Brunswick Naval Air Station and the extension of such line northerly to Bath Road and southerly to the southerly boundary of the Property (such portion being sometimes referred to as the “West Base”).

On June 17, 2013, the Brunswick Town Council approved the Recreation, Trails and Open Space Plan for the various properties conveyed to the town from the U.S. Navy which featured among many other recreation and conservation area improvement projects a conceptual perimeter trail for the entire 3,000-acre former air base.

On October 28, 2017, the Town of Brunswick officially opened the Interim Perimeter Trail at Brunswick Landing which has served as a spine trail mostly on road.

Since that time there have been other off-road trail systems developed on the former Naval Air Station property including in 2018 the 3.6-mile Brunswick Topsham Land Trust Neptune Woods Trail and in 2023 the 13-mile Town of Brunswick Kate Furbish Preserve Trail system.

In 2023 the Town was awarded a National Park Service Rivers, Trails, & Conservation Assistance Technical Assistance Grant to assist Brunswick in locating a preferred corridor for the Perimeter

Trail at Brunswick Landing and to develop a management plan for those properties owned by the Town on the west side of the runways at Brunswick Landing.

The Perimeter Trail Committee was reorganized and includes the following individuals.

Technical Assistance Manager – Julie Isbill, NPS, Rivers, Trails & Conservation Assistance Program

- Tom Farrell, Director of Parks & Recreation, Town of Brunswick
- Steve Walker, Representative of Brunswick-Topsham Land Trust
- Tony Sprague, Special Assistant to the Treasurer at Bowdoin College
- Dan Stevenson, Executive Director, Midcoast Regional Redevelopment Authority
- Dennis Wilson, Parks & Facilities Manager/Arborist Town of Brunswick
- Jessica Hanscom, GIS Administrator, Town of Brunswick

Committee's Scope of Work.

At a minimum, the Committee shall explore the following,

- To update the conceptual perimeter trail alignment as envisioned in both the Brunswick Naval Air Station Reuse Master Plan [Reuse Master Plan for NASB - Brunswick Landing](#) and Recreation, Trails and Open Space (RTOS) Plan [Recreation-Trails-and-Open-Space-Management-Plan-Properties-Conveyed-to-Town-from-BNAS](#). Certain sections of the conceptual trail have been established and developed since both plans were adopted, and the actual alignments will be depicted on an updated map because of this RFP and subsequent trail construction work.
- To establish and develop a trail plan and corresponding property management plan for a 177-acre parcel of property owned by the Town of Brunswick through which the perimeter trail will travel. This plan will be developed like those for three other former Navy properties now in town ownership. These include Kate Furbish Preserve, Captain William Fitzgerald Recreation and Conservation Area and the Western Sawtooth Area Management plans.
- To determine the final alignment of the Perimeter Trail as it crosses the various properties owned by MRRA, the Town of Brunswick and Bowdoin College on the west side of the Brunswick Landing runways.
- To locate and develop a 10-foot-wide spine trail with two-foot shoulders on both sides through the 177-acre town owned lands and adjacent properties owned by MRRA and to open the trail for use by the public.
- To evaluate the various single-track trails created by others without landowner permission on the town owned 177 acres and adjacent MRRA properties and to determine if they should be allowed to continue, be relocated or discontinued.
- To evaluate potential locations for trailheads, parking areas and connections to the existing Town Commons/Greater Commons trail system and adjacent neighborhoods.

Reporting. The committee shall update the Town Council periodically as work proceeds on the

project and will prepare and deliver a final draft master plan for the property to the Town Council for consideration upon completion of its work.

Background: Documents Related to the Site

The consultant should review the various deeds filed in the Cumberland County Registry of Deeds prior to submission of their proposal to verify boundaries of the sites which are featured on the Town of Brunswick GIS Mapping Website. The list below indicates each of the parcels with corresponding U.S. Navy conveyance numbers, Registry Document, Book and Page references as well as Town of Brunswick Map and Lot numbers:

Conveyance # AIR -2A (Book 29438 Page 1 recorded 2012-03-14) Doc 14410, Map/Lot 40/296
Conveyance # AIR-10 (Book 31438 Page 1 recorded 2014-03-24) Doc 14765, Map/Lot 40/63
Conveyance # EDC-54 (Book 36051 Page 1 recorded 2019-09-25) Doc 50291, Map/Lot 40/1A
Conveyance # EDC-52 (Book 36051 Page 1 recorded 2019-09-25) Doc 50291, Map/Lot 40/1
Conveyance # REC 4A (Book 29438 Page 1 recorded 2012-03-14) Doc 14410, Map/Lot 40/164A
Conveyance # Rec 4 (Book 32910 Page 20 recorded 2016-02-02) Doc 6134, Map/Lot 40/164
Conveyance # AIR 2B (Book 29438 Page 1 recorded 2012-03-14) Doc 14410, Map/Lot 40/91
Conveyance # EDC-14 (Book 29754 Page 1 recorded 2012-06-27) Doc 37972, Map/Lot 40/78
Conveyance # EDC 53 (Book 41345 Page 1 recorded 2025-03-19) Doc 10003, Map/Lot 40/1C
Conveyance # EDC 55 (Book 41344 Page 151 recorded 2025-03-19) Doc 10002, Map/Lot 40/1B

(Please see appendix B for map detailing the above properties).

Project Goals

- Design safe, accessible, and environmentally responsible multi-use trails in three distinct locations at Brunswick Landing, which will become part of the larger Landing wide Perimeter Trail system. (Please see appendix A for map detailing the three sections.)
 1. Section (1) --- 1,830 linear feet of new trail
 2. Section (2) --- 7,160 linear feet of new trail
 3. Section (3) --- 1,054 linear feet of new trail
- Evaluate the best alignment to create a new 10-foot-wide spine trail with two-foot shoulders on both sides through a multi owner 96-acre tract of land labeled as Section (4) (Please see appendix A for map detailing this fourth location which is cross hatched on the map). The goal is to create a trail that will to the greatest extent possible lessen the distance one needs to travel on the paved section of Samuel Adams Drive between the southerly end of the Section 1 trail to the northerly end of the Section 2 trail.
- All trails are to be designed to maximize accessibility while balancing the site's topography, flora and fauna with the goal of minimizing grades.

- To evaluate the approximate 26,095 linear feet of unofficial trails on town and MRRA owned properties highlighted in yellow on the map detailed on appendix A and to make recommendations as to whether they should be allowed to continue, be relocated or discontinued.
- Minimize wetland and other protected natural resource impacts and describe avoidance and minimization strategies.
- Obtain the necessary permit by rule (PBR) authorization from Maine DEP and the Town of Brunswick Planning Department approvals for construction of the trail. If wetland impacts exceed the threshold for a PBR then the Town will seek a proposal from the consultant to complete the necessary Natural Resources Protection Act application for the project construction.
- Prepare all necessary information, written reports, cost estimates and maps in a format consistent with those required in both the Maine Trails Program and Recreation Trails Program applications for funding.

Scope of Services

Task 1: Trail Design and Engineering

- Topographic Survey: Conduct a detailed topographic survey of the proposed trail corridor, including areas with wetland crossings
- Horizontal and Vertical Alignment: Finalize the horizontal and vertical alignment of the accessible as possible trail, considering grade, curves and existing features like utilities and right-of-way boundaries.
- The trail centerline alignment shall be recorded with sub-meter accuracy GPS measurements and marked in the field by ground flags. Alignment data shall be delivered in the GIS format described in the Summary section of the RFP.
- Trail should be designed to achieve a maximum grade of 5% or less. In areas where maintaining a 5% or less grade cannot be achieved, the consultant should highlight and map those sections as part of its final report.
- Typical Sections: Develop typical trail sections including stone dust as the finished surface, sub-base and shoulder details.
- Wetland Crossings: Design specific trail sections within wetland areas, minimizing impact and ensuring proper drainage and stability, potentially using reduced trail width or retaining walls where necessary.
- Culvert Assessment: Review preliminary trail alignment at culvert crossings to both ensure compliance with DEP culvert standards and trail footprints fit within culvert length.

- Erosion and Sedimentation Control Plan: Develop a comprehensive plan to minimize erosion and sediment discharge during and after construction, particularly in areas near wetlands and waterbodies.

Task 2: Protected Natural Resource Survey, Delineation and Analysis

- Wetland Delineation: Delineate wetlands within the project area according to state and federal regulations.
- Wetland Function and Value Assessment: Assess the functions and values of wetlands potentially impacted by the project.
- Identification and mapping of rare natural communities and rare plant species locations.
- Identification of jurisdictional streams.
- Impact Analysis: Quantify potential protected natural resource impacts and propose avoidance and minimization strategies.

Task 3: Cost Estimates

- Trail Construction Cost Estimate: Provide a detailed cost estimate for trail construction including materials, labor and equipment for Sections 1, 2 and 3. (Please see appendix A for map detailing the three sections.)
- Wetland Mitigation Cost Estimate: Include costs associated with wetland mitigation, including creating new wetlands or “in lieu of” fees. If applicable.

Task 4: Maine Department of Environmental Protection (DEP) Permitting

- Agency Consultation: Engage with DEP and other relevant agencies to discuss project findings and address any concerns.
- Preapplication Meeting: Facilitate a pre-application meeting with Maine DEP to clarify requirements and identify potential issues.
- Permit Application Preparation: If the proposed trail alignment results in eligibility for a PBR review by DEP, the consultant shall prepare and submit the application. Should resource impacts, resource proximity, or overall scope of the project exceed PBR thresholds, the Town will work with the consultant to determine costs and approach for preparing the required permit(s) and supporting documentation.

Statement of Qualifications for Consultant Teams

Consultant teams should include individuals or firms with experience in trail delineation, cost estimating and construction as well as firms with expertise in environmental engineering or environmental science. Consultants shall include at a minimum in their submissions the following information:

- Each firm's experience with work components that qualifications have been submitted for;
- Identification of lead consultant resume(s) of personnel to be assigned to this project;
- List of any subconsultants, identification of their role in the project and prior experience performing work of this nature
- Resume(s) of personnel to be assigned to this project from each of the people working on the project team;
- Statement regarding availability and ability meet critical dates identified including final report presentation to the Perimeter Trail Committee no later than November 12th, 2025.
- Three references for similar work completed (contact name and phone number);
- Submission of copies of previous work products in this area.

Submissions are due on September 3rd, at 3:00 P.M. Five (5) copies are required to be submitted.

Submissions shall be addressed to:

Thomas Farrell, Director
Parks and Recreation Department
220 Neptune Drive
Brunswick, ME 04011

All submissions will be reviewed, and a selection made. Interviews may be conducted at the discretion of the selection committee.

Timeline

- RFP Release August 6, 2025
- **Pre Proposal Conference Site Walk will be held on August 15th beginning at 9:00am** with everyone to meet at the Kate Furbish Preserve West trailhead parking lot located on Merriconeag Road at Brunswick Landing. Consultants intending to attend the site walk must **RSVP no later than 3:00pm on August 13th. RSVP to tfarrell@brunswickme.gov**
- RFP Due no later than 3:00pm on September 3, 2025
- Consultant selected by September 17, 2025
- Completion of work and delivery of final report and related deliverables November 5, 2025.
- Appearance at the November 12th meeting of Perimeter Trail committee to summarize the work performed and to review the data collected.

Evaluation Criteria

The following evaluation criteria and ratings will be used:

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| a. Quality of overall submission | 20 points |
| b. Previous experience with the type of work identified | 20 points |
| c. Qualifications and availability of the assigned personnel | 20 points |
| d. Cost | 40 points |

Selection Process

A committee will evaluate each proposal individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in the RFP, and to any subsequent requests for clarification or additional information made by the Town. Proposals must comply with and are subject to all provisions of applicable federal, state, and local laws. Proposals failing to comply with the submission requirements or those unresponsive to any part of this solicitation may be disqualified. The Town may, at its sole discretion, elect to waive requirements either for all proposals or for a specific proposal.

The Town, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews.

The Town of Brunswick reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.



