

February 13, 2026

Dear Bidder:

The City of Auburn is accepting written proposals from qualified Bidders for the Auburn **Taylor Brook Fish Passage Improvements Feasibility Plan**. The City wishes to procure feasibility, engineering, environmental review and concept design services for the feasibility of improved fish passage on Taylor Brook in Auburn, Maine. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly: "**BID# 2026-018 Taylor Brook Fish Passage Improvements Feasibility Plan**". A pre-proposal site visit at meeting is scheduled at 575 Minot Avenue, Auburn, Maine, for **Thursday, February 26th, 2026, at 2pm** followed by pre-bid conference held at Auburn Hall in Council Chambers. Questions regarding this Request for Proposals should be submitted in writing to Jenna-Rae Brown Executive Assistant City Manager's Office | Public Services Department via email at [jrbrown@aumainegov](mailto:jrbrown@aumainegov) by **4:00PM, on Sunday, March 8th, 2026**. All questions and answers will be posted to the City website in the form of an addendum by **4:00PM, on Friday, March 13th, 2026**.  
<https://www.aumainegov/departments/finance/bids/index.php> Please submit your proposal to the City of Auburn by **2:00 p.m. on Thursday, March 26th, 2026**. Proposals will be opened at 2:00 pm at City Hall, Council Chambers. The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to **Jenna-Rae Brown** Executive Assistant City Manager's Office | Public Services Department, 60 Court Street, Auburn, **Maine 04210** so as to be received not later than **2:00 p.m. on Thursday, March 26th, 2026**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to [jrbrown@aumainegov](mailto:jrbrown@aumainegov) so as to meet the deadline noted above. No proposals will be accepted after the time and date listed above.

Sincerely,  
Purchasing  
City of Auburn

## **CONDITIONS AND INSTRUCTIONS TO BIDDERS**

1. Bidders shall use the enclosed bid form and schedule of values forms for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "**or approved equal**", if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. Bid proposals must be completed in full, in ink, and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest of the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.
10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
11. Please state "**Bid #2026-018 Taylor Brook Fish Passage Improvements Feasibility Plan**" on submitted sealed envelope.
12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn
13. Bidder will clearly outline all options that are included in the bid price.

## **GENERAL CONDITIONS**

### **1. Equal Employment Opportunity**

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

### **2. Save Harmless**

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents or materials used.

### **3. Subcontracting**

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

### **4. Warranty**

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

## **I. General Information**

The City of Auburn wishes to procure engineering, permitting level plans and environmental review, for the **Taylor Brook Fish Passage Improvements Feasibility Plan** at Littlefield Dam in Auburn, Maine.

The scope of this project includes the City of Auburn seeking to understand the feasibility for fish passage improvements at 3 dams on Taylor Brook in Auburn, Maine. The dams are privately owned by The Clean Estate, LLC (Parsons Mill Dam) and Maine Ventures Inc (Kendall/Stevens Mill Dams), both of which have supported efforts to date, and are working collaboratively with City of Auburn staff. The City of Auburn is acting as the agent for the project and will be contracting directly with the engineering firm for the services in this RFP. The proposed work will

include upfront, environmental review for the use of federal funds, an engineering assessment through design and feasibility analysis. Water flow (cfs), levels, temperature, and quality data were collected in summer of 2025 to benefit the feasibility analysis at each dam and will be available for use into the feasibility study. Currently, three non-hydropower dams exist along Taylor Brook, preventing fish passage between the Little Androscoggin River and the 625 surface-acre Taylor Pond. The target species for the feasibility study are alewives. The study is part of a larger grant funded project that includes the removal of Littlefield dam under a separate contract and is a part of a larger effort across the Little Androscoggin watershed to provide significant spawning and rearing habitat benefits to diadromous fish by restoring fish passage to populations of river herring, American shad, Atlantic salmon (as part of the Distinct Population Segment), sea lamprey and American eel.

Access to 2025 monitoring data see RFP website to access the 2 excel files.

Access to 2025 site photos: <https://photos.app.goo.gl/VUYwoN8Qkb1bknuE8>

The proposed actions include a detailed site assessment, regulatory review, alternatives analysis (ladders, elevators, nature-like bypasses, trap & haul), cost-benefit analysis, environmental impact assessment, and partner engagement, aiming to identify the most effective, least costly solution for restoring fish migration while balancing dam safety and community needs, culminating in a feasibility report with recommendations for implementation.

## **II. SCOPE OF SERVICES REQUIRED**

The tasks presented below describe an anticipated approach to this phase of the project. Bidders may present a variation to this approach, as long as the proposal is clear, streamlined, cost-effective, and maintains momentum for the timely completion of the project by February 2027. A schedule should be presented itemized by task and deliverables. Costs should be presented in table format and be itemized by task and labor categories.

### **Task. Partnership Coordination**

A key component to ensure success is partner engagement. This task is to meet with landowners of the dams and other key partners and collaborators to discuss the concerns and desired directions for the project area. The goal of the kickoff session is to communicate current objectives while creating space to ensure partners can express their desires and vision for the future of the project area. The partnership group with the project team will define the project

objectives and review and provide feedback on the alternatives. This task also includes holding up to 4 public community meetings to share the objectives of the study, review deliverables, and cover relevant topical issues.

**Deliverables:** Meeting and site visit with project team and partners to review problem and identify objectives, meeting notes that define and structure the objectives and measurements of evaluation, up to 4 public meetings.

**Task:** Data Collection, Evaluation, and Baseline conditions plan

This major task will establish a working baseline for dam and project area, against which alternative scenarios will be compared. This task includes performing a topographic survey of the land adjacent to the three dams, a hydrographic and bathymetric (instream) survey of Taylor Brook upstream and downstream of the three dams, and a functions and values assessment of the natural resources that will be impacted by the project. Work will include conducting a hydrologic and hydraulic assessment of the existing conditions and any necessary field data collection to support the H&H development. Instream data is available from 2025; see RFP website to access the 2 excel files..

When evaluating fish passage solutions, it is important to understand flow conditions in the stream that may occur when fish are migrating. Hydrology should be estimated for the development of fish passage alternatives including peak discharge for bankfull, 2-, 10-, 25-, 50-, 100-, and 500-year return interval events, baseflow 7Q10, and 5%, median (50%) and 95% exceedance flows during fish species of interest passage seasons. This scope of work also includes deployment of data loggers in the pond and stream to monitor water levels with the intent to capture the spring high and summer/fall low water levels (April/May through October/November) to supplement the data collected in 2025.

The Consultant will conduct a preliminary environmental review to determine baseline environmental conditions. Preliminary environmental review will consist of reviewing City/Applicant provided photographs, existing design plans, surveys, reports, and other documents to gather information needed for the preparation of a baseline conditions. This task includes performing a wetland delineation. The consultant is encouraged to propose necessary field assessments potentially needed to establish the baseline environmental conditions.

Elements to establish the baseline should include infrastructure resources and associated structural conditions, property ownership, historic resources, recreational resources, and any other community interest inventories.

Consultants will also supplement our understanding with literature reviews, database searches, communications with City staff, and agency coordination to confirm site conditions and history

and to confirm regulatory jurisdictions at the site. Letters to and review of data inventories of FEMA, wetlands, the State Historic Preservation Office (SHPO), Tribal Nations, United States Fish and Wildlife Service (USFWS), NOAA Fisheries, Maine Department of Inland Fisheries and Wildlife (MIFW), Maine Department of Marine Resources (MDMR), and Maine Department of Environmental Protection (DEP), Maine Natural Areas Program (MNAP) would be developed under this task to solicit resource inventory, environmental concerns and/or Project concurrence using available information and input from the Design Team.

**Deliverables:** Existing conditions plan and environmental baseline inventory and narrative. The consultant will prepare base plans by providing scaled graphics to be used by the City Consultant or its designee. Provide preliminary engineering plans (11" x 17") depicting existing conditions. Meeting to review findings with partner group

#### Task . Feasibility and Alternatives Analysis

Building upon the design and assessment efforts in prior tasks and phases, the consultant will develop a series of conceptual engineering plans that depict several fish passage options at the site. These options will include structural and potential nature-like approaches, as well as structure removal. Alternatives will be evaluated against their ability to meet the most recent fish passage guidance from NOAA NMFS and USFWS. This will also include associated order of magnitude construction costs for these potential improvements. The task will include a cost-benefit analysis, aiming to identify the most effective, least costly solution for restoring fish migration while balancing dam safety and community needs, culminating in a feasibility report with recommendations for implementation.

Following review of the alternatives with the partners, selection of a locally preferred project alternative will be facilitated. The selection of the preferred alternative will be documented in the final study report. The selected alternative will then be developed to a conceptual design level of completion that will be adequate to serve as the basis for initiation of project permitting (next task). Hydrologic and hydraulic calculations developed using modeling software such as HEC-RAS or a similar program should also be provided supporting the selected alternative's effectiveness at restoring fish passage.

**Deliverables:** Detailed Screening of Project Alternatives draft and final reports including basis of design, hydraulic model results, and associated plan sheets. The consultant will prepare base plans by providing scaled graphics to be used by the City Consultant or its designee. Provide conceptual engineering plans (11" x 17") depicting feasible alternatives. Meeting to review findings with partner group and meeting to facilitate Selection of the Locally Preferred Project Alternative.

**Task – Prepare Permit-Level Engineering Plans.** Based on the selected feasible alternative and Using the field data collected and existing conditions data and conceptual plans prepared to date, the Consultant shall develop preliminary engineering design plans suitable for regulatory permitting purposes. Additionally, public engagement will be conducted to ensure the adjacent property owners and interested parties have opportunities to provide input with the design approach.

The plans shall include scaled plan views, profiles, typical sections and all relevant supporting data. The plans shall include the following items at a minimum:

- Existing Conditions Plan(s)
- Excavation and Grading Plan(s)
- Erosion and Sediment Control Plan(s)
- Proposed Conditions Plan(s)
- Planting Plan(s) with planting notes and details
- Water Control, Temporary Diversion, and Dewatering Details (if necessary)
- Construction Access Plan
- Cofferdamming and Riverine Flow Diversion Plan
- Construction Sequence - These sequential sets of notes shall describe all work items and include equipment access and staging area needs including avoiding or minimizing adverse impacts to historic resources.
- Typical Details and Cross-Sections - These figures shall address all pertinent work items and design features sufficient for permitting purposes.

The Consultant shall provide the City with draft permit-level plans for review and comment, which shall be accompanied by the Consultant's draft Basis for Design memorandum and the engineer's opinion of project cost. The Consultant shall identify the necessary permits and authorizations from federal, state, and local governments that the City will need to acquire to proceed with the implementation of the restoration activities as included in the selected feasible alternative

Upon receipt of compiled written comments from the City and other partners, the Consultant shall revise the plans as necessary to submit permit applications.

Deliverables: Permit-level design plans, Basis of Design memorandum, list of necessary permits and authorizations, and project cost estimate. Preliminary engineering plans (24" x 36") depicting existing and proposed conditions, including full extent of all ground disturbances and changes to the impoundment as a result of the overall project. Please include landowners within area impacted with each landowner, as alternative options for access are explored during this phase. Meeting to review findings with partner group.

## OPTIONAL TASKS

### **Task** – Other Studies

Responding firms may propose supplemental field studies which they think would be beneficial for the development of design plans, along with proposed costs to perform such studies.

Once awarded, all Project deliverables generated throughout the project as identified in Section II shall be submitted in paper (2 copies) and electronic form (PDF, as well as word, excel, GIS shapefile and CAD where appropriate) to Jenna-Rae Brown Executive Assistant City Manager's Office | Public Services Department via email at [jrbrown@auburnmaine.gov](mailto:jrbrown@auburnmaine.gov).

### **III. Duration of Contract:**

Contracting is expected to be directly with the City, with associated work completed by February 2027. The City reserves the right to re-negotiate the Scope of Work related to any tasks under any subsequent contract. After firm selection, a kick-off meeting with project partners is anticipated to be scheduled for late April 2026.

### **IV. Pre-Proposal Site Visit**

A pre-proposal site visit will be held on **Thursday, February 26th, 2026 at 2pm**. All potential bidders are encouraged to attend, but attendance is not mandatory. Registration is required. To register, please e-mail: [jrbrown@auburnmaine.gov](mailto:jrbrown@auburnmaine.gov) with the following information:

Name

Company

Cell Phone Number

Email Address

Meeting Location: 575 Minot Avenue, Auburn, Maine

No phone call inquiries, please. If there are remaining questions after the site visit, potential consultants can submit questions, by email only, up until by **4:00PM, on Sunday, March 8<sup>th</sup>, 2026**. We will compile the questions along with responses and then send them out to all consultants by **4:00PM, on Friday, March 13th, 2026**.

## **V. Submission and Selection Process**

Submission

Interested firms should submit *eight paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications and Proposal which includes the firm's response to each of the following criteria.

- A. qualifications to undertake this project.
- B. documented experience with budgets, estimating, scheduling and project cost control.
- C. list of projects that demonstrate the firm's capabilities.
- D. list of recently completed work of similar type and size projects, with client contact information for each project.
- E. organization of team, flow chart illustrating all team members and their responsibilities, and profiles of key personnel who would be involved in the project.
- F. be clearly identified with all subcontractors and their roles identified.
- G. a written description of Quality Assurance/Quality Control (QA/QC) procedures that will be used for design and engineering.
- H. statement of current workload and ability to absorb the project; and
- I. list of business references other than those listed above, including contact information.
- J. Project schedule including timeline of tasks and anticipated deliveries. The schedule should anticipate a review period for each milestone from all partners and an adequate time to incorporate feedback prior to finalizing the milestone deliverable.
- K. A detailed description of your project approach which outlines key issues, processes and deliverables for each task described in Section II.
- L. Cost Proposal in a separate sealed envelope written across the seal "Cost Proposal" that is itemized by tasks as identified in Section II, including personnel and rates anticipated. Work shall be performed on a time and expense, not-to-exceed basis.**

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to Jenna-Rae Brown Executive Assistant City Manager's Office | Public Services Department , 60 Court Street, Auburn, Maine 04210 so as to be received not later than **2:00 PM on Thursday, March 26, 2026**. The *electronic copy* of the Letter of Interest and Statement of Qualifications

should be sent as an attachment to an email addressed to Jenna-Rae Brown Executive Assistant City Manager's Office | Public Services Department via email at [jrbrown@auburnmaine.gov](mailto:jrbrown@auburnmaine.gov) so as to meet the deadline noted above.

### **Evaluation and Selection Process**

1. The standard procurement /legal process for engineering services for public improvements shall follow the process as defined in City of Auburn, Contract Document.
2. Scoring will be based on a 100-point scale and will measure the degree to which each proposal satisfies the following criteria.
  - Organization Qualifications and Experience (50 points)
  - Proposed Services (30 points)
  - Cost Proposal (20 points)
3. Preference will be given to those Design and Permitting teams who demonstrate a capacity to meet the City of Auburn target schedule and budget with a feasible start date to complete the assessment in 2026.
4. The evaluation of the technical proposal shall be completed prior to opening the cost proposal.
5. The selection committee will rank all submissions in writing, notify all Design and Permitting teams regarding the results, and invite at least two of the respondents to an interview.
6. The selection committee will invite the highest ranked team to negotiate the proposal's final terms, conditions, and cost. In the event of failure to negotiate a mutually agreed upon contract, the selection committee may terminate negotiation with the first team, and negotiate with the next highest ranked team, and so on.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification and proposed services packages. The selection committee will rank all firms and negotiate final fees with the highest ranked firm.

**PROPOSAL FORM:**

Due: Thursday, March 26, 2026

To: City of Auburn  
Purchasing  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for thirty days (30) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature \_\_\_\_\_ Company \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

STATE OF MAINE

\_\_\_\_\_, SS. Date: \_\_\_\_\_

Personally, appeared \_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Commission Expires \_\_\_\_\_

Addendum Acknowledged:

# \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
# \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_