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Kathy Raftice  
Community Services Director  
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Town of Cape Elizabeth  
Request for Bid Proposals

The Fort Williams Park Committee completed a Master Plan Update for Fort Williams Park in the fall of 2021. One recommendation from the Master Plan was the improvement of the freshwater pond located in the Park. The Town of Cape Elizabeth is soliciting proposals to repair ~~to~~ and improve the year-round functionality of the pond.

Proposals shall be listed on the bid form provided and submitted in a sealed envelope, plainly marked "**FWP Pond Reclamation Project**", and addressed to Patrick Fox , Town Manager, 320 Ocean House Road, Cape Elizabeth, Maine 04107. No late, unmarked, facsimile, or electronic bids will be accepted.

The Town of Cape Elizabeth will receive sealed bids until 2:00 P.M. on Thursday, October 31, 2024 at which time they will be publicly opened and read in the Town Council Chambers at the Town Hall. Questions regarding this bid should be directed to Kathleen Raftice, Director of Community Services and Fort Williams Park at 207-799-2868 or via e-mail at [Kathleen.Raftice@capeelizabeth.org](mailto:Kathleen.Raftice@capeelizabeth.org)

It is the custom of the Town of Cape Elizabeth to pay its bills within thirty (30) days following the delivery of, and receipt of bills for, all services covered by a purchase order and/or contract. In submitting bills under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with above named policy.

The Town of Cape Elizabeth expects to award this bid to the lowest bidder for the services requested. However, company experience and quality of service provided to the Town of Cape Elizabeth in the past on similar projects will also be taken into consideration when awarding this bid. The Town of Cape Elizabeth reserves the right to waive any informality in the bids, to accept any bid, and to reject any or all bids, should it be deemed in the best interest of the Town.

**Project Location:** The pond is an existing 0.52-acre freshwater pond, located on the westerly side of Fort Williams Park, near the lower tennis courts.

**Project Reference Documents:** There was an initial Pond Feasibility Study completed by a consultant in June 2022 that identified potential compounds in the soil and a preliminary hydrogeological assessment of the pond and surrounding area. In June 2023, the consultant prepared and submitted specific recommendations to the pond and surrounding area, detailed in the Pond Feasibility Study report. Both reports can be provided upon request to bidders.

**Pre-Construction Photos:** The Town has taken photos of the project area and adjacent stonewall that encompasses the pond.

**Dig-Safe:** The successful bidder shall contact Dig-Safe (888-344-7233) in accordance with State regulations prior to the start of work.

**Equipment:** Contractor shall provide a list of equipment with the bid that will be utilized to complete the scope of services listed in this bid.

**Work Requirements:** Contractor shall provide a construction sequencing plan to the Park Director prior to commencing work. It shall detail the how the dredging will be accomplished, equipment, and materials for the scope of services outlined in these bid specifications and be approved by the Park Director prior to commencing work. If applicable, no work shall take place between June 1 and August 4, 2024. Contractor shall be flexible to work restricted hours to avoid conflicts with other special events in the Park, if requested by the Park Director.

**Term of Project:** Works shall be complete by May 23, 2025.

**Hours of Work:** Hours of work shall conform to all applicable Town of Cape Elizabeth Ordinances. For this project, workdays will be Mon.- Fri., 7:00 AM to 6:00 PM.

**Mandatory Pre-Bid Meeting:** There will be a mandatory pre-bid meeting for all bidders, which will take place at the Cape Elizabeth Community Center on Thursday, October 17, 2024 time to be determined. If desired, a site visit at the pond may be possible.

**Insurance Requirements:** The successful bidder shall supply the Town of Cape Elizabeth a Certificate of Insurance listing the Town of Cape Elizabeth both Certificate Holder and as an Additionally Named Insured. Coverage shall be for not less than the following amounts:

a. General liability including comprehensive form, premises/operations, products/completed operations, contractual, independent contractors, broad form property damage and personal injury.

1. \$1,000,000 Bodily Injury and Property Damage Each Occurrence
2. \$2,000,000 Bodily Injury and Property Damage Aggregate
3. \$2,000,000 Personal Injury Aggregate

b. Automobile liability including any auto, hired autos and non-owned autos -

1. \$1,000,000 bodily injury and property damage combined.

c. Workers' Compensation and Employer's Liability

1. \$500,000 each accident
2. \$500,000 Disease - Policy limit
3. \$500,000 Disease - Each employee

## General Scope of Services Required:

1. Place an erosion control berm around the entire perimeter of the Pond, (about 5 feet) above the stonewall.
2. Remove and dispose of existing fencing around existing outlet control structure. Protect existing electrical service adjacent to outlet control structure.
3. Pond shall be drained, with sediments to be excavated and dredged per the attached detail, protecting the flora (cattails) located between the two Paper Birch trees located on the north side of the pond.
4. It is the responsibility of the successful bidder to remove (and dispose of) the dredged materials off-site from Fort Williams Park. The temporary staging of dredged material in the Park must be in a location approved by the Park Director. The Town has had the sediment in the pond analyzed by a testing laboratory. The test results have been included in these specifications as Schedule A.
5. Remove, dispose of and replace the existing outlet structure and fill void with common borrow.
6. Install a precast concrete manhole (per plan location) with an internal weir that controls the pond water level, along with a new inlet pipe from the pond (see detail). The existing stone perimeter wall shall be removed and replaced to allow for the removal of the existing outlet pipe and construction of the new outlet pipe. Contractor shall provide sandbag coffer dam and temporary dewatering system for this work.
7. The precast manhole shall be connected to the existing outlet pipe (with a combination of reducing fittings and/or Fernco couplers) which conveys the pond overflow to the wetland on the westerly side of Shore Road.
8. Construct (and install) permanent pump suction support (per the attached detail) to keep suction strainer suspended above the bottom of the pond.
9. Attend pre-construction and/or on-site progress meetings with Town staff and/or the Town's representative, as requested.
10. Successful bidder shall sweep roads utilized to transport dredged material at the end of each workday.
11. Upon completion of project, regrade, loam, seed, and hay mulch all disturbed areas to following completion of project to match pre-construction conditions. Seed mixture shall be "**Park**" **Mix** (10% Hard Fescue, 25% Kentucky Bluegrass, 20% Annual Ryegrass, 20% Chewing Fescue, 25% Perennial Ryegrass) Apply seed at 5lbs./1000 sq. ft.

Contractor shall water disturbed areas until grass has been established to 80% catch per the Park Director.

Contractor shall perform first mowing of established grass.

\$5,000 shall be held by the Town as retainage for grass growth for one year from the date of restoration.

12. Repair any damage done (or project impacts) to existing stone walls during project. Stonewalls shall be repaired and/or restored to pre-existing conditions, at the successful bidder's expense.

**The successful bidder shall furnish, install and comply with the terms of this RFP on or before May 23, 2025 unless extended by the Director of Fort Williams Park.**

Kathleen Raftice  
Director, Community Services and Fort Williams Park

**Town of Cape Elizabeth**

**FWP Pond Reclamation Project Bid Form**

**All bid prices shall be listed in the designated space below**

**FWP Pond Reclamation Project Bid (Lump Sum) : \_\_\_\_\_**

Signed: \_\_\_\_\_ (Required) Dated: \_\_\_\_\_

Name: \_\_\_\_\_ (Please Print or Type)

Company: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

24-Hour Emergency Phone Number(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

Company website: www. \_\_\_\_\_