



Sophie Romana and Janice Esancy
Town of Camden, Maine
PO Box 1207
29 Elm Street
Camden, Maine 04843

June 9, 2022

Re: Megunticook River RFP Response

Dear Sophie, Janice, and Camden Town Officials:

Thank you for the opportunity to submit a revised proposal with a specific scope of work and budget for phase I. We have also submitted an excel spreadsheet with a weekly work plan, as requested.

I wanted to mention a couple of important pieces of our revised proposal and budget:

First, we have incorporated Biohabitats into our project proposal. We have an existing working relationship with their outstanding company and believe that they can be an important part of developing the vision statement (Task 5). Biohabitats has a robust national resume and many river restoration experiences to draw from that can help Camden move forward in the best possible way while fully engaging the community.

Second, you will see in the budget table on page 7 that I am donating all of my time on the Project Management task (Task 1) which includes several meetings with the Town. This is due to the fact that I believe I can help manage the project and its many moving parts while also keeping the project budget below \$19,000. As the business owner of FBE, I have the ability to (occasionally) donate time to help ensure project success. I estimate this amount to be about 20 hours of my time and the time will be documented as it could be used as matching funds for any grants that you have on-line.

We look forward to the opportunity to help Camden with this important project phase. Please feel free to contact me at info@fbenvironmental.com or on my cell phone at 207-650-7597 with any questions.

Sincerely,

Forrest Bell
Owner/CEO FB Environmental Associates LLC

97A Exchange Street
Suite 305
Portland, ME 04101

207-221-6699
www.fbenvironmental.com

FB Environmental Weekly Workplan For Megunticook River Restoration Project, Phase I

		Week of:											
Task	Task Description	6/19/2022	6/26/2022	7/3/2022	7/10/2022	7/17/2022	7/24/2022	7/31/2022	8/7/2022	8/14/2022	8/21/2022	8/28/2022	
Task 1: Project Management													
Weekly phone calls with Town of Camden	Review project progress and deliverables and discuss action items for the week.												
Internal budget and project management	FBE and Biohabitats internal staffing, budgeting, invoicing, project management, and other administration.												
Task 2: Megunticook River Restoration Task Force													
Form Task Force	Finalize list of potential members with Town input, and reach out via phone and/or email. Form mailing list and send poll to set first meeting date.												
Meeting 1	Focus on developing bylaws and objectives for the Task Force to guide future meetings.												
Meeting 2	Review Gap Analysis. Begin visioning exercise. Discuss priorities for the river with Biohabitats experts. Discussion will be used to generate a survey to rank priorities.												
Meeting 3	Continue visioning exercise. Discuss results of survey and next steps to incorporate into the Phase II RFP.												
Task 3: Gap Analysis													
Review reports	Review all available past studies on the river, including, but not limited to, two Inter-fluve reports.												
Memo on gap analysis	Complete first draft of gap analysis. Send to Town and Task Force to review.												
Incorporate edits from Town and Task Force	Produce final draft of gap analysis and submit to Town.												
Task 4: Restoration Phase Development and RFP Scoping													
Identify phases of implementation for river restoration plan	Guided by Task Force feedback and results of the gap analysis, divide tasks for the Megunticook River Restoration Project into Phases to be worked over the next decade.												
Develop RFP for Phase II	Complete more detailed plan and RFP for Phase II of the Restoration Project. Send to Town and Task Force for review.												
Incorporate edits from Town and Task Force	Produce final draft of Phase II RFP and submit to Town.												
Task 5: Development of Vision Statement													
Design survey for visioning exercise	Use discussion at Task Force meeting #2 to form survey to rank priorities for the Megunticook River's future.												
Compile results of survey and follow up discussion at Task Force meeting #3 into written memo with draft vision language	Complete written memo of survey results and results of discussion at TF meeting #3 with draft vision language. Submit memo to Town.												