

TOWN OF ELIOT, MAINE
REQUEST FOR PROPOSALS/QUALIFICATIONS FOR CONSULTING SERVICES
Community Resilience Projects

The Town of Eliot, Maine (Town) seeks consulting services for two efforts related to community resilience to climate change:

1. Climate Change Vulnerability and Resilience Assessment – Request for Proposals
2. Infrastructure Adaptation Engineering Services – Request for Qualifications

Interested firms or organizations may submit responses to one or both requests. Each will have its own separate review. This RFP/RFQ is being combined for administrative efficiency. Those submitting either a proposal for the RFP or a statement of qualifications (SOQ) for the RFQ are referred to here generally as Respondents.

1. BACKGROUND

Climate Change Vulnerability and Resilience Assessment

The Town is a member Community Resilience Partnership (CRP), a program of the Maine Governor's Office of Policy Innovation and the Future (GOPIF). When enrolling in the CRP, we established priorities for climate change resilience and mitigation projects. A community climate change vulnerability assessment (CVA) is one of the priorities. We applied for a CRP Community Action Grant to fund a CVA, and the grant was awarded this fall. We are now seeking a consultant to help lead and facilitate the CVA. The Consultant will work with a Community Working Group, which will guide the assessment.

Currently, Eliot lacks local information about climate hazards facing the town, the impacts of those hazards, and the community's vulnerability to those impacts. To begin planning and taking action on climate change impacts, we need to better understand what those impacts will be and how they could affect the community. The CVA can help us with this understanding.

The CVA duration is 2 years. The grant was accepted this fall. Kickoff is expected after the Consultant is on board, likely in February or March 2024. Project completion is expected in the fall of 2025.

The total project budget is \$50,000. Of this, \$10,000 is reserved for a University of New Hampshire (UNH) Sustainability Fellowship position to assist with the project in the Summer of 2024. The Town was recently awarded a fellowship at the post-baccalaureate level. We understand from UNH that the Fellowship cohort will be announced in early April, and fellow orientation will take place the week following Memorial Day. During the summer months, the Fellow will assist with early CVA tasks, such as data collection or analysis, GIS mapping, literature review, Working Group meeting facilitation, and community engagement. The selected Consultant is expected to work closely with the Fellow during this time on CVA tasks. We also expect the selected Consultant to participate in some mentorship check-ins with the Fellow. The Town Planner will be the primary mentor, supported by a member of the Conservation Commission and the selected Consultant.

Infrastructure Adaptation Engineering Services

The Town seeks to contract with a consultant to provide professional engineering services related to climate change infrastructure adaptation projects. These could include projects eligible for the Maine Infrastructure Adaptation Fund (MIAF), projects ultimately recommended by the CVA, or similar projects.

To be clear, the Town does not currently have a project that needs these services. We seek to select a consultant based on qualifications and enter into an on-call contract under which task orders for future project needs can be issued. The on-call contract itself would not be a guarantee of any work. Prospective respondents to this RFQ should be aware of this limitation. We are bundling this RFQ with the RFP for the CVA for administrative efficiency.

Examples of Infrastructure Adaptation projects we may wish to pursue in the future may include, but are not necessarily limited to:

Stream crossing improvements

Maine Department of Inland Fisheries and Wildlife's (MDIFW) Beginning with Habitat (BwH) data includes stream crossings of roads symbolized by whether they are a barrier or potential barrier for fish passage. Improvement of these culverts using Stream Smart principles can remove such barriers, benefit the stream's habitat, and help mitigate flooding during heavy storms – whose frequency and intensity may increase with a changing climate.

Scoping and-or design of other projects that could be funded by the Maine Infrastructure Adaptation Fund (MIAF)

As of this writing, a MIAF Request for Applications has now been released with February 2, 2024, deadline. More information is at: <https://www.maine.gov/mdot/grants/adaptation/>. As a CRP community, the Town is considering (but has not yet committed to) applying for this grant.

Similar projects

The on-call contract could cover other future engineering services needed by the Town toward adapting infrastructure for climate change.

2. SCOPE OF WORK AND DELIVERABLES (SUMMARY)

Climate Change Vulnerability and Resilience Assessment

The general scope of services requested of the selected Consultant include:

- Support and co-lead Working Group meetings (along with Town staff and UNH Fellow during the 2024 Fellowship) – create agendas, take meeting notes/summaries. Working Group meetings are expected to take place roughly once every two months, on average. Meetings will be hybrid so Consultant has the option to attend in-person or remotely (videoconference), though in-person attendance for at least some meetings is ideal.

- Create draft vulnerability assessment framework and revise as needed per Town staff and Working Group input
- Assist with conducting community engagement, including but not limited to a community survey and community workshop.
 - The Town has a license for Maptionnaire and will manage the survey through this platform, so the Consultant's role will focus on generating questionnaire content and analyzing results, the latter of which may be coordinated with the Fellow.
- Conduct the vulnerability assessment, identifying where the Town is vulnerable to climate change and recommending resilience strategies and potential funding sources to address those vulnerabilities. We expect the Fellow to conduct some research that will inform this task.
- Facilitate check-in meetings with Town staff, UNH Fellow, and others – likely once per month, on average
- Assist the Town with developing quarterly progress reports required by our grant

Generally, the selected Consultant will need to provide the following deliverables:

- Working Group meeting agendas and summaries
- Assessment framework (Word/PDF): draft and final
- Draft community survey questions
- Vulnerability assessment document (Word/PDF): draft, 2-3 revision rounds, final
- Materials for community engagement, e.g. fact sheet, poster, etc.
- Draft quarterly reports

For a more detailed version of the scope of services and deliverables, see the Town's CRP grant application in Attachment A. If there is any discrepancy between the above summary and the scope and deliverables as described in the grant application, the latter should be seen as the definitive version.

Infrastructure Adaptation Engineering Services

See above. Scope of services and deliverables to be based on task orders issued under an on-call contract.

3. PROPOSALS/STATEMENTS OF QUALIFICATIONS MUST BE SUBMITTED BY EMAIL, AS FOLLOWS:

Date Due: Thursday, February 8, 2024

Local Time: 5:00 p.m.

RFP/RFQ Coordinator: Jeff Brubaker, AICP

Title: Town Planner

Email address: jbrubaker@eliotme.org

Late proposals/statements of qualifications (SOQs): Any proposal, portion of a proposal, or unrequested proposal revision received by the Town after the time and date specified above will be rejected. The same applies for SOQs under the Infrastructure Adaptation Engineering Services RFQ.

4. REQUESTS FOR CLARIFICATION AND RFP/RFQ AMENDMENTS

Requests for clarification and additional information must be emailed to the RFP/RFQ Coordinator listed in Section 3 above by 5:00 p.m. on January 25, 2024. Such correspondence must reference the Project Title in the subject line.

Responses and RFP/RFQ amendments will be posted to the Town's website – <https://www.eliotmaine.org/planning-department/pages/community-resilience-partnership> – on or before February 1, 2024. *Late requests for clarification will not necessarily receive a response or result in an amendment. If the Town believes a response or amendment is warranted after February 1, we will consider extending the submittal deadline to allow prospective respondents more time to finalize or change their proposals/SOQs.*

It will be the Respondent's responsibility to check the referenced website for clarifications and amendments to this RFP/RFQ. The Respondent must reference all responses and amendments in its response to this RFP/RFQ.

5. PROPOSAL/STATEMENT OF QUALIFICATIONS REQUIREMENTS

Respondents may respond to one or both requests (RFP for the CVA; RFQ for Infrastructure Adaptation Engineering Services). There is no extra credit solely for responding to both requests; each proposal or SOQ will be evaluated on its own merits. Respondents may be individual firms/organizations or teams involving a prime consultant and one or more subconsultants.

Climate Change Vulnerability and Resilience Assessment – Proposals

Respondents will describe in detail how they will complete the defined tasks and deliverables. At minimum, proposals shall include:

- Cover letter, including acknowledgement of addendums (if any) and a statement regarding conflicts of interest (if any)
- Qualifications and availability of the staff proposed to be involved in the Project (half-page or full-page qualification sheets/resumes etc.)
- Scope of work, including any proposed scope modifications
- Organizational chart
- Projected staff availability
- At least 3 example projects
- At least 3 references
- Price proposal and budget

Infrastructure Adaptation Engineering Services – Statements of Qualifications

At minimum, SOQs shall include:

- Cover letter, including acknowledgement of addendums (if any) and a statement regarding conflicts of interest (if any)

- Summary of experience of the firm in providing services related to infrastructure adaptation and engineering work eligible for the MIAF (max 3 pages)
- Qualifications and availability of the staff proposed to be involved in the services (half-page or full-page qualification sheets/resumes etc.)
- At least 3 example projects
- At least 3 references

This is for an on-call contract that would be the basis for future task orders. SOQs shall not include any references to the price of potential services.

The selected Consultant will be required to provide documentation of applicable insurance policies (e.g. insurance certificates) prior to an on-call contract being signed. If the Town receives a grant that is to cover all or part of the selected Consultant's services, the grant may have specific requirements applicable to the Consultant. If so, these will be addressed in the task order.

6. SCORING CRITERIA

Climate Change Vulnerability and Resilience Assessment – Proposals

- Experience (10 points)**: Describe the Respondent's experience providing services similar to those requested for this assessment. Identify at least 3 projects on which your company, team, or organization has performed work comparable to that required in this RFP in the last 5 years. Include a description of the project, dates of the project, and results.
- Qualifications (10 points)**: Identify the **key** staff who will be assigned to fulfill the contract requirements. Provide half- or full-page qualification sheets/resumes.
- Ability to successfully execute the scope and stay on schedule (10 points)**:
 - Provide a schedule of deliverables and any other relevant milestones based on Section 2 and Attachment A;
 - Describe how the firm/team/organization will manage its overall workload to meet deadlines for the deliverables and other relevant milestones listed above.
- Ability to control costs and ensure quality (5 points)**:
 - Describe how the firm/team/organization will control and monitor its costs;
 - Describe how your firm/team/organization intends to maintain communication with the Town.
- Price proposal (5 points)**: Include a price proposal and budget sheet informed by Section 2 and Attachment A.
- References**: Provide at least 3 work references with contact information and descriptions of the resulting projects, with dates. Reference checks may be used to inform our evaluation of the respondent on the above scoring criteria.
- Contact Information**: Provide the name, address, phone number and email address of Respondent.

Infrastructure Adaptation Engineering Services – Statements of Qualifications

- a. **Experience (10 points):** Describe the firm or team’s experience providing services similar to those requested for this assessment. Identify at least 3 projects on which your company, team, or organization has performed work comparable to that required in this RFP in the last 5 years. Include a description of the project, dates of the project, and results.
- b. **Qualifications (10 points):** Identify the **key** staff who will likely be assigned to work on the on-call services. Provide half- or full-page qualification sheets/resumes.

7. TECHNICAL PROPOSAL RATING AND SELECTION PROCESS

- a. Proposals and SOQs will be reviewed and rated using the scoring criteria in Section 6 above.
- b. For the CVA RFP, the Town will select for contract award the Respondent determined to provide the best value to the Town, based on the scoring criteria.
- c. For the Infrastructure Adaptation Engineering Services, the Town will select for on-call contract award the most qualified Respondent, based on the scoring criteria. We expect to select only one firm but if warranted may select more than one firm according to qualifications.
- d. The Town may or may not conduct interviews to assist in the review.
- e. The Town reserves the right to reject any responses if they do not meet the requirements of the RFP or RFQ, or to cancel and-or revise/reissue the RFP/RFQ if necessitated by exceptional circumstances.

8. PACKAGING AND SUBMITTING YOUR TECHNICAL PROPOSAL

- a. **Organization and Format:** Your Proposal or SOQ, which must be organized as closely as possible to the format and sequence indicated in these instructions, must be submitted as set out below.
- b. **Project Title:** The Respondent’s full business name and address must be included on the cover page. Which project you are responding to (the CVA RFP or the engineering RFQ) should be clear in the title of the proposal. Respondents responding to both the RFP and RFQ must submit separate emails with separate PDFs of each.
- c. **Proposal Package Submittal:** All Proposals and SOQs must be submitted electronically as a PDF to the RFP/RFQ Coordinator listed in Section 3, with the Project Title in the email subject line.
 - **FOR THE INFRASTRUCTURE ADAPTATION ENGINEERING SERVICES RFQ, ANY STATEMENT OF QUALIFICATIONS THAT MENTIONS PRICE SHALL BE REJECTED.**

9. CONTRACT TERM, TYPE, AND PAYMENT METHOD

Climate Change Vulnerability and Resilience Assessment

The initial contract term shall be for a period of **18 months**, commencing upon full execution of the contract awarded pursuant to this RFP. The contract term may be extended upon written agreement between the Town and Consultant.

The contract type and payment method for this Project shall be determined following the selection of a successful Respondent.

Infrastructure Adaptation Engineering Services

The contract shall be an on-call contract without a guaranteed dollar amount (zero-dollar contract). Task orders issued under this contract will determine the term of the work, compensation, and payment method. We expect that the on-call contract term will be **3 years** and could be extended upon written agreement from the Town and Consultant.

10. FREEDOM OF ACCESS ACT - CONFIDENTIALITY.

Under Maine's Freedom of Access Act, Title 1 M.R.S.A. Chapter 13 §402 (3), et seq., "Public Records" (as that term is defined in Title 1 M.R.S.A. Chapter 13 §402(3)) are available for public inspection and copying once an award notification has been made.

Information submitted in response to this RFP/RFQ will be considered to be "Public Records" available for public inspection and copying once a contract has been awarded. If, however, a Respondent believes that parts of its Proposal fall within one or more of the exceptions to the definition of "Public Records" set forth in Title 1 M.R.S.A. Chapter 13 §402(3), that Respondent may submit by mail (1333 State Rd.; Eliot, ME 03903), postmarked by the RFP/RFQ deadline, those parts of its Proposal, with each page marked "Confidential" in a separate envelope marked "Confidential". The envelope must include a non-confidential statement of the basis for Respondent's claim that those parts of its Proposal fall within one or more of the exceptions to the definition of "Public Records". Designating part of a Proposal "Confidential" does not by itself ensure that those parts of the Proposal will remain confidential.

If the Town receives a request to inspect or copy those parts of the Respondent's Proposal marked confidential, the Town will notify Respondent that such a request has been received. Any Respondent claiming documents are confidential shall, within 14 days of receiving the Town's notice, send the Town a list identifying each document that it claims is confidential. If the Town agrees that the documents so identified fall within one of the exceptions to the definition of "Public Records", the Town will notify the party requesting disclosure that the documents will be withheld. If the party seeking disclosure files a legal action to gain access to the confidential information, the Respondent must retain counsel and file for a protective order. Respondent's failure to join the action and secure a protective order shall constitute a waiver of its claim that the information is confidential. The Town will comply with the order issued by the reviewing court.

ATTACHMENT A

**Town of Eliot Community Resilience Partnership Action Grant Application
Climate Change Vulnerability and Resilience Assessment**

State of Maine
Governor's Office of Policy Innovation and the Future
APPLICATION COVER PAGE
RFA# 202305100

Community Resilience Partnership Community Action Grant

Applicant's Organization Name:		Town of Eliot	
Chief Executive - Name/Title:		Michael Sullivan	
Tel:	207-439-1813 x 107	E-mail:	townmanager@eliotme.org
Headquarters Street Address:		Eliot Town Office, 1333 State Road	
Headquarters City/State/Zip:		Eliot, Maine 03903	
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Application - Name/Title:		Jeff Brubaker, Town Planner	
Tel:	207-439-1813 ext. 112	E-mail:	jbrubaker@eliotme.org
Headquarters Street Address:		Eliot Town Office, 1333 State Road	
Headquarters City/State/Zip:		Eliot, Maine 03903	

- This Application and the pricing structure contained herein will remain firm for a period of one hundred eighty (180) days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's Application.
- No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
- The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print):	Michael J. Sullivan	Title:	Town Manager
Authorized Signature:		Date:	6.22.23

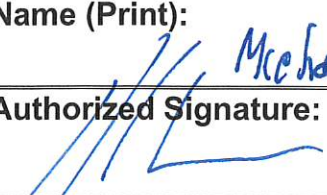
State of Maine
Department of Governor's Office of Policy Innovation and the Future
DEBARMENT, PERFORMANCE, & NON-COLLUSION CERTIFICATION
RFA# 202305100

Community Resilience Partnership Community Action Grant

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
 - i. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
 - ii. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
- c. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
- d. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default.*
- e. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Failure to provide this certification will result in the disqualification of the Applicant's Application.

Name (Print): <i>Michael J. Sullivan</i>	Title: <i>Town Manager, Eliot</i>
Authorized Signature: 	Date: <i>6-22-23</i>

State of Maine
Governor's Office of Policy Innovation and the Future
APPLICATION FORM
RFA# 202305100
Community Resilience Partnership Community Action Grant

In responding to each Criteria below, Applicants should refer to the information provided in the corresponding areas of the Activities and Requirements section in the RFA. Applicants must use this application to respond to all desired information outlined here and in the RFA.

Criteria 1: Eligibility and Applicant Information

Applicant's Organization Name:	Town of Eliot
Applicant's Organization is a:	<input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Tribal Government <input type="checkbox"/> Township, plantation, or unorganized territory <input type="checkbox"/> Service provider organization <input type="checkbox"/> This is a joint application for a Group of Communities (if applicable).
Is applicant(s) currently enrolled in the Community Resilience Partnership?	<input checked="" type="checkbox"/> yes or <input type="checkbox"/> enrolling simultaneously
In partnership with: <i>Letters of Support must be provided with Application.</i>	<div style="background-color: #e1eef6; padding: 2px;">List Partners (if any)</div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div>

Criteria 2: Previous Community Action Grant status

Is this the community's first application to the Community Action Grant?	<input checked="" type="checkbox"/> yes or <input type="checkbox"/> no (If yes, skip the rest of this section.)
Does your community currently have an active Community Action Grant?	<input type="checkbox"/> yes , from: <input type="checkbox"/> Spring 2022 <input type="checkbox"/> Fall 2022 or <input checked="" type="checkbox"/> no (If no, skip the rest of this section.)

Has an extension ever been requested for the active grant?	<input type="checkbox"/> yes or <input checked="" type="checkbox"/> no
If this grant application is successful, what specific steps will the community take to ensure both grants are completed on-time?	N/A

Criteria 3: Community Characteristics

Complete the table describing the characteristics of the community. See the RFA document (Section H-2 of Activities and Requirements) for information and instructions for completing this table. If this is a multi-community application, use the additional rows for each of the communities in the Group.

Community Name	Community Type (Municipality, Tribal Government, Plantation, Township, or Unorganized territory)	Region (1, 2, 3, 4)	Population	Social Vulnerability (low, medium, high)
Eliot	Municipality	1	7,162	Low

Criteria 4: Maine Won't Wait Strategy and Action(s)

Project Title
Eliot Climate Change Vulnerability and Resilience Assessment

For no-match grants, which Maine Won't Wait strategy <u>and</u> action(s) does the project seek to implement?
<i>For grants to support other community-defined climate priorities, applicants must describe the project and how it meets the goals of Maine Won't Wait and complete the cost-share table in the budget worksheet below.</i>
This project aligns with the following Maine Won't Wait strategies and actions:

F – Build healthy and resilient communities

Plan for community resilience

- F1: Conduct a community vulnerability assessment that identifies climate risks and vulnerable populations and includes a review of existing plans and policies.

G – Invest in climate-ready infrastructure

Assess climate vulnerability of infrastructure

- G1: Conduct a vulnerability assessment for critical community infrastructure

H – Engage Maine People

Increase public awareness of climate change impacts and opportunities to take action

- H4: Engage youth in resilience, clean energy, and energy use reduction.
- H5: Engage populations that are vulnerable to climate impacts in resilience, clean energy, and GHG emissions reduction.

Criteria 5: Scope of Work

Project Description

Describe the proposed project, including the specific tasks and deliverables, roles and responsibilities, and expected outcomes.

One of the first steps to understanding how communities can plan for and address climate change impacts is to assess climate hazards that are projected to impact an area as well as the things, people, and places that are vulnerable to those hazards. Climate vulnerability is commonly defined as the product of exposure to climate hazards, sensitivity of the built, social, and natural systems to those hazards, and the adaptive capacity of those systems for responding to change and stressors. Evaluating vulnerabilities, including what will be impacted by climate hazards, and to what extent those impacts will occur, provides a baseline for developing targeted strategies, measures, and solutions for reducing vulnerabilities.

The Town of Eliot is applying for an Action Grant to complete a climate change vulnerability assessment to better understand local risks from climate hazards and evaluate associated vulnerabilities of the community, its infrastructure, properties, and natural resources. The Town will utilize the assessment results to inform future planning and action to increase the community’s resilience to climate change.

Expected Outcomes:

The outcomes of the project will be:

1. A climate change vulnerability and resilience assessment summarizing climate hazards and associated vulnerabilities and resilience of the built, social, and natural environment specific to the community of Eliot that is based on best-available science, and state and local data.
2. Climate vulnerability assessment results summarized and shared with the community in a clear, concise, and actionable way. The exact format for summarizing the results will be determined during the course of the project.
3. Increased public awareness and understanding of climate vulnerability.

Tasks and Deliverables:

1. Establish and Lead Community Working Group

As the project lead, the Town Planner will coordinate with municipal staff, boards, and committees to establish a Working Group to oversee and guide the project's community engagement, vulnerability assessment process, and deliverables. The Working Group will be comprised of representatives from different municipal departments, boards, committees, and community groups. Anticipated Working Group members include, but are not limited to, the Town Manager and representatives from Police and Fire Departments, Public Works Department, Conservation Commission, Planning Board, Select Board, Capital Improvement Plan Committee, Agriculture and Food Security Committee, and Aging in Place Committee. The project lead will coordinate with Working Group members to identify other parties (e.g., a local business owner, Eliot Connects, *etc.*) that should be invited to participate as Working Group members.

The Working Group will meet approximately four times throughout the duration of the project, roughly once every other month, to review draft materials, provide input, and guide the overall project process to ensure the ultimate work products are reflective of the town's needs. The Working Group will also be responsible for sharing information and updates about the project with the community. One forum for these updates will be the Town's website.

Deliverables: Working Group membership list; agendas and notes from Working Group meetings; website updates about the project.

2. Conduct Climate Change Vulnerability and Resilience Assessment and Develop Recommendations

The Town of Eliot will engage a consultant, through a competitive proposal process, to conduct a climate change vulnerability assessment for the community and manage the overall project. The vulnerability assessment will identify and summarize climate hazards relevant to Eliot, the risks and impacts of those hazards, and associated vulnerabilities of Eliot's social, built, and

natural environment. The assessment will focus on hazards and impacts of greatest concern and priority to Eliot, as identified by the Working Group (Task 1) and input from community members via community engagement activities (Task 3) and previous engagement efforts undertaken as part of Eliot's enrollment in the Community Resilience Partnership.

The consultant will work with Town staff and the Working Group to identify what specific information the assessment should consider and what specific outputs will be produced. Based on the desired information, the consultant will develop a proposed framework for the vulnerability assessment for the Working Group to review and provide feedback for refinement. Once the framework is refined, the consultant will compile information about climate change conditions, trends, and projections from local, regional, state, and national resources, including reports developed through the Maine Climate Council process. Working Group members will support this effort by providing relevant municipal data and resources.

The consultant, with support from the Sustainability Fellow or intern (Task 4), will utilize the data and information to assess Eliot's vulnerability to climate change. The assessment will evaluate impacts of relevant climate hazards to the built, social, and natural environment; public health; and the economy. Proposed assessment outputs, or end products, include maps of the locations of hazards and impacted assets, tabular data summarizing impacts, narrative descriptions of impacts and vulnerabilities, recommendations for strategies to reduce vulnerabilities and enhance resilience, and suggested funding sources for implementation of strategies. The scope of the assessment will largely be dictated by the needs of the town, based on Working Group input, and the availability of locally relevant, accurate data. The 'desktop' vulnerability assessment will generate quantitative-based information about climate hazard exposure within the community. Information about adaptive capacity and sensitivity, which is usually more qualitative in nature and not always readily captured by state or national datasets or numeric data, will be gathered and summarized by the consultant and Fellow based on information shared by the Working Group and the broader community through engagement activities.

Based on the results of the assessment and input received via community engagement activities, the consultant and fellow, with input and support from the Working Group, will develop a list of potential strategies that Eliot could undertake to address vulnerabilities and enhance resilience. The consultant and Fellow will also identify potential funding sources that the Town could pursue to implement potential strategies.

Draft results of the assessment will be shared with community members during community engagement activities (Task 3). The consultant and Fellow will develop final assessment results and associated work products, such as an online StoryMap, summary report, and/or GIS layers of the results added to the Town's GIS web mapper, based on guidance from the Working Group (Task 1).

Deliverables: Municipal climate change vulnerability assessment framework; written summary of vulnerability assessment results, including narrative descriptions, maps, and graphs; final vulnerability assessment document (or alternative format); written recommendations of potential strategies for enhancing resilience and suggested funding sources for implementation; other work products as identified by the Working Group.

3. Community Engagement

With support from the Working Group, the consultant will engage the community in the project. A list of groups, entities, and individuals to engage will be developed by the consultant using a stakeholder mapping process. The stakeholder mapping work will include specific consideration of social vulnerability within the context of climate change, vulnerability, and community planning. The Working Group will support the consultant to identify populations that are underserved, have elevated social vulnerability, and/or have historically been marginalized and/or excluded from municipal planning efforts, and will determine appropriate and effective ways to engage those populations in the project.

Public engagement activities will include:

- Public outreach
 - The consultant and Sustainability Fellow (Task 4) will create a variety of informational resources such as factsheets, posters, Town news releases, content for social media posts, and other formats that can be shared with community members.
 - Town staff will post project updates and information on the Town's website.
 - Town staff will present the final project deliverables to the Select Board and several Town advisory committees (e.g. Planning Board, Conservation Commission, Budget Committee, Capital Improvements Plan Committee, Aging In Place Committee, Agriculture and Food Security Commission) at individual and-or joint committee meetings/workshops.
- Community survey
 - The consultant will develop a survey for soliciting community input on local climate change hazards and associated vulnerabilities of concern and/or significance to the town. It is anticipated that the survey will be designed and administered using an online platform such as Survey Monkey or Maptionnaire.
 - The consultant and Fellow will analyze survey results and summarize the key findings in a document that can be shared with the community via the Town's webpage.
- Community workshop

- The consultant and Fellow will coordinate with the Working Group to plan, host, and facilitate a community workshop related to the vulnerability assessment. The workshop will be designed to gather feedback and input from the community about climate hazards and impacts of interest and concern; areas, populations, natural resources, and assets (e.g., critical infrastructure) within the community that are exposed to climate hazards; information about adaptive capacity and sensitivity of areas, populations, resources, and assets; and priority impacts for the Town to address. Workshop activities will be designed to gather local knowledge and input from attendees and could include participatory mapping to identify priority areas and things of concern.
- The consultant will work with the Working Group to ensure the workshop design is accessible to a diversity of community members.

Deliverables: Community outreach and plans; survey; summary of survey results; engagement materials (e.g., workshop agenda, process agenda, and presentation materials).

4. Host a UNH Sustainability Fellow (*or another intern*) for Project Support

Town staff will submit an application to the University of New Hampshire's Sustainability Fellowship Program for the opportunity to host a Fellow to support the climate change vulnerability assessment project. Based on communications with the Fellowship Program Coordinator, it is anticipated that applications to host a 2024 Fellow will be in early November. If Eliot is selected as a host entity for a Sustainability Fellow, Town staff and the project consultant will develop a detailed scope of work for the Fellow to undertake in support of the project during the fellowship period, which is anticipated to be May through August 2024. It is expected that the Fellow will assist the consultant with gathering and analyzing data, GIS mapping, developing outreach and summary materials, drafting work products, and supporting community engagement related to Eliot's climate change vulnerability assessment. The skills, knowledge, and support offered by the Sustainability Fellow are expected to benefit the overall project and provide additional capacity for the Town to undertake creative approaches for engaging a range of community members in the vulnerability assessment process.

The cost to host a Fellow in 2023 was \$7,500 for an undergraduate Fellow and \$9,500 for a post baccalaureate Fellow. The Sustainability Fellowship Program provides host organizations with the option to request grant funding from UNH to offset a portion of the host organization's contribution. The Fellowship Program notes that municipalities are especially good recipients of these grant funds to help offset the full cost. In its application to host a Fellow, Eliot will request grant funds to help reduce the overall cost. The full estimate cost of

hosting a Fellow is included in the budget table below. If Eliot receives funds from UNH to offset the cost, the difference between the Action Grant budget line item for a Fellow and the actual cost to host a fellow will be applied to the community engagement portion (Task 3) of this project and development of final work products (Task 2).

If Eliot is not selected as a host organization for the UNH Sustainability Fellowship Program, the Town will investigate alternative formal internship/fellowship programs that it could apply to or will engage a college or graduate-level intern to assist with this project. If that happens, the budget for this task will be allocated to the intern as a stipend.*

Deliverables: Sustainability Fellowship host application; detailed work plan for the Fellow; work products developed by the Fellow

* If fellow/intern costs are below budget or not needed, the Town will return unused grant funds to the state.

Project Timeline

Describe the timeline for completing each task or deliverable and the expected completion of the grant-funded project.

The project will take place over a two-year period and is expected to commence in September 2023 and conclude in September 2025. Specific timeframes for completion of each task and associated deliverables are noted below.

Task 1: Establish and Lead Community Working Group

September 2023 – September 2025

- Establish working group (*September – November 2023*)
- Regular working group meetings (*October 2023 – September 2025*)

Task 2: Conduct Climate Change Vulnerability and Resilience Assessment and Develop Recommendations

November 2023 – June 2025

- Engage consultant through competitive bid process (*November 2023 – February 2024*)
- Consultant, with input from Working Group, develops vulnerability assessment framework (*February 2024 – May 2024*)
- Consultant, with support from Fellow, conducts vulnerability assessment and researches potential resilience strategies and funding sources relevant to Eliot (*May 2024 – April 2025*)
- Consultant finalizes assessment deliverables (*see scope of work above for anticipated deliverables*) (*April 2025 – June 2025*)

Task 3: Community Engagement

October 2023 – September 2025

- Public outreach, including presentation of final deliverables (*October 2023 – September 2025*)
- Develop, implement, and analyze community survey (*Survey and results: January 2024 – April 2024 anticipated; Fellow develops final summary: May 2024 - July 2024*)
- Organize and host community workshop (*September 2024 – January 2025 anticipated*)

Task 4: Host a UNH Sustainability Fellow for Project Support

October 2023 – August 2024

- Apply for Fellow, complete Fellow selection process if successful (*October 2023 – April 2024*)
- Develop Fellow work plan (*March 2024 – May 2024*)
- Oversee Fellow’s work on the project (*May 2024 – August 2024*)

Choose the desired grant period: 12 months or 24 months

Note: The grant performance period is expected to begin on or around September 1, 2023.

Project Need

Describe the need for the project. Why is this project a community priority?

The Town of Eliot recently completed a series of discussions and events about climate change as part of its process to enroll in the Community Resilience Partnership. The need to undertake a climate change vulnerability assessment was identified as a priority for the Town by municipal staff, board and committee members, and community members during these discussions and events. Currently, Eliot lacks local information about climate hazards facing the town, the impacts of those hazards, and the community’s vulnerability to those impacts. In order to begin planning and taking action on climate change impacts, Eliot needs to first better understand what those impacts will be and how they could affect the community.

The timing of this project aligns well with other Town planning initiatives, which will enable Eliot to integrate findings of the vulnerability assessment with long-range planning efforts and facilitate action on climate priorities. Eliot is currently in the process of updating its Comprehensive Plan, providing an opportunity for integration of the vulnerability assessment results, or at least reference to the assessment, in the Comprehensive Plan. A community survey conducted as part of the update process revealed support for climate change planning. Over 57% of respondents agreed that climate change and sea level rise impacts are a serious challenging facing Eliot over the next 5 years, compared to about 25% who disagreed and over 62% of respondents felt it was important to invest their tax dollars in sustainability & resilience

projects, compared to about 16% who felt it was of little to no importance. Community engagement efforts for the Comprehensive Plan update process will be ongoing over the summer and fall of 2023, when this project is expected to begin, offering potential synergies of different community engagement efforts for each effort.

The Town is also exploring the feasibility of a renovation and expansion of Town Hall. The vulnerability assessment could inform certain aspects of the design of the project, should the community move forward with it. For example, at the August 2022 workshop, participants emphasized the need to address the public health implications of extreme heat, such as establishing cooling centers. We expect the assessment to further explore this. If Town Hall is identified as one such cooling center, this would be a consideration for the building design and building systems.

Community Engagement and Equity Considerations

Describe your approach to community engagement. Maine’s climate response must ensure shared benefits across diverse populations of Maine people. Applicants should include robust community engagement in their action grant proposals, for example inclusive planning processes so that diverse community voices are able to participate. Climate change impacts will create the greatest hardships for already marginalized communities, and Maine must identify and promote solutions to help the people most vulnerable to climate impacts. Applicants should consider the potential benefits of their proposed climate action projects and, if applicable, describe how the project distributes those benefits equitably.

This project will include robust community engagement approaches. A consultant and a Sustainability Fellow will be engaged to lead outreach and engagement efforts. The consultant will be directed to develop an engagement approach that prioritizes inclusive engagement activities that reflect the conditions and fit the needs of Eliot. Public engagement will be equity-focused and seek to engage traditionally underserved or disenfranchised individuals/groups, including populations of elevated social vulnerability. Anticipated engagement efforts include a community workshop, updates to the Town’s website, social media posts, newsletter articles, and a community survey.

Criteria 6: Budget

Budget Narrative

Please provide a detailed explanation of your proposed project expenses organized by task, including how the proposed grant funding will be combined with other funding sources to support the project.

The proposed total budget for Eliot's climate change vulnerability assessment is \$50,000. The proposed total budget covers the following expenses related to the grant funding:

Task 1: Establish and Lead Community Working Group

Town staff will lead and participate in this task through staff time and volunteer hours. No grant funding is requested for this task.

Task 2: Conduct Climate Change Vulnerability and Resilience Assessment and Develop Recommendations

Consultant services to complete the climate change vulnerability assessment and prepare outreach materials and summary work products: \$35,000

Task 3: Community Engagement

Community engagement efforts, which will be spearheaded by the consultant (noted above) and the UNH Sustainability Fellow with ample support from Town staff and volunteers: \$5,000

Task 4: Host a UNH Sustainability Fellow for Project Support

UNH Sustainability Fellow to support the overall project, including completing the vulnerability assessment, developing outreach materials about the assessment results, drafting final work products, and conducting community engagement: \$10,000*

**Note: Eliot will apply for grant funds from UNH to reduce the cost of hosting a Sustainability Fellow. Any cost difference between this budget line item of \$10,000 and the Town's actual cost to host a Fellow will be applied to the community engagement efforts (Task 3) and development of work products associated with the vulnerability assessments results (Task 2).*

Cost-Share Table (if applicable)

Which cost share applies to the lead applicant?
What is the project cost share amount?

A cost share will apply For Climate Action Grants that implement other community climate and energy priorities (i.e., activities not found in the Community Action Inventory).

Tier 1: Communities with populations less than 4,000

Tier 2: Communities with EITHER populations between 4,000 and 10,000 OR tax assessment less than \$25 million (according to State Revenue Sharing data).

Tier 3: Communities with populations greater than 10,000 AND tax assessment greater than \$25 million (according to State Revenue Sharing data).

Tier 1	Tier 2	Tier 3
10% local match	10% local match	20% local match

Eliot is a Tier 2 community. The proposed project aligns with activity F1 “*Conduct a community vulnerability assessment that identifies climate risks and vulnerable populations and includes a review of existing plans and policies*” from the List of Community Actions, and as such, no local cost share is required for the project. However, in-kind match will be provided by municipal staff time spent participating in the project, volunteer hours of non-staff members serving on the Working Group, and volunteer hours of participants at community outreach and engagement events.

Budget Worksheet			
Project Task	Funds Requested	Other Funds (match, rebates, etc.)	Total Project Budget
Task 1: Establish and Lead Community Working Group	\$0	\$5,000 (In-kind match: Eliot staff & volunteer time)	\$5,000
Task 2: Climate Change Vulnerability Assessment and Recommendations	\$35,000		\$35,000
Task 3 Community Engagement	\$5,000	\$2,000	\$7,000

		(In-kind match: Eliot staff & volunteer time)	
Task 4: UNH Sustainability Fellow*	\$10,000		\$10,000
Total	\$50,000		\$57,000

*may include additional matching funds from UNH

IMPORTANT: The applicant’s budget narrative and budget worksheet must include any applicable incentives or rebates (for example, from Efficiency Maine) at the time of application, including for electric vehicles and charging equipment, heat pumps and VRF systems, LED lighting, and water heaters.

State of Maine
Governor's Office of Policy Innovation and the Future
LETTERS OF SUPPORT
RFA# 202305100
Community Resilience Partnership Community Action Grant

Applicants are strongly encouraged to include letters of support from municipal and county officials, local civic leaders, or state legislators.

If this is a collaborative application from multiple communities, all participating communities must include a letter of support.



1333 State Road Eliot, ME 03903 Phone (207) 439-1817 Fax (207) 439-1415

June 30, 2023

To the Community Action Grant Review Committee:

As Eliot Town Manager, I am pleased to offer my enthusiastic support for the Town of Eliot's Community Action Grant proposal to complete a climate change vulnerability and resilience assessment.

I participated in the self-evaluation and action item prioritization that helped the Town enroll in the Community Resilience Partnership. During community engagement efforts undertaken as part of the enrollment process, a climate change vulnerability assessment was identified as a top priority for the town to better prepare for climate change.

The project will fill a vital information gap, helping the town improve its understanding of local climate change impacts and associated vulnerabilities of the natural, built, and social environments. Importantly, it will provide the town with valuable and necessary information to inform future planning and action to adapt to the impacts of climate change and increase the community's resilience.

Sincerely,



Michael J. Sullivan

Town Manager

Town of Eliot

June 27, 2023

Dear members of the Community Action Grant Review Committee:

The Eliot Conservation Commission (ECC) is excited to support this proposal for the Town of Eliot to conduct a climate change vulnerability and resilience assessment. This is a logical next step for the town to build on our efforts to enroll in the Community Resilience Partnership. ECC members were involved in the enrollment process and look forward to participating in this project, if funded.

The proposed assessment will provide a necessary foundation to help prioritize Eliot's next steps to mitigate and adapt to climate change impacts. The timing of this project would work well to leverage momentum from updates to Eliot's comprehensive plan update (in progress) and open space plan (beginning soon). Please feel free to reach out with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa W". The signature is fluid and cursive, with the first name "Lisa" and the last initial "W" being the most prominent parts.

Lisa Wise
Vice Chair, Eliot Conservation Commission
eliotconservationcommission@gmail.com
1333 State Road, Eliot, ME 03903



TOWN OF ELIOT MAINE

PLANNING OFFICE

1333 State Road

Eliot ME, 03903

June 29, 2023

To the Community Action Grant Review Committee:

As Chair of the Town of Eliot Planning Board, I am pleased to offer my enthusiastic support for the Town of Eliot's Community Action Grant proposal to complete a climate change vulnerability and resilience assessment. At our June 27, 2023, meeting, all Planning Board members expressed support for this grant application.

I and other Planning Board members participated in the self-evaluation and action item prioritization that helped the Town enroll in the Community Resilience Partnership. During community engagement efforts undertaken as part of the enrollment process, a climate change vulnerability assessment was identified as a top priority for the town to better prepare for climate change.

The project will fill a vital information gap, helping the town improve its understanding of local climate change impacts and associated vulnerabilities of the natural, built, and social environments. Importantly, it will provide the town with valuable and necessary information to inform future planning and action to adapt to the impacts of climate change and increase the community's resilience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carmela Braun'. The signature is fluid and cursive, written over a light blue horizontal line.

Carmela Braun

Chair, Eliot Planning Board



June 26, 20023

To the Community Action Grant Review Committee,

Southern Maine Planning and Development Commission (SMPDC) is pleased to offer its enthusiastic support for the Town of Eliot's Community Action Grant proposal to complete a climate change vulnerability and resilience assessment. SMPDC worked as a Service Provider for Eliot to assist the Town with enrolling in the Community Resilience Partnership. During community engagement efforts undertaken as part of the enrollment process, a climate change vulnerability assessment was identified as a top priority for the town to better prepare for climate change.

The project will fill a vital information gap, helping the town improve its understanding of local climate change impacts and associated vulnerabilities of the natural, built, and social environments. Importantly, it will provide the town with valuable and necessary information to inform future planning and action to adapt to the impacts of climate change and increase the community's resilience.

Sincerely,

Abbie Sherwin

Senior Planner and Coastal Resilience Coordinator
SMPDC