

**South Portland City Council
Position Paper of the City Manager**

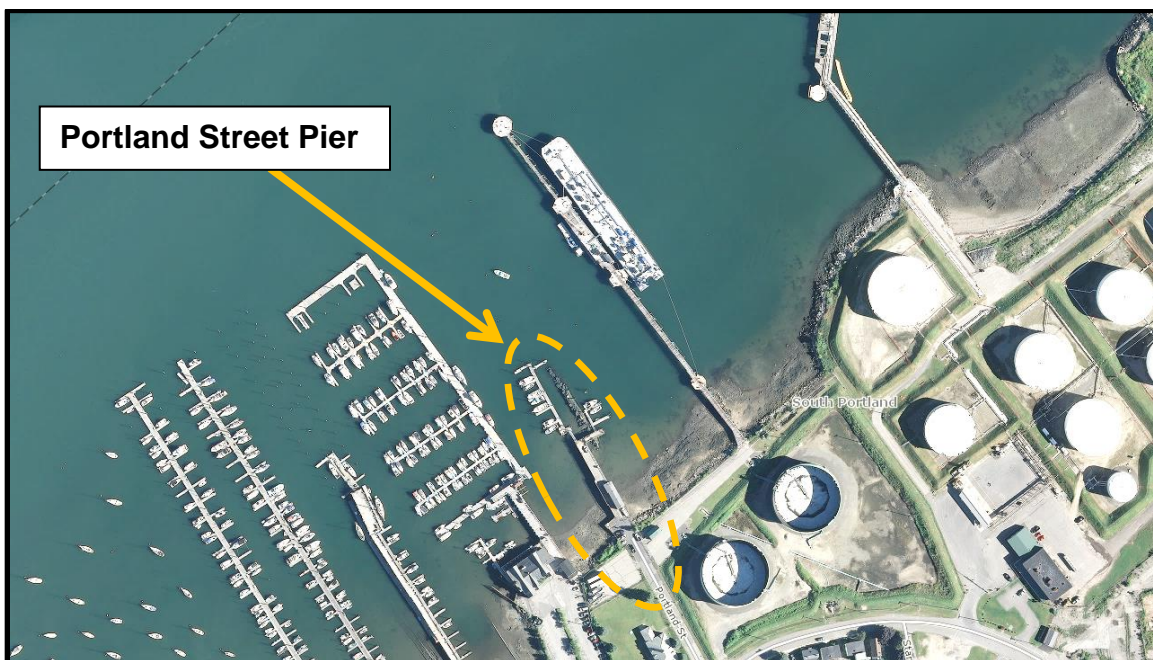
Subject:

ORDER #178-16/17 – Authorizing the submission of a Shore and Harbor Planning grant application through the Maine Coastal Program, allocating local matching funds from the Greater Portland Public Development Commission (GPPDC) grant account, and accepting awarded funds to be used by the Parks, Recreation and Waterfront Department.

Position:

The Maine Coastal Program is a partnership among local, regional, and state agencies for managing Maine's coastal resources for the public benefit. As part of the program, the Maine Department of Agriculture, Conservation, and Forestry administers several grants available to municipalities for planning, public access, and infrastructure. One of those grant programs is the Shore and Harbor Technical Assistance Grant, which is accessible to municipalities for planning that promotes well managed waterfronts, balanced development of shore and harbor areas, and to advance planning for waterfront infrastructure improvements and shore access.

The City of South Portland owns and operates a municipal fishing pier known as the Portland Street Pier, which is located at the end of Portland Street on the eastern waterfront (see Aerial Photo below).



Maine GIS 2013 Low Tide Aerial Photo

The Pier requires attention regarding its operation and maintenance. The City does not currently have a master plan or long-term vision for the facility and has made minimal investment in the facility during the past decade. The City recognizes the tremendous opportunity that exists to improve and potentially expand the facility to accommodate additional fishing vessels and the growing aquaculture industry. At the same time, many questions remain unanswered with respect to the most efficient/economical means to expand the facility, repair needs of existing structures, need for future dredging, expansion capability, upland access and parking, and economic benefit of the City's investment in the property. As a first step, a Master Plan and economic feasibility analysis are needed to guide future decisions with respect to capital improvements, design, and expansion plans.

If the grant is awarded to and accepted by the City, an engineering professional specializing in this type of work will be procured. Deliverables will include a Master Plan and project report and conceptual improvement plans that will be used to support recommendations for facility improvements as well as projected costs and additional grant funding opportunities. The City will also procure a consultant to assist with the economic analysis. The report and analysis will include details on the possibility of pier expansion, as has been discussed recently by the Economic Development Committee and City Council. The project will end with a final presentation to City Council no later than Spring 2018 for acceptance of the Master Plan, at which time staff will seek formal approval to begin the next phase of the project for permitting and construction.

It is important to note this work is consistent with objectives identified in the City's 2012 Comprehensive Plan. Specifically, the Comprehensive Plan recognizes that the City's deep-water access is a unique and very valuable asset. The plan recognizes the significant opportunity for development within the Eastern Waterfront, and that maintaining marine activities is a fundamental land use objective. The expansion of public access in this area is another stated goal. This project will serve to support these objectives. The City Council has had several discussions about the Portland Street Pier in the last year. While there is support for some type of improvement to the site, there is a lack of consensus on what should be done. The plans and reports generated by this project will allow the City Council to make decisions on future phases and improvements in an informed manner.

This grant will require a local match and staff is recommending the City commit \$25,000 from the Greater Portland Public Development Commission (GPPDC) grant received last year for economic development. If final project costs are less than anticipated, the balance may be used as local match toward a future grant, or used for other pier-related project costs.

Requested Action:

Council passage of ORDER #178-16/17.



City Manager

SECTION 2. GRANT PROGRAMS

2.1 Shore and Harbor Management Grant Program

A. Description

Shore and Harbor Management Grants promote: sound waterfront planning and harbor management, balanced development of shore and harbor areas, advance planning for waterfront infrastructure improvements and access to the shore. Funds may be used for development of plans for waterfront, harbor and mooring areas, development of regulatory and non-regulatory approaches to waterfront conservation and improvement, development of planning studies for public and working access, development of plans and designs for harbor improvements, and development of management plans for municipal waterfront facilities.

A list of potential projects is provided below. Projects are not limited to those listed below, but instead presented as guidance. Shore and harbor grants are meant to support planning activities that complement or lead to concrete actions, harbor improvements, and management activities in harbor or shorefront areas. These funds may not be used for capital improvements, permit fees, or on-going staff activities. Project funding is provided by both the Maine Coastal Program and the Maine Submerged Lands Program.

Project planners are encouraged to consider projects that contribute to multi-town or regional planning and resource management efforts such as addressing shared bay-wide harbor management and use issues, enhancing efforts to acquire and/or secure public recreational and working access to tidal waters, supporting marine resource management activities, advancing strategic land conservation planning efforts, and contributing to waterfront develop efforts for public access and sustainable eco-tourism.

1. Harbor Planning (especially to implement recommendations consistent with comprehensive plans), including – Development of Harbor Management Plans, creation of Harbor Ordinances, preparation of Mooring Plans, with attendant data bases and mapping support, data collection, mapping, data base development, and analysis activities needed to support harbor planning activities, harbor traffic control and safety planning.
2. Planning and Design Projects for Harbor Improvements – Integration of public access with waterfront development to preserve unique natural, cultural, and village assets that contribute to sustainable development and tourism infrastructure. Planning and design of facilities and improvements for public and working access, dredging studies (non-federal, and for federal match), support for research and demonstration of new materials and techniques for ramps, piers and wharfs, floats, and moorings. Development of plans or strategies to address the impact of coastal storms and flooding on waterfront infrastructure. Planning and design of improvements to existing and aging infrastructure so that it may better serve the waterfront community into the future.

3. Municipal Facilities Management Plans – Management and business plans for operations of municipal fishing piers, marinas, and water access sites and facilities, development of related rules and ordinances, creation of model or standardized lease arrangements for municipal use.
4. Working Waterfront Planning and Improvement Projects – Project planning and development support for projects seeking funding from the Working Waterfront Access Protection Program (<http://www.maine.gov/dmr/council/WWAP/WorkingWaterfrontAccessProgram.shtml>).
5. Right of Way Rediscovery Projects – Research to help communities find and assert public rights-of-way to the shore. Funding provided under this category can be used for deed and legal research and property surveys.
6. Harbor Dredging-related Research Projects – Research to help communities identify and quantify the socio-economic value of federally-designated, shallow-draft harbors maintained by the Army Corps of Engineers (ACOE). Socio-economic research that documents these values can assist coastal communities in working with the ACOE and Maine’s congressional delegation to secure federal funding for ACOE maintenance dredging of small, shallow-draft harbors.

B. Match

A match, in cash or in-kind, of 25% of total project cost is required. Projects showing a substantial additional municipal share will improve the competitiveness of the project proposal. The project match can include cash and/or documented values of in-kind services. Towns will be required to provide verification of match at a point during the award period.

C. Proposal Guidelines and Required Format

Grant applications cannot exceed \$30,000. Applications are due by 2:00 pm local time on Friday, **April 28, 2017**. Project proposals will be reviewed and evaluated by a review committee. Final project selection and amount of grant award will be made by the Department of Agriculture, Conservation and Forestry, Maine Coastal Program. Project applications should include the following sections and information:

Cover Sheet (or cover letter)

- Project Title
- Town or region covered
- Grant request amount
- Budget
- Project Manager and contact information
- Project partners/supporters
- Project start and end dates (month and year)
- Project summary statement (3-5 sentences)

Executive Summary

This is a concise summary of the project, methods used to complete the project and deliverables produced. Length should not exceed one or two brief paragraphs.

Project Description

This is an explanation of the need (problems and issues) for the project and proposed use of the grant award. This section should cover project steps and tasks, a description of what will be done and how and by whom, and the expected project outcomes and products. The Project Description must also include, if appropriate, consideration of current flood plain maps and projected sea level rise for project location using information from the Maine Geological Survey website, <http://www.maine.gov/dacf/mgs/hazards/coastal/index.shtml>.

Project Schedule

This section should include a project schedule covering planned phases and tasks, including projected completion dates. Shore and Harbor grant projects must be completed by December 31, 2018.

Applicants should plan to complete the proposed project with the initial award of funds, and should not anticipate additional funding for the same project.

Project Budget

Include a detailed budget for the funds requested. If this funding is part of a larger package of funding needed to complete this project, please indicate the source of the remaining funds and the status (e.g. requested, in hand). Applicants are required to submit estimates of project costs according to the three-part format shown below. If a task actually costs less than what was estimated in the budget, the remaining funds may be redirected to another task of the project, subject to approval from MCP. Otherwise, the leftover funding will be forfeited.

Part 1, Estimated Personnel Expenses (Grantee staff only)

Position Name & Title	Hourly Rate	Number of Project Hours	Salary & Fringe	Total Grantee Personnel Expenses
1.				
2.				
3.				
Totals				

Part 2, Budget Estimates by Cost Category

Cost Category	MCP Grant	Non-Federal Match ¹	Total Cost
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other (specify)			
Indirect			
Totals			

Note: 1. MCP will not accept proposals with less than 25% non-federal match.

Part 3. Sources and Types of Match

Source of Match	Cash	In-Kind	Total
1.			
2.			
3.			
Total			

Payment Schedule and Deliverables

MCP will pay out the grant based upon the completion of deliverables of the project. Working from the project schedule, please provide a tentative invoice schedule for up to four (4) payments with your application. This should consist of estimated completion dates for tasks associated with the grant, along with the estimated cost needed to complete them. The deliverable must be completed before MCP will pay out the invoice, regardless of the estimated completion date.

D. Selection and Award Process

In addition to the Match criteria described in Section B above, the Maine Coastal Program and its partners will use the following criteria to score each application:

- Cost effectiveness (25 points)
- Applicant qualifications and capacity (15)
- Quality of proposal; project feasibility and readiness (15)
- Evidence that the proposed project will make measurable improvements in harbor planning and management and/or public access to the shore (20)
- Ability to quantify economic impact, private investment, and/or leveraged funding directly or indirectly related to this project proposal. (10)
- Consistency of project with and contribution to local and regional efforts and priorities (15)

An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost and economic impact considerations for the State.

Officials responsible for making decisions on the selection shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to projects that best satisfy the criteria of the RFP at a reasonable/competitive cost. The evaluation team will use a consensus approach to evaluate the bids. Members of the evaluation team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The contract award(s) will be made to the Bidder(s) receiving the highest number of evaluation points, based upon the proposals' satisfaction of the criteria established in the RFP.

The MCP reserves the right to communicate and/or schedule interviews/presentations if needed to obtain clarification of information contained in the proposals received, and the MCP may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any

interview/presentation process. Therefore, proposals should present costs and other requested information as clearly and completely as possible.

E. Application Deadline and Submission

Applications can be submitted either electronically or as a sealed hard copy. Electronic submittals are to be made to claire.enterline@maine.gov with 'Shore and Harbor Grant Application' in the subject line. Applicants are requested to provide a copy of the Word/PDF and Excel files associated with their application as part of their electronic submissions.

Sealed applications must be clearly marked with the applicant's return address and the notation: "Shore and Harbor Grant Application". Hard copies of applications are to be mailed or delivered to: Claire Enterline, Maine Coastal Program, 93 State House Station (mailing address), 17 Elkins Lane, Williams Pavilion, 2nd Floor (physical address), Augusta, ME 04333 by no later than 2:00 PM local time on April 28, 2017. Only applications actually received at 93 State House Station/17 Elkins Lane prior to the stated time will be considered.

The State assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT suffice. FAXED PROPOSALS WILL NOT BE ACCEPTED. Proposals received after the 2:00 PM deadline will be rejected, without exception.

For questions and additional clarification please contact Claire Enterline in writing at claire.enterline@maine.gov prior to Friday, March 31, 2017. Please include in the subject line "Shore and Harbor Grants – Questions". A summary of substantive questions and responses will be compiled and posted by Monday, April 10, 2017 to the following web page: <http://www.maine.gov/dacf/mcp/grants/shore-and-harbor-planning-grants.html>.

F. Acknowledgement of Funding from the Maine Coastal Program and Maine Submerged Lands Program

The title page of all reports, studies, or other documents such as brochures or posters supported in whole or in part by the grant award needs to acknowledge the financial assistance provided by the Maine Coastal Program and the Maine Submerged Lands Program. Presentation materials such as Power Point presentations, maps, meeting agendas, event placards, and interpretive signage are to acknowledge funding from the MCP and SLP at a minimum by incorporating the program's logos into their design. Detailed requirements of acknowledgement of funding for written reports and studies are included in the grant agreement.



CITY OF SOUTH PORTLAND

PATRICIA A. SMITH
Mayor

SCOTT T. MORELLI
City Manager

EMILY F. SCULLY
City Clerk

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

IN CITY COUNCIL

ORDER #178-16/17

District One
CLAUDE V. Z. MORGAN

District Two
PATRICIA A. SMITH

District Three
EBEN C. ROSE

District Four
LINDA C. COHEN

District Five
BRAD FOX

At Large
MAXINE R. BEECHER

At Large
SUSAN J. HENDERSON

ORDERED, that the City Council hereby authorizes the submission of an application to the Maine Coastal Program under the Shore and Harbor Planning Grant Program; and

BE IT FURTHER ORDERED, that the City Council authorizes up to \$25,000 from the Greater Portland Public Development Commission (GPPDC) Grant Account (#213862-628800) to be used as a local match toward this project and any future pier-related costs approved by Council; and

BE IT FURTHER ORDERED, that if the grant is awarded, the City Council hereby accepts thirty thousand dollars (\$30,000), or any lesser dollar amount, to be credited to the Shore and Harbor Planning Grant Account (#216641-412010-17811), for use by the Parks, Recreation and Waterfront Department for planning related to the Portland Street Pier; and

BE IT FURTHER ORDERED, that if the grant is awarded, the aforementioned grant be appropriated to the Shore and Harbor Contracted Services Account (#216662-628800-17811).

Dated: April 19, 2017