

Scope of Work

Menemsha Commercial Fishing Dock Replacement Project *Phase 2: Requirements and Design*

- 1. Background.** The Town of Chilmark owns, operates, and maintains roughly 600' of commercial fishing docks along the waterfront of Basin Rd in the fishing village of Menemsha, part of the Town of Chilmark. The docks are fixed-elevation, wooden plank docks supported by framework attached to pilings on the water side and a steel bulkhead on the land side. The fixed-elevation docks are increasingly flooded during times of spring and storm tides as sea-levels rise. Further, a recent engineering assessment done under Phase I of this project concluded that the remaining lifetime of the docks and bulkhead was likely no more than 10-15 years, provided that significant repairs were undertaken soon. The assessment noted the required repairs may be expensive and hence may not be cost-justified compared to a full replacement.

Therefore, the Town of Chilmark seeks options for replacing the docks and bulkhead in a manner that provides for long-term sustainability of the docks and the activities it supports. Towards this goal, the Town has envisioned a four-phase program consisting of:

- I. Assessment: (completed April 2022) A certified, engineering inspection and assessment of the existing dock infrastructure including the bulkhead and related support structures to assess the need to repair or replace these components of the docks, and if replacement is deemed necessary, to recommend options for that replacement.
- II. Design: (The subject of this Scope of Work) Determine requirements and suitable design options for replacement docks, bulkhead, and related infrastructure, and along with the Town and its stakeholders, refine the Town-preferred design into more construction-ready plans.
- III. Architecting, Permitting and Funding: (Potential future phase) Performing all remaining necessary steps required before actual construction including permitting, funding, and creating a construction roadmap consistent with requirements for continued partial use of the docks during construction.
- IV. Construction: (Potential future phase). Demolition (as needed) and (re)construction based on the final design.

This Scope of Work is only for Phase II of the overall project.

- 2. General Work and Deliverables.** The Town of Chilmark seeks a Massachusetts certified maritime design and engineering firm to develop a design and plan for the replacement of the commercial fishing docks, steel bulkhead and related infrastructure. The final deliverable of this work will be a set of design, engineering and construction plans sufficient to advance the project to the next step of permitting, funding and scheduling.

Given that the docks are both an important operational infrastructure for the commercial fishing industry and attendant businesses, as well as an iconic, historic centerpiece of Menemsha Village, it is important that the Engineering Firm work closely with the Town and its stakeholders to develop plans in a manner consistent with the needs and wishes of the community. Therefore, an important part of this work will be an iterative, interactive engagement with the community to elicit, understand and refine requirements and then develop plans for the dock's replacement consistent with those requirements. This may require developing more than one preliminary rough design based on a preliminary gathering of requirements, engaging with the Town on the merits of each option, and then refining a final plan based on direction from the Town on the preferred option.

- 3. Specific Work to be Performed and Deliverables.** While the engineering and design firm should conduct work in a manner sufficient to perform the desired outcome, it is anticipated that the work would include these activities:
- a. Become familiar with the existing dock and associated infrastructure, the utility of the docks, general landscape of Menemsha Harbor and the relevant activities along the docks. This may include a preliminary on-site visit, discussions with the Harbormaster, review of any existing related documents including the Phase 1 Certified Assessment Report, and review of any relevant regulations related to repair or reconstruction options of the dock and infrastructure.
 - b. A preliminary meeting with the Harbormaster and selected other Town representatives to discuss the expectations and timeline of the overall project including the process, timing, and form for stakeholder engagement and requirements development.
 - c. Gathering of preliminary input and requirements from stakeholders through a series of informal meetings with primary interests (Town representatives, commercial fishers, and impacted businesses) and at least one formal open town meeting organized by the Menemsha Harbor Committee to gather broader input from the public.
 - d. The development of at least two preliminary design concepts including rough sketches that are consistent with the intents of the project and the breadth of inputs received from the community.
 - e. A preliminary report to the Town containing the preliminary design concepts, their strengths and weakness related to the requirements, and rough estimates of relative costs of each option.
 - f. A presentation of those designs to an open meeting of the Harbor Committee to gather feedback from stakeholders on those designs.
 - g. Based on the Town's choice of the preferred design option, refine that design incorporating feedback from the Town into a more detailed and near construction-ready set of plans for that option sufficient to support Phase 3 (funding, permitting and any remaining engineering tasks) of the overall project.
 - h. A written report to the Town containing at least:

- i. A set of detailed design and engineering plans sufficient to enable funding and permitting of construction.
 - ii. An estimate of construction costs.
 - iii. Recommendations for required subsequent work before actual construction, including permitting, construction scheduling and remaining engineering tasks.
 - iv. Other related recommendations and conclusions based on the contractor's experience and expertise that the Town should be aware of to progress the overall project to fruition.
- i. A presentation of the report, design, and its findings to an open meeting of the Town organized by the Menemsha Harbor Committee.

Material deviations from this general outline of tasks that the potential contractor recommends should be noted in their response.

4. Milestones and Timeline.

The Town seeks an aggressive timeline for this work to have this work in order to allow sufficient time to prepare grant applications supporting Phase 3 of the overall project during the expected spring 2023 grant application schedule(s). Therefore, ideally this work would be completed on or about April 1, 2023. However, given the interactive nature of the work in the need for the Town to follow due process on this project, it will be critical that the contractor be flexible and adaptable to the Town's processes. However, a suggested timeline of the work and deliverables performed in this phase of the project that follow's the aggressive schedule is:

- a. Steps (a)-(c) completed within 6 weeks of contract award.
- b. Steps (d)-(f) completed within 8 weeks of the above;
- c. Steps (g)-(i) completed within 12 weeks of the above;