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Laura Collins  
Program Manager, Water + Climate  
New England Environmental Finance Center  
University of Southern Maine  
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December 2, 2024

Dear Ms. Collins,

FB Environmental Associates (FBE) is pleased to submit this proposal to the New England Environmental Finance Center (NEEFC) for the creation and promotion of an ESRI StoryMap of the 2023 *Saco Swift River Corridor Management Plan* (SSRCMP), the preparation of a Clean Water State Revolving Fund (CWSRF) loan pre-application for the town of Hart's Location, and the development of a quality assurance project plan (QAPP) for surface water quality monitoring of the Upper Saco River. Ultimately, work completed under this proposal will aid in preparing a CWSRF pre-application to develop a surface water quality monitoring program for the Upper Saco River, further supporting Hart's Location's long-term water quality and recreation management goals.

The project will be undertaken collaboratively by Forrest Bell, Maggie Mills, Elliott Boardman, and Grace Little with assistance from other qualified FBE staff members. Specific project tasks are presented below.

#### **TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION**

Project management includes participating in project-related phone calls and email communication, conducting project management duties (directing staff, scheduling, etc.), and other administrative duties.

#### **TASK 2: CWSRF PRE-APPLICATION WRITING AND STAKEHOLDER MEETINGS**

This task will focus on the preparation of an approximately \$100,000 CWSRF loan with principal interest pre-application for the Town Hart's Location, specifically through the preparation of a project narrative, budget, and work plan that highlight water quality benefits. The proposed CWSRF project is to develop and implement a long-term surface water quality monitoring program for the Upper Saco River that can be eventually sustained through volunteer and/or community monitoring efforts.

Key steps include coordinating with stakeholders, such as local government and environmental groups, through meetings to gather input, confirm project scope, and ensure alignment with community needs. This collaborative approach will strengthen the pre-application by demonstrating broad support and alignment with CWSRF priorities for sustainable water resource management. Additionally, this task includes the preparation of materials for a preemptive warrant article to be completed in February 2025.

#### **TASK 3: SACO SWIFT CORRIDOR MANAGEMENT PLAN STORYMAP CREATION**

FBE will develop an ESRI StoryMap for the SSRCMP with the goal of increasing accessibility of the plan. The StoryMap will provide a clear and concise version of the SSRCMP in an interactive format. FBE, working collaboratively with a linguistics professional to provide translation quality assurance, will create additional versions of the final SSRCMP StoryMap translated to French and Spanish. Specific work to be completed in support of the StoryMap includes updating and reformatting of geospatial data previously produced by FBE for the SSRCMP, collection of high-quality photographs, and the creation of graphical products using graphic design software to improve accessibility and understanding of the SSRCMP. Note: FB Environmental has developed StoryMaps for several municipal clients including Stratham, NH, Camden, ME, Rockport, ME, and Topsham, ME.

## TASK 4: STAKEHOLDER ENGAGEMENT

FBE understands that to increase the accessibility of the SSRCMP local stakeholders and the overarching community within both the Saco and Swift River corridors must be purposefully and effectively engaged. To gather feedback on the SSRCMP StoryMap from a diverse group FBE will facilitate one stakeholder engagement meeting. FBE will then incorporate feedback from this event into the final StoryMap.

## TASK 5: QUALITY ASSURANCE PROJECT PLAN (QAPP)

FBE will develop a long-term (5-year) QAPP for implementing the primary and secondary data collection components of the proposed surface water quality monitoring CWSRF pre-application project. The QAPP will include detailed protocols for primary data collection (grab samples, continuous sondes) and data analysis/interpretation that volunteers can easily follow. The QAPP will be specific to the Upper Saco and Swift Rivers. FBE will submit the draft QAPP to the New Hampshire Department of Environmental Services for review and will incorporate any comments into the final QAPP for signature by key parties. This will be an important first step in developing a sustainable water quality monitoring program for the Upper Saco and Swift Rivers.

## COMPENSATION

The estimated cost of FBE's services for all tasks will be **up to \$48,958**. The cost shall not be exceeded without prior authorization from the NEEFC. Cost is based on time and materials (see table below).

**Table 1.** Detailed project budget presented by task.

PROJECT TASK	ESTIMATED COST
<b>TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION</b>	
Administration and overall project management.	\$ 5,804.00
<b>Total</b>	<b>\$ 5,804.00</b>
<b>TASK 2: CWSRF PRE-APPLICATION WRITING AND STAKEHOLDER MEETINGS</b>	
Writing to prepare for CWSRF pre-application submission, stakeholder meetings	\$ 5,433.00
<b>Total</b>	<b>\$ 5,433.00</b>
<b>TASK 3: SACO SWIFT RIVER CORRIDOR MANAGEMENT PLAN STORYMAP CREATION</b>	
Development of StoryMap for SSRCMP in multiple languages.	\$ 19,992.00
<b>Total</b>	<b>\$ 19,992.00</b>
<b>TASK 4: STAKEHOLDER ENGAGEMENT</b>	
One stakeholder engagement meeting	\$ 4,095.00
Mileage at \$0.67/mile.	\$ 482.00
<b>Total</b>	<b>\$ 4,577.00</b>
<b>TASK 5: QUALITY ASSURANCE PROJECT PLAN</b>	
QAPP development for a surface water quality monitoring program for the Upper Saco River	\$ 13,152.00
<b>Total</b>	<b>\$ 13,152.00</b>
<b>TOTAL ESTIMATED COST</b>	<b>\$ 48,958.00</b>

## SCHEDULE OF WORK

FBE will commence work upon signing this contract and will continue until October 2025. CWSRF pre-application writing and stakeholder meetings will occur between December 2024 and April 2025 with the final proposal to be submitted in April or May of 2025. A draft version of the SSRCMP StoryMap will be completed by May 2025 with stakeholder and community engagement meetings occurring in the summer of 2025. The Draft QAPP will be completed by May 2025 with the final version submitted by September 2025 which will include NH DES edits. Please refer to the table on the following page for a detailed project schedule by task.

**Table 2.** Detailed project schedule by task.

	2024	2025									
Task	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
<b>TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION</b>											
Monthly invoicing, staffing, budgeting.											
<b>TASK 2: CWSRF PRE-APPLICATION WRITING AND STAKEHOLDER MEETINGS</b>											
Preparation of CWSRF pre-application											
Preparation of preemptive warrant article											
Coordination and meetings with stakeholders											
<b>TASK 3: SACO SWIFT RIVER CORRIDOR MANAGEMENT PLAN STORYMAP CREATION</b>											
Development of StoryMap for SSRCMP in multiple languages.											
<b>TASK 4: STAKEHOLDER ENGAGEMENT</b>											
One stakeholder engagement meeting.											
<b>TASK 5: QUALITY ASSURANCE PROJECT PLAN</b>											
QAPP development for a surface water quality monitoring program for the Upper Saco River											
Incorporation of NH DES edits into QAPP											