



PROPOSAL FOR

Solid Waste Facility Engineering Assessment & Improvement Plan

PREPARED FOR

Town of Topsham, Maine

PREPARED BY

Geosyntec Consultants Inc.

APRIL 30, 2026

April 30, 2026

Town of Topsham
97 Townsend Way
Topsham, Maine
Attention: Josh Dennison, Topsham's Deputy Director of Public Works
jdennison@topshammaine.com

Subject: Request for Proposals (RFP): Solid Waste Facility Engineering Assessment & Improvement Plan for the Town of Topsham, Maine

Dear Mr. Dennison,

Geosyntec Consultants, Inc. (Geosyntec) appreciates this opportunity to submit our proposal to the Town of Topsham in response to the RFP for solid waste facility engineering assessment and improvement plan. Our shared goals with Topsham include the following features:



Experience and Qualifications for the Services Required. The Geosyntec Team has Maine-specific and extensive national experience providing operational and financial services to municipalities operating solid waste transfer station facilities. Our team members have completed dozens of solid waste facility projects for communities of varying sizes, including Maine municipalities with service characteristics similar to the Town.



Understanding of the Services and Requirements. Our proposed Project Manager, Nicholas Yafrate, is a Senior Principal and a seasoned professional engineer (licensed in Maine) with over 20 years of experience in providing multidisciplinary solid waste engineering and environmental solutions. Our proposed Project Director, Jill Gaffigan, has over 30 years of experience in both municipal and private-sector solid waste planning and operations. Nicholas and Jill understand the critical drivers of the Town, including system demand, site suitability, regulatory and permitting complexity, probable cost, and operational safety design.



Industry Leadership. Geosyntec regularly contributes thought leadership on solid waste facility feasibility, design, operations, and safety to widely read industry publications and professional forums. Our team stays at the forefront of municipal solid waste trends, innovative operational approaches, and regulatory developments. Team members hold various leadership positions with the Solid Waste Association of North America (SWANA), including Director of the Collection and Transfer Technical Division (Jill Gaffigan).



Availability and Depth of Professional Resources. Beyond bringing expertise in operational safety design, financial planning and solid waste improvement studies, our team members include specialists within the solid waste industry in facility engineering and site development, permitting, transfer station design and operations, construction document preparation, bid support, construction management support, public engagement, and health and safety.

Geosyntec appreciates the opportunity to submit this proposal to the Town and looks forward to participating in further discussions. In the meantime, please do not hesitate to contact Nicholas Yafrate at 1-978-206-5792 for any questions.

Sincerely,

Nicholas Yafrate, PE
Project Manager

Jill Gaffigan
Project Director

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Firm Overview, Qualifications, and Experience

Geosyntec is an engineering consulting firm with over 130 offices and a staff of more than 2,800 engineers, scientists, and other technical and project professionals. Geosyntec's solid waste experience began in 1983 as our first service line and remains a core client service across the firm to this day. In our more than 40-year history, we have served over 350 municipalities across the United States with a variety of solid waste services. In addition, we have an extensive record of providing solid waste engineering and consulting services throughout New England under ongoing service contracts. Engineering News-Record (ENR), a longstanding industry publication, consistently ranks Geosyntec as one of the top firms in the U.S. in several categories, including #3 in solid waste.

Firm Overview

Geosyntec has an extensive record of delivering solid waste engineering and consulting services throughout New England, with experience that includes transfer station planning and design, facility assessments, operational analyses, permitting and regulatory support, cost estimating, financial modeling, and long-range solid waste system planning. Unique among peer firms, Geosyntec integrates traditional engineering services with operational, financial, and programmatic advisory expertise, routinely supporting municipalities in evaluating solid waste infrastructure and operations under a wide range of delivery and contracting approaches. This integrated, regionally informed perspective enables our team to translate technical and regulatory considerations into clear, defensible, and implementable recommendations that improve safety, efficiency, regulatory compliance, and long-term cost effectiveness of solid waste facilities in Maine and throughout the Northeast.

Project Team & Key Staff

Geosyntec has selected a team of qualified, committed, and enthusiastic professionals who will contribute at different levels to the project. In addition to technical knowledge and performance, Geosyntec recognizes the importance of strong senior leadership, effective communication, and project management in for project success. The Biographical Resumes below present the key staff assigned to deliver the services required by the RFP.

Jill Gaffigan – Project Director



Jill is a Senior Principal and Environmental Economist. In addition to her 20-year consulting career, Jill served for over a decade as the Director of Solid Waste and Recycling for Waste Management over an 11-state area. As a result, she has deep knowledge of the status of solid waste infrastructure and challenges throughout New England. She served as the project manager on solid

waste feasibility and planning studies for Barnstable County, Crapo Hill Landfill, and the State of Rhode Island. She provides historical context, insight, and familiarity with the underpinnings of waste generation and infrastructure specific to New England.

Education

BS, Engineering & Environmental Economics, Clarkson University, 1991

Availability: 25%

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Thomas Ramsey, PE (GA, TN, SC, VA, MD, NC, AL, NJ, WV, PA, KY, DE, FL, KS) – **QA/QC Lead and Solid Waste Management Technical Expert**



Tom is a Senior Principal and environmental engineer with more than 30 years of experience in permitting, construction, operations, and economics associated with the solid waste industry. As part of this work, he regularly provides advisory services to public clients seeking to better understand or improve their operations. Prior to joining Geosyntec, Tom worked with a major private solid waste company and was responsible for the management of 20 landfills and 20 transfer stations, including several regional facilities that managed over 3,000 tons per day.

Education

MS, Environmental Engineering, Duke University, 1991

BS, Civil Engineering Dartmouth College, 1988

BA, Engineering Dartmouth College, 1987

Availability: 25%

Nicholas Yafrate, PE (AL, GA, LA, MA, ME, MS, NC, NH, OH, OR, PA, TN, VT) – **Project Manager and Civil/Solid Waste Engineer**



Nick is a Senior Principal with extensive experience supporting solid waste services projects, including landfills and transfer stations, from planning and permitting through construction, expansion, and long-term operations. He has worked at multiple solid waste facilities in Maine and across New England, partnering closely with owners and operators to address complex geotechnical, environmental, and regulatory challenges. Nick delivers practical, risk-informed solutions that support efficient design, construction, and compliance.

Education

PhD, University of California, Davis, 2008

MS, University of Massachusetts, Amherst, 2005

BS, University of Massachusetts, Dartmouth, 2002

Availability: 25%

Youngmin Cho, PhD, PE (MA, NH, PR) – **Solid Waste Regulatory Expert**



Youngmin has over 15 years of experience in site investigation, feasibility study, construction cost estimation, environmental permitting/monitoring, OSHA compliance, solid waste planning and management, waste characterization, and other technical environmental, civil, and geotechnical engineering efforts. His background also includes planning, compliance, design and regulatory representation for materials management and energy facilities including landfill gas management systems, landfills, organics management facilities, solar energy generating facilities, lithium ion battery manufacturing facilities, solid waste transfer facilities, and others involving materials handling, environmental regulatory compliance.

Education

PhD, Environmental Engineering, University of Florida, 2010

MSE, Geography and Environmental Engineering, John Hopkins University, 2007

BE, Environmental Engineering, ChungNam National University, South Korea, 2003

Availability: 25%

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Bill Gaffigan, MBA, CV – Solid Waste Management Financial Subject Matter Expert



Bill is a Senior Principal and solid waste professional with more than 30 years of experience working with the municipal and private solid waste sectors. He is located in Kennesaw, Georgia. In his private industry career, he served as a director of financial planning/budgeting and as a regional controller of 22 operations for a large public waste company. In addition, as Vice President of Business Development, Bill has been involved with

public-private partnerships. Bill regularly consults for municipal clients regarding solid waste planning, financial analysis, programmatic and operational issues.

Education

MBA, Finance, West Virginia University, 1984

BA, Economics, Indiana University of Pennsylvania, 1982

Availability: 25%

Zachary B. Tanguay, PE (ME) – Civil & Solid Waste Engineering Subject Matter Expert



Mr. Tanguay is responsible for various construction quality assurance (CQA) activities on active construction projects and has extensive experience in solid waste projects in Maine. He is also experienced in providing moisture and density tests, geosynthetics inspection and documentation, soil sampling, stability monitoring, and general construction oversight. He also

has experience in investigative drilling for both geotechnical and analytical investigations, reviewing contractor's materials and methods and comparing them to design documents, and assisting in the preparation of design documentations including plans and calculations.

Education

M.S., Civil and Environmental Engineering, Tufts University, Medford, Massachusetts, 2020

B.S., Civil and Environmental Engineering, University of Maine, Orono, Maine, 2015

Availability: 50%

Giorgio Castro, MSc – Solid Waste Management Financial Subject Matter Expert



Giorgio is a Project Professional with seven years of experience in financial analysis and financial modeling, focusing on solid waste and large infrastructure projects. He has specific expertise in the performance of rate studies, cost-benefit analyses, benchmarking studies, and complex long-term financial planning/budgeting models. At

Geosyntec, he supports and manages municipal client projects across the United States, playing a key analytical role on the project team.

Education

MS, Sustainable Finance, Maastricht University, 2020

BS, Economics & Business Economics, Finance; Maastricht University, 2018

Availability: 25%

Ryan Duckett, PE (VA, NC, PR), MBA – Solid Waste Management Subject Matter Expert



Ryan is a Senior Engineer with expertise in integrated solid waste advisory consulting services. His experience spans feasibility consulting, options analysis, and long-term technical, financial, and overall program planning. With both engineering and business education, Ryan takes a multifaceted approach to operational challenges in solid waste, specializing in the design and operation of

transfer stations, convenience centers, and other materials management facilities. He has performed financial/economic analysis, cost modeling,

Education

MBA, Virginia Commonwealth University, 2020
(Concentration: Real Estate)

BS, Environmental Engineering, North Carolina State University, 2014

Availability: 25%

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operations analysis, siting, and permitting/design work for over 130 public facilities (including serving as the technical lead for dozens of transfer station and drop-off site projects).

Ashley Ramsey, PG (TN, GA) –Solid Waste Planning Subject Matter Expert



Ashley is a geologist with eight years of experience supporting solid waste infrastructure planning, landfill capacity evaluations, and regulatory initiatives across the United States. She currently supports statewide solid waste planning efforts in Georgia, Tennessee, Rhode Island, and Puerto Rico. Ashley brings specialized expertise in solid waste planning, composition studies, feasibility studies, rate assessments, landfill expansion siting, operational

assessments, and environmental data analysis, with a strong focus on delivering technically rigorous, defensible, and actionable studies for public- and private-sector clients. She has extensive experience managing complex, multifaceted projects for clients, often involving large project teams and diverse stakeholder coordination.

Education

MS, Geology, University of Tennessee, 2018

BS, Geology, Baylor University, 2015

Availability: 50%

Stella Williams, PG (LA)–Subject Solid Waste Planning Subject Matter Expert



Stella Williams is a Senior Geologist based in Georgia with more than 20 years of experience in the environmental industry, serving in key project controls and environmental management roles for complex, multi-site programs. In her project controls capacity, Stella is responsible for schedule development and tracking, budget monitoring, cost forecasting, subcontractor oversight, and regulatory

milestone management to ensure projects remain on time and within scope.

Education

BA, Geology, DePauw University, 1994

Availability: 50%

Hannah Cooper – Solid Waste Planning Subject Matter Expert



Hannah is a Senior Staff Professional based in New York City. She has successfully managed advisory projects focused on solid waste financial and business planning, modeling, and reporting. Hannah has played a pivotal role in stakeholder engagement and public outreach for master solid waste planning projects across Rhode Island, Tennessee, Georgia, and Puerto Rico. Her responsibilities have included building and maintaining detailed project timelines, creating and monitoring

budgets, and ensuring adherence to project schedules.

Education

BS, Environmental Science, University of North Carolina, 2021

Availability: 50%

Nicole DiGiorgio – Solid Waste Planning Subject Matter Expert



Nicole is a Project Professional bringing over eight years of solid waste industry experience across both the public and private sectors. She has a strong background in project management, with hands-on experience in county government and with a large private hauling company. Having worked on both sides of the industry, she understands the practical, operational, and regulatory needs that shape

effective public-private partnerships.

Education

BA, Environmental Studies, Millersville University, 2017

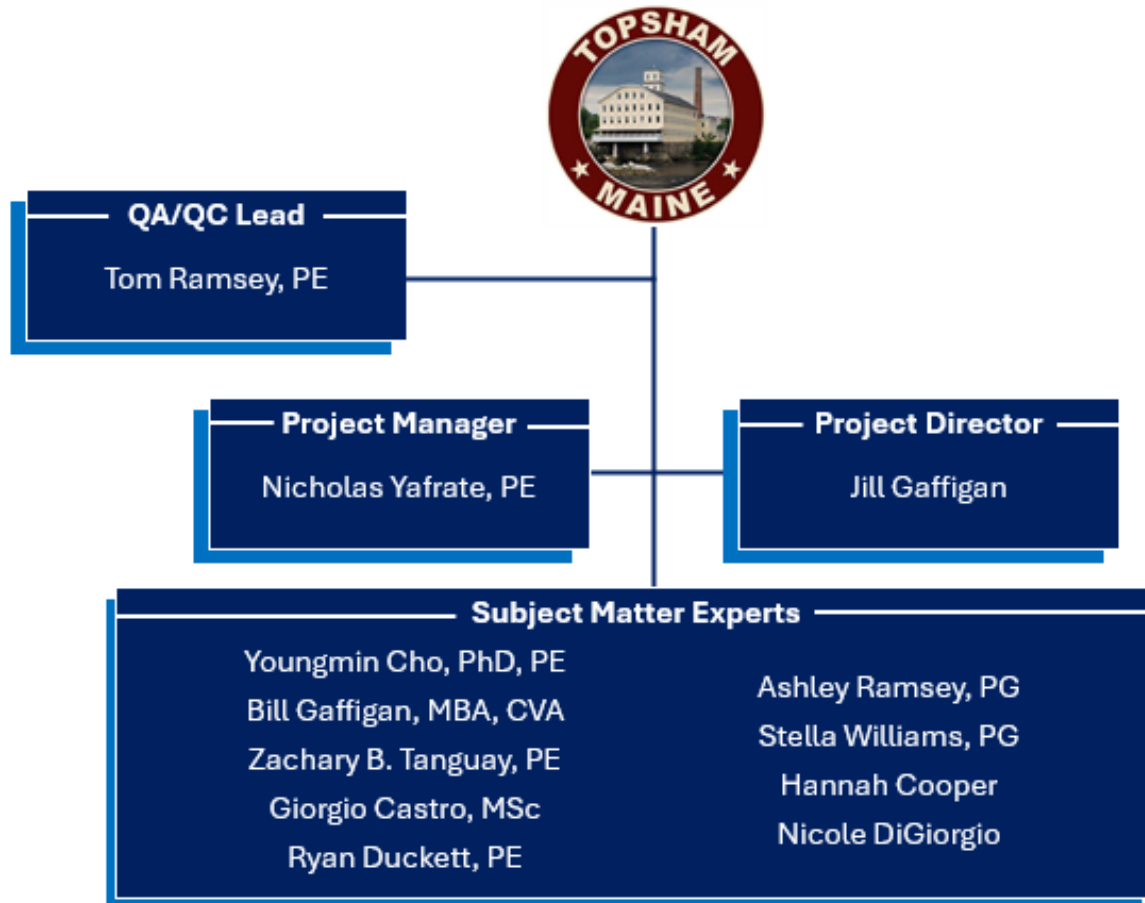
Availability: 50%

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Organizational Chart



Relevant References

Client	Project	Contact
Cape Cod Commission	Waste Diversion and Disposal Options Study, Barnstable, Massachusetts	Contact: Patty Daley, Legal & Policy Specialist Phone: 508-744-1212 Email: pdaley@capecodcommission.org
Greater New Bedford Regional Refuse Management District	Strategic Solid Waste Management Planning, New Bedford, Massachusetts	Contact: Anthony Novelli, Executive Director Phone: 508-763-5924 Email: anthony@gnbrmdistrict.org
City of Loveland, Colorado	Waste and Recycling Transfer Station Modeling and Feasibility Study (and Follow-up Update Planning), City of Loveland, Colorado	Contact: Tyler Bandemer, Solid Waste Manager Phone: 307-760-5535 Email: tyler.bandemer@cityofloveland.org

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Similar Project Experience

Unique among our peers, Geosyntec's operational and financial advisory specialists offer a wealth of experience in evaluating solid waste systems and infrastructure assets under various project delivery and contracting mechanisms, in addition to traditional engineering and transfer station services. Our clients, both public and private, are increasingly driven to improve performance, secure value for money, and optimize the use of assets. Our advisory specialists assist clients by translating technical and commercial issues into fact-driven financial and policy analyses, providing clear, implementable, and unbiased recommendations.

The following project matrix, Table 1, catalogues Geosyntec's recent solid waste and transfer station-related work (within the past 10 years), similar in scope to the Topsham Solid Waste Facility Engineering Assessment and Improvement Plan.

Client	TS Planning, Feasibility & Analysis	TS Design & Operations	Public & Stakeholder Engagement	Baseline Assessment	Permitting/Regulatory Review	Cost & Financial Modeling	EPR & Circular Economy	Strategic Planning
Cities and Towns								
Town of Wellfleet, MA	✓	✓	✓	✓	✓	✓	✓	✓
City of Augusta, GA	✓		✓	✓	✓	✓	✓	✓
City of Baltimore, MD	✓	✓	✓	✓	✓	✓	✓	✓
City of Fayetteville, NC	✓	✓		✓	✓	✓		✓
City of Lakeland, FL	✓	✓		✓	✓	✓		✓
City of Loveland, CO	✓			✓	✓	✓		✓
City of Raleigh, NC	✓	✓	✓		✓			
Counties								
Barnstable County, MA	✓		✓	✓	✓	✓		✓
Carroll County, MD	✓	✓			✓			
Frederick County, MD	✓	✓	✓	✓	✓		✓	✓
Harford County, MD	✓			✓	✓	✓	✓	✓
Imperial County, CA	✓	✓	✓	✓	✓	✓	✓	✓
Mecklenburg County, NC	✓	✓	✓	✓		✓	✓	

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Public Solid Waste Authorities (SWA)								
Cape Cod Commission, MA	✓		✓	✓	✓	✓	✓	✓
Greater New Bedford RRMD, MA	✓		✓	✓	✓	✓	✓	✓
Rhode Island Resource Recovery Corp.					✓	✓		✓
Dalton-Whitfield SWA, GA	✓		✓	✓	✓	✓	✓	✓
Solid Waste Authority of Central Ohio	✓	✓	✓	✓	✓	✓		✓
States & Territories								
State of Rhode Island	✓		✓	✓	✓	✓	✓	✓
State of Georgia	✓			✓	✓	✓	✓	✓
State of Tennessee	✓		✓	✓	✓	✓	✓	✓
Territory of Puerto Rico	✓		✓	✓	✓	✓	✓	✓

The additional matrix presented below, Table 2, presents Geosyntec's recent technical solid waste work in the State of Maine with scope elements sharing similarities to the proposed scope.

Recent Maine Solid Waste Engineering Experience									
Client	Planning, Feasibility or Analysis	Conceptual Design	Construction Design	Construction Engineering Support	Operational Consulting	Public & Stakeholder Engagement	Baseline Assessment	CQA	Permitting/Regulatory Review
Brunswick Landfill				✓				✓	
Tri Community Landfill				✓				✓	
Presque Isle Landfill				✓				✓	
Anson Madison Sanitary District				✓				✓	
Crossroads Landfill	✓	✓	✓	✓	✓	✓	✓	✓	✓

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Project Descriptions

Unique among our peers, Geosyntec's operational and financial advisory specialists offer a wealth of experience in evaluating solid waste systems and infrastructure assets under various project delivery and contracting mechanisms, in addition to traditional engineering and transfer station services. Our clients, both public and private, are increasingly driven to improve performance, secure value for money, and optimize the use of assets. Our advisory specialists assist clients by translating technical and commercial issues into fact-driven financial and policy analyses, providing clear, implementable, and unbiased recommendations.

Crossroads Landfill, Waste Management Disposal Services of Maine, Norridgewock, Maine



Geosyntec has provided Waste Management Disposal Services of Maine (WMDSM) at Crossroads Landfill with engineering, design, permitting, and CQA services since 1993 along with planning and monitoring of various systems. With the continued demand for residential and commercial waste disposal services throughout New England, WMDSM has upgraded the facility including construction of multiple landfill cells, a new transfer station, installation of leachate treatment facility, gas infrastructure upgrades, closure of select landfill cells, etc.



Geosyntec provided extensive support for construction a new transfer station at the Norridgewock facility. Our services included CQA and construction management services during the construction of the transfer station and the destruction of an existing transfer station. Geosyntec monitored construction, performed testing to confirm compliance with project requirements, and managed contractors to ensure transfer station services were not interrupted during the construction the new facility and destruction of an existing transfer station.



Geosyntec provides extensive development of design calculations, drawings, specifications, permit applications and CQA services landfill cells, closures and other site facilities. We provide operational and engineering support for sitewide operations including traffic flow, waste placement, leachate and gas management.

The site is located next to wetlands as well as animal migration corridors. A robust erosion and sediment control system that includes multiple infiltration basins has been designed, constructed, and is routinely monitored and maintained. During the numerous construction projects, Geosyntec has led project meetings, reviewed materials submitted for use by the contractor, and prepared responses to contractor's Requests for Clarification and Requests for Information. Following the projects successful completion, Geosyntec developed completion of final reports to document construction. Geosyntec has assisted WMDSM with continued operation of the Crossroads Landfill while expanding to accept waste and closing cells that have reached capacity in accordance with the Maine Solid Waste Management Rules. Geosyntec's CQA and construction monitoring services have been beneficial to help projects avoid delays and assist contractors to work through issues during winter and summer time construction. Geosyntec's installation and monitoring of geotechnical instrumentation have allowed WMDSM to have real time data of subsurface soil conditions throughout construction, filling, and post closure monitoring of a landfill.

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Strategic Solid Waste Management Planning, Greater New Bedford Regional Refuse Management District, New Bedford, Massachusetts



The Greater New Bedford Regional Refuse Management District (District) owns and operates the Crapo Hill Landfill, which is permitted to accept up to 115,000 tons per year. Approximately 50 acres of landfill have been developed, with another 20 acres approved but not yet constructed. The District is obligated to serve the City of New Bedford and the Town of Dartmouth, and it elects to also accept waste from surrounding municipalities and commercial haulers. Between August 2021 and December 2022, Geosyntec worked with the District to develop a comprehensive strategic solid waste management plan. The main objective of this project was to develop a long-term management and financial plan to address issues, including limited waste disposal capacity (estimated 7~8 years remaining at the time of the project

initiation), limited landfill expansion space (i.e., “site assigned” area), and infrastructure challenges.

Geosyntec, through its engineering, operational, financial, and programmatic advisory services, put its expertise to the task. The first step of the project involved a desktop waste characterization study to understand the volume and composition of major waste streams based on recent, local waste characterization studies, waste collection-hauler’s inputs, and District data. The findings were used for analyzing waste reduction and diversion options. By varying the waste tipping rate and waste volumes, revenues were compared with operating expenses and capital expenditures (e.g., equipment, landfill cell construction, and closure). This financial study allowed the District to assess its current financial position and project “what if” operational scenarios using the real time model. For projected development and use of disposal space, Geosyntec developed and evaluated various landfill expansion options, including cell construction and closure costs, the additional disposal capacity gains, and a risk component regarding the regulatory challenges. Due to the limited remaining “site-assigned” area, wetlands, and existing infrastructure, Geosyntec considered innovative landfill options, such as vertical expansion using mechanically stabilized earth (MSE) berms and horizontal expansion options by merging the abutting District’s “non-site-assigned” property and the “site-assigned” property. Geosyntec’s operational support services included the review of the contracts with the service communities and the waste haulers, the annual minimum and maximum disposal tonnage limits, the management of yard waste compost, wastewater treatment byproduct/byproduct waste, and organic waste, and the buffer (non-assigned) land use options.

Geosyntec successfully assisted the District in developing a comprehensive, long-term solid waste management plan that included practical, technically feasible landfill expansion options. Geosyntec’s findings were used to proactively and constructively discuss with MassDEP the landfill expansion options and regulatory allowances with respect to the setback requirement from the “site-assigned” property boundary.

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Understanding of the Project & Key Challenges

The Town of Topsham is seeking to advance a practical, phased improvement plan for its municipal solid waste facility that improves safety, functionality, and long-term operational readiness while maintaining reliable day-to-day service for residents. We understand that this project is not simply an exercise in refining a conceptual site plan, but a decision-support effort intended to help the Town evaluate how the facility functions today, how it must adapt to evolving operational and regulatory requirements, and how improvements can be sequenced in a manner that is feasible, cost-effective, and minimally disruptive to ongoing operations. There is a need for balancing near-term operational needs with longer-term system readiness. The Town is planning for safety and efficiency improvements while also anticipating changes associated with Maine's packaging Extended Producer Responsibility (EPR) program and other evolving solid waste requirements. We recognize that improvements must therefore be evaluated through a forward-looking lens that considers flexibility, adaptability, and long-term value, rather than short-term fixes.

The Town's objective is a clear, defensible roadmap that identifies which improvements provide the greatest safety and operational benefit, how those improvements can be phased while maintaining facility operations, and what assumptions and trade-offs accompany each decision. Delivering that outcome requires an integrated understanding of the facility's existing conditions and the challenges that shape what is both desirable and achievable.

Understanding of Topsham's Facility

The Topsham solid waste facility is a high-use public works site that supports a diverse range of waste streams, equipment, and user types within a constrained footprint. Based on the RFP and observations from the April 8, 2026, site visit, the facility houses municipal solid waste disposal, recycling operations, composting, bulky waste handling, universal waste, and equipment and materials storage, while also managing substantial public traffic and staff activity throughout the day. Safe circulation, efficient unloading and drop-off operations, and clear separation between public and operational areas are essential to maintaining safety and throughput at the site.

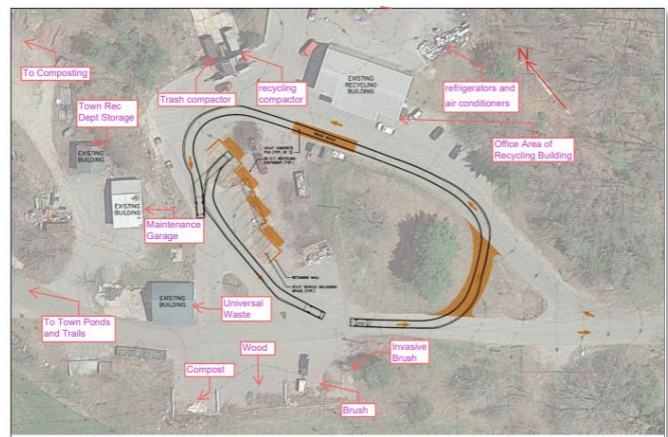


Figure 1. 4-8-26 Site Visit Layout

We recognize that many of the facility's current challenges reflect the cumulative effects of incremental growth, changing waste streams, and aging infrastructure. Over time, the site has adapted to accommodate new programs and materials, resulting in constrained circulation patterns, operational workarounds, and areas where modern safety expectations are difficult to achieve with the existing layout. These conditions are further influenced by the need to stage and maneuver large equipment, manage peak-hour congestion, and accommodate seasonal variations in use. We also understand that operational continuity is a central concern for the Town, and therefore, addressing these challenges requires a holistic understanding of how site layout, operations, staffing, and user behavior interact on a day-to-day basis. Any recommended improvements must account for the need to keep the facility functional throughout implementation, minimizing disruptions to residents and staff. This places particular importance on thoughtful phasing, constructability, and the identification of interim operational measures where necessary. Our understanding of the Topsham facility is therefore rooted not only in its physical configuration but also in how it operates as a working system that must remain safe, efficient, and accessible throughout the improvement process.

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Technical Approach & Scope of Work

Well-planned solid waste programs and infrastructure strengthen communities, boost economies, and expand opportunity while promoting a return on public investment. Looking across our client portfolio, we see that those who thrive in solid waste planning also invest in programs and infrastructure such as transfer stations, waste diversion/recycling programs, education and outreach, organics management, and other facilities and technologies. We see this project as another example of this trend and an opportunity for the Town to continue its focus on sound, solid waste management practices. Our proven methodology includes the following tasks.

Task 1 – Site Visit & Existing Conditions Assessment

Following contract award, Geosyntec will coordinate with Town staff to conduct an on-site assessment of the facility. The site visit will include a detailed review of traffic circulation and queuing patterns, unloading and drop-off operations, public and staff interactions, equipment layout and condition, and overall site functionality. Particular attention will be given to identifying safety risks, operational bottlenecks, and apparent grading, drainage, or spatial constraints that may influence the feasibility and constructability of potential improvements. Geosyntec will also observe day-to-day facility operations and document how users and staff interact with the site under typical operating conditions. This will include evaluating material flow by waste stream, vehicle maneuvering and conflicts, equipment access and staging, and areas where safety improvements may be warranted.

Following the site visit, Geosyntec will prepare a concise existing conditions summary that documents key findings, constraints, and opportunities relevant to the Town's improvement goals. The summary will identify assumptions, data gaps, and considerations affecting feasibility, phasing, operations, and planning-level cost development. This deliverable will serve as the technical foundation for Tasks 2 through 6 and will be used to ground subsequent recommendations in current site realities and operational needs.

Task 2 – Concept Plan Evaluation & Refinement

Building upon the findings from Task 1 and the Town's preliminary concept plan, Geosyntec will evaluate and refine the conceptual layout for the Topsham Transfer Station to improve safety, operational efficiency, flexibility, and long-term viability. The Town-provided concept plan serves as a strong foundation for this effort, illustrating proposed circulation patterns, operational zones, and facility organization intended to address known constraints at the site.

Concept Plan Review and Evaluation

Geosyntec will conduct a systematic review of the Town's concept plan in the context of existing site conditions, operational practices, and anticipated future needs. This review will integrate observations from the April 8, 2026 and Task 1 site visits, including existing material handling areas, storage trailers, compactors, compost and brush management areas, recycling operations, and staff facilities.

The evaluation will focus on:

- Traffic circulation and queuing, including separation of public and staff traffic, vehicle turning movements, and access for large vehicles such as transfer trailers and roll-offs.
- Operational efficiency, including adjacency of functional areas (e.g., recycling, waste, compost, universal waste) and minimizing material handling conflicts.
- Site safety, with specific attention to pedestrian-vehicle interactions, visibility, and opportunities to reduce congestion at peak usage times.

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- Compatibility with existing infrastructure, including buildings, utilities, access roads, and natural features.
- Adaptability to future needs, including changes in waste streams and anticipated requirements associated with EPR programs.

Refinement of Conceptual Layout

Based on the evaluation, Geosyntec will refine the concept plan to address identified limitations while preserving elements that are functioning well. Refinements may include adjustments to internal circulation, reconfiguration of operational areas, improved siting of storage and processing functions, and identification of opportunities to enhance staff facilities and customer experience. These refinements will be informed by documented site constraints and recommendations identified during the site visit, such as aging storage trailers, constrained work areas, and outdated staff amenities.

The refined concept will emphasize:

- Improved site organization and clarity for users and staff.
- Safer and more intuitive traffic flow.
- Enhanced operational flexibility to accommodate evolving waste management practices.
- Practical implementation within the existing footprint of the facility.

Task 3 – EPR Readiness

Anticipated implementation of several EPR programs in Maine, including the State's packaging EPR law currently moving through implementation, as well as existing and emerging stewardship programs for materials such as electronic waste, batteries, paint, and other difficult-to-manage products, represents a significant and evolving change to municipal solid waste and recycling operations. The Town of Topsham's RFP explicitly identifies the need for the solid waste facility to be assessed and improved with EPR readiness in mind, recognizing that future requirements may affect material flows, staffing, storage, and site layout.

Under Task 3, Geosyntec will assess the Topsham Transfer Station's readiness for EPR and identify practical, scalable strategies to support future program implementation without disrupting ongoing operations.

Geosyntec will assess existing recycling and materials management operations through an EPR lens to evaluate how current conditions, such as manual sorting, e-waste dismantling, reliance on temporary storage, and limited staging space, may be affected by future EPR-related material requirements.

The assessment will consider:

- impacts to material handling
- storage capacity
- operational workflows
- staffing and safety
- traffic and customer interactions

The assessment will also identify constraints and opportunities within the existing site layout. Findings will be integrated into the refined conceptual site plan to ensure circulation patterns, operational zones, and facilities are designed with flexibility to accommodate evolving EPR requirements over time without premature investment.

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Geosyntec will also develop strategic, EPR-ready recommendations that emphasize adaptable, phased implementation and align with the Town's broader goals for safety, functionality, and long-term facility resilience.

Task 4 – Improvement Elements

Geosyntec will partner with the Town to develop a practical improvement program for the existing facility that enhances safety, functionality, and operational efficiency. We will define and evaluate implementable concepts for priority improvement elements, to include compost pad expansion, compactor and baler replacement, scale addition, and safety rail and guarding at drop-off areas. The concepts reflect site constraints and constructability while ensuring safe, continuous operations throughout implementation. The resulting recommendations will be coordinated with the conceptual site layout and will directly support Task 5 by identifying key assumptions, trade-offs, and implementation dependencies to inform planning-level cost opinions and an integrated phasing strategy.

Task 5 – Cost Opinions & Phasing

Geosyntec will develop planning-level opinions of probable cost (OPCs) and an operations-focused phasing strategy for recommended capital improvements for the overall site. Based on the refined concept layout(s) and defined improvement elements, we will establish concept-level estimating assumptions and develop corresponding cost ranges with recommended contingencies. Planning-level OPCs will be prepared for each recommended improvement element, organized by major cost categories and supported by documented assumptions, exclusions, and recommended contingency allowances. We will also prepare a program-level cost range that summarizes the overall order-of-magnitude budget and highlights key cost drivers and concept-level uncertainties. Improvements will be sequenced to maintain safe public access and continuous facility operation, and we will develop an implementation phasing plan that identifies logical sequencing, dependencies/enabling work, and any temporary measures required to maintain safe and continuous operations.

Task 6 – Deliverables & Presentation

The findings, analyses, and recommendations developed from Tasks 1 through 5 will be consolidated into a clear, cohesive set of deliverables aligned with the Town's RFP schedule and designed to be completed within the four-month project duration following award. These deliverables will clearly communicate recommended improvements, associated costs, and implementation sequencing, and provide structured opportunities for Town review and feedback prior to finalization. They are intended to serve as a roadmap for implementation, supporting both near-term actions and longer-term planning considerations.

Draft Final Deliverables

Geosyntec will prepare a comprehensive Draft Solid Waste Facility Engineering Assessment & Improvement Plan, which will synthesize the technical work completed under the preceding tasks. The draft report will include:

- An executive summary highlighting key findings, recommendations, and decision points.
- A summary of existing conditions, operational constraints, and safety considerations.
- Refined conceptual site plan(s) illustrating recommended layout modifications, circulation improvements, and operational zones.
- EPR readiness findings and planning-level recommendations addressing flexibility for future program implementation.
- A description of recommended improvement elements and their anticipated operational benefits.
- Planning-level OPCs for individual improvements and the overall improvement program.

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- An implementation phasing strategy that maintains safe, continuous facility operations.
- Key assumptions, limitations, and considerations for future refinement or design-level work.

Table 1 below provides a more detailed description of the components included in each deliverable, which will eventually be consolidated into the Final Report.

Table 1 - Deliverables Summary (Tasks 1–6)

Task	Deliverables	Description
Task 1 – Site Visit & Existing Conditions Assessment	Existing Conditions Summary	<ul style="list-style-type: none"> • Summarizes site layout, circulation and operations, safety considerations, key constraints, and assumptions • Identifies data gaps affecting feasibility, phasing, and planning-level cost development
Task 2 – Concept Plan Evaluation & Refinement	Refined Conceptual Site Plan and Summary	<ul style="list-style-type: none"> • Illustrates recommended layout modifications, circulation patterns, and operational zones • Describes key refinements, alternatives, and rationale; addresses safety and efficiency
Task 3 – EPR Readiness	EPR Readiness Assessment Summary	<ul style="list-style-type: none"> • Summarizes current conditions, constraints, and opportunities • Identifies key considerations to support future decision-making • Provides recommendations
Task 4 – Improvement Elements	Improvement Elements Summary & Integrated Conceptual Site Plan	<ul style="list-style-type: none"> • Includes assumptions, feasibility considerations, and operational implications • Shows integration with overall layout and operations
Task 5 – Cost Opinions & Phasing	Cost & Phasing Memorandum and Cost Summary Table	<ul style="list-style-type: none"> • Planning-level OPCs (ranges and assumptions) by element and overall program • Phasing approach to maintain safe, continuous facility operations
Task 6 – Deliverables & Presentation	Draft/Final Report & PowerPoint Presentation	<ul style="list-style-type: none"> • Draft Solid Waste Facility Engineering Assessment & Improvement Plan • Review meeting and presentation (PowerPoint) • Final Solid Waste Facility Engineering Assessment & Improvement Plan and supporting materials

The Draft Plan will be provided to the Town for review and comment.

Review Meeting and Presentation

Geosyntec will develop a presentation summarizing the Draft Plan and will conduct a virtual review meeting with Town staff and designated stakeholders. The presentation will be tailored to focus on:

- The rationale for recommended improvements
- Trade-offs between alternatives
- Cost and phasing implications
- Considerations related to operational continuity and future EPR requirements

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Feedback received during the review meeting and through written comments will be incorporated into the final deliverables.

Final Deliverables

Following incorporation of Town comments, Geosyntec will prepare and submit the Final Solid Waste Facility Engineering Assessment & Improvement Plan, along with final versions of supporting graphics and cost/phasing summaries. Final deliverables will be provided in electronic format suitable for both internal review and potential public or board-level presentations.

Project Management

We will maintain regular coordination with the Town through routine check-in calls, bi-weekly (or as needed) progress meetings, and monthly invoices with clear summaries of work performed. Key elements of our project management approach are highlighted below:

Communication 	<ul style="list-style-type: none">• Effective communication with clients is a core value at our firm.• Good communication helps mitigate potential budget & schedule issues.• Clear and open communication channels will be maintained to ensure mutual understanding.
Collaboration 	<ul style="list-style-type: none">• Project Manager establishes & strengthens team's awareness.• Focus on cost & schedule management, integrated into the planning and execution of tasks / deliverables.• Project SharePoint or MS Teams site used for collaborating, organizing, and communicating.• A secured repository will be developed to serve as a comprehensive storage of project data and source information.
Cost & Schedule Tracking 	<ul style="list-style-type: none">• Utilization of the commercial Infor® cost tracking system.• System tracks labor, subcontractors, materials, and other direct costs.• Costs tracked by project, phase, and task.• Reports generated for multi-task projects with various levels of detail.• System provides the Team with detailed and accurate representation of expenditure.
Progress Meetings 	<ul style="list-style-type: none">• Regular progress meetings between our Team and County.• Additional calls or meetings scheduled as needed for status updates and discussion of alternatives.• Geosyntec uses a project task tracking table developed specifically for the contract.• Table includes deliverables, task deadlines, status, and critical action items.• Table highlights key tasks, action items, and deadlines for the coming month.

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Project Schedule

Geosyntec will complete the Solid Waste Facility Engineering Assessment & Improvement Plan in a structured, task-based sequence that supports collaboration with Town staff while maintaining project momentum. The project schedule is designed to allow adequate time for Town review at key milestones and to accommodate coordination meetings and feedback.

A detailed project schedule is provided below and identifies the anticipated timing of major tasks, review periods, and meetings. The schedule assumes timely access to Town-provided information and availability of staff for coordination meetings. Geosyntec will work closely with the Town to adjust the schedule as needed to reflect evolving priorities, review timelines, or unforeseen conditions while maintaining progress toward project completion.

PROPOSED PROJECT SCHEDULE
Town of Topsham
Solid Waste Facility Engineering Assessment & Improvement Plan

	Jun-26				Jul-26					Aug-26				Sep-26			
NTP - 06/2026	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Task 1: Site Visit and Existing Conditions Assessment	◇			◇													
Task 2: Concept Plan Evaluation and Refinement							◇					◇					
Task 3: EPR Readiness									◇			◇					
Task 4: Improvement Elements												◇					
Task 5: Cost Opinions and Phasing											◇					◇	
Task 6: Deliverables and Presentation																◇	
Task 0: Project Management			◇	◆	◇		◇		◆		◇		◆		◇		◆

<p>◇ Kick-off Meeting</p> <p>◆ Review/Input Meeting</p> <p>◆ Invoice/Status Memo</p> <p>◇ Bi-weekly Check-In Meeting</p>	<p>Work Underway in Task</p> <p>Draft Task Deliverable</p> <p>Final Task Deliverable</p>
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Proposed Project Budget

Geosyntec's proposed budget is **\$79,500**, split between the project tasks as summarized in the table below. Geosyntec will bill the firm fixed cost monthly as a percentage of work completed on any task where work was performed in the previous month.

Task #	Task	Cost
Task 1	Site Visit and Existing Conditions Assessment	\$16,800
Task 2	Concept Plan Evaluation & Refinement	\$17,800
Task 3	EPR Readiness	\$10,400
Task 4	Improvement Elements	\$10,400
Task 5	Cost Options & Phasing	\$6,000
Task 6	Deliverables & Presentation	\$8,800
Task 0	Project Management	\$9,300
Total		\$79,500



Geosyntec

consultants

Geosyntec Consultants is a consulting firm with engineers, geologists, environmental scientists, and other technical and project staff based in offices throughout North America and at select locations in Australia, Ireland, Finland, Sweden, Spain, the United Arab Emirates, and the United Kingdom. We address new ventures and complex problems involving our environment, natural resources, and civil infrastructure.

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