

**Town of Solon**  
**Office of the Selectmen**  
**P.O. Box 214**  
**Solon, Maine 04979-0214**  
**Tel: 207-643-2541 Fax: 207-643-2864**  
**townofsolon@yahoo.com**

**REQUEST FOR QUALIFICATIONS  
FOR ENGINEERING/CONSULTANT SERVICES**

The Town of Solon, Maine is seeking Requests for Qualifications for Engineering/Consultant services for developing a strategy to address our Public Works Garage needs.

**Scope of Services**

1. Current town garage-determine extent of problems and our future needs.
2. Develop strategies and options to solve problems, provide cost estimates for proposed solutions. This item will include participating in a public meeting in Solon to present considered options to the townspeople for their input.
3. Prepare preliminary design for the selected option including written report, all background data and an estimated total cost for final design and construction of the project.
4. Work Plan: Provide detailed methodology, proposed schedule of activities, and time frame for completing tasks.

A completion schedule for the tasks must be included. The Town desires this phase of the project to be completed by November 22, 2023.

**Qualifications/References**

Interested firms shall submit resumes of all principals to be assigned to the project, professional qualifications and certifications, and descriptions of projects completed similar in scope and difficulty. Firm will include information on its capacity and availability of personnel to perform the work in a timely manner. Firm will provide proof of professional liability insurance and information on financial stability of the organization. A minimum of three references must be identified and phone numbers provided.

**Cost**

Include a schedule of proposed rate of compensation and budget of costs for performing the tasks described under the Scope of Services. **The Town shall use Community Development Block Grant funds to pay for this study.**

**Evaluation**

Submittals will be reviewed and evaluated in the following categories.

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|---|-----|
| 1. Qualifications and capacity of firm, demonstration of related experience, qualifications of persons assigned to project, CDBG experience | 35% |
| 2. Project understanding and ability to provide services as described in the work specifications (including your proposed methodology).     | 35% |
| 3. Committee intuition/interview  | 30% |

**Submittal**

Must be sealed and marked “TOWN GARAGE PROJECT – DO NOT OPEN”. Five (5) copies must be received through mail or hand delivery no later than 4:00 p.m. on August 15, 2023, at the following address:

Town of Solon  
121 South Main Street  
P.O. Box 214  
Solon, Maine 04979-0214

Submittals shall be opened at 4:00 p.m. on August 15, 2023 at the Town Office. The Town anticipates that several firms/individuals will be interviewed during the week of August 16 to 18, 2023 and requests that the anticipated project leader be present. Contract award will occur during the week of August 21 to 24, 2023. The Town of Solon reserves the right to accept or reject any and all proposals and is not liable for any costs incurred by Individuals or firms prior to the issuance of a contract.

Questions regarding the project should be directed to Elaine Aloes at (207) 643-2541 (office), (207) 643-2319 (cell), fax: (207) 643-2864 or e-mail: townofsolon@yahoo.com.

**Timeline for RFQ**

July 17	Send RFQ to companies Put announcement on Maine Municipal Association and Town of Solon’s websites
August 15	RFQ’s due in Town Office
August 15	Open RFQ’s
August 15	Preliminary evaluation of RFQ’s
August 16-18	Interview respondents
August 21-24	Final selection of successful firm
By August 30	Award contract
November 22, 2023	Report due
December 2023	Firm to participate and present findings and recommendations to citizens in a public meeting
Winter-Spring 2024	Take action on preferred option