



## REQUEST FOR PROPOSAL: ARCHITECTURE ENGINEERING OF CONCEPTUAL DESIGN

### I. INTRODUCTION

The Town of Millinocket (Owner), a municipality located at 197 Penobscot Ave, Millinocket, ME is soliciting bids/Proposals from A&E firms for the conceptual design of a community center in Millinocket.

### II. PROJECT DESCRIPTION

The Town of Millinocket is pursuing building a community center in Millinocket. This project is currently starting with Phase 1; the conceptual design phase: facilitation of community conversation for initial design of the community center to then be used in future funding pursuits.

Design must also meet local, county, state and other federal requirements.

### III. PREPARATION OF PROPOSALS

Envelopes containing Proposals shall be labeled as stated on the cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

**Name and location of project. Name and address of bidder.**

**Addressed to: Town of Millinocket**

**Submit proposal digitally to: [cid@millinocket.org](mailto:cid@millinocket.org)**

**OR via mail at**

**Town of Millinocket**

**197 Penobscot Ave**

**Millinocket, ME 04462**



# Millinocket

Maine's Biggest Small Town

## **IV. PRE-QUALIFICATION**

To be considered as eligible to submit a Proposal, the bidder must have demonstrated prior experience in building design in accordance with applicable codes, standards, rules, and regulations.

## **V. SCOPE OF WORK**

The Town of Millinocket is seeking bids from A&E firms for the architectural design and concept of a new community center in Millinocket.

## **VI. FORM OF PROPOSAL**

- Proposals must consist of the following information in the order indicated below:
- Cover letter stating interest in project with signature of duly authorized principal.
- Technical qualifications.
- Experience with similar projects.
- Experience of key staff personnel.
- Explanation of interest of project as it relates to the Bidders relationship with the municipality and the region.
- Cost of services breakdown in accordance with Section V Scope of Work.

## **VII. ACCEPTANCE OR REJECTION OF PROPOSAL:**

The Town of Millinocket reserves the right to reject any and/or all Proposals. The Town of Millinocket also reserves the right to waive any information and technicalities in bidding. The contract will be awarded based on four factors which are described below by the Economic Development and Sustainability Committee. Each factor will be rated, and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. Owner reserves the right, however, to award contract to its best interest.



Price = 5 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 5 Points. Points will be awarded based on prior experience in performing similar work produced; technical and financial resources in designing municipal or public buildings; experience of team.

Demonstrated understanding of Millinocket = 5 Points. All architecture and design must take into consideration the history, culture, and vision for the future. Points will be awarded based on a demonstrated understanding of the Town and Bidder's relationship with Millinocket and the region.

Energy Efficiency = 5 Points. Points will be awarded based upon prior experience with energy efficiency and the intended energy efficiency standards of the design.

## **VIII. GENERAL INFORMATION**

Bid Proposals will be received at the email address or delivered to the Town Office by October 4<sup>th</sup>, 2023 at 4PM. Bid Proposals received after the time and date stated will not be accepted.

Bidders should carefully review the pre-requisites for bidding which will be adhered to when interviewing the bids. Bids will be evaluated to determine the bidder that is responsive to the solicitation and is most advantageous to the Owner, price, capacity, experience, and other factors considered.