

Town of Rumford  
Request for Qualifications

February 9, 2024

Pre-Development Services at Rumford Elementary School

1. **Notice & Intent:** The Town of Rumford is seeking proposals from consultants with expertise in building design and engineering. It is the intent of the Town to consider a proposal for preliminary design and engineering of a conversion of the existing Rumford Elementary School at 121 Lincoln Avenue to childcare and community center use, and to then select a consultant for negotiation of a final contract for professional services. The Board of Selectpersons will make a subjective decision taking into consideration previous experience, consultant qualifications, along with any other tangible and intangible aspects of the proposal they, in their sole authority, deem relevant.
2. **Inquiries:** Inquiries should be made to the Economic Development Director by email or telephone to [gokeefe@rumfordme.org](mailto:gokeefe@rumfordme.org) or (207) 364-4576, extension 243.
3. **Required Proposal Information:** The proposal must:
  - a. Provide business contact and corporation of proposed consultant.
  - b. Provide a fixed firm price quote which also describes any optional line items.
  - c. Describe proposed preliminary design and engineering study deliverables.
  - d. Describe previous consultant and team member experience and qualifications.
  - e. Include any other information significant to the decision making process.
4. **Selection Criteria:** The Board of Selectpersons for the Town of Rumford shall be the sole and final authority on the selection of any proposal for negotiations. The Town of Rumford reserves the right to negotiate on the proposal which appears to be in the best interest of the Town of Rumford, including the right to waive any technicalities or formalities of the proposal process and to chose to not proceed with negotiations at all.
5. **Delivery & Review:** Proposals must be hand delivered by sealed envelope only marked “RES Pre-Development Services” to the Town Manager’s Office, 145 Congress Street, Rumford no later than Monday, March 4<sup>th</sup>, 2024 at 1:00pm Eastern Standard Time. Proposals will be reviewed by the Board of Selectpersons within 30 days of the submission deadline. The Board of Selectpersons reserves the right to ask further questions, request additional information and conduct interviews at their own discretion.

Stacy Carter

Town Manager