

Town of Rumford
Request for Qualifications

May 23, 2024

Topographical Survey Services at Rumford Elementary School

1. **Notice & Intent:** The Town of Rumford is seeking proposals from professional surveyors licensed in the State of Maine. It is the intent of the Town to consider a proposal for a topographical survey of the existing land lot at 121 Lincoln Avenue (Map 113 Lot 063), currently the site of Rumford Elementary School, and to then select a consultant for negotiation of a final contract for professional surveyor 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 or (207) 364-4576, extension 243.
3. **Required Proposal Information:** The proposal must:
 - a. Provide business contact and corporation of proposed surveyor.
 - b. Provide a fixed firm price quote which also describes any optional line items.
 - c. Describe proposed topographical survey 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 "Topographical Survey Services Proposal" to the Town Manager's Office, 145 Congress Street, Rumford no later than Monday, June 17th, 2024 at 1:00pm Eastern Daylight 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