

REQUEST FOR LETTER OF INTEREST AND QUALIFICATIONS

For editing, design, and formatting services

11/20/2019

Town of Bar Harbor, Maine

REQUEST FOR LETTER OF INTEREST AND QUALIFICATIONS

TOWN OF BAR HARBOR, MAINE

I. Introduction

The Town of Bar Harbor Conservation Commission is seeking a qualified individual or firm (herein “the firm”) to edit, design, and format the Town of Bar Harbor Open Space Plan.

II. Anticipated Scope of Work

The selected firm will bring together the work done by members of the Conservation Commission on the Open Space Plan. More specifically, it will integrate the files to create one document.

III. Deliverables

One hard copy and an electronic copy of the document

IV. Contract Period

The contract period commences with the signing of a contract for services and terminates with the completion of the project. It is anticipated that the contract period will be January and February 2020.

V. Proposal Requirements

To achieve a uniform review process and a degree of a comparability, the Letter of Interest and Qualifications should be organized in the following order and contain all of the following information:

1. Title Page and/or Cover Letter

- a) Show the proposal title, the name of the firm, address, telephone number(s), email address, name of primary contact person, the date, and other relevant company information.
- b) Provide the name(s) of the person(s) authorized to make representations for your firm, their title(s) and contact information.

2. Experiences and Examples

Describe your firm’s experience in the required areas of expertise. Include examples for which your firm has supplied the same or similar services. Provide up to three experience summaries describing similar work and identifying client reference contact information.

3. Key Staff

Identify the designated primary contact along with availability, experience, and capacity to provide the requested services.

4. Scope and Approach

Describe your firm’s ability and willingness to work in a cooperative relationship with the Conservation Commission. Identify the location of your firm’s office where the program services will be provided.

VI. Review of Proposals

Proposals will be reviewed and evaluated by the members of the Conservation Commission using the following point system. Interviews will be conducted.

- General qualifications and capacity of firm: 20 points
 - Demonstrated related experience: 40 points
 - Qualifications of staff assigned to the project: 40 points
- Total: 100 points**

VII. Submittal Requirements.

1. The Town of Bar Harbor must receive proposals by 3:00 PM on Friday, December 20, 2019.
2. Questions shall be directed and proposals submitted to:
Michele Gagnon
Town of Bar Harbor
93 Cottage Street
Bar Harbor, Maine 04609
T. (207) 288-1789
Email: mgagnon@barharbormaine.gov

3. The maximum total length of a proposal must not exceed 5 pages (including title page, cover letter, appendices, and attachments), and have a font similar in size to Tw Cen MT 12 (or no smaller than the print in this document), text must be single-spaced with a minimum of 1-inch margins.
4. Electronic submissions only.
5. Nonconforming submissions may be rejected.