

Town of Hermon
Request for Qualifications
Engineering & Design Services
Logistics Lane Sewer Design Project
January 1, 2026

The Town of Hermon, Maine, is requesting engineering services to prepare all engineering plans and project manual for construction bidding for construction of the Logistics Lane Sewer Construction Project. The section of Logistics Lane proposed for construction is about 900' of gravity sewer and 300 feet of force main.

The Request for Qualifications (RFQ) is available on the Town of Hermon website; www.hermonmaine.gov. Completed proposals must be returned by February 9, 2026 at 3:00 p.m., to the following address: Kristen Cushman, Town Clerk, Town of Hermon, 333 Billings Road, Hermon, ME 04401.

Questions regarding this project should be addressed to Scott Perkins, Economic Development Director at 207-848-1010 or to sperkins@hermonmaine.gov. Any contract or award from this advertisement for qualifications will be funded through the Northern-Border Region Commission (NBRC). As such, all plans, project manuals, specifications and contractor bidding shall meet the NBRC requirements of the grant that has been issued to the Town of Hermon. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this advertisement or any resulting contract.

The Town of Hermon reserves the right to reject any or all proposals; to waive any technicality or formality in the quotations; and to accept any quotation which it may deem to be in the best interest of the Town.

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INTRODUCTION

The Town of Hermon, a Central Maine community, is seeking consultant services to prepare engineering and design plans and construction bid documents, manage the construction, and provide inspection services for the Town's Logistics Lane Sewer Project. The Town has received a grant from the Northern Border Regional Commission (NBRC) to assist in completing the project. The Town will be using its own funds to match the NBRC funds.

The Town wants to begin construction in the Spring 2026 to take advantage of the summer construction period. The project must be completed in its entirety by September 30, 2026.

We are seeking to engage the services of a firm which can work cooperatively with the Town of Hermon to address our timeframe and to provide high quality engineering and design plans. The consultant we select must have the ability to work well with the Town, businesses, and residents.

A detailed scope of work, a description of information which must be included in proposals and the criteria which the Town will use to determine which contractor to select is listed below.

SCOPE OF WORK

PROJECT IMPROVEMENTS:

The Project area is about 1,200 feet in length. The major improvements the Town seeks to complete through the project, and the work for which the engineering consultant will be expected to prepare are engineering and design plans and Invitation to Bid documents as well as construction management services which includes inspections. There is no existing sewer on this street. The sewer will tie to an existing manhole, proceed up Logistics Lane approximately 900 feet that will flow by gravity from a high point back to Cold Brook Road, and then a short 300-foot section of force main to a point on the right-of-way that will provide service to an existing business.

TASK 1. DESIGN WORK AND ENGINEERING PLANS

The consultant will be expected to determine the preferred size and type of pipe, to identify the layout of the sewer line in relation to other utilities in the area and to identify final construction standards for the sewer line. **Concept plans for the project have previously been developed by Plymouth Engineering, Inc., and are available for review by potential engineering firms. The intent to coordinate with future work is for the conceptual alignment and elevations to be utilized.** Any questions, comments, requests for plans can be submitted to either Scott Perkins, (sperkins@hermonmaine.gov) at the Town of Hermon or Scott Braley (scott@plymouthengineering.com) at Plymouth Engineering, Inc.

Project Deliverables:

- a) Preliminary Plan documents for the layout of the sewer line.
- b) Final Plan documents for the layout and construction of the sewer line that are included as part of the Invitation to Bid documents.

The Engineering firm will be responsible for preparing the final construction cost estimate based on the Invitation to Bid documents, and presenting this cost estimate to the Town as part of the final submittal.

The Town would like the engineering firm to propose a schedule for this project to ensure that the project construction is completed by September 30, 2026. The Town seeks to complete all engineering plans as soon as possible to provide time for the Town to review the final plans and specifications and to incorporate any required revisions to the plans and Invitation to Bid documents well in advance of when the Town would issue the Invitation to Bid. The Town would like consultant firms who bid on this project to review and comment on the proposed schedule to complete the work identified in the RFQ.

TASK 2. PROJECT PERMIT REQUIREMENTS

The engineering firm shall identify all federal or state permits and approvals that are required to construct the project and shall prepare all identified federal and state permit applications and secure said permits to allow the Town to perform project work. The Engineering Firm will be responsible for securing all permits, including paying the cost of said permits except for local permits which shall be acquired by the Town.

TASK 3. PARTICIPATION IN INVITATION TO BID PROCESS

The engineering firm the Town selects will be responsible for preparing the Invitation to Bid documents and will assist the Town in conducting the Invitation to Bid process. The services the engineering firm will provide to the Town include, but are not necessarily limited to the following information:

- 3.1 Assist in conducting a pre-bid conference for potential respondents to the Invitation to Bid. A potential contractor list of qualified construction companies shall be selected by the engineering firm.
- 3.2 Provide responses to technical questions and clarifications to the Invitation to Bid, as well as issuing any needed addenda to the Invitation to Bid.
- 3.3 Assist the Town in the review of the responses received to the Invitation to Bid, and the Town's selection of a contractor to construct project improvements. This shall include preparing a tabulation of all bids received, reviewing proof of qualifications of preferred bidders, and making arecommendation to the Town regarding which contractor to select.

TASK 4. CONSTRUCTION MANAGEMENT SERVICES

The engineering firm the Town selects shall be required to provide overall construction administration services. These services shall include making periodic site visits to meet with the general constructioncontractor and Town staff for the following purposes: to assess overall work on the project in accordance with the engineered plans; to discuss potential problems and potential approaches to address said problems; to assess status of the project and compliance with the project construction schedule and construction contract. The firm shall provide written assessment reports to the Town based on their periodic site visits including approving all pay requisitions from the contractor.

TASK 5. CONSTRUCTION INSPECTION SERVICES

The Town requires the Respondent to identify the approach, personnel, and costs the company would incur to perform construction inspection services for the project. The Respondents shall identify the experience of their personnel in providing construction inspection services and must commit to using qualified personnel to provide all inspection services. The Respondent also should identify any services in which they will subcontract out for this task. Inspection Service shall be identified by a cost per hour, per day, and as cost per week based on their recommendations for the level of services needed and the overall project duration anticipated. All construction inspection services provided shall comply with NBRC requirements.

PROPOSAL CONTENT & CONSULTANT SUBMISSIONS

- 1) **Proposal Format.** Proposals must be submitted on letter size paper and should be bound or similarly assembled. The proposals should be typed single-spaced, portrait oriented using a fontsize of no less than 12.
- 2) **Proposal Submission.** Respondents shall submit 9 bound copies of the firm's qualifications. A single copy of a cost proposal must be submitted in a separate

sealed envelope. All materials must be submitted to the Town by February 9, 2026 at 3:00 pm at the following address: Town of Hermon, Att: Kristen Cushman, Town Clerk, Town of Hermon, 333 Billings Road, Hermon, ME 04401

All proposals must be submitted in an envelope plainly marked: "Town of Hermon Logistics Lane Sewer Project" with the name and address of the proposer identified in the upper left-hand corner. No responsibility will be attached to the Town or any official, agent, or employee thereof, for the pre-opening of, post-opening of, or the failure to open a proposal that is not properly addressed and delivered.

In addition to the bound copies, Respondents must submit one electronic version of their proposal and cost proposal in PDF format. The electronic version should be flash drive and included in the same envelope as the 9 bound copies.

- 3) **Letter of Transmittal.** A Letter of Transmittal signed by an authorized representative of the Respondent firm and addressed to Scott Perkins, Economic Development Director shall be included at the beginning of the RFQ and must, at a minimum, contain the following information:
 - 3.1 Identification of the offering or prime firm, including name, address, telephone number and e-mail address. Similar information should be provided for all sub-consultants to the prime firm.
 - 3.2 Provide an explanation of the proposed working relationship between the prime firm and all sub-consultants.
 - 3.3 Provide the name, address, phone number and email address of the firm's representative that the Town can contact regarding questions about the response to this RFQ during the time which the Town is reviewing the response.
 - 3.4 Provide a brief profile of the prime firm, including types of services offered, the year founded, and form of organization, and provide the same for all sub-consultants.
 - 3.5 Provide a statement that commits the proposer's project team to their availability to perform work identified in the proposal in the roles proposed during this project and that they will not be reassigned, removed, or replaced without the consent of the Town.
 - 3.6 Confirm that the applicant proposal will be valid for not less than 90 days after the identified submission date.
 - 3.7 The transmittal letter shall be signed by the person authorized to bind the offering firm to terms of this proposal.
- 4) **Description of Project Team.** The Respondent shall provide an organizational chart of the project team which clearly delineates communication and reporting relationships among the project staff and among the major sub-consultants, if any, involved in this project. The Respondent must identify key personnel proposed to perform work on the various tasks identified in this scope of work,

and identify major areas of subcontracted work. The response should indicate the expected contributions of each staff member in time as a percentage of the total effort for the project and the respective tasks. It is critical that the Town understand the responsibilities of each member of the project and the respective tasks as well as the responsibilities of each member of the project team and their respective education, experience, and ability to perform work assigned. It should be clear to all readers of the proposal regarding which consultant staff will perform work on the individual tasks.

- 5) **Qualifications and Experience.** The Respondent shall demonstrate that they clearly have the experience and technical competence to perform projects similar in scope and complexity to the design and engineering services the Town seeks to obtain for the Logistics Lane Sewer Project. The Respondent should identify work performed on similar projects, particularly projects performed for the Town of Hermon and should provide a brief description of said projects such as the type of improvements designed and constructed, the location and area served by the improvements, and the overall project cost. The Town, in its review of response to this RFQ, will give extra weight to firms which have had a good quality working relationship with the Town, knowledge of the Town infrastructure, and which have demonstrated to the Town that they can successfully provide services to standards expected by the Town. The Respondent should describe why the firm believes the project team assembled is well qualified to perform the work desired by the Town.
- 6) **Capacity of Respondent.** The respondent must identify their capacity to perform all work identified in this proposal, including their availability to perform the work, their financial stability, and their present workload as it may affect the Respondent's ability to complete all work within the time frames identified in your response to this scope of work. The Respondent should identify other project work in which you have performed on projects of a similar size and complexity and how such work was performed in a timely manner. The Town is seeking assurances that the firm has the ability to meet the schedule and perform the work that we have proposed.
- 7) **Work Plan.** The Respondent must submit a detailed, well-conceived work plan showing the methodology and approach proposed to successfully accomplish the tasks identified in the scope of work. The Respondent should identify a schedule of activities that addresses the Town's approach and schedule for this project. In your response, the firm also should identify any other work it believes the Town should undertake to successfully provide engineering and design services for this project.
- 8) **Compensation Proposal.** Provide a cost proposal that identifies the following information at a minimum; Expected method of payment, including a not-to exceed cost:

- 8.1. All direct and indirect costs to be assessed for performing work;
 - 8.2. A person-hour breakdown by discipline with hourly rates for these costs;
 - 8.3. A price to not exceed shall be provided for each of the 5 Tasks listed above along with the Grand Total Price to not exceed.
 - 8.4. The cost of providing services in addition to those specifically listed in the scope of work, if any.
- 9) **Project Administration.** The Respondent must identify their experience in complying with Federal and State requirements, particularly requirements specific to or like those associated with the Northern Border Regional Commission grant which the Town has received.
- 10) **Reference.** The Respondent shall provide the name, address, and telephone numbers of representatives of current or recent clients familiar with the work of the firm and its project team. A minimum of three references are requested. Include the name of a contact person and a phone
- 11) **Additional Data.** The Respondent may provide any additional data considered essential to the submittal.

TOWN REVIEW & AWARD OF CONTRACT

1. Method of Selection.

Each proposal will be reviewed and individually ranked by the Town. The Town reserves the right to conduct interviews and request presentations with any and all respondents. Proposers invited for interviews will be notified of their appointment at least 3 working days prior to their scheduled date/time. The Town may conduct interviews with the higher ranked respondents and then re-evaluate its original rankings at the conclusion of the interviews. The Town, however, is not obligated to perform any interviews and may not need to hold any interviews. The compiled individual member rankings will be totaled to determine the final ranking.

Following the final selection, the parties shall execute a Contract based on this RFQ, the selected respondent's proposal, and requirements of the Northern Border Regional Commission grant which the Town has received and the funding source utilized as the Town's portion of the project. Project work under this proposal may not begin until the Town of Hermon and the successful Respondent execute a contract and the Town receives notice from the Northern Border Regional Commission that the Town's selection and selection process is appropriate.

It is expressly understood that the Town shall not be obligated to pay any costs incurred by any Respondent until a contract is approved by the Town Council. All respondents shall be responsible for any costs they may incur in pursuing the award of a contract associated with

the RFQ from the Town of Hermon. In addition, it is expressly understood and agreed that the submission of the proposal does not require or obligate the Town to pursue an agreement or contract with any proposer.

By grant agreement, the Town is directed to select the engineer in accordance with the procurement standards set forth in 2 C.F.R. 200.319. The 'cost-plus-a-percentage-of-cost' and 'percentage of construction cost' methods of contracting are specifically prohibited.

2. List of Criteria Involved in Ranking Proposals

The following is a list of criteria the Town will use as a general Guideline for scoring proposals submitted in response to this RFQ. The Evaluator will use the scores to rank each firm in order of preference.

2.1 Technical Capabilities and Knowledge (20 Points)

This factor involves an evaluation of the technical capabilities and specialized knowledge of the prime firm and any and all sub-consultants to successfully perform the specific scope of work identified in the RFQ, and a review of the Respondent's ability to deliver the quality of work required in a timely and efficient manner. More specifically, this will involve a review of the evidence that the Respondent can successfully perform the following:

- a) Provide engineering and design services for a project of the scope and complexity
- b) Successful working relationships with municipal, sewer district and private interests.

2.2 Quality of Work Program (30 Points)

This factor involves an evaluation of the quality of the work program and submittals made by the Respondent. More specifically, this factor will include:

- a) An assessment of the Respondent's understanding of the RFQ's requirements.
- b) The approach, clarity and specificity of the work program.
- c) The Methods the Respondent will employ to manage project work and how the Respondent will work effectively and efficiently with the Town. Also, the Town wants a good understanding of how the company proposes to address potential difficulties that arise in performing identified tasks.
- d) The schedule to perform project tasks and the reasonableness of the proposed schedule.

It is critical that the work program provide all readers of the RFQ a clear idea of how the applicant will approach accomplishing tasks identified by the Town.

2.3 Professional Qualifications, Knowledge and Experience (30 Points)

This factor involves an evaluation of the qualifications, knowledge and experience of the Respondent's project team, including the Principal, Project Manager, and any and all sub-consultants to perform the identified scope of work. A factor that will be considered is the past working relationship, if any, between the Town of Hermon and the Respondent, and the quality of work the Respondent performed for the Town. This factor also includes knowledge of the Town's infrastructure system. The Town's evaluation will involve criteria such as the following:

- a) The background, experience, past performance, competency and integrity of the Respondent.
- b) An assessment of the qualifications of the project team that has been assembled to perform project work and tasks assigned to members of the project team.
- c) The overall capacity of the team and organization and how the prime firm will successfully manage project work. The Town will consider past working relationships among sub-consultant firms identified in the RFQ.
- d) The quality of work the Respondent delivered to the Town and the complexity and type of project for which services were provided. Also, Respondent knowledge of Town infrastructure.

2.4 Respondent Cost Proposal. (20 Points)

The Town will review the Respondent's cost proposal and assess if it is both affordable and realistic to perform the identified work within the identified schedule. The Town will evaluate identified work within the identified schedule. The Town will evaluate identified costs, who on the project will perform specific tasks and the overall amount of the cost proposal. Firms which choose to submit unrealistic cost proposals in an effort to obtain the award of a contract will be rejected as non-responsive.

CONTACT REGARDING THIS REQUEST FOR PROPOSAL

During the time period in which this request for proposal is being advertised and considered for award, the Town's contact for information regarding the RFQ shall be:

Scott Perkins, Economic Development Director, Town of Hermon, 333 Billings Road, Hermon, Maine 04401 and sperkins@hermonmaine.gov

Specific questions regarding information in the RFQ should be posed in writing (e-mail acceptable) to be received prior to February 2, 2026 at 12:00 noon.

OTHER REQUIREMENTS & INFORMATION

1. **Town Withdrawal of RFQ.** The Town reserves the right to withdraw this RFQ at any time without prior notice and makes no representation that any agreement will be awarded to any Respondent to this RFQ. The Town expressly reserves the right to waive any informality or irregularity in the Proposals received, and to reject any and all Proposals responding to this RFQ without indicating reasons for such rejection.
2. **Background Information to Applicants.** The Town has posted this Request for Qualifications Notice on its website: www.hermonmaine.gov. The link to this solicitation can be found under Notices for Town Bids.
3. **Severability.** Any written contract resulting from the RFQ shall contain a severability clause which provides that each paragraph and provision of the contract will be severable from the entire contract.
4. **General Contract Provisions:** The Respondent shall ensure that they and all persons involved in the provision of project services comply with the required contract provisions for federally funded contracts that involve the use of funds from the Northern Border Regional Commission. The Agreement must provide for all services required by the Recipient for the design and engineering phases of the project. The agreement must spell out who is responsible for construction inspection, approval of construction and supply contracts, change orders and other areas of possible conflicts (i.e., the division of responsibility and authority between the Recipient, the Engineer and the construction management). Further, all Contracts must include Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
5. **Indemnification.** The Respondent agrees to defend, protect, indemnify, and hold harmless the Town, its officers, agents, and employees from any and all causes of action or claims arising out of or related to the Respondent's performance on this project, including negligent acts and omissions.
6. **Insurance.** The successful Respondent shall procure and maintain and shall cause each sub-consultant to procure and maintain, at its own expense, during the entire term of the contract that may be awarded, required insurance against claims for injuries to persons, damages to property, or other losses which may arise from or in connection with the Respondent's negligence or fault in the performance of work hereunder by the Respondent, his agent, representatives, employees or subcontractors of any tier. A complete list of insurance that must be provided is available upon request for the Town.
7. **Compliance with Professional Engineering Standards.** The Respondent shall ensure that all services provided to the Town comply with appropriate standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institutes of Architects (AIA).
8. **Certification and Disclosure.** If the total amount of the bid exceeds \$ 100,000.00 the company will be required to file a 'Certification Regarding Lobbying' and 'Disclosure of Lobbying Activities' certification regarding the use of federal or nonfederal funds for lobbying activities; reference standard federal form LLL.