

REQUEST FOR QUALIFICATIONS (RFQ) FOR LIGHTING DESIGN SERVICES

1. INVITATION:

The Town of Scarborough, Maine is soliciting Statements of Qualifications from qualified firms interested in providing Energy Efficient Lighting Design Services at various Town of Scarborough Facilities as part of an on-going energy improvement initiative. Firms with relevant experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. Following analysis of the responses to this Request for Qualifications, a “short list” of firms will be invited to participate in a subsequent Request for Proposal (RFP). The firm ultimately selected by the Town will provide Lighting Design Services relating to this initiative and may be asked to provide construction and/or construction administration of any associated improvements, as directed by the Town.

The RFQ is available on our website (<http://www.scarborough.me.us/townhall/purchasing/openbids.html>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207) 730-4089, or kmathern@ci.scarborough.me.us

Please continue below for the complete Request for Qualification document.

2. RESPONSES:

The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than November 29, 2006, 3:00 PM EST.

3. PROJECT DEFINITION:

A. Project Description

This is a multi-phase project involving various Town facilities in Scarborough, Maine. Based on the current energy audits performed by the Maine Public Utilities Commission, the Town requires Lighting Design Services, and estimated cost and fee proposals for such lighting improvements for future budgetary considerations.

B. Project Projected Schedule

The schedule is as follows:

Issuance of RFQ – On or before October 30, 2006

Receipt of Firm Responses – November 29, 2006, 3:00 PM EST

Short List to be interviewed – Week of December 4, 2006, Time TBD

Selection of Engineering Firm(s) for RFP – Week of December 11, 2006

4. LIGHTING DESIGN SCOPE OF SERVICES:

The Lighting Design Scope of Services will be more fully described in the Request for Proposals. The final Scope of Services, together with the services fee, will be included in the final executed Agreement. The Design firm shall provide traditional lighting design services including inspection, assessment, studies, design, specifications, cost estimating and other authorized special services appropriate to the Project. The intent of this Project is to proceed with the selected firm on the basis of a traditional design/bid/build process.

5. PROJECT PARTICIPANTS:

The Town of Scarborough’s Energy Improvement Task Force along with staff from the respective facilities will be responsible for developing a short list of firms to receive the Request for Proposals (RFP). Selected

firms may be invited to make a presentation to selected staff. A recommendation to applicable administrators will be made after the proposals have been reviewed and conducted interviews of the short-listed firms have been completed. The selected firm will also be asked to work with a representative(s) from Efficiency Maine.

6. CRITERIA FOR SELECTION:

The purpose of this RFQ process, as previously stated, is to identify qualified firms that are the most capable of providing the described services. Once identified, these firms will then be invited to respond to a Request for Proposals. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

- A. Lighting Design philosophy and approach to Efficient Lighting Design.
- B. Prior experience with projects of similar scale and complexity.
- C. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- D. Clear understanding of the functional and operational aspects of the various public service facilities and their individual requirements.
- E. Professional qualifications of individuals assigned to the Project.
- F. History of effective schedule and budget management for projects of similar scale and complexity.
- G. Use of processes that creatively engage Town staff and other stakeholders in all stages of the project.

7. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

Follow these instructions carefully:

In total, seven (7) copies of the Submittals, including attachments, are required. Six (6) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. One (1) copy should be clipped together to facilitate document reproduction.

In the six (6) bound copies, use a tabbed divider followed by a section cover page, to separate Sections I through III. The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "Scarborough Lighting Improvements Study – Qualifications Submittal."

Submittals shall be delivered to the following addressee at or before

November 29, 2006, 3:00 PM EST.

Town of Scarborough
Purchasing Department
PO BOX 360
259 US Route One
Scarborough, ME 04070-0360

Late submittals will not be accepted.

B. Submittal Content: Each Submittal shall be organized in the following order:

Outside Cover and First Page:

Shall contain (i) the title, "Statement of Qualifications for Lighting Design Services for Town of Scarborough Lighting Improvements," (ii) the name of the Respondent, and (iii) the Submittal date.

Table of Contents: Include a table of contents.

Transmittal Letter: Include a short Transmittal Letter. The Transmittal Letter shall:

- Summarize why the Respondent believes itself to be the most qualified;
- Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting the Town and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

Section I - Description of the Respondent

I-A Firm Description: Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms).

Information should include:

- a. The Respondent's areas of specialization;
- b. Firm history;
- c. Honors and awards;
- d. Location of home and branch offices;
- e. Names of the principal officers of the firm;
- f. Identification of the major consultants if known.

I-B Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform. Indicate their availability for this project schedule.

Section II – Narrative

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- A.** Lighting Design philosophy and approach to Efficient Lighting Design.
- B.** Prior experience with projects of similar scale and complexity.
- C.** Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- D.** Clear understanding of the functional and operational aspects of the various public service facilities and their individual requirements.
- E.** Professional qualifications of individuals assigned to the Project.
- F.** History of effective schedule and budget management for projects of similar scale and complexity.
- G.** Use of processes that creatively engage Town staff and other stakeholders in all stages of the project.

Section III - Relevant Experience of the Respondent

III-A Summary of Relevant Projects Where the Respondent's Firm Was the Design Engineer

List no more than six relevant projects. A relevant project is one which best exemplifies your qualifications for this Project:

- a. Name of project
- b. Type of project(s)
- c. Project location
- d. Total project cost
- e. Project description
- f. Project delivery method
- g. Describe the services your firm provided
- j. Indicate which team members were actually involved in the project and specify their role.
- k. Provide a statement acknowledging if the project was completed on time/on budget.
- l. Provide a few illustrative photographs or renderings, if available.

8. RESERVATION OF RIGHTS

- A.** The Town reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.
- B.** Nothing in this document shall require the Town to proceed with a firm and/or Construction services.

9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

- A.** This RFQ including any attachments can also be obtained from the Town of Scarborough web site at <http://www.scarborough.me.us/townhall/purchasing/openbids.html>
- B.** The Town reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Town's best interest to do so.
- C.** An RFQ pre-submittal conference will not be held. The Town welcomes questions on or before November 22, 2006 regarding this solicitation. Questions should be addressed to:

Keith L Matherne
Purchasing Agent
Town of Scarborough
259 US Route One
Scarborough, ME 04070-0360
Phone (207) 730-4089
FAX (207) 730-4088
E-Mail: kmathern@ci.scarborough.me.us