



January 15, 2025

Dear Bidder:

The City of Auburn is accepting written proposals from qualified Bidders for the Auburn **Littlefield Dam Removal and Little Androscoggin Watershed Improvements**. The City wishes to procure engineering, permitting, environmental review, construction oversight, and post-construction monitoring services for the Littlefield Dam Removal and Little Androscoggin Watershed Improvements at Littlefield Dam in Auburn, Maine. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark **sealed** envelopes plainly: "**BID# 2025-019 Littlefield Dam Removal and Little Androscoggin Watershed Improvements**"

A pre-proposal site visit at meeting is scheduled at Littlefield Road, Auburn, Maine, for **Thursday, January 23rd, 2025 at 2pm** followed by pre-bid conference held at Auburn Hall in Council Chambers. Questions regarding this Request for Proposals should be submitted in writing to John Blais, Deputy Director of Public Services, at [jblais@auburnmaine.gov](mailto:jblais@auburnmaine.gov) via email by **4:00PM, on Thursday, February 20<sup>th</sup>, 2025**. All questions and answers will be posted to the City website in the form of an addendum by **4:00PM, on Friday, February 21st, 2025**. <https://www.auburnmaine.gov/Pages/Government/Bid-Notices> Please submit your proposal to the City of Auburn by **2:00 p.m. on Tuesday, February 25<sup>th</sup>, 2025**. Proposals will be opened at 2:00 p.m. The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to **John Blais, Deputy Director of Public Services, 60 Court Street, Auburn, Maine 04210** so as to be received not later than **2:00 PM on Tuesday, February 25<sup>th</sup>, 2025** The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to [jblais@auburnmaine.gov](mailto:jblais@auburnmaine.gov) so as to meet the deadline noted above. No proposals will be accepted after the time and date listed above.

Sincerely,  
Purchasing  
City of Auburn

## **CONDITIONS AND INSTRUCTIONS TO BIDDERS**

1. Bidders shall use the enclosed bid form and schedule of values forms for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "**or approved equal**", if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. Bid proposals must be completed in full, in ink, and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest of the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.
10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
11. Please state "**Bid #2025-019 Littlefield Dam Removal and Little Androscoggin Watershed Improvements**" on submitted sealed envelope.
12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn
13. Bidder will clearly outline all options that are included in the bid price.

## **GENERAL CONDITIONS**

### **1. Equal Employment Opportunity**

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

### **2. Save Harmless**

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

### **3. Subcontracting**

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

### **4. Warranty**

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

#### **I. General Information**

The City of Auburn wishes to procure engineering, permitting, environmental review, construction oversight, and post-construction monitoring services for the **Littlefield Dam Removal and Little Androscoggin Watershed Improvements** at Littlefield Dam in Auburn, Maine.

The scope of this project includes but is not limited to the City of Auburn seeking to remove the obsolete, partially breached Littlefield dam on the Little Androscoggin River in Auburn, Maine. The dam is owned by the Martindale Country Club, which supports the dam removal, and is working collaboratively with City of Auburn staff. The City of Auburn is acting as the agent for the landowner and will be contracting directly with the engineering firm for the

services in this RFP. The proposed work will include upfront, environmental review for the use of federal funds, an engineering assessment through design and permitting, and implementation with construction oversight, and post-construction monitoring. The removal of the Littlefield dam is a part of a larger effort across the Little Androscoggin watershed and will provide significant spawning and rearing habitat benefits to diadromous fish by restoring fish passage to populations of river herring, American shad, Atlantic salmon (as part of the Distinct Population Segment), sea lamprey and American eel. The firm may be required to coordinate this work or additional work with other Consultants contracted by the Owner.

The proposed actions include the assessment, design, permitting, and support for implementation of the 250-ft long Littlefield dam removal. Work would include construction of a temporary construction equipment access road, removal of an estimated 3,250 cubic yards of concrete debris to be removed and properly disposed of, plus filling of the defunct tailrace, placement of riverbed boulders and cobble, restoration of bordering vegetated riparian habitat, and completion of NOAA Tier I implementation monitoring for the dam removal. Dam removal may result in disturbances to vegetation and soil constructing temporary equipment access roads and stockpiling site(s); the use and maintenance of erosion and soil control Best Management Practices (BMPs) are expected to minimize negative short- term water quality and wildlife habitat impacts. The work may include field investigations such as soil borings and sediment sampling that could result in minor short-term, temporary disturbances with potential short-term increases in stream water turbidity.

A site visit with prospective firms will be held on Thursday, January 23<sup>rd</sup> 2025, at 2 PM as per Section V of this RFP. Proposals shall be submitted as per Section VI of this RFP and are due by 2:00 PM on Tuesday, February 25<sup>th</sup>, 2025.

## **II. SCOPE OF SERVICES REQUIRED**

The tasks presented below describe an anticipated approach to this phase of the project. Bidders may present a variation to this approach, as long as the proposal is clear, streamlined, cost-effective, and maintains momentum for the timely completion of the project within the schedule of 24 months from start to finish. Costs should be presented in table format and be itemized by task and labor categories.

**Task 1:** Data Collection, Evaluation, and Baseline conditions plan

This task includes performing a topographic survey of the land adjacent to the Littlefield Dam, a

hydrographic and bathymetric (instream) survey of the Little Androscoggin River upstream and downstream of the Littlefield Dam, and a functions and values assessment of the natural resources that will be impacted by the project. Work will include conducting a hydrologic and hydraulic assessment of the existing conditions.

Preliminary Review Using City/Applicant provided project information and notice of grant award (if applicable). The Consultant will conduct a preliminary environmental review to determine baseline environmental conditions. Preliminary environmental review will consist of reviewing City/Applicant provided photographs, existing design plans, surveys, reports, and other documents to gather information needed for the preparation of a baseline conditions. Consultants will also supplement our understanding with literature reviews, database searches, communications with City staff, and agency coordination to confirm site conditions and history and to confirm regulatory jurisdictions at the site. Letters to the State Historic Preservation Office (SHPO), Tribal Nations, United States Fish and Wildlife Service (USFWS), Maine Department of Inland Fisheries and Wildlife (MIFW), Maine Department of Marine Resources (MDMR), and Maine Department of Environmental Protection (DEP), Maine Natural Areas Program (MNAP) would be developed under this task to solicit environmental concerns and/or Project concurrence using available information and input from the Design Team.

Deliverables: Existing conditions plan and environmental baseline inventory and narrative  
The consultant will prepare base plans for: Assist with determining the Potential Area of Project Effect (APE) by providing scaled graphics to be used by the City Consultant or its designee. Provide preliminary engineering plans (11" x 17") depicting existing conditions and proposed conditions for the ecological restoration, including all access routes, vehicle, and equipment storage, staging and laydown areas, plans and profiles for the launch areas, pathways and bank grading, soil stabilization areas, and any other proposed ground disturbances defining the impact footprint

**Task 2** – Prepare Permit-Level Engineering Plans. Using the field data collected and existing conditions data and conceptual plans prepared to date, the Consultant shall develop preliminary engineering design plans suitable for regulatory permitting purposes.

Work will include conducting a hydrologic and hydraulic assessment of the proposed conditions as well as a river and sediment stability assessment. Effects of the dam removal on the water intake of the adjacent projects will also be assessed to ensure there are no negative impacts. Additionally, public engagement will be conducted to ensure the adjacent property owners and interested parties have opportunities to provide input with the design approach.

The plans shall include scaled plan views, profiles, typical sections and all relevant supporting data. The plans shall include the following items at a minimum:

- Existing Conditions Plan(s)
- Excavation and Grading Plan(s)
- Erosion and Sediment Control Plan(s)
- Proposed Conditions Plan(s)
- Planting Plan(s) with planting notes and details
- Water Control, Temporary Diversion, and Dewatering Details (if necessary)
- Construction Access Plan
- Cofferdamming and Riverine Flow Diversion Plan
- Construction Sequence - These sequential sets of notes shall describe all work items and include equipment access and staging area needs including avoiding or minimizing adverse impacts to historic resources.
- Typical Details and Cross-Sections - These figures shall address all pertinent work items and design features sufficient for permitting purposes.

The plans shall depict the location of and quantify the federal/state/local wetland and riverfront resource impact areas such as ordinary high water and wetland boundaries. Supporting documentation should describe the potential permanent and temporary impacts on these areas and their associated buffer zones, areas of the proposed excavation, fill placement, water control, and handling methods, and potential construction staging areas. All requisite information for securing federal, state, and City of Auburn regulatory approvals shall be included in these plans. The plans shall be stamped and signed by a Maine-licensed Professional Engineer (PE). Note that final plans and permit applications prepared using federal funding should be anticipated to be publicly available and should be in a format that facilitates the City of Auburn responding to public inquiries or requests for information. Sensitive or proprietary data (for protected archaeological areas and private land and/or infrastructure, for example) not suitable for public release should be discussed with the City so that accepted public versions of the design and permitting work are available.

As part of the plans, the Consultant shall review all water level logger data collected by project partners from the impoundment and the estuary below the dam to inform the design further. The Consultant shall provide the City with draft permit-level plans for review and comment, which shall be accompanied by the Consultant's draft Basis for Design memorandum and the engineer's opinion of project cost. Upon receipt of compiled written comments from the City

and other partners, the Consultant shall revise the plans as necessary to submit permit applications.

Deliverables: Permit-level design plans, Basis of Design memorandum, and project cost estimate. Preliminary engineering plans (11" x 17") depicting existing and proposed conditions, including full extent of all ground disturbances and changes to the impoundment as a result of the overall project. Please include landowners within area impacted with each landowner, as alternative options for access are explored during this phase.

**Task 3** – Permitting. Prepare all necessary permit application materials, including resource impact area calculations, plan sheet printing, and any requisite plan sheet revisions for the City to comply with all regulatory program requirements. The Consultant shall identify the necessary permits and authorizations from federal, state, and local governments that the City will need to acquire to proceed with the implementation of the restoration activities as included in the final engineered restoration plans.

The Consultant shall use information from the above tasks to prepare and submit application materials for all necessary regulatory processes and approvals. The Consultant shall prepare application packages with the appropriate number of plans sets and supporting materials for the following permits/approvals that will be required. This list is not final and may be subject to change during the pre-application period.

- City of Auburn Planning Board Approvals Notice of Intent and Order of Conditions

Permits from the city will include planning board approval, excavation permit, demo permit.

- MEDEP Natural Resources Protection Act (NRPA) permit

- MEDEP Stormwater permit (if needed)

- U.S. Army Corps of Engineers Section 404/10 Programmatic General Permit

- Section 106 of National Historic Preservation Act and consultation with Maine Historic Commission Consultation
- Section 7 Endangered Species Act consultation with NOAA for Atlantic salmon
- Section 7 Endangered Species Act consultation with USFWS for other listed species

Under this task, the Consultant shall be responsible for identifying and preparing requisite documents for any other regulatory approvals required for this project. Before the preparation of the above-listed application packages, the Consultant shall develop, in consultation with the Coalition, a permitting strategy and anticipated timeline for expeditiously completing and filing the above applications.

The consultant will prepare base plans for Maine Historic Commission Consultation. Assist with determining the Potential Area of Project Effect (APE) by providing scaled graphics to be used by the City cultural resources Consultant. Provide preliminary engineering plans (11" x 17") depicting existing conditions and proposed conditions for the ecological restoration, including all access routes, vehicle and equipment storage, staging and laydown areas, plans and profiles for the launch areas, pathways and bank grading, soil stabilization areas, and any other proposed ground disturbances defining the impact footprint. Care shall be taken to fully consider avoidance and minimization of impacts that will be incorporated into a Memorandum of Agreement (MOA) between NOAA (Lead Federal Agency), MHPC, THPOs, the City and other consulting State and Federal parties

The consultant shall prepare Biological Assessment (BA) for NOAA Fisheries consultation for Section 7 Endangered Species Act for Atlantic salmon. The BA will include a description of the action area as per the technical guidance, including a description of the habitat within the action area, the life stages and critical habitat present in the action area, and effects determination. The consultation will be an interservice between NOAA Restoration Center and NOAA Protected Resources Division, therefore the consultant will work directly with these partners.

Website for technical guidance: <https://www.fisheries.noaa.gov/new-england-mid-atlantic/consultations/section-7-consultation-technical-guidance-greater-atlantic>

The Consultant shall prepare and submit the appropriate number of copies of each application and supporting materials (e.g., project narrative, supporting graphics) and appropriately sized and scaled project design plans to the applicable local, state and federal regulatory agencies. Note that plans for certain permits required for this project may have unique plan size and layout requirements. Civil engineering and drafting needs to meet these requirements are included under this task. The project narrative shall include a quantification of the amount of impact to each jurisdictional resource area and a discussion of project compliance with all regulatory standards. The Consultant shall provide the City with draft and final copies of each of the permit applications and accompanying supporting narrative, attachments, and plans for review and approval before submission to the regulatory agencies. The Consultant shall be responsible for preparing and sending all required notices to abutters and any public notices, legal advertisements and associated fees, and filing fees, as necessary for the regulatory processing.

Attendance at regulatory site visits, regulatory review meetings, and public hearings shall be included in this task. The Consultant shall estimate the number and cost of essential Consultant staff at these meetings.

**Deliverables: Permit applications with associated plans, basis of design and supporting narratives, and other materials.**



**Task 4** – Develop Final Engineering Design Plans, Details, Specifications, Bid Documents and Cost Estimate. The Consultant shall provide services as needed for the production and City and project partner review and incorporating changes resulting from regulatory feedback during the permitting process.

The Consultant shall only undertake this task upon receiving the Notice to Proceed (NTP) for this task from the City of Auburn. The Consultant shall prepare final design plans sufficient for the construction of this restoration project. The plans shall reflect any necessary modifications of the preliminary engineering design with input from and/or requirements by the regulatory agencies and the City. The final design plan set shall include sheets and information from the preliminary plans, and other items, including the following:

- General Notes and Legend
- Existing and Proposed Plan Views and Typical Sections
- Excavation and Grading Plans
- Soil Erosion and Sediment Control Plan and Details
- Site staging area and disposal plans
- Planting Plans and Details
- Wetland and River Impact Sheet and Historic Resource Impact Avoidance and Minimization Sheet
- Construction Details
- Construction Specifications and Sequence of Construction Summary of Quantities

Construction Access Plan

Cofferdamming and Riverine Flow Diversion Plan

In addition to the construction plan sets, the Consultant shall develop and provide the City with draft project construction specifications, an itemized bid sheet, and the engineer's opinion of probable construction cost. The technical specifications shall provide the construction details for the project, including details on the scope of work, Contractor's responsibilities, identification of materials and equipment, structural details, construction phasing, and any other technical specifications. The Consultant shall prepare two (2) sets and a PDF electronic version of the draft

final design plans and WORD file of the draft construction specifications for review and comment by the project partners. Following review of these documents and receipt of compiled comments from the Coalition, the Consultant shall finalize these documents and provide the City with two (2) hard copies and one electronic copy of each of the documents.

The final plans, specifications and bid documents shall be signed and stamped by the PE of Record.

The final design plans, technical specifications, engineer's cost estimate, and itemized bid sheet shall be delivered within 90 days of the NTP by the City for this task. As part of this period, the Consultant shall assume two-week review periods by the City for review of each of the draft and final document sets.

**Deliverables: Construction plans and specifications.**

OPTIONAL TASKS

**Task 5 – Other Studies**

Responding firms may propose supplemental field studies which they think would be beneficial for the development of design plans, along with proposed costs to perform such studies.

**Deliverables: May/May Not Apply.**

**Task 6 – Perform Construction Pre-Bid Services**

Approximately one week after putting the project out to bid for construction, the City will sponsor a pre-bid conference for interested bidders to learn more about the project and ask questions pertaining to the project. The Consultant shall attend this pre-bid conference and present the project, plans and the construction sequence for the project and lead a site visit to the site. At this conference, the Consultant shall be prepared to present the project with appropriate color displays and answer detailed project-related questions. The Consultant shall be prepared to answer the attendees' questions and shall make note of all questions raised and answers provided during the conference.

Following the conference, the Consultant shall prepare a memorandum to the City that lists all questions asked by the conference attendees and provides detailed, concise answers to such

questions. This memorandum shall also provide answers to any questions, supplied by the City to the Consultant, received from parties that did not attend the pre-bid conference.

**Deliverables: Attend the pre-bid conference, present the project, and answer detailed project construction related questions at the pre-bid conference; and develop a list of questions and provide detailed answers to such questions in an e-mailed Microsoft Word document.**

### **Task 7 – Construction Oversight Services**

The Consultant shall include costs associated with providing resident engineering oversight during construction of the project. Work will include reviewing contractor submittals, responding to contractor questions, conducting site visits to observe construction activities and ensure quality control, and progress coordination with the contractor. At a minimum, the Consultant's proposal shall include a weekly unit cost for completing project oversight and consultation services. An estimate of the construction work period will help to indicate the anticipated overall oversight costs. The City of Auburn target schedule for dam removal start date is 15 July 2026 and a full construction completion date of December 2026, with final total cost at or below \$2,700,000

### **Task 8 – Monitoring Data**

- A. Pre and post topographic cross section data for shoreline and channel restoration at the dam location and for sections 100 and 200 feet up and down river from dam site including any filled areas
- B. Pre and Post measurement of channel widths at the dam location and for four selected sections at intervals up to 1,000 feet up and down river of project site
- C. Pre and Post measurements of sediment in three cross sections of the river, 25, 75 and 150 feet upriver from the dam site
- D. Pre and Post topographic information on the channel gradient for the deepest part of the channel at 200-foot intervals up and down river for 1,000 feet
- E. Pre and Post topographic information for the area within 100 feet of the dam location up and down river
- F. Pre and Post photographic and consultant (fish biologist and fluvial geomorphologist) analysis of probability of alewife passage at low and mean water flows

### III. DELIVERABLES

Once awarded, all Project deliverables generated throughout the project as identified in Section II shall be submitted in paper (2 copies) and electronic form (PDF, as well as word, excel, GIS shapefile and CAD where appropriate) to John Blais, Deputy Director of Public Services.

#### **IV. Duration of Contract:**

Contracting is expected to be directly with the City, with associated work completed by December 2027. The City reserves the right to re-negotiate the Scope of Work related to any tasks under any subsequent contract. After firm selection, a kick-off meeting with project partners is anticipated to be scheduled for early March 2025.

#### **V. Pre-Proposal Site Visit**

A pre-proposal site visit will be held on Thursday, January 23rd at 2 PM. All potential bidders are encouraged to attend, but attendance is not mandatory. Registration is required. To register, please e-mail: [jrbrown@auburnmaine.gov](mailto:jrbrown@auburnmaine.gov) with the following information:

Name

Company

Cell Phone Number

Email Address

Meeting Location: Littlefield Road, Auburn, Maine

Coordinates: 44.065243, -70.264283

Google Map Location: <https://maps.app.goo.gl/PUUHBpZuQRuwV1z9>

No phone call inquiries, please. If there are remaining questions after the site visit, potential consultants can submit questions, by email only, up until [date] at [time]. We will compile the questions along with responses and then send them out to all consultants by [date].

#### **VI. Submission and Selection Process**

Submission

Interested firms should submit *eight paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications and Proposal which includes the firm's response to each of the following criteria.

- A. qualifications to undertake this project.
- B. documented experience with budgets, estimating, scheduling and project cost control.
- C. list of projects that demonstrate the firm's capabilities.
- D. list of recently completed work of similar type and size projects, with client contact information for each project.
- E. organization of team, flow chart illustrating all team members and their responsibilities, and profiles of key personnel who would be involved in the project.
- F. be clearly identified with all subcontractors and their roles identified.
- G. a written description of Quality Assurance/Quality Control (QA/QC) procedures that will be used for design and engineering.
- H. statement of current workload and ability to absorb the project; and
- I. list of business references other than those listed above, including contact information.
- J. Project schedule including timeline of tasks and anticipated deliveries. The schedule should anticipate a review period for each milestone from all partners and an adequate time to incorporate feedback prior to finalizing the milestone deliverable.
- K. A detailed description of your project approach which outlines key issues, processes and deliverables for each task described in Section II.
- L. Cost Proposal in a separate sealed envelope written across the seal "Cost Proposal" that is itemized by tasks as identified in Section II, including personnel and rates anticipated. Work shall be performed on a time and expenses, not-to-exceed basis.**

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to John Blais, Deputy Director of Public Services, 60 Court Street, Auburn, Maine 04210 so as to be received not later than **2:00 PM on Tuesday, February 25<sup>th</sup>, 2025** The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to [jblais@auburnmaine.gov](mailto:jblais@auburnmaine.gov) so as to meet the deadline noted above.

### **Evaluation and Selection Process**

1. The standard procurement /legal process for engineering services for public improvements shall follow the process as defined in City of Auburn, Contract Document.
2. Scoring will be based on a 100-point scale and will measure the degree to which each proposal satisfies the following criteria.
  - Organization Qualifications and Experience (50 points)
  - Proposed Services (30 points)
  - Cost Proposal (20 points)

3. Preference will be given to those Design and Permitting teams who demonstrate a capacity to meet the City of Auburn target schedule and budget with a feasible construction start date prior to 15 July 2026 and construction completion date of December 2026, with final construction cost at or below \$2,700,000.
4. The evaluation of the technical proposal shall be completed prior to opening the cost proposal.
5. The selection committee will rank all submissions in writing, notify all Design and Permitting teams regarding the results, and invite at least two of the respondents to an interview.
6. The selection committee will invite the highest ranked team to negotiate the proposal's final terms, conditions, and cost. In the event of failure to negotiate a mutually agreed upon contract, the selection committee may terminate negotiation with the first team, and negotiate with the next highest ranked team, and so on.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification and proposed services packages. The selection committee will rank all firms and negotiate final fees with the highest ranked firm.

**PROPOSAL FORM:**

Due: Thursday, February 25, 2025

To: City of Auburn  
Purchasing  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for thirty days (30) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature \_\_\_\_\_ Company \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

STATE OF MAINE

\_\_\_\_\_, SS.

Date: \_\_\_\_\_

Personally, appeared \_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

Commission Expires \_\_\_\_\_

Addendum Acknowledged:

# \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

# \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_