

Town of Wilton
158 Weld Road
Wilton, Maine 04294
Tel: 207-645-4961 Fax: 207-645-2001

REQUEST FOR QUALIFICATIONS
TOWN OF WILTON, MAINE

The Town of Wilton, Maine is seeking Requests for Qualifications for Architectural services for a façade improvement program in the downtown District. The preferred firm or individual will have experience in applying The Secretary of the Interior's Standards for the Treatment of Historic Properties. The Town has received a \$150,000 grant to eliminate spot blight through the Community Development Block Grant (CDBG) program.

Scope of Services

Assist business/building owners in identifying appropriate means and methods for restoration, repair, and/or replacement in-kind of exterior facades and finishes. For those owners/applicants selected for a project, firm will create design for submission for historic preservation review and bidding of the project. The selected firm will work with the Town's CDBG Program Administrator to complete the tasks in a manner to meet all internal and mandated program requirements.

The firm will be tasked with the following:

1. Attendance at mandatory meeting of prospective applicants;
2. Work with applicants to develop appropriate design and cost estimates;
3. Prepare final design materials and bid specifications to be submitted for historic preservation approval, and bidding projects.

In addition to submission of qualifications and experience, a successful firm will describe an approach that meets the Town's goals of ensuring that it receives high quality, appropriate applications. In addition to working with the committee and Town staff, the chosen firm will need to work with a variety of applicants with varying levels of experience to assist in project development. The Town anticipates that the firm will work with approximately 5-10 applicants with varying degrees of support. The Town desires this project to be completed by November 30, 2018.

Qualifications/References

Interested firms shall submit resumes of all principals to be assigned to the project, professional qualifications and certifications, and descriptions of projects completed similar in scope and difficulty. Firm will include information on its capacity and availability of personnel to perform the work in a timely manner. Firm will provide proof of professional liability insurance and information on financial stability of the organization. A minimum of three references must be provided with phone numbers, written references are welcomed.

Cost

Include a schedule of proposed rate of compensation and budget of costs for performing the tasks described under the Scope of Services. The Town can use 10% of the grant proceeds

to compensate a design professional for this work, and prefers to pay firm based on actual hours billed based on approved work rather than a flat-rate retainer. The responding firm should submit a suggested approach to manage the budget to ensure that applicants get a proportionate and appropriate share of support, and to ensure that the budget best meets the needs of the project. The Town shall use Community Development Block Grant funds to pay for this work.

Evaluation

Submittals will be reviewed and evaluated in the following categories.

1. Qualifications and capacity of firm, demonstration of related experience with Historic buildings, qualifications of persons assigned to project, CDBG experience 40%
2. Project understanding and ability to provide services as described in the work specifications (including proposed methodology). 40%
3. Interview and committee intuition 20%

Submittal

Must be sealed and marked “Façade Architect – DO NOT OPEN”. Five (5) copies must be received through mail or hand delivery no later than 4:00 p.m. on Thursday, December 28, 2017, at the following address:

Town of Wilton
158 Weld Road
Wilton, Maine 04294

Submittals shall be opened at 4:00 p.m. on Thursday, December 28, 2017 at the Town Office. The Town of Wilton reserves the right to accept or reject any and all proposals and is not liable for any costs incurred by individuals or firms prior to the issuance of a contract.

Questions should be directed to Rhonda Irish at Tel: 207-645-4961, Fax: 207-645-2001 or e-mail: manager@wiltonmaine.org.