



TOWN OF CAPE ELIZABETH
REQUEST FOR EXPRESSION OF INTENT & QUALIFICATIONS FOR
ENGINEERING & DESIGN SERVICES

The Fort Williams Park Committee (“FWPC”) completed a Master Plan Update for Fort Williams Park (sometimes referred to as “The Park”) in the fall of 2021. This plan is available on the Town of Cape Elizabeth website for review. [Fort Williams Master Plan Update](#). One recommendation from the Master Plan was the stabilization of Goddard Mansion (“GM”). The Town of Cape Elizabeth is soliciting proposals for engineering and creative design services to support the stabilization of GM making the ruin safely accessible to the public now and for future generations. GM is a stone masonry structure located in the northeast corner of The Park. It is currently closed off to the public due to safety concerns caused by deteriorating stones and masonry pieces. GM has an emotional connection and is historically significant to the residents of Cape Elizabeth residents and visitors to The Park. The FWPC would like recommendations on how best to stabilize and preserve GM now and for future generations.

Scope of Services

The work will include, but not be limited to, the following scope of services:

1. Review prior recommendations, including those contained in previous Master Plans, on how best to stabilize and preserve GM for future generations;
2. Visit GM as often as needed to determine the existing structural conditions and to obtain data on existing construction, including materials, framing orientation, visible foundations and general conditions;
3. Utilize forensic tools, including laser scan and drone imaging, to better understand the condition of the structure and to document conditions prior to repairs which can be used to monitor future conditions;
4. Provide a breakdown of costs and benefits of any forensic tools recommended;
5. Provide an updated assessment summary of the structure to guide documentation.
6. Prepare structural calculations necessary to inform repair documentation.
7. Recommend one and no more than three, option(s) to stabilize and preserve GM now and for future generations. Each option should include a breakdown of the estimated costs involved and the rationale for the recommendation. Recommendations should take into consideration the repairs needed to be made now, including masonry repointing, flashing and moisture mitigation, drainage issues, the longevity of the proposed repairs, future anticipated repairs and whether any portion of GM will need to be reinforced now or in the future with steel or any other reinforcement;

8. Prepared structural and design drawings for the option ultimately chosen by the FWPC which will be used for review and submission to the Cape Elizabeth Planning Board, the Town Council and/or any applicable Town/State/Federal Agency;
9. Prepare specifications for the primary structural system;
10. Attend meetings of the FWPC and other Town of Cape Elizabeth boards as requested;
11. Be able to provide documents and plans in preparation for competitive bidding procedures;
12. Provide construction oversight and management for any applicable project, or contracted services if requested.

The proposal should include an estimated amount to complete each task.

This list is intended to assist design professionals in understanding the scope of the project, however, the FWPC is very interested in receiving advice from interested professionals that may not include or is not limited to the list above.

Conflict of Interest

- The firm selected shall disclose to the Town Manager any previous (or current) relationship with clients, with proposals before the Town.
- At times when a conflict of interest is possible the Town of Cape Elizabeth may seek other services for specific project review and/or oversight.

Criteria for Firm Selection

1. Relevant experience of principles and key staff
2. Firm's history of performance on previous projects relevant to services being desired.
3. Adequacy of personnel and support services (in-house and/or contracted) to perform work.
4. Completeness of proposal.
5. Fee schedule.
6. Recommendations and opinion from firm's previous clients.
7. A record of achievement utilizing historical, environmental and passive recreation measures in parks/recreation projects.
8. Other factors deemed pertinent by the FWAC and Town staff.

Information Requested

1. Firm History
2. Resumes of personnel who will work with the FWPC and Town staff.
3. The names of companies that will be utilized for services not provided by the submitting firm.
4. Identification of key contact and person you wish to be identified as the Fort Williams Park Committee "Liaison" in the firm.
5. List of representative clients
6. Current fee schedule

Proposal Bidding Requirements

Sealed bids shall be received by the Town of Cape Elizabeth until **2:00 PM on Thursday, June 9, 2022** at which time they will be publicly opened and read in the Town Council Chambers at Town Hall.

Questions regarding this bid should be directed to Kathleen Raftice, Director of Community Services and Fort Williams Park at 207-799-2868 or via email at Kathleen.Raftice@capeelizabeth.org.

Proposals shall be submitted in a sealed envelope, plainly marked “FWP Goddard Mansion Stabilization Feasibility Study” and addressed to Matthew Sturgis, Town Manager, 320 Ocean House Road, Cape Elizabeth, Maine 04107. No late, unmarked, facsimile, or electronic bids will be accepted.

The Town of Cape Elizabeth expects to award this bid to the lowest bidder for the services requested. However, the Town shall award the contract to the proposal that best accommodates the various project requirements. The Town of Cape Elizabeth reserves the right to waive any informality in the bids, to accept any bid and to reject any or all bids, should it deem in the best interest of the Town to do so.

Regards,

Kathleen Raftice

Director Cape Elizabeth Community Services and Fort Williams Park