

**Town of Cape Elizabeth, Maine**  
**Request for Proposals**  
**Town Engineering services Back up**  
Issued January 22, 2024  
**due February 8, 2024, 2:00 pm**

Introduction

The Town of Cape Elizabeth, Maine (pop. 9,534), [www.capeelizabeth.com](http://www.capeelizabeth.com), located within the Greater Portland Maine metropolitan area, seeks professional civil engineering services to support Planning Board review when the Town Engineering firm has a conflict.

Description of work

The Town of Cape Elizabeth has contracted with Sebago Technics, Inc. to provide engineering services. On occasion, when Sebago Technics is not available, such as due to a conflict of interest, the Town is seeking an engineering firm to provide consulting services to the Planning Board. The work may include review of subdivision and site plan applications, attendance at a staff meeting, preparation of a written review for the Planning Board and inspection services during project construction.

Proposal contents: The proposal shall include:

1. The principal and others doing the work should be identified, with contact information, and their qualifications provided. Three references shall be provided.
2. The proposer shall indicate that they have sufficient capacity to perform as-needed services.
3. The proposer shall provide a written example of engineering review of a project.
4. The fee schedule for consulting services.

Evaluation of Proposals: The Town of Cape Elizabeth will review proposals and selected proposers may be asked to schedule an interview. In evaluating the proposals, the following may be considered:

1. The quality of the proposal in responding to the scope of work.
2. The ability, capacity, and skill of the bidder to perform the contract,
3. Whether the bidder can perform the contract promptly, without delay or interference;
4. The quality of performance of previous contracts or services;
5. The number and scope of conditions attached to the proposal;
6. In the event of proposals of equal quality and service, preference may be given to a local vendor.

Proposal submission deadline: **February 8, 2024**

Submission: One digital copy and one paper copy of the proposal shall be submitted to:

Maureen O'Meara, Town Planner  
320 Ocean House Rd  
Cape Elizabeth, Maine 04107  
207-799-0115  
[Maureen.omeara@capeelizabeth.org](mailto:Maureen.omeara@capeelizabeth.org)