

Town of Waterboro, Maine Request for Letters of Interest/Proposals Energy Chapter for Town's New Master Plan

Background

The Town recognizes the importance of developing a vision and energy action plans as a critical basis for future planning and economic development efforts. This process is part of the incremental updating of the Town's master plan, as well as evidence for future State and Federal grant programs.

Project Description

The Town is requesting letters of interest/proposals from academicians, energy-focused graduate students, consultants and corporate loaners to form a team to innovate, create and write an energy chapter for the Town's new master (comprehensive) plan. The desired outcome is to engage various long-range visionaries/planners/engineers/contractors in creating community-based energy initiatives, case studies and action plans for the Town of Waterboro, while positioning the Town for various energy opportunities.

Proposal Guidelines

The qualified individual/team will put together a detailed letter/proposal that specifies a creative approach to both explaining and unveiling energy initiatives (inclusive of but not limited to geothermal, wind and solar alternatives) for the Town of Waterboro. This effort will result in a final report with diagrammatics, case studies and action plans that will be offered to the Town as part of their new comprehensive plan.

Questions

Questions regarding this RFL/P should be sent via email to townplanner@waterboro-me.gov (Tom Ursia, Waterboro Town Planner) Answers to questions will be sent to all registrants by June 10, 2011.

Submission Deadline

All bidders/participants must submit ten (10) hard copies and one (1) electronic copy to Tom Ursia, Town Planner, Waterboro Town Hall, 24 Town House Road, East Waterboro, Maine 04030. Electronic copy must be mailed to: townplanner@waterboro-me.gov . All proposals must be received no later than **11 am on Friday, June 24, 2011**.

Evaluation

The Town will review the completeness, creativity, bidder qualifications and experience, plus any other factors that the Town deems relevant to making a final decision. The Town reserves the right waive all informalities in proposals, to accept any proposal or any portion thereof, or to reject any or all proposals should it be deemed in the Town's interest to do so. The Town also reserves the right to negotiate with any potential bidder after proposals are opened depending on the Town's needs and budget of \$15,000.

Project Agreement

The individual/team selected to produce and execute this energy initiative chapter for the Town's Master Plan will be required to execute a contract with the Town. Project commencement shall start in early July 2011 and shall ideally be completed on or before **September 30, 2011**.