



REQUEST FOR QUALIFICATIONS: FEASIBILITY STUDY & BUSINESS PLANNING  
CONSULTANT FOR PUBLIC-PRIVATE MANUFACTURING INCUBATOR

DATE OF ISSUANCE: Thursday, August 14, 2014

BID DUE DATE: Postmarked by Friday, August 29, 2014, 4:00 pm

SUBMIT TO: Danielle Loring, Executive Assistant  
Raymond Town Office  
401 Webbs Mills Road  
Raymond, ME 04071

Submissions must be enclosed in a sealed envelope marked "Business Planning RFQ."

Copies of this RFQ may be may be obtained at the Raymond Town Office and online at  
[www.raymondmaine.org](http://www.raymondmaine.org).

RFQ TITLE: FEASIBILITY STUDY & BUSINESS PLANNING CONSULANT FOR PUBLIC-PRIVATE MANUFACTURING INCUBATOR

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**Town of Raymond  
401 Webbs Mills Road  
Raymond, ME 04071**

**Request for Qualifications (RFQ) for  
Feasibility Study & Business Planning Consultant  
for a Public-Private Manufacturing Incubator**

The Town of Raymond seeks qualified individual(s) or firm(s) to create a business plan for a proposed public-private manufacturing incubator in Raymond utilizing CDBG Funds. Please see [www.raymondmaine.org](http://www.raymondmaine.org) for more information and required materials.

Sealed submissions with appropriate forms and clearly marked “Business Planning RFQ” will be accepted until 4:00pm on Friday, August 29, 2014. Please send to:

Town of Raymond  
ATTN: Danielle Loring  
401 Webbs Mills Road  
Raymond, ME 04071

## **SECTION I: GENERAL INFORMATION**

### **A. Point of Contact**

Town of Raymond  
Danielle Loring, Executive Assistant  
Town Manager's Office

Email: [danielle.loring@raymondmaine.org](mailto:danielle.loring@raymondmaine.org)

Phone: 207-655-4742 × 133

Fax: 207-655-3024

Address: 401 Webbs Mills Road, Raymond, ME 04071

Attn: Danielle Loring

### **B. Background Information and Purpose**

The Town of Raymond has been awarded a planning grant in the amount of \$25,188 through the CDBG Program to investigate the potential of utilizing a 52,000 +/- square foot building located at 1281 Roosevelt Trail owned by PRM Properties for a manufacturing incubator. The building is currently segmented into office space, warehousing and manufacturing space and is of varying age and condition.

The Town of Raymond wishes to work with the USM Campus Venture's Program to create a manufacturing incubator within the described location. Campus Ventures is a university-based commercialization accelerator program designed to assist Maine companies and university faculty to commercialize technology and manufacturing projects. The program helps entrepreneurs and university faculty members advance technology-intensive projects and provide rich experiential learning opportunities for students. While doing both of these, the program satisfies the overarching goal of supporting innovation, economic development, and job creation in Maine. USM has partnered with the Maine Center for Enterprise Development (MCED) to create a dual track technology- and business-development incubator program to accelerate commercialization activity for both startups and faculty spin-off projects. The program also provides services to larger, more established companies in a fee-for-service arrangement. Campus Ventures is funded in part through a Maine Economic Improvement Fund (MEIF) grant, a Maine Technology Institute (MTI) Cluster Development Award, and by industry partners.

### **C. Type of Contract**

The Town of Raymond will enter into a contract with selected individual(s) and firm(s) for the duration of the schedule as outlined in the grant application (See Supplement 1).

### **F. Questions**

Questions about the RFQ shall be submitted electronically via email and directed to Danielle Loring at [danielle.loring@raymondmaine.org](mailto:danielle.loring@raymondmaine.org)

In the subject line of the email put "Question: Business Planning RFQ." All submissions must contain the name of the person asking the question, company name, address, phone number and email address. Questions and responses will be posted on the Town of Raymond website at [www.raymondmaine.org](http://www.raymondmaine.org) Failure to perform a complete and full investigation does not relieve the respondents of fulfilling all

proposal requirements.

### **G. Solicitation Process**

Evaluation, consideration and acceptance of submissions is a three step process:

1. Town Staff review submissions based on the evaluation criteria outlined in Section III: Evaluation Criteria.
2. A short list of respondents may be selected for further evaluation by the Selection Committee. Only those respondents that are placed on the short list will be considered for interviews.
3. Interviews conducted and final recommendations made to the Town Manager for contract negotiations.
4. The final contract negotiations will begin immediately following award. After all approvals, verification of all requirements, and signatures by appropriate parties, implementation may begin.

### **H. Conditions of Award**

It is the intent of the town to choose the respondent(s) that best meets its needs, as described in this RFQ and as judged by those designated to act on its behalf and its best interests. The Town of Raymond assumes no liability for any costs incurred by those who respond to further requests for interviews, additional information, etc.

*Up to the time of the signature of the contract, the town shall have the right in its sole discretion to reject any and all of the bids, to request re-bids for the work and to waive any defects, time limits or deficiencies in any bid, and to terminate consideration with or without cause if deemed in the best interest of the town to do so.*

### **I. Amendments to this RFQ**

The town may revise this RFQ by using written addenda. Addenda will be available at the Town Office, posted on the Town's website and emailed to all known bidders.

The town may request additional information if deemed necessary. Failure to provide such information may result in the proposal being considered incomplete. The town reserves the right to be the sole judge of all such criteria.

### **J. Insurance Certificates**

The consultant must be able to provide evidence of the following insurance coverage:

- The consultant will serve in the capacity of an independent consultant in this project and will maintain insurance at least as hereinafter set forth so as to protect it and the town from any and all claims for personal injury and property damage, and for claims under Workers' Compensation, including death arising out of operation of this agreement, for the entire duration of this project.
- A comprehensive general liability insurance policy with the following limits of coverage:
  - Bodily Injury: \$1,000,000 per each occurrence
  - Property Damage: \$400,000 per each occurrence
  - \$1,000,000 aggregate of all claims per each occurrence
- A comprehensive automobile insurance policy with the following limits
  - Bodily Injury: \$1,000,000 per each occurrence
  - Property Damage: \$500,000 per each occurrence

- All of the insurance must be issued by an insurer licensed, authorized and maintaining an office to do business in Maine.

### **K. Confidentiality**

Submissions will be kept confidential until after they have been evaluated. A log will be maintained of submissions received, but submissions will **NOT** be opened publicly.

### **L. Scope of Services**

This is specialized professional, administrative and technical work in the business planning and development of a manufacturing incubator in an existing building in Raymond Maine. Individual(s) and firm(s) awarded for the consulting services will be responsible for meeting the objectives of the grant which include:

- The consultant will provide ten (10) bound copies of a business plan for a manufacturing incubator including, but not limited to:
  - Executive Summary
  - Vision and Mission Statement
  - Market Analysis
    - Preferred mix of equipment, services, and clients
  - Business Model
    - Proposed ownership, governance and operations plan
    - Financial plan for capital, renovation, operations, and maintenance costs
  - Facility Infrastructure
    - Preliminary design and layout of facility
  - Project feasibility
  - Statistical analysis of survey results including graphs, raw data, and any other information that the consultant believes could be beneficial to the Town.
  - Comparison to similar local/national business model data norms as deemed useful
- Electronic copies of the report(s) and data in both Word/Excel and PDF.
- The consultant will also make a final presentation to the Board of Selectmen outlining the final report.

The final scope of services will be negotiated and modified as necessary with the service provider deemed most qualified. As a cost saving measure, the Town is willing to utilize staff as appropriate for administrative functions for the project.

## SECTION II: PROPOSAL SPECIFICATIONS

### A. Submission Elements

*The following information should be provided in a separate sealed envelope marked "Business Planning RFQ"*

- All responses must be made in writing and signed by an authorized agent or representative of the Private Consultant/Firm making such response.
- All responses will include the name, address, telephone number(s) and email contact information of the authorized person in connection with the response along with information on all others who are authorized to represent the individual, group, organization or entity in connection with the response.
- Consultant must be an Equal Opportunity Employer
- All responses will be accompanied by each of the following:
  - COVER LETTER: A cover letter shall be provided which succinctly explains the service provider's interest in the project. Please indicate whether work will be completed by more than one firm.
  - QUALIFICATIONS OF KEY PERSONNEL: Submit summaries of all staff members/subcontractors who will be involved in completing the scope of services. Please include their individual experience in performing the required and necessary services or functions. Particular attention will be paid to:
    - Knowledge and experience working on projects involving both the public-private sector
    - Track record of successful business models
    - Experience in creating clear and concise reports
    - Experience evaluating structural design and layout
  - FIRM'S REFERENCES: Provide at least three (3) references for completed projects of similar size and scope, including at least two (2) references for projects completed in the last two years. Include the name of the organization, a brief summary of work performed, and the contact information for the individual responsible for the project.
  - TOWN'S RESPONSIBILITIES: Identify all services that are expected to be provided by the Town of Raymond.
  - NON-COLLUSION CERTIFICATE (ATTACHMENT 1): Each proposal shall include a completed Certificate of Non-Collusion that is signed by an authorized representative for the firm.
  - PROPOSED PROJECT COSTS BREAKDOWN (ATTACHMENT B): Please provide a break down of how CDBG funds will be spent.

***Failure to fully disclose requested information may be grounds for disqualification. This section shall not be interpreted to require information shielded from disclosure by state and federal statutes and/or court order.***

### **SECTION III: EVALUATION CRITERIA**

#### **A) Evaluation Criteria that will be used by the team**

- 1) General experience and technical competence
  - a) Level of business services; size of operation; number of employees
  - b) Management experience of the company
  - c) Financial capacity and security of the company
- 2) Overall impression of proposal
  - a) Organization, clarity, completeness, thoroughness
  - b) Approach to scope of services
- 3) Value of proposed services that would maximize benefit for the town.
- 4) Review of references
- 5) Completion of a successful background check

#### **B) Comparative Criteria**

- 1) Knowledge and experience working on projects involving both the public-private sector
- 2) Track record of successful business models
- 3) Experience in creating clear and concise reports
- 4) Experience evaluating structural design and layout

#### **C) Miscellaneous**

Any contract awarded as a result of this RFQ will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation, political affiliation or national origin.



*Attachment A*

***CERTIFICATE OF NON-COLLUSION***  
**This Page Must Be Included with Response**

The undersigned certifies that under penalties of perjury that this bid or response has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Authorized Official:

\_\_\_\_\_  
Date

**Company/Individual's Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_ Federal ID: \_\_\_\_\_

**Attachment B**

**Proposed Project Cost Breakdown Sheet**  
**This page must be included in the response**

Service Provided	Project Cost
Administrative Costs	
Data Collection and analysis (including site visits)	
Business Planning and Design	
Architectural Planning and Design	
Anticipated Town Costs (w/ explanation)	
Other:	

**CDBG Grant amount is \$25,188**

\_\_\_\_\_  
Authorized Official:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

*Attachment C*

***BIDDER CHECKLIST***

- ( ) Submitted all information as requested
  - ( ) Cover Letter
  - ( ) Qualifications of Key Personnel
  - ( ) References (3, 2 within the last two years)
  - ( ) Identify Town's Responsibilities
- ( ) Completed and enclosed Non-Collusion Statement (Attachment A)
- ( ) Proposed Project Cost Breakdown Sheet (Attachment B)
- ( ) Prepared to provide insurance required