



City of Caribou, Maine

Municipal Building
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CITY OF CARIBOU REQUEST FOR QUALIFICATIONS & FEE PROPOSAL PROFESSIONAL SERVICES - POLICE STATION SITE SELECTION

OVERVIEW

The City of Caribou (City) is soliciting proposals for professional services from qualified engineering, design, and architectural firms to assist with evaluating available buildings for use as the Caribou Police Station. The existing Caribou Police Station is located on the first floor of the Municipal Building at 25 High Street. This effort is the result of financing, approved by citizen referendum, and congressional earmark funding. The City has previously undergone a full design process for a new building and is now shifting its focus to remodel an existing building in Caribou. All documents related to the design and needs presented during that process can be found on the City's website at: <https://www.cariboumaine.org/police-station-project/>.

PROPOSAL SCOPE OF WORK

The selected firm will be expected to provide the following services:

Task 1 – Site Selection

1. Identify suitable sites with structures that could be home to the new Police Station
2. Conduct building engineering evaluations at identified suitable properties in Caribou that could house the new Police Station. Evaluations shall include but not be limited to zoning, structural, plumbing, electrical, mechanical, fire protection features, public safety specific best practices, and the Maine Uniform Building and Energy Code
3. Evaluate exterior site amenities for condition, capacity, and design including: parking, utilities, and required engineering (e.g. stormwater, water, sewer, utilities, etc.)
4. Recommend site(s) for selection for the new Police Station based on the above information

Deliverable: Site Selection Report with ranked recommendations preliminary site layouts and high-level cost estimates

Task 2 – Concept Design & Fit-Up

1. Provide conceptual designs and preliminary site layouts suitable site(s) to achieve best utilization of the space for the Police Station
2. Provide visual materials ready for public viewing, including renderings and building plans
3. Cost estimating using an independent estimator with public sector experience for any work required to fit-up the building and exterior of site for Police Station needs
4. Report project findings and present along with potential options, and recommendations as necessary to inform City of Caribou elected officials, committee members, and staff in the decision-making process

Deliverable: Presentation of visual materials and cost estimates during a public meeting.

FIRM QUALIFICATIONS & SUBMITTAL REQUIREMENTS

- Letter of interest including firm name, address, phone number, email, and authorized signature
- Firm description, history, personnel and in-house capabilities
- Project team organization chart and resumes of key personnel
- List of any sub consultants with scope of services, qualifications, and experience
- Description of current workload and availability
- Project understanding and approach
- Relevant experience with similar municipal projects in the last 5 years
- References, with description of work completed, dates of work, and contact information of the reference provided
- A fee proposal including a breakdown of costs by task, hourly rates for all personnel and sub consultants, overhead costs, travel expenses, and proposed fee structure.

NOTE: Working on this phase of the project will have no impact on the selection of a design professional for the next phase of the project to design the Police Station.

PROJECT OBJECTIVES & DESIGN CONSIDERATIONS

SUBMISSION DETAILS

Proposal submittals must provide eight (8) hard copies via mail and a PDF electronically. Hard copies will be addressed to City Manager's Office, Attn: "Police Station Project", 25 High Street, Caribou, Maine 04736 and electronic copies may be sent via USB drive with the hard copies, or via email to Eric Sanderson, Economic & Community Development Specialist at esanderson@cariboumaine.org.

Proposals will be scored by a selection committee chosen by the City and with the criteria below:

- Quality of Consultant Team** – (40 points) Consultant will identify the key staff (Project Managers, contact people, or assigned technicians) their company will assign to fulfill the contract requirements and their roles for this project. Provide resumes describing the educational and work experiences for those key staff. If consultants are teaming with other firms, identify their key staff and provide resumes as well.
- Project & Understanding of the Priorities, Scope, and the city of Caribou** (15 points) – Consultant will describe their team's understanding of the project priorities and scope tasks.
- Prior experience and references** (25 points) – Consultant will describe their experience and capabilities providing similar services for projects completed within the last five to ten years. Include points of contact (client's company name, contact name, email address, and telephone number), a brief description of the project, dates of the project and results. Subcontractors shall provide the same.
- Project Schedule** (10 points). The proposed schedule will be broken down, based on the tasks defined in the scope of services in the RFP.
- Fee** (10 points) – The fee shall include a breakdown of costs by task, hourly rates for all personnel and sub consultants, overhead costs, travel expenses, and proposed fee structure

RFP SCHEDULE

The proposal selection schedule is as follows:

Request for Proposals published	October 3, 2025 at 2:00PM
All questions must be submitted in writing via email to esanderson@cariboumaine.org by	October 22, 2025 at 2:00PM
All questions will be answered by*	October 24, 2025 at 2:00PM
Proposals must be submitted by	November 5, 2025 at 2:00PM
Interview of firms (if needed)	November 10 th -12 th
Proposal consideration/approval by Caribou City Council	November 17 th

* Questions and answers will be posted on the City website at <https://www://cariboumaine.org/rfps/>