

Town of Cape Elizabeth, Maine
Request for Qualifications
Outdoor Gun Range Safety Evaluation

Introduction

The Town of Cape Elizabeth is soliciting qualifications to conduct a safety evaluation of the outdoor shooting range owned by the Spurwink Rod and Gun Club at 1250 Sawyer Road in Cape Elizabeth. Please submit one electronic copy of your qualifications to Michael K. McGovern, Town Manager at Michael.mcgovern@capeelizabeth.org Proposals shall be submitted by January 28, 2015. Questions regarding this RFQ should be directed to **Paul Fenton at 207-767-3323 or to paul.fenton@capeelizabeth.org**

Description of Work

The work will include the following scope of services:

The evaluator will visit the Spurwink Rod and Gun Club with permission of the club leadership. The evaluator will conduct a safety evaluation of the premises to include all aspects related to shot containment and gun safety practices. This shall include measures in place to contain shots, review of gun safety rules in place and records kept of safety issues. The evaluation will not include safety issues outside of gun safety such as noise evaluation, workplace safety and environmental issues.

A report will be submitted to the town and the evaluator will attend one meeting of the Cape Elizabeth Firing Range Committee. The report will include a list of safety issues reviewed, a finding on each issue and recommendations on next steps to address any identified deficiency. Next steps will not include any engineered plans, only a written description of future action to be considered.

Criteria for Firm Selection

1. Relevant experience of principal evaluator..
2. Firm's history of performance on previous projects.
3. Adequacy of personnel and equipment to perform the work.
4. Completeness of the proposal.
5. Fee Schedule including rate per hour to attend additional meetings
6. Recommendations and opinion from firm's previous clients.
7. Other factors deemed pertinent by the Town.

Information Requested

1. Resumes of personnel who will work with the Town.
2. Identification of Key Contact Person in your firm
3. List of Representative Clients
4. Relevant Experience
5. Fee schedule including rates per hour to attend additional meetings
6. Proposed Schedule for undertaking the work.

January 5, 2015

Michael K. McGovern
Town Manager