



# VEAZIE SEWER DISTRICT

34 HOBSON AVENUE

VEAZIE, MAINE 04401

PHONE 942-1536

FAX 942-0011

## REQUEST FOR QUALIFICATIONS

### NOTICE TO ATTORNEYS AND LEGAL FIRMS

The Veazie Sewer District is currently considering negotiating a contract for legal services for the next three year period.

The District desires to contract with a full service legal firm that is capable of representing the District in all aspects of the District's operation.

The aerated lagoon system began serving the Veazie community in August of 1989. The unique features of the facility included ease of operation, low energy consumption, flexibility in operation, future expansion capability, and use of onsite soils for lagoon liners. Also, the site layout avoided significant archaeological areas on the property. The system includes ten miles of collection system and two pump stations. The first lagoon holds up to three million gallons (11,400 cubic meters), while lagoons 2 and 3 each handle up to 1.5 million gallons (5,700 cubic meters). Two operators share the responsibility for this plant, which provides service for approximately 2,000 residents.

Firms interested in being considered to perform legal services for a period of three years should submit **6 copies** of a Letter of Interest with an attached Statement of Qualifications. This Statement of Qualifications should include at a minimum:

- 1) A brief description of the business entity, or a company brochure;
- 2) The firm's experience with cost control;
- 3) A listing of similar entities represented by your firm that demonstrate the firm's capabilities including the name, address and the telephone number of the client or project contact for each client;
- 4) Profiles of key personnel who will be involved with the Veazie Sewer District;
- 5) A statement of workload over the next three years;
- 6) A listing of business references other than those listed above, including names of contacts and telephone numbers; and
- 7) Additional information, not to exceed one page, that you believe would be useful in evaluating the firm's qualifications.

If a submitting firm intends to undertake submitting the Statement of Qualifications jointly with another firm or by use of other firms, the listing of qualifications and profiles of key personnel and their assigned roles must be included in the information provided to the District.

## VEAZIE SEWER DISTRICT

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Letters of Interest with the attached Statement of Qualifications should be sent to:

Veazie Sewer District  
Attn: Charles Applebee  
34 Hobson Avenue  
Veazie, ME 04401

Packages marked “Statements of Qualifications for Legal Services” will be accepted no later than January 12, 2018 at 3:00 p.m. Electronic copies will not be accepted. Charles Applebee is the point of contact for any and all questions, communication, or concerns. He may be reached at (207) 942-1536.

Responding firms' qualifications will be screened and ranked by the Trustees of the Veazie Sewer District. Qualified firms will be selected for an interview.

Firms selected for interviews will be asked to provide a schedule of rates for the staff that maybe involved in future Veazie Sewer District legal matters. The final schedule of rates will be negotiated with the firm selected and determined solely by the Veazie Sewer District.

***The Veazie Sewer District reserves the right to accept or reject any or all Request for Qualifications, and to negotiate the schedule of rates and the future scope of services as the Veazie Sewer District deems is in its best interest.***