

**SCARBOROUGH
MAINE**



REQUEST FOR PROPOSALS

RFP 172023

Community Center Feasibility Study

Town of Scarborough

P.O. Box 360

259 U.S. Route One

Scarborough, Maine 04070-0360

Released on April 6, 2023

Proposals May 4, 2023

Request for Proposals

Instructions:

Sealed Proposals will be received in the Town Clerk's Office, Scarborough Town Hall, 259 US Route 1, Scarborough, Maine 04074 **until 10:00 am on May 4, 2023** from parties interested in submitting proposals to develop a Feasibility Study for a multi-generational Community Recreation Center.

Sealed proposals should be addressed as noted below: Faxed proposals will not be considered.

Attention: Town of Scarborough, Purchasing Agent
Request for Proposal (RFP) Number: 172023
Community Center Feasibility Study
259 US Route One
PO BOX 360
Scarborough, ME, 04070-0360

The Town reserves the right to accept or reject any and all proposals.

A Vendor's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All proposals submitted shall become property of the Town of Scarborough and will not be returned.

All bidders must register with the Purchasing Department to receive any addendums to this RFP

Contact Information:

For questions related to the RFP process:

Kim Morrison, Purchasing Specialist
Email – kmorrison@scarboroughmaine.org
Phone 207 - 730-4083 / Fax 207-730 4088

The preferred contact method is email. All inquiries or requests concerning this Request for Proposals shall be made in writing and must be received before the close of business two days prior to the deadline to the attention of Kim Morrison, Purchasing Specialist. The Town is not responsible for oral interpretations given by any Town employee or representative.

Section 1. Purpose

The Town of Scarborough is requesting proposals from qualified consulting firms to conduct a feasibility study for a multi-generational Community Recreation Center. The feasibility study will include community input, identification of programming to meet current and future community needs, market assessment, technical support with site analysis/selection, and an operations analysis resulting in a business plan.

Section 2. About the Town of Scarborough

The Town of Scarborough is one of the most progressive communities in Maine. The Town employs over 188 full-time employees and 193 part-time employees annually. The Community Services department manages eighteen of those full-time employees and 62 of the part-time employees and over 100 seasonal staff. The Town and Community Services department provides and prides itself on offering quality parks, beaches and facilities; as well as balanced recreational programming. The Town of Scarborough encompasses roughly 71 square miles and serves a growing population of over 22,000 people.

The Scarborough Community Services public amenities include a leased 13,000 square foot facility, 13 parks, two seasonal skating ponds, public trails, five athletics facilities, 5 restroom buildings (4 with concession stands), 4 playgrounds, 3 beaches, 3 boat launches and maintenance responsibilities for numerous Town owned facilities and 1 historic site. The department is also responsible for development, management and financial oversight of recreation programming, child care and special events.

The Town of Scarborough leadership determined a feasibility study is needed to identify the most appropriate programming and type of facility. The study should provide evidence for the Town to make informed decisions on the best facility option to address community needs.

Section 3. Potential Amenities

The baseline program elements for the Center based on previous work and survey data. Below is a preliminary of potential amenities previously identified:

- * Leisure pool
- * Multi-purpose gymnasium with walking track
- * Large community room with catering kitchen
- * Senior Room
- * CS office space
- * Outdoor recreational/social space equipment
- * Lap Pool
- * Fitness Room
- * Aerobics Room
- * Public meeting/classrooms
- * Child care/watch space with secure
- * General supporting spaces and

Section 4. Objectives

The objectives for the feasibility study include:

1. Conduct necessary research to understand community needs for a multi-generational Community Recreation Center. This should include review of the 2023 Parks and Facilities Master Plan(including survey data), the 2020 Community Center Ad-Hoc Committee Community Center Report & Survey data and the Town's 2021 Community Survey.
2. Identify options which expand recreation opportunities for the community. Provide analysis showing how facility components will complement, rather than duplicate or saturate, existing and planned facilities.
3. The Town of Scarborough is interested in a high revenue/low subsidy facility supported by appropriate facility/programming components and an easy-to-understand and realistic operations analysis, provide:
 - Revenue projections based on similar best-practice facility examples.
 - Expense projections for staffing, programming, operations, and maintenance based on similar best-practice facility examples.
 - A subsidy analysis which identifies costs covered by expected revenue.
4. Work closely with the Town Council appointed Ad-Hoc Community Center Advisory Committee and Town Staff to develop a signature facility which effectively integrates with the existing Community Services programming while creating the spaces needed to effectively expand programming and designated services.

Section 5. Scope of Services

Professional services will include but are not limited to items listed below. For each scope item, anticipate submitting written documentation to summarize findings and recommendations to inform next steps in the feasibility study. The final feasibility study report should address each of the items below.

1. Project Overview
 - a. Meet with project team to confirm work plan, schedule, and outcomes
 - b. Review existing documentation - 2020 Town Comprehensive Plan, the 2020 Community Center Ad-Hoc Committee report and survey results, the 2021 Community Survey and the 2023 Parks and Facilities Master Plan and survey results.
 - c. Identify constraints and parameters
 - i. Assess purpose and goals
 - ii. Local market economy
 - iii. Existing facilities (public and private) and impact on new center

2. Market Analysis

- a. Service area identification (primary and secondary)
- b. Demographic characteristics, community profile
- c. Review of existing community facilities, programs and services
- d. Alternative providers market analysis
- e. Trend and future needs analysis. This will be based on local rather than national statistics
- f. Market segment determination and analysis

3. Community Input/Programming Needs Analysis

- a. Review existing research
- b. Develop outreach plan including community meetings and outreach
- c. Conduct community meetings (2 minimum) and conduct educational training for Town leadership and committee/board members.
 - i. Provide background information which helps the community understand project parameters
 - ii. Identify community attitudes, needs, and priorities for the new center
 - iii. Assess community support for various types of facility use fees
- d. Conduct stakeholder interviews (approximately 10 individuals and/or focus groups)
- e. Compile and interpret all information gathered

4. Programming component recommendation/prioritization – facility options

- a. Develop facility programming
- b. Determine optimal sizing and space allocation for building and parking requirements
- c. Operating structure and parameters
 - i. Philosophy of operation
 - ii. Programming to maximize facility use (days, night, weekends)
 - iii. Priorities of use

5. Conceptual Layout and Design

- a. Site plan
- b. Spatial relationship of programs
- c. Conceptual design plans, perspectives

6. Probable Cost Estimate

- a. Site limitations and opportunities
- b. Site preparation and infrastructure costs
- c. Construction costs
- d. Furniture, Fixture, and Equipment (FFE) costs
- e. Soft costs
- f. Total project cost

7. Operations Analysis

- a. Attendance estimates
- b. Fee Structure: Drop in, annual membership, rentals, etc.
- c. Revenue generation projections
 - i. Identification and verification of revenue sources
 - ii. Revenue by programs, facility rentals, etc.
- d. Operating cost projections
 - i. Identification of operating costs: personnel, contract staff, program and facility supplies, utilities, etc.
 - ii. Identification of capital replacement costs
- e. Subsidy Analysis

8. Final Report

- a. Draft final report for SCS staff and Project Committee review
- b. Final report incorporating all scope of work items
- c. Conceptual drawings
- d. Presentation of report recommendations to the Scarborough Town Council

Section 6. General Information

The Town of Scarborough reserves and may exercise the following rights and options with respect to the proposal submission, evaluation, and selection process under this RFP.

The right to:

- Reject any or all of the proposals and re-issue the RFP at any time prior to execution of a final contract, if, in the Town's sole discretion, it is in the Town's best interest to do so;
- To waive any informalities, defects, non-responsiveness or irregularities that, in the Town's sole judgment, are not material to the proposal;
- Reject any proposal that does not address the requirements of this RFP, or that is incomplete or not in conformity with applicable law as non-compliant;
- Supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more firms for negotiation, and to cancel this RFP with or without issuing another RFP;
- Accept or reject any or all of the items in any proposal and award the contract(s) in whole, or in part, if it is deemed in the Town's best interest to do so;
- Request that some or all of the firms modify proposals based upon the Town's review and evaluation;
- Conduct such investigations with respect to the financial, technical, and other qualifications of each firm as the Town, in its sole discretion, deems necessary or appropriate.

Notice to Proposer

This RFP does not constitute a contract or an offer of employment and does not commit the Town of Scarborough to award a contract. The Town may enter into negotiations for an agreement, on terms and conditions satisfactory to the Town of Scarborough, with one or more selected firms; however, the Town reserves the right to terminate any negotiations at any time.

Discrepancy or Other Errors in RFP

If a firm perceives a discrepancy, conflict, omission or error amongst terms within the RFP or between the RFP and any other relevant documents, the firm shall immediately and timely notify the Town of Scarborough in writing of the specific problem(s) perceived. Notice of any modification made by the Town to relevant documents at issue will be sent to all parties who were sent an RFP and of which the Town is aware.

If a firm fails to timely notify the Town of Scarborough of the perceived error prior to the date and time stated for submission of proposals, the proposal shall be submitted at the firm's own risk, and if awarded the contract, the firm shall not be entitled to additional compensation, damages or time by reason of any and all perceived errors or their later correction.

Expenses

Any costs incurred by the firm in preparing and providing a response to this RFP are solely the responsibility of the firm.

Standard Terms and Conditions:

The Town of Scarborough reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted on the Town website: www.scarboroughmaine.org. The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent’s qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town.

A Certificate of Insurance is required from all consultants, contractors and vendors doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the Town of Scarborough as “additional insured.” Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant’s performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town’s reasonable attorneys' fees as well.

The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s).

Commercial General Liability	\$2,000,000.00
Automobile Liability	\$1,000,000.00
Workers Compensation	\$1,000,000.00
Errors and Omissions	\$2,000,000.00
Umbrella Coverage	\$2,000,000.00

All policies shall be underwritten by companies licensed to sell insurance in Maine and who are rated A+ or better by AM Best Company. Self-insurance pools or trusts are not an acceptable substitute for the referenced commercial coverage.

Section 7. Submittal Requirements

Proposal length shall be not more than twenty (20) single-sided pages total. Transmittal letter, table of contents, and resumes are not included in the page count.

The proposal shall include:

1. Transmittal letter containing firm name, address, telephone number and contact person(s) email address; company profile including number of years in business; and a description of your understanding of the scope and nature of the project.
2. Project Team and Organization. Provide background information for the Project Manager and key staff members' (including subconsultants) experience and qualifications as they relate to feasibility studies. Describe how this feasibility study will fit within the project team's current workload. Include an organizational chart. Limit submittal of resumes to the two persons who will be most closely involved with this project.
3. Work Plan. Describe your firm's process and approach for the feasibility study. Describe how your process and approach will address the Scope of Services and Objectives, with particular emphasis on community input/programming needs analysis, establishing capital costs, and operations analysis. Provide a work plan with tasks starting June 1, 2023 (estimated start date) through completion. Work plan should identify staff assigned to each task, hourly rate, and estimated hours for each task, and deliverables.
4. References. List of organizations that have used the Firm's services on similar projects within the past eight years. Identify final products delivered. Provide reference contact information.
5. A description of previous experience with preparation of feasibility studies for community centers including community engagement, community needs assessment analysis, facility cost estimating, program planning, economic forecasting for usage and program revenues, and funding and operations and maintenance options analysis. Descriptions should include whether the facilities were constructed and opening date.
6. An electronic copy (thumb drive) of the proposal must be submitted along with five (5) hard copies.
7. Fee Schedule/Compensation. Provide a not-to-exceed total price as well as hourly rates for each member of the project team.

Section 8. Proposal Submission

Proposal length shall be not more than twenty (20) double-sided pages total. Transmittal letter, table of contents, and resumes are not included in the page count.

Format

Submit one (1) signed original and five (5) copies of the proposal, plus an electronic copy on a flash drive. Mark one original at the "MASTER COPY." If discrepancies between two or more copies of the proposal are noted, the Master Copy shall be used as the basis for resolving any discrepancies. All proposals, whether accepted or rejected, shall become the property of the

District upon submission.

RFP and Attachments

This Request for Proposal (RFP) in its entirety is available on the Town of Scarborough website at www.scarboroughmaine.org/departments/purchasing. It is the firm's responsibility to check back on the website for any addenda that may be issued prior to the proposal due date.

RFP Inquiries

All inquiries concerning the RFP must be directed in writing to kmorrison@scarboroughmaine.org. All inquiries must be received by 1:00 PM on April 18th, 2023. Inquiries will be answered by email no later than April 25th, 2023. In addition, responses to all questions will be posted on the Town of Scarborough website.

Proposal Submission

Proposals must be received no later than 1:00 PM, on May 4th, 2023. Proposals received after this time and date will not be considered. Faxed or electronic proposals will not be accepted. Proposals must be submitted to:

Kim Morrison, Purchasing Specialist
Town of Scarborough
259 US Route One
Scarborough, ME 04074

Timeline

1. Publish the Request for Proposals – April 6, 2023
2. Deadline for Written Questions by 1:00 PM – April 18, 2023
3. Response to Written Questions – April 25, 2023
4. Proposals Due by 1:00 PM – May 4, 2023
5. Interviews with selected Firms – Week of May 15, 2023
6. Town Approval and Contract Signed – Late May 2023

NOTE: This schedule is subject to change.

Section 9. Evaluation Criteria and Selection Process

The criteria used to select a firm include the following factors:

- A. Responsiveness of the proposal demonstrating ability, capacity, and experience of the Firm to perform the services; qualifications of staff. (25 points)
- B. Firm's process, approach, work plan, and deliverables (50 points)
- C. Price to provide the services. (25 points)

The Town of Scarborough will review and evaluate the proposals based on the evaluation criteria above. Firms may be selected for interviews or questioned for clarification. However, the Town may choose to proceed without interviewing any Firms. The Town of Scarborough reserves the right to accept or reject any or all proposals, which it deems in its best interests.

Section 10. Contract Negotiation Process

At the conclusion of the evaluation process, the Town will select a preferred firm with whom it will undertake contract negotiations with the top-ranked firm. If negotiations with the top-ranked firm are unsuccessful, the Town will initiate negotiations with the second-ranked firm, and with the next-ranked firm as needed.

Bidder List (plus posting on the town's website):

BL Companies	mmoonan@blcompanies.com
Ballard * King	bka@ballardking.com
Barton & Loguidice	jadams@bartonandloguidice.com
BerryDunn	tom.diehl@berrydunn.com
Barker, Rinker & Seacat Architecture	brs@brsarch.com
CHA	jpollard@chacompanies.com
Harriman	hsnyder@harriman.com
Pro Consulting	william.younger@proconsulting.com
tjd & a	kimball@tjda.net
SLR International Corp.	
Weston & Sampson	plourdek@wseinc.com