



Timothy Pellerin, Town Manager
Town of South Berwick
180 Main Street
South Berwick, ME 03908
tpellerin@sbmaine.us

Town of South Berwick Request for Proposals South Berwick Town Hall Facility Study & Needs Assessment

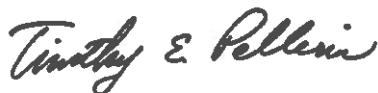
The Town of South Berwick, Maine (hereafter referred to as the TOWN) is seeking proposals for the services of a firm or team (hereafter referred to as the CONSULTANT) to conduct a Municipal Town Hall Facility Study & Needs Assessment. **Sealed proposals, (three copies) clearly marked South Berwick Town Hall Facility Study & Needs Assessment, along with an electronic version will be accepted until 11:00 AM on Wednesday, February 1, 2023,** at the Town Manager's Office, ATTN: Timothy Pellerin, Town Manager, at South Berwick Town Hall, located at 180 Main Street, South Berwick, Maine, 03908 and via email labeled CONFIDENTIAL South Berwick Town Hall Facility Study & Needs Assessment to tpellerin@sbmaine.us

The TOWN, seeks a CONSULTANT to conduct a South Berwick Town Hall Facility Study & Needs Assessment, to evaluate the current facility for its viability for renovation and/or reuse design, and to evaluate that versus the cost for a new, smaller and more modern Municipal Facility to be built on town-owned land at another location. Proposals will be evaluated on several factors including, but not limited to those outlined in the RFP. To be considered, the CONSULTANT must submit a proposal in response to this Request for Proposals (RFP), in the manner described herein, and labeled "South Berwick Town Hall Facility Study & Needs Assessment".

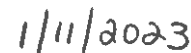
Any questions regarding the project specifications should be directed to Timothy Pellerin, Town Manager, by emailing TPellerin@sbmaine.us

The Town of South Berwick reserves the right to accept or reject any or all proposals or negotiate with a proposer following the opening without right or recourse by vendors, if it is in the best interest of the Town to do so.

Reviewed and approved by:



Timothy Pellerin, Town Manager



Date

Town of South Berwick Request for Proposals Municipal Town Hall Facility Study & Needs Assessment

RFP Circulation Date:
Proposal Submission Due Date:

Wednesday, January 11, 2023
Wednesday, February 1, 2023

Introduction

The Town of South Berwick, Maine (hereafter referred to as the TOWN) is seeking proposals for the services of a firm or team (hereafter referred to as the CONSULTANT) to conduct a Municipal Town Hall Facility Study & Needs Assessment. The TOWN is issuing this Request for Proposals (RFP) to conduct a Municipal Town Hall Facility Study & Needs Assessment, to evaluate the current facility for its viability for renovation and/or reuse design, and to evaluate that versus the cost for a new smaller and more modern municipal facility to be built on town-owned land at another location. The purpose for commissioning this is to assess the existing condition of the current South Berwick Town Hall municipal building's systems and components, to determine projected life expectancies of these systems and components and to provide cost opinions for updating or replacing these systems and components, as well as compare this to the cost of building an entirely new municipal facility. This RFP will be evaluated on several factors including, but not limited to those outlined in this RFP. To be considered, the CONSULTANT must submit a proposal in response to this Request for Proposals (RFP), in the manner described herein.

Accordingly, the Town seeks statements of interest, qualifications and a cost proposal from consultants with appropriate experience and qualifications to evaluate and make recommendations based upon comprehensive local data analysis, departments' needs, key stakeholder engagement and modern building codes and standards.

Property Details and Project Overview

In evaluating the viability of the existing Town Hall, versus the potential of building a new Municipal Facility, either recommendations will need to take into consideration that the facility shall house the administrative offices and Council Chambers of the Town, and additional meeting spaces. This work shall include a full assessment of the current site location, a spatial renovation needs assessment of the old building, and recommended conceptual design of a new facility together with detailed preliminary cost estimates for all designs and recommendations.

The Town of South Berwick's Town Hall is an old school building located at 180 Main Street, in the center of the downtown. The building has limited community spaces and conference or meeting rooms. As part of a community visioning process associated with the development of the 2019 Comprehensive Plan, the community expressed an interest in establishing a multi-generational Town Hall. A community survey undertaken by the Town's Town Hall Committee, in the summer of 2021, confirmed interest in a Town Hall. In addition, South Berwick prides itself on providing efficient government; and to have support for a new Town Hall, the project may need to be the result of a public-private partnership and to take long term costs into account, along with initial

construction. The existing facility is not open, welcoming and user-friendly; so the assessment and recommendations, for the existing facility will need to take that into consideration in making recommendations and cost estimates.

The issuance of this RFP and subsequent selection of a CONSULTANT is the first step, and the intention in reviewing the outcomes of this initial phase will be shared with the South Berwick Town Council and the public. Further phases of work, such as a feasibility study or site selection process will follow, if supported by the community.

The current Town Office (Administration) consists of 13 full-time staff including the Town Manager, Assistant Town Manager, Town Clerk, Code Enforcement, Assessor, Finance/HR, two customer service staff, Economic Developer and two other support staff. The building also contains the old gymnasium used for Town Hall meetings; and accommodates about 350 persons for public meetings. The building was constructed in 1926 as an elementary school, and then renovated in 1975 when it was purchased for a Municipal Town Hall Office building.

Project Scope of Services

- Building and Site Assessment, identification, and documentation of existing conditions at 180 Main Street, South Berwick that shall include:
 - Exterior components: foundation, exterior façade and brick, insulation, roofing and drains, windows and doors
 - Utility Systems: electrical, heating, plumbing, HVAC and ductwork
 - Safety and security, to include all interior parts of the building, exterior lighting, parking lots
 - ADA compliance, building and internal offices access/egress, elevator, including parking lots
 - Technology equipment and network infrastructure
- Assess current facility's ability to support the provision of government services to residents and businesses in South Berwick, as well as services to support its employees for the next 50+ years;
- Develop final assessment report, complete with utility systems date and cost estimates;
- Recommend corrections for noted deficiencies with cost estimates;
- Provide a priority timeline for improvements and projected timeline costs, including government services relocation (if need be) during renovations;
- Provide recommendations on ways the facility could be improved to more efficiently and effectively, provide government services;
- Develop preliminary conceptual plan for new municipal office facility, and preliminary cost estimate for construction on existing town-owned property;

- Should recommendation be to renovate existing Town Hall, the consultants must also include government services continuity of operations costs (lease, temporary location, etc.).

Project Deliverables

Consulting firms and individuals should develop their best recommendations to accomplish the stated objectives as described above. Responders have discretion in offering creative solutions to meeting the stated objectives as well as to offer additional deliverables that would support the objectives and intent of this RFP.

1. The CONSULTANT shall submit a draft and final report containing all tasks identified in the Scope of Services, including but not limited to the assessment, evaluation and recommendations for the existing site, and opinion/recommendation and cost estimate for a new municipal facility.
2. The CONSULTANT shall provide draft deliverables to Town staff for review and comment. It is expected that staff comments will be incorporated and / or discussed with Town staff prior to finalization.
3. The CONSULTANT will provide eight (8) copies of the final report and presentation to the Town. The Consultant shall also present their final report and conclusions to the Council.
4. The CONSULTANT shall provide a cost estimate for the construction of a new facility based on current and future needs.

Proposal Submittal Requirements

Consultants may organize their submissions in a format of their choice; however, the submission must contain the following elements:

- A. Cover Letter, Name and Contact information of point contact for the firm regarding this submission.
- B. Project Experience
 - List five (5) relevant studies / projects performed for entities in the past ten (10) years, along with the public entity client contact information.
 - Provide project specific information about each. For each of the listed projects, include consulting costs (including original estimate and final cost), any design awards, client feedback, specific challenges, post occupancy evaluations and completion date.
- C. Firm / Team Experience
 - State how long your firm / team have been providing public facility needs assessments and municipal architectural and design services.
 - State how long your firm/team has been in business under its current name.

- Provide a brief profile of the firm’s principal and staff to be assigned to this study / project along with a brief description of experience and expertise offered by each firm member as well as a one-page resume of each team member.
- State which studies/projects team members were assigned to in response to item B above, as well as their role in the projects listed;
- Name all consultants who will be included as part of the proposed study / project team, along with their role and related experience, including civil, mechanical, electrical professionals and other professional trades.
- Disclose your firms / team’s insurance coverage

D. The South Berwick Town Hall Facility Study & Needs Assessment RFP requires that the:

- Consultant shall submit a statement of capacity of their staff to perform the anticipated tasks included in this project.
- Consultant shall provide a detailed project schedule including major milestones and anticipated review times that conform to the requested completion date.
- Consultant shall demonstrate their ability to perform the work within their proposed schedule.
- Consultant shall demonstrate their understanding of the study needs and their approach to performing each task in accordance with the industry standards; and
- Consultant shall state the project total cost, including reimbursable items.

Evaluation Criteria

- Professional qualifications of the CONSULTANT, firm and lead personnel on the project;
- Have necessary experience, organization, technical and professional qualifications and skills.
- Prior experience and proven performance with similar projects;
- Have the adequate resources and capacity for performance or have the ability to obtain such resources as required during performance;
- Quality and clarity of proposal;
- Proposal cost;
- Other factors deemed relevant by the selection committee.

Submission

Please refer to the Town's website, www.sbmaine.us, throughout the process for additional information which may become available. Submissions must be received hard copy/electronically by Wednesday, February 1, 2023 at 11 AM. Submit three (3) printed proposals in a sealed package clearly labeled with the developer's name and address; and email a PDF version to Timothy Pellerin, Town Manager labeled **"CONFIDENTIAL South Berwick Town Hall Facility Study & Needs Assessment"**

Town of South Berwick
Town Manager's Office
ATTN: Timothy Pellerin, Town Manager
180 Main Street
South Berwick, Maine 03908
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Proposals shall not be returned, and the proposals submitted, and any ideas contained therein, shall become the sole and exclusive property of the Town of South Berwick without further claim or demand. Your proposal must include responses to all requirements contained within this RFP. By submitting a proposal, your firm agrees to all applicable provisions, terms and conditions associated with this RFP. This RFP, your submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

Questions regarding the proposal specifications should be directed to Timothy Pellerin at tpellerin@sbmaine.us. All questions must be submitted in writing no later Friday, January 20, 2023. Questions and answers regarding the RFP may be shared with all respondents known to be interested in submitting a proposal and will be posted on the Town's website under the section advertising the RFP by Wednesday, January 25, 2023.

Selection Process and Award of Contract

Following the receipt of the proposals, a selection committee will evaluate the submissions and select no more than three (3) CONSULTANTS for further consideration. This evaluation procedure may be supplemented with an interview of the CONSULTANTS being considered, along with reference checks. All candidates that have submitted proposals that will no longer be considered will be notified of the Town's decision by email. Each top-rated CONSULTANT shall also be notified. The Town of South Berwick reserves the right to accept or reject any or all proposals, and at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews.

Schedule

RFP Available:	Wednesday, January 11, 2023
Site Visits (by appointment):	By appointment only
Questions Submitted by:	Friday, January 20, 2023
Town Response to Questions (available on website):	Wednesday, January 25, 2023
Proposals DUE:	Wednesday, February 1, 2023
Interviews (if needed):	February 6-7, 2023
Purchaser / Developer Selected by:	Wednesday, February 15, 2023
Contract Signed by:	Friday, February 17, 2023
Project Completion by:	Wednesday, April 26, 2023