

**BRISTOL PARKS AND RECREATION
REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES**

REQUEST FOR PROPOSALS - The Bristol Parks and Recreation Commission (BPRC), is requesting proposals from qualified firms or individuals (Architect) to provide schematic design and design documents for bidding for a new beach building at Pemaquid Beach Park located at 27 Pemaquid Beach Park in Pemaquid, ME. The new building(s) will be approximately 5,000 square feet.

SCOPE AND NATURE - The Bristol Parks Department will be replacing the existing beach building at Pemaquid Beach and the space will include, but not be limited to, restroom facilities, showers, changing areas, a food serving counter, an office, a community room for events, a space for renting beach items, storage and a room for the "Beachcomber's Rest Nature Center". The services to be provided would include:

- Conceptual plans that are based on the latest developments in cooperative working space design.
- Plans and documents to be used in the bidding for construction of the project.
- Assistance with selection and/or design of building materials.
- Participation in the review of bids and selection of construction company.
- Oversight and inspections during construction and approval of the completed project for acceptance.
- Participation in zoning approvals and similar approval and permitting processes.
- Compliance with Americans with Disabilities Act requirements and similar requirements.
- Energy efficiency and sustainability consultation and advice.

SCHEDULE - The tentative schedule for the project is as follows:

- June 14– Solicit proposals from architects.
- June 18– Site visits at Pemaquid Beach from 12:00-2:00
- July 5 – Proposals due from architects.
- July 10 and later – interviews of finalists.
- July 18 – recommendation to Selectmen of selected architect.

1. ESTIMATED BUDGET. The preliminary estimated budget for the project is \$300,000+ (possibly more funds raised through grants).

2. PROPERTY INSPECTION. Site visits will be on June 18 from 12-2 at Pemaquid Beach to view and inspect the building and property. All interested parties should contact Lara Sargent, Bristol Parks and Recreation Director, at #(207)350-7022 with any questions.

3. PROPOSAL SUBMISSION. Four (4) paper copies of the proposal shall be addressed and delivered in a sealed envelope to Bristol Parks and Recreation 1180 Bristol Road Bristol, ME 04539, Attn: Lara Sargent, Parks Director. Proposals will be received until 3:00 p.m. (Eastern Time) on July 5, 2018. Any bid received after that time and date will not be opened or considered and will be returned to the bidder.

4. EXPERIENCE AND QUALIFICATIONS. Each Architect submitting a proposal should include, but not be limited to, the following information:

- a. The name of the firm and location of all its offices, specifically indicating the principal place of business.
- b. A brief history of the firm and the range of services offered.
- c. The education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the performance of the work described herein.

5. Proposed project production schedule showing critical dates and other information in sufficient detail for the selection committee to determine the feasibility of the time frames indicated.

6. The plan should also clearly identify the Architect's methods for providing the following:

- Comprehensive architectural services for the project described herein.
- Deliverables review and approval by the BPRC and other relevant stakeholders at various stages of project development.
- Construction administration (not construction management).
- Analysis and consultation with the BPRC and other relevant stakeholders in the determination of the best construction delivery method for this project.

7. Financial proposals regarding the architectural and engineering costs and fees for the professional services to be provided to the BPRC. Provide a statement of Fee Compensation based on a percentage of the total budgeted construction cost or on a flat fee basis.

8. The names of at least three (3) clients who may be contacted for references.

9. Indicate the present level of professional and general liability and other insurance coverage for the firm.

10. Include illustrative drawings of floor plans of similar type projects the firm has designed, if any, along with renderings and/or photographs of comparable, completed projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, etc. The format should be 8 1/2 X 11 and only include enough material to be illustrative, not complete sets of drawings.

11. To be considered responsive to the requirements of this RFP, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed in the State of Maine and meet all the requirements and qualifications described herein. The BPRC reserves the right to request additional information which, in its sole opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.

12. EVALUATION CRITERIA AND SELECTION. BPRC will evaluate each RFP submitted based on responsiveness to the project's needs. The BPRC will take into account the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. If the BPRC recommends the award of a contract, the BPRC will recommend the award of contract to the Architect who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required.

13. The BPRC will negotiate the terms of a contract with any selected Architect. If an agreement is reached, the Contractor will enter into a written contract and will perform all work pursuant to that contract. The Proposal does not constitute an agreement or contract with the BPRC, or any other entity, and they reserve the right to not enter into any agreement with any Architect.

All terms and conditions are subject to further negotiation. BPRC reserves the right to require bidding of any work to be subcontracted by Architect, according to a competitive bidding process determined by BPRC.

14. IDENTIFICATION OF PROPOSAL. Proposals shall be submitted in a sealed envelope with the Architect's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "PROPOSAL FOR ARCHITECTURAL SERVICES."

15. Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Maine.

16. REJECTION OF PROPOSALS/TERMINATION OF PROCESS. BPRC reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; (c) to change the schedule and dates for responses, interviews and other dates; and (c) to waive formalities and minor irregularities in the proposals received. BPRC further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by BPRC to be necessary for the successful performance of the contract. BPRC further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.

17. Submit all questions, inquiries, or requests for clarification about the project to Lara Sargent, Bristol Parks and Recreation Director, 1180 Bristol Road, Bristol, ME 04539 or email bristolparks@tidewater.net or call #(207)350-7022.