**The Town of Fryeburg**

 Settled 1762 - Incorporated 1777

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April 25, 2023

RE: Recommended Consultant Selection forProfessional Design Services for a New Municipal Complex

Dear Members of the Select Board,

The Municipal Complex Building Committee is recommending that the Select Board hire Port City Architecture to complete the design of the proposed Municipal Complex.

The Request for Proposal (RFP) outlined 3 specific tasks that the consultant will be asked to complete; once completed we will be ready to seek funding and seek voter approval to proceed. We will then transition to final building design, permitting, and bidding. The initial tasks to be completed by the selected consultant are outlined below:

* Task #1:Perform a site assessment for a new Municipal Complex on the property located on the subject property. This site assessment should evaluate the appropriateness of the location to accommodate a facility that is adequate in size and design to house all listed functions and ensure adequate traffic flow and parking, while also ensuring that Public Safety vehicles may operate safely and efficiently without causing undue hazard to the public and employees. The site assessment should evaluate the landscape, topography, soil components, underground infrastructure needs (water, sewer, septic) and fiber/broadband access. It should also assess the ability to expand in the future if needed and recommend alternatives should this location prove untenable. Task #3 cannot be undertaken if we do not have a viable site.

* Task #2:Evaluate, assess, and make recommendations on facility space needs for a new Municipal Complex located on the subject property. This space assessment shall evaluate and incorporate all spatial needs to ensure the modem, effective, and efficient facility that provides for a safe and responsive fire and law enforcement activities and administration well into the future, and provides for both public and secure staff interactions, meets public meeting requirements, meets training requirements, meets or exceeds all building and ADA code requirements and identifies all specific and general or standardized spatial requirements for fire department and police department use, including storage of all vehicles and equipment. This task should include interviews and questionnaires with key public safety staff, department heads and town administrators, along with one public meeting intended to get public input.

* Task #3: Develop the conceptual design for a new Municipal Complex, working in concert with the committee to ensure the vision for the Town is met. Deliverables envisioned as part of this study include, but are not limited to, the following:

 o The consultant shall submit a draft and final report containing all tasks involved, evaluations and recommendations, including site assessment, building code and ADA compliance review, spatial needs assessment, spreadsheets and recommendations, stakeholder questionnaire and interview results, alternative response time / facility maps, all conceptual floor plans and elevations, building envelope location and placement on alternative site plans, and detailed preliminary conceptual design options of probable cost.

* + The consultant shall provide an energy consumption estimate for the proposed facility at start up and through a 10-year period.
	+ 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.
	+ The consultant will provide a final presentation of the work to the Town. The Consultant shall include a minimum of two (2) meetings for presentation of the work, and;
	+ Other tasks the Consultant feels are appropriate, based on project need and the Consultant's professional experience. o The consultant shall provide a cost estimate for the construction of a new facility based on current and future needs.

The Committee has confidence that Port City Architecture is best suited to complete these tasks. Port City identified that they will partner with McFarland Johnson, who will be responsible for the civil engineering side of the project.

Port City was chosen from a pool of six respondents to the RFP. After initial review of the proposals the

Committee had unanimous consensus to interview three finalists. A subcommittee completed these interviews.

Questions asked in the interview process were intended to gain a better understanding of their approach to the public process and their ability to assist with gaining support of the project, the state of construction costs and methods to keep costs down while still building a quality building, their firms staffing levels, and their ability to assist with potential grants/loan processes. The interviews were also used as an opportunity to consider who we feel most personally comfortable working with throughout this intensive process. References were checked and the fees were examined.

Port City Architecture is a small Maine-based firm that specializes in municipal work and public safety design.

Recent projects completed include the Arundel Town Hall, Yarmouth Public Safety Building, Saco Fire Station, Gorham Public Safety Complex and the Augusta Police Station. Their proposal and the in-person interview revealed that they have a really specific awareness of the nuances of designing public safety buildings, a proclivity for New England style design, a close understanding of the need for budget awareness and a willingness to support the project with public meetings and preparation of promotional materials. They specifically identified that the vast majority of their design projects proceed to the construction phase, where they hope to provide continued project support.

The fee for Port City’s work is $55,450.

The Building Committee has done its best to do its due diligence in vetting the respondents and is hopeful that the Select Board will approve our recommendation. We are excited to get working on the next steps.

Sincerely,

The Municipal Complex Building Committee

Holly Foster, Gabe Watson, Richard Krasker, Dan Towle, Jim Oliver, Ruth Antonucci Chief Aaron Mick, Chief Andrew Dufresne, Katie Haley