



The Town of Fryeburg

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Municipal Office

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REQUEST FOR PROPOSAL FOR PROFESSIONAL DESIGN SERVICES FOR A NEW MUNICIPAL COMPLEX TO INCLUDE TOWN OFFICE, POLICE DEPARTMENT & FIRE DEPARTMENT

Date Issued: March 1, 2023

Proposal Due Date: March 30, 2023 at 4:00 p.m.

Request for Proposal for Professional Design for a new Municipal Complex

The Town of Fryeburg (“the Town”) is accepting proposals for conceptual design services for a new Municipal Complex. The complex will house the Town Office, Police Department, and Fire Department. This work shall include site assessment, a spatial needs assessment and a recommended conceptual design of a new facility, along with detailed preliminary cost estimates. The Municipal Complex is intended to be located off Bridgton Road on a 4.6-acre town-owned parcel.

Proposals will be reviewed by the Municipal Complex Building Committee (“the committee”) which has been created by the Town of Fryeburg Select Board. The committee will make its recommendation(s) to the Select Board, who will have the final say in consultant selection.

Timeline

- RFP issue date: March 1
- Pre-submission meeting to tour existing facilities: March 15, 1:00 @ Town Office
- Deadline for RFP questions: March 22
- Proposal due date: March 30 @ 4:00
- Committee opening and review of proposals: April 4
- Committee interviews with selected proposers: April (exact dates to be determined)
- Committee meetings as needed: April/May (exact dates to be determined)
- Committee to select RFP and forward recommendation to Select Board for final contract approval: Mid-May
- Consultant to meet with the committee for initial design kick-off: June
- Public meeting/design charrette: July
- Conceptual designs and cost estimates due: October
- Presentation to the committee: November
- Presentation to the Select Board: December

Timeline may change as needed to accommodate weather, committee schedules, etc. The post-consultant selection process timeline will be more accurately established and is understood to be variable based on the consultants needs.

Project Goal:

The Municipal Complex Building Committee has adopted the following building program statement:

The future municipal complex will be designed to be energy efficient and low-maintenance, with future departmental/town growth in mind to ensure that the building meets the towns needs for many years to come. This will all be done with an underlying goal to minimize impacts to tax payers as much as possible and for the final building to be a source of pride for the Townspeople.

Background Information

Department Information

The Town Office has six full-time staff currently including the Town Manager, Bookkeeper, Code Enforcement Officer, Town Clerk, Deputy Clerk and Office Clerk. The clerks work in shared space with customer service access. There is a potential need for 2-3 additional employee spaces/offices, along with private meetings rooms and a place for public meetings of up to 50 people. There is a need for fire proof document storage.

The Fire Department has a full-time Chief, 2 on call deputies and 28 on-call fire fighters. The Fire Station houses 6 apparatus plus various other essential equipment.

The Police Department consists of a full-time Chief, Lieutenant, Sergeant and 3 Patrol Officers. There are 12 Reserve Officers with potential need for one additional administrative space/office. There are 6 patrol vehicles, 3 boats and other essential equipment. Needs include an interview room, meeting room, patrol room.

Ideally the town would like to have a singular building, but will consider alternate designs. It is envisioned that there would be shared kitchen/dining area, locker rooms, laundry and dormitory space with separate facilities for males/females. Administrative facilities and meeting space would occupy a central location, with public access beyond a common reception area being restricted. The design shall account for an emergency operations center.

Parking must meet local standards in terms of space count and be situated to allow police and fire apparatus to come and go without causing safety issues. Ideally, the public would utilize a separate entrance and there would be a designated entrance/exit for emergency vehicles.

The Town desires to have an energy efficient and low maintenance building which keeps growth and future expansion in mind. Conceptual designs should keep trends in public safety staffing and municipal services in mind. The goal is to have a building design concept that would meet the personnel, equipment and technology needs for the next 50 years.

Please refer to Addendum #1 for preliminary design thoughts of the committee.

Property Information

The subject property where the proposed Municipal Complex will be located is currently town-owned and abuts two other town properties; the Public Work Department and the Recreation Department. It is located on Bridgton Road, is 4.6 acres in size and is currently vacant and partially wooded with a slight downward slope from Bridgton Road (Route 302). Access is currently limited to a shared driveway entrance with the Public Works Department, per a deed restriction.

No Environmental Site Assessments have been completed. Public water may be provided by Fryeburg Water Company c/o Maine Water. There would need to be a private onsite septic system.



Scope of Consultant Services/Tasks:

The scope of this project will provide a cost to perform a study on the following tasks which may be awarded as one contract or in three separate contracts. Accordingly, submissions should break out the costs into the individual tasks:

- 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 modern, 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:
 - 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.
 - 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 submission in the format of their choice however, the submission must contain the following elements:

- Name and contact information of point of contact for the firm regarding this submission
- Summary of similar project experience. Include three relevant or similar studies/projects for public entities in the past 10 years, along with the entities contact information. Also provide project specifics about each, including consulting costs (including original estimate and final cost), client feedback, specific challenges, post occupancy evaluations and completion date.
- Summary of Firm/Team Experience.
 - State how long your firm/team has been providing fire/police/municipal needs assessments and architectural design services.
 - State whether your firm has experience in municipal facilities and specialized fire/police station components driven by such needs as ISO, NFPA, industry accreditation, training and emergency communication and disaster preparedness.
 - Provide a brief profile of the firms principal staff and staff/team to be assigned to this project along with resumes of each team member. Also provide name of all consultants who will be included as part of the project along with their role and related experience including but not limited to civil, mechanical, electrical professionals.
 - Insurance coverage information along with information of any claims (if applicable) pending or now settled against your firm/team regarding your provision of fire/police/municipal needs assessments or architectural and design services.
 - Submit a statement of capacity of your staff/team to perform the anticipated tasks included in this project, in adherence with the project timeline.
- Town Specific Needs Assessment & Conceptual Design Requests
 - Provide a detailed project schedule that complies with the project timeline
 - Demonstration of their understanding of the task needs and the approach to performing each in accordance with industry standards.
 - Provide a fee schedule to be used that details the effort necessary to perform each task; include labor classification, hourly rates, number of hours to complete each task, total labor costs, as well as any direct expenses, reimbursement rates, sub-contractor mark-ups and multipliers for each task.
 - Provide a proposed schedule of progress payments

Special Instructions

Sealed Proposals are due by March 30th at 4:00 p.m. The proposal package shall be delivered to the Town Office and shall include 15 copies of the proposal and be sealed and labeled “Attention: Town Manager, Proposal for Design Services”.

All questions concerning the Request for Proposal shall be directed to Town Manager, Katie Haley (townmanager@fryeburgmaine.org).

The Town reserves the right to negotiate any and all terms and conditions with the proposer in the best interest of the Town, up to and including the scope of any proposal and the right to reject any and all proposals. The Town reserves the right to modify, amend, change, and add any or all of the terms of this proposal at any time.

The town shall not be liable for any direct or indirect costs associated with any firms preparation and/or presentation costs in response to this RFP.

Addendum #1

The Municipal Complex Building Committee and town staff has spent time considering potential components of the new municipal complex. It was determined to be beneficial to provide this information, with the notation that this preliminary and not comprehensive.

Municipal Complex Needs/Wants					
Town Office	Police Department	Fire Station	Outdoor features	Extra Considerations	Other Considerations
Customer service/clerks area with 3-4 workstations	Secure evidence room	Individual Offices for 1-2 employees	Adequate parking	Low Maintenance	1 building or 2
Individual offices for 5-6 employees	Private interview room	Turnout gear storage room	Solar panels	Energy Efficient	Use PW property for additional storage
Large meeting space, 100 +/- occupants	Locker rooms	Decontamination room/laundry facilities	Bike racks & bike/ped friendly design	Security- secured areas & cameras, key-fob access for employees	Placement of 1887 Jenesse bronze firetower bell
2 conference rooms, 5-10 occupants	Public waiting area	Maintenance/parts room	EV charging stations	Back-up generator	Placement of Portland Street monument
Postage/Print area	Booking/breathalyzer room	Haz Materials storage area	Public bathrooms	Furniture	No flat roofs
Fire Proof document storage	Individual Offices for Chief, Lt, Sgt, & patrol officer report writing room	Hose storage/drying (tower/hanging)	Covered pavillion/picnic tables	Fire alarm/fire suppression system	New England style design
Office supply/cleaning supply storage	Patrol Officer area with 3-4 workstations	Locker room	Trash/recycling/compost receptacles	Non-office space to be slip resistant coatings	Code compliant
Voting equipment storage	Public restrooms	Apparatus/Equipment Storage (drive-thru preferred) with floor drains, bright lights, and piped air/electrical to each bay	Hosebibs	Large public foyer with restrooms, waiting area, securely separated from employee access	Utilize shared spaces as much as practical
Break room	Fire proof document storage	Medical supply closet	Electrical outlets	Radio notification system	
Water bottle filling stations	Garage/sally port for cruisers	Exhaust capture system	Storage for maintenance items	Ventilation/airflow	
Public restrooms	Boat/bike/equipment storage	Decontamination shower	Heated walkways	Sharing of spaces	
Employee restrooms	Workout fitness room	Fire proof document storage		AV componenets in meeting rooms	
IT storage space	Break room/kitchen	Meeting space/training room/EOC			
	Evidence processing room/lab	Communications room			
	Storage/supply closet	Break room/kitchen			
	2 lane indoor firing range	Bunkrooms			