

TOWN OF BRIDGTON, MAINE
REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES TO DRAFT THE TOWN OF BRIDGTON
HAM RECREATION COMPLEX MASTER PLAN

MAY 31, 2023
INTENT TO SUBMIT: JUNE 14, 2023
QUESTIONS DEADLINE: JUNE 21, 2023
SUBMISSION DEADLINE: JUNE 30, 2023, 3:00PM

Purpose

The Town of Bridgton is soliciting proposals from qualified consultants interested in providing planning services in support of developing a Master Plan for the Town of Bridgton's Ham Recreation Complex located at 40 Brag Way Bridgton, ME 04009. The Master Plan will guide and identify future programming and facility opportunities at the Complex. The 15.4-acre Complex currently has four diamonds for baseball and softball, multiple rectangular athletic fields, storage garage, and snack shack with bathrooms. The Town owns an additional 2.4-acre parcel directly across the street on Brag Way.

The purpose of this project is to develop a strategic plan for updating and developing athletic and recreation facilities within the complex. The plan should also estimate associated costs, identify potential funding sources, and research the potential impacts of redevelopment along with the associated agencies involved in permitting the projects. Most importantly, the plan should provide site plans for allowable development configurations so the Town can begin a phased approach to redevelopment.

Background

The Town of Bridgton's population has been growing consistently since the 1970s. Bridgton had 2,967 people in 1970 in comparison to an estimated population of 5,416 today. As of the 2010 census, Bridgton's total population was 5,210 people. The 2010 statistics place Bridgton as the 60th largest municipality in Maine, between the communities of Bar Harbor (5,527) and Paris (5,133). A significant portion of the population increase can be explained by growth in individuals retiring to their seasonal homes, but recently Bridgton has seen rapid influx due to the pandemic as folks of all ages have fled urban areas for a more rural setting and more affordable housing options compared to surrounding areas in Southern Maine. In just the last two years, over 110 new housing units have been constructed in town, and all are occupied.

The Ham Recreational Complex was adopted by the Town of Bridgton in July 2022 and was originally created and developed by the Bridgton Recreation Advancement Group, made up of local community members, to meet the public's recreational and sports needs.

The Complex has potential to become a top destination for Recreation and Athletic events in New England. The current facility is sufficient for hosting our community teams and organizations and some regional events, however event bid/requests are regularly turned down, because the facility does not have the ability to meet the event's needs. These events have exponential economic potential, as families travel for weekends and spend time in Bridgton's newly redeveloped downtown area.

The Town has been working with a consulting firm on an Open Space Plan for the past year, which underwent an extensive community engagement process. This called out the community's demand for several different amenities such as court sports and a playground. This Master Plan should guide the Town in a phased approach on how to maximize uses for the site to include the community-identified amenities and larger tournaments/events.

Reference Plans / Studies and Other Related Reports

- Town of Bridgton 2014 Comprehensive Plan
- Bridgton Economic and Market Analysis
- Bridgton Economic Development & Downtown Revitalization Plan
- Open Space Plan (Summer 2023)

Project Goals and Scope

Consulting services for this Master Plan would ideally include (but are not limited to) the following:

- Develop a suggested meeting schedule with key municipal staff for progress updates.
- Establish strategies for a phased approach to updates and development of facilities.
- Research and provide potential strategies and funding sources to develop new facilities and/or amenities in a phased approach along with which agencies and permitting processes would be involved.
- Generate at least two site designs to include a playground, pickleball/tennis/basketball courts, lighting, multi-purpose area to host events, expanded parking, ADA compliance and potential sites for an indoor complex.

Project Budget

Funds have been secured and the expectation is that this work can be done for less than \$10,000. The final budget and scope of services will be negotiated with the selected firm.

Submission Information

All consultants interested in submitting a proposal must provide a written notice of their intent to submit to the Community Development Department by **3:00 p.m. on June 14th, 2023.** The notification of intent must include the name, address, telephone number and email of the project manager responsible for the submission. The purpose of this notice is so that the Town can ensure that all potential respondents are included on any updates or modifications to this RFP and answers to questions submitted by the questions deadline. Notifications of Intent will be accepted by Victoria Hill at vhill@bridgtonmaine.org

To be considered, proposal submissions must include four (4) hardcopies and one (1) digital copy of the complete submission packet in a searchable PDF format. All submissions must be received by the Community Development Department by **3:00 p.m. on June 30, 2023.** No late submissions will be considered.

This RFP is also available on the Community Development Department page on the Town's website <https://bridgtonmaine.org/community-development/> or by contacting Victoria Hill in the Community Development Department at vhill@bridgtonmaine.org.

Final Deliverables

- One (1) electronic copy of all meeting summary highlights and notes.
- All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the consultant pursuant to this project shall be the property of the Town of Bridgton.
- Maps and supporting map data provided in GIS format compatible with ArcMap 10 and should be referenced to the coordinate system in Maine State Plane, NAD83 with units in feet.
- Master Plan with at least (2) different designs of development of the Complex.

Anticipated Schedule

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| • Release of RFP | May 31, 2023 |
| • Intent to submit notices from firms to Town | June 14, 2023 |
| • Questions/Clarifications deadline | June 21, 2023 |
| • Deadline for Submission of Proposals | June 30, 2023 |
| • Selection of Consultant by | July 10, 2023 |

Note: The selection process may include interviews of one or more respondents. Expected date of Final Deliverables to be negotiated based on selected firm's proposal, with expectation of no more than six months from contract date.

Submission Requirements

All RFP submissions must include the following information to be considered by the Town of Bridgton:

1. General

- Cover letter stating the firm's interest in the RFP.
- Title page listing name of firm and contact information.
- Table of contents.
- Firm description or descriptions if different consultants will be teaming together.
- Identify the project manager and members of the project team (if applicable) that will be assigned to this effort, including their qualifications and expertise.
- Estimate the level of involvement for each staff member assigned to the Town.

2. Project Understanding

- Provide a statement (not to exceed 3 pages) summarizing how the consultant or project

team is particularly qualified for this project.

- Provide a narrative outlining the recommended approach to developing a Master Plan.
- Suggest a reasonable schedule of work, including completion of the final deliverables.

3. Comparable Projects

- Provide a summary of projects similar in size and scope to this Master Plan project, including:
 - Reference name and contact information
 - Status of the plan – in progress/draft complete/ordinance adoption date
 - Size and scale of the geographic area

4. Cost Estimate and Price Cap

- Estimated level of involvement of each staff member and their respective hourly rate.
- Administrative costs including mileage, photocopying, etc.
- A contract ceiling price not to exceed \$10,000.

5. Any other information the firm(s) may wish to submit that demonstrates their ability to provide the highest level of service to the Town of Bridgton.

Decision Process

The Town of Bridgton Community Development Office will review all applications received by the submission deadline. Based on its review of the RFP submissions, the Community Development Office may schedule interviews with one or more consultants or firms prior to finalizing a Scope of Services and contracting with a firm based on the review criteria listed below.

Selection Criteria

- Approach to conducting the tasks outlined in the scope of service.....40%
- Qualifications, experience and performance (e.g., adherence to schedule and budget, quality of work) on similar types of project for consultant and project team members.....40%
- Appropriateness of compensation rates and overall cost estimate.....20%

Contract Terms

The terms of the contract between the Town and selected consultant will contain the terms of the Consultant Agreement attached hereto, as well as a Scope of Services to be negotiated with the selected firm. **By submitting a proposal in response to this solicitation, the respondent agrees, if selected as the Selected Consultant, to comply with the terms and conditions set forth in the Consultant Agreement.**

Questions

The deadline for submitting questions is **3:00pm June 21, 2023**. Any questions pertaining to this RFP should be submitted in writing via e-mail to: Victoria Hill, vhill@bridgtonmaine.org. Responses to all questions will be emailed to all applicants who have timely submitted their intention to submit a response to this RFP.

Reservation of Rights

The Town of Bridgton reserves the right to reject all proposals, decline to proceed with selection of any firms, to request additional qualifications and information from any firm, and to make inquiries as may be necessary to verify qualifications and information submitted. If there is any evidence indicating that two or more respondents are in collusion to restrict competition or are otherwise engaged in anti-competitive practices, the proposals of all such respondents shall be rejected, and such evidence may be a cause for disqualification of the participants in any future solicitations undertaken by the Town.

The Town reserves the right to award a contract solely on the written proposal or through negotiations. The Town reserves the right to award the contract to a firm other than the lowest-price respondent. Although price is a key factor, the Town may award the contract to the respondent whose proposal provides the best value to the Town. The best value to the Town will be a combination of the selection criteria above, that includes cost, scope of services, qualifications and experience, and the ability of the respondent to satisfactorily implement the services in a timely manner.

The Town reserves the right to request additional information before making an award. The Town also reserves the right to seek clarification from any respondent about any statement in its proposal that the Town finds ambiguous.

The Town reserves the right to add to or amend the RFP any time before the deadline for submitting proposals. Addenda and amendments, if any, will be in writing and posted on the Town's website. Failure of any respondent to receive notification of an addendum or amendment to this RFP shall not relieve the respondent from any obligation under the RFP therein. All amendments and addenda issued shall become part of the RFP. If the Town determines that an amendment or addendum may require significant changes in the preparation of proposals, the Town may in its sole discretion extend the deadline for submitting proposals. Any new deadline shall be included in the written addendum or amendment.

The Town reserves the right to withdraw its award arising from this RFP if anticipated or actual funding is withdrawn, reduced, or limited in any way.

The selection of a Selected Consultant or the entering into a contract arising from this RFP is not appealable.

Nothing in this document shall require the Town of Bridgton to contract with any entity for any of the identified services stated in this RFP.