

**REQUEST FOR PROPOSAL (RFP)
SITE SELECTION AND PRELIMINARY DESIGN SERVICES
FOR PARKING STRUCTURE**

1. INVITATION

The Town of Brunswick (Town) is soliciting proposals, from qualified firms, to provide professional expertise and preliminary design services for a potential parking structure. Firms with relevant experience in designing parking structures, and the qualifications to perform these services outlined herein, are encouraged to submit a proposal. Firms may partner with other firms to ensure that the design team provides the appropriate level of expertise in the required disciplines. Design teams must designate one lead firm. The lead firm shall be responsible for meeting all of the requirements of the proposal.

The purpose of the RFP process is to identify the firm and proposal best suited to support the Town in this important project. Following an analysis of the responses to this RFP, firm(s) may be invited for interviews, with one firm being selected for further negotiation. The firm ultimately awarded a contract by the Town will provide services as directed by the Town of Brunswick.

All parties interested in responding to this RFP must register their intention via email with Linda Smith, Economic Development Director, lsmith@brunswickme.org no later than 5 P.M. Thursday, June 7, 2018. The Town welcomes questions on or before 12:00 P.M. on Friday, June 8, 2018 regarding this solicitation. Questions should be emailed to: Linda Smith, Economic Development Director, lsmith@brunswickme.org. Questions received after this time will not be addressed. Responses from the Town that substantially alter this RFP will be issued in the form of a written addendum to all those that registered as respondents to the RFP. All proposals submitted shall remain open to acceptance for ninety (90) days from their opening.

2. NATURE OF SERVICES REQUESTED

The Town of Brunswick has identified a shortfall of available parking locations within the downtown area. As the Town and its downtown have become more attractive, the parking shortage is beginning to constrain development activity. Most recently, the downtown has experienced 100% occupancy of its Maine Street downtown storefront opportunities. A 2017 focus group, conducted by the Town and the Brunswick Downtown Association, with downtown property owners and businesses, indicated that parking restrictions have begun to adversely impact customer satisfaction as well as traffic flow in the downtown.

In 2008, the Town launched its implementation of its 2006 Brunswick Maine Street Station vision. The Brunswick Maine Street Station created a destination point on the south end of Maine Street which is anchored by Fort Andross and the Androscoggin River on the north end. By 2009, two major components of the Station Avenue project were completed and occupied by a mix of restaurants and retail, including a presence by Bowdoin College. In 2011, the Midcoast Health Walk-in Clinic and the Brunswick Hotel and Tavern opened their doors to offer new services to this area of Town.

Part of the vision for the Station Avenue compound was to create an intermodal service center, which has been substantively realized with the local Brunswick Explorer starting bus services in 2010; the Amtrak / DownEaster service launched in 2012, expanded in 2017 and targeted to increase again in 2019; the Concord Coach offering express service to Boston and expanding its express service to New York City in 2015; and, the Greater Portland MetroBreez starting an inter-municipal service running from Portland to Brunswick in 2017. As a result of increased train and bus usage, long term and park and ride parking demand has increased.

The Town is considering several options to address the increased parking demand:

- For long term parking lot (Union Street) management, the Town has recently installed a “pay for parking” kiosk (fee = \$2.00 per day) and is evaluating its use;
- For increased capacity, the Town is working with the Maine Department of Transportation (DOT) to create a park & ride and long term parking lot on Cedar Street;
- For increased capacity, the Town is considering creating a parking lot on Weymouth Street; and,
- For increased capacity and higher density use, the Town is seeking to develop options for a parking structure such as a deck or garage (potentially on the Bank Street or Station Avenue municipal lots).

The Parking Structure project is expected to be divided into three distinct phases. The Town seeks a firm that will assist the Town in making prudent decisions at an accelerated pace, and at the same time assist the Town in making wise investment decisions for the long term benefit of the Town.

The three phases are: (I) the planning phase, (II) the design / bid document preparation phase and (III) the bid / construction oversight phase. During Phase I, the firm will assist the Town in making pre-design decisions, including the prospective inclusion of other space e.g., restrooms, shops, eateries, office space, etc. in the parking structure, evaluating two (2) different locations, and other prudent decisions for the long term economic viability of the structure. This RFP is targeting Phase I. Planning only.

The Town reserves the right to implement Phase II with the firm selected for Phase I without going out to RFP again. In Phase II, the design / bid document preparation phase, the selected firm will prepare the final design, prepare the documents for construction bidding, and assist in identifying state / federal or other funding resources to defray the Town’s costs of construction. In the bid / construction oversight phase, the firm will assist the Town in selecting a successful firm to construct the structure evaluating the compliance of the construction activities with the design plans and specifications. The third phase will not be initiated until funding has been identified.

3. PROJECT/SCOPE OF WORK

- A. Site Evaluation:
Assist in evaluating two (2) sites.
- B. Building Elevations / Renderings:
Provide building elevations and renderings for the preferred site to allow a more accurate cost estimate and to provide images to assist in explaining the project to the public.
- C. Site Plan:
Provide a site plan that will reflect the preferred alternative.
- D. Project Cost Estimate:
Provide a detailed analysis of the probable construction costs for the preferred alternative. The project cost estimate should detail all project costs including: construction costs, soft costs, professional fees, and any other costs typically included in new construction.

The successful firm will be expected to schedule and conduct a kick-off meeting. The meeting will be attended by all design team members, assigned Town staff, and other entities as may be appropriate. The meeting will afford an opportunity to review the project schedule, key milestones, deliverables, project management protocols, data needs and project information, and to set dates for upcoming meetings and activities.

The selected firm shall conduct an initial review of any existing record drawings, plans, or other documents of the potential locations. The Town will coordinate a site visit to review two (2) potential locations with the selected firm.

The successful firm will work directly with Town staff to evaluate two (2) sites in the downtown area for building the parking structure. The evaluation shall include items such as technical evaluation of the site to determine any additional construction costs / challenges with each site in comparison to the other sites, the ease of traffic to / from the site, the pedestrian connections to the downtown, the potential for additional economic development projects based on the particular location and how the site will impact both the underdeveloped and developed parts of the downtown area. Necessary testing such as soil and geotechnical testing as well as any surveying work and costs should be included in the RFP response documents. Outlines of potential development costs shall be provided for each site. The evaluation shall be delivered in the form of a written report. In addition to the project management meetings with Town staff, the selected firm will attend a minimum of one (1) meeting to present the results of selection study to the Town Council.

4. DELIVERABLES

The completion of the above tasks will lead to the following deliverables:

- Report addressing each of the items described in the scope of work referenced above [fifteen (15) copies of the final report, including one in electronic form];
- Site analysis and evaluation;
- Sketch layout and building elevations for preferred site;
- Probable construction costs / project budget for preferred site; and,
- Power Point and other visuals for a presentation to the Town Council.

The report and all deliverables should be in of such quality and in such detail that they can serve as concept plans to be used as the basis for a final design.

5. SELECTION CRITERIA

Each proposal will be evaluated based upon the documentation submitted and any interviews. The selection will be based on the following criteria:

- 40% Qualifications and experience
- 30% Project / Proposal approach
- 10% Project Schedule
- 20% Fee Statement

The Town reserves the right to reject any or all proposals; to waive informalities and technicalities, and to accept any proposal which the Town deems to be in the best interest of the Town.

6. INSURANCE REQUIREMENTS

The successful firm shall agree to defend, indemnify and hold the Town harmless from all losses, damages, and costs which arise because of the performance of this agreement, to the extent it is caused by the contractor, its subcontractor or anyone for whose act it may be liable.

The selected firm shall carry insurance with the following limits:

- General Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$500,000 for bodily injury and \$500,000 for property damage for each occurrence.
- Professional Liability Insurance for negligence, in the amount of 1,000,000 per claim and annual aggregate.
- Automobile Liability Insurance providing limits of \$1,000,000 per occurrence.
- Workers' Compensation Insurance, in accordance with Maine law.

The firm shall provide copies of all certificates of insurance prior to commencement of work. The certificates shall name the Town as additional insured. An insurance carrier authorized to do business within the State of Maine shall issue these certificates. The certificates shall contain a provision that coverage afforded under the insurance policies will not be canceled or materially changed unless at least thirty (30) calendar days prior written notice by registered letter has been given to the Town.

7. SUBMISSION REQUIREMENTS

A. Submittal Documents:

- a. Five (5) hard copies of the proposal, including attachments.
- b. One (1) electronic copy.
- c. Cost proposal and proposed schedule of progress payments. The Town will withhold ten percent (10%) of each progress payment (retainage). The retainage shall be released upon satisfactory completion of the project.

B. Submittal Content: Each Submittal shall be organized in the following order:

- a. Cover:
 - Shall be titled: "Site Selection for Parking Structure for the Town of Brunswick".
- b. First page
 - Name of the firm, project team manager and contact information, submittal date.
- c. Table of Contents:
 - Include a table of contents with page numbers.
- d. Transmittal Letter, which must have the original signature of an officer of the principal responding firm, and include:
 - Introduction of the firm;
 - Summarize why the Respondent believes itself to be the most qualified;
 - Statement that to the best of the Respondent's abilities, all information contained in the RFP submittal is complete and accurate; and,
 - Statement granting the Town of Brunswick and its representative's authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance

C. Proposal

- a. Provide a detailed description of the firm's proposed approach to the project and how it intends to ensure that the Town's needs will be met.
- b. Include a projected timeline to reach progress milestones, and ultimately, successful completion of the project.
- c. Detail the amount of effort, in hours, dedicated to each phase of the project by the project/design team.
- d. Provide an estimated proposal budget, utilizing the rate sheet requested in section 7.E.

D. Summary of Relevant Projects

- a. List projects which demonstrate an ability to successfully meet the requirements of this RFP. List no more than four (4) relevant projects. A relevant project is one which best exemplifies the firm / team qualifications. It should involve planning clients and detail the services provided:
- Name of Project
 - Plan or Planning Project Objectives
 - Client
 - Total Project Cost
 - Project Description, including Public Process
 - Describe the Services the Firm Provided and Any Project Partners
 - Projects Consistency with Budget and Timeline/Deadlines
 - Reference List Related to these Projects

E. Consulting Service Rate Structure

- a. Provide a rate sheet for the consultant team members that would be involved in the planning process or a proposed cost structure for the project for consideration. The final project scope of work and costs will be negotiated with the most qualified firm.

F. Design Team Resumes

- a. Provide resumes and qualifications of the primary members of the team that will be assigned to work on and be responsible for the successful completion of the project.

Submittals shall be delivered to the following addressee on or before 12:00 P.M. Monday, June 18, 2018.

Linda Smith, Economic Development Director
Town of Brunswick
85 Union Street
Brunswick, Maine 04011
lsmith@brunswickme.org

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8. MISCELLANEOUS

All proposals submitted in response to this RFP become the property of the Town of Brunswick. The Town of Brunswick has the right to disclose information contained in the proposals after an award has been made. All submitted reports, documents, and materials shall be considered public information and shall be the property of the Town of Brunswick. All products, both paper and digital, and borrowed materials shall be delivered to the Town of Brunswick prior to final payment.

The Town of Brunswick specifically reserves the right to reject, request additional information, negotiate with any respondent, or request modifications associated with any and all proposals if it is determined to be in the best interests of the Town.