

**TOWN OF WAKEFIELD, NH**  
**REQUEST FOR PROPOSALS**  
**March 1<sup>st</sup>, 2020**

**A. Wakefield Community Center Feasibility Study**

The Town of Wakefield seeks proposals from qualified consulting teams/architectural firms to conduct a feasibility study for a new Community Center / Highway Department facility that would provide affordable opportunities for a multi-generational, multi-functional facility. The consultant must have experience performing feasibility studies for multi-use centers. The study will enable the Town of Wakefield to determine how to proceed with planning, funding and creating a multi-generational Recreation Center / Highway Department Facility that will meet both the current needs and anticipated growth and development. The study will consist of a market analysis, financial analysis, facility-building program with concept design solution and cost estimate, and operational plan. Bids will accepted from March 1<sup>st</sup> to May 1<sup>st</sup>, 2020.

**B. Background**

The Town of Wakefield, including the villages of Union, Sanbornville, Wakefield Corner, South Wakefield, East Wakefield (including Woodman and Burleyville), and North Wakefield is home to approximately 5,033 residents and 3,753 households. The Town serves an active population ranging from children to adults and seniors. A Wakefield Parks & Recreation Needs Assessment conducted by the University of New Hampshire's Department of Recreation and Management in August 2019 indicated a desire for a multigenerational indoor community center that includes dedicated spaces to accommodate the needs of specific age groups and should incorporate a variety of activity spaces to host diverse recreation, community and civic activities in Wakefield. Needs Assessment results are available at

[https://wakefieldnh.myrec.com/documents/wakefield\\_final\\_report\\_1.pdf](https://wakefieldnh.myrec.com/documents/wakefield_final_report_1.pdf)

In addition to the UNH study, the Town's Master Plan states that, "*The Recreation Department is growing out of its current facility. The current space is becoming too small to handle the staffing and program needs of the department*" (Town of Wakefield Master Plan, 2011, p. 12). The Parks & Recreation Department continues to grow in the number and variety of programs offered to the community and is seeking to create a new community center that would provide shared space for community programs, meetings and special events. The Town of Wakefield Highway Garage is approximately 30-40 years old. The garage has many issues such as roof leaks, building rot, failed heating system, unpotable water system, and inadequate storage to store equipment and vehicles. The feasibility study will provide focus and definition for partners, activities, size, scope and cost for a community facility to host both the Parks & Recreation and Highway Department. The Town has formed an advisory committee to work with the Consultant and assist with overseeing the project.

### **C. Scope of Work**

The Consultant's minimum scope of work for this project will consist of the following tasks and outcomes:

1. Meet with stakeholders, Town representatives and the Community Center/Highway Department Advisory Committee to review the scope of work and schedule, and to plan for a public forum.
2. Work with the Parks & Recreation Community Center/Highway Department Advisory Committee to determine priorities for types of services and activities based on need, commitment and viability.
3. Facilitate a public forum.
4. Determine estimated scope, size and cost of a facility based on priorities identified.
5. Identify potential suitable locations with a priority for existing municipal property.
6. Determine potential programs and the estimated associated operating funds to support a Community Center/Highway Department.
7. Conduct a potential cash flow analysis based on program and facility costs.
8. Determine an estimated timeline for the feasibility study
9. Final Concept Design: Based on the input received from the community, as well as input from the stakeholder group, refine the concept design as needed to produce a final concept. Adjust the estimate of probable construction cost accordingly. Anticipate that final deliverables will include: Site Plan (hypothetical site), Concept Floor Plans, Illustrative Renderings, Cost estimate, and Summary Report.
10. Identify possible sources of grant funds and capital campaign strategies to implement the project.

The proposal selection committee will use the following criteria to evaluate the Proposals that are submitted:

1. Demonstrated experience and knowledge in a multi-use facility or comparable planning and design.
2. Experience working with advisory committees and interest groups to guide studies to a viable outcome.
3. Ability to generate preliminary cost estimates and develop financing options for proposed scenarios.
4. Experience leading public design charettes and presentations to the community.
5. A creative approach to our specific study.
6. Positive references.

### **D. Response Format**

Responses to this RFP should consist of the following:

- A.) A technical proposal consisting of:

1. A cover letter expressing the consultant's interest in working with the Town of Wakefield, including identification of the principal individuals that will provide the requested services, including any sub-consultants.
  2. A list of individuals that will be committed to this study and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
  3. A description of the general approach to be taken toward completion of the study, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the study gained as a result of developing the proposal and previous experience.
  4. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
  5. A brief statement describing why your firm is qualified to undertake the work requested. Demonstration of success on similar studies, including brief project descriptions and contact names and addresses for reference.
  6. A proposed schedule that indicates project milestones and overall time for completion.
  7. A representative work sample similar to the type of work being requested.
  8. A list of a minimum of three references with their contact information.  
Please note that Items 1 – 6 should be limited to no more than 10 pages. Resumes, professional qualifications and work samples are not included in this total.
- B.) A summary of estimated labor hours and a separate cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the study. If the use of sub-consultants is proposed, a separate schedule and the number of hours performed must be provided for each.

#### **E. Contract Time Period**

It is anticipated that the Town of Wakefield will award a contract to the selected consultant on June 1<sup>st</sup>, 2020. All work on the project must be completed by November 1<sup>st</sup>, 2020.

#### **F. Consultant Selection**

The consultant selection will be made by members of the Advisory Committee and representatives of the Town of Wakefield staff. This committee may elect to interview consultants prior to final selection and use cost as a factor in making an award recommendation to the Town Board of Selectmen. The selection committee will review technical proposals based on the following criteria:

1. Qualifications of the firm and the personnel to be assigned to this study.
2. Experience of the consultant personnel working together as a team to complete similar studies.
3. Demonstration of overall project understanding and insights into local conditions and potential issues.
4. Clarity of the proposal and creativity/thoroughness in addressing the scope of work.
5. Submission of a complete proposal with all elements required by the RFP.

6. A positive response from references.
7. Cost proposal.

## **G. Submissions**

Consultants wishing to be considered for this project must submit three paper copies of their proposal to:

2 High Street, Sanbornville NH 03872

The Town of Wakefield is soliciting sealed competitive bids for proposals to conduct a feasibility study for a new multi-generational, multi-use community center. Questions about the study should be directed to Wayne Robinson, Director of Parks & Recreation at 603-522-9977 or [wayne@wakefieldrec.com](mailto:wayne@wakefieldrec.com)

Sealed bids are to be labeled "Do not open until 4pm on May 1<sup>st</sup>, 2020: Attn: Multi-use Recreation & Highway Facility and delivered to the Selectmen's Office at the Wakefield Town Hall. The deadline for submission is 4pm on May 1<sup>st</sup>. Proposals and/or modifications received after this time will not be accepted or reviewed. No electronic or facsimile-machine produced proposals will be accepted.

All proposals become the property of the Town upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as is in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

The Town of Wakefield is an Equal Opportunity Employer.