

## **Background:**

The Town of Wiscasset is a small but growing full-service community with a population of 3,800. Wiscasset is located in the midcoast region and is the Shire Town of Lincoln County. It also serves as a service center for the surrounding towns. Wiscasset is home to Red's Eats, which is world famous for its generous lobster rolls, and several other casual and fine dining establishments and pubs. After eating a wonderful meal or enjoying a local beer, you can stroll the Prettiest Village in Maine and take in some of our wonderful shops and galleries. If shopping isn't your thing, you can enjoy the thrill of live auto racing at Wiscasset Speedway, the fastest track in Maine. Many other businesses are located along the Rt 1 and Rt 27 commercial areas, offering gas, groceries, antiques, coffee, lodging, automobile dealerships, fireworks, and much more.

Town services include a full-time police department, full-time emergency medical services, public works, a comprehensive transfer station, a wastewater treatment facility, an airport, and a robust community center. Our services and way of life attract new residents, and the town continues to grow.

A town meeting, select board, and town manager form of government govern the town. The town is updating its Comprehensive Plan, which was last adopted in 2008. Funds have been appropriated for this project.

The town office complex is at 51 Bath Road (Rt 1). It was constructed in 1967, and minor renovations to accommodate additional town services have been done in the past. The town's three public safety agencies comprise about two-thirds of the complex, with the remaining one-third housing the town administrative offices. Due to the growing need for space, the emergency medical services department has been forced to relocate to the second-story of the facility. The second story does not have access for people with mobility issues. Storage of equipment and space for training and education have been whittled down to non-existent. Handicap access to the police department is difficult. Likewise, meetings, training, and general workspace are limited. The police department does not have an area for conversations that require privacy. The administrative offices are cramped; storage space is limited, and the secured area for storage of town records is quickly running out of space. One storage area has been turned into an office without outside air access. Due to its layout, security for staff is limited at best. A 30-year-old boiler system heats the entire building. The administrative offices do not have a central air conditioning system.

Demand for and use of our community center and its programs continues to grow. However, storage space and space for additional programs and services are limited and continue to shrink with the increased demand. Meeting and office rooms have been turned into storage spaces. This prevents the town from offering additional needed services, such as childcare, to our residents and limits the town's ability to increase its revenue.

## **General Scope of Work**

Major Task Categories: The successful firm will be asked to work in conjunction with the town manager, parks & recreation director, and public works director to:

1. Kick-Off Meeting: Meet with the aforementioned individuals to set goals, affirm a schedule, and begin assessing existing buildings.
2. Building Program and Utilization: Determine the programming needs of town departments, such as the town office and community center.
3. Objection Evaluation of Existing: Determine whether existing or new locations might support town departments' current and future service and programming needs.
4. Design Options: Develop several different concepts, accept comments, and adjust designs until consensus is developed.
5. Public Meetings, Funding, and Feedback: Prepare presentation-quality drawings, documents, and presentation materials for public meetings, which the town will use to explain the options and information garnered through the process. Assist in identifying funding options for renovations, new construction, or allied costs. Provide materials for funding applications.
6. Preferred Design: Based on feedback, develop a final design with complete technical drawings and a cost estimate.

Timing: The successful firm would be expected to start developing this project as soon as possible but within the town's fiscal year, July 2024 – June 2025

## **Submission Requirements for the RFQ**

Please submit three printed copies, a PDF digital statement of qualifications responding to all aspects of this RFQ, and a separate cost proposal in a sealed envelope marked "Proposals for Architectural/ Engineering Services" by 5:00 PM on Thursday, September 19<sup>th</sup>.

Should the proposed costs exceed the budget, the Town reserves the right to negotiate the price and project scope with the selected firm.

Accepted responses to the RFQ must include the following minimum requirements to demonstrate the firm's qualifications:

1. **Understanding of Objectives:** A state of the firm's understanding of the goals and objectives of the Town as outlined in this RFQ and the supporting documents
2. **Approach:** A statement of the firm's typical approach to such a project.
3. **Familiarity with Community and Region:** A demonstration of the firm's familiarity with the town or a town similarly situated.
4. **Personnel:** Establish the project team membership with supporting documentation that provides the names, positions, disciplines, and qualifications of key team members. If the team collaborates with other firms, please note this and outline that firm's involvement with the project. Include an organizational structure that includes all key team members and how they fit in this structure.
5. **Capacity to Meet Desired Schedule:** Demonstrate that the team can complete the project under a somewhat limited time constraint.
6. **Previous Experience:** Provide specific examples of projects similar to this one that the firm has completed. Be sure to address familiarity with fire stations, town offices, or similar structures. The submitting firm should focus on projects that demonstrate creative solutions that maximize outside public assistance (grants).

## **Selection Criteria**

Understanding of Goals and Objectives of the Project (30%)  
Qualifications of Firm (Team members) (25%)  
Firm (Team members) previous experience (25%)  
Familiarity with similar Municipal Funded Projects (20%)

## **Selection Process**

Once all proposals are received, the town manager, community center director, and public works director will review the proposals for completeness and scoring. We may, at our discretion, conduct interviews with the top firms. Interviews may be in-person or via electronic means. Based on all of the information available, a recommendation for one firm will be made to the Select Board on October 1<sup>st</sup>, 2024. After Select Board authorization, the selected firm may begin the project. The town reserves the right to accept or reject any or all proposals.

Thank you for considering this request for qualifications. We look forward to your response