



REQUEST FOR PROPOSALS MUNICIPAL FACILITIES PLANNING

City of Bath

Planning Office

C/O Sustainability and Environment

55 Front Street Bath, ME 04053

Date of Issuance: February 17, 2023

PROPOSALS DUE 3:00PM March 17, 2023

I. GENERAL

- a. The City of Bath (hereinafter “City”), acting as lead agency, intends to retain a qualified architectural & mechanical systems consultant(s) (hereinafter “Consultant”) to provide professional services to perform a Municipal Facilities Plan (hereinafter “Project”) in accordance with the scope of services as outlined herein. The City anticipates working with a single firm or consultant team but reserves the right to bifurcate the scope of work based on proposals received. The City has recently adopted a climate action resolution and continues to support climate action activities. This project will help to fulfill these goals by identifying capital improvements needed to our facilities.
- b. Background. The City has budgeted funds for existing conditions and was awarded a community action grant through the community resilience partnership of the Governor’s Office of Policy Innovation and the Future. **Consultant’s proposal amount should not exceed \$85,000.**
- c. Project Goals. The goal of the Municipal Facilities Plan is to provide, maintain, and model, high-performing facilities for staff, occupants, the public, and the broader environment. To identify items/ allocations to fund significant building improvements and deferred maintenance projects. Projects include but are not limited to upgrades of buildings (envelopes and structures), heating and ventilation systems to provide resilience in extreme weather events, strategic electrification in order to transition from fossil fuels in order to reduce municipal greenhouse gas emissions, and reducing environmental impacts of department operations.

This project will focus on three facilities:

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|--|---|
| 1. City Hall
55 Front St.
Bath, ME 04530 | 3. Donald Small School
(Recreation Division,
Forestry Division,
Bath Community Television) |
| 2. Public Works Department
450 Oak Grove Ave.
Bath, ME 04530 | 4 Sheridan Road
Bath, ME 04530 |

d. Estimated Timeline.

RFP Release Date	February 17, 2023
Proposals Due	March 17, 2023
Consultant(s) Selection and Notification	April 2023
Expected Contract Execution, Project Kickoff	May 2023

e. Contact Information. Please direct all questions regarding the RFP to Rod Melanson, Director of Sustainability and Environment at rmelanson@cityofbath.com (207) 443-8363.

II. SCOPE OF SERVICES

General Scope of Work

Task 1: Project Management

City staff will handle project management tasks such as invoice processing, committee coordination, and coordination with Consultant. Consultant will oversee overall project management to accomplish deliverables.

Task 2: Steering Committee

City staff, along with the Facilities Committee, will serve as the Steering Committee for the Project. This committee will provide the needed communication for citizens and professionals involved in the planning effort. The Consultant will work with this committee to develop overall project goals and ensure that they align with the City's Climate Resolution and Climate Action Plan. Meetings will be conducted by the Consultant, and all correspondence will be available for website posting/communications for public availability.

Task 3. Facilities Management Plan Draft Report

As detailed in project deliverables. Develop a plan for municipal facilities. Work with the committee on a process to develop the deliverables of the project, which will result in draft findings and recommendations. This task will involve on site assessments, data analysis, and report writing.

Task 4. Final Project Report & Presentation

The Consultant will prepare a final project report in the required template and present to the Facilities Committee.

Deliverables

Final report to the community will include the following:

1. Executive Summary
2. Existing Conditions
 - a. Review prior studies and plans
 - b. Floor plans
 - c. Scope of Existing Conditions Methodology
 - d. Description of building systems, major equipment, and site assessments
 - e. Structural assessments
 - f. Preliminary Analysis Findings
3. Program and Space Needs Assessment
 - a. Existing conditions summary of departments, operations, and staffing
 - b. Building and site spatial needs assessment
 - c. Security & technology assessment
 - d. Site evaluation
 - e. Recommended program & spatial improvements
4. Comprehensive energy end use analysis
 - a. The energy end-use consumption exercise provide estimates of the amount of electricity, natural gas, fuel oil, propane, and district heat used each building for high consumption items that may include: space heating, cooling, ventilation, water heating, lighting, cooking, refrigeration, computing (including servers), office equipment, and other uses.
 - b. ASHRAE Level 3 Energy Audit
5. Highly detailed financial evaluation
 - a. Description of energy efficiency measures recommended with financial analysis of (Energy Efficiency Measures) EEMs
 - b. Summary table with measure name, installed cost, energy savings by utility, and O&M savings
 - c. Detailed information on capital intensive measures – including schematics, equipment lists, equipment specifications, design sequences and costs
 - d. Identification of long term funding
 - e. Comparison of existing operational costs (develop benchmark) to proposed capital improvements
6. Measurement and verification (M&V) plan for verifying energy savings
 - a. Identify how the City may monitor system energy savings over time.
 - b. Identify best methods for providing this information to the public

III. PROPOSAL SUBMITTAL REQUIREMENTS

The City requires submittal of one original (hand delivered or mailed) and one electronic version (submitted via email to rmelanson@cityofbath.com. To expedite and simplify proposal evaluation and to assure that each proposal receives the same orderly review, all proposals should adhere to the format described below. Submission of a proposal shall be conclusive evidence that the proposer has investigated and is satisfied as to the conditions to be encountered in performing the work. All proposal sections and pages should be appropriately numbered. Proposals must include a table of contents listing all sections, figures, and tables.

Submitted proposals shall include:

- i. **Executive Summary, Company Overview, and Professional Qualifications.** Include a brief introduction and executive summary of the major facts or features of the proposal, including any conclusions, assumptions, and recommendations the consultant desires to make. The Executive Summary should be designed specifically for review by a nontechnical audience and senior management. Provide clear, descriptive information on the following:
 1. The company's background and history. Provide the name of the authorized office/representative for the company with regard to negotiation and contractual matters.
 2. Number of total personnel currently available for services described herein.
 3. Provide names, resumes of the project leads or managers, qualifications and experience of all staff anticipated to be involved in the project, including the project manager and technical staff.
 4. The assigned Project Manager of this project shall be identified in the proposal and cannot be changed, replaced, or altered throughout the project unless agreed to by both the City and the company.
 5. Identify whether your company is a single source provider of professional services or if a subcontractor will be used. If a subcontractor will be used, please provide detailed information regarding the nature of the subcontracting work and descriptive information about the company, including its primary representative.
- ii. **References and Experience:**
 1. Provide detailed descriptions of at least three (3) references for similar projects, including but not limited to the organization name, contact person, address, telephone number and email address, date of initiation, contract status, and a brief overview of the services provided. The Consultant agrees that the City may contact the references given at the City's discretion.
 2. Provide a summary of a similar project, including scope and scale that relates to the proposal for this project.
- iii. **Proposed Approach:** The City desires a Consultant(s) with demonstrated experience with similar projects. Describe how the Consultant will be able to:
 1. Provide guidance for long term facility improvements, addressing the project deliverables, and identifying and justifying any potential proposed deviations from the project deliverables.

2. Work with the committee to achieve deliverables
3. Provide technical information that may be utilized in layperson/ public information format
4. Demonstrate long term cost savings and reductions in GHG emissions
5. Provide guidance on sound implementation strategies and financing

Proposed approach should include identified tasks as they relate to the scope/ deliverables, timeline, and outcomes.

iv. Expected Project Timeline: Given the constraints of project funding source (grant funds expiration December 2024) and coordination with other related Climate Action Plan update tasks and workshops, describe the timeline the consultant will use to complete the project.

v. Cost Proposal: For each task listed in scope of services and deliverables, please provide a clear, complete, and detailed cost schedule including hours and labor rates. If the proposal deviates from the project deliverables, alternative approaches should be accompanied by cost proposals.

v. Submittals Deadline: The City requires submittal of one electronic version submitted via email to rmelanson@cityofbath.com of the RFP response. All proposal pages should be appropriately numbered.

All responses, documents, terms, and information related to the proposer's response to this RFP shall be submitted with the response package prior to the submission deadline. No separate schedules, agreements, terms, conditions, etc. shall be recognized or accepted if not initially submitted with the response to this RFP.

Proposal responses and submittals shall be received by the City's Planning Office no later 3:00pm March 17th, 2022.

IV. CONSULTANT SELECTION POLICY AND PROCEDURE

The selection committee will consist of representatives of the City of Bath. The proposal will be reviewed utilizing the information submitted with the Request for Proposal. The selection process may include an interview of top candidates, or may waive interviews, at the City’s sole discretion. The City Council will make the final decision based on the following scoring structure as recommended by City Staff:

Category	Points allotted
Company Overview and Professional Qualifications	15
References and Experience	35
Proposed Approach	30
Expected Project Timeline	15
Cost Proposal	5

Responses must be shipped in one box or package with the following information prominently displayed:

Rod Melanson, Director of Sustainability and Environment
City of Bath
55 Front St.
Bath, ME 04530

Request for Proposals – Municipal Facilities Planning
Due: March 17, 2023 at 3 p.m.
Company Name:

If the response is sent by mail or commercial express service, the Respondent shall be responsible for actual delivery of the response to the City Planning Office before the deadline. All responses become the property of the City of Bath.