

City of South Portland
Request for Proposals
Wainwright Farm Recreation Complex and City Fields Master Plan

Introduction

The City of South Portland is seeking proposals for qualified consultants to assist city staff in development of a Master Plan, to lead to future development and updates, at the Wainwright Farm Recreation Complex and other municipally owned athletic and recreation facilities.

Proposal Submission Requirements

Proposals must be received by 3:00pm July 24, 2019. Proposals must be submitted to

Colleen Selberg

Purchasing Agent

City of South Portland

25 Cottage Road

South Portland, Me 04106

(207) 767-7608

cselberg@southportland.org

Questions Concerning the RFP

All questions or clarifications needed regarding this RFP should be submitted to Colleen Selberg, Purchasing Agent, City of South Portland. Questions received after July 8, 2019 will not be addressed.

Project Purpose

The purpose of this project is to develop a strategic plan of updating and developing athletic and recreation facilities within the community. As well as, analyzing associated costs, alternative funding sources and the potential impacts of improved redevelopment of such sites.

Background

City and School Department staff have evaluated the city athletic facilities for the last 10 years through observation, training, experience and knowledge, site visits to facilities outside of the city, and general comments from residents, user groups, and visitors.

With the new middle school project in the planning stages, there will be a loss of school and city athletic field space during construction of this project. Once the project is completed, there will be a determination of what happens to the Mahoney Middle School complex, and what affect that has on the fields at that site. All of these current field spaces will need to be re-purposed at another location to accommodate the affected programs. The logical space for these fields is at the Wainwright Complex. There is also discussion of a synthetic turf field at South Portland High School. Questions as to “is this a viable undertaking, costs, funding sources, and revenue streams” would be vetted out within this master plan.

There are current infrastructure needs at the Wainwright Complex, such as more parking, permanent restrooms, shade structures, Emergency Services Access, passive recreation areas, lighted fields, etc. The addition of more playing surfaces without considering these other needs will cause strain on the complex operations. The development of this master plan will allow for proper placement of fields, infrastructure, and the costs associated for the complex.

In addition, there is an opportunity for the Wainwright Complex to become the top destination for Recreation and Athletic events in New England. The current facilities are good right now and host our community teams and organizations, as well as some regional events. However, many event requests are regularly turned away, because the facility does not have the ability to meet the event's needs. These events could be a boost to the economy, as families travel for weekends and spend money in the community. The impact of such events entering the community will be vetted out in this master plan.

Project Oversight

A working group, consisting of the Director of Parks, Recreation, and Waterfront, School Department Athletic Director, Recreation Outdoor Athletic and Recreation Facilities Manager, 1 School Board Member, 1 City Councilor, and 2 user group representatives (1 local organization, and 1 outside organization) will have oversight of the project. Key project personnel and teams will also include the Department of Planning and development, the City Manager, and other related City of South Portland, School Department staff, and other user group representatives.

Scope of Project

- Convene and augment the working group overseeing this project to work toward developing a vision for athletic facilities and to create a successful Strategic Plan to support that vision.
- The consultant will hold public meetings to engage members of the public beyond those formally involved in the development of the Master Plan. The goal being to reach the broadest possible cross section of stakeholders and user groups. Examples include holding meetings at different times of day and at various locations around the city; Allowing sufficient periods of time for comments on drafts; and using electronic means of engagement like social media for those that cannot attend meetings.
- Review the 1998 Community Recreation Plan and current athletic facilities to ascertain which elements can be preserved as the basis for a new Strategic Plan. Several additional topics have been generated over the past 21 years that need to be incorporated into a new strategic plan. These topics include but not limited to the feasibility, cost estimates, and benefits of natural vs turf field surfaces, addition of and upgrading lights (currently only located at the High School Stadium Field), complex amenities such as restrooms, parking, walking paths, shade structures, food staging areas, storage, the needs for an indoor athletic facility, and additional “passive recreation” facilities, such as pickle-ball courts, bocce, beach volleyball, etc.
- Establish criteria for the potential economic impact that improved and updated facilities would have on the community, as there would be a greater ability to host many more local, state, regional, and national events.

- Research and provide strategies for alternative funding sources to alleviate costs to the city, to develop new facilities and amenities included in the Master Plan.
- Develop a phased approach to updates and development of facilities.
- Facilitate the adoption of the Plan by the community, school board, and the city council.

Schedule

The consultant will provide an implementation schedule based on a timeline that they should be able to deliver a final product within a period no longer than 8 months.

Mandatory Qualifications

To be eligible for consideration the proposer must have previously completed at least five (5) Athletic and Recreational facilities Master/Strategic Plans and identify for whom they have provided such plans. Provide electronic copies or web links to comparable work products. Proposers must have familiarity with Municipal and School based Plans. Proposer should be a preferred member of American Sports Builders Association or hold Certified Field Builder/Designer Certification. Registered Landscape Architect in the State of Maine will be a preferred consideration.

Notification of Award

The City of South Portland will notify the successful proposer(s) verbally, followed by a written confirmation. Each proposer whose proposal was not selected will be notified in writing (either by email or by postal mail) by the project working group representatives.

Payment

Final payment is dependent on acceptance and approval of the finished product.

Proposal Content

Proposals must include the following information:

1. Resumes (or other written statement of qualifications) that clearly and concisely identify the experience of all individuals that will be working on the plan. The proposer must also state the specific individual that will be responsible for the deliverables, and identify past similar projects completed by the team members.
2. A description, in writing, of the Consultants understanding of the project and how the Consultant will meet the deliverables. Consultants may propose options such as web casting or other uses of technology to facilitate completion of the plan and minimize travel costs.
3. A time line for the duration of each of the plans.
4. A budget that clearly states the service costs to complete the project as well as the other anticipated costs such as office supplies, printing, and travel.
5. References

Selection Process

The selection process may include an interview and will be based on the following criteria:

1. Project understanding and project approach 30%

2. Experience and demonstrated effectiveness with similar projects 30%
3. Work plan and timetable for completion 10%
4. Qualifications of personnel assigned to the project 20%
5. Price 10%

Required Reporting

The consultant shall file monthly written progress reports. Progress reports shall provide a detailed narrative description of the completed work. The report shall include an identification of specific objectives accomplished to date.

Deliverables

Deliverables will be presented for each of the following categories:

- Monthly Progress Reports submitted to the Master Plan Working Group (due last Friday of each month)
- Summary Report of Public Meetings (one week after each meeting)
- Summary of Stakeholder and User Groups Interviews (one week after each interview)
- Draft Plan (1 month prior to Final Plan submission)
- Final Plan (due in a period not to exceed 8 months)

Proposal Submittal and Evaluation

Responding firms are responsible for submitting their proposal as described herein. Failure to submit a complete proposal by the submission deadline will disqualify a firm from consideration.

Three copies of the Proposal along with an electronic file in PDF format must be received by Colleen Selberg, Purchasing Agent, on or before 3:00pm, on Wednesday July 24, 2019.

The City of South Portland reserves the right to accept or reject any and all proposals or parts thereof and to make further modifications as it deems in the best interest of the City. It also reserves the right to retain all proposals submitted and to use any ideas from a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance of the conditions contained within.