

**REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES FOR  
Preliminary Design of Future Waterboro Community Center**

Posted: October 1, 2019

Sealed bid proposals and firm qualifications are being requested from licensed architects to furnish preliminary schematic elevation views, scaled floor plans and cost estimates for a possible new Waterboro Community Center.

**Sealed Bids and Qualifications must be submitted by noon November 15, 2019 to:**

**Waterboro Town Administrator  
24 Townhouse Road, East Waterboro, Maine 04030**

**Project Description:**

The consultant shall understand the purpose of this project is to prepare schematic design documents and construction cost estimates for a new Community Center not to exceed 50,000 square feet. A nine member Steering Committee was formed in January 2018 and this Committee's ideas to date for a Community Center are as follows:

- A large open single room gymnasium area that includes two high school regulation size basketball courts. Each court would have a small number of pullout bleachers on one side of the gym and adequate extra space at the court end lines for athlete's safety. There should be an elevated walking hallway or track inside of the gym space.
- Space for Recreation Department staff and programs, including a summer camp program for 100 kids that is now run at our elementary school.
- A new public library with up to 10,000 square feet of total floor space for circulation, offices and program meeting space.
- Perhaps in between the library and gym...a multi purpose meeting/dining room and commercial kitchen area sufficient for meetings, community suppers, rental functions and a polling place. It should be large enough to seat and feed 150 people. This room should have a small elevated stage but the stage need not be designed for full theater needs.
- Parking should be maximized for elections...even if overflow parking spaces are gravel or grass areas.
- The Committee has chosen to NOT plan on outdoor athletic fields as part of this project.
- Consultants should know that the Committee has NOT acquired land yet for this project.
- The goal of this project is to produce a preliminary design that can inform voters on the size, scope and approximate costs for such a facility. The Committee does recognize final designs can change according to the attributes of future land acquired for the project.
- This schematic project is funded for up to \$25,000.00.

**Scope of Services:**

Plans should show the conceptual layout of above points and including:

- a. Office/public entrance for Recreation section plus program space and one separate Recreation Director office
- b. Public entrance/circulation counter for Library section plus one separate Library Director office
- c. Staff & public bathrooms as needed per code
- d. Male and female locker rooms directly off the gym
- e. Locking doors separating gym, library and multipurpose spaces so facility rentals cannot access town offices.

**Schematic Design:**

1. Consultant shall prepare a design that incorporates the total building elements of the site, including the structural, mechanical, parking and utility needs. Consultant shall meet with the Steering Committee as necessary over the next 9-12 months to complete this preliminary design project. Such meetings should be part of the bid price.
2. All four sides shall be shown on concept elevation views.

3. Consultant shall provide scaled floor plans.
4. The consultant shall provide the Town of Waterboro with 15 copies of final documents and provide an electronic viewable document.

**Timetable:**

A tentative timetable for the Steering Committee to complete this phase of their work is as follows:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| 1. Sealed bids due by                | November 15, 2019                    |
| 2. Bid interviews to be completed by | December 6, 2019                     |
| 3. Bid awarded by                    | December 20, 2019                    |
| 4. Design project completion         | Summer or early fall 2020 is desired |

**General:**

A. Addendum or supplement to request for proposal

Questions concerning this RFP should be directed to Waterboro Town Administrator Gary Lamb by November 5, 2019. Interested firms should contact the Town Administrator so we know who is interested in submitting. In the event it becomes necessary to revise any of this RFP, an addendum will be provided to each consultant who has signed up with the Town to submit. The Town of Waterboro reserves the right to extend submission date(s) for any reason, including an addendum or supplement to the RFP.

B. Late Proposals

Late proposals will not be accepted. All proposals shall be delivered on or before noon November 15, 2019.

C. Rejection of Proposals

The Town of Waterboro reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the Town of Waterboro.

D. Response Material

All material submitted regarding the RFP shall become the property of the Town of Waterboro.

E. Incurring Costs

The Town of Waterboro is not liable for any costs incurred by the consultant prior to the issuance of an agreement, contract or purchase order.

For questions or more information on full scope of the project, please contact Town Administrator Gary Lamb at (207) 247-6166 x100 or [administrator@waterboro-me.gov](mailto:administrator@waterboro-me.gov).