

Portsmouth Coggeshall School
Request for Proposals
RFP 18-13

NON-Mandatory Bidders' Conference
January 9, 2019

Request for Proposals P-18-13

- Issued December 21, 2018
- Formal Questions due NLT January 21, 2019 - @ 2:00 PM
 - Qs and As from Bidders' Conference and otherwise submitted to be post on Town Web Site
 - E-mail to rtalipsky@portsmouthri.com
 - FAX 401-683-6804
- RFP Responses due NLT January 30, 2019 @ 2:00 PM
 - See submission rules.
- Opening: January 30, 2019 @ 2:00 PM at Town Hall
 - Only names of bidders will be announced
 - No Technical or Financial details will be revealed
 - Bidders will NOT be required to attend the opening.
- Evaluation and award date
 - Will be determined by details of proposal and drafting of final agreement.

Introduction

- The Town of Portsmouth (the “Town”) desires to re-develop and operate its Coggeshall School building to provide public, private or hybrid public-private access, operation management and resource maintenance and protection.
- This is a Request for Proposals (RFP), not a Request for Quotes (RFQ). Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Town pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Terms and Conditions

- **Follow instructions completely.**
- **Alternative approaches** and/or methodologies to accomplish the desired or intended results of this RFP are solicited.
 - Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
- **All costs** associated with developing or submitting a proposal **borne by the vendor.**
- **Proposals are considered to be irrevocable** for a period of not less than 180 days .
- **All pricing submitted will be considered to be firm and fixed** unless otherwise indicated in the proposal.
- **Prime Concessionaire** - It is intended that an award pursuant to this RFP will be made to a prime concessionaire.
 - Subcontracts are permitted
- Offerors are advised that all materials submitted to the Town for consideration in response to this RFP may be considered to be **public records.**
 - Trade secrets or commercial/financial info can be protected if properly marked.
- **Town website** (www.portmsouthri.com) Request for Proposals Page is place for RFP updates.
- **Comply with RI General Laws.**
- **Foreign interests** require certificate of authority from the Secretary of State.
- **Performance Surety.** Offeror must provide documentation substantiating their ability to meet the financial requirements, physical improvements and operational requirements of their proposal.
- **Liability Insurance.** Offeror shall agree to maintain in full force at all times, during the term hereof, a policy of public liability and property damage insurance

Objectives

- Providing ***funding source for Town*** operation and maintenance of the property.
- Use of the Town-owned property as a ***multi-use complex that affords opportunities for both public, private or hybrid public/private use***. (Although the most current use was for educational activities, other uses, including mixed uses, will be considered).
- ***Compatibility with use of adjacent sports fields***. Although the adjacent sports fields are not specifically part of the solicitation, use of the building must be compatible with their use.
- ***Ensuring adequate staffing*** to maximize use and protection of facilities.
- ***Ensuring safety and convenience*** for the users of the complex.
- ***Establishing and maintaining a long-term relationship with the Town*** with continued Town ownership of the property.
- ***Stabilizing and improving the condition of the property***.
- ***Upgrading the facility to Fire and Building Code*** status for the most restrictive expected use

Technical Proposal

- **Strategic and Operations Plan.** Demonstrates the offeror's plan to implement and provide services and maintain the property.
 - details of how proposed partners (subcontractors and/or organizations) will be integrated into the plan.
- **Capital Improvement Plan.**
 - Correct major material issues and recommended improvements
 - Fire and Building Codes
 - Funding details provided in the Financial Plan.
- **Proposed Concession Agreement with the Town.** Details of a proposed agreement with the Town
 - clearly delineates the responsibilities of the Town and the offeror
- **Description of Capability, Capacity, and Qualifications of the Offeror.** Provide a detailed description of the offeror's experience in projects of similar scope and magnitude.
 - A list of at least three (3) relevant references must be provided.
- **Key Personnel.** Provide information on key personnel involved in the plan.
 - Qualifications and experience.
- **Qualifications and Capabilities of Partners.**
 - Info on partner organizations and subcontractors in the plan and how they will enhance success of the plan.
- **Taxes.** A statement that agrees that the Concessionaire will provides for payments of all taxes applicable to the operations of any concessions, including but not limited to sales, payroll, and income tax.
- **Insurance.** Provide details on the proposed commercial general liability, auto and worker's compensation insurance, that will name the Town as insured.
- **Licenses, Approvals and Permits.** Provide a statement that the offeror agrees to obtain all necessary licenses, permits and approvals as required and will abide by local, state and federal laws and abide by all applicable health, safety and environmental codes and regulations

Financial Plan

- As a minimum, should contain
 - quarterly projections for the initial term of agreement
 - annual projections for all subsequent renewal terms
 - although other terms can be proposed, it is anticipated that the Town would entertain an initial agreement for a period of five years with up to three (3) five-year (5 year) renewal terms.
- The financial plan shall show:
 - (1) expected funding amounts to bring the property up to the standards required for the proposed use,
 - (2) expected funding required to cover the cost of continued operation and maintenance,
 - (3) projected amounts and types of revenue sources and any proposed share of revenues with the Town,
 - (4) documentation substantiating the ability to meet the financial requirements, physical improvements and operational requirements of their proposal.
 - evidence of funds available in accounts marked for the expenses required to execute the proposal,
 - statements of potential donors and those offering in-kind services or material donations.

Submission

- **Cover letter:** dated and signed by an officer of offeror's organization that includes the following:
 - “Subject: Response to Portsmouth RI RFP # _____”
 - “This proposal is submitted in response to Town of Portsmouth, RI Request for Proposals (RFP # _____).”
 - “The enclosed proposal, to the best of my knowledge, conforms to the requirements of the RFP. My organization will abide by all of the requirements of the RFP.”
 - “Questions concerning the contents of the proposal should be addressed to:
 - (Organization of Offeror)
 - (Mailing Address of Offeror)
 - (Name of Offeror's Primary Point of Contact)
 - (Point of Contact e-mail)
 - (Point of Contact telephone number (s) (Land Line and/or Cell and FAX)”
- The cover letter can also contain any other information that the offeror feels are necessary to further describe their offer.
- **Technical Proposal Section**
 - **Financial Plan Section**

Formatting

- **Written documents and printed copies:**
 - Proposal shall be typed.
 - single-spaced with 1" margins on white 8.5"x 11" paper using a font of no less than 12 point Calibri or 12 point Times New Roman.
- **Technical Proposal.**
 - All pages on the proposal are to be sequentially numbered in the footer, appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to. (e.g., "Technical Proposal Refences
- The Financial Plan narrative section shall be typed using the formatting provided above.
 - Financial spreadsheets can be up to 11 inch X 17 inch and folded into an 8.5" X 11" format.
- Diagrams can be in a format up to 11 inch X 17 inch and folded to an 8.5 inch X 11 inch format.

- Printed copies are to be enclosed in covers or binders that allow removal of contents.

- **Formatting of electronic copies:**
 - Electronic files shall be submitted in text-readable PDF (portable document file) format. Financial spreadsheets shall be submitted as MS EXCEL files (Version 2010 or newer)
 - CDs or DVDs submitted must be labeled with:
 - Offeror's Name (Organization)
 - "Portsmouth RFP # _____"
 - "Proposal for Use of Coggeshall School"
 - "Disk # of _____" (if multiple disks submitted)
 - Offerors are responsible for testing their disks before submission.
 - NO USB Drives or any other electronic media shall not be accepted. Please note that disks submitted will not be returned.
- **Numbers of Copies.**
 - One (1) proposal hard copy labeled "ORIGINAL" with original signatures.
 - Three (3) proposal hard copies marked "Copy 1 of 3", "Copy 2 of 3" and "Copy 3 of 3"
 - One (1) Electronic copy on a DVD or CD, labeled as specified above.

Delivery

- Must be submitted before 2:00 PM on January 30, 2019
- Sent by traceable methods (e.g., FEDEX, USPS, UPS, etc.) (or hand-delivered)
 - in a sealed envelope or package marked and addressed:
 - Town of Portsmouth
 - Finance Office
 - RFP #18-13
 - Hold for Opening
 - 2200 East Main Road
 - Portsmouth RI 02871
- Proposals received after the above-referenced due date and time shall not be accepted.
- Proposals misdirected to other locations or those not presented to the town Finance Office at or before the scheduled due date and time shall be determined to be late and shall not be accepted.
- It is the responsibility of the offeror to ensure proposals arrive in time considering mailing and delivery times.
- Proposals faxed, or emailed, to the Town shall not be accepted.
- The official time clock is in Town Finance Office.

Evaluation

Technical Proposal

- (25 Points) How clearly and completely does the proposal provide for a viable Strategic and Operations Plan that clearly demonstrates the offeror's plan to provide services and maintain the facilities?
- (25 Points) How well does the offeror's plan completely and accurately describe existing conditions of the property and the major material issues and improvements needed to the property that will enhance the functionality and value of the property? Does it include viable plans to stabilize, maintain and improve the condition of the property and upgrade the facility to Fire and Building Code status for the most restrictive expected use?
- (25 Points) How well does the plan provide for the use of the Town-owned property as a multi-use complex that maximizes opportunities for both public and private use?
- (10 Points) How well does the plan provide for establishing and maintaining a long-term relationship with the Town with continued Town ownership of the property?
- (5 Points) How compatible is the plan with respect to the use of adjacent sports fields?
- (5 Points) Is the plan for staffing adequate to maximize use and provide protection of the property?
- (5 Points) How well does the plan ensure the safety and convenience for the users of the property?
- (YES or NO) Does the proposal satisfy the requirements for a continuing performance surety and provide for adequate insurance coverage? (A grade of "NO" excludes the offeror from further consideration).
 - Note that this evaluation involves Proposal elements in BOTH the Technical Proposal and Financial Plan.

Financial Plan

- (40 Points) Does the Financial Plan meet the specified requirements?
- (40 Points) Is the Financial Plan considered realistic and attainable?
- (20 Points) How well does the plan provide for funding source for the Town?