



Request for Qualifications and Proposal

Lymes' Senior Center Renovation Feasibility Study

Date: March 15, 2021

Project Overview/Background

The Lymes' Senior Center Building Committee seeks an appropriate and qualified firm to provide professional services necessary for potential renovations of the existing Lymes' Senior Center building. The intent is to generate ideas and create design options and cost estimates for future renovation work.

The Senior Center building was opened in 1996 after its construction. It has not undergone any renovation to the original structure since then. It is located at 26 Towns Wood Rd. in Old Lyme, Connecticut; but it is a municipal agency that serves members 55 and older in both Lyme and Old Lyme. The center also houses the office of the Town Nurse for Old Lyme and is the site of the local VFW post.

The center also opens its membership to adjacent towns. In the last six years and until the pandemic began, membership of the center swelled from approximately 300 members to over 1500. Given the enormous rise in membership and the addition of many physically active programs, normal wear and tear has led to the need for more space to accommodate the programs and classes that are offered and to better facilitate meal programs that are also available. The Committee is exploring the possibility of renovation in order to better utilize existing space or to expand while also addressing the needs of staff, volunteers and members.

A. Due to the pandemic, the Center is physically closed to the general public at this time. However, a tour of the exterior grounds of the Center – followed by a question-and-answer session – will be held for all firms interested in responding to this RFP on Thursday, March 18, 2021 at 1:00 p.m., with a rain date of Friday, March 19, 2021, at 1:00 p.m. It is highly recommended that all interested firms participate in this tour. All tour participants must follow established COVID-19 protocols, including wearing masks and observing social distancing.

Additionally, the Center has established a Dropbox folder containing the Center's original building plans, a videotaped tour of the interior of the Center, a facilities audit and other information that may be of interest that is available for viewing or download by interested firms at the following link:

https://www.dropbox.com/sh/h7lsw6lbgmwzg85/AAA3HXoAF7dmWqr9_WMuBecWa?dl=0

This Dropbox folder will be updated with any additional information that may become available that is relevant to proposal development and submission. Interested firms should check this folder regularly.

B. The selected firm will provide three (3) conceptual plan options along with an order-of-magnitude construction budget for each option.

C. This feasibility study will be funded by monies approved by both towns. Selection for this study does not guarantee that, should the project go forward with necessary funding, the same firm will be selected to design and complete the project.

Scope of Services Requested

The selected firm shall:

A. Study all available information on the present Lymes' Senior Center building. A video of the interior space, building plans, survey data and an initial facilities audit are available on the websites of both towns.

B. Review and recommend ways to improve the accessibility of the current building and the allocation of existing spaces amongst various programs and uses including emergency vehicle access at the main entrance.

C. Evaluate underused or inefficient spaces within the current facility. Propose improved space planning opportunities and identify site or building issues that could interfere with or limit these options.

D. Determine the potential for modifying the existing parking arrangement to accommodate more vehicles, including accessible spaces, and the potential of EV dedicated parking.

E. The Lymes' Senior Center Feasibility study should consider the organizations needs over the next +20 years. The selected firm should provide examples on how senior centers are changing how they are being used by their respective communities.

F. Prepare a final technical program, listing each required space, sizing requirements and required amenities within each space.

G. Prepare three (3) **conceptual** plan options for the renovation of the center. All final deliverables shall be in electronic form.

H. Develop a preliminary 'order of magnitude' construction cost estimate for each of the three (3) conceptual plans submitted.

I. Assume two in person meetings/presentations. All other meetings will be conducted using a web-based platform.

Submittal Requirements

Following the Pre-Proposal Meeting, interested Firms shall submit one (1) electronic version via web-based upload of the Firm's proposal. Proposal shall include as a minimum:

- A. Outline experience with senior center design, construction, or renovation projects.
- B. References from clients of previous projects
- C. Certificates of Insurance for Commercial General Liability and Errors and Omissions coverage
- D. Outline the firm's knowledge and experience with any appropriate grants, CT State Building and Fire Codes, the International Building Code for Existing Buildings, ADA Regulations the United States Department of Interior Standards for Rehabilitation, and green building practices.
- E. A listing of the qualified individuals who will be assigned to the project.
- F. Resumes of all individuals to be involved with this project, including similar experience with the work to be performed under this project.
- G. The proposal shall demonstrate the ability of the firm to rapidly respond to the needs of the Building Committee.
- H. The submittal should contain a cover letter and an executive summary of one page.
- I. The submittal shall include a proposed fee for the feasibility study. Please provide a schedule to support your proposal.

If the Building Committee selects a particular conceptual plan, the firm may be asked to develop a more detailed cost estimate for the selected plan. In order to provide the requested services to the Building Committee, the respondents must be able to demonstrate the expertise, flexibility and manpower available to successfully complete the study within a reasonable period of time.

Selection Process

All firms wishing to be considered for this project shall submit their proposal to the Lymes' Senior Center Building Committee as follows:

- One (1) electronic copy to be delivered to the Lymes' Senior Center Building Committee at lolsrctrbldg@gmail.com no later than 5:00 p.m. on Wednesday, March 31, 2021.
- If the electronic proposal is too large to submit via regular email, submission may be made via *Dropbox* to the same address.

All submittals shall be labeled "RFP - Lymes' Senior Center Renovation Feasibility Study."

Following review of proposals received the Building Committee will develop a short list of firms to be interviewed, will establish a schedule for interviews and may request subsequent interviews if necessary. The Lymes' Senior Center Building Committee reserves the right to reject any or all proposals.

End of Request