



City of Presque Isle, Maine

REQUEST FOR QUALIFIED FIRMS CAPITAL CAMPAIGN CONSULTANT

Introduction

The City of Presque Isle is interested in procuring capital campaign/fund raising consultant services for a proposed new Community Center. Qualified firms are invited to submit five copies of detailed proposals to Beverly Labbe, Presque Isle City Clerk, 12 Second St, Presque Isle, ME 04769 no later than 3:00 p.m. Thursday, January 31, 2013.

Proposals shall be in sealed envelopes clearly marked, "Community Center Fundraising Campaign 2013". At the time the proposals are due, a public opening of the submittals will occur.

Any questions regarding this process and/or the project should be directed to Chris Beaulieu, Director of Recreation & Parks, City of Presque Isle, Presque Isle, Maine 04769, (207) 764-2545 cbeaulieu@presqueisleme.us.

Selection Process

The Presque Isle City Council authorized the creation of the Community Center Fund Raising Committee.

Once all proposals are received they will be reviewed by the City Manager for completeness. The ultimate selection of the firm and authorization to begin the project will be given by the Presque Isle City Council at a scheduled council meeting. The Community Center Fund Raising Committee will review the submittals and determine the process that they will use to make a recommendation to the City Council.

The City reserves the right to accept or reject any and all proposals.

Project Information and Services Desired

Introduction

The City of Presque Isle, Maine is seeking a qualified firm to assist in a capital campaign to build a new Community Center. The project has wide support within the Community, with voters most recently supporting the construction of the facility in a public referendum question by a 63% to 37% margin. The project is expected to cost \$7,000,000 based on pre-construction design with an additional \$500,000 being included for contingency purposes.

A core component of the community support was the expectation that 50% of the total project cost would be raised by funds other than property tax support. A special committee has been appointed to oversee the fundraising efforts. That committee will select a qualified firm to assist them in the process. The committee will make the formal recommendation to the Presque Isle City Council for the engagement of the firm. The City Council will make the formal selection.

Section 1: Background

The City of Presque Isle has a long history and commitment to community recreation and the William V. Haskell Community Center has been the home of that recreation for many years. Built in the early 1940's, the 7,500 square foot William V. Haskell Community Center was originally built as a United Service Organization. Soon after the end of World War II, the facility was sold to the City for use as a community center. For the past 70 years, the William V. Haskell Community Center has proudly served the citizens of Presque Isle, as well as surrounding communities with countless programs and opportunities to encourage and improve healthy living.

Back in 2006, after efforts to replace the roof on the William V. Haskell Center had been denied, the Recreation & Parks Advisory Committee began the challenge of creating a new facility. Since that point the City has selected, purchased and cleaned up property for the new facility, as well as completing engineered conceptual designs of the site and a new 30,000 square foot facility. Unfortunately at the same time, the difficult economic conditions have prevented the City from fully committing to the project.

After a facility assessment of the William V. Haskell Community Center was completed by the Sewall Company earlier this fall, the results made it clear the City could wait no longer and a decision needed to be made. The former USO building was in need of serious upgrades. However, the realization that the estimated cost to get the facility up to health and safety standards was well over \$800,000 became an eye opener for many.

Faced with this crossroad and to help gauge community support, an advisory referendum was put out to the citizens of Presque Isle for their feedback on what direction the City should head; "Do you favor the construction of a new community center to replace the current facility?" The results from the November 6th election echoed strong citizen support in constructing the new facility, by a ratio of 2 to 1.

As a result, the City is now committed to making this new facility a reality.

Section 2: Purpose

The City of Presque Isle is requesting submissions from fundraising consultants interested in managing a Capital Campaign to raise money required to build a new community center. The total estimated cost of the project is upwards of \$7.5 million. The City is prepared to fund half of that total through tax dollars, with the remaining \$3.75 million being raised through this effort.

The purpose of this Request for Qualifications is to retain a Fundraising Consultant who will be expected to:

Phase 1 – Develop a Campaign Plan

- Assess internal capacity and needs of the City of Presque Isle and the Community Center Fundraising Committee, including staff and volunteer requirements
- Develop a campaign plan and calendar
- Educate and train Committee, staff and volunteers
- Assist in developing campaign volunteers and roles

Phase 2 – Campaign Implementation

- Assist in developing collateral materials for launch of campaign
- Manage campaign prospect identification and evaluation
- Set goals; develop fundraising strategy and timing
- Donor stewardship and cultivation
- Develop campaign events
- Develop donor recognition and naming opportunities

Phase 3 – Campaign Management

- Focus on active cultivation and solicitation of major gift prospects
- Manage the public information and public relations plan
- Identify and assist with writing grant proposals to local, state and national foundations and corporations

Section 3 – Schedule

The Committee anticipates having an ambitious timeline and prefers to have this portion of the process completed quickly. Our target schedule for this RFQ process is:

January 4, 2013	Request for Proposal issued
January 31, 2013	Proposals due by 3:00 PM EST
February 8, 2013	Final candidates selected and notified by phone
March 4, 2013	Final Selection made

Section 4 – Proposal Format and Requirements

Respondents must provide five (5) copies of their proposal. Please mark “Community Center Fundraising Campaign 2013” on the outside of your proposal package and send to: Beverly Labbe, Presque Isle City Clerk, 12 Second Street, Presque Isle, Maine 04769

Proposals must address the following areas:

- Experience of firm
- Experience of staff who will work on this campaign
- Experience with similar projects, working with municipalities and communities of like size
- Proposed campaign strategy
- Proposed implementation schedule
- Detailed list of your role and responsibilities throughout campaign
- Breakdown of typical fees charged by phase and associated scope of services.
- Expectation of Community Center Fundraising Committee
- References from a minimum of five (5) clients

Criteria for Firm Selection

1. Education and relevant experience of principals and key employees.
2. Firm's history of performance on previous projects.
3. Adequacy of personnel and equipment to perform the work.
4. Completeness of the proposal.
5. Cost and Fee schedule.
6. Firm's general approach to planning, organizing and management of project including approach to problem solving, data gathering, communication and committee participation.
7. Present workload with consideration of present and future commitments.
8. Recommendation and opinions from firm's previous clients.
9. Firm's ability to secure professional liability insurance.
10. Firm's flexibility in providing separate cost increments for the feasibility phase, design phase, bidding phase and contract administration.
11. Firm's ability and interest in assessing the cost feasibility of the entire project as outlined in the Project Information section and suggest alternatives, if advisable.
12. Other factors deemed pertinent by the City.

Attachment A

STATEMENT OF BIDDER'S QUALIFICATIONS
(If desired, the bidder may submit additional information.)

- 1. Name of Bidder: _____
- 2. Bidder is: Corporation () Partnership() Individual()
- 3. Permanent Main Office Address: _____

- 4. Federal ID Number (Employer's ID No.): _____
- 5 When organized: _____
- 6. If a corporation, where incorporated? _____
- 7. How many years have you been engaged in business under your present firm or trade name? _____
- 8. A financial statement may be required of the successful bidder prior to award.

The Undersigned hereby authorize and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this Statement of the Bidder's Qualifications.

Attest

Name of Bidder: _____

By; _____

Title: _____

Dated: _____

Attachment B

BID FORM

Deadline: 3:00 pm Thursday, January 31, 2013

Submit to: City Clerk
12 Second Street
Presque Isle, ME 04769-2459

Company name: _____

Address: _____

Telephone/Fax: _____

The following proposal is submitted in response to the Request for Qualified Firms interested in Capital Campaign/Fund Raising for the New Community Center.

The undersigned certifies that the information provided on the Bid Form is correct and that the bid meets or exceeds the specifications.

Base Price Bid: \$ _____

Signature: _____

Printed Name: _____

Date: _____

By affixing my signature I certify that I have the authority to submit and bid on this project, and further certify that this bid meets or exceeds all requirements of this request for quotes.