**Kennebunk Free Library**



**RFP# 202508**

**KFL Program Plan Management**

**Request For Proposal**

|  |  |  |
| --- | --- | --- |
| **RFP Coordinator** | **NAME:** | Michelle Conners |
| **TITLE:** | Director, Kennebunk Free Library |
| **EMAIL:** | mconners@kennebunklibrary.org |
| *All communication regarding the RFP must be made through the RFP Coordinator.* |

|  |  |
| --- | --- |
| **Submitted Questions Due Date** | September 14, 2025, no later than 11:59 p.m., EST |
| *All questions must be received by the RFP Coordinator by the date and time listed above.*  |

|  |  |  |
| --- | --- | --- |
| **Proposal Submission Deadline** | **DATE:** | October 5, 2025, no later than 11:59 p.m., EST |
| **TO:** | mconners@kennebunklibrary.org |
| *Proposals must be received electronically by the date and time listed above.* |

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**RFP ACRONYMS**

The following acronyms, as referenced in the Request for Proposal (RFP), have the meanings indicated below:

|  |  |
| --- | --- |
| **Acronym** | **Definition** |
| **KFL** | Kennebunk Free Library |
| **PP** | Program Plan |
| **RFP** | Request for Proposal |
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**Kennebunk Free Library**

**RFP# 202508**

**KFL Program Plan Management Proposal**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Kennebunk Free Library (KFL) seeks proposals for an Owner’s Project Manager (OPM) to develop a Program Plan(PP) as we move forward with optimizing the use of current and future facility spaces. KFL consists of 2 buildings, one of which is currently used for library services. The other is currently rented by a tenant but may also be adapted for library services in the PP. The buildings are located within the Historic Preservation Overlay District in Kennebunk, ME, which will be a consideration in the eventual building design and program use.

KFL conducted surveys, both internally and externally, to identify and prioritize the current and future needs for library spaces. Facility studies have also been completed in the last several years. KFL is ready to begin working a concept design to include development of timelines and overall project budget estimates as well as a capital campaign plan.

1. **General Provisions**
	1. Issuance of the RFP does not commit KFL to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	2. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers). Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP. Failure to meet a requirement may result in a proposal being ineligible for award.
	3. If the Bidder finds it necessary to take exception to any of the requirements specified in the RFP, the Bidder shall clearly identify where it is addressed in its proposal and provide a complete explanation of why the exception was taken, what benefit (if any) accrues to KFL, and its impact (if any) on the performance, schedule, cost or specific requirements of the RFP. Each exception shall clearly identify the specific paragraph or part of the RFP to which the exception is taken.
	4. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
	5. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract.
	6. KFL, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
	7. Bidders are welcome to visit KFL during posted hours of operation.

1. **Eligibility to Submit Bids**

Corporate or private bids will be reviewed.

1. **Contract Term**

KFL is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. The dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, KFL may opt to renew the contract for 2 renewal periods if mutually agreed upon by both parties. Dates are estimated in the table below, which are subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance |  Approx. 11/1/25 | 8/31/26 |
| Renewal Period #1 | 9/1/26 | 8/31/27 |
| Renewal Period #2 | 9/1/27 | 8/31/28 |

**PART II SCOPE OF SERVICES TO BE PROVIDED**

1. **Objective**

KFL is seeking the services of a firm (“Firm”) to assist us during the planning phase of a capital project, which will include a general assessment of existing facilities, review of completed surveys and history, and developing a PP that will optimize the use of spaces for current and future needs. The focus in this initial phase includes setting clear goals and defining the scope of work to ensure a well-structured project framework. The Firm will propose viable options throughout the process to assist the KFL Director in making informed decisions that minimize future risk and maximize value. The following are tasks that the Firm will complete or contribute to:

1. Evaluation of the existing facility operations to understand current conditions and the state and town constraints on the project
2. Interview appropriate staff to assess current operational needs and forecast future needs
3. Develop a PP for library spaces, establish project timelines, and provide input to a capital campaign plan.
4. Based on the project’s size and complexity, identify appropriate architectural design firms or construction managers/general contractors that will be considered in a bid process. Develop an RFP, review proposals, and participate in evaluation/interview of top companies.
5. **Considerations**

Summary evaluation of facilities for the following elements:

* Capacity to support current and future staff needs
* Capacity to support current and future program and operational needs
* Federal, state, and municipal regulatory requirements for both site and building permitting
* Historical district restrictions
* Assessing the viability and impact of sustainable building design
* Future building development scenarios
* Future parking scenarios
* Facility Condition Assessment (structural, mechanical, electrical & plumbing)
* Timing of Potential Capital Improvements

The actual services required may be refined by KFL and the selected firm, once the qualifications process is completed and a Firm is selected. The successful Firm will be asked to develop a formal scope of services prior to formalizing a contract for professional services. Future tasks beyond this RFP could include overall management of the entire project by protecting the KFL’s best interests in all decision making.

**PART III KEY RFP ACTIVITIES**

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties should use **Appendix D** (Submitted Questions Form) for submission of questions. If used, the form is to be submitted as a Microsoft Word or PDF document.
		2. Questions must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
		3. The RFP Number and Title must be included in the subject line of the e-mail containing the submitted questions.
	2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the KFL website no later than seven (7) calendar days prior to the proposal due date. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the KFL website. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Proposal Submission**
	1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
		1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
	2. **Delivery Instructions:** Bidders are asked to provide submissions via a portal of your choosing and emailing the RFP Coordinator with instructions for download.
		1. The email to the RFP Coordinator should include the submittal location and the list of files that make up the proposal in its entirety.
		2. Encrypted e-mails received which require opening attachments will not be accepted.
		3. Logging into a proprietary system will not be accepted as submissions.
		4. The RFP Coordinator will confirm the receipt of the submittal.
	3. **Submission Format:**
		1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202508 Proposal Submission – [Bidder’s Name]”**
		2. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

All required eligibility documentation stated in PART IV, Section I.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

All required information and attachments stated in PART IV, Section III.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. KFL seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

Bidders’ proposals must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. KFL’s evaluation team has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include up to three (3) examples of projects which demonstrate their experience and expertise in performing these services, as well as highlighting the Bidder’s stated qualifications and skills. Highlight areas should include libraries, non-profits, historical district requirements, adaptive reuse and sustainability.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

* 1. **Licensure/Certification**

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP.

* 1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

Bidders must discuss the scope of services outlined below, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each will perform.

**Proposal Format**

The format for this proposal is as follows:

1. **Introduction:**

Should orient reviewer to the purpose, scope and content of the document, and provide an overview of the purpose of the KFL program along with goals and objectives. This is a high-level view of the program and should not exceed 1 page.

1. **Background:**

Provide background information about the Firm that is relevant to the objectives of the KFL Program. Highlight areas should include experience with libraries, non-profits, historical district requirements, adaptive reuse of existing buildings and sustainability opportunities, where applicable. This is section is not to exceed 2 pages.

1. **Organization of Document:**

Provide outline for remaining contents of document.

1. **Current state Evaluation Activities:**

Describe recommended approach to the Firm’s evaluation of KFL’s current state of operations. This section is not to exceed 1 page.

1. **Forecast of Operational Needs:**

Describe recommended approach to determine the KFL’s future operational needs. This section is not to exceed 1 page.

1. **Concept Options:**

Describe recommended approach to provide concept studies and associated feasibility studies. Explain how this iterative process will work. This section is not to exceed 1 page.

1. **Planning and Scheduling:**

Describe the Firm’s approach to developing the PP, Capital Campaign Plan and the associated timelines of both. How will these be iterated and coordinated with KFL? This section can be 1-2 pages.

1. **Team Development:**

Describe the Firm’s approach to supporting Program team development when preparing for the next Program phases. This section is not to exceed 1 page.

1. **Other Services:**

List other services, with brief description, that the Firm provides that may augment this planning phase. This section is not to exceed 1 page.

1. **Standing Apart:**

Explain why your approach to delivering Owner’s Program Management Services is unique and an advantage over other firms. This section is not to exceed 1 page.

1. **Firm Personnel:**

Name the 1-3 key people that would be representing the Firm in this phase of development. Provide a brief biography or resume on their qualifications. This section can be 1-6 pages.

 **Section IV Cost Structure** (File #4)

Provide the hourly rate for services the staff members who will work on this project and an estimate of hours expected in this first phase (9 months) in order to meet the requirements of the proposal. These hours will be used to determine a contractual not to exceed value, although both parties can approve to amend the number of hours during the contract.

Include any other costs (e.g. travel) that you expect to incur and be reimbursed for while meeting the proposal requirements.

Explain your billing process and plan.

This section is not to exceed 2 pages.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process**
	1. An evaluation team composed of qualified reviewers will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	2. Persons responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to KFL. Therefore, the contract may not be awarded to the lowest priced bidder.
	3. KFL reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. KFL may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
	4. KFL reserves the right to award without discussions. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Bidders must submit proposals that present their best terms and other requested information as clearly and completely as possible.
	5. KFL reserves the right to conduct discussions if later determined by the reviewers to be necessary. KFL may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
2. **Scoring Weights and Process**
	1. **Scoring Weights:** Proposal scores will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria:

|  |  |  |
| --- | --- | --- |
| **I.** | **Preliminary Information**Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **(No Points – Eligibility Requirements)** |
| **II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **(33 points)** |
| **III.** | **Proposed Services** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **(33 points)** |
| **IV.** | **Cost Structure** Proposal materials to be evaluated in this section:Cost Structure information addressed above in Part IV, Section IV of the RFP. | **(34 points)**  |

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II through IV above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

No Best and Final Offers: KFL will not seek or accept a best and final offer from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing and terms with the submission of their proposal.

* 1. **Negotiations:** KFL reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the KFL’s RFP to an extent that may affect the price of goods or services requested. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, KFL may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, KFL may cancel the RFP, at its sole discretion.
1. **Selection and Award**
	1. The final decision regarding the award of the contract will be made by the KFL Director.
	2. Notification of conditional award selection or non-selection will be made in writing by the RFP Coordinator.
	3. Issuance of the RFP in no way constitutes a commitment by KFL to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
	4. KFL reserves the right to reject any and all proposals.

The following is the target schedule for the project:

|  |  |
| --- | --- |
| **ITEM**  | **TARGET DATE**  |
| Issuance of RFPReceipt of Questions | August 21, 2025September 14, 2025 |
| Receipt of Proposal Packages | October 5, 2025  |
| Scoring of Proposal Packages  | October 17, 2025  |
| Interviews Completed (if needed) | October 31, 2025  |
| Selection of Preferred Consultant  | November 1, 2025  |
| Review and Acceptance of Scope of Services  | November 14, 2025 |

**PART VII LIST OF RFP APPENDICES**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Submitted Question Form

**APPENDIX A**

**PROPOSAL COVER PAGE**

**RFP# 202508**

**KFL Program Plan Management Proposal**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| *(Provide information requested below if* ***different*** *from above)* |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by KFL or on the Board of Trustees has either directly or indirectly, been involved in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with KFL if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202508**

**KFL Program Plan Management Proposal**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
2. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entity understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202508**

**KFL Program Plan Management Proposal**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part IV, Section III – Proposed Services of the RFP.** *If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.*  |

|  |
| --- |
| **Project One** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
| | |

|  |
| --- |
| **Project Two** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

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| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

 **APPENDIX D**

**SUBMITTED QUESTIONS FORM**

**RFP# 202508**

**KFL Program Plan Management Proposal**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

|  |  |
| --- | --- |
| **Organization Name:** |  |

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| --- | --- |
| **RFP Section & Page Number** | **Question** |
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