

# REQUEST FOR PROPOSALS

## Bridgton Community Center Programmatic Study and Facility Evaluation

### 1. Introduction

The Board of Directors of the Bridgton Community Center (the Center) is seeking proposals from qualified consultants to conduct a comprehensive programmatic study and facility evaluation for the Center. The purpose of this project is to assess the Center's current services, identify future community needs, and determine whether the existing facility is adequate to support an expanded programmatic vision. This study will help ensure that the Community Center remains responsive, inclusive, and wellpositioned to serve Bridgton residents as the community continues to grow.

### 2. Background

The Bridgton Community Center is a nonprofit 501(c)(3) organization providing a wide range of community services from its Depot Street location. The facility, formerly an Army Reserve Center, was transferred to the Town after the reserve unit relocated. The Center operates exclusively on the property under a contractual agreement with the Town.

As Bridgton continues to grow, the Center seeks to ensure that its programs remain responsive to evolving needs and positioned to serve residents effectively in the years ahead.

### 3. Project Overview

The Center is undertaking a comprehensive study to assess current services and identify future programmatic needs in response to community growth. This effort will emphasize broad public engagement, incorporating research, community forums, and input from local leaders and organizations to ensure that the full range of community perspectives is represented.

Based on this inclusive process, the study will develop recommendations for the Center's future direction and service priorities. Following this programmatic assessment, the selected consultant will evaluate whether the existing Depot Street facility is adequately sized and configured to support the recommended program expansion.

### 4. Scope of Work

The consultant will be responsible for the following tasks:

- Conduct research into current Community Center operations, services, and usage.

- Design and implement an inclusive community engagement process, including forums, interviews, surveys, and outreach to local organizations and leaders.
- Analyze demographic, social, and service trends relevant to Bridgton’s evolving needs.
- Develop recommendations for future program direction and service priorities based on research and community input.
- After undertaking this programmatic study, evaluate the existing Depot Street facility to determine whether it is adequately sized and configured to support recommended program expansion.
- Identify facility constraints, opportunities, and potential needs for renovation, expansion, or alternative solutions.
- Prepare a final comprehensive report and present findings to Center leadership.

## 5. Deliverables

The consultant shall provide:

- ***Work Plan*** outlining the approach, schedule, and engagement strategy.
- ***Community Engagement Summary*** documenting outreach activities and key findings.
- ***Programmatic Assessment Report*** with recommendations for future services and programs.
- ***Facility Capacity Report*** advising the suitability of the existing infrastructure for expanded programs.
- ***Evaluation*** of current programming including recommendations for near-term consideration.
- ***Final Comprehensive Report*** integrating all findings and recommendations.
- **Presentation of Findings** to the Community Center Board of Directors.

## 6. Consultant Qualifications

- Experience conducting community needs assessments and program planning for municipal or nonprofit organizations.
- Expertise with inclusive community engagement methods.
- Background in evaluating community service programs and identifying emerging needs.

- Capability to assess nonprofit or municipal facilities for capacity and suitability.
- Strong analytical, writing, and presentation skills.
- Relevant professional credentials and a record of successfully completing similar projects.

## 7. Proposal Submission Requirements

Proposals shall include:

- *Cover Letter* summarizing interest and qualifications.
- *Project Understanding and Approach* describing the consultant's methodology.
- *Proposed Work Plan and Timeline* for project work through to completion.
- *Team Qualifications* including resumes and roles.
- *Examples of Similar Projects* with references.
- *Cost Proposal* detailing all fees, expenses, and optional services.
- *Any anticipated needs from the Center* to complete the project.

## 8. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated understanding of the project and community context.
- Quality and clarity of the proposed approach.
- Relevant experience and qualifications of the consultant team.
- Strength of references and past performance.
- Cost competitiveness and value.
- Ability to meet the Center's desired timeline.

## 9. Project Timeline

The Center anticipates the following schedule:

- **RFP Issued: February 13, 2026**
- **Written Questions and Responses** relating to this project will be placed on the Center's website until **March 10, 2026**.

- **Proposals Due:** March 17, 2026
- **Consultant Selection:** April 17, 2026
- **Project start date:** To be negotiated.
- **Completion of Programmatic Study:** 140 days from start date.
- **Completion of Facility Evaluation:** 160 days after start date (These dates may be adjusted at the Center's discretion).

## 10. Submission Instruction

Proposals shall be submitted electronically (PDF) to:

**Darcey Pomerleau Executive Director Bridgton Community Center**  
[executivedirector@bridgtoncommunitycenter.org](mailto:executivedirector@bridgtoncommunitycenter.org) (207) 6473116;

- Proposals must be received no later than **4:00 p.m. March 17, 2026**

## 11. Additional Information

- **Additional Information** may be obtained by contacting Darcey Pomerleau, Executive Director, Bridgton Community Center, 15 Depot Street, Bridgton, Maine, 04009; [executivedirector@bridgtoncommunitycenter.org](mailto:executivedirector@bridgtoncommunitycenter.org) (207) 647-3116.

## 12. Legal and Contractual Requirements

- **12.1 Reservation of Rights**
- The Bridgton Community Center reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities, and to negotiate with any respondent deemed to be in its best interest.
- **12.2 Contract Award:**
- The selected consultant will be required to enter into a written contract with the Center.
- Contract award will be made by vote of the Community Center Board of Directors.
- **12.3 Insurance Requirements** The consultant shall maintain General Liability, Professional Liability, and Workers' Compensation Insurance. Documentation of

insurance will be required and shall remain in effect throughout the duration of the project.

- ***12.4 Indemnification***

- The consultant shall indemnify and hold harmless the Bridgton Community Center, its officers, employees, and agents.
- The Bridgton Community Center reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities, and to negotiate with any respondent deemed to be in its best interest.

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- ***12.5 Contract Award***

- The selected consultant will be required to enter into a written contract with the Center.

- ***12.6 Compliance with Laws***

- The consultant shall comply with all applicable federal, state, and local laws.

- ***12.7 Ownership of Work Products***

- All materials produced under this contract shall become the property of the Center.

- ***12.8 Freedom of Access to Public Records:*** The consultant shall have reasonable access to public records.

- ***12.9 Independent Contractor Status***

- The consultant is an independent contractor, not an employee of the Center.

- ***12.10 Termination***

- The Center may terminate the contract with or without cause upon written notice.

