

City of Brewer
Facility Assessment for Renovation Prioritization –
Joseph Ferris Community Center
Thursday, April 10, 2025 - 10:00 AM
Ferris Community Center, 318 Wilson Street, Brewer, ME

Pre-Proposal Meeting Agenda

1. Welcome & Introductions

- Introduction of **City of Brewer officials.**
- **Sign-in sheet** for attendance tracking

2. Project Overview

- Overview of **Joseph Ferris Community Center's role**
 - *Busy Hub of City – great location*
 - *Programming from 6:30 am – 10:00 pm*
 - *Host Elections, Events, Community Group Meetings, Community Dinners and fund-raising events, Rentals, Etc.*
 - *Original Built 1939 - Last Renovated in 2000 –*
 - *Approx. 28,000 Gross square feet*
- **Scope of the Facility Assessment:**
 - Structural, mechanical, electrical, plumbing (MEP) systems
 - Code compliance, safety, and accessibility
 - Cost estimates & prioritized renovation plan
 - Safety aspect for events/staff and participants
- **Budget Cap: \$50,000**

3. RFP Requirements & Submission Guidelines

- **Proposal Submission Deadline: April 30, 2025, by 2:00 PM**
 - Sealed proposals must be submitted to Brewer City Hall
 - No faxed or emailed submissions accepted
- **Evaluation Criteria Overview:**
 - **Firm Background (20 pts)** – Qualifications & experience
 - **Project Approach & Facility Understanding (30 pts)** – Methodology, familiarity with similar facilities
 - **Schedule & Timeline Feasibility (15 pts)** – Realistic timeline
 - **Budget & Cost Proposal (20 pts)** – Clear, itemized budget within cap
 - **References & Past Work (15 pts)** – Quality of previous projects
- **Deliverables Required in the Final Report:**
 - Comprehensive assessment report
 - Prioritized renovation list
 - Cost estimates & phased improvement plan

- Visual aids (diagrams, photos, etc.)
- **Key Project Milestones:**
 - **Selection of Consultant:** May 13, 2025
 - **Project Start:** May 21, 2025
 - **Final Report Due:** September 16, 2025

4. Facility Familiarity & Site Visit

- Tour Facility
- Offer opportunity for **onsite inspection** after the meeting

5. Questions & Answers

- Questions will be **documented and distributed via an addendum**

6. Closing

- **How addenda & clarifications** will be communicated –
 - *Email List & Posted on City web page.*
- Thank participants & **adjourn**

Pre-Bid Conference – Clarifications & Responses

Q: In evaluating “structural integrity,” are you expecting a detailed inspection of the primary structure including design calculations and capacity information, or is this more of a visual assessment for damage and potential repairs?

A: Our primary goal is a visual assessment to identify any visible damage or areas in need of repair. We recognize that more in-depth analysis may be necessary depending on initial findings. A limited structural evaluation, within the constraints of the established budget, is welcome.

Q: Will existing condition drawings (floor plans, building elevations, wall sections, etc.) be available for use during the assessment? Are these drawings complete (Civil, Arch, Structural, MEP, etc.)?

A: We have a set of original plans from the 1999 renovation, along with several MEP drawings. These documents can be made available for review by appointment. We are in the process of having them scanned to facilitate easier access.

Q: There is no mention of a site and parking assessment. Should this be included?

A: A site and parking assessment is not required as part of this facility assessment.

Q: Asbestos and mold assessments are typically handled separately. Is the intent here to simply note potential concerns, with further testing to be procured if necessary?

A: Correct. We expect the assessment to note any visible or suspected asbestos or mold concerns. Any necessary testing or remediation would be handled separately by a specialized firm.

Q: Are there any known asbestos issues?

A: Some asbestos was removed during the 2000 renovation, specifically from behind a wall in the Community Room. We also understand asbestos was removed from the gym ceiling over 35 years ago. We are not currently aware of any exposed areas, and expect that major concerns would have been addressed during the 1998 assessment.

Q: Will a presentation be required, or is the final report the only deliverable?

A: Only the final report is required as part of the deliverables.

Q: Does the evaluation include programmatic use assessment?

A: No, the focus of the assessment is solely on the building's structure and condition.

Q: Is there access to the roof?

A: Yes, there is interior access via a door and ladder in the gymnasium. However, it hasn't been used in years, and even our roofing contractor prefers to use exterior access.

Q: Are there any known roof leaks?

A: Yes. The main issue is where the barrel roof connects to the flat roof above the stage area. Leaks are recurring on both sides of this transition.

Q: Do you have a maintenance plan in place, and are you interested in developing one?

A: We do not have a formal maintenance schedule. Maintenance is primarily guided by the City's Capital Improvement Program (CIP) and addressed as projects are scheduled or needed. We would be interested in having a formal maintenance plan developed.

Q: Who are the utility providers?

A: Electricity is provided by Versant Power. Bangor Natural Gas supplies natural gas for the boiler. Water and sewer services are provided by the City.

Q: Are the pool, field, and adjacent facilities served by the same utilities?

A: No, those facilities are on separate utility services.

Q: Would the City be open to utility improvements?

A: Yes, we are open to evaluating and implementing utility improvements.

Q: How often is the stage used?

A: It is used almost daily during basketball season for the scorer's table, though that use is optional. Outside of that, it's used approximately 10 times per year for events such as dances and craft fairs.

Q: Would relocating the stage to gym floor level be beneficial?

A: Potentially, yes. However, ceiling height limitations in the storage area below may present challenges to that option.

Q: Does the City have funding to implement recommended improvements?

A: The City understands the vital role this facility plays in the community. Improvements are scheduled through the Capital Improvement Program. This assessment will help prioritize and determine the scope of funding needed.

Q: Have any previous evaluations been completed?

A: Approximately eight years ago, we explored the idea of enclosing the stage area to create a programming room and additional overhead storage. Some design and evaluation work was completed during that process.

Q: What is the maximum occupancy of the facility?

A: The gym can accommodate just over 1,000 people in total, and approximately 500 when configured with tables and chairs.

Q: What is the typical maximum occupancy during events?

A: The largest event we host is the Father-Daughter Dance, which draws around 420 attendees.