

TOWN OF WESTPORT, CT

RFP 16-848T

**RENOVATION, CAPITAL IMPROVEMENT AND STRUCTURAL ANALYSIS STUDY
FOR THE INN AT LONGSHORE**

The Town of Westport, Connecticut is seeking a qualified consultant with experience in the hospitality industry to submit a proposal for a renovation, capital improvement and structural analysis study for the Inn at Longshore, which is owned by the Town of Westport (hereinafter the “Inn”).

I. Brief Description of the Town and the Inn at Longshore

The Town of Westport serves an area of 22.4 square miles with a population of 27,055. It is located on the mainline of the Metro North Railroad. The Town is served by the Connecticut Turnpike (Interstate Route 95), the Merritt Parkway (Route 15) and the U.S. Route 1.

The Inn at Longshore is located at 260 South Compo Road, Westport, Connecticut. It consists of a 3.3 ± acre portion of the Westport Longshore Club Park (the “Park”). The entire Park consists of 168± acres of land with an eighteen (18) hole golf course, three public swimming pools, a bath house, a marina, sailing school, pro shop, tennis courts, 3 residential cabins, one multi-family home with three apartments, a maintenance facility, a golf course food concession, a pavilion with a food concession and the Inn.

The Inn is a three story building of roughly 23, 837 square feet with twelve (12) guest rooms and two (2) banquet rooms and a restaurant. It is located on the Saugatuck River estuary overlooking Long Island Sound.

The Inn at Longshore provides private event banquet facilities and is available for use by the public and charitable organizations for fundraising activities and is occasionally used as a meeting facility for local community service groups. The Inn is currently leased by the Town of Westport to Longshore Associates of Westport Limited Partnership, which operates the facility. A subtenant of the Inn is a restaurant and bar (the Pearl at Longshore) which is not part of this study.

The Inn is located in a Residence AAA District which may limit expansion of the existing building(s) or the construction of any new building(s) located within the Park.

The report is expected to include a formal analysis and recommendations with regard to the Inn’s renovation, capital improvements, and structural needs. **The goal of the study is to provide the Town with a report which will identify and prioritize the most desirable renovations, capital improvements and structural repairs to ensure that the Inn remains viable,**

attractive and profitable for the foreseeable future while at the same time maintaining the feel of a relatively small, New England seaside inn.

II. General Scope of Services Requested

The following is a general outline of the major components of the services required and of the report:

A. Review Current Conditions and Identify Potential Improvements and Future Needs

- Analyze ballroom; conference rooms; common rooms; overnight accommodations; restrooms and kitchen for optimal future return on investment
 - (i) Identify ADA deficiencies
 - (ii) Identify structural Issues – Use limitations
 - (iii) Inventory existing space and identify such space for more optimal utilization/reuse
- Review current mechanical, communication, information, electrical, waste disposal and plumbing systems and identify any necessary upgrades and/or possible relocations.
- Provide conceptual design(s) alternatives for the Inn to better accommodate the Inn’s utilization for the future. “What should an inn of the future look like?”
- Provide impact statement of conceptual design alternatives on the availability of the facility, impact on operations, and impact on finances, including a five-year projected profit and loss analysis.
- Provide estimated cost-benefit analysis of conceptual design alternatives including how the cost and expense associated with each alternative is allocated and amortized within the lease between landlord and tenant.

B. Timeline and Cost Estimates

- Recommend a timeline for implementing changes identified in the report. Indicate how changes might be made in a phased manner with the least disruption to the Inn’s operations.
- Provide general cost estimates of possible design alternatives modifications/rebuilding related to recommendations/conceptual designs.

C. Meetings and Presentations

The consultant should expect to schedule meetings with the tenant, (Longshore Associates of Westport Limited Partnership) along with major town department directors (Building, Parks and Recreation, Public Works, Fire, Planning & Zoning) to understand

their concerns and recommendations. In addition, there will be meetings with the First Selectman and other key officials. The consultant should anticipate a number of public presentations to Town bodies such as the Representative Town Meeting, the Board of Finance, the Planning & Zoning Commission, the Parks and Recreation Commission and the Board of Selectmen.

- D. Completion of Services. The selected consultant shall be required to complete the scope of services within thirty (30) days after receipt of a notice to proceed.

III. RFP Process; Terms and Conditions.

Pre-Proposal Conference. The Town will hold a **MANDATORY PRE-PROPOSAL CONFERENCE AND TOUR OF THE INN AT NOON ON TUESDAY, JUNE 14, 2016**, to provide prospective respondents the opportunity to view the Park and the Inn and to provide answers to their questions about this RFP.

Preparation of Proposals. Please submit one (1) original plus two (2) copies and one (1) electronic version of your response to Richard Kotchko, Room 313, Town Hall-Finance Dept. 110 Myrtle Avenue Westport, CT 06880 no later than 11:00 AM on June 27, 2016. No response will be accepted after this time.

Responses should be in a sealed envelope clearly marked:

RFP 16-848T

RENOVATION, CAPITAL IMPROVEMENT AND STRUCTURAL ANALYSIS STUDY FOR THE INN AT LONGSHORE

Submission Requirements. Please provide the following information as part of your submission:

- A. A narrative relating to your general approach and methodology for the analysis.
- B. Proposed scope and project work plan.
- C. Deliverables description.
- D. A proposed timeline for completion of your services.
- E. Proposed budget for study report and conceptual designs.
- F. Company history.
- G. Examples of work in the past five (5) years in facility planning and space needs analysis.
- H. Reference information for at least three (3) clients you have served relevant to the services proposed.
- I. Resumes, including responsibilities, background, and relevant experience of key personnel assigned to this project.

- J. Describe any professional or ethical conflicts that may interfere with handling the project.
- K. Include any additional information or materials that you believe communicate the capabilities of your firm to perform this project.

The proposal shall be signed by an authorized official. The proposal shall also provide name, title, address, telephone number, fax number and email address for the individual or individuals with authority to negotiate and contractually bind the respondent, and for those who may be contacted for the purpose of clarifying the information provided.

Evaluation Criteria. The Town plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Selection of the consultant will be the responsibility of a committee consisting of Town representatives and will be based upon the written submittals, selected presentations and interviews.

Factors that will be evaluated include, but are not limited to, the following:

- Experience of the firm to include, in particular, inn and catering facilities grossing between \$3-5 million. Experience with such facilities in New England is preferred.
- The firm's understanding and approach to the project
- The firm's ability to accurately represent costs relative to similar projects
- The firm's schedule
- Clarity, organization, and effective presentation of submittal
- Review of references
- Proposed cost

Proposal Costs. The respondent shall be responsible for all costs incurred in the development and submission of its proposal. The Town assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a proposal by a respondent, the evaluation of an accepted proposal, or the selection of finalists. The Town shall not be contractually bound until the Town and the successful respondent have executed a written contract.

Reservation of Rights. The Town of Westport reserves the right to waive any defects and informality in any proposal, to reject any or all proposals for whatever reason, including but not limited to cost, and to accept that proposal deemed to be in the best interest of the Town.

General Conditions.

Insurance Requirements. Prior to the execution of any Agreement, the consultant will be required to provide the following insurance:

A. Workers Compensation required by law with employer's liability limits for at least the amounts of liability for bodily injury by accident of \$500,000 each accident and bodily injury by disease of \$500,000 each employee and a policy limit by disease of \$500,000.

B. Commercial General Liability Insurance policy with an edition date of 1986 or later including products and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and completed operations): Products and completed operations aggregate limit of \$2,000,000.

- The policy shall name the Town as an additional insured and include ISO Form CG 2010 (04/13) and CG 2037 (04/13).
- Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self insured retention carried by the Town.
- The policy shall contain a waiver of liability in favor of the Town.
- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract
- A per project aggregate limit of liability endorsement shall apply for any construction contract.
- Deductible and self-insured retentions shall be declared and are subject to the approval of the Town.

C. Commercial Automobile Insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

D. Professional Liability Insurance for liability resulting from the negligent performance of professional duties or operations. Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$3,000,000 in the aggregate. The policy shall name the Town as an additional insured.

IV. Questions:

Any questions regarding this RFP can be submitted by Email to Richard Kotchko, Purchasing Officer at rkotchko@westportct.gov