



Director: Gregory Marles
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Cape Elizabeth
Department of Facilities & Transportation
(207) 799-9574

345 Ocean House Road
Cape Elizabeth, ME 04107

REQUEST FOR INFORMATION

The Town of Cape Elizabeth and the Spurwink School Committee are seeking Request for Information (RFI) for the proposed future use of the former Thomas Memorial Library building known as the Spurwink School. Request for Information should be received by June 24, 2016 by the end of the business day. Submission will be received at the Cape Elizabeth School Facilities and Transportation Office, 345 Ocean House Rd, Cape Elizabeth, Maine 04107. The Request for Information will be recorded as received by the requested deadline.

Request for Information received after the above stated day and time will not be considered.

The Spurwink School Committee intends to begin review of the submissions on July 14, 2016. At the time of the RFI, each submitter will be presumed to have inspected the site and have made themselves familiar with the facility.

Questions regarding the RFI or to make arrangements to visit the site, may be directed to:

Cape Elizabeth Facilities and Transportation Department
Attn: Greg Marles
345 Ocean House Rd
Cape Elizabeth, Maine 04107
207-799-9574
gmarles@capeelizabethschools.org

The Town reserves the right to waive all informalities, to accept any RFI or any portion thereof, or to reject any or all RFIs should it be deemed in its best interest to do so.

Proposal

The Spurwink School Committee is requesting information as to the intended future use of the Spurwink School based on submitted criteria provided below.

- I. Description of the program or use of the facility
- II. Do you plan on using the entire facility or portion thereof and would you share the facility
- III. Public benefit of the program or use of the facility
- IV. Hours of operation of the program or use of the facility
- V. Resources requested by the program or use of the facility from the Town of Cape Elizabeth (equipment, financial, staffing, etc.)
- VI. Resources provided by the program or use of the facility to meet the needs of the facility for their program or use (specialized equipment, financial, volunteers, staffing etc.)
- VII. Special security, environmental requirements, access requirements or other requests
- VIII. What is your extent of financial ability to cover the costs of facility's utilities
- IX. Timeline for the program or use to be operational (estimated)
- X. Projected capacity levels of the program or use (staffing, volunteers, users, etc.)
- XI. Any other information regarding the program or use pertinent for the Spurwink School Committee review process

The submission shall include the name of the respondent, their position within the requester's organization, and the contact information.