

Request for Qualifications/Proposals

For Construction Management Services

For a New Public Safety Building for the Town of Scarborough, Maine

RFQ 202018

INVITATION

The Town of Scarborough Maine is soliciting your qualifications for Construction Management at Risk services related to the construction of a new Public Safety Building. The Construction Manager (CM) will provide pre-construction services to the Town of Scarborough prior to commencement of construction. The CM will prepare a Guaranteed Maximum Price (GMP) and, upon its acceptance, will build the project. The CM will be expected to work closely with the Town of Scarborough and Architect and to propose cost and timesaving alternatives. The Town is inviting CM's to participate in the selection process outlined below:

THE PROJECT

The project consists of the site development and construction of a new 53,000 square foot Public Safety building and related site work and amenities on town owned land located adjacent to the Town Hall and bordered by US Route 1 and Sawyer Rd. The raw construction estimate for the public safety building is approximately \$17 million. The Architect for the project, Context Architecture of Boston, MA, has completed a schematic design and preliminary cost estimate for the project.

Financing for the project has been approved by the Town. This financing will become available in February of 2018.

THE PROCESS

Prospective CMs are being invited to participate in the selection process. Each is expected to prepare a written statement of qualifications in response to this RFQ/RFP (six copies required), to be submitted to the Town of Scarborough no later than **2:00pm on Friday December 22, 2017**. Submittals received after that date and time will be returned unopened. Clearly mark the cover of the submittal with the words "Response to Public Safety Building RFQ/RFP". Address submittals to:

Ms. Larissa Crockett, Assistant Town Manager
Town of Scarborough
PO Box 360
259 US Route 1
Scarborough, Maine 04070

Each prospective CM shall address the following elements in their proposal:

1. General Qualifications:
 - a. Contractor's Qualification Statement (completed AIA Document A305).
2. CM philosophy and structure:
 - a. Narrative description of the firm's' philosophy of Construction Management.
 - b. Demonstration of successful management systems for the planning, organizing and monitoring of similar construction projects. Among these are conceptual estimating, budgeting, scheduling, and cost controls. A Building Information Model (BIM) will be developed by the design team. This project resource will be shared with the Construction Manager throughout all phases of design. Please describe your firm's BIM capabilities, experience and software.
 - c. Demonstration of knowledge and experience in the use of value engineering, the careful evaluation of building systems, construction techniques and recommendation of materials to create optimum dollar value without compromising design criteria. Provide an example from previous experience that illustrates how value engineering savings were incorporated into the budget and/or how overall construction cost was reduced due to these efforts.
 - d. Description of the firm's construction safety program.
 - e. Description of the firm's program for project follow-up and warranty.
 - f. Provide historic data on the cost of general conditions; provide a list of the CM's General Conditions Items. Provide CM's fee ranges and construction costs of similar projects.
 - g. Other information/qualifications as each CM may consider appropriate to the selection process.
 - h. Demonstration of experience with qualifying sub-contractors.
3. Specific CM Experience:
 - a. Specific CM experience, particularly on projects of similar program and scope. A complete list of related CM projects completed during the past five years shall be submitted, along with owner and architect references. Highlight at least three of these completed projects and include budget, schedule, and change order performance.
 - b. Total dollar volume of CM work completed during each of the past three years. Identify the work performed by your office located closest to Scarborough, Maine (if more than one office.)
 - c. Specific experience with pre-construction services including a description of the working relationship with Owners and Architect. Include at least three owner and architect references.

4. Key Personnel:
 - a. Identification and qualifications of key personnel to be used including, but not limited to, Project Managers, Superintendents and Estimators. Submission of names shall be considered a commitment on the part of the CM to retain stated personnel on the project throughout its duration.
 - b. The labor rates, all-inclusive, of all reimbursable personnel to be included on the project team.
5. Fees:
 - a. The lump sum fee for pre-construction CM services; and,
 - b. The construction phase CM fee as a percentage of the cost of work for both the base contract and all Owner authorized changes.

Proposals are due by, and will be opened at **2:00 pm on Friday December 22, 2017**.

FORM OF AGREEMENT

The form of agreement between the Town of Scarborough and the CM shall be AIA-A133 (latest edition). General Conditions shall be AIA-201, General Conditions of the Contract for Construction (Compatible Edition), with Supplementary Conditions to be prepared by the Town of Scarborough and Context Architecture. Should the proposing CM require any modifications to this form of agreement of General Conditions all such modifications shall be listed in the Proposal Form.

After the execution of the Agreement, the CM shall prepare a Guaranteed Maximum Price (GMP) for the entire scope of work. Upon the Town of Scarborough's acceptance of the GMP it shall be amended to the Agreement. The GMP shall be prepared based on eighty-five percent (85%) complete construction documents.

The CM will be expected to work closely with the Town of Scarborough and Context Architecture and will be encouraged to propose cost and time-saving alternatives.

SCHEDULE

Construction shall be 100% complete and in receipt of the Certificate of Occupancy on or before December 31, 2019.

RESPONSIBILITIES

The CM will be expected to perform services consistent with the industry-accepted role of a CM at Risk. In general, they will include, but will not necessarily be limited to:

1. Attending meetings with the Town of Scarborough's Public Safety Building Committee and/or Architect as necessary, throughout the design and construction processes.
2. Providing recommendations regarding constructability, materials and equipment selections, and cost savings.
3. Assuming charge of and responsibility for construction scheduling and cost estimating. At a minimum, the schedule and budget updates will be prepared at the end of Schematic Design, Design Development, and at 85% Construction Documents. Such estimating will be accomplished by the CM, without creating obligations to prospective sub-bidders. It will be the CM's responsibility to acquire an understanding of the project, adequate for the proper preparation of such estimates. The accuracy and timeliness of construction estimating is of utmost importance.
4. Qualifying sub-contractors.
5. Letting sub-contracts for bid.
6. Providing a GMP.
7. Providing a performance bond, a payment bond and insurance.
8. Holding sub-contracts for construction.
9. Managing the construction including coordination, inspection, supervision, safety and quality control services.
10. Maintaining construction phase records and accounting.

SELECTION

By **Wednesday January 10, 2018** a shortlist will be selected to make presentations to the Public Safety Building Committee on **Thursday January 25, 2018**. Shortlist candidates will be expected to:

- Attend a mandatory site visit **January 17, 2018 at 10:00 am**
- Provide an itemized breakdown of General Conditions costs in sealed envelope at time of interview.
- Provide a preliminary project schedule

It is expected that the final CM selection will be made by **Friday February 2, 2018** with an anticipated construction start date by July 2018. The fees indicated in the contractor's proposal will be used as the starting point for negotiations of the final CM contract. Should the Town of Scarborough and CM be unable to successfully negotiate the fee basis, the Town of

Scarborough will commence negotiations with the next highest scoring CM team, and so on, until agreement is reached.

The Town reserves the right to reject any and all proposals, in whole or in part.

The Town of Scarborough will assess the qualifications of the CM teams from their presentations and the accompanying materials. Six categories will be graded and the preferred CM team will be identified by the highest cumulative score. Selection criteria and their point value to be used by the Town of Scarborough shall be, but not necessarily be limited to:

1. Relevant experience with pre-construction and construction services as a CM.	20 points
2. Demonstrated ability to estimate construction cost at all phases of design.	20 points
3. The qualifications of key persons who will be assigned to this project.	20 points
4. Experience and record of qualifying sub-contractors.	20 points
5. Experience providing CM services to a municipality.	10 points
6. Experience providing CM services for a public safety building.	5 points
7. CM experience in the State of Maine.	5 points
TOTAL	100 points

The Town of Scarborough's decision with regard to the selection of a CM will be considered final.

QUALIFICATIONS

1. The Town of Scarborough retains the right to waive any informality, to reject any or all Statements of Qualifications, or to accept any Statement of Qualifications that may be determined to be in its best interest.
2. It is the Town of Scarborough's intent that the work be publicly, competitively bid by qualified bidders for each trade or bid package. At least three (3) bidders must be identified for each major trade as qualified, each of which must be approved by the Town of Scarborough. In the case of specialty, sole-source trades where there is a proprietary interest (such as communications) the Town of Scarborough will indicate such preference in which case additional bids will not be required. All bids shall be delivered in sealed, labeled envelopes and opened in the presence of the Town of Scarborough and Architect. The CM agrees to accept the lowest qualified and conforming bid.
3. The CM Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by the Town of Scarborough. Terms and conditions of the Agreement between Town of Scarborough and CM shall take precedence over all prior understanding and/or Agreement, if any, including this Request for Qualifications.

4. The Town of Scarborough retains the right to terminate the services of the CM at any time prior to the execution of a GMP Agreement, and the Town of Scarborough's obligation shall be limited to actual documented expenses of the CM as of such date.

5. Direct questions related to preliminary plans to:
Jeff Shaw, Principal
Context Architecture
68 Harrison Avenue, 5th Floor
Boston, MA 02111
(617) 423-1400
jshaw@contextarc.com

Questions regarding the RFQ/RFP submission process should be directed to:

Kim Morrison, Purchasing Specialist

(207) 730-4083

kmorrison@scarboroughmaine.org

6. Conceptual drawings, renderings and program information intended to provide a preliminary idea of the scope of the project are available on Context Architecture's web site at the following location:

<https://donhamandsweeney.sharefile.com/d-s54d462570af49dcb>

DATE SUMMARY

- Friday December 22, 2017, 2:00 pm - RFQ/RFP responses due
- Wednesday January 10, 2018 - Shortlist of finalists selected
- Wednesday January 17, 2018, 10:00 am - Mandatory site walk
- Thursday January 25, 2018 - Finalists presentations
- Friday February 2, 2018 - Final selection decision