



TOWN OF CARRABASSETT VALLEY

REQUEST FOR CONSTRUCTION MANAGEMENT AT RISK AND DESIGN & SITE ENGINEERING SERVICES *TOWN OFFICE, PUBLIC SAFETY, & RECREATIONAL COMPLEX*

INVITATION

The Town of Carrabassett Valley, Maine, is soliciting proposals from qualified teams or firms for Construction Management at Risk (CMAR) services and Design & Site Engineering consulting in connection with a new Municipal Town Office Complex. The Construction Manager (CM) will provide pre-construction services to the Town of Carrabassett Valley 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 Carrabassett Valley and to propose cost and timesaving alternatives. The Town is inviting CM's to participate in the selection process outlined below:

- The project requires both rehabilitation analysis and conceptual design services for potential new construction.
- Applicants may submit individually or as part of a team offering combined services.
- The selected firm(s) will collaborate with the Town throughout all project phases, from concept and site engineering through construction, under a Construction Manager at Risk delivery model.
- The selected firm(s) will work closely with the Town Select Board and staff to develop three design options, potentially including phased-designs, and to assist in evaluating feasibility and cost-effectiveness.

THE PROJECT

As noted, the project requires both rehabilitation analysis and conceptual design services for potential new construction. The current municipal town office houses four staff members. The new facility must accommodate at least six full-time staff and provide a Select Board meeting chamber. The Town seeks a design and construction solution that considers community needs, long-term adaptability, and cost-efficiency. Existing complex also supports a three-bay fire station garage and two-bay ambulance base with staff quarters.

The project requires addressing the three following potential development options:

1. Minimal Rehabilitation Design:

Reuse viable portions of the existing structure and selectively reconstruct.

2. Rehabilitation and/or Reconstruction:

Reuse viable portions of the existing structure and/reconstruct, as will be determined through study process. Existing use groups to be accommodated, with potential to include a larger chamber room suitable for public meetings and multifunctional community use, seating up to 100 people.

3. Multi-Use Expansion:

Full overhaul/reconstruction, including potential relocation of user groups (such as fire and ambulance). Explore accommodating additional user groups such as a summer camp, co-working space, and public works facilities.

THE PROCESS

Qualified CMs are 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), no later than **August 15th at 1pm**. Late submissions will not be opened. Clearly mark the cover of the submittal with: "Response to Town Office Complex RFP" and address to:

Garrett Corbin, Town Manager
Town of Carrabassett Valley
1001 Carriage Road
Carrabassett Valley, ME 04947

Short-listed firms will be invited for interviews, and selection is expected within two weeks of interviews.

Following the completion of presentations, the Town will consider all available information and select one CM with whom it will negotiate an Agreement. The sealed envelopes will not be opened until the preferred CM Team is selected, and the fees indicated will be used as the starting basis for negotiations of the final CM contract. Should the Town and CM be unable to successfully negotiate the fee basis, the Town will commence negotiations with the next highest scoring CM team, and so on, until the agreement is reached.

The Town reserves the right to waive any informality in proposals, to accept any proposal, and to reject any and all proposals, in whole or in part, should it be deemed for the best interest of the Town to do so.

PROPOSAL REQUIREMENTS

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

1. General Qualifications:

- Firm profile, including relevant experience with municipal and multi-use facility design
- Organizational structure

2. Construction Management Philosophy and Methodology:

- 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.
- 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
- d. Description of the firm's construction safety program.
- e. Description of the firm's program for project follow-up and warrantee.
- f. Provide historic data on the cost of general conditions; provide a list of the CM's General Conditions Items.
- g. Other information/qualifications as each CM may consider appropriate to the selection process.
- h. Demonstration of experience with qualifying sub-contractors.

3. Relevant Project Experience:

- a. Specific CM experience, particularly on projects of similar program and scope. A 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 Carrabassett Valley, 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. Fee Structure:

- a. Lump sum for pre-construction CM services;
- b. Approximate estimates for each of the three design proposal; and
- c. A CM fee percentage fee for CM services from the completion of pre-construction to completion and dedication of the building.

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 Carrabassett Valley 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.

FORM OF AGREEMENT

The form of agreement between the Town of Carrabassett Valley and the chosen CM will be a single document, AIA Document A121/CMC and AGC Document 565, Standard Form of agreement between the Town and CM where the CM is also the Constructor, 1991 with edits. Paragraph 2.1.4, Phased Construction, will not necessarily be used.

EVALUATION CRITERIA

The Town of Carrabassett Valley 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 Carrabassett Valley shall be, but not necessarily be limited to:

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| 1. Relevant experience with pre-construction and construction services as a CM. | 30 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. | <u>10 points</u> |
| TOTAL | |
| | 100 points |

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

TERMS AND CONDITIONS

1. The Town 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's intent that the work be publicly, competitively bid by qualified bidders. All bids shall be delivered in sealed, labeled envelopes and opened in the presence of the Town.
3. The CM Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by the Town of Carrabassett Valley. Terms and conditions of the Agreement between Town of Carrabassett Valley and CM shall take precedence over all prior understanding and/or Agreement, if any, including this Request for Qualifications.
4. The Town of Carrabassett Valley 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 Carrabassett Valley's obligation shall be limited to actual documented expenses of the CM as of such date.

Direct all inquiries regarding this RFP to:

Garrett Corbin, Town Manager
towncvtm@roadrunner.com

Response Deadline is August 15th at 1pm

END OF REQUEST FOR PROPOSALS