

**TOWN OF RUMFORD, MAINE
NEW CENTRAL FIRE STATION BUILDING PROJECT**

**REQUEST FOR QUALIFICATIONS / PROPOSALS
FOR
CONSTRUCTION MANAGEMENT SERVICES**

January, 2022

INVITATION

The Town of Rumford, Maine is soliciting your qualifications for Construction Manager at Risk services related to the construction of a new Fire Station. The Construction Manager (CM) will provide pre-construction services to the Town prior to commencement of construction. At the completion of the Construction Documents the CM will bid the documents to qualified subcontractors. 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 and Architect and to propose cost and timesaving alternatives. The Town is inviting CM's to participate in the following selection process:

THE PROJECT

- The Project consists of the site development and construction of a new 13,400 square foot Fire Station Building and related site work and amenities on Town owned land.
- The Fire Station construction estimate for the Project is approximately \$5.4 million.
- The Architect for the Project, Port City Architecture of Portland, has completed a conceptual design that will be used as the basis for the initial cost estimate.
- Financing for the Project has been approved by the Town.

THE PROCESS

Prospective Construction Managers 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 (6 copies required), to be **submitted to the Town no later than Thursday February 17, 2022 at 1:00 pm.** Submittals received after that date and time will be returned unopened. Clearly mark the cover of the submittal with the words" ***Response to Fire Station Project RFQ/RFP***". Address submittals to:

Town of Rumford
Stacy Carter, Town Manager
Town of Rumford
145 Congress Street
Rumford, Maine 04276

Approximately three prospective CMs will be selected by February 23, 2022 for interviews on Monday, February 28, 2022. A selection is expected to be made within three (3) business days of the interviews.

Each prospective CM shall address the following in a statement of qualifications:

1. General Qualifications:

- a. Contractor's Qualification Statement (completed AIA Document A305).

2. Construction Management philosophy and structure:

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

3. Specific Construction Management Experience:

- a. Specific construction management experience, particularly on projects of similar program and scope. A list of related construction management projects completed during the past five years shall be submitted. Highlight at least three of these completed projects and include budget, schedule, and change order performance along with owner and architect reference information.
- 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 Rumford, Maine (if more than one office).
- c. Specific experience with pre-construction services including a description of the working relationship with the owner and architect.

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. Provide in a sealed envelope:
 - i. Lump sum fee for pre-construction CM services; and
 - ii. A CM percentage fee for CM services from the completion of pre-construction to the completion and dedication of the building.

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 an 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.

RESPONSIBILITIES

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

- 1. Attending meetings with the Town 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.

FORM OF AGREEMENT

The form of agreement between the Town 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 be used.

QUALIFICATIONS

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 for each trade or bid package. At least three (3) bidders must be identified for each trade as qualified, each of which must be approved by the Town. All bids shall be delivered in sealed, labeled envelopes and opened in the presence of the Town and Architect. The CM agrees to accept the lowest qualified and conforming bid.
3. The Construction Manager Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by the Town of Rumford . Terms and conditions of the Agreement between the Town and CM shall take precedence over all prior understanding and/or Agreement, if any, including this Request for Qualifications.
4. The Town retains the right to terminate the services of the CM at any time prior to the execution of a GMP Agreement, and the Town's obligation shall be limited to actual documented expenses of the CM as of such date.
5. Direct questions related to preliminary plans and the Construction Management process should be directed to:
Andrew Hyland, AIA
Port City Architecture
65 Newbury Street
Portland, ME 04401
207-761-9000
andy@portcityarch.com
6. Conceptual drawings information is intended to provide a preliminary idea of the scope of the Project and are available only as PDF documents.

END OF REQUEST FOR QUALIFICATIONS