



## REQUEST FOR PROPOSAL

### New Emergency Housing Building on Thomas Point Road in Brunswick

Thursday, November 9th, 2023

**Purpose:** Tedford Housing is requesting proposals to provide Construction Management Services for a new emergency housing building located on Thomas Point Road in Brunswick.

**Background:** Tedford Housing is a 501 (c)3 nonprofit organization based in Brunswick, ME that provides emergency housing for people experiencing homelessness, homeless prevention and outreach services, and permanent supportive housing for people who were formerly homeless.

**Project Description:** The project consists of a 17,568 square foot facility to include an adult emergency housing wing with 7 dorm rooms plus communal living, dining and kitchen space, a family emergency wing with 10 separate family apartments, and administrative, case management and meeting space. The 3-acre site will also include a parking area, garden space, playground and a pathway through to the edge of the site for pedestrian purposes. The 100% drawings are included with the request for proposals. Construction is projected to begin Spring 2024. This is an emergency housing(shelter) project partially funded by Cumberland County ARPA funds.

**RFP Process:** Prospective Construction Managers are invited to participate in the following selection process. Each is expected to prepare a written proposal to be submitted to Tedford Housing electronically no later than 4:00 pm on Thursday, November 30, 2023.

**Exhibits provided with this RFP include:**

- a. Project Documents
- b. Schematic Design Documents
- c. Cumberland County ARPA Required Forms

**RFP Process Schedule:**

- a. RFP Issued: Thursday, November 9, 2023
- b. Questions about RFP by email (no phone calls) may be submitted by: No later than 4:00 pm on Thursday, November 16, 2023
- c. Last Addendum (if needed): Friday, November 17, 2023
- d. RFP Due: No later than 4:00 pm on Thursday, November 30, 2023
- e. Notification of Shortlisted Firms to be interviewed: Thursday, December 7, 2023
- f. Interviews of Shortlisted Firms to take place between: December 11, 2023 - December 15, 2023
- g. Anticipated Award: Thursday, December 21, 2023
- h. Anticipated Construction Start: April 2024
- i. Anticipated Construction Complete: April 2025 (12-month time period for construction)

**Communication:** All communications and questions should be emailed to Danielle Triffitt, Director of Administration, Tedford Housing at [danielle@tedfordhousing.org](mailto:danielle@tedfordhousing.org).



Tedford Housing reserves the right to change or alter its selection process. Tedford Housing and its firm are not responsible for costs incurred by each proposal. Each respondent is responsible for costs incurred until a working agreement has been finalized. The Owner may elect to interview some or all of the prospective Construction Managers based upon review of the submitted proposals.

**Construction Contract (AIA Document):**

Contract will be a two-part contract, one for preconstruction services and a GMP amendment. It will be based on the AIA Document A133-2009 Standard form of Agreement between Owner and Construction Manager as Constructor. A GMP will be established before Part 2 of the contract is executed. The contract will include penalties for late completion and an early completion bonus. The owner reserves the right to terminate the CM contract with no payment to the CM if project cost increases beyond budget at any time during design and pricing.

**Bid Requirements/Selection Qualifications:**

On your own letterhead, please address the following in a submission to Danielle Triffitt, Director of Administration, Tedford Housing, and submit proposal by 4:00 pm on Thursday, November 30, 2023. Submission should be provided electronically to [danielle@tedfordhousing.org](mailto:danielle@tedfordhousing.org).

This project is partially funded by Cumberland County ARPA funds. Please note that Tedford Housing will continue to seek additional funding sources for this project and, should Tedford be awarded additional funds, the CM acknowledges that this may require the CM to follow additional State and federal requirements and agrees to abide by those requirements

Please address each of the questions and items listed below in your submission. Submissions will be reviewed and evaluated based on the following:

1. Overhead and profit (fee) percentage to be charged.
2. Lump sum general conditions amount. General Conditions can vary considerably based on what a CM includes within them. Generally, it is helpful to be specific about what is to be included to assure “apples to apples” comparisons.
3. A full estimate schedule of values. This will be the single most important factor in the CM selection process as all potential bidders have been prequalified based on experience and other relevant factors.
4. An estimate of construction time (in days).
5. The name and resume of the job Superintendent you would intend to use for the entire duration of this project.
6. The name and resume of the individual you would use to be Project Manager for the entire duration of this project.
7. Tedford Housing intends to choose a responsive and responsible CM for this project. Please provide a clear, detailed narrative outlining the conditions of the work including such considerations as onsite activities, including safety, noise and dust control; recommended protocols with respect to site meetings, communication, and efficiency



8. An experience statement and references that will allow Tedford Housing to judge the potential to successfully plan, execute and complete the Thomas Point Road project. Please include a summary of projects for which you have served as CM-At-Risk, highlighting any projects you feel are particularly comparable or appropriate, and are of similar scope, nature and complexity.
9. How you would handle the requirement of this job that your costs be an "open book" to the Owner and Architect, with any proposals for shared savings and any contemplated "CM contingency."
10. Your willingness and ability to offer suggestions to the architect for achieving the design intent and staying within budget, and a detailed estimate at the 100% development of the plans. The interview will provide a chance for you to offer specific ideas for saving money, saving time, or using alternate products which may result in a better building.
11. Your ability to conduct a competitive process among the sub-trades for this project which will result in the lowest possible price to the Owner. The ability to prequalify certain major subs may be part of this response as long as aspects of competition are maintained.
12. Describe your firm's quality control program and warranty process. Who is responsible for the quality of the finished project and what has your firm done to institutionalize quality control?
13. Cumberland County ARPA required forms must be attached to your submission:
  - a. Conflict of Interest Acknowledgement Form
  - b. Certification Regarding Equal Employment Opportunity
  - c. Equal Opportunity Statement
  - d. Federal Requirements for SLFRF

**Selection Criteria:**

Selection criteria to be used by the Owner shall include, but not necessarily be limited to personnel named to the project, similar project experience and qualifications, Construction Manager's Fee, scope of services included in the fee versus General Conditions, as well as any and all other considerations which the Owner may determine to be in the best interest of the Owner. The Owner's decision with regard to the selection of a Construction Manager shall be considered final. The contract will be awarded to the lowest responsive and responsible proposal. The lowest responsive proposal will be determined based on the proposal price and add/deduct alternates, if any, selected by the Owner and any cost reductions or efficiencies proposed in the proposer Responses that are accepted by the Owner. The Owner shall have reasonable discretion and may exercise its judgment in determining whether a proposal is responsible.

The Owner retains the right to waive any informality, to reject any or all Proposals, or to accept any Proposal determined to be in the best interest of Tedford Housing. The Owner may at any time terminate the services and/or contract with the Construction Manager for the Owner's convenience and without cause. In case of such termination for the Owner's Convenience, the Contractor shall be entitled to receive payment from Owner limited to actual documented expenses of the Construction Manager as of such date.

Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by Tedford's procurement policy.



CONTACT PERSON

Questions or clarifications may be directed to the contact below until 4:00 pm on Thursday, November 16, 2023:

Danielle Triffitt

Director of Administration

Tedford Housing

[danielle@tedfordhousing.org](mailto:danielle@tedfordhousing.org)

207-729-1161 x 100