



REQUEST FOR PROPOSALS
FOR
GENERAL CONSTRUCTION SERVICES

Town of Farmingdale

289 Maine Avenue

Farmingdale, Maine 04344

RELEASED: February 24, 2021

DUE: March 24, 2021

Prepared By:



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SECTION A – PURPOSE

The Town of Farmingdale is seeking proposals from qualified contractors with demonstrated experience and expertise for the town office renovation project. The purpose of this Request for Proposal (RFP) is to solicit proposals and to establish a contract for the purchase of these services. This RFP sets forth the instructions for submitting proposals, the procedure and criteria by which the town will select contractor(s), and the contractual terms by which the town proposes to govern the relationship between itself and the selected contractor(s).

A Selection Committee comprised of various town members and appointees will oversee this process. The Selection Committee will be the sole governing body in the RFP process.

SECTION B – SCHEDULE OF EVENTS

This RFP will be governed by the following schedule:

Release of RFP	February 24, 2021
Deadline for Written Questions	March 12, 2021
Deadline for Question Response	March 17, 2021
Proposals Due	March 24, 2021
Review of Proposals	March 24, 2021
Final Evaluation by Selection Committee	March 31, 2021

SECTION C – SCOPE OF WORK

Any contractor selected by the town, or its authorized staff and committees, pursuant to this RFP will be required to enter into a not-to-exceed contract for the following services:

The renovation for the approximate 2,319 S.F. of the first floor into finish space. The shell structure of the building is already in place for construction. The scope of work will include light demolition, the construction of partition walls, doors, windows, plumbing installations, light concrete work, and a later phased roof replacement complete with truss installation. Reference is made to plans (A-1, A-2, A-3, A-4, & A-5) by E.S. Coffin Engineering & Surveying.

To date, we have developed proposed plans for the renovation including detailed floor plans, schedules and details. This project will be completed in a two-phase process as shown on A-1:A-5. The **first phase** will include, but is not limited to:

- A revised public entrance that will remove an existing office in order to provide more room for town clerks.
- Construction of a 12'x11' office for the town constable.
- Construction of a 7'x6.5' ADA bathroom.
- Removal of existing 5' square employee bath for future closet use.
- Removal of existing 2'x4' closet.
- Replacement of non-fire rated door into fire rated one.
- Construction of 8'x12.5' open office.
- Construction of 16.5'x9' employee kitchen with stove, fridge, and sink.
- Replacement of (3) three existing windows.
- Installation of (4) four interior windows.
- Removal of 4'-0" x 2'-0" from interior basement wall.
- Removal of existing basement stair and installation of floor.
- Installation of 60 linear foot 2x4 wall with insulation adjacent to certain exterior walls.

The **second phase** will be a complete renovation of the meeting room which will include, but is not limited to:

- Removal of existing roof which consists of 2x6's at 24" O.C. and rubber roof membrane.
- Installation of common roof trusses for 25'-9"x35'-5" Meeting Room that extends 5'-7" over adjacent deck. Installation to require asphalt shingles, interior gypsum sheathing, and R-38 batt insulation.
- Replacement of existing windows.
- Concrete skim coat to be overlaid on an existing, sloped concrete floor. Then to be leveled and coated with epoxy surface.
- Installation of (1) one Daikin Heat Pump.
- Removal of existing window and installation of exterior door.
- Removal of existing overhead door and infilled.
- Installation of vinyl siding to match existing color to replace existing overhead door.
- Installation of 2x4 wall with insulation adjacent to all exterior walls.

SECTION D – PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

To be considered for selection, contractors must submit a signed Price Proposal to the issuing office. (1) original of the Price Proposal shall be prepared and placed in a sealed submission envelope/package. The proposals must be returned by the date and time noted below and identified as follows:

Price Proposals Due: March 24, 2021 5:00 PM

From: *[Insert Name of Contractor]*

To: **James Coffin**

E.S. Coffin Engineering & Surveying, Inc.

P.O. Box 4687

Augusta, ME 04330 (U.S. Mail)

432 Cony Road

Chelsea, ME 04330 (Physical and Overnight Delivery)

Proposals may be hand delivered to the above address by the date and time notes. The contractor should not place any other correspondence or other proposals in the envelope or package. The contractor shall make no other distribution of the proposal. The town will not accept emailed or faxed proposals. The contractor must furnish a list of subcontractors that they will hire in order to complete this project.

The town shall be entitled to contact every reference listed and each entity referenced in any response to any question in this proposal. The contractor, by submitting this proposal, including the "Reference Contact Authorization Form", expressly agrees that any information concerning the contractor in possession of said entities and references, or any other entity, will be made available to the town if requested. **The town may use other sources to verify past performance.**

The Selection Committee will be looking for the proposal that presents the best plan to achieve a successful project. The town provides this format for the contractor to accurately respond to the technical evaluation factors listed in **Section E – Evaluation and Award Criteria**. The contents shall consist of:

- Completed and signed **Reference Contact Authorization Form**.
- Completed and signed **Price Proposal Form**.

SECTION E – EVALUATION OF PROPOSALS AND AWARD CRITERIA

The town will make award to the responsible contractor(s) whose proposal conforms to this RFP and is most advantageous to the town. Price will be considered, but is not the sole determining factor in the awarding of this contract. After the Selection Committee reviews and selects the contractor or contractors, the town shall issue a Notice of Intent to Award. The town may cancel this RFP or reject proposals at any time before the award and is not required to furnish a statement of reason why the town did not deem a particular proposal the most advantageous. Should the town determine in writing and in its sole discretion that only one contractor is fully qualified, or that one contractor is clearly more highly qualified than the others under the consideration, the town may award without further review and award a contract to that contractor.

Upon award of any contract that may result from this RFP, contractor shall provide a certificate of insurance demonstrating the existence of all insurance required by the contract terms.

ANY FAILURE BY A CONTRACTOR TO ADHERE TO THE PROVISIONS SET FORTH IN SECTION E ABOVE WILL RESULT IN THE REJECTION OF THAT CONTRACTOR'S PROPOSAL.

SECTION F – PRICING SCHEDULE

Provide only one copy of the Price Proposal Form. The town reserves the right to inspect any contractor or subcontractor's audited financial statements or other financial information that may be acceptable to the town prior to making an award to that contractor. **CONTRACTOR PRICING MUST INCLUDE ANY SUBCONTRACTORS THAT WILL BE HIRED IN ORDER TO COMPLETE THIS PROJECT.**

Town of Farmingdale
Town Office Renovation
PRICE PROPOSAL FORM

Date: _____

Project: Town of Farmingdale
Town Office Renovation

To: **James Coffin**
E.S. Coffin Engineering & Surveying, Inc.

P.O. Box 4687

Augusta, Maine 04330 (U.S. Mail)

432 Cony Road

Chelsea, Maine 04330 (Physical and Overnight Delivery)

From: _____

(Name of contractor)

In compliance with your RFP, the undersigned contractor proposes to provide all services and supplies necessary for the management of this project, in accordance with the RFP dated February 18, 2021, including Amendments noted below, as prepared by the town for the consideration of the following amounts:

The contractor agrees by signing this proposal to enter into a negotiated contractor at risk contract if requested by the town. The total ultimate combined contract pricing will be determined based on the following with no additional markup or contingency:

- 1) Separate phase pricing; and
- 2) Lump sum pricing.

BASIC SERVICES PRICE:

Part A1.

Lump sum price for first phase, in accordance with Section C.

Part A1 = _____ dollars (\$ _____).

Part A2.

Lump sum price for second phase, in accordance with Section C.

Part A2 = _____ dollars (\$ _____).

Part B.

Lump sum price for basic services, in accordance with Section C (TOTAL BASIC SERVICES PRICE AMOUNT).

Part C (Part B1+B2) = _____ dollars (\$ _____).

The lump sum prices offered above are for contractor services performed under the specific project phases shown. The lump sum prices shall include all supervision, labor salaries, benefits, bonuses, home office and field overhead, office support and management, including materials, equipment, mobilization and relocation costs, supplies, and profit, for successful performance of all specified services and work, including the services and work performed by the contractor's core staff, the contractor's other employees, and the contractor's consultants and subcontractors. Contractor's lump sum prices are to include all services performed by them as well as subcontractors that they may hire. The prices shall remain in effect during the entire performance period.

Payment amounts will be based on the actual quantities authorized, provided, and approved. The final Contract amount shall be adjusted by change order as required.

Acknowledgment is made of receipt of the following Amendments:

If notice of acceptance of this proposal is given to the undersigned within sixty days or any time before this proposal is withdrawn, the undersigned will execute and deliver a Contract in the prescribed form with all required attachments, within 10 days after the Contract has been presented to him for signature. The required Payment and Performance Bonds and Builders Risk Insurance associated with any signed Construction Contracts shall be delivered to the town at the time of execution.

This form, its completion by the contractor, and its use by the town shall not give rise to any liability on the part of the town to the contractor or any third party or person.

Either the undersigned or one of the following individuals, if any, is authorized to modify this proposal prior to the deadline by writing the modification and signing his name.

By submitting and signing this RFP, the undersigned certifies that the contractor name given below is the true and complete name of the contractor/entity, authorized to transact business in the State of Maine and will perform all work included in the scope of this RFP. In addition, the undersigned certifies that the contractor/entity for which he is signing has thoroughly reviewed all aspects of this RFP, and that all information, data, and representations made by the undersigned and the firm/entity for whom he signs are true, are complete and accurate, and that the entity for which he signs will, upon award of the contract, execute and complete a contract with the town on the terms set forth herein, unless changed and agreed to in writing by the town.

Name of Contractor: _____

By: _____

(typed name)

(signature)

Title: _____ Telephone Number: _____

Fax Number: _____ E-mail _____

For Partnership (Names of Partners):

Contractor No: _____ FEIN: _____

(Corporate Seal)