

DESIGN – BUILD SERVICES REQUEST FOR PROPOSALS
TOWN OFFICE FACILITY

Town of Oxford, Maine
85 Pleasant Street
November 30, 2020



DESIGN – BUILD SERVICES REQUEST FOR PROPOSALS

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The Town of Oxford is soliciting proposals for Design-Build (DB) teams for the following project:

New Town Office or Renovation to Existing Town Office

The Town of Oxford is soliciting Design-Build (DB) proposals for the construction of a new 5,500 SF Town Office or Renovation to the 12,000 SF Existing Town Office to be received by the Town located at 85 Pleasant Street, Oxford Maine 04270 by 3:00 PM, Friday, January 22, 2021, at which time proposals will be opened and read aloud. Proposals must be submitted in a sealed envelope clearly marked "**Town Office Project**" in the lower-left corner.

I. PROJECT SUMMARY

The Town Office is currently located at 85 Pleasant Street in a former school. The Board of Selectmen are currently evaluating different options in regards to the Town Office. These options are: 1) Rehabilitating the current structure, 2) Constructing a new Town Office at a site TBD or, 3) Leasing.

The Town has developed a conceptual development plan for the Town Office Project, which will be refined as part of the design process. The new facility is anticipated to include the following components as part of the DB contract to provide a complete and functional facility:

- 5,500 SF with layout like the attached floor plan regarding size of the facility, programming of space, use, etc.

The existing Town Office to be renovated will be done in a fashion to provide, at a minimum, the same square footage for functions that the new Town Office would provide. Project to also include: a. mitigation of ground water infiltration in the basement and elevator shaft, b. assessing condition of elevator and making recommendations for repair, replacement and/or relocation, and c. assessment of roof.

The anticipated building construction materials and system components will be determined through the process of working with the Town Manager and Board of Selectmen to determine the balance of cost and durability.

DB Contractor will be responsible for obtaining all permits for the project.

DB Contractor will be responsible for the disposal of all materials and associated costs.

Copies of RFP may be submitted via PDF in an electronic format. No cost is to be associated with assembling the electronic PDF to bidders.

The Town reserves the right to accept or reject any or all bids, to waive any informality in the bids and to exercise its judgment in evaluating the bids.

Acceptance of the bid is contingent on final voter approval of the project and the funding request at the annual town meeting tentatively scheduled for 10:00 AM, Saturday, June 5, 2021.

II. SCHEDULE

The DB team is welcome to schedule meetings with The Town of Oxford to better understand the project, program and needs.

Approximate dates/timelines are listed below:

RFP Distribution	November 30, 2020
Pre-Bid Meeting (optional)	January 14, 2021
RFP Submission Deadline	Friday, January 22, 2021 by 3:00 PM
DB Teams Interviews	Week of January 25, 2021
DB Team Selection by Select Board	February 4, 2021
DB Conceptual Plan Development/Costing	February to April 2021
Notice of Award	TBD based on Town Meeting Vote Tentatively Scheduled for Saturday, June 5, 2021
Start of Construction	TBD based on Town Vote
Substantial Completion	TBD based on Town Vote
Cert. of Occupancy	TBD based on Town Vote

III. BUDGET

The current total project budget is \$1,500,000

IV. RFP SUBMISSION REQUIREMENTS

The Town of Oxford must receive responses to the RFP by 3:00 PM, Friday, January 22, 2021 at 85 Pleasant Street, Oxford Maine 04270

The following shall be included in response to this RFP:

- A. Cover Letter: to address interest, point of contact for the selection process, firm contact information and business structure (i.e. corporation, sole proprietor, etc.)
- B. Design Build Team Strength, Capacity, and Experience
 - a. DB firm's qualifications to include but not limited to: years in business, history, number of full-time employees, info on firm's personnel and experience.
 - b. Design Build Team qualifications and resumes of key personnel.
- C. Design Build Team Design and Construction Management Experience
 - a. Similar Municipal DB Facility experience.
 - b. Ability to meet the Town's program and design standards.
 - c. Statement on working relationships with local subcontractors and suppliers.
 - d. Project examples of DB Teams similar size/scope project experiences including Project Owner and/or Design References.

- e. Any additional information you would like to include to demonstrate experience and ability to execute this project.
- D. Financial Strength
- a. DB Firm Income statement and/or Balance sheet and/or Statement of cash flows.
 - b. A letter of recommendation from DB's Bonding Agency demonstrating ability to Bond project.
 - c. Firm(s) capacity: Demonstrate the current work under contract for the firm and key personnel proposed for the project.
 - d. Insurance Requirements-See Schedule A. Certificate of Insurance will be submitted with bid proposal.

Please submit 6 physical copies and 1 digital copy. Digital copies may be emailed to: eolsen@oxfordmaine.org. Any submissions received after the deadline will be returned unopened to sender.

Proposal materials must be enclosed in a sealed envelope clearly marked: **Town Office Project**.

V. **RFP AWARD BASIS**

Proposals will be reviewed by the Town and a contract will be awarded based upon the best value within budget and as determined to be in the best interest of the Town. The Town Manager may contact the DB Team in order to clarify any items listed in their proposal. The Town will evaluate the proposals based upon the following:

- A. Overall experience and creativity
- B. Ability to meet project needs within budget
- C. Proposal quality
- D. References
- E. Demonstrated experience and presentation at Interview
- F. Costs

The Town of Oxford reserves the right to reject any and/or all Bids, to waive deficiencies, and to accept any Bid deemed to be in the best interests of Town.

SECTION 1

Conceptual Facility Programing

- Office space for town manager, finance officer, deputy finance officer, code enforcement, assessor agent, town clerk, lobby, selectmen's meeting room, minimum two restrooms (public and staff), breakroom, storage space, general assistance and clerks (three windows) office.
- Vault which is fire rated for four hours
- ADA compliant entrances and restrooms
- Lighted adequate parking-spaces for eight staff and up to twelve customers
- Preferably one floor
- Sprinkler system
- Minimum two restrooms (public and staff)

See attached conceptual floor plan as an example of a potential layout. It will not be attached to an existing building as shown. Also attached is the land available for construction of the new town office.

The Town contracted with Cordjia Capital Projects Group in 2019 to provide a cost estimate for Town Office renovations and new construction. The report is very detailed and provides an insight as to what is involved in the project. A copy of that report is available.

SECTION 2

DB PROPOSAL FORM

Proposal of _____

Hereinafter call "Proposer", organized and existing under the laws of the State of Maine doing business as _____*.

(Insert "a corporation", "a partnership", or "an individual" as applicable)*

As per DB RFP Dated November 30, 2020 "Proposer" acknowledges to perform all work for the New/Renovated Town Office.

TOTAL BID PRICE (in numbers) \$ _____

TOTAL BID PRICE (written in words) _____

Submitted by: _____ Date: _____

Name of Authorized Signer and Title

SCHEDULE A

INSURANCE REQUIREMENTS

INSURANCE COVERAGES

The Contractor agrees that it shall, at all times during the term of this Agreement, maintain in full force and effect, the following insurance coverage:

- 1) Commercial General Liability Insurance with limits of one million dollars (\$1,000,000) per occurrence and general aggregate for each (i) bodily injury and property damage, (ii) personal injury and advertising injury liability, and (iii) products and completed operations. The Town shall be named as an additional insured, as their interests may appear, as respects operations performed by Contractor.
- 2) Automobile Liability Insurance to cover liability for the ownership, maintenance and use of all owned, hired, or non-owned vehicles, for a combined single limit for bodily injury and property damage in an amount of one million dollars (\$1,000,000) per accident.
- 3) Workers Compensation coverage in an amount not less than statutory requirements and Employer's Liability Insurance in an amount of not less than \$1,000,000 each accident for bodily injury by accident, each employee for bodily injury by disease and policy limit for bodily injury by disease.
- 4) Property Insurance to cover Contractor's personal property, or property considered to be in its care, custody, and control.
- 5) Professional Liability Insurance with limits of \$250,000 per claim, and \$500,000 general aggregate.

CONDITIONS OF INSURANCE

- A. In order to meet the required minimum limits of the Liability Insurance, it is permissible for the Contractor to combine an umbrella liability policy with the primary liability policy, at the discretion of Contractor.
- B. Policies shall be issued by insurers approved to do business in the State of Maine.
- C. The Contractor shall be responsible for deductible amounts under its insurance policies, except where otherwise provided.
- D. Prior to commencement of the Work and upon the renewal, or extension of each policy of insurance required herein, the Contractor shall promptly provide the Town with a certificate of insurance.
- E. The Town of Oxford will be listed on the Certificate of Insurance as an Additional Insured.