

REQUEST FOR PROPOSAL (RFP) FOR ARCHITECTURAL SERVICES

RFP Title: Cousens Memorial School Renovation

RFP Response Due Date and Time:
9:00 am – Friday, May 5th, 2017

Number of pages
(including cover) - 4

Issue Date:
March 27, 2017

ISSUING AGENCY INFORMATION:

Town of Lyman
Select Board Office
11 So. Waterboro Rd.
Lyman, Me. 04002

Single Point of Contact (SPOC): Nancy Harrison (207) 710-6869, selectboard@lyman-me.gov
Town of Lyman website: www.lyman-me.gov

INSTRUCTIONS TO FIRMS

Return Sealed Proposal to:
Lyman Select Board
11 So. Waterboro Rd.
Lyman, Me. 04002

Mark Envelope / Package with:
RFP Response – Cousens Memorial School

FIRM MUST COMPLETE THE FOLLOWING

Firm Name / Address:

Name/Title

Signature

Printed Name/Title

Print name and title and sign in ink. By submitting a response to this RFP, bidders understand and will comply with the RFP specifications and requirements.

Type of Entity (e.g., Corporation, LLC, etc.)

Phone Number:

E-mail Address:

FAX Number:

FIRMS MUST RETURN THIS COVER SHEET WITH RFP RESPONSES

REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

The Select Board for the Town of Lyman, Maine is requesting statement of qualification proposals from firms interested in providing architectural services to the Town of Lyman. Services needed include proposed renovation design review, construction plans, bid specifications, and a line item option for construction management for the historic Cousens Memorial School Project, located at 382 Goodwins Mills Rd., Lyman, Maine. Renovation will be comprised of interior remodel, installation of wheelchair lift, exterior upgrades to include civil work (new parking lot, drainage and exterior lighting). Please reference attached preliminary building layout. Construction will begin in the summer of 2017.

RFP Submittal Terms: The Single Point of Contact (SPOC) for this solicitation is:

Select Board Member; Sumner “Ed” Sanborn, Lyman Select Board Office
11 So. Waterboro Rd. Lyman, Maine 04002

(207) 651-5780, selectboard@lyman-me.gov - Town of Lyman website: www.lyman-me.gov

- A *mandatory* Pre-Proposal walkthrough and facility tour will be conducted at **10 am, Friday, April 7, 2017** at the Cousens Memorial School located at 382 Goodwins Mills Rd. Lyman, Me. All firms interested in submitting a proposal *must* attend.
- Questions about this RFP must be submitted via e-mail or in writing to the SPOC by **2 pm, Friday, April 21st, 2017**. No additional project questions will be addressed after this date. A Response addendum listing all questions received with the Town of Lyman responses will be posted by **2 pm, Friday, April 28th, 2017** on the Town of Lyman webpage at www.lyman-me.gov and emailed to all submitting firms.
- Proposals must be submitted to the SPOC no later than **9:00 am on Friday, May 5th, 2017**.
- Six (6) copies of the RFP response proposal must be submitted as well as one (1) electronic disk copy.
- Please label outside of response package envelope as: RFP Response – *Cousens Memorial School Project*.
- Proposals are scheduled for opening by the Lyman Select Board at **6:30 pm on Monday, May 8th, 2017** at a Special Select Board Meeting to be held at the Lyman Town Hall, 11 So. Waterboro Rd. Lyman, Maine.
- Contract to be awarded at **6:30 pm on Monday, May 15th, 2017** at the regularly scheduled Select Board Meeting to be held at the Lyman Town Hall, 11 So. Waterboro Rd., Lyman, Maine.

TARGET SCHEDULE OF EVENTS		
<u>EVENT</u>	<u>TIME</u>	<u>DATE</u>
Mandatory Pre-Proposal Walkthrough	10 am	Friday, April 7 th , 2017
Deadline for Receipt of Written Questions on RFP	2 pm	Friday, April 21 st , 2017
RFP Questions Responses Answered by	2 pm	Friday, April 28 th , 2017
RFP Proposals Due to Lyman Select Board Office	9 am	Friday, May 5 th , 2017
Proposals scheduled for opening	6:30 pm	Monday, May 8 th , 2017
Contract to be awarded	6:30 pm	Monday, May 15 th , 2017
Finalized Design/Construction documents due	2 pm	Friday, June 30 th , 2017
Construction Bid Process	To be completed by Friday, August 4 th , 2017	
Remodel Kick-Off	Summer/Fall – 2017	
Project Completion	Winter – 2018	

SCOPE OF WORK FOR ARCHITECTURAL SERVICES

The basic services to be provided will include architectural and engineering services and construction oversight for the historic Cousens Memorial School Project.

1. Review proposed building improvements for code compliance to include; structural engineering, electrical engineering and civil engineering;
2. Work with Lyman Representative to determine most appropriate design;
3. Prepare the construction bid package in conformance with applicable requirements and oversee the construction bid advertising, tabulation, including preparing the advertisements for bid solicitation, conduct the pre-bid conference, bid opening, evaluation of bids and recommendations;
4. Conduct final inspection with General Contractor and Select Board.

Include a line item option for the following additional management services:

- Conduct a pre-construction conference and issue the notice to proceed to Clerk of the Works;
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards to Clerk of the Works;
- Provide periodic on-site evaluation of construction work;
- Provide quality control to ensure the contractor and subcontractors are providing materials, labor and products consistent with what is identified in the design and specifications;
- Review and approve all contractor requests for payment and submit approved request to the Town of Lyman for payment processing;
- Provide one (1) complete set of as-built, reproducible plan drawings to the Town of Lyman upon project completion; and
- Submit final report and punch list as needed.

PROPOSAL CONTENT

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP.

Responses should include:

1. The Firm's legal name, address, telephone number and principal contact e-mail address;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
4. A description of the firm's prior experience, including design and construction management of any similar renovation projects, location of project, and total construction costs;
5. A description of the firms current work activities and how these will be coordinated with the project, as well as the firm's anticipated availability during the term of the project;
6. The proposed work plan and schedule for activities to be performed; and
7. A minimum of three references that are knowledgeable regarding the firms recent performance on projects, including the company name location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's ability to perform the contract. The Town of Lyman reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for proposal disqualification).

ADDITIONAL INFORMATION – PAYMENTS AND INSURANCE

The project involves planning and depending on the discretion of the town, it could also include construction management. No future work is implied or guaranteed.

The Town of Lyman reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be set through a submitted AIA (American Institute of Architects) Schedule with the selected firm. Firms interested in contracting with the Town of Lyman are minimally required to provide independent contractors insurance showing at least \$3,000,000.00 worth of business liability insurance and proof of work compensation coverage.

In no event shall any official, officer or employee of the Town of Lyman be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While the Town of Lyman has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the Town to award and execute a contract. Upon a determination, such actions would be in its best interest, the Town, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Not award a contract, if it is in the Town's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the Town determines adequate funds are not available.

The Town of Lyman is an Equal Opportunity Employer.