

TOWN OF LYMAN

11 South Waterboro Rd Lyman, ME 04002

Tel: (207)-499-7562 FAX: (207)-499-7563

Email: selectboard@lyman-me.gov

REQUEST FOR PROPOSALS

Architect/Engineer Services

The Town of Lyman is requesting proposals from qualified consultants to provide Architect/Engineer Services to complete design plans for the existing Town Hall. The intention of this RFP is to solicit responses and formal proposals from qualified Architects/ Engineers and select a single organization to provide services to the Town of Lyman.

The scope of work is as outlined in this request for proposal. This document does not commit the Town of Lyman to any contract for any service, supply, or subscription whatsoever. The Town of Lyman will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with response will solely reside at the responding party's expense.

Please submit your proposal in a sealed envelope to the Town of Lyman by April 3rd, 2023 3:00pm EST.
Proposals must be addressed to:

Select Board
11 South Waterboro Rd
Lyman, ME 04002

Please mark sealed proposals plainly "RFP: Architect/ Engineer Services, Town Hall". **Proposals will be opened publicly at the Select Board meeting on April 3rd, 2023.** The Town will not except late bids.

Questions regarding this request for proposal should be directed via email to:
selectboard@lyman-me.gov

Project Description.

- Complete a design to the existing Town Hall using drafting from C.N.Z Drafting. (CNZ Drafting agrees to share all CAD drawing with the company that is awarded the contract.)
Architect/ Engineer will include.
 - Architectural Design
 - Structural Design
 - Coordination with the civil engineer
 - Review and approval from the State Fire Marshall

- This proposal is divided into phases.

Scope of Work

Phase One: Schematic Design

- Develop the preliminary design provided by CNZ Drafting Based on code requirements:
 - International Building Code
 - NFPA Life Safety Code
 - American Disabilities Act
- Ensure compliance with State regulation to qualify as a public refuge.
- Revise the design based on feedback from the building committee.

Phase Two: Construction Documents

- Further develop the plans into a set of Construction Documents suitable for permitting from the State Fire Marshalls Office. Construction bids and Construction.
- Final Drawings to consist of:
 - Floorplans with all dimensions, proper tags and code related details and notations
 - Proper detail of all interior and exterior code elements including bathrooms.
 - Full layout of Fire/life Safety items

- The Final Plans will be stamped by a Registered Architect in the State of Maine, also a licensed structural engineer.
- The awarded company will submit and obtain proper permits from the State Fire Marshall for:
 - ADA permit
 - Life /Safety

Phase Three: Construction Administration

The awarded company will provide coordination services between General Contractor and Owner (TOL) to respond to questions, alternatives, issues that may arise during construction.

This will involve site visits to ensure the final plans are being executed properly.

Clarifications/Assumptions

The owner will be putting this project Out to Bid to multiple contractors (minimum of three)

Conditions and Instructions to Bidders

1. Bidders shall use the enclosed bid form and submit additional information/credentials attached with bid form.
2. Proposals must include separate line-item costs for any or all the items outlined on the Proposal form.
3. Proposals must be completed in full and must be signed by a firm official or representative. Proposals may be withdrawn prior to the time set for the official opening.
4. Proposals will be opened publicly. Bidders or representatives may be present at opening.
4. Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. The Town reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the consultants/firms submitting an RFP, or to cancel all or part of this RFP.
5. The Town is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
6. No contract may be assigned without board approval and contract must be signed by at least three members of the board.
7. Please state **“RFP: Architect/ Engineer Services, Town Hall”**, on submitted, sealed envelope.
8. The Town of Lyman reserves the right to waive any formality and technicality, whichever is deemed best for the interest of the Town.

The Select Board will review sealed bids in an open public meeting and may, at the boards' discretion, delay award pending further review. It should be noted that the contract resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the “best interest” of the Town. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award.

RIGHT OF REFUSAL. The Town reserves the right to: a) Reject any or all proposals, or to make no award. b) Select certain applications from the proposals. c) Require modifications to initial proposals. d) to make partial or multiple awards. e) award based on initial proposals received, without discussion of such proposals. f) invite selected vendors to make oral presentations to the evaluations team. Failure of a vendor to comply with the request for meeting may be grounds for bid rejections. g) excuse technical defects in a proposal when, in its sole discretion, such as excuse is beneficial to the Town.

PROPOSAL FORM:

Due: **April 3rd, 2023 3:00pm EST**

To: Town of Lyman
Select Board
11 South Waterboro Rd
Lyman, ME 04002

A separate line-item cost for any or all the following scope of work.

- 1) Town submissions and or presentation to the public _____
- 2) Civil engineering _____
- 3) Mechanical, electrical, and plumbing design _____
- 4) Landscape/Hardscape design _____
- 5) Interior design such as trim, flooring colors window treatments _____
- 6) Fire suppression system layout and bid documents. _____
- 7) Energy compliance check _____

Fees- estimate for hours for each Phase of work:

Phase One _____

Phase Two _____

Phase Three _____

Total Fee Estimate _____

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The undersigned individual/firm/business guarantees this price for sixty days (60) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the Town of Lyman.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Company _____

Name (print) _____ Telephone # _____

Title _____ Fax # _____

Address _____

Email Address _____

Web Site _____