

## REQUEST FOR CM PROPOSALS LETTER

To: **Construction Managers at Risk Candidates**

From: Steve Sanders, Director of Mill Site Redevelopment, Our Katahdin

Date: March 20, 2024

Re: Construction Manager Services - Request for Proposal  
**230 Penobscot Avenue Opportunity Hub**, Millinocket, ME

Our Katahdin, a volunteer driven nonprofit organization working to promote community and economic development in the Katahdin region is seeking a qualified Construction Manager for the renovation of an existing two story vacant building at 230 Penobscot Avenue. CWS Architects has developed permitting level construction documentation that illustrates the project's scope, and invite Construction Managers to submit qualifications and a compensation (fee) proposal for a limited amount of pre-development services and construction phase Construction Management Services. Attached are documents intended to represent a basic understanding of the probable scope of work for the property. Please note that the construction documents may need some scope refinement due to on-going tenant coordination.

Through the Construction Manager's participation in a limited amount of pre-construction phases of the work, Our Katahdin intends to benefit from that firm's expertise with regard to regional market knowledge of construction materials, construction means and methods, and skilled trade considerations. It is expected, in this capacity, that the Construction Manager will provide an initial design document review, informal inquiries with prospective subcontractors and cost estimating services to support the design and construction effort.

The project will require approvals which include approvals by Maine State Fire Marshal and local construction permitting with the Town of Millinocket and other regulatory authorities. The project is currently in the final stages of the National Environmental Policy Act (NEPA) review. NEPA is expected to be completed within the next 30 days.

### PROJECT SCOPE NARRATIVE

The intent of the project is to Renovate & Fit-up an existing two story, abandoned building on Penobscot Avenue in Millinocket. The previous use was mixed with retail space on the first floor and business use space on the second floor. The building fronts Penobscot Avenue and has a typical "main street business character. It is the intent to redevelop the street side of the building creating a café on one corner and a walk-in work share business space on the opposite corner. The rear of the first floor will be used and manage by the local Library for their bike, ski and gear rental program. The second floor will be fit-up for

further work share space creating a small open office touch down area as well as a few small enclosed offices.

The renovations will take into consideration various code compliancy requirements including handicap accessibility, means of egress and fire separations.

The total area of the first floor is 7,135 square feet as measured around the exterior perimeter of the building. The total area of the second floor above is 3,347 square feet. There is an existing basement (7,135 s.f.) that will be used for mechanical systems and storage.

Our Katahdin has received partial funding for the project from the U.S. Department of Housing and Urban Development (HUD), Eastern Maine Development Corporation and the Penobscot County Commissioners. Additional funding requests are outstanding at this time with decisions anticipated by the end of the 2<sup>nd</sup> Quarter of 2024. Davis-Bacon wage and fringe requirements apply to all stages of this project.

#### **Preliminary Project Schedule**

A. Target Date for receipt of full project funding	June 30, 2024
B. Target Start Date Range for Scope of Work and Prelim Cost Estimate	May 6, 2024
C. Target Date Range to Begin Construction	June 3, 2024

#### **Documentation:**

Included in this package is a copy of the current IFC Drawing and Project Specifications Package that identify, in summary format, the intended project scope of work as currently envisioned. It is expected that the pre-construction process may re-define, test and modify the current concept and scopes of work, based upon cost input from the Construction Manager, to align with the available financing.

The Construction Manager is asked to provide two breakout fee proposals for the following two phases. All responses must recognize and incorporate the following elements into its proposed project approach and proposal:

**Scope 1: Preconstruction Services Participation, Schedule, Phasing for Efficient Relocations and Estimates** – Our Katahdin anticipates a pre-construction period of 4 weeks. Our Katahdin anticipates milestone construction estimates prior to Guaranteed Maximum Price (GMP) bidding. The CM should anticipate active participation (regular bi-weekly design scope meetings, guidance on cost effective construction sequencing, relocation minimization and coordination planning, plan reviews for cost economy, completeness and constructability) with Our Katahdin, CWS Architects, and other consultants in the development of the projects' scope, budget and the subcontractor bidding and selection. Preconstruction planning meetings will be a mix of in person on site meetings as well as virtual meetings. The preconstruction services phase is to extend through to the end of the construction documentation phase of the design services.

**Scope 2: Construction Services; Construction Contract Guaranteed Maximum Price and CM Contingency** – Contract will be a two-part contract, one for pre-construction services and a Guaranteed Maximum Price (GMP) amendment. It will be based on AIA Document A133-2009 Standard form of Agreement between Owner and Construction Manager as Contractor. A GMP will be established before Part 2 of the contract is executed. The contract will include penalties for late

completion. The HUD funding source involved with the project requires that the CM solicit (3) three bids for all trades/disciplines. This documentation shall be provided as proof for record purposes.

**Labor Rates:** David Bacon Labor Rates will apply to the project. The CM shall manage and document the use of these rates for all in house staff and subcontractor billing.

**Bonding:** Performance and Payment for 100% of GMP will be required for the full amount of the GMP. As part of your response, please confirm your bonding capacity for the project.

**General Conditions Matrix:** The Construction Manager is asked to provide and confirm the above noted services as well as recognition of the following General Conditions items. This list is not meant to be all inclusive and it is the intent that the CM will adjust required scopes as needed during the preconstruction services.

- Bonds and Insurances
- Bond Premiums
- Buildings Risk Insurance
- Construction Operations Insurance
- Complete Operation Insurance
- Umbrella Coverage Insurance
- Additional Insurances as Recommended by the Contractor
- Labor Burden on General Conditions Personnel
- Building Permits
- Project Managers
- Superintendents
- Assistance Superintendents
- Field Engineers
- Timekeepers
- Watchmen
- Traffic Control
- Project Layout
- Project Layout Equipment
- Project Safety
- Travel Expenses
- Office Trailer
- Temporary Storage Trailers
- Temporary Chemical Toilets
- Temporary Lighting
- Temporary Water

## QUALIFICATION SUBMISSION REQUIREMENTS AND SCORING

Construction Managers making proposals will be asked to provide the following written **Qualification Information** based on the Selection Criteria (with 35 points reserved for interview scoring) for review by the selection committee:

1. **Completeness of Proposal:** Threshold Requirement. (no points)
2. **Relevant CM Experience:** Description of relevant CM projects. Threshold Requirement. (no points)
3. **References:** List of references for relevant CM projects. Threshold Requirement. (no points)
4. **Fees:** Completed “Proposal Form” and “Costs Allocation Schedule” Form (attached), to include a description of methodology for establishing CM fees (pre-construction and construction) and modifying fees (i.e. sliding scale or other proposed method) to accommodate budget and scope changes, both pre-construction and during construction. (25 points)
5. **Relevant Project Experience:** Description of relevant project experience including relevant experience with publicly funded renovation and energy efficient commercial design, specifically related to energy efficiency modernization, design and construction principles. (20 points)
6. **Capacity of Staff Resources:** Description of existing CM and GC projects and anticipated projects over the next 12+ months, proposed CM staffing, pre-construction services/timeline and proposed personnel for each role. (25 points)
7. **Demonstrated Value of Preconstruction and Management Staff:** Description of the firm’s approach to managing and providing value from pre-construction through construction services. Provide specific examples of how the firm’s approach has been applied to past similar projects—particularly those financing through public funding sources, including those involving relocations and phasing to save money and/or improve a project. Describe the firm’s methodology for implementing a successful Value Engineering process and for establishing and using a CM contingency. (15 points)
8. **Business Philosophy:** Provide a description of what makes your company unique and stand out as a Construction Manager. (5 points)
9. **Financial Strength:** Company financial statements and bonding agency reference. (10 points)
10. **Demonstration of Creative Problem Solving and approach to working in Millinocket.** Emphasis on the use of local contractors / vendors is important to Our Katahdin and critical for meeting budget goals. (10 points)

## SELECTION CRITERIA

CM proposals will be reviewed and candidates selected for interview based on: a) completeness of proposal; and b) the selection criteria, described above. Upon receipt and review of the above described qualifications, the selection team will interview all invited candidates who have submitted a proposal. Following interviews with the CM Candidates, the selection committee will summarize candidates’ qualifications and select a first and second choice CM for each project based on the selection criteria. Our Katahdin’s staff will then be charged with negotiating final contract terms with the first choice CM. If terms

cannot be reached with the first choice CM, the Owner will negotiate contract terms with the second choice CM.

## PROJECT INFORMATION

### Reference Documents:

#### **DOCUMENTS** (by reference only, available upon request)

- Owner-CM Agreement AIA A133 CMc 2009
- General Conditions AIA A201 – 2007

#### **DOCUMENTS** (attached)

- Project Document CM Selection Criteria
- Project Document CM-Owner Cost Allocation Schedule
- Outline Basic Requirements: For determining General Conditions Budget
- Project Document Supplemental General Conditions - AIA A201-2007

#### **PLANS AND SPECIFICATIONS** (attached, under separate cover for each project)

- 3-Part Construction Specifications Prepared by CWS Architects
- IFC Construction Documentation Provided by CWS Architects

## SPECIAL CONSIDERATIONS

- Construction Budget: \$2,750,000 + Construction Contingency
- Assumed Project Schedule: RFP Issued – March 20, 2024  
Mandatory Site Visit – April 9, 2024  
Close for RFI questions – April 12, 2024  
Responses to RFI questions April 19, 2024  
**CM Proposals Due – 4/23/2021 @ 12:00 noon April 26, 2024**  
  
CM Interviews (If Necessary)– April 30, 2024  
Preconstruction Service (upon CM selection)  
Constructability and Estimating Reviews:  
  
Bid and Permit Drawings: IFC Drawings – May 21, 2024  
Assumed Construction Start: - June 3, 2024  
Construction Period: 18 months (maximum)
- Design-Build Components: Building Sprinkler System
- Proposed Form of Contract: AIA Document A133 – 2009 (CM at Risk)  
AIA Document A201 – 2007  
Supplemental General Conditions

## PROPOSAL SUBMISSION

Questions from CM candidates regarding the scope of this project and RFP shall be in writing and submitted to the Owner at: [steve@onenorth.net](mailto:steve@onenorth.net) (Steve Sanders, Director of Mill Development) who will respond to all candidates in the form of an addendum if the question results in a substantive change in the scope of the RFP.

Proposing Construction Managers retain the right to make Exceptions and/or Clarifications to their proposal. If such Exception and/or Clarification is submitted by the proposing Construction Manager, it must be a) indicated as such on the PROPOSAL FORM FOR CONSTRUCTION MANAGER (CM) AT RISK; and b) clearly identified as such as a separate attachment to be located at the beginning of the Construction Manager's proposal.

CM Candidate Interviews will be held at locations to be determined, if necessary. Final CM selection will be at the sole discretion of the Owner based on many factors, regardless of Price.

**Please deliver by 12:00 noon on Friday, 4/26/2024, one (1) digital copy of the proposals to:**

Steve Sanders, Director of Mill Site Redevelopment  
Our Katahdin  
at: [steve@onenorth.net](mailto:steve@onenorth.net)

On behalf of Our Katahdin and our many partners, thank you for your interest in this project.

Steve Sanders  
Director of Mill Site Redevelopment

cc: Members of Our Katahdin

### Attachments:

1. 3-Part Construction Specifications prepared by CWS Architects
2. IFC Construction Documentation prepared by CWS Architects
3. Exterior Building Rendering
4. Interior First Floor Café Rendering
5. Interior Market and Café Rendering
5. Interior First Floor Library Gear Locker Rendering