

Request for Proposals for Insulation Services
Town Hall, Town of Falmouth
271 Falmouth Road, Falmouth, ME 04105

November 19, 2015

The Town of Falmouth is inviting submission of proposals for insulation services at the Town Hall building located at 271 Falmouth Road.

Proposals must be submitted to Nathan Poore, Falmouth Town Manager, 271 Falmouth Road, Falmouth, ME 04105, no later than **December 10 at 9:00 AM**. Proposals shall be submitted in sealed packages labeled "Town Hall Insulation."

Scope of Services

The Town has recently renovated the interior and exterior of the Town Hall. This scope of work did not include insulation services in the attic. The attic is currently insulated but requires improvements to increase energy efficiency and reduce ice damming. The recent building envelope renovation project created a much "tighter" building around the horizontal exterior of the building however it exacerbated heat loss through the top of the building. This project will also require some insulation maintenance in the ground level crawl space area of the building. The scope of the insulation work is attached to this RFP as Exhibit A.

PLEASE TAKE NOTICE: Contractors will be encouraged to offer alternative design options, similar to a "design build" project. The attached scope and design is based on the Town's best understanding of its needs. Alternative design options will need to be approved by the Town. Design alternatives shall first take into consideration the objective to reach peak energy efficiency while eliminating or greatly diminishing ice damming. Cost of the project is important however achieving the desired objectives is the most important consideration for the Town.

Proposal Submission Requirements

1. **General Qualifications of Firm**

- Firm introduction and background
- QA/QC
- Representative client listing
- Profile of similar insulation projects
- References (name, phone number) for a minimum of three similar insulation projects

2. Personnel

Resumes of project manager and other key personnel

3. Project Approach and Scope of Services

Provide a detailed explanation of the scope of services demonstrating responsiveness to the Town's RFP requirements. Include a description of the approach and ability to meet the project schedule.

4. Fee Schedule

Proposed not-to-exceed fee for this project.

Mandatory Pre-Bid Meeting

There will be a mandatory pre-bid meeting for any interested party at the Falmouth Town Office on December 2 at 1:00 PM. This meeting will include a tour of the Town Office building. A mandatory pre-bid meeting and tour is necessary for prospective bidders to fully understand the scope and complexity of this project.

Questions and Inquiries

All questions should be directed to Town staff at the pre-bid meeting.

Selection Criteria

Selection criteria will be based upon the following:

- Qualifications of the Firm
- Project approach/responsiveness to the RFP
- Ability to meet the project schedule.
- Past experience on similar projects.
- Lump sum cost to complete project.

PLEASE TAKE NOTICE: Selection criteria will focus heavily on the qualifications of the firm, the understanding of the complexity of the project, past experience on similar projects and the Town's confidence in the firm to complete the project with the highest level of quality and workmanship. Cost is an important factor but it will not be the most important criteria for selection of the most qualified firm.

Project Schedule

- Mandatory pre-bid meeting – December 2, 2015 at 1:00 PM
- **Proposals Due** – December 10, 2015 at 9:00 AM
- Firm Selected – December 15, 2015
- Notice to proceed – December 15, 2015
- Work Start – No later than January 25, 2016
- Work Complete – February 12, 2016

A copy of the Town's standard form contract is attached as Exhibit B.

The Town of Falmouth reserves the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm.