

Request for Construction Manager Falmouth Memorial Library Expansion

March 23, 2015

Falmouth Memorial Library
Town of Falmouth
5 Lunt Road
Falmouth, ME 04105

Falmouth Memorial Library and the Town of Falmouth invite Construction Managers to submit proposals for professional construction management services for expansion of Falmouth Memorial Library. Twelve printed copies of the Proposal must be submitted no later than 3:00 pm EDT on April 16, 2015 in sealed packages labeled “Library Expansion: Attn: Library Director,” addressed to Andi Jackson-Darling, Director, Falmouth Memorial Library, 5 Lunt Road, Falmouth, ME 04105. Additionally, send an electronic copy via Dropbox or Google Drive and send the appropriate link to Andi Jackson-Darling at ajdarling@falmouth.lib.me.us. Late submissions are discouraged, but the Library and Town reserve the right to review them for consideration.

1. Introduction and Background to the Project

Falmouth Memorial Library and the Town of Falmouth are partners in this project and shall hereinafter be jointly referred to as the “Owner.” The Owner has determined that it is necessary for Falmouth Memorial Library to expand its current facility to meet the growing needs of the Library and the Community.

The Owner seeks a qualified Construction Manager (CM) to oversee an expansion and renovations to Falmouth Memorial Library, Falmouth, Maine. The project includes minor and major interior renovations to the existing library building, including demolition of the original house and the 1964 addition, and a major addition to replace this structure. Current problems associated with the original house, including a wet and moldy basement and roof issues will be mitigated.

Over the past ten years, there have been many considerations for several on-site options. Most recently, Scott Simons Architects completed a preliminary design (June 2013) and a 50% schematic design (June 2014) for a one-story, high-performance expansion and renovation. The overall project cost is estimated to be \$5.62 million. The cost for the project including all services and fees is not to exceed \$5.62 million. On November 4, 2014 voters approved a \$2.81 million bond to pay for half of the expansion. The Board of Trustees of the Library will raise the other half. The Town’s portion of the project will not exceed \$2.81 million and will not exceed the amount raised by the Library. Scott Simons Architects has been hired to complete the design and work cooperatively with a CM for the renovation and expansion.

2. Project Characteristics and Design Considerations

The Owners wish to renovate and expand the existing library so that it will better serve its community of current and future users. The expanded library must not only meet the needs of the existing community of users, it must also be designed and programmed to anticipate and engage the needs and technologies of the next several decades. As the community approved a bond based on schematic drawings by Scott Simons Architects, final designs will maintain key elements of that plan, adhering as closely as possible to its features and aesthetics. These include:

- a) One story design.
- b) High-energy performance resulting in reduced energy use.
- c) Mitigation of current building issues including, but not limited to, moldy basement and roof structure issues with the original building.
- d) Utilization of the adjacent property for parking and/or building.
- e) The total square footage of the building will be a minimum of 16,000 square feet, with a maximum of 18,000 square feet.
- f) Maintenance of the current staffing levels needed to supervise public areas.
- g) Current children's area, teen area, collection space, staff work space, and small meeting spaces are increased.
- h) Flexible spaces.
- i) Compliance with all applicable building codes.
- a) Future expansion options are delineated.
- j) In compliance with town zoning, an entrance to the Library will face Lunt Road.
- k) Gallery space for art displays.
- l) A basement.
- m) Mitigation of current parking lot concerns including, but not limited to, lack of a drop off area and the use of parking lot as a shortcut.
- n) The building may need to remain open during construction, though consideration will be given to moving library operations during construction depending on estimated cost, impact on operation and patrons, and quality of construction.

3. Proposal Requirements

We are requesting information on current and past projects managed by the CM, particularly projects similar in type, size and schedule. Include experience with summer/winter schedules, historic renovations, high performance construction, construction during occupancy, and non-profit organizations. Interviews with selected CMs will be scheduled for May 1, 2015. Selected CMs will have 45 minutes to discuss the project with the representatives from the Falmouth Memorial Library, the Town of Falmouth and Scott Simons Architects.

Information about Your Organization

- A. Name and address of your organization.
- B. Number of years your organization has been in business as a Construction Manager.
- C. Narrative description of your firm's philosophy of Construction Management.
- D. Total dollar amount of work completed during each of the past (3) years.
- E. Number of years your organization has been in business under its present name.
 1. If applicable, indicate other or former names under which your organization has operated.
- F. If your organization is a corporation, answer the following:
 1. Date of incorporation.
 2. State in which incorporated.
 3. Name(s) of officers.
- G. If your organization is a partnership, answer the following:
 1. Date of organization.
 2. Type of partnership.
 3. Name(s) of general partners.
- H. If your organization is individually owned, answer the following:
 1. Date of organization.
 2. Name of owner.
- I. If the form of your organization is other than those listed above, describe it fully and name the principal.
- J. Identification and qualifications of all the key personnel to be used, including Project Executives, Project Manager, General Superintendent, Superintendent, Assistant Superintendent, and Estimators (Note: If more than one person is expected to be assigned to any position, i.e. two assistant superintendents, please provide name and qualifications of each.)

- K. Provide a summary of Construction Manager experience with similar projects particularly in reference to project type, size, schedule, and experience with owner occupied space renovations. Cite examples of removal of significant structures.
 - 1. Cite experience with connections between new additions and existing structures.
 - 2. Address procedures for discovery and resolution of unforeseen conditions.

- L. Indicate whether your organization has a quality control program. If “yes,” provide information regarding:
 - 1. Type of program
 - 2. Month and year first implemented.
 - 3. Method of review of program.

Completed Projects

- A. List five similar projects that your organization as the Construction Manager has completed during the last five years. List for each project:
 - 1. Project name and owner.
 - 2. Location of project.
 - 3. Type of project.
 - 4. LEED or High Performance building designation, if applicable.
 - 5. Dollar value of project and percentage of the cost of the work performed with your work force.
 - 6. Start date of project.
 - 7. Architect for project.
 - 8. Original contract completion date.
 - 9. Revised contract completion date per change order, if applicable
 - 10. Substantial completion date and information regarding whether the project was completed on time per the original contract agreement.
 - 11. Name of Construction Manager’s superintendent.
 - 12. Names and telephone numbers of owner and owner's representative.
 - 13. Provide detailed project descriptions, especially on projects of similar type, size and schedule as the Expansion Project for Falmouth Memorial Library.

Current Projects

- A. List the projects that your organization is currently working as the Construction Manager or General Contractor. For each project, please list the following:
 - 1. Project name and owner.
 - 2. Location of the project.
 - 3. Type of project.
 - 4. LEED or High Performance building designation, if applicable.
 - 5. Dollar value of the project.
 - 6. Start date of the project.
 - 7. Architect for project.
 - 8. Estimated completion date.
 - 9. Name of Construction Manager superintendent.
 - 10. Name and phone numbers of owner and owner’s representative.

Resources and References

- A. For your organization's bonding agency provide:
 - 1. Name, address and telephone number.
 - 2. Name of contact person.
 - 3. Construction Manager's bondable limits, per project and aggregate.
- B. Please provide resumes and construction experience of all the individuals being proposed to manage this project.
- C. Indicate if this will be a joint venture with another organization. If "yes," provide separate questionnaires for each member of the joint venture.
- D. Please provide bank and trade references.

Litigation History

- A. Please describe your litigation history, if any, including complaints, claims, and demands for arbitration.
- B. Identify any damage claims made against your organization which are still outstanding including any litigation or arbitration proceedings which are still pending. Please provide information regarding:
 - a. Amount of the claim.
 - b. Nature of the dispute underlying the claim.
 - c. Status of the claim, litigation or arbitration.
 - d. Name, address and telephone number of the adverse party.
 - e. Summary of your position on the matter.
- C. Please detail your experience in partnering and alternative dispute resolution methods.

Safety Record

- A. Indicate whether your organization has a safety program. If "yes," provide information regarding:
 - 1. Month and year first implemented.
 - 2. Method of review of program.
 - 3. Whether regular work site safety meetings are held and how frequently.
- B. List all citations issued to your organization, during the period of the last five years, for workplace safety law violations. If none, indicate "none." If applicable, provide detailed information for each occurrence regarding:
 - 1. Nature of the violation for which your organization was cited.
 - 2. Summary of your position on the matter.
 - 3. Official resolution of violation.

Project Specific Requirements

- A. Specifically address how you would help coordinate and manage the Owner's in kind

donations during the course of construction. Discuss possible procedures and accommodations for gifted materials and portions of labor.

B. Bonding Capacity - The team must be able to provide evidence of bonding capacity in an amount of not less than \$20,000,000.

C. Please include responses to the following questions.

1. What will be your fee percentage for overhead and profit for the construction phase of this project?
2. What will your lump sum fee be for pre-construction services. Please outline what would be included. Pre-construction services include a series of meetings over a period of at least nine months to work with the architectural team and Owner to review constructability, cost, means, and methods to arrive at a mutually acceptable construction project within the Owner's available funds, achieving the intent and substance of the project as identified by in *Section 2. Project Characteristics and Design Considerations*.
3. Attachment h is a description of the scope of architectural services provided by Scott Simons Architects, please describe what you will provide for services during this period and propose a scope of service that will offer value added design guidance during this period.
4. What are your estimated general conditions for this project and what is included in this?
5. What are your mark-ups for materials and sub-contractors? Is this the same as your fee, or in addition to it?

Both pre-construction and construction management services are required.

4. Project Schedule

The selected Team shall be expected to begin work within two months of contract signing. It is anticipated that all tasks related to construction documents in their entirety will be completed by December 31, 2015. However, the Owner may elect to phase the design work to align with the fundraising portion of the project and therefore, extend the completion date. The Team will be involved in Construction Administration.

5. Proposal Timeline

Please Note: These dates are for planning purposes. They represent the Owner's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

<i>Task</i>	<i>Date</i>
RFP Posted	March 23, 2015
Mandatory Pre-Bid Meeting	April 2, 2015

RPF Due	April 16, 2015
Interviews with Selected Firms	May 1, 2015

6. Evaluation Criteria

Proposals will be evaluated according to the following:

- a) Attention to detail of submission requirements and display of understanding of the required Scope of Services.
- b) Qualifications of firm and project team members.
- c) Previous related work, specifically direct experience with library projects in the 10,000 to 20,000 square foot range, including renovation and addition, and high performance construction.
- d) Total price of the proposed services.

7. Team Selection

The Owner, at their discretion, may select a firm outright or select a finalist(s) for in-person interviews. Team interviews will take place on Friday, May 1, 2015, beginning at 9:00 am.

8. Requirements

These specifications are posted on the Library's website, <http://www.falmouthmemoriallibrary.org/> and also posted on the Bid section of the Town of Falmouth website at <http://www.falmouthme.org/current-bids-rfps/pages/current-bids-rfps>. Addenda to this RFP, if any, will be posted on the town's website under the project heading.

9. Questions

All candidates will have an opportunity to ask questions at the mandatory pre-proposal meeting on April 2, 2015, at 9:00 am in the Library's Russell Room. All questions related to this RFP must be submitted and received by Falmouth Memorial Library no later than 1:00 p.m. EST, Thursday, April 9, 2015 via e-mail to Andi Jackson-Darling at ajdarling@falmouth.lib.me.us. Clearly mark the e-mail: "Questions for Library Expansion." Mailed, telephoned, and faxed questions will not be accepted. The Owner will respond to questions up to five business days prior to the bid submission date and will provide addenda to potential bidders as necessary.

10. Acceptance of Proposals

No proposals will be accepted from firms that do not attend the mandatory pre-proposal

meeting on April 2, 2015 at 9:00 a.m. at Falmouth Memorial Library, 5 Lunt Road, Falmouth, ME 04105. The Owner reserves the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm and to select one or more of the proposals.

11. Attachments

- a) Overview of Current Floor Plan and Proposed Expansion (2)
- b) Schematic Site Plan, Scott Simons Architects
- c) Schematic Floor Plans (4), Scott Simons Architects
- d) Schematic Elevations, Scott Simons Architects
- e) External Renderings (2), Scott Simons Architects
- f) Bond Referendum
- g) Estimated construction cost
- h) Scope of work for architectural services provided by Scott Simons Architects.