

***This is the final version of the Town's RFQ for Design Services
for the Pennell Complex. Please utilize the information in this
final version and disregard any prior versions.***

February 24, 2009

REQUEST FOR QUALIFICATIONS

TOWN OFFICE RELOCATION TO PENNELL CAMPUS

**TOWN OF GRAY, MAINE
6 SHAKER ROAD
GRAY, ME 04039**

**Pre-RFQ Mandatory Open House
Tuesday March 10, 2009
9 am to 12 noon @ Stimson Hall
Gray, Maine**

**RFQ Submittal Deadline
Tuesday, March 17, 2009
@ 3:00 p.m.**

NOTICE TO ARCHITECTS/ENGINEERS

The Town of Gray, Maine is seeking services of qualified design organizations to provide design plans and construction drawings to renovate the Pennell Institute campus at 22 Main Street for use as a town office facility.

Request for Qualifications (RFQ) may be obtained as of Tuesday, February 24, 2009 either on the Town's website (www.graymaine.org) or directly from the Town of Gray Municipal Office located at 6 Shaker Road in Gray.

A mandatory "pre-bid meeting" will be held on Tuesday March 10, 2009 from 9:00 a.m. to noon at Stimson Hall located adjacent to the existing Town Municipal Office in Gray. This pre-bid meeting will include walking through the Pennell building to observe existing conditions.

Qualification proposals must be received at the Town Office at 6 Shaker Road in Gray by Tuesday, March 17th at 3:00 PM. The Town of Gray will not accept any facsimile submission for the RFQ and will not accept late submissions.

The Town of Gray reserves the right to cancel or modify the terms of this RFQ, the subsequent RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any of the proposals submitted pursuant to this request. The Town will promptly post additional information and any such cancellations and/or modifications on the Town's web site

The Town of Gray is very excited about this project and looks forward to reviewing the RFQ submittals and working with the selected design organization/team in the successful development of this project. All questions should be referred to Doug Webster, Town Building Administrator at 207-657-3112.

SCOPE OF WORK

1. Introduction:

The Town of Gray is a growing community in the northern portion of Cumberland County and is in need of expanded physical facilities to house the administrative, planning, parks and recreation, town government meeting spaces, community services and the Gray Historical Society. The replacement facilities are planned for an existing building, the main Pennell Institute building, which is composed of two components – a multi-story 1876 brick Italianate structure and a single story flat roof addition that was added in 1954.

The Town envisions utilizing the Construction Management at Risk technique to deliver the design plans to a completed project. The selected design firm is expected to work with the Town as Owner and the Construction Manager, separately selected, to develop a final design and plan that will mesh the design and construction expertise of the respective professional specialists.

The architect/engineer will be responsible for providing all consultant design services including but not limited to architectural and engineering in the fields of civil, mechanical, electrical and structural as necessary. Current site survey information will be provided by the Owner. The existing structure consists of approximately 11,000 square feet. The anticipated construction cost ceiling is \$1,700,000.

2. Background:

The existing town office facilities are located at 4 and 6 Shaker Road in Gray. The Town utilizes Stimson Hall for most public meeting functions; the adjacent Town office building houses most of the offices planned for relocation to the Pennell location.

3. Anticipated Schedule:

- | | |
|--|-------------------|
| a. RFQ issued | February 24, 2009 |
| b. Mandatory Pre-RFQ pre-bid meeting | March 10, 2009 |
| c. Request For Qualification submittal due | March 17, 2009 |

4. Submittal Requirements for Request for Qualifications:

- a. Letter of Interest;
- b. Identification and resumes of personnel to be directly involved in this project, including design principal, project engineer and administrative staff;
- c. Experience of the prime architectural/engineering project team members with this type of renovation project. Experience with historical preservation must be listed with each member. Experience with office information technology design is a plus;
- d. The designated project team's record of meeting estimated budgets and completion schedule for project of similar scope, budget and schedule;
- e. A description of the firm's design and project management philosophy and approach to this project;
- f. Identification of and a description of the project team's approach to successfully solve design challenges of this project;
- g. References;
- h. A list of similar projects completed by the project team;
- i. Current firm workload and projected workload over the anticipated project schedule; and
- j. Proposed design delivery timeline schedule.

5. Qualification Requirements:

Twelve (12) hard copies and one (1) electronic CD copy must be submitted to the Town of Gray in care of Deborah Cabana, Town Manager, 6 Shaker Road, Gray, Maine 04039. Qualification submittals must be received no later than 3:00 p.m., March 17, 2009.

6. Criteria for Selection:

Proposals will be evaluated by the Town's Building Committee, and a short list (three to five) firms chosen to advance to the final selection stage using the following criteria via the point system below of relative importance with an aggregate of 100 points to evaluate the qualifications of each firm.

<u>Evaluation Criteria</u>	<u>Weighting</u>
a. Experience with municipal building, including general meeting facilities, and the restoration of historic buildings. Working with clients to meet the design schedule.	30
b. Qualifications of assigned staff, experience with similar projects and successful team experience with the Construction Management @ Risk delivery method.	30

- c. History of effective scheduling and timely completion for projects of similar scale and budget. Availability of staff to meet the design schedule. 20
- d. Evidence of competent design work to achieve attractive and functional work places and public spaces. 20

A shortlist three to five firms will be interviewed and asked to submit firm price/fee proposals to the Town Council. The Committee will submit their recommendation to the Town Council, which will interview the short list of firms selected and then make the final selection for execution.

7. General Insurance Requirements:

- a. Prior to undertaking any work under this Contract, the Consultant shall procure and maintain continuously for the duration of this Contract and associated work orders, at no expense to the Town of Gray, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Consultant, its agents, representatives, employees and/or subcontractors.
- b. The Consultant's insurance shall be primary as respects the Town of Gray, and any other insurance maintained by the Town of Gray shall be excess and not contributing insurance with the Consultant's insurance.
- c. The Consultant shall provide acceptable evidence of insurance coverage prior to the beginning of work under this Contract or associated work orders.
 - i. Commercial General Liability Insurance. A Policy of Commercial General Liability insurance, written on an occurrence form with the following minimum coverage of \$1,000,000 each occurrence and \$2,000,000 aggregate for bodily injury or property damage.
 - ii. Commercial Automobile Liability Insurance. A Policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned. Leased or hired vehicles written on an industry standard form or equivalent with a minimum coverage of \$ 1,000,000 combined single limit coverage.
 - iii. Professional Liability Insurance. A Policy of Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Coverage shall be for professional error, act or omission arising out of the scope of work with a minimum coverage of \$ 1,000,000 per Claim/Aggregate.
 - iv. Workers' Compensation Insurance to statutory limits in compliance with all applicable Workers' Compensation Acts or similar acts, including but not limited to the applicable laws of the State of Maine, and Employers' Liability coverage of no less than \$ 1,000,000 per occurrence.

8. Design Guidelines:

The Town of Gray has completed a significant study consisting of an analysis and review of several alternative concept options to replace its current town office facility. In the process of completing this alternatives analyses, the community arrived at several decisions regarding the relocation of the Town Offices to the Pennell property. The Town desires to incorporate most of these decisions in the Pennell Institute Design Plans.

The Town requests that the design team review the design and building decisions incorporated in both this RFQ and the forthcoming Request for Proposals (RFP). The Town's expectation is that the design team will enhance those thoughts and concepts to arrive at an improved project. The most current draft of this RFP is available on the Town's website.

In short the Town does not want to "reinvent the wheel," but we also desire to obtain ideas and innovations that will improve the quality of the Project design. The Design Guidelines outlined in this RFQ and the forthcoming RFP are intended to communicate the status of our vision for the Pennell facility.

9. Supplemental Information:

- a. The concept alternatives analysis performed by the Gray Community Economic Development Committee is available on the Town of Gray web page – Boards & Committees – Town Office village Concept Report
- b. Parking Requirements are listed on the Town web page – Street Construction Ordinance – Part 6
- c. Codes are listed on the town web page – Codes & Ordinances – Zoning Ordinance – Chapter 402. The Town envisions that the project will be constructed utilizing the most current version of the IBC.

10. No Liability:

The Town shall not be liable or responsible in any way for any costs or expenses incurred in responding to this RFQ.