

# **REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES**

For the renovation of existing apartment buildings

August 15, 2016

## INVITATION

Bath Housing Development Corporation is soliciting proposals for Construction Manager at Risk services for the renovation of existing buildings. This is a multi-phased project; Phase I includes two duplexes located at 49 Elm Street, Bath, Maine and 28 Maple Street, Bath Maine.

The Construction Manager (CM) will provide pre-construction services to the Owner prior to commencement of construction. Following approval of the design and preliminary cost estimates, the CM will prepare a Guaranteed Maximum Price (GMP) and, upon its acceptance, will undertake the project. The CM will be expected to work closely with the Owner and Architect and to propose cost and timesaving alternatives. Bath Housing is inviting CM's to participate in the following selection process:

## THE PROJECT

The project consists of site development and renovation of existing buildings in a phased approach.

*Phase I of the project consists of:*

- 49 Elm Street, Bath, Maine – three story wood duplex, 900 square foot footprint, 2,187 square feet living space.
- 28 Maple Street, Bath, Maine – two story wood duplex, 1,470 square foot footprint, 2,780 square feet living space.

The total construction cost estimate for Phase I the project is approximately \$225,000. The project will begin immediately upon selection of a Construction Manager. The Architect for the project, Shields Architecture of Cumberland, Maine, has completed a conceptual design that will be used as the basis for the initial cost estimate.

As additional properties are secured, Bath Housing Development Corporation will add future phases.

Submission requirements, submission process and conceptual architectural drawings are available at the following address:

Bath Housing  
80 Congress Avenue  
Bath, Maine 04530  
[www.bathhousing.org](http://www.bathhousing.org)

AD: Bath Housing Development Corp is soliciting competitive proposals for Construction Management at Risk services through an RFP. The RFP is available at [bathhousing.org](http://bathhousing.org) or by calling 443.6199. Proposals deadline is 3pm 9/9/16. Bath Housing reserves the right to accept any proposal deemed to be in its best interest, to waive any informality in any proposal, to reject any or all proposals, or to advertise for new proposals.



## SUBMISSION REQUIREMENTS AND PROCESS

Construction Managers are invited to participate in the selection process. Each is expected to prepare a written proposal in response to this RFP to be submitted to the Owner not later than Friday, September 9, 2016 at 3:00pm. Submittals received after that date and time will not be considered.

Please deliver one copy of the response electronically as a .pdf file to [dkeller@bathhousing.org](mailto:dkeller@bathhousing.org) or by mail to:

Ms. Debora Keller, Executive Director  
Bath Housing  
80 Congress Avenue  
Bath, Maine 04530

Based on the selection criteria outlined below, up to three prospective Construction Managers will be selected for interviews on Friday, September 16, 2016 between the hours of 8 am and 12 pm. A final selection is expected to be made within 7 days of the interviews.

Each prospective Construction Manager shall address the following:

- 1) Organizational Experience
  - a) Name
  - b) Principal Office: e.g., Corporation, Partnership, Individual, Joint Venture, Other.
  - c) General organizational background
  - d) A list of related construction management projects underway or completed during the past five years, along with owner and architect identification for reference purposes.
  - e) Identification and qualifications of key personnel to be used, including, but not limited to, Project Managers, Superintendents and Estimators. Submission of names shall be considered a commitment on the part of the CM to retain stated personnel on the project throughout its duration.
  - f) Discussion of general firm experience including pre-qualification of sub-contractors, safety program, and warrantee process.
  - g) Please explain any litigation history and any pending judgments, claims, arbitration proceedings or suits against your organization or its officers.
  - h) Name of bonding company

- 2) Construction Management Approach
  - a) Narrative description of the firms' philosophy of construction management and approach to managing and providing value to this project from pre-construction through construction services.
  - b) Provide historic data on the cost of general conditions; provide a list of the CM's General Conditions Items.
- 3) Fees: Provide the following based on an estimated total construction cost of \$225,000 and project duration of 7 months.
  - i) Lump sum fee for pre-construction CM services.
  - ii) A CM percentage fee for CM services from the completion of pre-construction to the completion and dedication of the building.
  - iii) Estimated general conditions based on project duration above.
  - iv) Indicate the CM's intent for sharing any savings with the Owner on the project GMP for 0% back to the Owner to 100% back to the Owner.
- 4) Conflict of Interest: Proposers shall state in writing that no employee or Commissioner of Bath Housing Authority and no board member of Bath Housing Development Corporation has been or will be given anything of value pursuant to the contract or will personally derive any financial or other benefit under the contract.

Following the completion of interviews and final scoring, Bath Housing will consider all available information and select one Construction Manager with whom it will negotiate an Agreement. Should the Owner and CM be unable to successfully negotiate the fee basis, the Owner will commence negotiations with the next highest scoring CM team, and so on, until agreement is reached.

The Owner reserves the right to accept or reject any and all proposals or statement of qualifications, in whole or in part, to waive informalities or technicalities that may be determined by Bath Housing to be in its best interest.

## RESPONSIBILITIES

The Construction Manager will be expected to perform services consistent with the industry-accepted role of a Construction Manager at Risk. In general, they will include, but will not necessarily be limited to:

1. Attending meetings with the Owner and/or Architect as necessary, throughout the design and construction processes.
2. Providing recommendations regarding constructability, materials and equipment selections, and cost savings.
3. Assuming charge of and responsibility for construction scheduling and cost estimating. At a minimum, the schedule and budget updates will be prepared at the end of Schematic Design, Design Development, and at 85% Construction Documents. Such estimating will be accomplished by the Construction Manager, without creating obligations to prospective sub-bidders. It will be the Construction Manager's responsibility to acquire an understanding of the project, adequate for the proper

preparation of such estimates. The accuracy and timeliness of construction estimating is of utmost importance.

4. Pre-Qualifying sub-contractors through open bid process.
5. Letting sub-contracts bid.
6. Providing a GMP.
7. Providing a performance bond, a payment bond and insurance.
8. Holding sub-contracts for construction.
9. Managing the construction including coordination, inspection, supervision, safety and quality control services.
10. Maintaining construction records and accounting, including monitoring Davis-Bacon wage rates.

#### FORM OF AGREEMENT

The form of agreement between Owner and the chosen Construction Manager will be a single document, A133–2009 (formerly A121CMc–2003), Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.

#### SELECTION CRITERIA

The Owner will assess the qualifications of the CM teams from their presentations and the accompanying materials based on the following selection criteria and assigned point value. The preferred CM team will be identified by the highest cumulative score.

<b>Experience</b>	35
<b>Approach</b>	25
<b>Fees</b>	20
<b>Interview</b>	10
<b>SBE/MBE/WBE: Small Business, Minority-Owned Business, Women-Owned Business, Labor Surplus Area Business, or Section 3 Business Concern</b>	10
<b>TOTAL</b>	<b>100</b>

Award will be made on the basis of the proposal that represents the best overall value to Bath Housing Development Corporation, considering all selection criteria as outline above and not solely on the lowest price. The Owner's decision with regard to the selection of a Construction Manager will be considered final.

#### OWNER'S TERMS AND CONDITIONS

1. The Owner retains the right to waive any informality, to reject any or all Statements of Qualifications, or to accept any Statement of Qualifications that may be determined to be in its best interest.

2. It is the Owner's intent that the work be publicly, competitively bid by prequalified bidders for each trade or bid package. Particular emphasis will be placed on being certain that qualified contractors and/or providers of goods and services that are Small Business, Minority-Owned Business, Women-Owned Business, Labor Surplus Area Business, Section 3 Business Concerns, or from the Bath Region have an opportunity to bid.

3. The Construction Manager Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by Bath Housing. Terms and conditions of the Agreement between Owner and Construction Manager shall take precedence over all prior understanding and/or Agreement, if any, including this Request for Proposals.

4. The Owner retains the right to terminate the services of the Construction Manager at any time prior to the execution of a GMP Agreement, and the Owner's obligation shall be limited to actual documented expenses of the Construction Manager as of such date.

5. Questions related to preliminary plans and the construction management process should be emailed to:

John Shields  
Shields Architecture  
Cumberland, ME 04201  
jshields1@maine.rr.com

6. Conceptual project drawings are intended to provide a preliminary idea of the scope of the project and are available only as PDF documents from Bath Housing.

**END OF REQUEST FOR PROPOSALS**

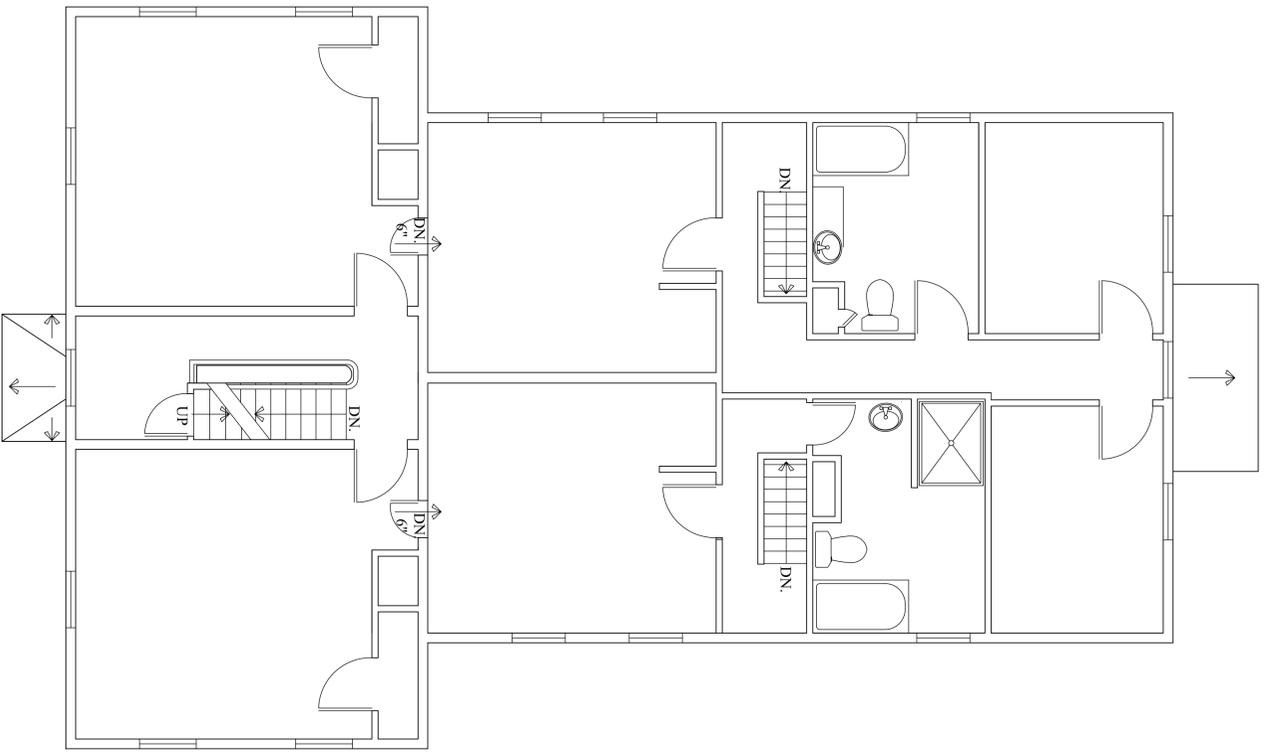
## **BATH HOUSING**

### **CONCEPTUAL SUMMARY OF WORK 28 MAPLE STREET BATH, MAINE**

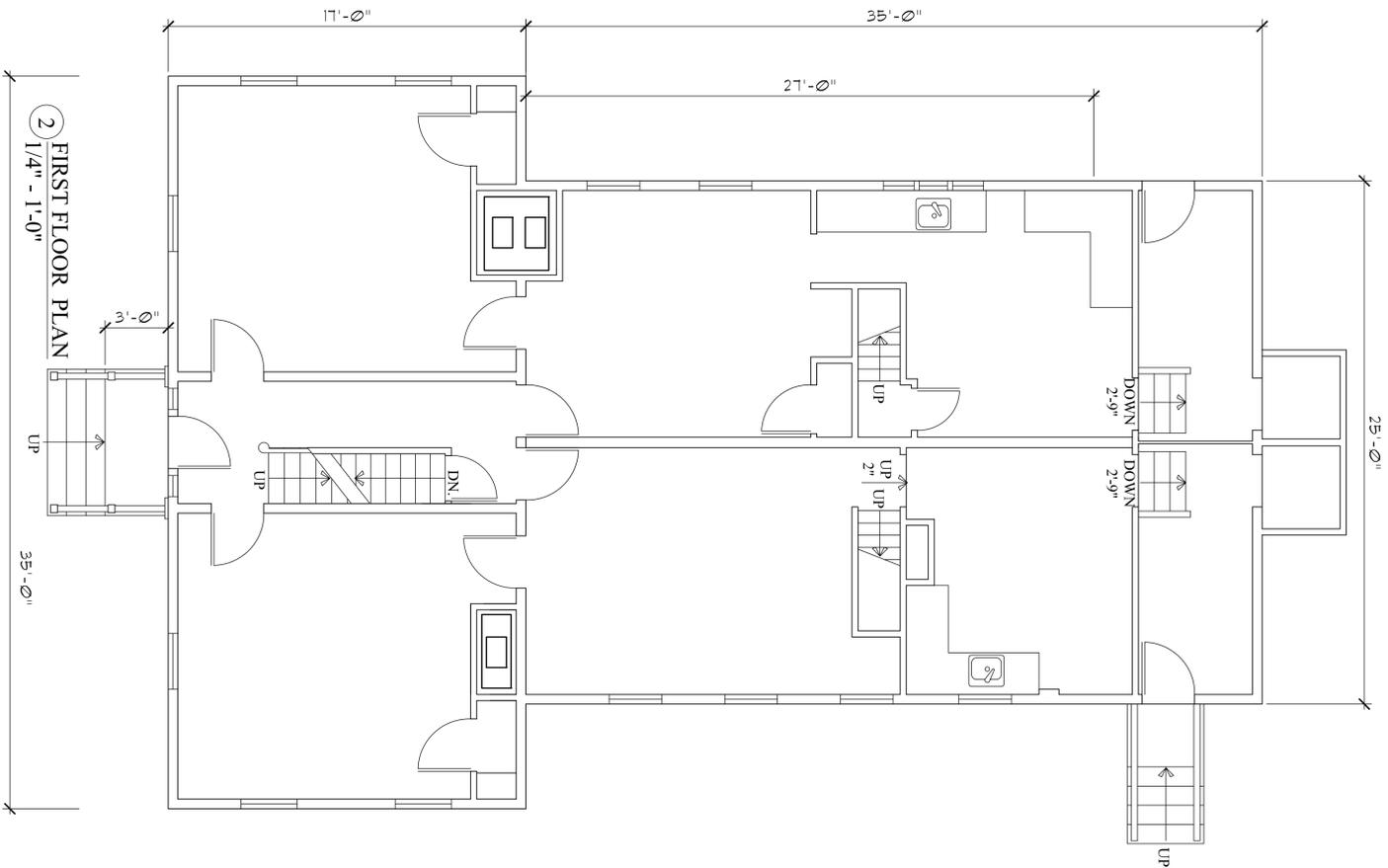
**08/15/16**

The work consists of the renovation of an existing duplex apartment building. Major items include.

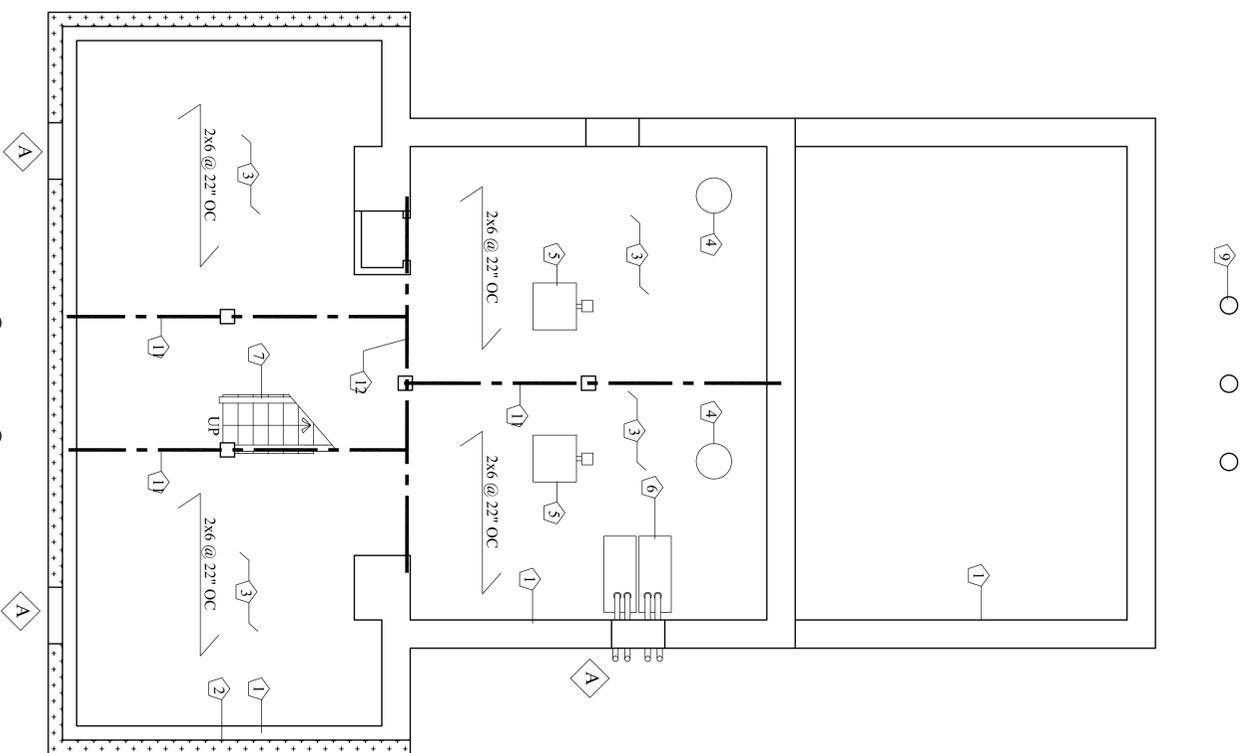
1. Paving of two existing driveways.
2. Replacement of two existing oil fired furnaces with a high efficiency condensing propane boiler, Superstore water heater and hot water baseboard.
3. Install poly and 2" concrete slab over existing dirt / ledge basement floor.
4. Construction of exterior basement entry.
5. Removal of existing front porch and construction of new porch – existing porch roof to remain.
6. Removal of shed addition on west façade.
7. Evaluation of electrical service entrance and wiring.
8. Installation of spray foam insulation on basement walls.
9. Installation of insulation in attic.
10. Installation of exterior wall insulation.
11. New asphalt shingle roofing.
12. New vinyl replacement windows.
13. Demolition required for reconfiguration of first and second floor units.
14. Structural work required for reconfiguration of first and second floor units.
15. Exterior painting.
16. New bathrooms and kitchens in first and second floor units.
17. Interior painting.
18. Interior floor finishes.



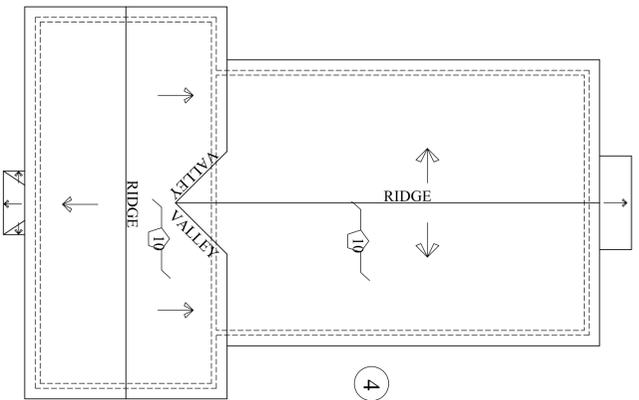
3 SECOND FLOOR PLAN  
1/4" - 1'-0"



2 FIRST FLOOR PLAN  
1/4" - 1'-0"

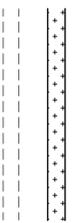


1 BASEMENT PLAN  
1/4" - 1'-0"



4 ROOF PLAN  
1/8" - 1'-0"

LEGEND:  
GRANITE FOUNDATION  
EXISTING WALLS SHOWN DASHED  
ON ROOF PLAN



KEYED NOTES:

- 1 RIBBLE FOUNDATION
- 2 GRANITE FOUNDATION
- 3 DIRT & LEDGE FLOOR
- 4 WATER HEATER
- 5 FURNACE
- 6 OIL TANKS
- 7 WOOD STAIRS
- 8 PORCH FOUNDATIONS
- 9 SHEED FOUNDATIONS
- 10 ASPHALT SHINGLE ROOFING

- 1 6x6 BEAM
- 2 8x8 BEAM

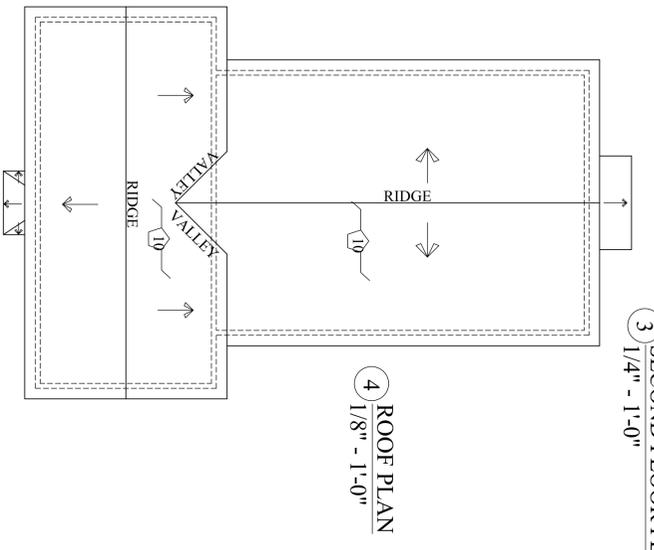
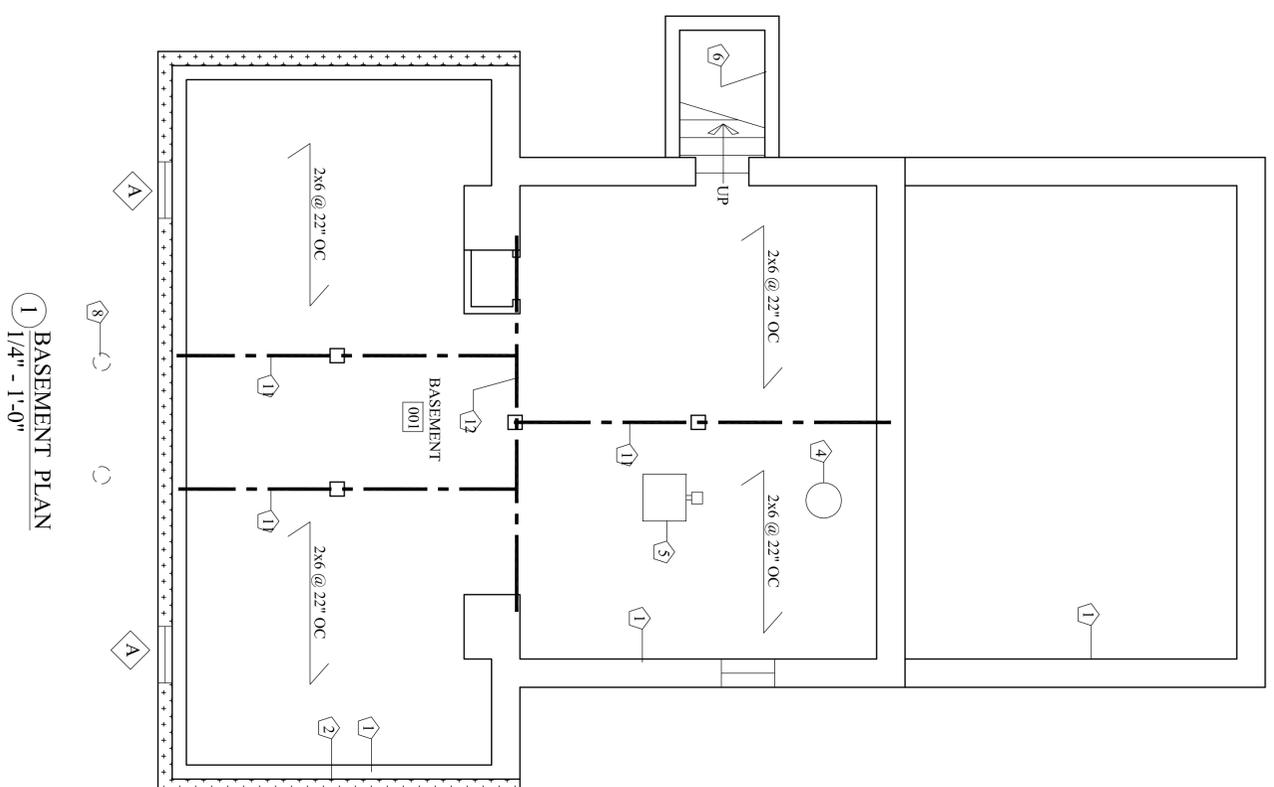
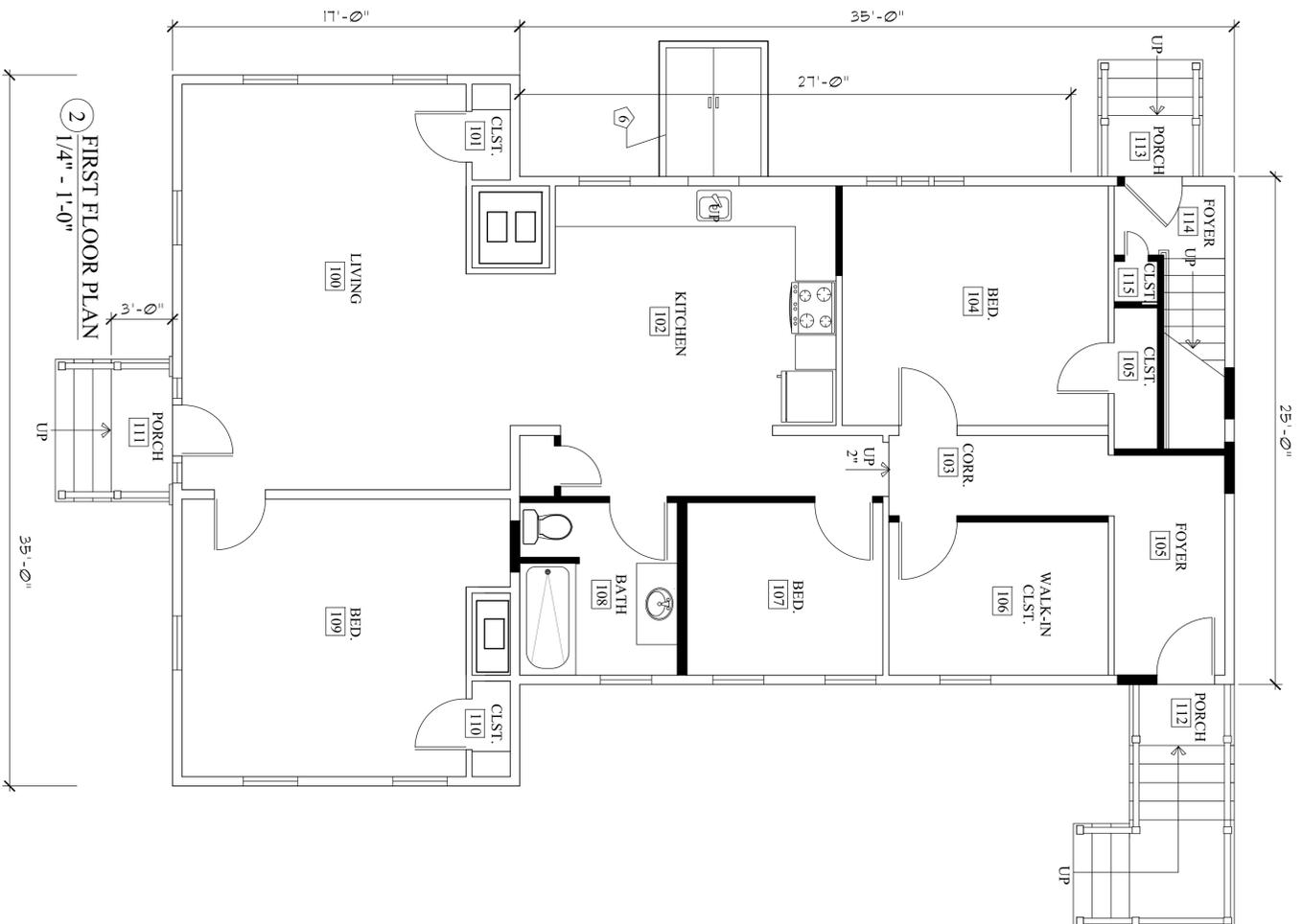
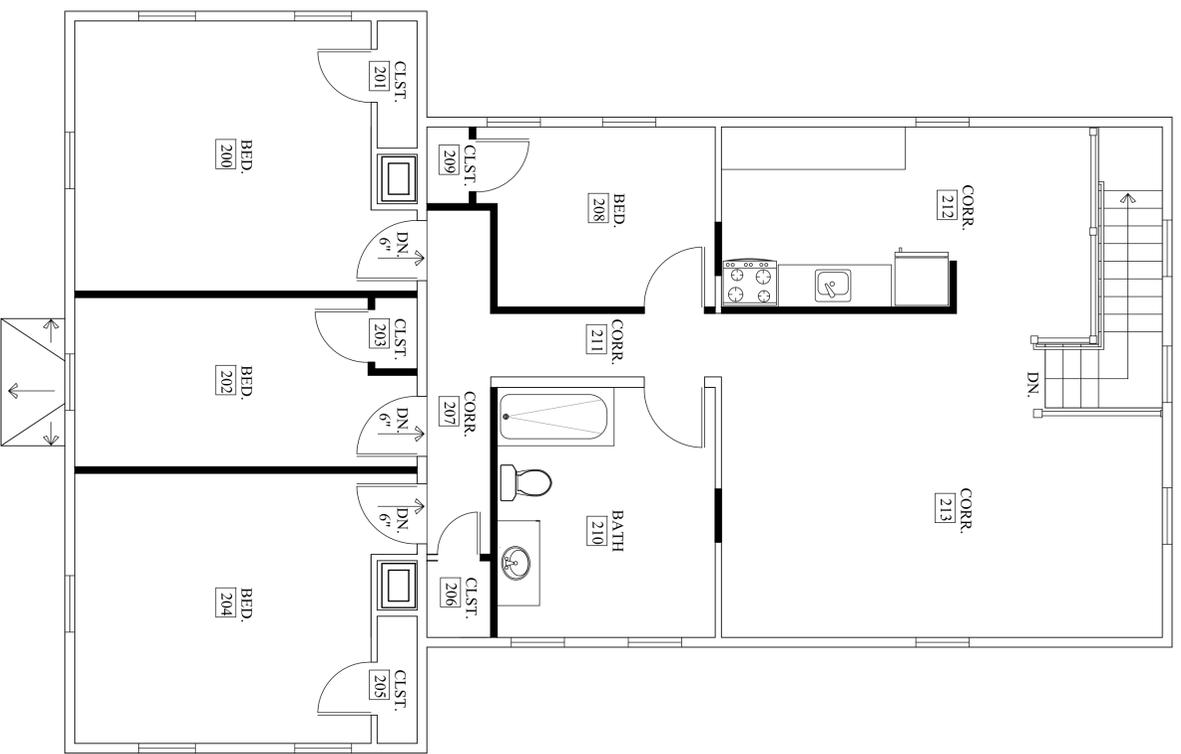
Architect:  
Shields Architecture  
Cumberland, Maine 04021  
(207) 776 8926

Scale  
AS NOTED  
Owner:  
Bath Housing  
80 Congress Avenue  
Bath, Maine 04530

Date: 8/15/16  
Project:  
28 MAPLE STREET  
BATH, MAINE

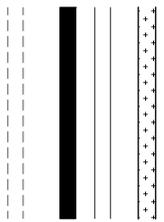
Drawing  
**CONCEPTUAL DRAWINGS**  
**EXISTING PLANS**

**A-1**



**LEGEND:**

- GRANITE FOUNDATION
- EXISTING WALL
- NEW WALL
- EXISTING WALLS SHOWN DASHED ON ROOF PLAN



**KEYED NOTES:**

- 1 EXISTING RUBBLE FOUNDATION
- 2 EXISTING GRANITE FOUNDATION
- 3 EXISTING DIRT & LEDGE FLOOR - INSTALL NEW POLY & 2" R4T SLAB
- 4 NEW SUPERSTORE WATER HEATER
- 5 NEW HIGH EFFICIENCY CONDENSING BOILER
- 6 NEW CONCRETE BASEMENT ENTRY W/WOOD STEPS
- 7 NOT USED
- 8 NEW PORCH FOUNDATIONS
- 9 NOT USED
- 10 NEW ASPHALT SHINGLE ROOFING

1 6x6 BEAM  
12 8x8 BEAM

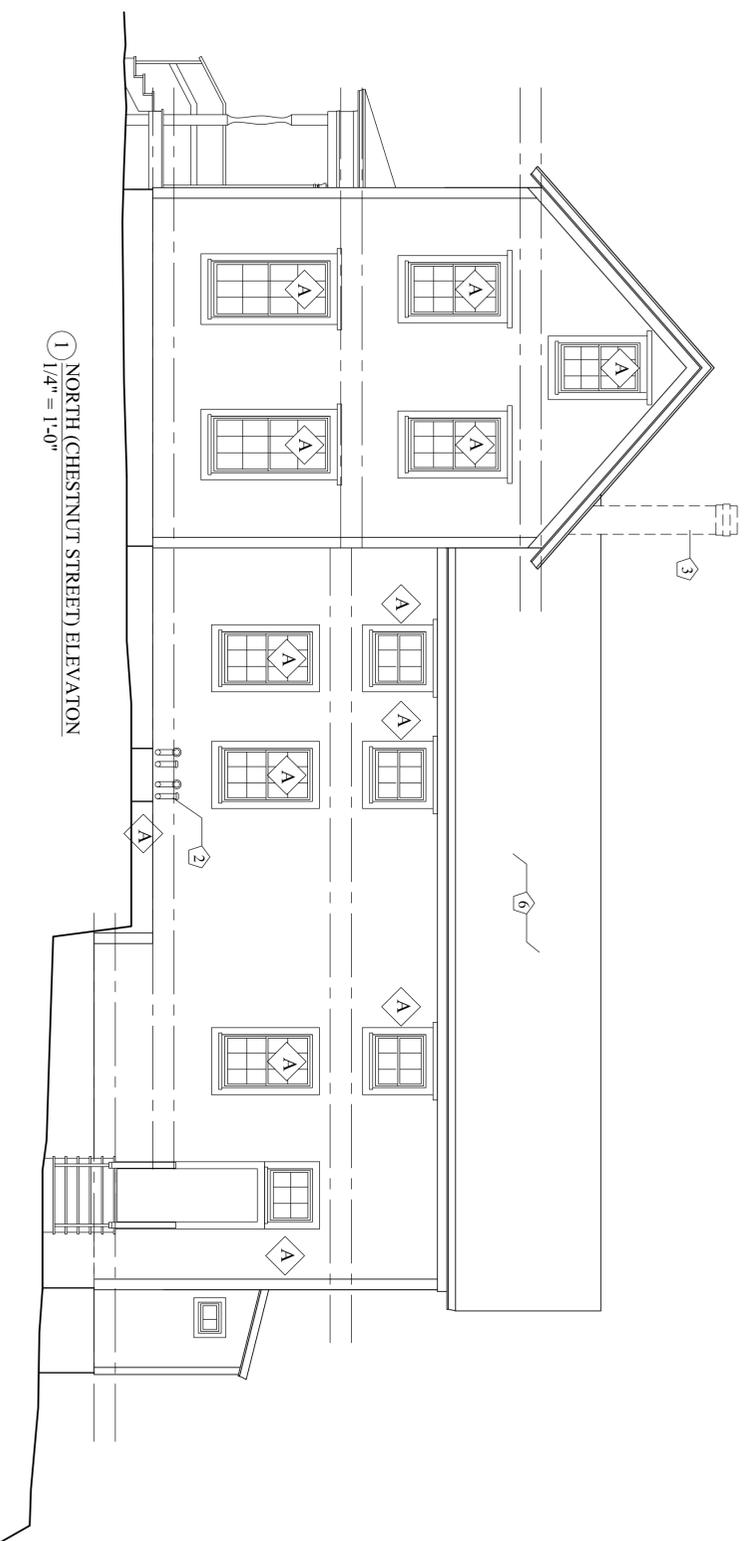
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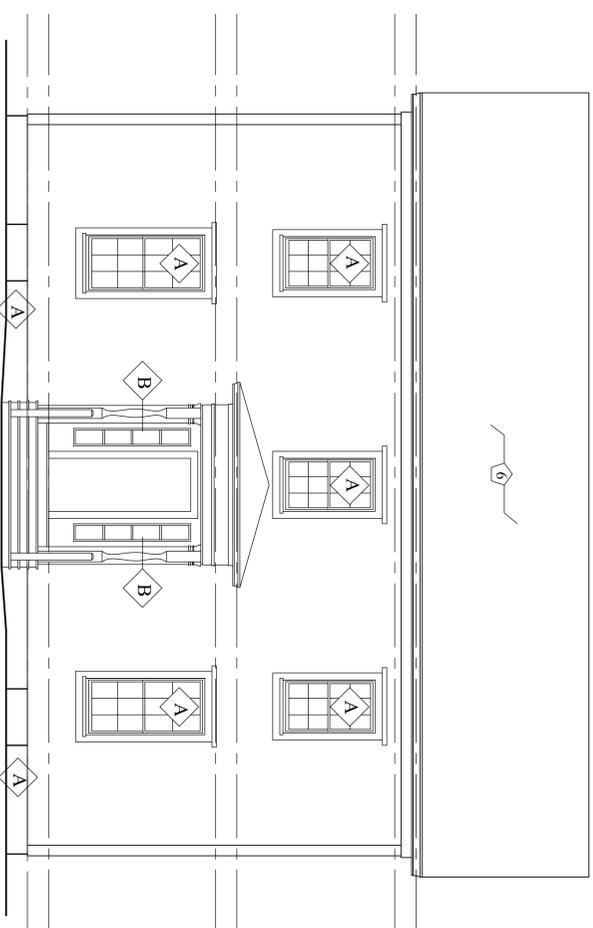
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BATH, MAINE

Drawing  
**CONCEPTUAL DRAWINGS  
PROPOSED PLANS**

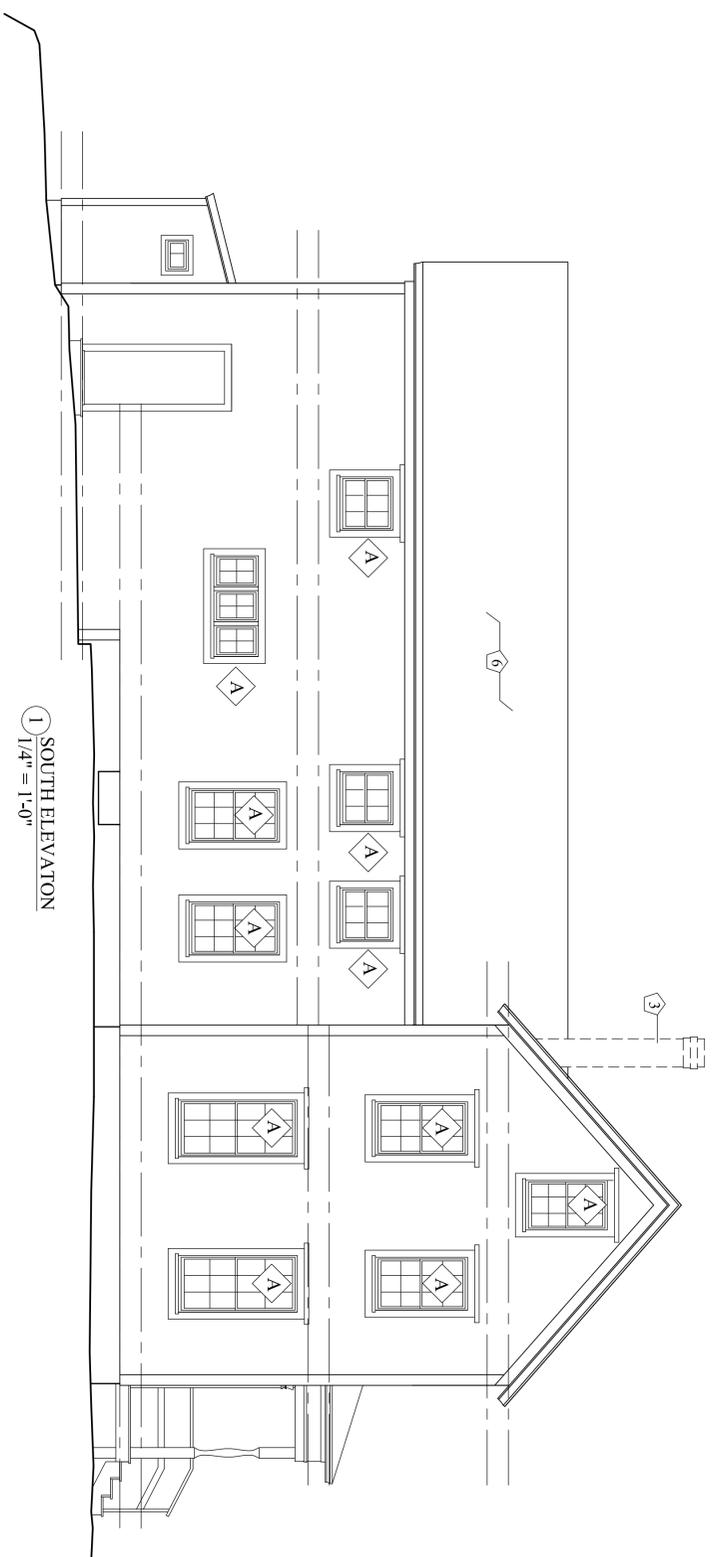
**A-2**



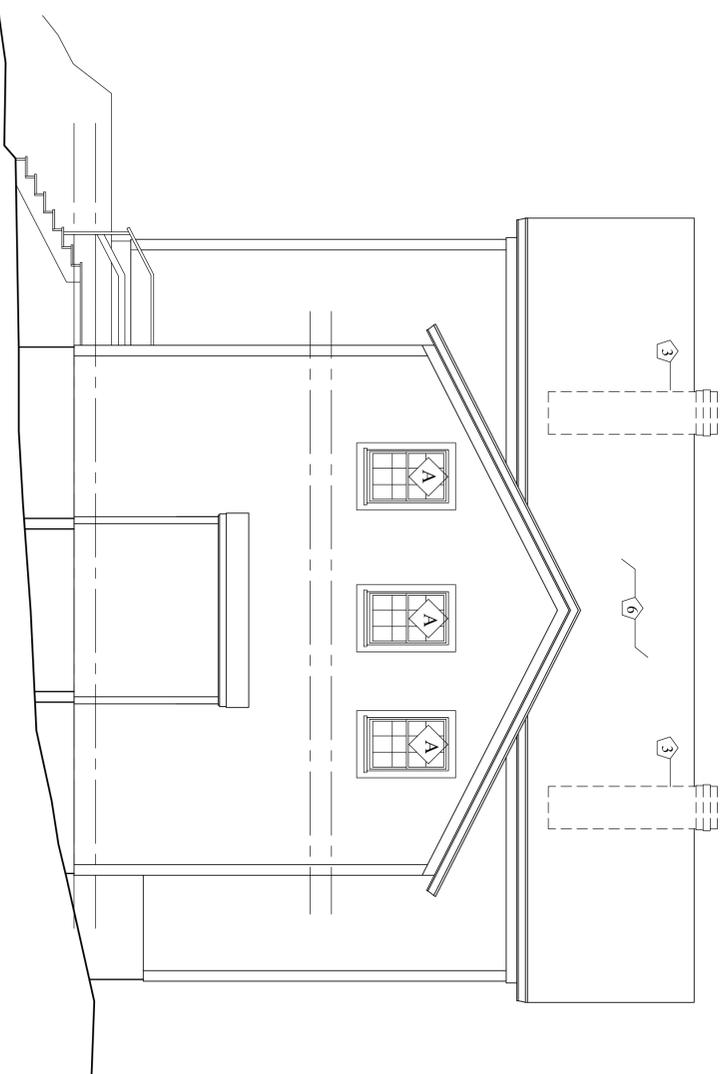
1 NORTH (CHESTNUT STREET) ELEVATION  
1/4" = 1'-0"



1 EAST (MAPLE STREET) ELEVATION  
1/4" = 1'-0"



1 SOUTH ELEVATION  
1/4" = 1'-0"



1 WEST ELEVATION  
1/4" = 1'-0"

LEGEND:

FLOOR / CEILING ELEVATIONS



WINDOW SCHEDULE:

- ◇ A REMOVE EXISTING WINDOW - PREP FOR INSTALLATION OF VNTL REPLACEMENT WINDOW.
- ◇ B EXISTING WINDOW TO REMAIN - SCRAPER & PAINT.

KEYED NOTES:

- ① NOT USED.
- ② OIL FILLS / VENTS.
- ③ CHIMNEY (TRF OF 2).
- ④ NOT USED.
- ⑤ NOT USED.
- ⑥ ASPHALT SHINGLE ROOFING.

Drawing

CONCEPTUAL DRAWINGS  
EXISTING ELEVATIONS

8/15/16

Project:  
28 MAPLE STREET  
BATH, MAINE

Scale  
AS NOTED

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Architect:

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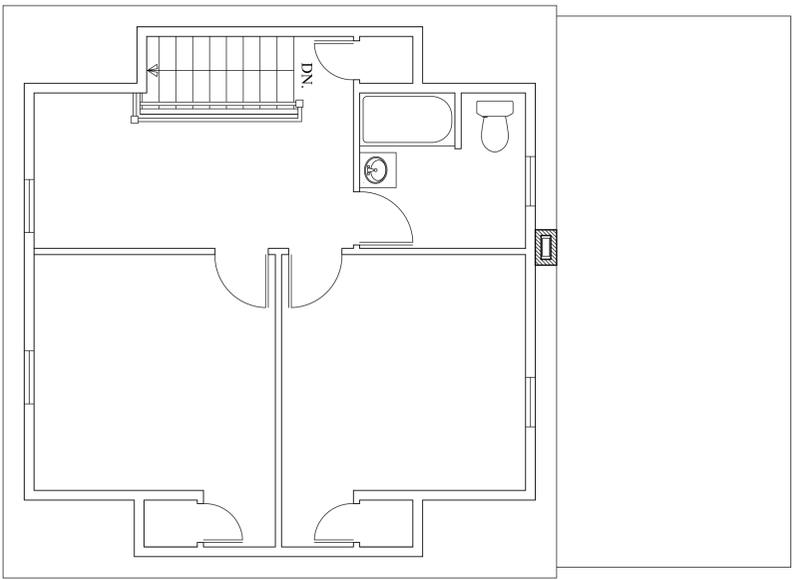
## **BATH HOUSING**

### **CONCEPTUAL SUMMARY OF WORK 49 ELM STREET BATH, MAINE**

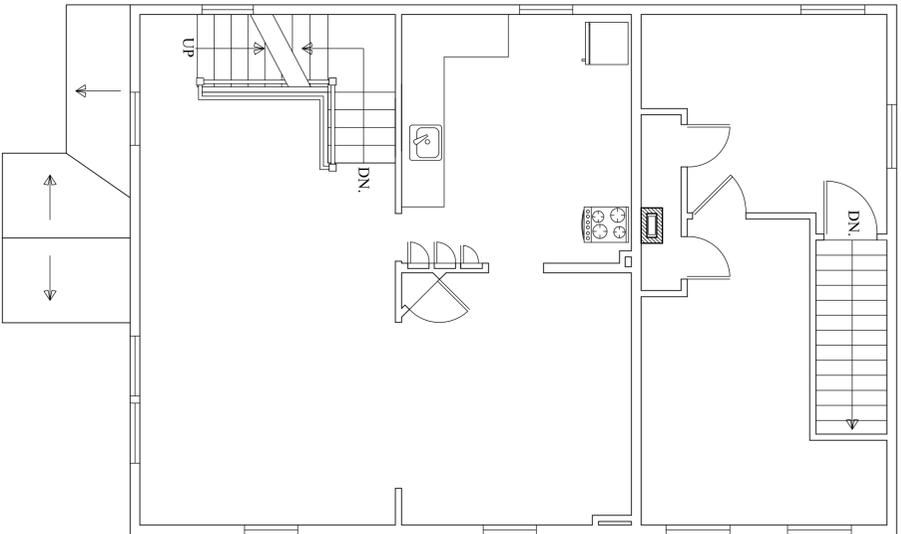
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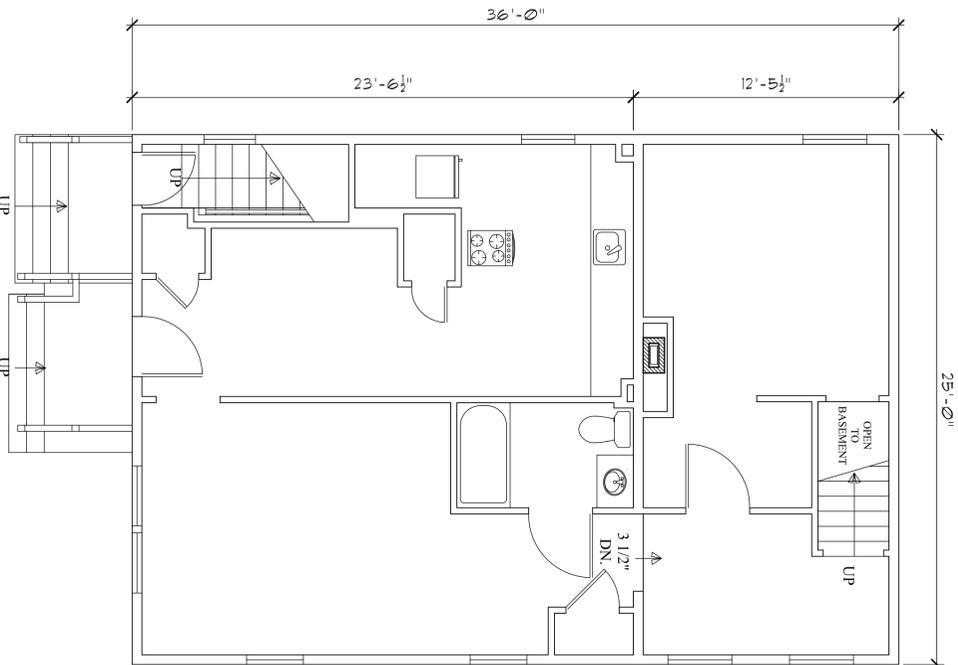
1. Paving of driveway.
2. Replacement of an existing oil fired boiler with a high efficiency condensing propane boiler and Superstore water heater.
3. Evaluation of electrical service entrance and wiring.
4. Installation of spray foam insulation on basement walls.
5. Installation of insulation in attic.
6. Installation of exterior wall insulation.
7. Removal of existing front porch and construction of new porch – existing porch roof to remain.
8. New asphalt shingle roofing.
9. Painting of south elevation.
10. Renovation of Kitchen 104.
11. Renovation of Kitchen 202.
12. Renovation of Bedrooms 204 & 206.
13. New fixtures in Bathroom 304.
14. New vinyl replacement windows.
15. Interior painting.
16. New floor finishes.



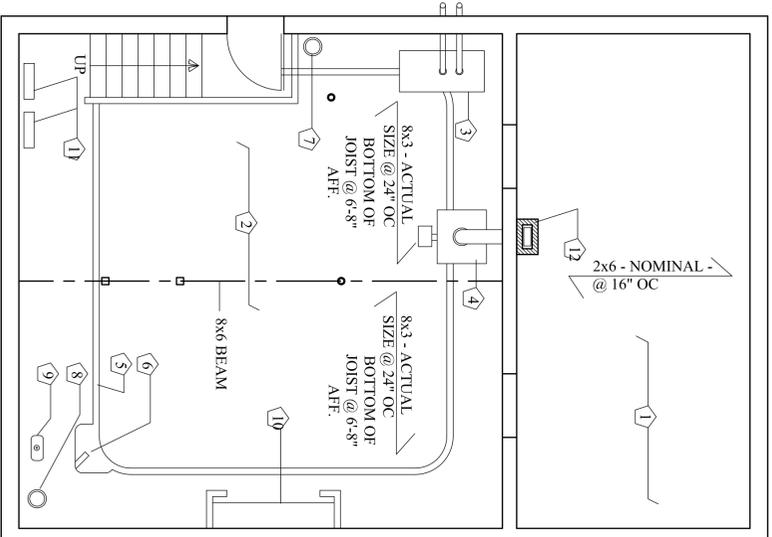
4 THIRD FLOOR PLAN  
1/4" = 1'-0"



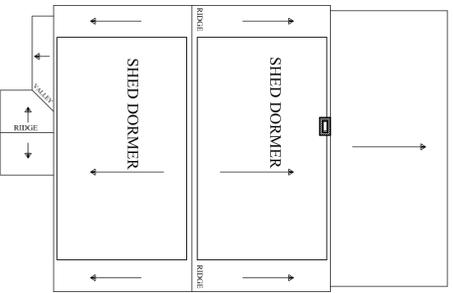
3 SECOND FLOOR PLAN  
1/4" = 1'-0"



2 FIRST FLOOR PLAN  
1/4" = 1'-0"



1 BASEMENT PLAN  
1/4" = 1'-0"



5 ROOF PLAN  
1/8" = 1'-0"

- KEYED NOTES:
- ① DIRT FLOOR
  - ② CONCRETE FLOOR
  - ③ OIL TANK
  - ④ BOILER
  - ⑤ GUTTER IN CONCRETE FLOOR
  - ⑥ GUTTER OUTLET
  - ⑦ SEWER OUTGO - ACTIVE
  - ⑧ SEWER OUTGO - ABANDONED
  - ⑨ WATER ENTRANCE
  - ⑩ WOOD SHELVING
  - ⑪ ELECTRICAL PANELS
  - ⑫ CHIMNEY

Drawing

**CONCEPTUAL DRAWINGS**  
**EXISTING PLANS**

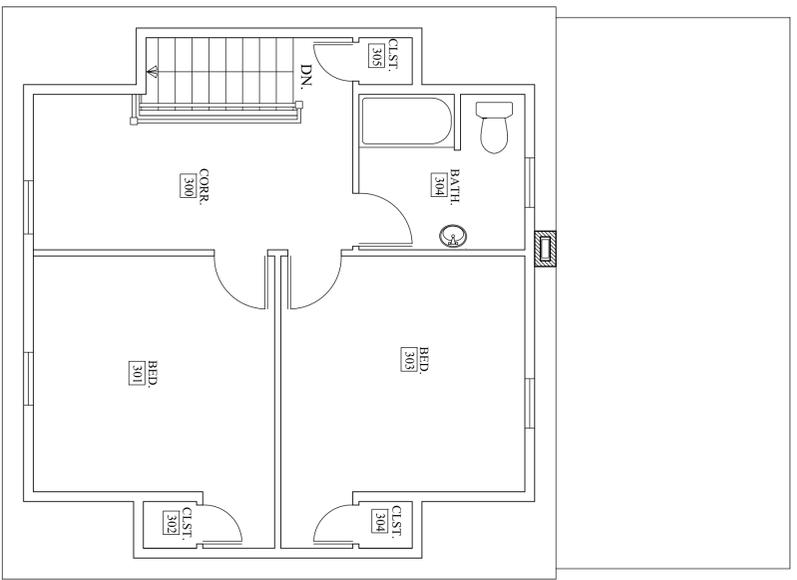
Date: 8/15/16

Project:  
49 ELM STREET  
BATH, MAINE

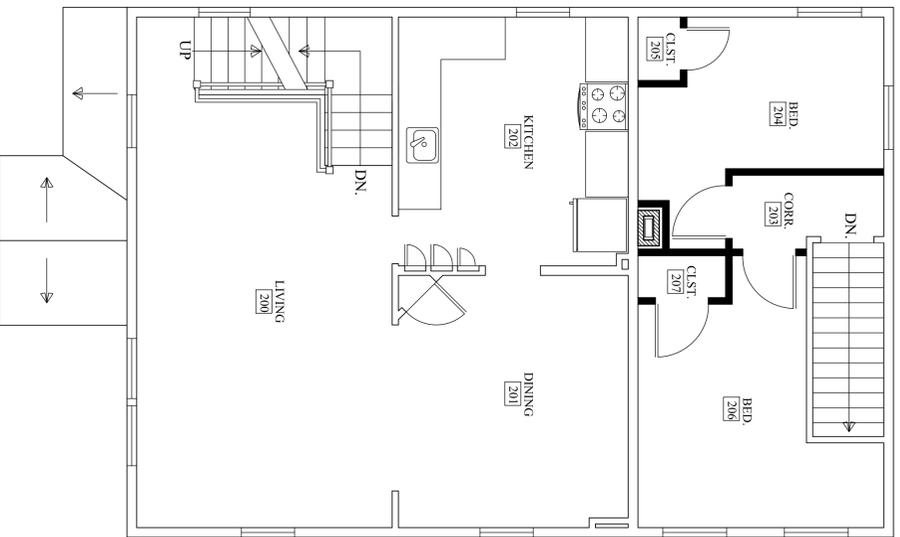
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Owner:  
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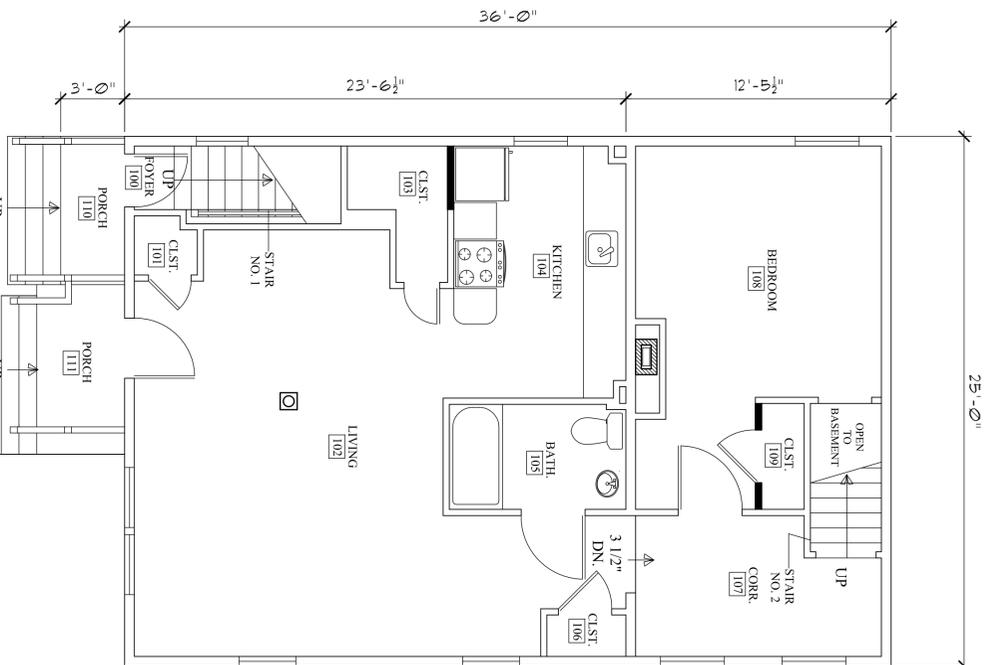
Architect:  
Shields Architecture  
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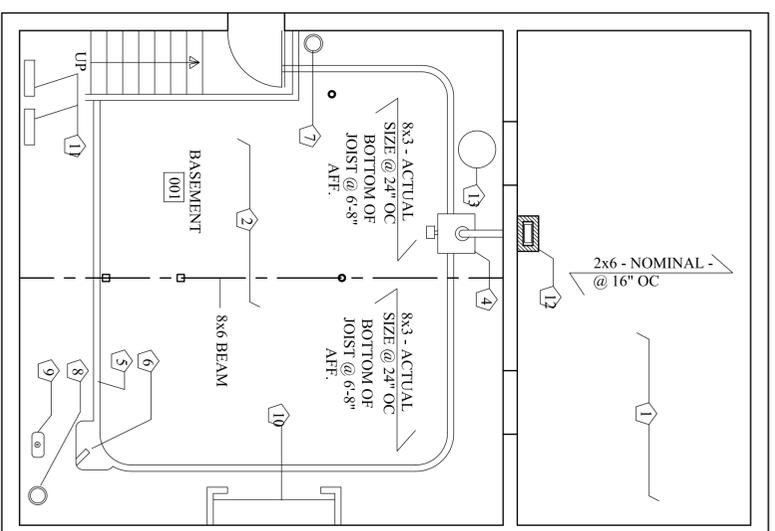
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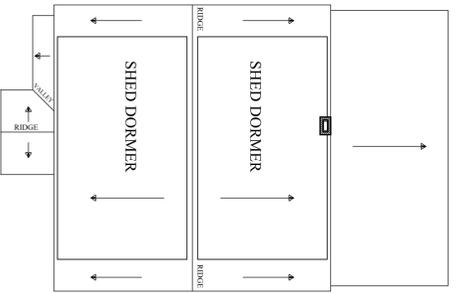
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1/4" = 1'-0"



2 FIRST FLOOR PLAN  
1/4" = 1'-0"



1 BASEMENT PLAN  
1/4" = 1'-0"



5 ROOF PLAN  
1/8" = 1'-0"



- KEYED NOTES:
- 1 DIRT FLOOR
  - 2 CONCRETE FLOOR
  - 3 NOT USED.
  - 4 HI-EFFICIENCY CONDENSING PROPANE BOILER
  - 5 GUTTER IN CONCRETE FLOOR
  - 6 GUTTER OUTLET
  - 7 SEWER OUTGO - ACTIVE
  - 8 SEWER OUTGO - ABANDONED.
  - 9 WATER ENTRANCE.
  - 10 WOOD SHELVING.
  - 11 ELECTRICAL PANELS.
  - 12 CHIMNEY.
  - 13 SUPERSTORE WATER HEATER

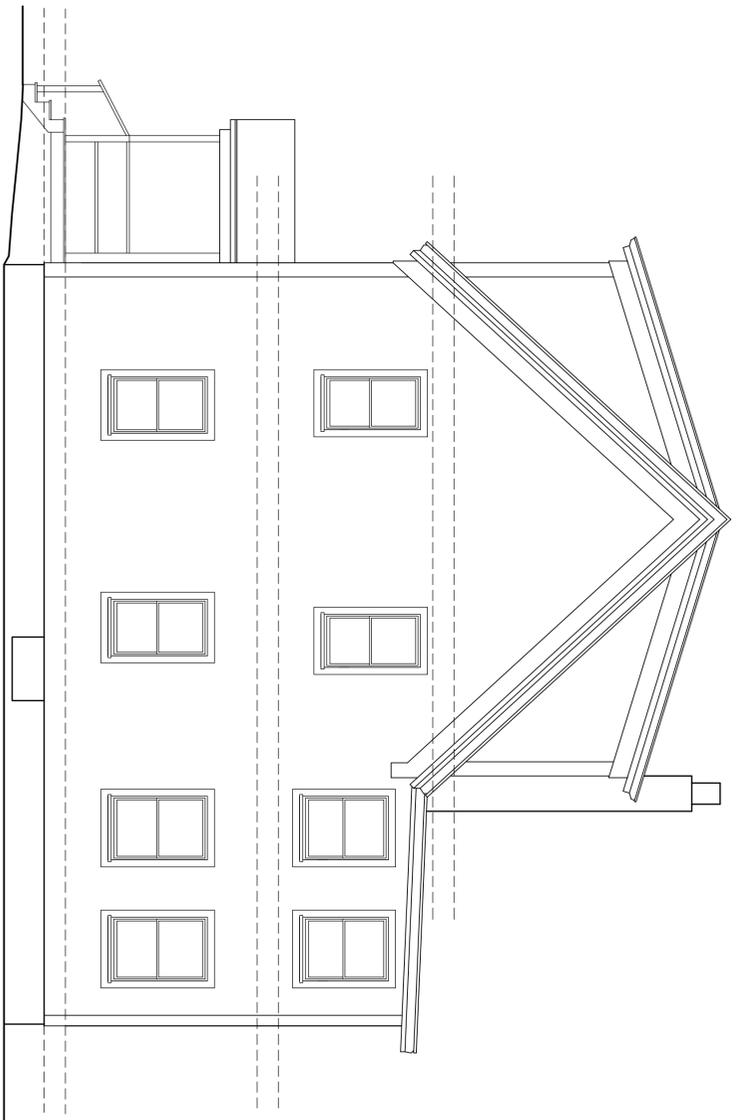
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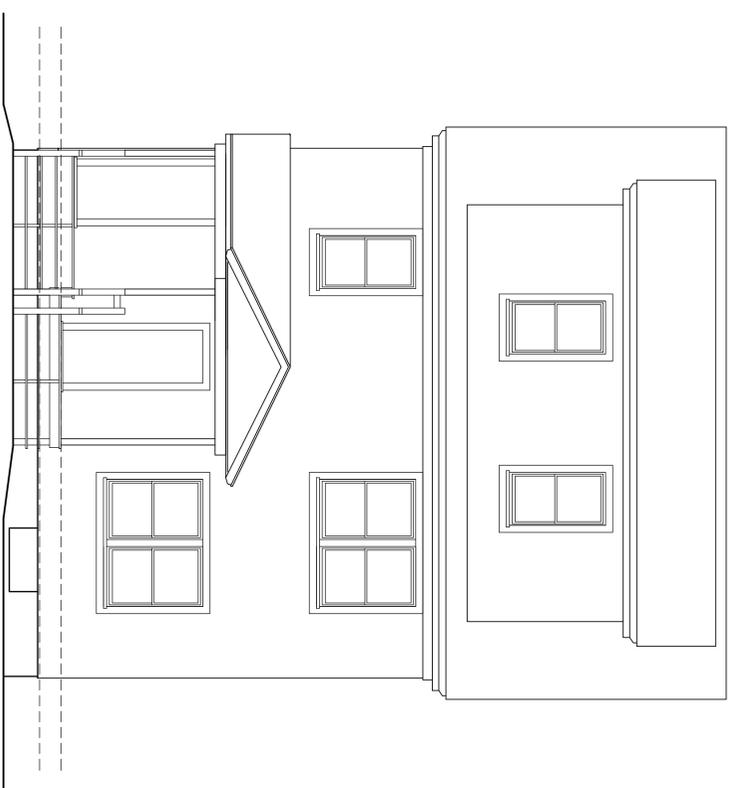
Date: 8/15/16  
Project:  
49 ELM STREET  
BATH, MAINE

Drawing  
CONCEPTUAL DRAWINGS  
PROPOSED PLANS

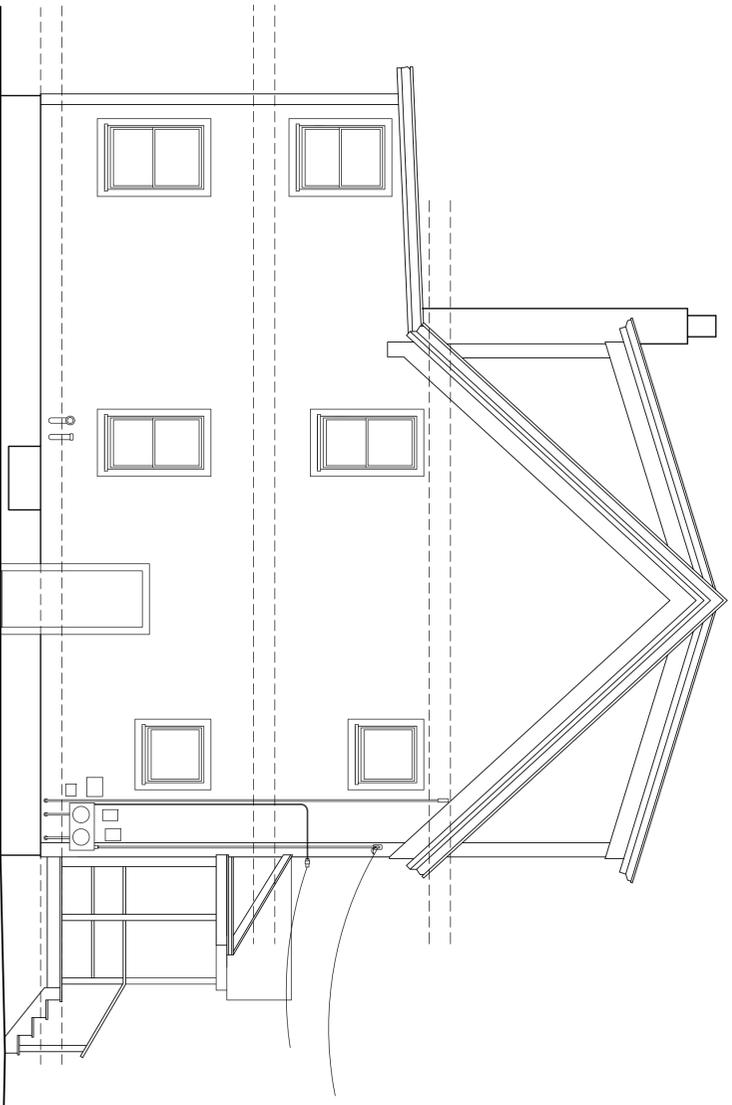
LEGEND:  
FLOOR / CEILING ELEVATIONS



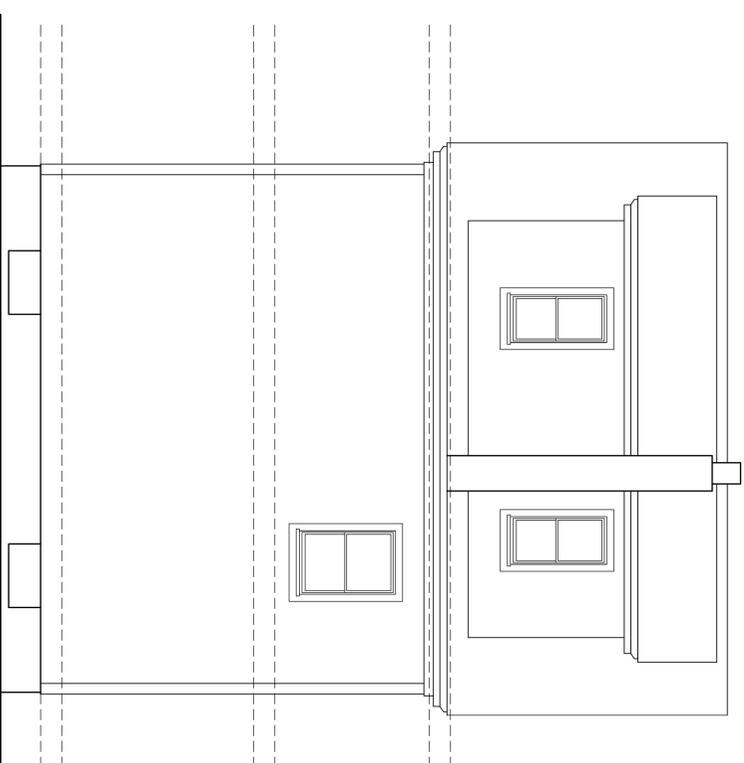
2 EAST ELEVATION  
1/4" = 1'-0"



1 SOUTH (ELM STREET) ELEVATION  
1/4" = 1'-0"



4 WEST ELEVATION  
1/4" = 1'-0"



3 NORTH ELEVATION  
1/4" = 1'-0"

Date: 8/15/16

Project:

49 ELM STREET  
BATH, MAINE

Scale

As Noted

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80 Congress Avenue  
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Architect:

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Drawing

CONCEPTUAL DRAWINGS  
EXISTING ELEVATIONS

A-3