**Request for Proposals**

**Information for Design/Build Teams**

The State of Maine Bureau of Real Estate Management wishes to procure Design/Build services for a **New Multipurpose Building at Industrial Drive** in Augusta, Maine. The development site is directly adjacent to the existing Department of Transportation facility at 66 Industrial Drive.

The scope of services for this project includes, but is not limited to, final project permitting, design, project documents, cost documentation, construction, and construction administration. The Design/Build team will be required to coordinate the work of this project and any additional work, with State of Maine DOT Central Fleet Management operations at the adjacent facility, and with other State of Maine business partners.

Bridging documents, including specific program information, can be found on the BREM website at http://www.maine.gov/dafs/brem/business-opportunities

Project Summary

The proposed building, at approximately 38,000 gross square feet, is intended to house four state agencies now housed in both leased buildings, and state-owned buildings where other departments are vying for additional area. These agencies are OIT Radio, OIT Print, State Postal Services, and State Surplus Properties. Co-locating these agencies will yield several advantages. OIT Print and State Postal Services are linked by similar security requirements, and the requirement of OIT Print to readily mail items statewide. State Surplus Properties needs to be proximate to surplus DOT vehicles to efficiently process, auction, and liquidate surplus vehicles and equipment. The new facility will allow OIT Radio to vacate space they currently occupy in the adjacent DOT facility at 66 Industrial Drive.

Bridging Documents for this project have been created by WBRC Architects-Engineers. The Design/Build proposers will, therefore, be responding to an established schematic design with narrative and outline specifications with their proposal for a complete design and construction of the facility. The State of Maine Bureau of Real Estate Management has prepared permitting documentation and an outline for the completion of permitting, to be done in collaboration with the selected Design/Build team.

Submission Requirements

Interested Design/Build teams shall submit five paper copies and one electronic copy of the RFP Response Package, consisting of a Letter of Interest, a Statement of Qualifications, a sealed technical proposal, and a sealed cost proposal. Each component of the RFP Response Package shall respond to the requirements listed in the section below, at least, and shall be submitted by the stated deadline.

The paper copies of the RFP Response Package shall be addressed to John Blais, 77 State House Station, 111 Sewall Street, Cross State Office Building, 4th Floor, Augusta, ME 04333-0077 so as to be received not later than **1:00 PM** on **Tuesday, March 12, 2019** **~~Friday, 1 March 2019~~**~~.~~

The electronic copy of the RFP Response Package shall be sent as an attachment to an email addressed to BGS.Architect@Maine.gov to meet the deadline noted above.

Content of Statement of Qualifications

1. Design/Build Team Qualifications and Experience

1.1 Describe the qualifications and experience of the designers and constructors to provide the services required by this RFP. Include details of completed Design/Build projects. Description of other similar projects, not necessarily Design/Build, and especially steel frame structures.

1.2 Describe of the qualifications and experience of subconsultants and subcontractors proposed. Provide a list with the name, address, phone number, contact person, and a brief description of the entity’s organizational capacity and qualifications.

1.3 Provide an organizational chart of the Design/Build Team. The organizational chart must reference the project being proposed. Cite the name, position title, and responsibilities on this project.

1.4 Provide a list of all current litigation in which the Design/Build Team or its members are named, and a list of all closed cases that have closed within the past five years in which the Design/Build Team or its members paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

1.5 As a demonstration of financial viability, provide balance sheets and Income (Profit/Loss) Statements for each of the past three tax years.

1.6 Provide documentation of all applicable licensure or certification or any specific credentials required to provide the project being proposed. Include the following: Licensed Architects, Licensed Landscape Architects, Professional Engineers, construction trades.

1.7 Provide a certificate of insurance on a standard Acord form or equivalent evidencing the Design/Build Team’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services. At a minimum, Design/Build Teams shall provide evidence of coverage for the following:

1.8 Workers’ Compensation insurance for all employees on the Project Site in accordance with the requirements of the Workers’ Compensation law of the State of Maine. Minimum acceptable limits for Employer’s Liability are:

Bodily Injury by Accident $500,000

Bodily Injury by Disease $500,000 Each Employee

Bodily Injury by Disease $500,000 Policy Limit

1.9 Commercial General Liability insurance providing coverage for bodily injury and property damage liability for all hazards of the Project including premise and operations, products and completed operations, contractual, and personal injury liabilities. The policy shall include collapse and underground coverage as well as explosion coverage if explosion hazards exist. Aggregate limits shall apply on a location or project basis. Minimum acceptable limits are:

General aggregate limit $2,000,000

Products and completed operations aggregate $1,000,000

Each occurrence limit $1,000,000

Personal injury aggregate $1,000,000

1.10 Automobile Liability insurance against claims for bodily injury, death or property damage resulting from the maintenance, ownership or use of all owned, non-owned and hired automobiles, trucks and trailers. Minimum acceptable limit is:

Any one accident or loss $500,000

1.11 Professional Liability insurance against claims arising out of a negligent acts, errors or omissions of the Consultant in rendering or failing to render professional services related to the Project. Minimum acceptable limits are:

Each claim $1,000,000

Aggregate limit $2,000,000

1.12 Provide a letter from a surety evidencing the ability to provide Payment and Performance Bonds for the proposed project.

1.13 Provide a list of references.

2. Sealed Technical Proposal

2.1 Describe the proposed strategy, methodology, and resources for this project, and how this plan will efficiently and effectively accomplish the tasks involved. Also, describe how the Design/Build team will ensure expectations and desired outcomes as a result of these services. Describe the level of effort proposed for subconsultants and subcontractors.

2.2 Provide a detailed Project Schedule which shows a realistic sequence of milestones, with interim and final dates proposed, based on information available to Design/Build teams at this time. Concisely describe each task in the timeline, and the person or position primarily responsible for its implementation. Show all permitting review and approval dates.

2.3 Provide the information of this section in a separate sealed envelope marked “Technical Proposal for the New Multipurpose Building at Industrial Drive” and the name of the Design/Build team.

3. Sealed Cost Proposal

3.1 Submit a cost proposal that covers all of the services and the entire period of the proposed project. The cost proposal shall include all costs necessary for the Design/Build team to fully comply with the RFP requirements, and the contract terms and conditions.

3.2 Costs related to the preparation of this RFP proposal, or the negotiation of a contract, or any such related expenses shall not be included in the proposal, or the final approved contract. Only costs incurred after the contract effective date, and specified in the final approved contract, and that are specifically related to the implementation or operation of contracted services may be included.

3.3 Provide the information of this section in a separate sealed envelope marked “Cost Proposal for the New Multipurpose Building at Industrial Drive” and the name of the Design/Build team.

Evaluation and Selection Process

1. The standard procurement process for Design/Build services for public improvements shall follow the process as defined in statute (Title 5, §1743(6)(B)).

2. Scoring will be based on a 100-point scale and will measure the degree to which each proposal satisfies the following criteria.

Organization Qualifications and Experience (35 points)

Proposed Services (30 points)

Cost Proposal (35 points)

3. Preference will be given to those Design/Build teams who demonstrate a capacity to meet the State of Maine target schedule and budget with a feasible construction start date prior to 15 July 2019 and construction completion date of July 2020, with final total cost at or below $5,500,000.

4. The evaluation of the technical proposal shall be completed prior to opening the cost proposal.

5. The selection committee will rank all submissions in writing, notify all Design/Build teams regarding the results, and invite at least two of the respondents to interview.

6. The selection committee will invite the highest ranked team to negotiate the proposal’s final terms, conditions, and cost. In the event of failure to negotiate a mutually agreed upon contract, the selection committee may terminate negotiation with the first team, and negotiate with the next highest ranked team, and so on.