

1. Town Hall Building Committee Meeting Materials

Documents:

[THBC AGENDA 07\\_06\\_22.PDF](#)

[YORK TOWN HALL CONSTRUCTION MANAGEMENT SERVICES RFQ-RFP  
REVISION 1.PDF](#)

**MUNICIPAL BUILDING COMMITTEE**  
*TOWN HALL PROJECT*  
**MEETING AGENDA**  
**7:00PM**  
**WEDNESDAY, July 6, 2022**

**Call to Order**

1. Approve Meeting Minutes
2. Discuss meeting with Town Assistant Planner
3. Discuss RFP-RFQ
4. Architect review progress of plans
5. Other Business

**Adjourn**

**TOWN OF YORK, MAINE**  
**TOWN HALL CONSTRUCTION PROJECT**  
**REQUEST FOR QUALIFICATIONS / PROPOSALS**  
**FOR**  
**CONSTRUCTION MANAGEMENT AT RISK SERVICES**

**July 6, 2022**

**INVITATION**

The Town of York, Maine is soliciting your qualifications for Construction Manager at Risk services related to the construction of a new Town Hall. The Construction Manager (CM) will provide pre-construction services to the Town prior to commencement of construction. At the completion of the Construction Documents the CM will bid the documents to qualified subcontractors. The CM will prepare a Guaranteed Maximum Price (GMP) and, upon its acceptance, will build the Project. The CM will be expected to work closely with the Town and Architect and to propose cost and timesaving alternatives. The town is inviting CM's to participate in the following selection process:

**THE PROJECT**

- The Project consists of the site development, renovation of the historic building, and the construction of a new two-story with basement with ~3,000 footprint for a total of 8,300 square foot. The renovation of the existing 212-year-old town hall which has a footprint of 2,900 square feet and is wood frame / timber frame. While it is known that the existing building will have a full interior renovation, the extent of the renovation is currently being evaluated and will require input from the chosen Construction Manager.
- The project is on town-owned land, part of a shared Town Green with the First Parish Church, located at 186 York Street. York Town Hall is in the York Historic District and a National Historic District.
- The schedule for the project is for the CM to work in conjunction with the design team to develop the construction documents by the end of the year and to bid to subcontractors at the beginning of 2023. Construction on the first phase to occur in Spring 2023.
- To minimize interruption of Town services to the citizens of York, the project will be conducted in two phases. The first phase is to construct a new addition while the existing Town Hall conducts normal business. When the new addition is complete, move the Town Clerk and Finance Department into the new addition to

continue Town business. The second phase involves vacating the existing Town Hall and renovating the building.

- Financing for the Project has been approved by the town. The town has bonded \$6,346,000 for the project. This includes FF&E, permit fees, design fees, etc. as well as, construction cost.
- The Architect for the Project, Port City Architecture of Portland, has completed a conceptual design that will be used as the basis for the initial cost estimate. (see Attachments)

## THE PROCESS

Prospective Construction Managers are being invited to participate in the selection process. Each is expected to prepare a written statement of qualifications in response to this RFQ/RFP (5 copies required & electronic PDF), to be **submitted to the town no later than Thursday July 21, 2022 at 2:00 pm**. Submittals received after that date and time will be returned unopened. Clearly mark the cover of the submittal with the words “**Response to Town Hall CM construction Project RFQ/RFP**”. Address submittals to:

Kathryn Lagasse  
Assistant Town Manager  
York Town Hall  
186 York Street  
York, Maine 03909

**A mandatory site walk shall be held on Wednesday July 13<sup>th</sup> at 1:30pm.**

**Approximately three prospective CMs will be selected by July 28, 2022 for interviews on Wednesday, Aug 3, 2021.** Following the completion of presentations, the city will consider all available information and select one CM with whom it will enter into an Agreement. A selection by the Town Hall Building Committee is expected to be made within three (3) business days of the interviews; with a final confirmation by the Selectboard.

The selected CM will immediately coordinate with Port City Architecture of Portland (Lita Semrau, Architect) during the construction drawing development phase of the project. The work on the project is anticipated to commence when the ground can be worked in 2023 and estimated to last approximately 18 months.

The town reserves the right to waive any informality in proposals, to accept any proposal, and, to reject any and all proposals, in whole or in part, should it be deemed for the best interest of the town to do so.

Each prospective CM shall address the following in a statement of qualifications:

**1. General Qualifications:**

- a. Contractor's Qualification Statement (completed AIA Document A305).

**2. Construction Management philosophy and structure:**

- a. Narrative description of the firms' philosophy of construction management.
- b. Demonstration of successful management systems for the planning, organizing and monitoring of similar construction projects. Among these are conceptual estimating, budgeting, scheduling, and cost controls.
- c. Demonstration of knowledge and experience in the use of value engineering, the careful evaluation of building systems, construction techniques and recommendation of materials to create optimum dollar value without compromising design criteria.
- d. Demonstration of experience with qualifying sub-contractors.
- e. Description of the firm's construction safety program.
- f. Description of the firm's program for project follow-up and warrantee.
- g. Provide data on how you intend to bill typical construction costs as general conditions, cost of work, CM fee, or other on the form provided by the town.
- h. Other information/qualifications as each CM may consider appropriate to the selection process.

**3. Specific Construction Management Experience:**

- a. Specific construction management experience, particularly on projects of similar program and scope. A list of related construction management projects completed during the past five years shall be submitted. Highlight at least three of these completed projects and include budget, schedule, and change order performance along with owner and architect reference information.
- b. Total dollar volume of CM work completed during each of the past three years. Identify the work performed by your office located closest to York, Maine (if more than one office).
- c. Specific experience with pre-construction services including a description of the working relationship with the owner and architect.

**4. Key Personnel:**

- a. Identification and qualifications of key personnel to be used including, but not limited to, Pre-Construction Manager, Project Manager, Superintendent and Estimator. Submission of names shall be considered a commitment on the part of the CM to retain stated personnel on the project throughout its duration.

- b. The labor rates, all-inclusive, of all reimbursable personnel to be included on the project team.

**5. Fees:**

- a. Provide in a sealed envelope:
  - i. Lump sum fee for pre-construction CM services; and
  - ii. A CM percentage fee for CM services from the completion of pre-construction to the completion and dedication of the building.

**RESPONSIBILITIES**

The CM 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 town and/or Architect (generally weekly) 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 CM, without creating obligations to prospective sub-bidders. It will be the CM'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. Qualifying sub-contractors.
5. Letting sub-contracts for 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 phase records and accounting.

**FORM OF AGREEMENT**

The chosen CM will be expected to execute a Contract in the form attached hereto.

**SELECTION CRITERIA**

The town will assess the qualifications of the CM teams, from their presentations and the accompanying materials. Six categories will be graded, and the preferred CM team will be identified by the highest cumulative score. Selection criteria, and their point value, to be used by the town shall be, but not necessarily be limited to:

1. Relevant experience with pre-construction and construction as a CM. 30 points
  2. Demonstrated ability to estimate construction cost at all phases of design. 20 points
  3. The qualifications of key persons, who will be assigned to this project. 20 points
  4. Experience and record qualifying sub-contractors. 20 points
  5. Experience providing Construction Management services to a municipality. 10 points
- TOTAL 100 points

The town's decision with regard to the selection of a CM will be considered final.

### **QUALIFICATIONS**

1. The town 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 town's intent that the subcontractor work be publicly, competitively bid by qualified bidders for each trade or bid package. At least three (3) bidders must be identified for each trade as qualified. This applies to self-performed work. The CM agrees to accept the decision by the Town Hall Building Committee on the bid.
3. The Construction Manager Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by the Town of York. Terms and conditions of the Agreement between the town and CM shall take precedence over all prior understanding and/or Agreement, if any, including this Request for Qualifications.
4. The town retains the right to terminate the services of the CM at any time prior to the execution of a GMP Agreement, and the town's obligation shall be limited to actual documented expenses of the CM as of such date.
5. Direct questions related to preliminary plans and the Construction Management process should be directed to:  
Lita Semrau, NCARB  
Port City Architecture  
65 Newbury Street  
Portland, ME 04401  
207-761-9000  
[lita@portcityarch.com](mailto:lita@portcityarch.com)
6. Conceptual drawings information is intended to provide a preliminary idea of the scope of the Project and are available only as PDF documents.

**END OF REQUEST FOR QUALIFICATIONS**