

**REQUEST FOR PROPOSAL (RFP)
NEW CENTRAL FIRE STATION
DESIGN AND CONSTRUCTION**

1. INVITATION

The Town of Brunswick (Town) is soliciting proposals from qualified firms to provide professional design, construction inspection, and contract administration services for a new fire station. Firms with relevant experience in designing fire stations or combined public safety buildings that house fire services, and the qualifications to perform the services outlined herein, are encouraged to submit a proposal. Firms may partner with other firms to ensure that the design team provides the appropriate level of expertise in the required disciplines. However, design teams must designate one lead firm. The lead firm shall be responsible for meeting all of the requirements of the proposal.

The purpose of the RFP process is to identify the firm and proposal the Town determines are best suited to support the Town in this important project. Following an analysis of the responses to this RFP, firm(s) may be invited for interviews, with one firm being selected for further negotiation. The firm ultimately awarded a contract by the Town will provide services as directed by the Town of Brunswick.

All questions concerning this RFP shall be directed, in writing, to Ken Brilliant, Fire Chief, Town of Brunswick, 21 Town Hall Place, Brunswick, ME 04011, (207) 725-5541, ext. 1, or kbrilliant@brunswickme.org, at least five (5) business days before the opening date. Questions received after this time will not be addressed. Responses from the Town that substantially alter this RFP will be issued in the form of a written addendum to all those that have received an RFP. All proposals submitted shall remain open to acceptance for ninety (90) days from their opening.

2. NATURE OF SERVICES REQUESTED

The Town is seeking a firm to provide architectural, engineering, construction inspection, and contract administration services for a New Central Fire Station. Programming, and a preliminary design report (the PDR a.k.a. Concept Report, dated December 31, 2018) has been completed and the site for the project has been chosen. The preliminary design report, site information, and project-related materials are available on the Town's website at www.brunswickme.org. The Copies are also available by contacting the Fire Chief.

3. PROJECT/SCOPE OF WORK

- A. **Design:** The selected firm will develop final design plans for review, comment, and approval by the Town. The design will be based on the programming as described in the Concept Design Report, December 13, 2018, for an approximately 25,000 to 30,000 sq. ft. facility. The plans will become the property of the Town.
- B. **Construction and Bid Documents:** The selected firm will prepare material specifications and drawings for site, architectural, interior, mechanical, fire protection, and electrical bidding documents. The set of documents will be sufficient for the Town of Brunswick to solicit public bids and to apply for local and State permitting. The selected firm will develop bidding materials including invitation to bid, instructions to bidders, and other forms and supplements required by the Town as necessary to ensure that prospective bidders are fully informed as to construction and materials requirements. The selected firm will conduct a pre-bid meeting with bidders to describe the scope of the work. During the bidding period, the selected firm will receive and respond to requests for information from bidders, and coordinate with the

Town for responses and required modifications. Any approved modifications to the bidding documents will be issued by Addendum. Upon receipt of bid proposals, the selected firm will work with the Town to evaluate and make a recommendation for award.

- C. **Construction Administration:** The selected firm will respond to contractor requests for information, review submittals, and review payment applications. The Town does not expect the scope of the construction to warrant a continuous on-site presence; however, the selected firm should plan on at least weekly project progress meetings with the Town and general contractor, other meetings or site visits as needed, and include not fewer than four other (4) site visits during construction. The selected firm will also conduct a final walk through and develop a final punch list at substantial completion.

4. DELIVERABLES

The completion of the above tasks will lead to the following deliverables:

- Construction Plans and Specifications
- Bid Documents
- Project Budget
- Building elevations
- Schematic site plans

5. SELECTION CRITERIA

Each proposal will be evaluated based upon the documentation submitted and any interviews. The selection will be based on the following criteria:

- 45% Qualifications and experience
- 25% Project/Proposal approach
- 10% Anticipated Schedule
- 20% Fee Statement

The Town reserves the right to reject any or all proposals; to waive informalities and technicalities, and to accept any proposal which the Town deems to be in the best interest of the Town.

6. INSURANCE REQUIREMENTS

The successful firm shall agree to defend, indemnify and hold the Town harmless from all losses, damages, and costs which arise because of the performance of this agreement, to the extent it is caused by the contractor, its subcontractor or anyone for whose act it may be liable.

The selected firm shall carry insurance with the following limits:

- General Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$500,000 for bodily injury and \$500,000 for property damage for each occurrence.
- Professional Liability Insurance for negligence, in the amount of \$1,000,000 per claim and annual aggregate.
- Automobile Liability Insurance providing limits of \$1,000,000 per occurrence.
- Workers' Compensation Insurance, in accordance with Maine law.

The firm shall provide copies of all certificates of insurance prior to commencement of work. The certificates shall name the Town as additional insured. An insurance carrier authorized to do business within the State of Maine shall issue these certificates. The certificates shall contain a provision that coverage afforded under the insurance policies will not be canceled or materially changed unless at least thirty (30) calendar days prior written notice by registered letter has been given to the Town.

7. SUBMISSION REQUIREMENTS

A. Submittal Documents:

- a. Ten (10) hard copies of the proposal, including attachments.
- b. One (1) electronic copy
- c. Cost proposal and proposed schedule of progress payments. The Town will withhold ten percent (10%) of each progress payment (retainage). The retainage shall be released upon satisfactory completion of the project.

B. Submittal Content: Each Submittal shall be organized in the following order:

- a. Cover:
 - Shall be titled: “Services for the New Fire Station for the Town of Brunswick”
- b. First page
 - Name of the firm, project team manager, submittal date.
- c. Table of Contents:
 - Include a table of contents with page numbers
- d. Transmittal Letter (contents):
 - Introduction of the firm;
 - Summarize why the Respondent believes itself to be the most qualified;
 - Statement that to the best of the Respondent's abilities, all information contained in the RFP submittal is complete and accurate;
 - Statement granting the Town of Brunswick and its representative authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
 - At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

C. Proposal

- a. Provide a detailed description of the firm’s proposed approach to the project and how it intends to ensure that the Town’s needs will be met.
- b. Include a projected timeline to reach progress milestones, and ultimately, successful completion of the project.
- c. Detail the amount of effort, in hours, dedicated to each phase of the project by the project/design team.

D. Summary of Relevant Projects

- a. List projects you believe demonstrate an ability to successfully meet the requirements of this RFP. List no more than six (6) relevant projects. A relevant project is one which best exemplifies your qualifications. It should involve planning clients, and detail the services you provided:

- Name of Project
- Plan or Planning Project Objectives
- Client
- Total Project Cost
- Project Description, including Public Process
- Describe the Services Your Firm Provided and Any Project Partners
- Projects Consistency with Budget and Timeline/Deadlines
- Reference List Related to these Projects

E. Consulting Service Rate Structure

- a. Provide a rate sheet for the consultant team members that would be involved in the planning process or a proposed cost structure for the project for consideration. The final project scope of work and costs will be negotiated with the most qualified firm.
- b. A detailed estimate of the total project cost to be billed under a contract with the selected firm.
- c. Description and estimate of costs, (including specialized services, permits, etc.) that will be the Owner's responsibility and paid for outside of the contract with the selected firm.

F. Design Team Resumes

- a. Provide resumes and qualifications of the primary members of the team that will be assigned to work on, and be responsible for the successful completion of the project.

Submittals shall be delivered to the following addressee on or before October 15, 2019 at 11 a.m.

Chief Kenneth A. Brilliant
21 Town Hall Place
Brunswick, Maine 04011
kbrilliant@brunswickme.org

The Town welcomes questions on or before October 1, 2019 regarding this solicitation. Questions should be emailed to: Fire Chief Ken Brilliant, kbrilliant@brunswickme.org