

Kennebec Water District – Administration and Operations Center

Waterville, ME

Requests for Proposal (RFP) for Construction Manager Services

Project Description:

Kennebec Water District (KWD) is building a new Administration and Operations Center on Drummond Ave. in Waterville, ME. The building is expected to be approximately 21,000 SF and house the KWD administrative space, public reception area, board of trustee meeting/training space, garage and fleet vehicle maintenance space, and wash bay. The site will also include a 9,600 SF laminated arch storage building and a 4,000 SF cold storage building, along with other site features such as parking for 50 cars, a 9,000 SF wet soils area and a 4,000 SF pipe and yard materials storage area. KWD is requesting that this facility be durable, long lasting (50 years+) and meet sustainable goals, including high energy performance.

Kennebec Water District is interested in receiving proposals for the following services:
Construction Management (CM) at Risk Services

RFP Process:

1. Documents Provided:
 - a. Proposed Schematic Floor Plan
 - b. Proposed Schematic Site Plan
 - c. Proposed Exterior Renderings
 - d. Preliminary Project Schedule
2. Schedule:
 - a. RFP Issued: 1/29/21
 - b. Questions due about RFP by email: 2/10/21
 - c. Last Addendum (if needed): 2/11/21
 - d. RFP Due: 2/23/21
 - e. Notification of shortlisted firms to be interviewed: 3/9/21
 - f. Virtual Interview Shortlisted Firms: 3/24/21
 - g. Anticipated Award 4/2/21
 - h. Anticipated Construction Start: January/February 2022
3. Communication: All communication and questions should be emailed to Nicole Rogers nrogers@smrtinc.com. Phone correspondence is prohibited to be fair to all bidders. Any questions about the RFP should be submitted by the indicated date by email and associated answers will be shared with all bidders in the form of an addendum.
4. KWD reserves the right to change or alter its selection process. KWD and SMRT are not responsible for costs incurred by each submitter. Each submitter is responsible for costs incurred until a working agreement has been finalized. The Owner may elect to interview some, all, or none of the prospective Construction Managers based upon review of the submitted proposals. Interviews will be held 03/24/21 with an exact schedule on that date to be determined later.

5. Under the Maine's Freedom of Access Act, KWD is obligated to permit review of its files, if requested by others. All information in consultant's RFP is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

Proposal Requirements:

Please prepare your response in the following format. **Your responses should be brief and focused on how your experience compares to the proposed project.** Electronic submission shall be provided in PDF format. Electronic submission is due by 4:00 pm of the due date, no exceptions. Please send PDF copies of your proposal to Nicole Rogers.

6. Company Qualifications:
 - a. Brief firm overview.
 - b. Proposed Team with resumes that will be assigned to this project. Project Manager, Superintendent, Estimator, and other key personnel. Submission of names shall be a commitment on the part of the Construction Manager to retain stated personnel on the Project throughout its duration.
 - c. Is your firm presently involved in any litigation, arbitration, or mediation? If so, please explain.
 - d. Description of the firm's construction safety program.
7. Preconstruction Services:
 - a. Briefly describe process and services provided during this phase and how your firm will bring the owner the best value during the design phase.
8. Project Delivery
 - a. It is expected that all team members will work well together in a collaborative environment with all interest aligned to the project for the owner. Please explain how your organization has successfully collaborated in other similar teams in the past and how your team will participate in a collaborative environment for this project.
9. Related Experience:
 - a. Experience: Provide a list of 3 similar projects completed within the last 10 years. One of the three should be an Office/Maintenance Facility project that closely relates to the proposed project.
 - b. A complete list of related construction management projects of \$6,000,000 or greater in value, with a preference for projects within the \$6,000,000 - \$12,000,00 range, completed during the past 10 years along with Owner and Architect references.
 - c. References: Two from an Owner.
10. Proposed High Level Schedule:
 - d. The CM team will be a key player in establishing the overall project schedule and duration. Provide a brief description of the schedule implications based on the above (winter conditions, bidding climate, multiple packages, etc.)
11. CM Services & Fees
 - a. Provide your anticipated Preconstruction Services Fee as a lump sum fee based on the included schedule.

- b. Once the team establishes the appropriate construction contingency what are your proposed shared savings terms?
 - c. All CM's approach the following differently: General Conditions, General Requirement and CM Fee. The request in this RFP is to understand what is included in your fee verses what is a cost to the project. Provide the list of items in each category as you see appropriate based on our proposed project.
 - i. General Conditions: Provide your typical detailed breakdown of what is included.
 - ii. General Requirements (Typically Division 1 Items): Provide your typical detailed breakdown of what is included.
 - iii. Provide your CM Fee as a percentage.
 - iv. Provide any proposed shared savings allocations.
12. Selection Process: The decision will rest solely with the Kennebec Water District. Please provide any additional information which you feel would help the owner make this decision.
13. Financial
- a. Proof of Bonding letter, \$9,200,000 single.

Form of Agreement:

The form of agreement between Owner and CM shall be AIA-A133-2009 with amendments. General Conditions shall be AIA-201-2017 modified, General Conditions of the Contract for Construction with Supplementary Conditions to be prepared by the Owner and Architect.

After the schematic design phase, the CM shall prepare a Guaranteed Maximum Price for the entire scope of the Work and upon the Owner's acceptance of the Guaranteed Maximum Price it shall be amended to the Agreement.

The CM will be expected to work closely with the Owner, Architect and their consultants and will be encouraged to propose cost and time saving alternatives.

Qualifications:

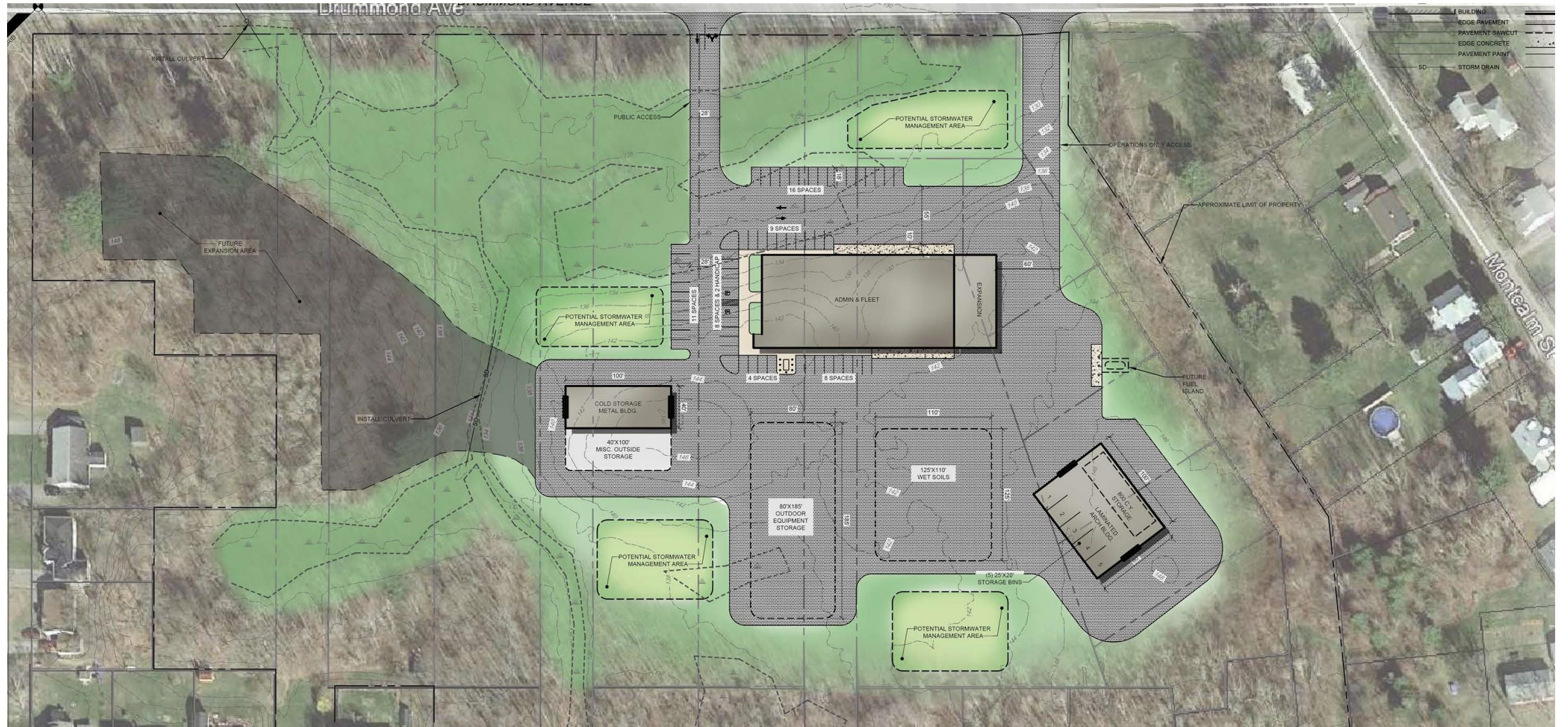
1. The Owner retains the right to waive any informality, to reject any or all Proposals, or to accept any Proposal determined to be in the best interest of the project.
2. It is the Owner's intent that as much of the Work as practical be competitively sub-bid by not less than three (3) pre-qualified sub-bidders for each trade or bid package, unless pre-authorized by KWD. All subcontractors shall be subject to the acceptance of the Owner. All mechanical and electrical sub-bidders shall be pre-qualified and must have directly related and relevant experience.
3. The CM Request for Proposal, Selection Process, and Schedule as outlined herein shall be considered subject to change as required by the Owner. Terms and conditions of the Agreement between Owner and Construction Manager shall take precedence over all prior understanding and/or Agreements, if any, including this Request for Proposal.
4. The Owner may at any time terminate the services and/or contract with the CM for the Owner's convenience and without cause. In case of such termination for the Owner's convenience, the CM

shall be entitled to receive payment from Owner limited to actual documented expenses of the CM as of such date.

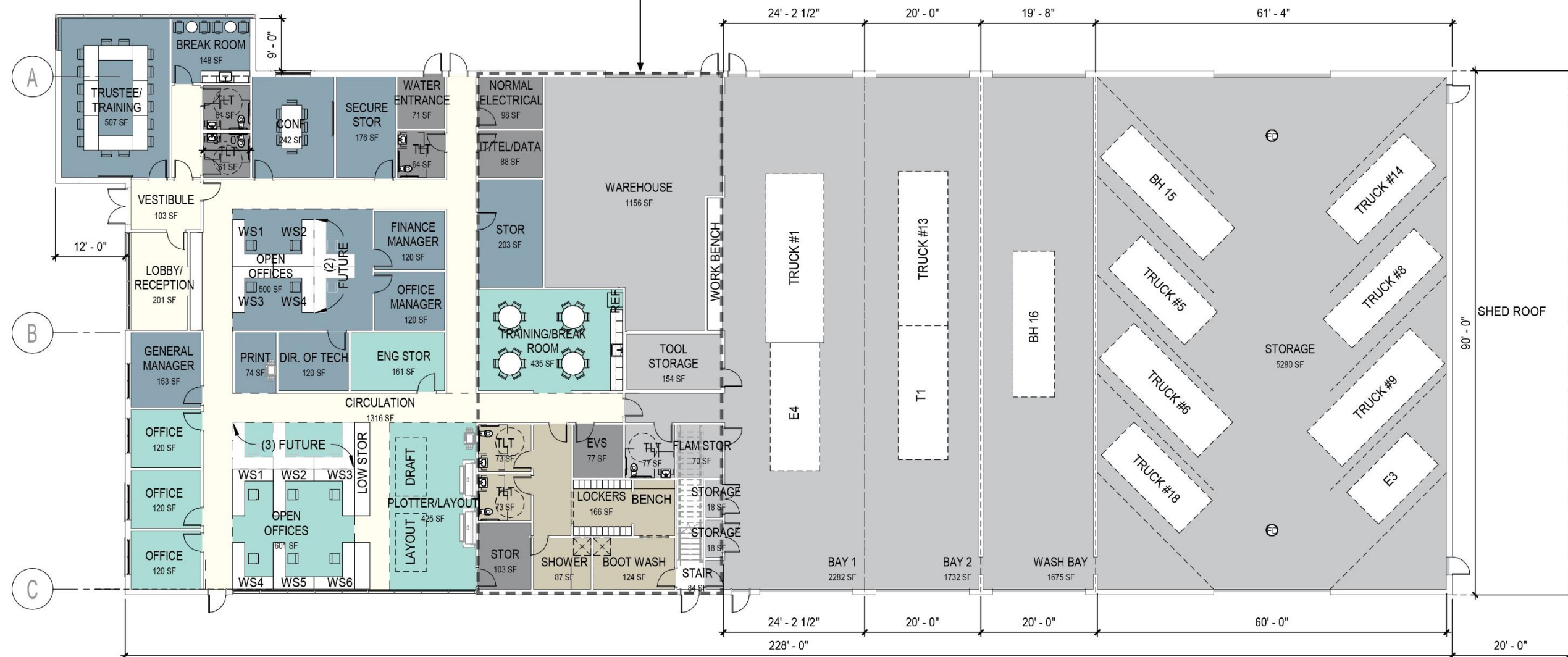
5. It is expected that the CM will submit requisitions for completed work on a monthly basis and that an average of 5% retainage will be withheld. Monthly "Waiver of Liens" will be required prior to payment of the following month's invoice.
6. Questions related to the CM selection process shall be directed to:
Nicole Rogers
SMRT, Inc.
75 Washington Ave.
Suite 3A
Portland Maine, 04101
Email: nrogers@smrtinc.com

End of Request for Proposal

Site Plan



EXTENT OF MEZZANINE ABOVE
3,820 GSF







Schedule

