

# INSTRUCTIONS TO PROPOSERS

**Owner:** PCHC – Hope House Homeless Shelter  
103 Maine Ave  
Bangor Maine 04401

**Architects:** TAC Architectural Group, Inc., 40 Summer Street, Suite 4, Bangor, Maine 04401

Penobscot Community Health Care (PCHC) wishes to procure the services of a qualified and experienced Construction Manager (CM) for the required renovations at our Hope House Homeless Shelter building located at 179 Corporate Drive for expansion and renovations. See attached concept drawing for more detail. Roughly \$2,100,000 construction cost.

The CM will participate in the preconstruction services starting at 100% design development through construction documents. The CM will work with the building team to review all aspects of the project for constructability and cost estimating.

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1. Electronic proposal shall be submitted as directed in the attached Request for Qualification on or before the dates below. All costs incurred with the proposal are not the responsibility of PCHC
2. A mandatory pre-application site visit is required to participate
3. Proposers Submission Schedule:
  - a. Questions regarding proposal due by June 2, 2025, by 10:00 am
  - b. All questions to be answered by June 3, 2025 by 2:00 pm
  - c. Proposals due by June 6, 2025 by 10:00 am
  - d. Notify CMs for interviews (If June 7, 2025
  - e. Interviews TBD
  - f. Notify CMs of award no later than June 13, 2025
4. PCHC reserves the right to accept or reject any and all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal if that bid/proposal is contrary to the best interests of PCHC. Terms and conditions of the Agreement between PCHC and Construction Manager shall take precedence over all prior understandings and/or agreements, if any, including this Request for Qualification Proposal. PCHC intends to use AIA A133, Standard Form of Agreement between the Owner and the Construction Manager.
5. PCHC retains the right to terminate the services of the Construction Manager at any time prior to the execution of a GMP agreement, and PCHC's obligation shall be limited to actual documented expenses of the Construction Manager as of such date.
6. Questions regarding the project or the construction management proposal and selection process shall be in writing (emailed) to Edward Marsh as follows:

Email: [emarsh@pchc.com](mailto:emarsh@pchc.com)  
Subject Line:  
PCHC Hope House  
Transitional Housing RFP

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Thank you in advance for your interest in this project and we look forward to receiving your proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ed', followed by a long horizontal line.

**Edward H. Marsh Jr**

*PCHC Chief Safety & Infrastructure Officer*