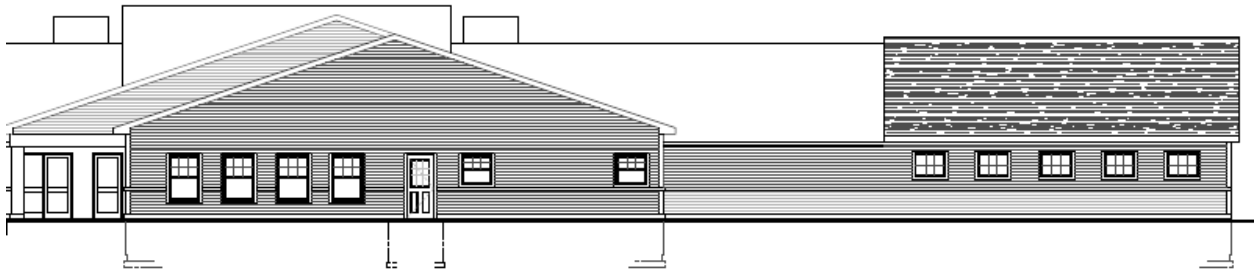


PCHC – Request for Proposals



PCHC Hope House Homeless Shelter – Renovations

May 19, 2025

PCHC - REQUEST FOR QUALIFICATIONS - CM SERVICES AT RISK

PCHC solicits proposals for Construction Management at Risk Services related to the planned renovations and small expansion of the Hope House Homeless Shelter located at 179 Corporate Drive Bangor, Maine.

The project includes interior renovations of occupied spaces along with new construction additions on the front and left side of building. CM is expected to facilitate all construction activities at an occupied site.

PCHC is simultaneously advertising for CM at Risk for the Hope House Transitional Housing expansion and renovations. It is our strong preference to choose a CM that has the capacity to handle both projects simultaneously and selection of the CM will be based on these criteria.

PROJECT SCHEDULE - PRELIMINARY

Design Development: April 22, 2025
Construction Documents: TBD with input from selected CM
Pricing Phase: May – June 2025
Construction Phase: July 2025 – December 2026

THE PROCESS

Prospective Construction Managers are invited to submit electronic proposals for consideration. PCHC may select the most qualified firm based on the electronic proposals. PCHC expects to enter into a contract for pre-construction phase services as quickly as practicable following selection of the most qualified CM. The form of agreement between PCHC and the chosen Construction Manager will be AIA A133 Standard Form. The Construction Manager will prepare a Guaranteed Maximum Price for the project based upon the 90% complete construction documents. The Construction Manager will be expected to work closely with PCHC and TAC Architectural Group, Inc. and will be encouraged to propose constructability and cost alternatives prior to establishing the final GMP.

SELECTION PROCESS BEING USED

PCHC will review and score the qualification proposals. The reviewers will receive a ranking card that will address the following areas: 1-6 points in each requested line item under “The Proposal.” PCHC may conduct interviews to help determine their final selection.

TIME AND PLACE FOR RECEIPT OF QUALIFICATION PROPOSALS

1. Electronic proposal shall be sent on or before 10:00 am, ~~May 30, 2025~~ June 6, 2025, to the following:

Edward H Marsh Jr – PCHC Chief Infrastructure Officer - emarsh@pchc.com

2. No proposals will be accepted after the time and date indicated above unless otherwise stipulated in an addendum. Ample time should be allowed for the transmittal of proposals.
3. All proposals shall remain in effect for a period of not less than thirty (30) calendar days following the date for opening of proposals.

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4. The Owner may consider as informal any proposal not prepared and submitted in accordance with the provisions hereof, and may waive any informalities, accept, or reject any and all such proposals.
5. The Proposal, its attachments and all other documents relating thereto which require a signature must bear the written signature of the Proposer. If the Proposer is a partnership, a general partner must sign the Proposal; if a corporation, the Proposal must be signed by a duly authorized officer of such corporation, under the seal of the corporation. If the Proposer is an individual using a firm name, indicate the individual's name.

SELECTION OF QUALIFIED PROPOSER

Within seven (7) calendar days of the submittal, or at any time thereafter before such proposal is withdrawn, PCHC shall by way of email notify the selected proposer. This notification shall set forth the intention of the Owner to negotiate terms of the work contract for performance of the project based upon the proposal.

The selected proposer shall, by return email and within five (5) calendar days of the date of the Owner's email transmission of notification, acknowledge receipt of the Owner's notification by indicating a willingness to enter negotiations as appropriate.

In the event that the most qualified proposer fails to acknowledge the Owner's notification or furnish satisfactory surety upon the Performance and Payment Bonds when required, the Owner may terminate that CM's involvement in the selection process and within five (5) calendar days from such failure, notify the next most responsive, responsible proposer. In this event, all provisions regarding the selection of the most responsive responsible proposer shall apply to the second proposer notified as if said proposer were the original successful proposer.

In the event negotiations held pursuant to selection do not produce an agreement for performance of the work, the Owner may terminate said negotiations and notify the next most qualified proposer.

Should there be further defaults or failed negotiations, the procedures set forth in this section shall be in effect and followed, subject to the discretion of the Owner, until a contract is successfully awarded. The proposer awarded the contract shall thereafter be referred to as the "Construction Manager."

Notwithstanding any other provisions of these instructions, the Owner shall have the right to accept or reject any and all proposals.

If only one proposal is received, the Owner may:

- a. Delay the proposal review in order to determine why other vendors did not respond and to encourage other proposers to respond.
- b. Consider the one proposal received and: (1) negotiate a contract, or (2) award a contract based upon the proposal received; or (3) reject the proposal.

Any authorization contained in this section which is at variance with the requirements of applicable federal or state laws and regulations shall be controlled by the terms of such laws and regulations.

The Owner's decision regarding the selection of the most qualified Construction Manager shall be considered final.

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PERFORMANCE BOND AND PAYMENT BOND

Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the GMP, as security for the faithful performance of the Contract and for the payment of all persons performing labor or furnishing materials in connection wherewith is required. The Bonds shall be drawn and have a surety company acceptable to the Owner and licensed in the State of Maine.

The bonds shall be prepared and submitted by the successful CM in accordance with Article 8, AIA A133/CMc and Article 11, AIA A201 as modified by PCHC

PCHC reserves the right to forgo the requirement for bonds depending upon the successful CM team chosen and selected.

RESPONSIBILITIES

The Construction Manager's services will be divided into two phases.

1. *Pre-construction Phase.*

The Construction Manager will provide estimating, design review, and constructability analysis. This shall include, but not be limited to the following tasks:

- a. Attend design progress meetings with PCHC and/or TAC Architectural Group, Inc. as necessary throughout completion of Schematic Design, Design Development and Construction Documents.
- b. Develop a comprehensive project plan addressing the construction zone, material handling and transfer, long lead items, constructability, materials, equipment selections, schedule impacts and cost impacts. Develop a construction zone plan that safely maintains essential pedestrian and vehicle access through the area while affording efficient receipt, storage and movement of construction materials and equipment and safe working conditions for construction personnel.

It is vital for the CM to prepare a plan of work that takes into account the occupants of the building and how to maintain all services while completing the required work.

- c. Provide a construction schedule that addresses construction sequencing. Assume responsibility for all construction scheduling, logistics, construction staging planning, and cost estimating. Prepare a preliminary estimate of construction costs based on Design Development documents. A Guaranteed Maximum Price (GMP) will be prepared based on 90% complete Construction Documents. The accuracy of the construction estimating is of the utmost importance.

2. *Construction Phase*

The Construction Manager is expected to perform services consistent with AIA A133 and AIA A201 General Conditions of the Contract for Construction. This includes, but is not limited to:

- a. Construction phase management, planning, scheduling, quality control, and coordination of trades, sequencing, conditions, inspections, safety, and commissioning for which the Construction Manager accepts full responsibility.

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- b. Qualifying sub-contractors, soliciting bids for sub-contracts, analyzing, and reviewing bids and holding sub-contracts for construction.
- c. Construction records and project accounting.
- d. Close out of the construction including completion of all punch list items, delivery of O & M manuals, and preparation of as-built drawings and submission of record submittals.
- e. Warranty period servicing and facilitation with subcontractors.

THE PROPOSAL

Each Construction Manager's electronic proposal shall address the criteria stated below.

- 1. A cover letter signed by the principal of the firm authorized to commit the firm to their proposal.
- 2. Identification and qualifications of key personnel to be used, including Project Managers, Superintendents and Estimators. Submission of names shall be a commitment on the part of the Construction Manager to retain stated personnel on the Project throughout its duration. It is a specific requirement that each Project Manager and Superintendent attend the presentation.
- 3. Specific construction management experience on projects of similar program and scope. A complete list of related construction management projects completed during the past five years shall be submitted, along with both Owner and Architect references.
- 4. Total dollar volume of work completed during each of the past three (3) years.
- 5. Narrative description of the firm's philosophy of Construction Management. Include a complete listing of Construction Management services proposed to be provided by the firm prior to the commencement of construction.
- 6. Proposers shall complete the Fee Proposal Form at the end of this RFQ. Proposed Construction Manager's fees for both the preconstruction phases and construction phase shall be submitted with a detailed list of what is included in the percentage fee must be provided with the Bidders response. Bidders should identify if the amount in the preconstruction phases will be applied to the overall percentage cost identified in the construction phase.
- 7. Financial references and current bonding limitations. It is expected that 100% Payment and Performance Bonds will be required.
- 8. Insurance including general liability, worker's compensation, automobile, owner's protective liability, and property insurance. Certificates of insurance will be required prior to the commencement of any work.
- 9. Is your firm presently involved in any litigation, arbitration, or mediation? If so, please explain.
- 10. Description of the firm's construction safety program.

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11. Knowledge and experience in the use of value engineering, to create optimum quality and value for the owner without compromising design intent.
12. Labor rates, all-inclusive for all reimbursable personnel to be included in the CM firm's team.
13. Description of the CM firm's program for project close-out and warrantee follow-up.
14. Other information the CM firm may consider appropriate to the selection process.

END OF REQUEST FOR QUALIFICATION

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FEE PROPOSAL FORM

CONSTRUCTION MANAGEMENT SERVICES

for

PCHC Hope House Homeless Shelter – 179 Corporate Drive Bangor, Maine

LUMP SUM PRECONSTRUCTION PHASE SERVICES FEE - \$ _____

CONSTRUCTION PHASE SERVICE FEE - _____ %

CONSTRUCTION PHASE FEE ON CHANGE ORDERS - _____ %

ESTIMATED TOTAL COST OF RENOVATIONS - \$ _____

THIS PROPOSAL IS VALID FOR DAYS - _____ days

CONSTRUCTION MANAGEMENT FIRM -

CONTACT PERSON -

TELEPHONE/EMAIL -

AUTHORIZED SIGNATURE -

NOTES -
