



NORTHERN
NEW ENGLAND

14 Maine Street, Suite 100
Brunswick, ME 04011
Tel: 207-373-1140
Fax: 207-373-1160
www.voanne.org

REQUEST FOR PROPOSAL

Affordable Housing for Adults 55+ at 56 School Street in Waldoboro, Maine

Friday, January 19, 2024

Purpose: Volunteers of America Northern New England (VOA) is requesting proposals to provide Construction Management Services for 36 units of affordable housing for adults 55+ located at 56 School Street in Waldoboro.

Background: Since 1992, VOANNE has served the people of Maine, New Hampshire and Vermont with the promise to reach out and uplift the human condition and provide opportunity for individual and community involvement. VOANNE supports and empowers Northern New England's most vulnerable groups, including at-risk youth, older adults, men and women returning from the criminal justice system, homeless individuals and families, people with disabilities, veterans and those recovering from addictions. As part of a national organization started in 1896, Volunteers of America is proud to be the largest provider of affordable housing in the country.

Project Description: The project consists of a 32,000 square foot facility to include 36 one-bedroom apartments, a common kitchen and multipurpose room, and staff offices. The roughly 2-acre site will also include a parking area and a pathway through to the edge of the site for pedestrian purposes. Construction is projected to begin late 2024/early 2025. Multiple funding sources will be used and federal housing standards may apply.

RFP Process: Prospective Construction Managers are invited to participate in the following selection process. Each is expected to prepare a written proposal to be submitted to VOA electronically no later than 4:00 pm on Friday, February 16, 2023.

Exhibits linked to this RFP include:

- a. Project Documents
- b. Schematic Design Documents

These items can be found in the approved plans from the Town of Waldoboro:

<https://cms9files.revize.com/waldoborome/2023-03-23%20-%20Signed%20Compiled%20Submitted%20Site%20Plan%20Application.pdf>

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RFP Process Schedule:

- a. RFP Issued: Friday, January 18, 2024
- b. Questions about RFP by email (no phone calls) may be submitted by: No later than 4:00 pm on Friday, February 2, 2024
- c. Last Addendum (if needed): Wednesday, February 7, 2024
- d. RFP Due: No later than 4:00 pm on Friday, February 16, 2024
- e. Notification of Shortlisted Firms to be interviewed: Monday, February 19, 2024
- f. Interviews of Shortlisted Firms to take place between: February 23, 2024 - February 29, 2024
- g. Anticipated Award: Tuesday, March 5, 2024
- h. Anticipated Construction Start: Late 2024/Early 2025
- i. Anticipated Construction Complete: Late 2025/Early 2026 (12-month time period for construction)

Communication:

All communications and questions should be emailed to Brian Sites, VP of Business Development, Volunteers of America Northern New England at brian.sites@voanne.org.

VOA reserves the right to change or alter its selection process. VOA and its firm are not responsible for costs incurred by each proposal. Each respondent is responsible for costs incurred until a working agreement has been finalized. The Owner may elect to interview some or all of the prospective Construction Managers based upon review of the submitted proposals.

Contract Form (AIA Document):

Contract will be a two-part contract, one for preconstruction services and a GMP amendment. It will be based on the AIA Document A133-2009 Standard form of Agreement between Owner and Construction Manager as Constructor. A GMP will be established before Part 2 of the contract is executed. The contract will include penalties for late completion. The owner reserves the right to terminate the CM contract if project cost increases beyond budget at any time during design and pricing. Lien Waivers will be required throughout the project. A 100% performance and payment bond will be required of the Construction Manager.

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Bid Requirements/Selection Qualifications:

On your own letterhead, please address the following in a submission to Brian Sites, VP of Business Development, Volunteers of America Northern New England, and submit proposal by 4:00 pm on Friday, February 16, 2024. Submission should be provided electronically to brian.sites@voanne.org.

This project is partially funded by Lincoln County ARPA funds. Please note that VOA will continue to seek additional funding sources for this project and, should VOA be awarded additional funds, the CM acknowledges that this may require the CM to follow additional State and federal requirements and agrees to abide by those requirements.

Please address each of the questions and items listed below in your submission. Submissions will be reviewed and evaluated based on the following:

1. Overhead and profit (fee) percentage to be charged along with statement on how general conditions will be handled in determining fee during construction.
2. Lump sum fee for the Preconstruction portion of CM Contract.
3. An estimate of the time to construct the project.
4. Provide the following information in reference to your Bonding Agency and your bonding capacity:
 - a. The name, address, telephone number and contact person.
 - b. Contractor's bondable limits per project and aggregate.
 - c. Dollar value of current unfinished work.
 - d. Attached bonding agency's statement of opinion on Contractor's financial ability to complete the proposed project, with single project and aggregate limits.
5. The name and resume of the Superintendent to be assigned to the project.
6. The name and resume of the Project Manager to be assigned to the proposed project.
7. The name and resume of the Estimator to be assigned to the proposed project.
8. List all major construction projects your organization currently has in progress.
9. List all projects your organization has constructed that are similar to the proposed project (apartments, elderly housing, HUD, Maine Housing, etc.).
10. VOA intends to choose a responsive and responsible CM for this project. Please provide a clear, detailed narrative outlining the conditions of the work including such considerations as

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onsite activities, including safety, noise and dust control, recommended protocols with respect to site meetings, communication, and efficiency.

11. An experience statement and references (at least 4) that will allow VOA to judge the potential to successfully plan, execute and complete the School Street project. Please include a summary of projects for which you have served as CM-At-Risk, highlighting any projects you feel are particularly comparable or appropriate, and are of similar scope and complexity.
12. How you would handle the requirement of this job that your costs be an "open book" to the Owner and Architect, with any proposals for shared savings and any contemplated "CM contingency."
13. Your willingness and ability to offer suggestions to the architect for achieving the design intent and staying within budget, and a detailed estimate at the 100% development of the plans. The interview will provide a chance for you to offer specific ideas for saving money, saving time, or using alternate products which may result in a better building.
14. Your ability to conduct a competitive process among the sub-trades for this project which will result in the lowest possible price to the Owner. The ability to prequalify certain major subs while maintaining competitive pricing may be part of this response.
15. Describe your firm's quality control program and warranty process. Who is responsible for the quality of the finished project and what has your firm done to institutionalize quality control?

Selection Criteria:

Selection criteria to be used by the Owner shall include, but not necessarily be limited to, personnel named to the project, similar project experience and qualifications, financial capacity, Construction Manager's Fee, as well as any and all other considerations which the Owner may determine to be in the best interest of the Owner. The Owner's decision with regard to the selection of a Construction Manager shall be considered final. The Owner shall have reasonable discretion and may exercise its judgment in determining whether a proposal is responsible.

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 VOA. The Owner may at any time terminate the services and/or contract with the Construction Manager for the Owner's convenience and without cause. In case of such termination for the Owner's Convenience, the Contractor shall be entitled to receive payment from Owner limited to actual documented expenses of the Construction Manager as of such date.

Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by VOA's procurement policy.



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CONTACT PERSON

Questions or clarifications may be directed to the contact below until 4:00 pm on Friday, February 2, 2024:

Brian Sites

VP of Business Development

Volunteers of America Northern New England

brian.sites@voanne.org

207-449-0799