



Maine State Housing Authority

Request for Proposals (RFP) for Professional Design and Engineering Services

SCHEDULE

Issued: Wednesday, January 10, 2018

On-Site Building Tour: Wednesday, January 24, 2018, 10 AM to Noon

Deadline for Questions: Friday, February 2, 2018

Posting of Responses to Questions: Friday, February 9, 2018

Proposals Due: Friday, February 23, 2018, 5:00 PM EST

MaineHousing Contact Person:

Donald McGilvery, Construction Services Manager

E-mail: dmcgilvery@mainehousing.org

Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, familial status, or receipt of public assistance in the admission or access to, or treatment in, its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), or Maine Relay 711.

Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330

CONSULTANT INFORMATION SHEET

for

Maine State Housing Authority's RFP for Professional Design and Engineering Services

Provide the following information and include this completed and signed Consultant Information Sheet at the front of any proposal.

General Information	
Company Name	
Street Address	
City, State, Zip Code	
General Phone Number	
Website	
Toll-free Number (if any)	

Contact Person for Questions	
Name and Title	
Address	
E-mail address	
Phone	

Name, Title and Signature of Individual with Authority to Bind Consultant	
Name	
Title	
Signature	
Date	



I. Introduction

A. Overview

In this *Request for Proposals for Professional Design and Engineering Services* (the “RFP”), Maine State Housing Authority ("MaineHousing") is requesting responses from a qualified firm for professional Design and Engineering Services (Consultant). Consultant shall provide Professional Services for programming, pre-design, schematic design, design development, construction documentation, construction administration and inspections to completely renovate, transform, and upgrade an existing two-story building with a footprint of approximately 65,000 sq. ft. and all site amenities generally associated with a professional office facility. It is expected that the scope of work will also include the complete demolition of some of an existing 13,000+ sq. ft. single story portion of building.

B. About MaineHousing

MaineHousing is an independent state agency of approximately 165 staff located in Augusta, Maine that bridges public and private housing finance to benefit Maine’s low and moderate-income people. MaineHousing brings millions in new private and federal housing funds to Maine to create safe, affordable and warm housing, and its mission is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. Additional information concerning MaineHousing can be found at www.mainehousing.org.

C. General Terms and Conditions

1. ***Review and Compliance.*** It is the responsibility of each Consultant to review this entire document, including attachments, and comply with all requirements of this RFP. "Consultant" means any person or entity who may or does submit a proposal in response to this RFP.

2. ***Questions and Clarifications.*** All questions or requests for clarification shall be submitted by e-mail to **Donald McGilvery, Construction Services Manager**, at **dmcgilvery@mainehousing.org** no later than close of business (5 pm, EST) on **February 2, 2018**. MaineHousing will respond in writing to questions that MaineHousing deems relevant and material to this RFP by providing a list of such questions and MaineHousing’s responses to all Consultants no later than **February 9, 2018**. Any responses provided by MaineHousing to questions from Consultants will become part of this RFP.

PLEASE NOTE: Consultant contact with any MaineHousing employee or other MaineHousing representative concerning this RFP, other than the MaineHousing

contact person named on the cover page and in this Section I.C.2, may be grounds for rejection of Consultant's proposal.

3. ***Proposal Valid for 60 Days.*** All proposals submitted by Consultants and received by MaineHousing will be treated as offers to contract. A Consultant's proposal must remain open from the time of receipt of the proposal by MaineHousing for a minimum of 60 days after submission pursuant to this RFP and may not be unilaterally modified by Consultant during that period. Alterations, modifications or variations of a proposal after the submission deadline will not be considered by MaineHousing unless authorized by an amendment or addendum to this RFP issued by MaineHousing. In the case of any award pursuant to this RFP, the awarded Consultant must keep in effect all proposal terms, including pricing, throughout any contract negotiations.

4. ***Contract Term.*** The initial term of any contract awarded pursuant to this RFP will be eighteen (18) months from the date the contract is executed by Consultant and MaineHousing. MaineHousing will have the sole right and option to extend the contract for additional terms of six (6) months each, which, together with the initial contract term, will not exceed a total of three (3) years.

5. ***Costs of Proposal Development.*** Costs of developing and delivering proposals pursuant to this RFP are solely the responsibility of Consultants. MaineHousing is not liable for any expense incurred by Consultants in the preparation, delivery or presentation of their proposals or in connection with any submission.

6. ***Proposal Materials.*** All proposals submitted, including all items and materials submitted as part of the proposals, become the property of MaineHousing, whether or not selected. Proposal materials may be appended by MaineHousing to any contract between MaineHousing and the Consultant providing such materials.

II. Scope of Work

A. Background

MaineHousing plans to redevelop portions of a 15.26-acre site at 26 Edison Drive in Augusta, Maine (the "Site") as a new office facility. The Site consists two adjoining parcels; Parcel 1, identified as Lot 18 on City of Augusta Tax Map 17, consists of 6.76 acres of land and is developed with a building of steel frame and masonry veneer construction with a concrete frost wall and slab foundation, which building was constructed in two sections: the eastern portion, a 13,666-square foot one-story building constructed in 1967; and the western portion, a 65,460-square foot two-story addition constructed in 1986. A portion of the Site's parking facilities are also located on this parcel. Parcel 2, identified as Lot 56 on City of Augusta Tax Map 16, consists of 8.5 acres of land partially developed with parking facilities. The scope includes demolition of the 13,666 square foot one-story building, renovation of the remaining portion of the structure that remains (the building addition), repair of existing parking areas and construction of new parking areas, providing a complete new office facility for MaineHousing.

MaineHousing has conducted and will make available to the chosen consultant a preliminary study defining the space needs of the agency. MaineHousing is currently developing a detailed

definition of expectations for the new facility, which will also be available to the chosen consultant. It is expected that design will begin in early 2018 and be completed, ready for a construction start, in the fall of 2018. A construction manager will be retained as part of the project team and the Management Project Delivery Method will be utilized for pre-construction design guidance, pricing and construction oversight.

B. Objectives and Requirements

MaineHousing seeks to provide a new professional office facility for its staff, currently 165 persons but with possible future expansion up to 200, that provides an excellent work environment and which may include individual work spaces for very varied needs, conference spaces, a board room, cafeteria, exercise facility, secure storage areas, 225 vehicle parking, and amenities that will attract and maintain staff. MaineHousing seeks professional Architectural and Engineering (A&E) services for the programming, interior and exterior building design, mechanical and electrical systems and necessary site improvements to convert the existing building and site into a state-of-the-art office facility. MaineHousing intends to seek and retain a qualified Construction Manager to assist the project team during pre-construction as well as during construction phases of the project (Construction Management Project Delivery Method).

This RFP will employ a transparent, competitive evaluation process, with the intention of identifying firms with the vision and experience to meet goals for cost containment through thoughtful and efficient building design, typologies and materials.

The scope of work for this project will require meetings and presentations with MaineHousing staff over the course of the contract consistent with similar projects of the size and complexity outlined herein. The respondent agrees and acknowledges that the Scope of Work provided herein is an outline only and is not a complete, detailed or exhaustive description of each specific service that must be provided by the Consultant.

C. Consultant Scope

1. Programing Phase

- a. Through review of previous programming studies and the additional input from an ongoing subcommittee at MaineHousing, the Consultant shall create a program of spaces for building exterior and interior, including: basic information such as sizes, space requirements, workflows, activities and special uses.
- b. Prepare and submit program plan of spaces and adjacencies layouts for MaineHousing review and approval.
- c. Facilitate meetings with MaineHousing staff as needed to fully understand the developed building program, expected building systems, equipment and materials, and assure code compliant designs.
- d. Provide preliminary site development sketches and a project schedule.

2. ***Schematic and Design Development for Building and Site Design***
Utilizing the results of the Programming Phase, create Schematic and Design Development documents for the Building and Site construction.
 - a. Work with MaineHousing on space planning and design options and recommendations
 - b. The design development phase shall include any sub-consultant fees, including, but not limited to site, mechanical, and/or electrical engineering.
 - c. The consultant will be required to work with other consultants retained by MaineHousing and such disciplines may include Technology/IT, Acoustics, Workplace Health & Safety, etc.
 - d. Conduct Design-Development meetings with MaineHousing staff and Construction Manager and address points of clarification regarding the project as the scope of work gets defined.
 - e. Prepare and submit Preliminary Project Design Documents, Preliminary Specifications, and a project Schedule to MaineHousing staff and Construction Manager for review and approval.

3. ***Construction Document Phase***
 - a. Prepare complete Construction Documents and Specifications.
 - b. Submit Construction Documents for review by the project team.
 - c. Correct plans to reflect issues noted by review by the project team.

4. ***Guaranteed Maximum Price (GMP) Development Phase***
 - a. Assist the Construction Manager (CM) in the preparation of bid documents and specifications suitable for pricing.
 - b. Respond in writing to questions from bidders and prepare agenda as necessary.
 - c. Distribute plans and pricing documents to Construction Manager as needed.
 - d. Evaluate the GMP pricing based upon participants' qualifications, compliance with bid requirements, and prices and make recommendations of award as an integral part of the project team.

5. ***Construction Administration Phase***
 - a. Participate in a Pre-construction meeting and attend regular construction progress meetings.
 - b. Coordinate, review and process all Requests for Payment, Requests for Information (RFIs), Change Orders (COs), etc., including maintaining a log of all such documents.
 - c. Solicit, receive, review, and process all shop drawings.
 - d. Monitor construction progress, quality, costs and general conformance with the contract documents throughout the entire construction process.
 - e. Conduct Substantial Completion Inspection, coordinate and prepare punch lists, substantiate that items noted are completed and issue Substantial Completion Certificate.

6. Post Construction Phase

- a. Provide any necessary technical assistance during the move-in phase of the project.
- b. Participate in the resolution of any warranty related issues during a one-year warranty period.

III. General Requirements and Statement of Qualifications

- A.** Consultant’s proposal must demonstrate Consultant’s understanding of MaineHousing’s needs and expectations described in this RFP and Consultant’s capacity and qualifications to meet those needs.
- B.** Consultant may provide additional information in the form of brochures, demonstration CDs, sample documentation or other material that is relevant to Consultant’s proposal.
- C.** Maine registration and licensing in the appropriate and applicable disciplines is required.
- D.** Thorough knowledge of Maine Building Codes, all applicable Federal and state statutes and accessibility codes and regulations is required.
- E.** Current relevant working experience in programming and designing professional office buildings.
- F.** Strong interpersonal, communication, and presentation skills.
- G.** Upon award of contract, ability to secure professional liability insurance for errors and omissions as well as commercial general liability, automobile liability and workers’ compensation insurance.
- H.** Briefly identify your firm’s organizational structure and support resources available to complete the scope of work in this RFP. Include information for all sub-consultants expected to be included as part of the design and engineering consultant team.
- I.** List the qualifications of key personnel who would be assigned to this project, including relative experience, degrees, certifications and professional affiliations for all disciplines.
- J.** Briefly propose a general work plan and schedule to complete the scope of work for this Project.

IV. Company Information

A. Business References

Consultants must provide a minimum of two (2) business references from private, state and/or large local government clients that received services from Consultant similar to those described in this RFP within the last five (5) years.

Primary Contact Information	
Name:	
Street Address:	
City, State, Zip	
Phone, including area code:	
Email address:	
Dates when Services Provided	
Services Provided	

MaineHousing reserves the right to contact and verify any and all references listed.

B. Conflict of Interest

Does the vendor or consultant, any principal or affiliate of the vendor or consultant, or anyone who will be paid for work on the contract have business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past two years?

If yes, describe here: _____

V. Cost Proposal

Consultant must provide detailed fixed prices for all costs associated with its proposal.

An all-inclusive firm fixed price covering all deliverables, labor (including all necessary architectural and engineering disciplines), materials, and out-of-pocket, travel and other expenses relating to the specific item listed below. The basis of the price and any underlying assumptions (including assumptions concerning travel expenses) must be included in the Consultant’s cost proposal.

- (1) Programing Phase \$ _____
- (2) Schematic and Design Development Phase \$ _____
- (3) Construction Document Phase \$ _____
- (4) GMP Pricing Phase \$ _____
- (5) Construction Administration Phase \$ _____

Total Proposed Professional Services Fees \$ _____

VI. Proposal Submission Requirements

A. Deadline and Delivery

All proposals must be submitted by e-mail in PDF format or by printed hard copy and must be received by MaineHousing no later than 5:00 p.m. EST on Friday, February 23, 2018.

If submitted by e-mail, the proposal must be sent to **Donald McGilvery, Construction Services Manager**, at dmcgilvery@mainehousing.org and the subject line must state:

"RESPONSE TO: Professional Design and Engineering Services RFP".

Proposals submitted as a hard copy must include one (1) original and 3 copies. The envelope containing Consultant’s proposal must be visibly labeled:

RESPONSE TO: Professional Design and Engineering Services RFP and be addressed to the attention of:

Donald McGilvery, Construction Services Manager
Maine State Housing Authority
353 Water Street
Augusta, Maine 04330

Proposals that do not arrive by the above deadline *will not be accepted*. It is the responsibility of each Consultant to ensure timely receipt of its proposal by MaineHousing. MaineHousing is not responsible for any late delivery of a proposal for any reason.

Facsimile or telephone proposals *will not be considered*.

B. Proposal Organization and Contents

1. *Organization and Format*

Proposals must be presented in a format that corresponds and refers to the section numbers and headings used in this RFP and must be presented in the same order. Pages must be numbered consecutively.

2. *Content*

a. All information requested by this RFP must be submitted as part of Consultant's proposal. **Only information that is received in response to this RFP will be evaluated.** References to information submitted to MaineHousing outside this RFP process or references to Internet website addresses will be deemed non-responsive and will not be considered by MaineHousing. Cross-references to other portions of Consultant's proposal submitted in response to this RFP are acceptable, but must reference the specific section number and heading for identification.

b. All proposals must include the completed and signed Consultant Information Sheet included in this RFP. Include the completed and signed Consultant Information Sheet at the front of your proposal.

VII. Selection Factors

MaineHousing intends to select the proposal that provides the best value in meeting MaineHousing's business objectives identified in this RFP by considering the following factors: Consultant's qualifications, experience and success with similar projects, services offered, timing, and price. MaineHousing will also take into account the detail and completeness of proposals.

An evaluation committee consisting of MaineHousing staff will review all proposals. Further, the evaluation committee may contact the references provided by Consultants, contact any Consultant to clarify any response, and obtain information from any available source concerning any aspect of a proposal.

Consultants are cautioned that the evaluation committee is not required to ask for clarifications or information that is essential for a complete and thorough evaluation of Consultant proposals. Therefore, all proposals should be complete when submitted.

Subject to the reservation of rights and the other terms and conditions of this RFP, MaineHousing will select the responsible Consultant whose proposal is most advantageous to MaineHousing. Any award is contingent on successful negotiation of the final contract terms. In no event will any

claimed obligations of any kind be enforceable against MaineHousing unless and until MaineHousing and the selected Consultant enter into a written contract. This RFP and the successful Consultant's proposal, as may be modified pursuant to this RFP, will be incorporated by reference into and be part of any contract between MaineHousing and the Consultant.

VIII. Other Terms and Conditions

A. Rights Reserved by MaineHousing

In addition to the rights reserved by MaineHousing elsewhere in this RFP, MaineHousing reserves the right to:

1. Adjust the timetable for this RFP as deemed necessary.
2. Waive informalities and minor irregularities in proposals received.
3. Reject and not consider any or all Consultants who do not meet the requirements of this RFP, including but not limited to those submitting incomplete and/or non-responsive responses or proposals.
4. Reject any or all proposals received and not to award a contract pursuant to this RFP, or to cancel or terminate this RFP process at any time, whether before or after any proposals have been submitted or received, if deemed by MaineHousing to be in its best interest.
5. Negotiate price or other factors included in any proposal submitted to MaineHousing, and in the event MaineHousing is unable to negotiate a mutually satisfactory contract with the successful Consultant under this RFP, MaineHousing may, in its sole discretion, negotiate with another Consultant or cancel this RFP and not award a contract to any Consultant.
6. Reject the Consultant selected pursuant to this RFP and offer a contract to another Consultant in the event the selected Consultant does not enter into the required contract to provide professional services and related services described in this RFP.
7. Negotiate directly with one Consultant if the responses to this RFP demonstrate a lack of competition.
8. Correct or amend this RFP. In no case will this RFP be amended within seven (7) days of the proposal submission deadline unless the amendment includes an extension of time. MaineHousing will not be liable for any costs incurred as a result of changes to this RFP.

B. Additional Terms and Conditions

1. *Confidentiality and Nondisclosure.*

Consultant shall maintain in trust and confidence and shall not disclose to any third party, except as such disclosure may be authorized in writing in advance by MaineHousing, and shall not use for any unauthorized purpose, any and all information, documents and data received or obtained from or on behalf of MaineHousing. Consultant may use such information, documents and data only to the extent required for the purposes described in this RFP. Consultant shall adhere to all security, confidentiality and nondisclosure policies and procedures required by

MaineHousing for the protection of such information and data from unauthorized use and disclosure and from loss.

2. *Maine Freedom of Access Act.*

Information submitted by a Consultant in any proposal becomes public information and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq. ("FOAA"), except as provided therein. Consultant acknowledges that MaineHousing is required to comply with FOAA.

C. Protest Procedures.

Protests of any award made pursuant to this RFP must be submitted in writing to MaineHousing at the address given on the cover page of this RFP, to the attention of: Dan Brennan, Senior Director of Programs. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the contract award and provide specific reasons and any supporting documentation for the protest.

**APPENDIX A
CONSULTANT CERTIFICATION FORM**

Consultant Name	
Consultant Address	

The undersigned Consultant represents and certifies as follows:

1. The prices in this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Consultant or potential Consultant.
2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive proposals or to otherwise submit or refrain from submitting a proposal for the purpose of restricting competition.
3. Consultant has not given, and will not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to any employee or representative of MaineHousing in connection with this RFP.
4. Consultant acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Consultant on the grounds of actual or apparent conflict of interest.
5. Consultant has not employed or retained any person or entity to solicit or obtain any contract resulting from this RFP and has not paid or agreed to pay to any person or entity any commission, percentage, brokerage or other fee contingent upon or resulting from the award of any such contract.
6. Consultant understands and acknowledges that the representations in its proposal are material and important and will be relied on by MaineHousing in evaluating the proposal. Consultant certifies that, to the best of its knowledge, all of the information contained in its proposal is true, correct and complete, and acknowledges that any intentional misrepresentation by Consultant will disqualify Consultant from further consideration in connection with this RFP.
7. The undersigned individual is legally authorized to sign this Consultant Certification Form for and on behalf of Consultant and to bind Consultant to the statements made herein.

Name, Title and Signature of Individual with Authority to Bind Consultant	
Name	
Title	
Signature	
Date	

END OF RFP