

**Town of Windham**  
**Qualifications and Proposals for Design-Build Services for new**  
**Municipal Buildings and Renovations**

**RFQ/RFP**

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**A. Introduction**

The Town of Windham is requesting qualifications from Design Builders that are interested in, and capable of providing, a combination of professional services, to include, Architectural/Engineering design services, pre-construction consulting services and construction and renovation services for new Town facilities (“Projects”) at these existing sites:

A. Community Center/Current Middle School (hereafter referred as Windham Community Center)

- a. Conversion of the school and site into a multipurpose community center
- b. Existing Windham Middle School being vacated in Fall of 2026.
- c. Renovation, updating, and possible new construction
- d. Design, costing, including Committee work, Q3 2024 – Q2 2026
- e. Town Meeting vote June 2026
- f. Construction start Q3 2026

B. New N.W. Fire Public Safety Building – Franklin Drive

- a. Construction of a Public Safety Building including fire/rescue equipment bays, fire/rescue personnel quarters, and operational offices for fire, police, and County Sheriff officers
- b. Construction of a community park utilizing site features for amenities
- c. Site currently improved with sanitary septic and stormwater systems
- d. Construction to coincide with the availability of public sewer on Franklin Drive
- e. Depending on the site development (certain construction may start earlier)
- f. Design, costing, including Committee work, Q3 2024 – Q2 2026
- g. Town Meeting vote June 2026 (Nov. 2025)
- h. Construction start Q3 2026 (Q1, 2025)

C. Old N.W. Fire Station conversion to Office/Incubator

- a. Conversion of the current North Windham Fire Station building and site into business incubator space and the construction of shared business office space
- b. Current North Windham Fire Station being vacated in Q3 2027
- c. Design, costing, including Committee work, Q3 2024 – Q2 2027
- d. Town Meeting vote June 2027
- e. Construction start Q3 2027

D. Town Hall meeting room/kitchen and Town Clerk storage area

- a. Renovating and constructing an addition to the existing Windham Town Hall
- b. Town Hall operations will continue throughout the project
- c. Design, costing, including Windham Staff work, Q3 2024 – Q1 2025
- d. Town Council approval Q1 2025
- e. Construction start Q2 2025

## **Town of Windham**

# **Qualifications and Proposals for Design-Build Services for new Municipal Buildings and Renovations**

These projects are for both new and the renovation of existing facilities for the Town Hall, Community Center, Fire Department and Economic Development services due to the Town's plan to redevelop underutilized properties and facilities. Limited additional data in Attachment C.

These services would include the confirmation of compatibility for the various sites of the space program, renovation, and expansion with a second story addition or first floor, and cost budget through design, construction, contract closeout and warranty enforcement, preparation of all design and construction documents and construction compliance inspection services, pre-construction consulting services to control project cost and schedule during the design, and construction services.

The Design Builder, through either in-house staff or outside consultants, shall have experience in providing construction program management services including project management, cost management, information management, schedule management and quality assurance services; architectural, site design, and engineering design services; pre-construction cost control and schedule management services; and construction management and construction services for projects of similar nature and size of this project.

Based on the content of the statement of qualifications and the proposal, it is anticipated that the Owner will select, notify, and award a contract to complete the scope of work.

### **B. Project Background and General Description**

These projects are in response to plans for the downtown and center Windham. The Town of Windham will be the primary sole occupant of these facilities but will engage supporting entities providing services to Windham residents. These sites are currently owned by the Town of Windham but will require site improvements through renovation, new construction and expansion and the addition of needed parking.

### **C. Scope of Work**

The selected design-build team will provide the overall administration and management of all aspects of the design and construction of these projects. Each project will be a separate concept and build to completion. They may run concurrently or independently depending on Town funding. The services to be provided will have as their objective the successful completion of the projects on schedule, at or less than budgeted cost.

The project will be procured using a design/build approach where the selected firm, either through in-house staff or outside consultants/contractors, will serve as design builder and provide all construction activities and services necessary for the design, construction, and occupancy of the Project.

The Design Builder will coordinate and conduct program validation, design review meetings and construction meetings as required to facilitate the project and will maintain and provide all records of these meetings with the action agendas.

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**The Design Builder shall be responsible for thorough documentation of all activities associated with the administration and management of the Project Design Builder Services.**

Design Builder Services will include the following activities and as hereinafter described in the Provisional Project Management Plan – Design/Build Approach included as Attachment A. These will be in coordination with the Town.

- Development and maintenance of a priority sequence and a master program schedule
- Development of conceptual and budget estimates and maintenance of a master program budget
- Pre-qualification and selection of construction delivery methods and construction professionals.
- Development and management of value engineering for the project, including life-cycle evaluation and constructability.
- Assist the Owner with all permits and inspections required by local authorities and other agencies having jurisdiction.
- Bidding, negotiation, selected procurement, and construction phase administration services including quality control services.

**Design Professional**

The Architect and Engineer design professionals shall provide design and construction administration services and activities as hereinafter described in the Provisional Project Management Plan – Design/Build Approach included as Attachment A.

**Pre-construction Services**

Pre-construction consulting services shall be provided by a multi-disciplined team of construction professionals and shall include a pro-active consultation with the design team and Owner to provide cost estimating, cost management, value analysis, value engineering, cost tradeoff pricing, and peer review. The pre-construction consulting team will attend and participate in all design team meetings and presentation, and provide those services and activities as hereinafter described in the Provisional Project Management Plan – Design/Build Approach included as Attachment A.

**Construction**

Construction services will include the procurement and furnishing of all the necessary management, labor and materials, bonds, and insurance necessary and required to construct the project in accordance with the contract.

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**Project Budget**

Each project will have a stated cost limitation as determined. Inclusive of all fees, demolition, design and construction costs and loose equipment.

**Project Event Calendar**

A project event calendar highlighting major project milestones will be developed further in Attachment B.

**D. Submission Instructions**

To be considered, the response to this Request must include a complete response to this RFQ/RFP. Partial or incomplete responses may not be considered. The format identified in this section is mandatory.

The response shall be limited to 31 (standard, single side 8.5” X 11”) bound pages and shall include the following sections. (please print one sided, all pages numbered)

<b>Subject</b>	<b>Max. Number of Pages</b>
Authentication Letter	1 (use as cover)
Table of Contents	1
Firm(s) Description(s)	6
Proposed Project Team	6 (includes project team composition)
Resumes	8 (summary format or less than 2 pages/person)
Basis for Design Builder’s Qualifications	7
References	1
Pricing Sheet provide in sealed envelope	(not counted)
Floater page (your application)	1
Maximum	31 pages

The preceding sections of the Response document should be organized as follows:

Authentication Letter – A letter executed by the owner or authorized corporate officer of the Design Builder committing to the requirements as specified and expected by the RFQ/RFP document and providing a brief summary of the Design Builder’s relevant experience and capabilities in related endeavors with public agencies.

Table of Contents – A table of contents referring to specific sections within the response to this Request.

Firm(s) Description(s) – Description or other documentation of each member firm of the team including sub-consultants describing the relevant services and capabilities for the design professional component of the submission. If desired furnish any photos or other supplementing information,

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should be included as an appendix to the proposal and clearly marked and will not be counted as part of the 31-page maximum.)

Proposed Project Team – An organizational chart (1 page) and written description (6 pages max) showing the specific service that each member of the team (along with the represented firm) will provide. Show key individuals' project function, title and reporting relationship. Also indicate the firm of employment for each team member and their office location. Include the Project Team Composition, who will be the contact for the Town. Any contract that results from this Request will be between the Owner and a single (prime) firm. Substitution or replacement of key team members will not be allowed without written permission of the Owner.

Resumes – Provide resumes of each key team member (2 pages max). Highlight professional qualifications/experiences and relevant individual experiences.

Basis for Design Builder's Qualifications – Provide, in no more than seven (7) pages, an explanation of what differentiates your team as the best candidate for this unique project.

References – Provide the names, addresses and telephone numbers of all references for which you have provided services similar to those anticipated by this Request document. Provide the project name(s), addresses and service(s) provided for each reference.

Delivery of Response – No later than 12:00 pm, noon, on June 8, seven (7) original copies and one digital copy of the form of Response to this Request are required to be delivered to Owner in care of Town Manager's Office, Town of Windham. It is the sole responsibility of the responder to assure delivery to the appropriate party, at or before the time identified; the Owner cannot accept responsibility for incorrect delivery, regardless of reason.

## **E. Evaluation Criteria**

All proposals will be evaluated from the written responses to the requirements set forth in this Request document. The evaluations will be based on the following criteria that are listed in descending order of importance to Owner.

### **1. Relevant Project Experience**

- a. Experience in providing comprehensive construction program management and preconstruction consulting services for County and/or municipal government facilities.
- b. Experience in providing contract documents for county and/or municipal government.
- c. Experience in providing design and construction services on a "Design/Build" approach for county and/or municipal government facilities.
- d. Experience relative to the professional tasks (project management, cost estimating, schedule management, quality assurance, architectural design, engineering and construction) necessary to accomplish this project on schedule within budget.

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- e. Experience relative to the tasks necessary to provide construction services required to accomplish this project on schedule within budget.
- f. Provide a listing of any arbitrations, lawsuits or out of court settlements, in the past five years.
- g. Please list any professional services to your team, i.e. Architect, Engineer, Site Engineer, HVAC, Electrical, Plumbing, others.
- h. Recommendations from clients (List 3 clients with office & cell)
- i. Please indicate your workload (bandwidth) to assist the community in preparing these projects for voter approval complete these projects.

**2. Project Understanding and Firm's Strategy to Accomplish Project**

- a. Methodology for providing the services anticipated.
- b. Methodology for providing the technical support necessary to achieve the objectives of this program.
- c. Adequacy of staff capabilities
- d. Evaluation of proposer's described methodology
- e. Availability for in person meetings.
- f. Availability for Council Meeting and committee meetings.

**3. Proposed Project Personnel**

- a. In-house labor resources and production capability
- b. Assignment of appropriate personnel vis-à-vis work requirements
- c. Previous work together as a team

The Town of Windham reserves the right to accept or reject any or all submittals, to waive any informalities, and to select a firm or firms who, in the Town's sole discretion will perform the work in the best interests of the Town.

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**Attachment A**

**Provisional Project Management Plan**  
**Design/Build Approach**

The following is a project management outline and schedule that has been developed to convey to the respondents the anticipated activities and schedule necessary to complete the project.

Select Design/Build Team

Owner shall interview and select a Design Builder that can provide program management services, interior design, architectural and engineering design services, pre-construction consulting services, and construction services.

Program and Budget

Owner will deliver, concurrent with identification of selected firm building schematics and layout for the Project. The renovation and expansion of the existing municipal buildings into new municipal buildings to house various Town services may include additional components not included in the schematics that will provide or address high speed internet access, telecommunication systems, cybersecurity measures and heating and air ventilation systems that take into account health recommendations relating to potential pandemic incidents.

Project Management Plan

It will be the responsibility of the selected Design Builder to develop a comprehensive Project Management Plan for each project which will define and document to the Owner's satisfaction the project program of requirements in narrative form with the activities listed being tied to a computerized project schedule and budget which incorporates all project activities.

The Project Management Plan must include as a minimum the following components on each project:

- a. Project Description
- b. Master Schedule
- c. Organization Chart and Staffing Plan
- d. Description of the roles, responsibility, and authority of each of the project team members
- e. Project budget
- f. Description of management information systems
- g. Bid packaging/contracting strategy
- h. Quality assurance
- i. Project turnover strategy



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**PHASE 1-PRE-DESIGN SERVICES**

Program/Budget Validation

The Owner will work with the Design Builder upon selection to draft the building schematics, location of buildings and pertinent information for next steps. This will include committee, staff and appropriate Council meetings.

The Design Builder will participate in the review and completion of the final program of requirements and budget and provide verification of Programming and Needs Assessment.

The Design Builder shall verify in writing that the building scope of work and budget are compatible.

The Design Builder will also be asked to address parking and provide visual 2D or 3D renderings of possible options on projects at various stages.

Schematic Design

Based on the approved Detailed Program of Requirements, construction cost budget, and in cooperation with the Owner, the Design Builder shall complete the Preliminary Design and shall provide all customary Design Development activities and services, including but not limited to, Design layout and structural, Mechanical for all utilities, Fire Protection, Fire Alarm, Communication, Security, Audio-Visual, Civil, and Landscape Architecture services. Design Builder shall prepare a major task-based schedule/Gantt chart and a provisional construction schedule indicating methods and sequencing of construction. This shall include developing requirements for safety, quality assurance, and schedule adherence.

Administrative Review and Permitting

As directed by the Owner, the Design Builder shall submit Preliminary Design documents to any reviewing agencies and governmental authorities having jurisdiction as required to secure necessary approvals. The Design Builder shall submit by formal presentation the preliminary documents to the Owner for approval.

Establish Guaranteed Maximum Price (GMP )

Based on the completed preliminary design documents, the Design Builder will prepare, in conjunction with the Town, and submit a proposal for a Guaranteed Maximum Price for completion of the design and construction of the project.

Upon confirmation that the proposed GMP contains all of the Project program and scope requirements and is within the stated cost limitation of the Owner's budget, and meets the Owner's scheduled occupancy requirements, the Owner will authorize the Design Builder to proceed with the Phase II

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scope of work. Construction will commence with the release of distinct work packages while the total design documents are being finalized. No work will commence until a GMP has been committed by the Design-Builder and approved by the Town Council. The Contractor must be able to work within the approved schedule and should be able to demonstrate within their Proposal their experience in dealing with this type of Project under a schedule requirement - including the specific tasks as provided within this request. This also should take into account the role of the Owner.

**PHASE II-DESIGN/BUILD**

Construction Documents

Construction Document phase will include all activities and services as called for in the program requirements.

In addition to the above, and subject to meeting budget requirements and the Owner's approval, the Design Builder may initiate construction activities it deems necessary to meet the construction schedule requirements. This work might include work such as interior fit-up, structural modifications, utility modifications, and procurement of long lead items (i.e., mechanical and electrical major components, controls, special construction components, etc.) and any other construction activities or items as determined by the Design Builder.

Administrative Review and Permitting

The Design Builder shall submit Construction Documents as required to any reviewing agencies and governmental authorities having jurisdiction as required to acquire all necessary approvals and permits to meet the project schedule. Design Builder will perform a "constructability" and "maintainability" review of the construction documents.

Convert to Lump Sum Contract

Design Builder will provide detailed construction cost estimates to achieve Owner's budget. This shall include analysis of different construction methods in each major trade group for potential quality, cost, and schedule enhancements. Design Builder will develop cost model for facility to be utilized during design, develop budget to be maintained throughout construction, and develop value management options. Upon 100% completion of the contract documents, the Owner will convert the contract to a fixed price, lump sum contract. Lump sum contract will be the GMP, if any exclusions those will be identified prior to final lump sum contract.

Early Construction Packages

Based on the Owner's acceptance of the Design Builder's GMP proposal. The Town may proceed on items that are required to meet the project schedule. This includes, but is not limited to:

- a. Arrange bid packages to include sample contract.
- b. Provide (with Team recommendations) Bid Packages for Owner approval.

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- c. Accept the assignment of all Purchase Orders and Contracts from The Town of Windham, General Administration with respect to the approved Bid Packages.
- d. Develop requirements to assure time, cost, and quality control during construction.
- e. Provide a provisional construction schedule for issuance with bid packages.
- f. Identify bidders and generate bidder documents.
- g. Schedule and conduct pre-bid conferences in conjunction with the Architect.
- h. Advertise and distribute bidding documents.
- i. Monitor bidder activity.
- j. Review and analyze bids.
- k. Update schedule.

Construction

After completion of the construction documents, the Design Builder may proceed with all remaining construction activities required to complete the project. This includes, but not limited to:

- a. Maintain on-site staff for construction management.
- b. Establish and maintain coordinating procedures.
- c. Develop and maintain a detailed schedule (CPM) including delivery, approvals, inspection, testing, construction and occupancy.
- d. Conduct and record job meetings.
- e. Prepare and submit change order documentation for approval of the Town.
- f. Maintain a system for review and approval of shop drawings.
- g. Maintain records and submit bi-weekly reports and formal monthly reports to the Town.
- h. Maintain quality control and ensure conformity to plans.
- i. Provide cost control through progress payment review and verifications according to the approved schedule and contract amounts.
- j. Develop as-built drawings and deliver to the Town for inclusion into a CADD disk for maintenance and operations use.
- k. Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and the Owner's final acceptance.

Contract Closeout

The Design Builder shall obtain the final certificate of occupancy and final completion documents and authorize occupancy of the project.

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Warranty Phase

Design Builder will coordinate and monitor the resolution of any remaining “punch list” items. Design Builder will monitor and resolve all warranty issues to the satisfaction of the Town during the one-year general warranty period and as extended/dictated by contract if applicable. All Local, County, State, and Federal codes and regulations must be followed with particular emphasis on Building Codes, Life Safety Codes, and the Americans with Disabilities Act

The Design Builder is responsible for move-in, set-up, and trial run for all loose furniture, fixtures and equipment (FFE) under this contract. Once building renovations are complete, the FFE inventory will be delivered (or taken from storage within the building) and installed in place throughout the building. Furniture layout plans should be prepared by the Design Builder and show where existing FFE will be placed.

The existing FFE includes but is not limited to the following items: large desks, tables, chairs, modular furniture, file cabinets, filing systems, bookcases, credenzas, TV monitors, copier machines, dishwashers, refrigerators, reception area furnishings, white boards, wall furnishings, decorative items, etc.. All existing FFE will be inventoried by photos by the Design Builder.

Subcontractors selected must include protection of existing flooring and finishes as needed. Return, placement, and reassembly of the FFE inventory will be in the newly renovated space where protection of new flooring and freshly painted walls will be required. Relocation and installation provider must have familiarity with modular furniture systems, disassembly, and reassembly. All subcontractors for relocation services (electrical, plumbing, etc.) must be licensed and insured to perform these relocation services.

Move-in

The users shall take possession of the project and move in and set up all items not furnished under the construction contract.

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**Attachment B Schedule**

Advertise week of May 1<sup>st</sup> – May 15<sup>th</sup> , 2024.

Mandatory Site visit/pre-submission conference May 18, 2024, at 8:00 am

Confirm with Town on where to start

Response to RFQ/RPF June 5<sup>th</sup>, 2024

Applications Reviewed June 6<sup>th</sup> thru July 7<sup>th</sup>, 2024.

Potential Applicant Interviews July 7<sup>th</sup> – July 26<sup>th</sup>, 2024

Award Design/Build contract August 13<sup>th</sup>, 2024

Design/Build notice to proceed August 30<sup>th</sup>, 2024

**Attachment C**

See various PDF files for items A-D.

The Town of Windham reserves the right to accept or reject any or all submittals, to waive any informalities, and to select a firm or firms who, in the Town's sole discretion will perform the work in the best interests of the Town.

Proposals submitted in response to this request must be received at the Office of the Town Manager, 8 School Road, Windham, ME, 04062 no later than 10:00 a.m. June 5, 2024. Proposals shall include the name and address of the Design Builder, contact person and the completed application with pricing per hour per project for services. Pricing form shall be in sealed envelope.

Please call 207-892-1907 or email [tahodgman@windhammaine.us](mailto:tahodgman@windhammaine.us) with any questions. Please note all correspondence under Maine law is public.

Sincerely,

Barry A. Tibbetts  
Town Manager