REQUEST FOR DESIGN-BUILD QUALIFICATIONS SUBMISSION

WINDHAM SHARED VEHICLE MAINTENANCE FACILITY
Windham, Maine

Introduction: The Town of Windham, Maine (hereafter known as the "Owner) has elected to Pre-qualify Design-Build (DB) teams for this project. Upon receipt of qualification submissions, the Owner will evaluate each submittal and select Design-Build teams deemed qualified by the Owner to provide a technical price proposal for the project.

Owner's representative: The Owner has contracted with Allied Engineering, Inc. (AEI) to serve as their Owner's Representative. Grant Hays Associates is a subcontractor to AEI as its Architectural consultant. AEI was retained to develop the schematic design, to develop the D/B package for distribution and use by the Design/Build teams, to review all progress design submissions and to act on behalf of the Owner for the duration of the construction process.

Project Description: The Town of Windham Public Works facility is located on Windham Center Road adjacent to the High School Complex as well as the Pleasant River. The facility was originally constructed in 1979 consisting of a 4 bay garage and administrative area. Subsequent additions included 2 bays constructed in 1980 for the School Departments use for bus maintenance as well as 2 bays in 1984 for joint usage by the Public Works & School Department as storage.

The Town has completed programming and schematic level design work for the facility which includes:

- 31,250 square foot high bay fleet maintenance building inclusive of a drive-thru two vehicle wash bay and an attached 2-story administration building.

- Site redevelopment and circulation for equipment parking, school transportation bus parking, material laydown and storage, staff/employee parking, buffering and landscaping, utility improvements, cold storage, public recycling drop off, stormwater management, fuel island and tanks, access and security.

The development site is an active Public Services Facility and will remain operational during construction. As a result, a high level of coordination will be required including a phased construction approach to allow for continued operation during construction. Phasing is expected to generally consist of the following:

Phase I: Construction of the 31,250 sf maintenance/administration building, fuel Island and tanks; Stormwater systems and partial site construction.

Phase II: Demolition of Existing on-site fueling facility and existing maintenance building. Finalizing of all site work, cold stage facility and security/gates access.

Project Location: Windham Center Road adjacent to the High School Complex as well as the Pleasant River

Project Permitting: The Owner has retained Gorrill-Palmer Consulting Engineers, Inc. (GPCEI) to obtain all necessary site permits. GPCEI will remain the engineer of record on the site design and will develop/complete construction documents for all site related issues.

GPCEI is currently seeking the following permits:

- Maine Department of Environmental Protection Site Location of Development Act and Natural Resources Protection Act Approval. ***ANTICIPATED Approval Date: April 15, 2018***
- Town of Windham Site Plan Approval. ***ANTICIPATED Approval Date: April 15, 2018***

The DB contractor will be responsible for obtaining all building related permits necessary for construction, including but not limited to, Fire marshal approvals and building construction permits.

Attachments: The Owner's design team is in the process of schematic level building plans and 100% site development plans for the project. Enclosed for the purposes of the pre-qualifications process are the following documents:

- Preliminary Site Development Plans
- Schematic Building Plan layouts

Funding: The project will be funded in its entirety through Owner Municipal Bonds. Note that this project does not involve federal funds, and that Davis-Bacon wage rates and submission requirements will not apply. Note also, that the Owner is exempt from Maine sales tax for goods supplied to the Owner.

Design/Build Team: The DB team will be both the Architect and Engineers of record for all building components. The team shall consist of a Maine State licensed Architect and MEPS Engineers and will be required to submit progress design packages for review by the Owner's representatives at 50%, 90% and Construction level Document review intervals.

Schedule: The Owner has established the following tentative project schedule. Dates are subject to change at the Owners discretion.

Description	Date
DB Team Pre-Qualifications Due	January 10, 2018 at 3:00 P.M. EST.
Issue Technical Proposal to Pre-Qualified DB Team.	February 1, 2018
Receive Price Proposals for Pre-Qualified DB Team.	March 1, 2018 at 3:00 P.M. EST.
Interviews of Selected DB Town Selection of	March 12-15, 2018
Issue LOI, contingent on Council Approval	March 20, 2018
Award and Construction Start	June, 2015
Phase 1 Construction	Completion November 9, 2018
Phase 2 Construction	Completion June 15, 2019

Note: Dates are subject to change as deemed necessary by the Owner

Registration: Interested DB firms must register at Allied Engineering, Inc. to be considered for the project. Registration may be completed by notifying the provided contact below by e-mail or in writing. Failure to register will result in disqualification of the DB firm.

Pre-Qualifications Due Date: The deadline for returning the completed Questionnaires to the Owner's Representative is **January 10, 2018 at 3 p.m. (EST). Submit 6 copies of all documentation and a PDF (on flash drive) to the office of Allied Engineering, Inc. located at 160 Veranda St, Portland, Maine 04103.** Your response shall be in a large manila envelope(s) marked with your company's identification and the caption **"DB Qualifications Enclosed – "WINDHAM SHARED VEHICLE MAINTENANCE FACILITY".**

Questions: Any questions or inquiries must be received in writing 5 days prior to the due date. Inquiries shall be made to:

William P. Faucher, PE, SECB
Allied Engineering, Inc.
160 Veranda St., Portland, ME 04103
wfaucher@allied-eng.com

Selection Scoring Criteria:

Description	Score
Similar Experience	15%
Adherence to Budgets	15%
Financial Health and Bonding Capability	15%
Prior Performance (Claims, Bond Actions, Project Termination)	20%
Schedule Adherence & Client Coordination	15%
References and Quality of Work	20%

Upon review of the submittals it is the intent of the Owner to select a minimum of three and a maximum of 5 pre-qualified DB Teams.

Grounds for Determination of "Not Qualified"

"NOT QUALIFIED": With respect to the Project under consideration, the submitted information does not demonstrate that that the Design Build Team (DB) can provide for the construction of an acceptable project in a timely manner and at the bid price.

A finding by the Owner that any one of the following conditions exists shall be sufficient grounds for a determination of "Not Qualified."

1. Lack of experience on similarly sized projects as a Design Build Team.

2. Untimely completion of projects
    a. Repeated failure to meet project deadlines.

3. Incomplete Work, including but not limited to:
    a. Repeated failure to complete work.

4. Insufficient resources:
    a. Unsatisfactory and/or insufficient construction experience in the project type or size.
    b. Insufficient number of personnel with applicable knowledge and/or experience significantly below industry standards.
    c. Insufficient bonding & financial capability.

5. Misconduct, including but not limited to:
    a. Environmental violations.
    b. Civil Rights or Equal Opportunity violations.
    c. A denial of pre-qualification or a debarment related to any federal, state, or municipal construction project.
    d. Conviction of a crime regarding any construction project.

Automatic disqualification will result if any question has not been answered. Deceptive, evasive, or fraudulent statements or omissions contained in the Application, made or omitted at any interview or hearing, or otherwise made to or omitted from Owner or Owner's agents will result in automatic disqualification.

Please note that the Owner retains the option, at its sole discretion, to accept or reject any or all Qualifications Submissions for this Project as it deems to be in its best interest in securing the bid most advantageous to the town, as required by its policies

Submittal Requirements:

I. APPLICATION TO PERFORM

A. The Design Build Team applies for selection to perform services as indicated below.

II. ORGANIZATION STRUCTURE AND HISTORY

A. The DB is legally organized under the laws of the State of Maine. The DB has the following organizational structure.

( ) individual ( ) corporation ( ) partnership
( ) limited liability company ( ) joint venture ( ) other ____

B. How many years has your organization been in business as a Design Builder?

C. If your organization is a corporation, answer the following:

1. Date of incorporation_____

2. State in which incorporated_____

3. President's name_____

4. Vice-President name(s)_____

5. Secretary's name_____

6. Treasurer's name_____

D. If your organization is a partnership, answer the following:

1. Date of organization_____

2. Type of partnership (if applicable)_____

3. Name(s) of general partners_____

4. If your organization is individually owned, answer the following;

a. Date of organization_____

b. Name of owner_____

E. If the form of your organization is other than listed above, describe it and name the principal.

_____
_____

F. Experience: Provide a summary of the DB's experience in similar projects in terms of schedule, project size, project type, and project delivery method as an attachment. Identify for each project listed the percentage of the work in dollars that was performed by the DB's own forces and not sub-contracted. Provide a separate list with the above information for minimum of 3 representative projects completed in the last 5 years.

G. Claims History: Within the last five (5) years, has the DB (or any predecessor entities or related entities) been a party to a contract claim with an originally claimed amount in excess of $50,000?

Yes _____No _____

If yes, please provide full details of each claim on attached sheets including:

1. Whether the claim was brought by or against the Design Build Team (or any predecessor entities or related entities),
2. The nature of the dispute underlying the claim,
3. Originally claimed amounts,
4. The resolution of such claims,
5. The name, address, and phone number of the primary adverse party who can be contacted for additional information,
6. A written summary of your position on the matter (if desired).

H. Quality Control: Does the DB have a written quality control plan?

Yes _____No _____

If yes, please answer the following two questions:

1. What year was it first adopted?_____

2. In what year was its substance last reviewed?_____

I. Safety: does the DB have a written safety program?

Yes _____No _____

If yes, please answer the following two questions:

1. What year was it first adopted?_____

2. In what year was its substance last reviewed?_____

J. Does the DB hold regular work site safety meetings for immediate supervisors and subcontractors?

Yes _____No _____

If yes, at what frequency: Weekly _____Monthly _____Other (specify) _____

K. Provide the DB's workers' compensation "EMR" Experience Modification Rate.

EMR = _____.

L. Has any project managed by the DB in the past five (5) years had any accident that caused over $50,000 in property damage?

Yes _____No _____

If Yes, Please provide the details of each such accident on attached sheets.

Please feel free to include a written summary of your positions regarding any of the information provided in this section on safety.

M. Does the DB have a written drug testing policy approved by the appropriate Maine agency regarding substance abuse testing?

Attach a copy of this policy or applicable provisions of a collective bargaining agreement if available.

III. PERFORMANCE

A. How many projects within the last five (5) years has the DB completed?

1. On a separate sheet, list the major projects (6 projects minimum) your organization has completed in the last five (5) years, giving the name of project, delivery method (i.e. CM-At-Risk, Design-Bid-Build, etc.), owner, architect/engineer, contract amount and percentage of the cost of the work performed with your own forces. Provide owner contact information.

2. State the average annual amount of construction work performed and/or managed during the past five (5) years.

3. State total worth of work in progress and under contract to you at the present time.

B. Bonding Capacity and Performance

1. Provide name, address, telephone number and contact person for bonding agency.

2. Provide name, address, telephone number and contact person for bonding Underwriter Company.

3. Provide DB's bondable limits per project and aggregate.

4. Provide dollar value of current unfinished work under bond.

5. Provide bonding company's statement of opinion of Design Build Team's financial ability to complete the proposed project.

6. In the last five (5) years, has the DB had any project completed under its bond?

   If yes, add an attachment, and list the following for each project:
   a. Project name and owner
   b. Project location
   c. Project manager
   d. Dollar value of project
   e. Project start date
   a. Final contract completion date
   b. Date of substantial completion
   f. Provide narrative explaining in detail the nature of the circumstances
   g. Provide name and telephone number(s) of owner or owner's representative as a reference for the project listed

C. Early Completion: Within the last five (5) years list the projects that you completed ahead of schedule.

D. Untimely Completion (Substantial Completion occurs after the scheduled Completion Date)

1. Within the last five (5) years list the projects which you, as the DB, did not complete on or before the completion date.

   If yes, add an attachment, and list the following for each project:
   a. Project name and owner
   b. Project location
   c. Project manager
   d. Dollar value of project
   e. Project start date
   f. Final contract completion date
   g. Date of substantial completion
   h. Provide narrative explaining in detail the nature of the circumstances
   i. Provide name and telephone number(s) of owner or owner's representative as a reference for the project listed

E. Liquidated Damages: In the last five (5) years, has the DB (or any predecessor entities or related entities) had liquidated damages assessed against it?

   Yes __No __

   If the answer to any of the questions in above is Yes, please provide full details on an attached sheet. Please feel free to provide a written summary of your position on the matter.

F. Terminations/Suspensions/Defaults:

1. Within the last five (5) years, has the DB (or any predecessor entities or related entities) been considered in default of a contract that was not cured within the time frame allowed by the contract?

   Yes _____No _____

2. Within the last five (5) years, has the DB (or any predecessor entities or related entities) been terminated or suspended for cause?

   Yes __No ___

3. Within the last five (5) years, has another party (e.g. surety or owner) completed work which the DB (or any predecessor entities or related entities) was originally responsible to perform?

   Yes___No __

   If the answer to any of the questions above is Yes, please provide full details on an attached sheet. Please feel free to provide a written summary of your position on the matter.

IV. MISCONDUCT

A. Has your Organization ever been convicted of, or found liable for, collusion or fraud for civil or criminal violations relating to a construction project?

   Yes _____No _____

   If yes, explain in an attachment.

B. Are there any judgments, claims, arbitrations, proceedings or suits pending or outstanding naming your organization or its officers?

C. Bid or other Crimes: Within the last ten (10) years, has the DB (or any predecessor entities or related entities), or any officers, owners, or key personnel of the same ever been indicted for, convicted of, or pleaded or consented to a violation of a crime; including bid collusion or any other crime involving fraud or knowing misrepresentation?

   Yes _____No _____

   If Yes, please provide full details, including a summary of your position, on attached sheets.

D. Environmental Record: Within the last five (5) years, has the DB (or any predecessor entities or related entities) been found to be in violation of any federal, state, or local environmental law or regulation in an administrative, civil, or criminal proceeding in which the fact finder found that the DB intentionally or knowingly committed the violation and/or failed to comply after having been notified of the violation?

Yes _____No _____

V. FINANCIAL STATEMENT

A. Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

1. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventories, and prepaid expenses)
2. Net Fixed Assets
3. Other Assets
4. Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued payroll taxes)
5. Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings)

VI. SERVICES

A. Team: Identify the proposed Design Build Team personnel, their role on the project, and their qualifications.

B. Local Participation: The Owner desires to solicit participation from local contractors and suppliers to provide services and goods to the project. Identify actions the DB will follow to encourage competitive participation by local contractors and suppliers.

C. Self-Performance: Identify which trades the DB will perform by his own forces.

VII. INSURANCES

A. Provide confirmation that all the following insurances can be provided for the project based upon $9.3 million dollar project cost.

<u>Insurance and 100% Payment and Performance Bonds</u>

A. Statutory workers compensation, comprehensive, general and automobile liability insurance with the following minimum limits:

<u>Workers' Compensation, etc.</u>

1) State: Statutory
2) Applicable Federal: Statutory (i.e. Longshoreman's)

3) Employer's Liability $100,000

Commercial General Liability

1) Bodily Injury:
   $2,000,000 General Aggregate Limit
   $3,000,000 Annual Aggregate, Products and Completed Operations

2) Property Damage:
   $2,000,000 Each Occurrence
   $3,000,000 Annual Aggregate

3) Property Damage liability insurance will provide Explosion, Collapse and Underground coverages.

4) Personal and Advertising Injury Limit:
   $1,000,000 Annual Aggregate
   $1,000,000 Each Occurrence

5) Fire Damage Limit:
   $ 50,000

6) Medical Expense:
   $ 5,000

Comprehensive Automobile Liability

1) Bodily Injury:
   $1,000,000 Each Person
   $1,000,000 Each Accident

2) Property Damage:
   $1,000,000 Each Occurrence
   $1,000,000 Umbrella Minimum

3) Fire Damage Limit:
   $ 50,000

4) Medical Expense:
   $ 5,000

Builders Risk Insurance

Provide Builders Risk Insurance for the full project value.

VII. SIGNATURE

A. The undersigned hereby declares under oath and subject to the penalties of perjury that the statements made herein are true, upon the personal knowledge, information and belief of the undersigned, and so far as upon information and belief, that the undersigned believes them to be true.

B. Dated at _____this _____day of _____2017.

Name of organization: _____

By: _____

Title: _____

STATE OF MAINE

_____County Date: _____

Personally appeared the above-named _____and signed and made oath to the foregoing affidavit, before me.

_____
Notary Public/Attorney-at-Law

_____
My Commission Expires:

160 Veranda Street
Portland, Maine 04103
T: 207.221.2260
F: 207.221.2266
Web: www.allied-eng.com

Allied Engineering
Structural Mechanical Electrical Commissioning

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REVISIONS

NUMBER	DATE	BY	DESCRIPTION

Date: -
Drawn By: LAN
Checked By: WCH
Project Mgr: WPF
Project No: 15035
Cad File: 98083.05_RENDER
Graphic Scale: 0 1"

SITE LAYOUT PLAN

PUBLIC WORKS / MAINTENANCE FACILITY

WINDHAM, MAINE

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A-1

SCHEMATIC DRAWINGS ~ 06 SEPTEMBER 2017 ~ NOT FOR CONSTRUCTION

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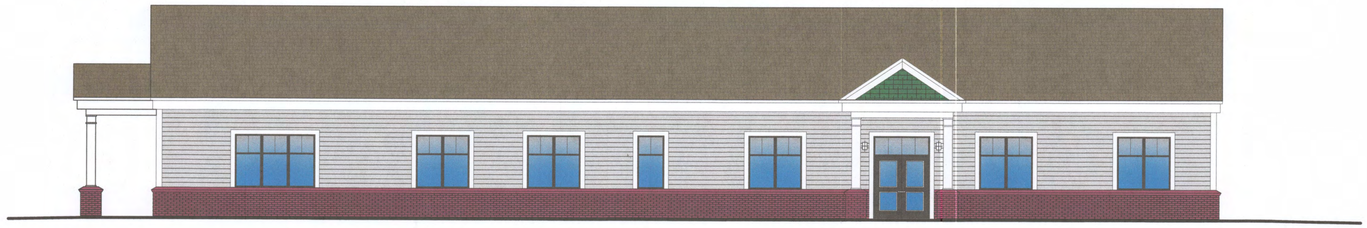
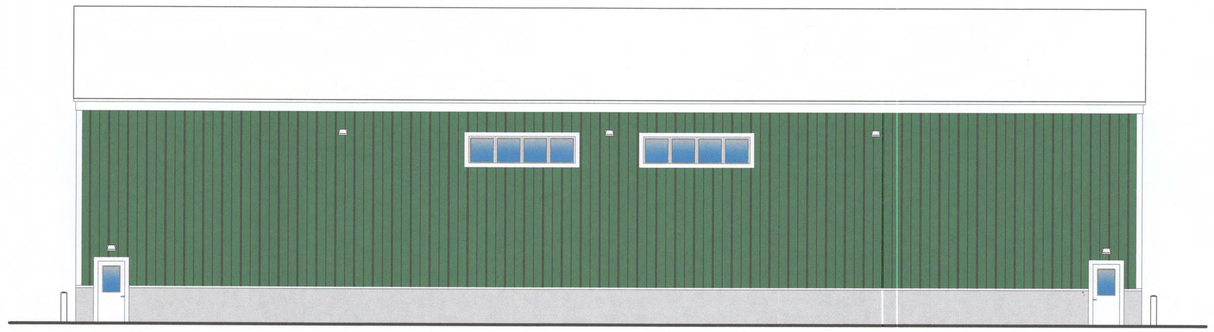


FRONT CONCEPT ELEVATION

SCALE: 1/8" = 1'-0"



REAR CONCEPT ELEVATION

SCALE: 1/8" = 1'-0"

GRANT HAYS ASSOCIATES

ARCHITECTURE & INTERIOR DESIGN
P.O. BOX 6179 FALMOUTH MAINE 04105
207.871.5900 www.grantfhays.com

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REVISIONS

DRAWING NAME

PUBLIC WORKS / MAINTENANCE FACILITY

WINDHAM MAINE

SHEET

EXTERIOR CONCEPT ELEVATIONS

DATE 18 SEPT 2017

SCALE 1/8" = 1'-0"

DRAWN MFH/mgk

JOB NO.

SHEET

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LEFT CONCEPT ELEVATION

SCALE: 1/8" = 1'-0"

RIGHT CONCEPT ELEVATION

SCALE: 1/8" = 1'-0"

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EXTERIOR CONCEPT ELEVATIONS

DATE 18 SEPT 2017

SCALE 1/8" = 1'-0"

DRAWN MFH/mgk

JOB NO.

SHEET

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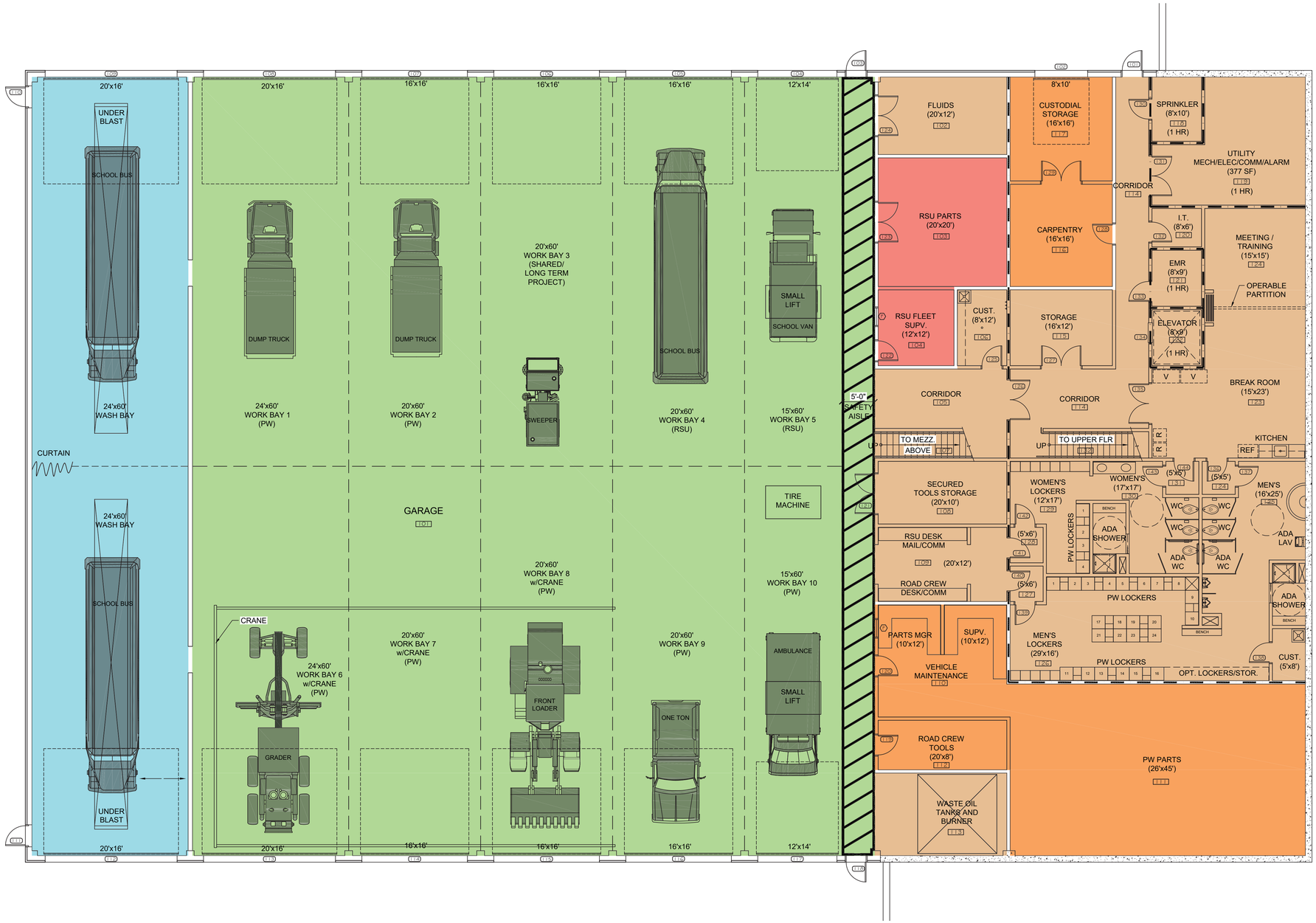

LOWER LEVEL CONCEPT FLOOR PLAN

SCALE: 1/8" = 1'-0"

DEPARTMENT LEGEND

- PUBLIC WORKS
- RSU
- SHARED SUPPORT SPACES
- SHARED ADMIN AREA
- PUBLIC WORKS ADMIN
- RSU ADMIN
- EQUIPMENT / MAINTENANCE
- WASH BAY

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LOWER LEVEL CONCEPT FLOOR PLAN

DATE
18 SEPT 2017

SCALE
1/8" = 1'-0"

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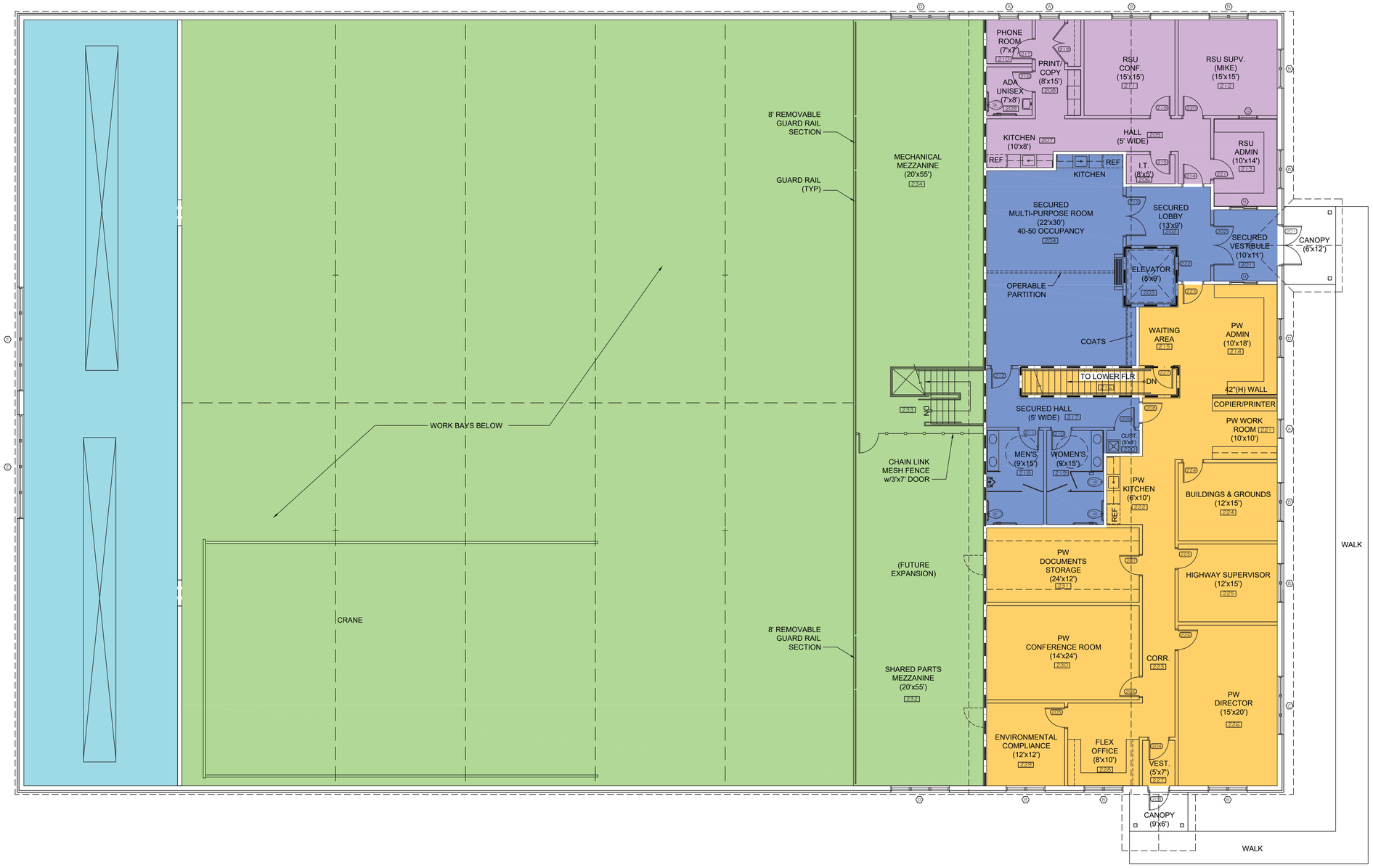

UPPER LEVEL CONCEPT FLOOR PLAN

SCALE: 1/8" = 1'-0"

DEPARTMENT LEGEND

- PUBLIC WORKS
- RSU
- SHARED SUPPORT SPACES
- SHARED ADMIN AREA
- PUBLIC WORKS ADMIN
- RSU ADMIN
- EQUIPMENT / MAINTENANCE
- WASH BAY

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UPPER LEVEL CONCEPT FLOOR PLAN

DATE 18 SEPT 2017

SCALE 1/8" = 1'-0"

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JOB NO.

SHEET

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