

TOWN OF LEBANON



Select Board
207.457.6082 #5

15 Upper Guinea Road
Lebanon, ME 04027

REQUEST FOR PROPOSALS FOR DESIGN BUILD SERVICES

To: Design Builders
From: Town of Lebanon, Maine
Date: May 11, 2023
Re: Design Build Services - Request for Proposal for a new Public Safety Facility. Likely location to be Merchant's Row, Lebanon, ME.

Town of Lebanon, Maine "the Owner", is seeking a qualified Design Build Firm (DB) to provide design and construction services for a new public safety facility likely located at Merchant's Row, Lebanon, ME. The preferred location of this new facility is Merchant's Row; however, it is expected that the engineering analysis slated to take place during the scope of pre-construction services will disclose whether this location is suitable for the new facility. If not best suited, the Town has a "second choice" option. For purposes of proposal, assume the Merchant's Row location. The full scope of work remains to be finalized but will include an approximately 25,000 SF new facility, dormitory space, a 2,700 SF municipal multi-purpose meeting room with an option for temporary partition, support administration spaces, site improvements and all systems required to serve the newly constructed space.

Interested Design Build firms should submit a Design Build proposal and the completed Proposal Form (see attached).

The Design Build team will be expected to participate in the preconstruction phase of the work by providing strong market knowledge and experience, advising on practical construction means and methods, utilizing proven sub relationships, and offering overall construction and constructability expertise to the team. The design build team will be required to provide programming advice and options for the Owner to consider.

It is expected that the Design Builder will include design services for all architectural design, geotechnical (inclusive of the cost to clear and grub site necessary to perform Geotech work), civil, and structural engineering as required by code within the scope of Preconstruction Services. Mechanical and electrical engineers to provide system narratives as necessary suitable for DB subs to utilize and carry out in the construction phase. Please see the Proposal Form for scope required within preconstruction services lump sum.

The Design Builder should assume the project will require planning board approval and will be relied on for managing that process. Other project approvals will include construction permits by the Town of Lebanon and the Maine State Fire Marshal's office (town, state, and all other permit fees by Owner). We assume the size of the building and site development scope will not trigger the Maine Department of Environmental Protections SLODA permit requirement.

Six paper copies of this RFP response are to be delivered in an envelope addressed as follows:

Town of Lebanon
Public Safety RFP
15 Upper Guinea Rd
Lebanon, ME 04027

Each submission must have the firm's name and address on the envelope and the submission must be accompanied by a digital submission copy via thumb drive. Submission is due no later than **Thursday, June 8, 2023, by 4pm EST.**

A. Project Information

The proposed new design build public safety facility will support the growth of the Town and provide critical municipal public safety spaces. What that program entails exactly remains a task for pre-construction. It is imagined that the building will be approximately 25,000 SF in size (with a goal of having 4-5 bays), though Civil Engineering will confirm the exact allowable dimensions.

Other anticipated project programming/features include the following:

- One 2,700 SF multi-purpose municipal meeting/training space with an option to divide the space into two if needed.
- 4 offices
- One board room (approx. 1000 SF)
- Record storage room
- Laundry Room
- Utility/HW/IT room
- 3 bathrooms for staff
- 4 bunk rooms
- A fitness room
- A day room
- A commercial kitchen for staff
- An EMS supply room
- A personnel decontamination room
- A public restroom
- A watch room for daily operations (approx.675 SF)
- Clean Gear room
- Gross decontamination room for gear/equipment
- SCBA/Air cascade fill station & maintenance room
- Mechanical, electrical and sprinkler riser room
- Hose tower/equipment storage

Questions from Design Build firms regarding this RFP are due by **Friday, May 26, 2023** and shall be in writing and submitted to the Owner at: selectmen@lebanonmaine.org who will respond to all candidates in the form of an addendum if the question results in a substantive change in the scope of the RFP. All questions will be answered by **Wednesday, May 31, 2023**, via addendum.

It is a requirement that all interested Design Build Firms email the afore-mentioned Owner contact no later than **Friday, May 26, 2023**, to ensure the firm is included in any project addenda distribution.

B. General Information

1. Project Phases

- **Phase 1- Pre-construction:** site clearing, geotechnical, conceptual, and schematic plan development with a progress estimate based on schematic design. Design development, construction documents, 2nd round of progress estimate based on 50% project document development, state fire marshal permit application and local building permit application ready drawings. Planning board approval. A Final, Guaranteed Maximum Price (GMP) is required at completion of Construction Documents and Municipal approvals. The GMP Presentation is required no later than April 12, 2024, 60 days in advance of the June 11, 2024, public vote. Entering Phase 2 (see below) is contingent upon voters' approval in the June 2024 vote.
- **Phase 2 – Construction:** construction is expected to commence in Summer 2024.

2. Anticipated Schedule

- RFP Issued – by Friday, May 12, 2023
 - Mandatory Site Visit – Friday, May 19, 2023, at 9am
 - Close for RFI/Questions – Wednesday, May 31, 2023
 - Design Build Proposals Due – Thursday, June 8, 2023, by 4:00 p.m.
 - Design Build Pre-Construction Award – by Wednesday, June 14, 2023*
- * *Design Build award is contingent upon voters' June 2023 approval of expenditure for Phase 1.*

3. Additional Documents and Information

- GIS Site Map
- Proposed Form of Contract to be either (proposed):
- AIA Document A141 – 2014 (Owner/Design-Builder Agreement) or the equivalent Consensus Docs Contract
- Bonds will be required, and premium must be carried in the GMP.

4. Proposal Submission Requirements and Scoring

Below is the required information to be included within the submission for this RFP. The point value associated with each section is included.

- A. Brief Introduction to the Design Build Firm** (no points).
- B. The Design Build Team & Team Value** (50 points): Names and resumes demonstrating experience of proposed staff. Description of the firm's approach to managing and providing design build value from pre-construction through construction services. Provide specific examples of how the firm's approach has been applied to past similar projects. Describe the firm's methodology for implementing a successful Value Engineering process. Include the following:
- 1. Relevant Project Experience:** Description of relevant project experience including relevant experience with Public Safety and/or Design Build construction as well as experience in Federally funded construction grants.
 - 2. References:** List of references for relevant DB projects & **Financial References:** Company bonding agency reference(s).
- C. Fees** (50 points):
- 1. Completed RFP Proposal Form** (see attached for details)

5. Selection

DB proposals will be reviewed, and a DB firm selected based on completeness of proposal and demonstrated value and experience of the team as explained in section 4 of this RFP. Upon receipt and review of the proposal, if the selection team does not collectively choose a respondent as their Design Builder, the selection team may decide to interview selected candidate(s) who have submitted a proposal to reach a final decision on DB selection. In that scenario, following interviews with the DB Candidates, the selection committee will deliberate and select a DB firm.

Thank you for your interest in our project.

Documents included in Design Build application:

1. DB RFP Cover Letter
2. DB Proposal Form
3. GIS Site Map