



## **Request for Proposals**

### *Project Manager for Building Conversion*

### Town of York, Maine

#### Objective

The Town of York seeks the services of a project manager, whether employed as an individual or through a firm, to be the Town Manager's project manager for a building conversion project. The Town is in the process of acquiring the 5.5 acre parcel at 9 Hannaford Drive, on which is located the American Legion hall and function hall, and seeks to convert this building to become the Town's new Police Station.

#### Background

On July 23<sup>rd</sup> the Town entered into a purchase and sales agreement to acquire the property at 9 Hannaford Drive. It is the intention of the Board of Selectmen to convert this property to become the Town's new Police Station. On May 11<sup>th</sup> the voters approved the use of \$3.9M for the entire project. This was not a request for additional funds but instead is a request to re-purpose money already approved to construction a new police station elsewhere. Approximately \$1.2M will be used to purchase the property, and the remaining \$2.7M will be used to pay for the cost of converting the building and property to the intended use. The existing building is about 11,500 square feet, and an addition of about 1,500 square feet is anticipated. The goal is to have the Police Station fully ready for occupancy of the York Police Department within this budget limit.

It is anticipated that the closing date for property acquisition will be no later than the end of July. The American Legion will be permitted to occupy the building for roughly 3 months after closing so substantive construction work is to begin after the expiration of this 3-month window. It is the goal of the Town to have the new building and site ready for occupancy on or before June 30, 2016, though this deadline is flexible.

The Town's objective is to select the person best qualified to provide project management services from start to finish for this project. This will include working with Town staff and boards, creating and managing a project schedule, guiding the Town through the process of hiring necessary design and construction firms to complete the work that will lead to a new police facility, within budget, following all legal requirements and best management practices, while maintaining effective communication with stakeholders.

### Scope of Services

1. Serve as the day-to-day manager, answerable to the Town Manager, for the project that will convert the American Legion hall and site to a new police station. This shall begin with the preparation of a project schedule, to be approved by the Police Station Building Committee.
2. Meet with the Board of Selectmen up to 4 times throughout the duration of the project.
3. Recommend methods of project management, bidding and securing construction services, oversight of construction work, record-keeping, and handling change orders.
4. Develop design plans. Plans shall address energy use and conservation with respect to building life-cycle costs.
5. Manage the process for obtaining any additional design work.
6. Manage the process of obtaining all required permits and approvals necessary for project completion through receipt of an occupancy permit for the police station.
7. Manage the process for contracting for all required construction.
8. Manage the process for all change orders.
9. Manage all project-related contracts, including assurance of contract compliance and regulatory compliance.
10. Regularly monitor and report to the Town Manager and Police Station Building Committee about progress on the project with respect to physical construction and budget compliance. Advise the Town promptly if the project is not on track with respect to the schedule and/or budget and recommend remedies.
11. Review and pre-approve all invoices prior to submittal to the Town Manager for payment.
12. Identify and resolve, where possible in advance, any problems or obstacles that could hinder timely or successful project completion.

## Required Qualifications

The individual selected must:

1. Have knowledge and experience with land use and construction permitting.
2. Have successful experience managing similar building conversion and expansion processes.
3. Be familiar with the construction business and related trades.
4. Be available to work until completion of this project.

## Desired Qualifications

It would be preferable to the Town if the individual selected was a Maine-licensed Professional Engineer or Architect, though this is not required.

## Information Required in Each Proposal

Each proposal must:

1. Include the curriculum vitae of the design professional.
2. Demonstrate a clear understanding of the scope of work requested in this RFP.
3. Recommend methods of project management, bidding and securing construction services, oversight of construction work, and handling change orders.
4. Identify and provide relevant supporting information for a minimum of 3 similar projects which they have overseen that were brought to successful completion.
5. Include 3 references;
6. Identify any date conflicts that could affect the overall project schedule.
7. Include 5 complete paper copies and one electronic copy of the submission.
8. Include a proposed contract which includes a fee proposal.

## Evaluation of Proposals

The Town will employ a competitive selection process in the award of this proposal. It is to be understood that, in addition to cost and responsiveness to the Town's objectives as outlined in the scope of work, there are other factors, such as successful experience, that will be considered in determining which proposal provides the best value to the Town and allows the most efficient and economical use of public funds.

The Town will review only those proposals which meet or exceed the above-stated minimum qualifications. The proposal shall be reviewed and scored by a panel of Town staff and the Chair of the Police Station Building Committee. The following are the criteria against which all proposals will be evaluated and scored:

- A. Technical Capabilities - 25 points
- B. Performance History - 25 points
- C. Project Approach & Scope of Services - 25 points
- D. Compensation Information & Fees - 25 points

TOTAL: 100 points

It may be necessary to narrow the field of proposals and conduct interviews with a limited number of finalists. At the sole discretion of the Town, finalists may be invited to an oral interview. The Town reserves the right to award a contract with or without an interview. The Town reserves the right to make its selection based solely on selection criteria rating, or it may choose to conduct interviews with the highest-ranking people. The Town further reserves the right to waive formalities, to request additional information, to refrain from making a selection or to amend the scope of the project, should those actions be in the public interest.

### Timeline

Sealed proposals will be accepted no later than 10:00 AM on Monday, August 17, 2015. All submissions shall be delivered to:

Missy Avery, Assistant to the Town Manager  
York Town Hall  
186 York Street  
York, Maine, 03909

### For any questions, please contact:

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