

# **PORTER MEMORIAL LIBRARY**

## **CONSTRUCTION PROJECT**

### **REQUEST FOR QUALIFICATIONS / PROPOSALS for CONSTRUCTION MANAGEMENT SERVICES AT RISK**

**June 27, 2024**

#### **INVITATION**

The Porter Memorial Library located in Machias, Maine is soliciting qualifications for Construction Manager at Risk (CMAR) services related to the construction of an addition to its historic public library. The project will focus on the addition, which will provide accessibility between its two-floor levels. The CMAR will provide pre-construction services to the Library before the commencement of construction. Upon completion of the Construction Documents Phase, the CMAR will bid the documents to qualified subcontractors. The CMAR will prepare a Guaranteed Maximum Price (GMP) and, upon its acceptance by the Library, will build the Project. The CMAR will be expected to work closely with the Library and its Architect and shall propose cost and time saving alternatives. The Library is inviting CMAR's to participate in the following selection process:

#### **THE PROJECT**

- Porter Memorial Library was built in 1893 and is a 1-1/2 story masonry building constructed in the Romanesque Revival style. The Library is listed on the National Register of Historic Places and is receiving Federal funding to provide for the basic requirements of the Americans with Disabilities Act. This includes an addition towards the rear of the building that will include an elevator, stair and accessible toilet rooms. The interface of the new addition to the historic structure will require care and experience with historic masonry, plaster, and slate and copper roofing. This portion of the work shall conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties. The bidder and its pertinent subcontractors must have demonstrated experience working on similar historic structures.
- The schedule for the project is for the CMAR to work in conjunction with the design team to develop the construction documents by the late Fall of 2024 and to bid to subcontractors at the beginning of 2025. Construction of the first phase shall commence in the Spring of 2025.

- The Porter Memorial Library Accessibility Project has been awarded a Congressionally Directed Spending Grant through the USDA Rural Development program, equal to \$820,000 or 75% of estimated construction costs. The library will continue to fundraise for its share of the required funding.
- The current anticipated cost is approximately \$1.1 million.
- The Architect for the Project, Port City Architecture of Portland, has completed design documents that will be used as the basis for the initial cost estimate. (see Attachments)

## THE PROCESS

Prospective Construction Managers are being invited to participate in the selection process. Each is expected to prepare a written statement of qualifications in response to this RFQ/RFP (1 hard copy & electronic PDF), to be received by the Library no later than **Tuesday, July 16<sup>th</sup>, 2024 at 2:00 pm**. Submittals received after that date and time will be returned unopened. Clearly mark the cover of the submittal with the words “**Response to Library CMAR construction Project RFQ/RFP**”. Address submittals to:

Attention: Lita Semrau  
Port City Architecture  
65 Newbury Street  
Portland, ME 04101

**CMaR are encouraged to contact the Architect to schedule a site visit. CMaR are responsible for notifying the Architect if they are considering providing a response so that they can send you any addendums.**

Approximately two to three prospective CMARs will be **selected** by **July 19, 2024**, for **interviews during the week of July 29, 2024**. Following the completion of presentations, the Library will consider all available information and select one CMAR with whom it will enter into an Agreement. A selection by the Porter Memorial Library Building Committee is expected to be made within three (3) business days of the interviews.

The selected CMAR will immediately coordinate with Port City Architecture of Portland (Lita Semrau, Architect) during the construction drawing development phase of the project. The work on the project is anticipated to commence when the ground can be worked in early spring of 2025 and estimated to last approximately 10 months. The CMAR will report to the Porter Memorial Library

Building Committee.

The Library reserves the right to waive any informality in proposals, to accept any proposal, and, to reject any and all proposals, in whole or in part, should doing so be deemed in the best interest of the Library.

Each prospective CMAR shall address the following in a statement of qualifications:

**1. General Qualifications:**

a. Contractor's Qualification Statement (completed AIA Document A305).

**2. Construction Management philosophy and structure:**

a. Narrative description of the firms philosophy of construction management.

b. Demonstration of successful management systems for the planning, organization and monitoring of similar construction projects. Among these are conceptual estimating, budgeting, scheduling, and cost controls.

c. Demonstration of knowledge and experience in the use of value engineering, the careful evaluation of building systems, construction techniques and recommendation of materials to create optimum dollar value without compromising design criteria.

d. Demonstration of experience with qualifying sub-contractors.

e. Description of the firm's construction safety program.

f. Description of the firm's program for project follow-up and warrantee.

g. Submission of data on how you intend to bill typical construction costs as general conditions, cost of work, CMAR fee, or other on the form provided by the Library.

h. Other unique experience the CMAR brings that would benefit the project.

**3. Construction Management Experience:**

a. The CMAR shall provide a list of similar construction management

projects completed during the past five years. This list should highlight at least three of these completed projects and include budget, schedule, and change order performance along with owner and architect reference information.

- b. Total dollar volume of CMAR work completed during each of the past three years. Identify the work performed by your office located closest to Machias, Maine (if more than one office).
- c. Specific experience with pre-construction services including a description of the working relationship with the owner and architect.
- d. The CMAR and its subcontractors must demonstrate experience working on historic masonry and slate/copper roofing systems.

**4. Key Personnel:**

- a. Identification and qualifications of key personnel assigned to the project, including, but not limited to, Pre-Construction Manager, Project Manager, Superintendent and Estimator. Submission of names shall be considered a commitment on the part of the CMAR to retain stated personnel on the project throughout its duration.
- b. The labor rates, all-inclusive, of all reimbursable personnel to be included on the project team.

**5. Fees:**

- a. Provide in a sealed envelope:
  - i. Lump sum fee for pre-construction CMAR services; and
  - ii. A CMAR percentage fee for CMAR services from the completion of pre-construction to the completion and dedication of the building.

**RESPONSIBILITIES**

The CMAR will be expected to perform services consistent with the industry-standard role of a Construction Manager at Risk. In general, they will include, but will not be limited to:

- 1, Attending meetings with the Library and/or Architect (generally weekly) throughout the design and construction processes. Building Committee meetings routinely occur in the evening hours. Additional meetings may be requested of the CMAR for attending a few Planning Board or similar meetings.
2. Providing recommendations regarding constructability, materials, equipment selection, and cost savings.
3. Assuming charge of and responsibility for construction scheduling and cost estimating including compiling list of soft costs. Estimating services will begin with an 85% set of Construction Documents. CMAR shall anticipate and provide subsequent value engineering services. Such estimating will be accomplished by the CMAR without creating obligations to prospective sub-bidders. It will be the CMAR's responsibility to acquire an understanding of the Project adequate for the proper preparation of such estimates. The accuracy and timeliness of construction estimating service shall be considered a project priority.
4. Qualifying sub-contractors.
5. Letting sub-contracts for bid.
6. Providing a GMP.
7. Providing a performance bond, a payment bond and insurance.
8. Holding sub-contracts for construction.
9. Managing the construction including coordination, inspection, supervision, safety and quality control services.
10. Maintaining construction phase records and accounting.

## **FORM OF AGREEMENT**

The CMAR will be expected to contract with the Library using an AIA Standard Form of Agreement Between Owner and Construction Manager as Constructor.

## **SELECTION CRITERIA**

The Library will assess the qualifications of the CMAR teams, from their presentations and the accompanying materials. Six categories will be graded, and the preferred CMAR team will be identified by the highest cumulative score.

Selection criteria, and their point value, to be used by the Library shall be, but not necessarily be limited to:

1.	Relevant experience with pre-construction and construction as a CMAR.	25
points		
2.	Demonstrated ability to estimate construction cost at all phases of design.	15
points		
3.	The qualifications of key persons who will be assigned to this project.	15
points		
4.	Experience and record qualifying sub-contractors.	15
points		
5.	Experience providing Construction Management services to a non-profit.	10
points		
6.	Experience in the rehabilitation of historic structures.	<u>20</u>
<u>points</u>		
		TOTAL
		100
points		

The Library's decision with regard to the selection of a CMAR will be considered final.

## **QUALIFICATIONS**

- The Library retains the right to waive any informality, to reject any or all Statements of Qualifications, or to accept any Statement of Qualifications that may be determined to be in its best interest.
- It is the Library's intent that the subcontractor work be publicly, competitively bid by qualified bidders for each trade or bid package. At least three (3) bidders must be identified for each trade as qualified. The CMAR agrees to accept the decision by the Porter Memorial Library Building Committee on the bid.
- The Construction Manager Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by the Library. Terms and conditions of the Agreement between the Library and CMAR shall take precedence over all prior understanding and/or Agreement, if any, including this Request for Qualifications.
- The Library retains the right to terminate the services of the CMAR at

any time prior to the execution of a GMP Agreement, and the Library's obligation shall be limited to actual documented expenses of the CMAR as of such date.

- At this time, drawings are intended to provide a general idea of Project Scope

#### **CONTACT INFORMATION**

- Interested CMAR firms should contact Project Architect Lita Semrau to obtain a PDF copy of 85% Construction Documents, and to request any follow-up information.

Lita Semrau, NCARB  
Port City Architecture  
65 Newbury Street  
Portland, ME 04401  
207-756-4333  
[lita@portcityarch.com](mailto:lita@portcityarch.com)

**END OF REQUEST FOR QUALIFICATIONS**