



City of Auburn, Maine

Facilities and Energy

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

June 24, 2024

Dear Bidder:

The City of Auburn, a municipal corporation (hereinafter "the City" and/or "Owner") is accepting written proposals for procurement of Owner's Representative (OR).

The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine is necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: cost, professional qualifications, experience, and references. The City may hold interviews prior to making a decision. Proposers shall be current on all amounts due to the City prior to the City entering into any contract agreement.

Proposals must be submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly: **"2024-038 Owner's Representative"**

Bidders must register via email with the subject line **"2024-038 Owner's Representative"** to be included on the Bidder's list and be notified of any addenda. Questions regarding this Request for Proposals should be directed to Amanda Denning, Purchasing Analyst, adenning@auburnmaine.gov **by 4:00pm on July 11, 2024**. Questions will be answered in the form of an addendum no later than **July 17, 2024**.

Please submit your proposal in a sealed envelope to the City of Auburn **by 2:00 p.m. on Thursday, July 25, 2024**. Please include an electronic copy of your proposal in the sealed envelope. Proposals must be received by **Amanda Denning, Purchasing Analyst, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. Proposals will be opened at 2:00 PM at Auburn City Hall. The City will not accept late bids.

Sincerely,

A handwritten signature in black ink that reads "Amanda Denning".

Amanda Denning
Purchasing Analyst

SCOPE OF WORK

The Owner's Representative shall assist the City to verify the projects are completed in accordance with all federal, state, local laws and regulations including but not limited to applicable codes, regulations and grant/funding requirements. The Owner's Representative's duties shall include, but not be limited to, providing professional project management processes aligned to industry standard practice using subject matter expertise to provide advice and consultation with respect to design, engineering, project scope, schedule, budget, and cost estimating.

The scope of services for individual projects may include:

- Advise the Owner on consultant selection and make recommendations for award
- Advise the Owner on design and construction issues
- Facilitate open communications among all parties; help avoid adversarial interactions and promote a sense of trust and teamwork
- Ensure that the project is completed at the lowest possible cost and highest degree of quality and workmanship that is consistent with the plans and specifications for the project
- Assist the Owner in maintaining the project budget
- Attend all site, design, and construction phase meetings
- Submit periodic construction phase reports as directed
- Advise Owner of any observed safety, security, procedural, or compliance concerns as soon as possible
- Facilitate timely answers among the project team members and the Owner
- Participate in the review of architectural and engineering documents related to construction
- Review project documents for feasibility of bidding and implementation
- Participate in general project planning
- Monitor the project to help ensure that procedures, materials, and equipment comply with approved project plans, specifications and samples, Owner's standards, and quality
- Monitor contractor workmanship
- Oversee Owner testing requirements
- Provide oversight of the Construction Manager or General Contractors activities and performance
- Verify that field modifications and deviations are documented and tracked
- Verify that a current field set of drawings and specifications are maintained on site
- Verify daily construction logs including activities-on-site, weather, deliveries, issues, and resolutions are maintained on site, provide periodic reports to the Owner
- Assist the Owner with management of contract change orders including monitoring and endorsing any time and material work as needed.
- Monitor and report construction progress against schedule and budget
- Assist with the review of monthly Contractor applications for payment
- Participate in inspections
- Facilitate project closeout and warranty service procedures and responses
- Coordinate this work or additional work with other consultants contracted by the Owner as directed.

Selected firm may also be asked to complete duties for city and school departments; on an additional project specific basis, including the following:

- Architecture
- Interior Design/Space Planning
- Site Design
- Adaptive Reuse of Existing Facilities
- Strategic Facilities/Campus Planning
- Sustainability Planning
- Facilities Condition Assessments
- Capital Planning Support
- Change Management
- Operational Strategies
- Construction Engineering and inspection

Current city projects that may require services from the selected firm:

PAL Community Center

Current Status: Under Construction

Project Delivery: Construction Manager at Risk

Construction Schedule: June 2024 – August 2025

Summary: *The proposed building of approximately 13,500 +/- gross square feet is intended to house the Auburn PAL (Police Athletic League), a social service facility operated by the City of Auburn. Program and spaces include an indoor wellness center, teen room, computer, art staff space, commercial kitchen, multi-purpose space, and gymnasium.*

Engine 2 Fire Station

Current Status: Design Development

Project Delivery: Construction Manager at Risk

Construction Schedule: December 2024 – January 2026

Summary: *The new Engine 2 Fire Station will be approximately 9,000 +/- gross square feet with two apparatus bays with improved site circulation, support areas, and crew quarters. The project also involves maintaining the use of the existing fire station as long as possible during construction and includes its subsequent demolition.*

Public Safety Facility

Current Status: Schematic Design

Project Delivery: Construction Manager at Risk in process.

Construction Schedule: August 2025 – November 2027

Summary: *The new Public Safety Facility will be approximately 58,000 +/- gross square feet and includes the Police Department, Fire Department, and Emergency Operations Center with a common public entry, lobby*

and reception to replace the Central Fire Station. Design efforts as of the issuance of this RFQ are limited to space needs analysis, programming and concept plan development for the facility.

Auburn Public Library

Current Status: Funding approved to complete a property condition assessment.

Project Schedule: July 2024 – December 2025

Summary: *The Auburn Public Library (approximately 35,000 sq ft) was first constructed in 1904, has had several renovations and additions over the years with the last being completed in 2006. It is listed on the National Registry of Historic Places. Several building envelope issues have been identified. The purpose of the assessment is to evaluate and determine the current physical condition of the Property and provide an opinion of probable cost associated with any identified deficiencies. This may include design change recommendations and creation of architectural plans and specifications.*

Existing Facilities: Adaptive Reuse

Current Status: Feasibility, Project Scope, Budget and Space Planning

Project Schedule: 2024-2025

Summary: *Two separate facilities have been identified for potential reuse by City Departments.*

- 1. A former call center of approximately 15,000 +/- gross square feet to be adapted for use as office space and community services to the public.*
- 2. A commercial office space and garage bays of approximately 15,000 +/- gross square feet to be adapted for use by the Public Works Department and a temporary use by the Fire Department while the Public Safety Facility is under construction.*

School Department Facilities

Current Status: Facilities Master Plan Completed in 2024

Project Schedule: 2024- 2025

Summary: *A comprehensive facilities condition and space needs assessment including cost estimates was completed in 2024.*

- 1. The selected firm will be tasked with working with City/School Staff, boards and committees in the creation of an actionable 5 year capital improvement plan, completed by December 2025.*
- 2. Owner's representation services as required on individual projects going forward.*

SUBMISSION REQUIREMENTS

Interested firms should submit one paper copy and one electronic copy (in a sealed envelope) of the following:

- Letter of Interest
- Bid Proposal Form
- Statement of Qualifications which includes their response to criteria A through H in the Selection Criteria outlined below.

Proposal should not exceed 12 pages.

SELECTION CRITERIA

A. Qualifications to undertake this project

- a. Professional experience in general, quality of services, relevant disciplines, size of firm or firms, understanding of the project, and responsiveness to project by virtue of proximity. Discuss each of the above especially as it relates to the work of this project.

B. Cost control experience

- a. Ability to manage project budgets, design budgets, create accurate construction cost estimates, and to utilize project cost controls in design and construction.

C. Project experience

- a. List of projects that demonstrate capabilities, with services provided for each project. Provide project details, date of completion, and client contact information for each. Note the involvement of the personnel who are proposed for this project and their familiarity with the local market and Project team members.

D. Similar project experience

- a. List of recently completed projects similar in type, size, and other elements. Provide project details, date of completion, and client contact information for each. Note the involvement of the personnel who are proposed for this project and their familiarity with the local market and Project team members.

E. Project team

- a. Organization of project team, with profiles of key personnel who would be involved in the project. Provide education, special training, experience, and responsibilities of personnel, especially as it relates to the work of this project and their familiarity with the local market and Project team members. Experience working together as a unit.

F. Workload projection

- a. General illustration or statement of the ability of the project team to respond to this project schedule. Provide a schedule identifying the anticipated any additionally available OR responsibilities by phase.

G. Business references

- a. List of business references other than those listed above, including contact information.

H. Business Tools

- a. Describe and include examples where applicable to demonstrate the project tools used by your firm in execution of your work.

Owner's Representative services will be negotiated and awarded based on qualifications and the selection criteria listed herein. The City may elect to award contracts to one or more firms as part of the selection process and will be negotiated per individual project based on scope and budget.