



**Request for Proposal
for
Architectural/Engineering Services**

**Knox Clinic
Thomaston, Maine**

November 14, 2023

Responses Due
December 4, 2023
1:00 p.m.

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I. Project Overview

A. Project Background

The Knox Clinic (“Owner”) is a community-driven organization with a passionate commitment to service. They are thrilled to launch their new initiative - the establishment of a Community Health Center (“Center”) in Thomaston, Maine (“Project”). To bring their vision to life, they are inviting proposals from accomplished architectural and engineering teams in healthcare facilities and sustainable design.

The Owner aspires to make the Center a multifaceted hub, dedicated to comprehensive healthcare services including primary medical care, dental, vision, mental health, social services, and telehealth. The Center will also foster the education and training of emerging practitioners seeking to gain experience in rural health. In addition, the Project will include accessible space that can be utilized by the community for gatherings, presentations, clinics, or group exercise.

Central to the Owner’s ethos is sustainability and as such, is dedicated to building a facility that is environmentally sound and cultivates a nurturing atmosphere for all its users.

The Center is slated for a 1.5-acre plot at the northeast corner of Thomaston Green on Route 1. The Center will be near a newly approved fire station, and look onto a 7 acre Town park.

The Owner has consulted with Gartley & Dorsky for site design and permitting services whereas Gartley & Dorsky worked with the Town of Thomaston in the past. Additionally, Summit Geoengineering has been retained by the Owner to conduct test pits on the property to determine if there is unsuitable fill. Once a building footprint and the site infrastructure have been conceptually designed and agreed with the Owner, Summit Geoengineering will be retained by the Owner to perform geotechnical borings that will provide geotechnical recommendations relative to foundations, earthwork, and pavement associated with the proposed construction. Further, the Owner has retained Sevee & Maher Engineers to perform a Phase I Environmental Site Assessment.

It should be noted that the Town has established Thomaston Green Design Standards in their Ordinances that the Project will need to comply with.

A preliminary program document, site plan showing the location of the property, and existing site infrastructure plan are included as Attachment A.

B. Owner's Hard Construction Budget

Funding for this Project will include approved federal funds as well as an ongoing capital campaign. It is anticipated that the hard construction cost for the building and site infrastructure will be in the range of \$6.5 – \$7.5 million. This hard construction cost will include an appropriate Owner's construction contingency.

Whereas federal funds will be utilized, federal procurement rules and regulations will apply.

C. Project Schedule

The following is a preliminary schedule:

ID	Activity	Date
1	A/E Request for Proposal Issued	11/14/2023
2	A/E Firms Pre-Response Site Visit and Overview (9:30AM)	11/27/2023
3	Last Day for RFP Questions (11:00AM)	11/29/2023
4	Responses from A/E Firms Due (1:00PM)	12/04/2023
5	A/E Interviews (Time TBD)	12/07/2023
6	Notification of Award	12/12/2023
7	Execute Contract with A/E Firm	12/15/2023
8	Entitlements (Permitting) Complete	06/14/2024
9	Bid Documents Complete	07/17/2024
10	Owner Receives Contractor Bids	08/28/2024
11	Owner to Close on Property	09/06/2024
12	Execute Contract with Contractor	09/06/2024
13	Contractor Mobilization	09/09/2024
14	Construction Substantial Completion (Move In)	10/10/2025
15	Owner Final Acceptance (Punchlist Complete)	10/24/2025

D. Proposal Fee Format

Phase	Fee
Schematic Design	
Design Development	
Contract Documents	
Bidding	
Construction Administration	

E. Pre-Bid Conference

A non-mandatory pre-response site visit will be held onsite November 27, 2023 at 9:30 a.m.

F. Questions

Questions or clarifications regarding the RFP shall be submitted in writing on or before 11:00 a.m. on November 29, 2023 to:

Blaine Buck bbuck@cordjiacpg.com
Kate Gerrish kgerrish@cordjiacpg.com

II. Architectural/Engineering Services

A. Scope

Based on the preliminary program document the selected Architectural/Engineering firm (“A/E”) will develop drawings and construction bid documents for the proposed building and related construction and site infrastructure and amenities. The Project services shall include preparation of drawings and other documents illustrating the means for substantially meeting the programmatic needs established.

Drawings should show compliance with all applicable program elements, building and zoning codes, and environmental requirements, and include provisions for any required permits and variances.

The A/E’s Basic Services are described in detail in the AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect, Attachment B, subject to modification of the final scope of services approved by the Owner.

The A/E’s contract will require early and continued coordination with the Building Committee, Town of Thomaston, Owner’s Representative, and other permitting entities for this Project. All Project documents for construction identifying, as necessary, the scope of work will require close adherence to established budget and schedule performance conditions and timelines.

The Owner may engage the services of other consultants, as needed, outside the A/E’s contractual obligation, which the Owner deems necessary beyond the contractual requirements of the A/E.

Sustainability

During the design phase and prior to final construction documents for bidding, the A/E and Owner will collaborate on building and site systems and components that the Owner may wish to include in the overall design that relate to sustainability.

The A/E will assist the Owner with life cycle sustainability analysis. Discussion between the A/E and Owner will follow to prioritize, eliminate, or include these ideas in the Project construction documents.

B. Contract

The A/E will be required to enter into an AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect, Attachment B.

The Contractor will be required to enter into an AIA Document A101-2017 Standard Form of Agreement Between Owner and Contractor along with the AIA Document A201-2017 General Conditions of the Contract for Construction.

III. Submission Instructions

A. Logistics

Proposal submissions must be received by December 4, 2023 at 1:00 p.m. by mail or hand-delivered to:

Cordjia Capital Projects Group
16 Tannery Lane, Suite 23
Camden, Maine 04843

in a sealed envelope containing two printed copies and one electronic version (USB/thumb drive) of the proposal submittal clearly marked "A/E Services for Knox Clinic". Proposals will not be read out loud.

It is the sole responsibility of the proposer to ensure that the proposal submittal arrives on time and at the designated place.

B. Content

Care should be taken by the proposing firms to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. Description of Firm: Name, address, phone number, and email address. History and description of the firm, including number of personnel in each discipline and a description of in-house services.
2. Organization: Proposed Project organization, including resumes of key personnel proposed for this Project, and an organization chart delineating internal relationships

and external consultant responsibilities. Resumes shall indicate years of experience and length of employment.

3. Consultants: List any and all consultants, including their disciplines, which the firm plans to utilize on this Project. A description of each consultant's firm must be supplied. Consultants are to be included as part of basic services.
4. Project Specific Thoughts and Ideas: Provide any materials that will demonstrate your design team's sensitivity, creativity, and insight into the issues related to the Project.
5. Project Approach: A management plan and detailed task schedule outlining the firm's intended approach to this Project and plan for working with the Owner to ensure a successful Project should be presented.
6. Project Cost Control: A description of proposer's experience with budgets and project cost control during the phases of design and construction.
7. Project Experience: A list of all Projects that demonstrate the proposer's capabilities for architectural services within the past five years.
8. Similar Project Experience: Description of similar Projects, at least three Projects having been fully funded and built. Include the following reference information at a minimum:
 - a. Name, location, scope of Project
 - b. Owner contact information
 - c. Dollar value of the Project
 - d. Design schedule
 - e. Completion date
 - f. Principal-in-Charge and Project Architect
9. Current Workload: Statement of current workload and ability to absorb the Project.
10. Construction Contracts: A description of experience the proposer has in the administration of construction contracts.
11. Insurance: Statement that the proposer and any consultants presently have, or can obtain, the insurance requirement listed under Minimum Qualifications.
12. Lawsuits and Claims: List of all lawsuits and claims the proposer has been a party to in the last five years, and the position your firm has taken.
13. Owner-Architect Agreement: Any proposed modification to the AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect.
14. Addenda: Applicants must acknowledge the receipt of any addenda issued by the Owner.
15. Additional Information: Any additional information that the proposer believes would be useful in evaluating its qualifications.

The Owner reserves the right to reject any and all proposals in whole or in part, and to waive minor informalities, when at its sole discretion is deemed to be in the best interests of the Owner and to the extent permitted by law.

IV. Selection Process

A. Review Process

The Owner plans to select a design firm through a “Quality Based Selection Process” utilizing a combination of written proposal evaluation and interview process. The Building Committee will evaluate the written proposals and rank the firms in order of qualifications. The Building Committee will take into account all available information, including but not limited to performance of applicants on previous public and private work and the information contained in the firm’s application. The Building Committee may at its discretion invite up to four firms to present their teams and qualifications at an interview before the Building Committee.

B. Evaluation Criteria of Written Proposals

The following criteria, listed in random order, are likely to be considered in evaluating firms to be interviewed based upon written proposal submissions:

1. Compliance with the submission requirements.
2. Quality of proposal, Project approach, and organization.
3. Experience of firm in design of Projects of similar size and complexity to this Project and assigned personnel.
4. Ability to begin immediately after Notice to Proceed and complete work within the given time frame as outlined above.
5. Success of completed Projects, including adherence to schedule and budget.
6. Satisfaction of former or present clients with similar Projects.
7. Creativity, appeal, and timelessness of designs of past Projects.
8. Experience and reputation of proposed consultants and assigned individuals.
9. Firm’s understanding of the challenges and creative solutions offered through their Project approach.

C. Presentation and Interview

The Building Committee may elect to interview firms that submit proposals and receive high reviews from the written proposal process. Key members of the proposed design teams are expected to participate in the interview/presentation including the Principal-in-Charge, Project Architect, and/or other individuals proposed to play key roles in the planning and design of the Project and that will likely be interfacing with the Building Committee for the duration of the Project.

D. Interviews/Presentation Evaluation Considerations

The following criteria, not listed in priority order, are likely to be considered in evaluating and selecting the design team after presentation interviews:

1. Experience with similar building programming, design, and construction.
2. Clarity and method of presentation.
3. Track record of delivering Projects on time and budget from concept to completion.
4. Cohesion and clarity of role of design team members including consultants.
5. Experience creativity and sensitivity in problem solving.
6. Personal chemistry and energy of design team members.

E. Selection and Negotiation

Following interviews, the finalists shall be ranked in order of qualification and the ranking shall be recorded for the record. The Owner then anticipates negotiating an acceptable, lump sum, not-to-exceed fee, with the top-ranked finalist and award a contract. The fee shall include all expenses, including but not limited to, travel, meeting attendance, preparation and production of reports, and telecommunications. If an acceptable fee cannot be negotiated with the top-ranked finalist, the Owner will negotiate with the other finalists in order of their ranking.

The Owner reserves the right to award the contract to the responsive and responsible proposer who submitted the Qualification submittal which best meets the Owner's needs, taking into account the Qualification submittal quality and evaluation criteria. The Owner's decision or judgment on these matters shall be final, conclusive and binding.

V. Attachments

- Attachment A: Preliminary Program Document, Site Plan Showing Location of Property, and Existing Site Infrastructure Plan
- Attachment B: AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect