



# TOWN of SABATTUS

## Town Manager's Office

190 Middle Road • Sabattus, Maine 04280  
• Phone: (207) 375-4331 • Fax: (207) 375-4101  
Town Manager – Dr. Timothy Kane

The Municipality of Sabattus, ME is soliciting a statement of qualifications from Design/Builders interested in working with the Town for the pre-planning, design, and construction for one of the following three proposals;

1. Rebuild/Refurbish the present Main Street Fire Station
2. Build a new Fire Station
3. Build a new Public Safety Building (Combined Fire Department and Police Department)

Proposers must file their qualification statements as well as a request for proposal to the Town in a sealed package, labeled,

New Public Safety Building  
Sabattus Town Office  
190 Middle Road  
Sabattus, ME 04280

Request for Proposal and Qualification Statements must be returned to the Sabattus Town Office by Friday, October 13, 2023, at 12:00 pm (noon).

RFP and Qualification Statement Packages will be open on Tuesday, October 17, 2023 at the 5:00 pm Building Committee meeting.

Any questions regarding the project RFP or RFQ should be addressed to the Sabattus Town Manager, [tkane@sabattus.org](mailto:tkane@sabattus.org). Please write "New Public Safety Building" on the subject line.

The Town of Sabattus reserves the right to accept or disregard any Request for Proposal or Statement of Qualifications, in whole or in part, based on the Town's sole discretion.

## REQUEST FOR PROPOSALS/QUALIFICATIONS DESIGN/BUILD SERVICES

Sabattus - Fire Station/Public Safety Building

### I. INTRODUCTION

The Town of Sabattus (Project Owner) is soliciting Design/Build proposals for qualifications from qualified Design/Build contractors to complete the design of, and construct, 3 options,

- a. Rebuild/Refurbish present fire station
- b. New fire station
- c. New public safety building (Fire and police combined)

Located in the Town of Sabattus. It is anticipated that the selection process will be completed by October 13, 2023.

**Questions may be directed to Sabattus Town Manager Dr. Timothy Kane, at (207)375-3557, including opportunities to view/inspect the sites and building. The Town reserves the right**



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**to adjust specifications, while in discussions with contractors and final bidder. The Town reserves the right to accept or reject any and all bids for any reason whatsoever, including accepting of the highest bid.**

## II. PROJECT DESCRIPTION

- a. Following approval of the Design Builder's Proposal by the Building Committee a design-Build Amendment will be executed as Cost of the Work, not to exceed, with a guaranteed maximum price.
- b. The Design-Builder shall furnish the services of geotechnical engineers, environmental engineers, and or other consultants necessary for investigation of subsurface conditions, and site evaluation to advance the current Conceptual Design through Preliminary Design and development of the Design Builder's Proposal.
- c. It is anticipated the construction/reconstruction will begin in the spring/summer of 2024. Having the Fire Department equipment in a protected and in a heated structure is crucial.
- d. The Design-Builder shall provide services of demolition and removal of.

## III. PROPOSER'S QUALIFICATIONS

To demonstrate its qualifications to perform the work, each Proposer must submit in writing a Statement of Qualification (SOQ), containing written evidence of its qualifications to perform the work.

Include a cover letter with the complete name and address of the prime firm/company and the name and contact information of the person the Town should contact regarding the SOQ. The cover letter shall include:

- a. Background/historical information about your company and explain your company's experience and approach to Design-Build with a guaranteed-maximum price. Include information regarding similar public safety building projects.
- b. Your plan for open contractor and subcontractor selection.
- c. Explain your team's approach to quality assurance and control during construction.
- d. A detailed discussion of your company's philosophy and approach to completing punch list work, managing all project close-out requirements, and completing any necessary warranty work post-construction.
- e. A copy of your certificate of liability insurance

The Project Owner reserves the right to seek additional information from any sources regarding a Proposer's qualification at any time during the selection and award process.

## IV. DATE AND METHOD OF STATEMENT OF QUALIFICATION SUBMITTALS

Proposers will submit five (5) bound copies and one (1) flash drive of their RFQ/SOQ in a sealed package, by 12:00 pm (noon) on Friday, October 13, 2023 to;

New Public Safety Building  
Sabattus Town Office  
190 Middle Road



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### **V. DISQUALIFICATION**

The Project Owner may disqualify a proposer from participation for Proposer's failure to submit required information.

### **VI. EVALUATION AND SELECTION PROCESS**

Responses to this RFQ will be evaluated and ranked by the Building Committee. The Project Owner reserves the right to reject or disregard any SOQ, in whole or in part, based on the Project Owner's sole discretion. The evaluation and selection process entails the exercise of judgment and subjective analysis and decision-making. By submitting an SOQ, Proposer waives any right to protest or object to the evaluation or selection process; Project Owner's administration or conduct of the process; and/or any final decisions made by the Project Owner.

After evaluating the SOQs, the most highly qualified submitters may be invited to be interviewed. The purpose of the interview is to meet the proposed Project Team and to understand their approach and ability to meet the stated objectives of the project.

### **VII. COST PROPOSAL**

Proposers selected to be interviewed shall submit in a separate sealed envelope a Cost Proposal with the following cost information;

Development of preliminary design and Design-Builder's proposal with a guaranteed maximum price. Provide a cost estimate for all services to advance the current conceptual design, through preliminary design and the development of the Design-Builder's proposal. The cost estimate shall include all related costs including, but not limited to: professional services, consultants, geo-technical services, permits, reimbursable expenses, and Design-Builder's fee. Include a breakout of hourly billing rates for services of the Design-Builder, architect, consultants, and contractors.

#### **Design-Builder's Fee:**

Provide the proposed Design-Builder's fee which will be applied to the cost of the work as the basis of payment is the cost of the work plus a fee with a guaranteed maximum price.

#### **Change Order Fees:**

Please indicate the proposed Design-Builder's fee on change orders for added self-performed and subcontracted work and for deducted work.

#### **Shared Savings;**

Please indicate how you would propose that the Project Owner and Design-Builder share in any savings if the final project cost is less than the guaranteed maximum price.



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Following the interview process, the submitted cost proposals will be considered in the selection of the successful Proposer. Your responses will be considered binding and will be incorporated into any final contract documents. The Project Owner reserves the right to negotiate the proposed costs.

### **VIII. FINAL SELECTION**

Following the interview process and the selection of the successful Proposer, and agreement between Project Owner and Design-Builder as amended, will be executed by the parties.