



# City of Sanford, Maine

Office of Community Development

919 MAIN STREET, SANFORD, MAINE 04073  
(207) 608-4101



## CONSTRUCTION MANAGEMENT SERVICES

August 6, 2020

Sir/Madam:

The City of Sanford is soliciting bids from qualified firms for construction management services for improvements to the downtown Sanford public parking plaza at the so called midtown mall under the 2019 CDBG Downtown Revitalization Grant and through other project funds. The most up-to-date bid solicitation information can be found at <https://www.sanfordmaine.org/openbids> until the solicitation period closes.

Bids will be received in the Office of the City Manager, 3<sup>rd</sup> floor City Hall, 919 Main Street, Sanford Maine 04073 until Wednesday, September 2, 2020 at 11:00 a.m. at which time they will be publicly opened and read aloud.

Special attentions:

- Successful bidder will ensure compliance with federal prevailing wage rates and adhere to Davis-Bacon Act requirements. See Wage Determination as of June 4, 2020 and Federal Labor Standards Provisions (HUD-4010) enclosed as Appendix A.
- Successful bidder must completed the following forms enclosed as Appendix B:
  1. Certification of contractor regarding segregated facilities
  2. Certification of bidder regarding equal employment opportunity
  3. Section 3, affirmative action plan
  4. Contractor's DBE/Subcontractor Utilization
- Bid security of 5% of estimated project cost is required.
- Successful bidder must be able to provide a 100% performance and payment through the completion of the proposed project.

See the attached bid plans documents for the proposed project enclosed as Appendix C.

The City of Sanford reserves the right to accept or reject any and all bids. Please use a sealed envelope clearly marked as "RFP: Construction Management Services, City Manager's Office" when submitting your bid.

Sincerely,

Ian Houseal  
Director of Community Development



EQUAL EMPLOYMENT OPPORTUNITY

# CITY OF SANFORD, MAINE

## CONSTRUCTION MANAGEMENT SERVICES

**BID DATE: WEDNESDAY, SEPTEMBER 2, 2020 @ 11:00 AM**

### NOTICE TO CONTRACTORS

Bids for construction management services will be accepted by:

Ian Houseal  
Director of Community Development  
City Manager's Office, 3<sup>rd</sup> Floor  
City Hall, 919 Main Street  
Sanford ME 04073

until **11:00 a.m. on Wednesday, September 2, 2020** at the City Manager's Office at City Hall, Sanford, Maine 04073 at which time bids shall be opened publicly.

#### **SPECIAL ATTENTION:**

Successful bidder will ensure compliance with federal prevailing wage rates and adhere to Davis-Bacon Act requirements. See Wage Determination as of June 4, 2020 and Federal Labor Standards Provisions (HUD-4010) enclosed as Appendix A.

Successful bid must contain the following completed forms enclosed as Appendix B:

1. Certification of contractor regarding segregated facilities
2. Certification of bidder regarding equal employment opportunity
3. Section 3, affirmative action plan
4. Contractor's DBE/Subcontractor Utilization



EQUAL EMPLOYMENT OPPORTUNITY

## **1. INTRODUCTION**

The City of Sanford was awarded the 2019 CDBG Downtown Revitalization Grant from the State Office of Community Development for \$300,000, \$275,000 of which is available for construction in the "upper lot" of the downtown Sanford parking plaza at the so called midtown mall. This City intends to complete the proposed project in its entirety and complete additional construction projects in the "upper lot" under the award as funds allow and complete additional construction projects under other funding sources in proximity to the "upper lot." Only the portion of the proposed project funded through the award must adhere to federal labor requirements.

## **2. BID AND PERFORMANCE SECURITY**

No proposal will be considered unless it is accompanied by a **Certified Check or Bid Bond** in the amount of **five (5%) percent** of the estimated total project cost, made out in favor of the City of Sanford. The successful bidder **will** be required to present a 100% Performance and Payment Bond as surety for the performance of the project. See Appendix D for supplemental information on the additional State requirements pursuant to the award as described here.

## **3. AWARD OR REJECTION OF BIDS**

The City may consider informal, any bid not prepared and submitted in accordance with the provisions hereof and may waive any formalities prior to the above scheduled time of opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

Any bid may be withdrawn by the bidder prior to the time scheduled for receipt of bids. No bid may be withdrawn within 30 days of the bid opening. Award shall be based on the most responsive, advantageous and responsible bid.

In submitting bids under the specifications described herein, bidders should take into account all discounts; the City is exempt from the State's sales tax and use tax as well as all Federal excise taxes.

## **4. QUALIFICATION OF BIDDERS**

The City may make such investigation as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all such information and data for this purpose as City may request. The City reserves the right to reject any bid if the evidence submitted by, or the investigation of, the bidder fails to satisfy the owner that the bidder is properly qualified to carry out the obligations of the contract and to satisfactorily complete the work included therein.

## **5. SUBMISSION REQUIREMENTS**

Proposals must be submitted in a sealed envelope bearing "RFP: Construction Management Services, City Manager's Office." Submitted proposal must also include the following:

1. Completed federal forms submitted on the actual forms furnished herewith as Appendix B.
2. Bid security in the amount of 5% of the estimated project cost.
3. Statement of qualifications for construction management services and specifically Davis-Bacon Act compliance.
4. A minimum of three current references including contact information.

5. Completed bid form. Bids must be submitted on the actual form furnished herewith. All blank spaces for prices must be filled in, in ink or word processor. The bid form is intended to be inclusive of all cost to complete all work associated with the proposed project as herein described, whether specifically stated or not. The City intends to complete the proposed project in its entirety.

**6. EXPRESSION OF INTEREST**

The Director of Community Development will register interested parties. A bidder may register interest until August 20 by emailing Ian Houseal at [iphouseal@sanfordmaine.org](mailto:iphouseal@sanfordmaine.org). The registration will be maintained and updated weekly where the bid solicitation is found at <https://www.sanfordmaine.org/openbids>.

**7. ADDENDA AND INTERPRETATION**

No interpretation of the meaning of the specifications or other documents will be made to any bidder orally. Every request for such interpretation must be in writing from a registered party, addressed to the Director of Community Development at [iphouseal@sanfordmaine.org](mailto:iphouseal@sanfordmaine.org). Responses will be made regularly and until August 20 to all registered parties in writing and posted where the bid solicitation is found at <https://www.sanfordmaine.org/openbids>.

**8. OBLIGATION OF BIDDERS**

At the time of the opening of bids, each bidder will be presumed to have inspected the sites and to have read and to be thoroughly familiar with the bid plan documents (including all Addenda). The City intends to select one contractor and complete the project in full as described in an expedited manner. The failure or omission of any bidder to receive or examine any form, instrument or documents shall in no way relieve any bidder from any obligation in respect to his/her bid.

**9. TIME LINE**

Once authorized, the contractor shall execute the work continuously until completion as weather and conditions allow. Designated available date to be determined by the Director of Community Development.

Expression of Interest	August 6, 2020 – August 20, 2020
Final Interpretation Issued	August 20, 2020
Bids Due	11:00 a.m. on Wednesday, September 2, 2020
Notice of Award on or before	Wednesday, September 23, 2020
Notice to Proceed on or before	Wednesday, September 30, 2020
Estimated Completion date	Wednesday, July 1, 2021

**10. CLAIMS**

The City of Sanford will not be held responsible for any damages or injuries arising out of any

activity with regard to the proposed projects. Any related claim will be referred to the Contractor. The Contractor may wish to make personal restoration within a reasonable amount of time at the City's satisfaction or process a claim with their insurance carrier. See Appendix D for supplemental information on the additional State requirements pursuant to the award as described here.

**INSURANCE:** The Contractor shall furnish proof of coverage with adequate insurance of the types and to the limits specified below naming the City of Sanford as additional insured. Certificate of such insurance shall be filed with the Director of Finance within 5 days of Notice of Award. Notice to Proceed will not be issued until the Certificate of Insurance is filed to the satisfaction of the Director. *"In the event of cancellation, change or expiration of any of the foregoing policies, ten (10) days written notice will be mailed to the City."* Including the completed operations of the entirety of the proposed project.

**WORKERS' COMPENSATION:** Workers' Compensation, coverage with Statutory Limits and Employers Liability for all employees with limits of \$400,000 per incident; and in case any work is sublet, the Contractor shall require the sub-contractor similarly to provide coverage for the latter's employees unless such employees are covered by the protection afforded the Contractor.

**AUTOMOTIVE LIABILITY INSURANCE:** Automotive Liability insurance with minimum limits of liability for bodily injury in the amount of \$400,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate.

**GENERAL LIABILITY INSURANCE:** General Liability insurance with minimum limits of liability for bodily injury and/or accidental death in the amount of \$1,000,000/\$2,000,000 for each person/each occurrence and minimum limits of liability for property damage in the amount of \$1,000,000 for any and all occurrences shall be required including blasting explosion, and injury to, or destruction of wires, pipes, conduits, and similar property, appurtenant apparatus, whether public or private and collapse of, or structural or fire injury to, any building or structure, except those on which work under the proposed project is performed. And including "all risk" equal or greater than the proposed project cost.

## **11. PAYMENTS**

Progress payments shall be made on a regular basis for work completed in compliance with federal labor requirements pursuant to the award. Contractor shall submit payment requisitions with an estimate of percent of completion. Amount completed to be determined by Director of Community Development.