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Thomas Memorial Library Renovation/Addition



Request for Proposals

FIRM INFORMATION

- A. Benchmark was founded in 1993 with the vision of providing professional construction services that place an emphasis on creativity and integrity. Throughout the last 20 years we have provided comprehensive Construction Management (CM), Design/Build (D/B), and General Contracting (GC) services for a wide range of institutional, educational, commercial, industrial, historic, and retail projects throughout Maine and New England.

Benchmark has grown substantially since its original four-man operation. Our team now includes an average of 18 employees, consisting of estimators, project managers, on-site superintendents, and administrative personnel. Each employee is hired and retained because they offer a high level of expertise, knowledge, and skill.

At Benchmark we believe an open communication process is integral to the overall success of our projects. Our commitment to our clients, subcontractors, and our employees is a reflection of our goal of maintaining satisfying relationships with those we work with as well as those we work for, and is the key reason we are still in business today.

- B. Benchmark is a firm that is focused on using its knowledge and innovative approaches to ensure delivery of construction projects on time and in budget. We have significant experience as a design/build contractor as well as a Construction Manager (CM), hiring and working with civil engineers to coordinate the planning board review process. We have successfully completed many projects as a CM, including the new Old Orchard Beach Police Station as well as twenty new Tractor Supply Company store locations.

Our estimating department has significant field experience and therefore brings that “real-world” knowledge into their estimates. This ensures that the projects are not only estimated at the lowest cost with shortest duration, but that it has complete coverage. They will also look at innovative ways to build the project to obtain the best value for the owner. This is something they do on a regular basis and has allowed Benchmark to bring numerous tight budget projects to fruition, such as the Standish Public Works Building and the Baxter Library.

Our Project managers, also have extensive field experience and understand what is achievable through their coordination with the subcontractors. Closely analyzing subcontractor’s quotes to ensure that all scopes of work are covered and finding efficiencies through coordination ensures that the purchasing of subcontractor services and material suppliers is done to the owner’s benefit.

In summary, Benchmark’s experienced staff along with the utilization of the latest in software to effectively communicate and document activities will ensure that the customer is kept informed of the construction process and is delivered the best value.



FIRM INFORMATION

C. Similar Completed Projects

Southern Maine Community College

1. Southern Maine Community College – South Portland, Maine ~ 2013
2. Renovations to the SMCC Lighthouse Art Studio.
3. Southern Maine Community College – Scott Beatty ~ (207) 741-5832
4. Scott Simons Architecture – Nathaniel Cram ~ (207) 772-4656
5. Project Manager/Superintendent: Fred Sproul
6. Construction Contract Value: \$221,000 Final Value: \$228,205

Falmouth Middle School Wood Chip Boiler

1. Falmouth Middle School Wood Chip Boiler - Falmouth, Maine ~ 2013
2. Construct 2,200sf building, install new underground utilities, and modify existing boiler room to convert to a wood chip boiler.
3. Falmouth Public Schools – Dan O’Shea ~ (207) 781-3200
4. Banwell Architects/Stantec Engineering – Jules Chatot ~ (603) 448-3778
5. Project Manager/Superintendent: Tyler Durkee
6. Construction Contract Value: \$1,300,600 Final Value: \$1,409,945

Old Orchard Beach Police Facility

1. Old Orchard Beach Police Facility – Old Orchard Beach, Maine ~ 2011
2. New construction of a 9,981sf municipal facility.
3. Town of Old Orchard Beach – Dana Kelly ~ (207) 934-4911
4. Foreside Architects, LLC – Mark Burnes ~ (207) 781-3344
5. Project Manager: Richard Eagan, Superintendent: John Gerkin
6. Construction Management Contract: \$2,000,000 Final Value: \$1,962,918

Baxter Library

1. Baxter Library – Portland, Maine ~ 2010
2. Conversion of historic Baxter Memorial Library to class 1 office space.
3. Baxter Library, LP – Rex Bell ~ (207) 780-0223
4. Exterior: Archetype Architects – David Lloyd ~ (207) 772-6022
Interior: Scott Simons Architects – Stephen Fraser ~ (207) 879-1838
5. Project Manager: Susan Bent, Superintendent: Tim Meyer
6. Construction Management Contract: \$2,381,982 Final Value: \$2,633,606

Yarmouth Town Hall

1. Yarmouth Town Hall – Yarmouth, Maine ~ 2003
2. 12,810sf addition and renovations to the existing town hall.
3. Town of Yarmouth – Cheryl Dubois ~ (207) 846-4971
4. Scott Simons Architects – Scott Simons ~ (207) 772-4656
5. Project Manager: CB Brady, Superintendent: John McCann
6. Construction Contract: \$1,453,030 Final Value: \$1,427,000



FIRM INFORMATION

- D. Benchmark will manage the construction of the project with a hands-on approach and dedicate a team who is available at all times. This team will bring years of experience and knowledge in the field and will also provide a sense of community and pride. Our Project Manager will attend all meetings from pre-construction through construction and the Superintendent will fully dedicate himself to the project while incorporating the details of the library. Effective communication is essential to a successful project and Benchmark's team will ensure that all stakeholders have the construction-related information they need.

Working as a CM, we recognize that during pre-construction schedules can fluctuate due to the Owner's constraints of obligations, beyond their control. Benchmark has encountered this issue on many publicly funded projects, such as on the Standish Public Works Building where there was a long delay due to bond approval. We are prepared for any fluctuations that may arise with the submitted schedule for the Thomas Memorial Library and will be sure to do our part to keep the proposed schedule on track.

We understand the importance of quality and schedule when working in a community with warmth and values. Benchmark will provide professional advice throughout all phases to ensure all members of the community from children to adults are considered. We pride ourselves on providing long lasting projects which are done through our relationships with local subcontractors. We will engage subcontractors as early as possible to ensure there is a good understanding of pricing, schedule, and most importantly quality.

We are currently finalizing a project for the Town of Kennebunk in which in-kind material donations have been solicited and utilized. While this is not an aspect that we generally encounter on projects, we have found the process to be seamless and effective for their community project.

- E. Benchmark has a bonding capacity of \$5,000,000 for a single project and \$10,000,000 in the aggregate. Our current bonded backlog is \$6,000,000. We do not typically request that our subcontractors on a bonded project be bonded themselves, but we have made exceptions to this based on subcontract values and significant scope of the project. We do not anticipate that either of these will occur on this project.
- F. The staff that will be assigned to this project from pre-construction through construction will be the team of Don Hurd – Estimator, Tyler Durkee – Project Manager, and John McCann – Superintendent. This same team has worked together on many projects, including the Old Orchard Beach Library, for which we have a Letter of Intent to begin construction in April.



DON HURD



Position: Estimator
Education: Gorham High School
Diploma 1991

Experience: Benchmark, Westbrook, Maine 2012-Present
Estimator
Abington Group, Portsmouth, New Hampshire 2009-2012
Estimator
PM Construction, Saco, Maine 2007-2009
Superintendent
Benchmark, Westbrook, Maine 2005-2007
Superintendent

Project Experience:

Don has successfully estimated projects throughout New England ranging in value from \$200,000 to \$5,000,000.

- i Libby Memorial Library, Old Orchard Beach, Maine
- i Advanced RealtyII, Gray, Maine
- i KVCC Classroom & Lab, Fairfield, Maine
- i KJ Plaza, Augusta, Maine
- i Osprey Circle, South Portland, Maine
- i Standish Public Works, Standish, Maine
- i Maine Wildlife Park, Gray, Maine
- i Higgins Beach Comfort Station, Scarborough, Maine
- i SMCC Lighthouse Art Studio, South Portland, Maine
- i CMCC Graphic Communications Renovation, Auburn, Maine
- i York County FCU, Sanford, Maine
- i Creekside Village, Brunswick, Maine
- i Clearwater Bend Apartments, Westbrook, Maine
- i Pine Tree Retail Plaza, Portland, Maine



TYLER DURKEE



Position: Project Manager/Superintendent

Education: Southern Maine Technical College
AS Degree in Building Construction

Certifications: OSHA 10, 2010
CPR/AE, 2010

Experience:

Benchmark, Westbrook, Maine	2011-Present
Superintendent/Project Manager	
Great Falls Construction, Gorham, Maine	2009-2011
Project Manager	
Durkee Builders Inc., Standish, Maine	1994-2009
General Contractor/Owner	

Project Experience:

- i Aspen Dental, North Smithfield, Rhode Island
- i Mattress Firm, South Portland, Maine
- i Wallingford Square, Kittery, Maine
- i Falmouth Middle School, Falmouth, Maine
- i Thornton Academy, Saco, Maine
- i Mid-Town Mall Stair Improvements, Sanford, Maine
- i Portland Regional Chamber of Commerce, Portland, Maine
- i Tedford Housing, Auburn, Maine
- i Community Concepts, Lewiston, Maine
- i Sacopee Valley Health Center, Porter, Maine
- i York County Community Action & Sanford Housing Authority, Sanford, Maine
- i Tim Horton's, Portland & Biddeford, Maine
- i Italian Heritage Center, Portland, Maine
- i Sun Journal, Lewiston, Maine
- i Franklin School, Auburn, Maine



JOHN R. McCANN



Position: Superintendent

Education: Boston University
BA Psychology 1971
Boston Architectural Center 1980-1982

Experience: Benchmark, Westbrook, Maine 2002-Present
Superintendent
John R. McCann Fine Carpentry 1996-2004
Owner
Normand Associates Architects, Brunswick, Maine 1990-1995
Construction Manager/Clerk of the Works

Project Experience:

- i Tractor Supply Company, Thomaston, Maine
- i Academy Street Townhouses, Auburn, Maine
- i Key Bank, Maine - Portland and South Portland locations
- i KeyBank, 1 Canal Plaza, Portland, Maine
- i Dow Commercial Properties, Falmouth, Maine
- i Mid-Town Mall Stair Improvements, Sanford, Maine
- i Atlantic Regional Federal Credit Union, Brunswick, Maine
- i The Progress Center, Norway, Maine
- i Tractor Supply Co., Brunswick, Maine
- i United Health Group/Optum Health, South Portland, Maine
- i Piper Shores, Scarborough, Maine
- i Birch Hill Senior Housing, Lewiston, Maine
- i General Linen Services, Portland, Maine
- i AC Moore, Famous Footwear, and Mattress Giant, South Portland, Maine
- i Oceaneast, Belfast, Maine
- i Maplewood Terrace, Freeport, Maine
- i Rocky Coast Housing, Boothbay Harbor, Maine
- i 155 Gannett Drive, South Portland, Maine
- i Freeport Retail Outlet, Freeport, Maine
- i Berman Residence, Cape Elizabeth, Maine
- i Yarmouth Town Hall/Police Station, Yarmouth, Maine
- i Plumb Residence, Cape Elizabeth, Maine



PROPOSAL TERMS

A. Pre-Construction

1. The pre-construction staff is the same staff that is listed in “Firm Information”, Letter F.
2. Current Project Load
 - Aspen Dental – North Smithfield, Rhode Island - \$647,043 - 40% Complete
 - Advance Realty II – Gray, Maine - \$421,936 - 50% Complete
 - KVCC Classroom & Lab – Fairfield, Maine - \$4,734,459 - 25% Complete
 - Osprey Circle – South Portland, Maine - \$4,824,764 - 75% Complete
 - KJ Retail Plaza – Augusta, Maine - \$1,145,009 - 95% Complete
 - Northeast Coating Technologies – Kennebunk, Maine - \$629,770 - 70% Complete
3. Benchmark’s total lump sum price will not exceed \$9,800 for pre-construction services.
4. We acknowledge the statement in Question 4 of the Proposal.
5. We have attached the preliminary estimate of the general conditions for this project, which will serve as a sample of the format that is used by our Estimating Software.

B. Construction

1. We have attached a simple bar chart schedule for the construction of this project, given the information that we have been provided.
2. Attached is a preliminary estimate of the general conditions for this project. Our current hourly rates for the personnel that will be involved in the administration of this project are as follows:

Project Manager	\$80
Project Superintendent	\$75
General Carpentry/Foreman	\$60
Project Administrator	\$45
3. Benchmark acts solely as a Construction Manager or General Contractor on all of our projects. We do not self-perform any work on our projects. We work with a select group of capable subcontractors that allow us to focus our efforts on the overall management of the projects.
4. Benchmark would charge 5% of the total estimated construction cost as the Construction Manager on this project.
5. Benchmark solicits bids from all of our capable subcontractors, whether they are union or open shop. Award of the subcontracts is based on the lowest responsible bid from these subcontractors. Occasionally, that results in some union labor on our jobsite, however this project would be run on an open shop basis.
6. We have attached a sample Job Cost Report that illustrates a sample of the cost report format that Benchmark uses to convey the pertinent cost information for a project.

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Unit Cost	Amount	Unit Cost	Amount	Amount	Name	Amount	Amount	Amount
1000.000 GENERAL CONDITIONS											
1065.100	Surveys										
	10 Survey & Layouts	1.00 ls					2,500				2,500
	Surveys						2,500				2,500
1075.100	Signs										
	10 Project Signs	1.00 ea	150.00 /ea	150	700.00 /ea	700					850
	Signs			150		700					850
	1.00 Labor hours										
1100.100	Project Manager										
	14 Project Manager 40 Hrs/week	10.00 wk	2,200.00 /wk	22,000					1,500		23,500
	Project Manager			22,000					1,500		23,500
	400.00 Labor hours										
	400.00 Equipment hours										
1102.100	Site Supervision										
	14 Superintendent/ Week	26.00 wk	2,000.00 /wk	52,000					3,900		55,900
	Site Supervision			52,000					3,900		55,900
	1,040.00 Labor hours										
	1,040.00 Equipment hours										
1104.100	Field Foreman										
	20 Carpenter Foreman	4.00 wk	1,600.00 /wk	6,400							6,400
	Field Foreman			6,400							6,400
	160.00 Labor hours										
1106.100	Clerical Staff										
	clerical staff	2.00 wk	1,800.00 /wk	3,600							3,600
	Clerical Staff			3,600							3,600
	80.00 Labor hours										
1250.100	Offices										
	10 Storage Trailer	6.00 mo	-	-	200.00 /mo	1,200	0		600		1,800
	12 Office Trailer	6.00 mo	-	-	350.00 /mo	2,100					2,100
	Offices					3,300			600		3,900
1260.100	Utilities										
	16 Temporary Power	6.00 mo	-	-	350.00 /mo	2,100					2,100
	20 Temporary Toilets	12.00 mo	-	-	100.00 /mo	1,200					1,200
	21 Temporary Water	6.00 mnth	-	-	50.00 /mnth	300					300
	22 Cell Phone	42.00 wk	-	-	-	-			1,050		1,050
	Utilities					3,600			1,050		4,650
	1,680.00 Equipment hours										
1270.100	OSHA & Safety										
	16 Miscellaneous Safety	1.00 ls	0.00	0	1,000.00 /ls	1,000					1,000
	OSHA & Safety					1,000					1,000
1300.100	Project Clean Up										
	12 Weekly Cleaning	26.00 wk	100.00 /wk	2,600	0.00	0					2,600
	14 Final Cleaning	4,500.00 sf					2,250				2,250
	40 Dumpster Rental/Pick up	6.00 mnth					3,000				3,000
	Project Clean Up			2,600			5,250				7,850
	1,040.00 Labor hours										
1350.100	Tools & Equipment										
	10 Misc Tools Weekly	26.00 wk	-	-	50.00 /wk	1,300					1,300
	Tools & Equipment					1,300					1,300
1460.100	Testing										
	10 Misc Test & Inspection	1.00 ls	-	-	-	-	2,500				2,500
	Testing						2,500				2,500
1470.100	Winter Conditions										
	10 Winter Conditions	1.00 mo	500.00 /mo	500	7,500.00 /mo	7,500					8,000
	Winter Conditions			500		7,500					8,000
1471.000	Temporary Enclosures										
	11 Close Up Exterior Openings With 2x4 & 1/2" CDX (Install & Remove)	2,000.00 sqft	0.00	0	1.00 /sqft	2,000					2,000
	Temporary Enclosures					2,000					2,000
	160.00 Labor hours										
1471.100	Temporary Fence & Gates										
	10 Temporary 6' Chain Link Fence	500.00 lnft	-	-	-	-	3,500				3,500
	Temporary Fence & Gates						3,500				3,500
1473.000	Temporary Partitions										
	110 Poly Dust Barrier - Boston Barricade	100.00 lf	-	-	10.00 /lf	1,000					1,000
	Temporary Partitions					1,000					1,000
	GENERAL CONDITIONS			87,250		20,400	13,750		7,050	0	128,450
	2,881.00 Labor hours										
	3,120.00 Equipment hours										
2000.000 SITEWORK/DEMOLITION											
2000.001	Demolition										
	10 Demolition LS		-	-	-	-	0				
2110.210	Sitework Sub										
	-sub		-	-	-	-	0				
2740.110	Asphalt Paving - Ton										
	10 Bituminous Paving Machine		-	-	-	-	0				

10-14-1711 Thomas Memorial Library

Project Manager:

Code	Description	Original Estimate	Approved Changes	Total Estimate	Project Manager:		JTD Costs	Remaining Estimate	Pickup/Loss + / -	Reason
					Amount	Profit \$				
		Billed to Date	Original Contract			Profit %				
		Payments to Date	Approved Change Orders							
		Current Balance Due	Revised Contract							
		Retainage Due								
GENERAL CONDITIONS										
1.101	Superintendent	55,900		55,900				55,900		
1.102	Project Manager	23,500		23,500				23,500		
1.104	Admin	3,600		3,600				3,600		
1.110	Foreman	6,400		6,400				6,400		
1.152	Surveying	2,500		2,500				2,500		
1.205	Temporary Phone	1,050		1,050				1,050		
1.210	Temporary Electricity	2,100		2,100				2,100		
1.220	Temporary Heat	8,000		8,000				8,000		
1.235	Temporary Water	300		300				300		
1.301	Temporary Office	2,100		2,100				2,100		
1.305	Temp Storage Trailer	1,800		1,800				1,800		
1.315	Temporary Toilets	1,200		1,200				1,200		
1.320	Temporary Fences	3,500		3,500				3,500		
1.340	General Safety	1,000		1,000				1,000		
1.350	Temporary Interior Partitions	1,000		1,000				1,000		
1.370	Weather Protection	2,000		2,000				2,000		
1.601	Tools and Equipment	1,300		1,300				1,300		
1.705	Progress Cleanup	2,600		2,600				2,600		
1.706	Rent Dumpster	3,000		3,000				3,000		
1.710	Final Cleanup	2,250		2,250				2,250		
1.750	Job Sign	850		850				850		
1.950	Testing	2,500		2,500				2,500		
GENERAL CONDITIONS Totals		128,450*	0*	128,450*	0*	0*	0*	128,450*		
Thomas Memorial Library Totals		128,450*	0*	128,450*	0*	0*	0*	128,450*		