

**INVITATION TO SUBMIT A PROPOSAL FOR
OWNER'S REPRESENTATIVE SERVICES**

March 2023

Cape Elizabeth Schools & Town of Cape Elizabeth

KEY DATES

REQUEST ISSUES	March 30, 2023
**QUESTIONS	April _____, 2023
QUESTION RESPONSES:	Will be responded to as received the final date no later than April 17, 2023
PROPOSAL DUE	April 21, 2023
INTERVIEWS	Week May 1 st
DECISION	Week of May 1st

****** All questions or comments regarding this package must be submitted to the office of the Superintendent _____ via email at _____ 12:00 pm on < DATE >

Proposals will be accepted at the Cape Elizabeth School Departments and the Town of Cape Elizabeth < ADDRESS >, until 2:00 P.M. EST on <DATE>
Please Submit One original, 12 copies of the proposal, and one electronic copy (PDF).

QUESTIONS/COMMENTS/THOUGHTS FOR COMMITTEE:

- Do we need to do a site walk at this stage?
- Full committee will interview (we will need to develop questions.
- Interviews will be a 45 minute presentation and 30 minutes of question

BACKGROUND

Based on the qualifications submitted your firm is being asked to submit a project proposal to provide Owner's Representative services to the Cape Elizabeth School Building Advisory Committee (SBAC).

The Cape Elizabeth School Department has conducted a building needs assessment and has worked with an architectural/engineering firm to develop both concept and schematic design plans for new construction of Pond Cove Elementary School and Cape Elizabeth Middle School and minor renovations of Cape Elizabeth High School. The school bond referendum failed in a November (2022) town vote. Information regarding the previous referendum project may be found at <https://www.cebuildingproject.com/>

Cape Elizabeth Town Council and School Department formed a joint school building advisory committee. The desired outcome of the first stage of work is to develop a solution that will be acceptable to Cape Elizabeth's citizens and that will go to the voters in 2024. To accomplish this, we are seeking an Owner's Representative that will work closely with and guide the SBAC to:

Task 1 - Assess/analyze the extensive work that has been completed to date for our three schools and develop strategies and solution sets for work with an agreed-upon design team,

Task 2 - Identify a design team that will assist in the development of a range of options for the building plan, including the financial impact and benefits of each option,

Task 3 - Continually seek citizen input, and educate and inform the public throughout the process,

Task 4 - Explore funding options and alternative funding sources,

Task 5 - Recommend a building plan for further development and pricing and prepare for referendum submission.

Concurrent with identifying an Owner's Representative the SBAC is seeking services to complete a community survey and is developing a communication strategy to ensure citizens are kept apprised of this very important project.

Below is a link to the presentation materials reviewed at our – March 30, 2023 meeting with candidates.

SCOPE OF SERVICES

Owner's Representative services will include, but may not necessarily be limited to the following:

1. Assistance in the completion of a full analysis of previous work and the development of solution sets to meet the needs of our school infrastructure needs.
2. Development of RFP and selection of design team to bring the solution ideas to conceptual design, pricing, and proposal to the School Board, Town Council, and citizens.
3. The Owner's Representative will work with the SBAC to review proposed designs and provide a total project cost for each of the options, including potential funding sources.
4. Assist with the development and communication of the project that will go to referendum.

MINIMUM AND PREFERRED QUALIFICATION

The Town expects each respondent to meet at least the following minimum qualifications:

1. The owner's representative must have demonstrated experience as an owner's representative or architect in the completion of at least two (2) school construction projects, with a budget of \$50-\$150 million or more, in the last ten (10) years.
2. Preference will be given to demonstrated experience with providing such services in projects with new-school construction or renovation on the site of an occupied school.
3. The owner's representative must have demonstrated experience providing owner's representative or architectural services to multiple public-school districts.
4. The owner's representative must have demonstrated strong owner's representative and project management skills including, but not limited to, analysis of previous work and scenario development, working with architects and engineers to develop 30% schematics, , price cost development, and development of funding alternatives..
5. The selected individual or firm must demonstrate the ability to work collaboratively with towns, school boards, facilities directors, architects and engineers.
6. Demonstrated project experience working with state agencies of education to understand state school construction project guidelines and requirements.

PROPOSAL SUBMISSION REQUIREMENTS

The proposal response package must be organized in the following form and include the following information (missing or incomplete information may be grounds for disqualification). **An**

original proposal, 12 copies of the proposal, and one electronic copy (Adobe PDF) must be submitted.

1. Letter of Interest- The firm/company shall provide a cover letter containing the respondent's interest in providing owner's representative services and any other information that would assist the Cape Elizabeth School Building Advisory Committee in making a selection.

2. Company Information- The firm/company shall provide a brief summary of itself, including the following information:

- Name of company and parent company, if any;
- Name of company primary areas of service;
- Address of principal office and office from which project will be managed.
- Name, address, telephone number, and email address of the principal contact person to receive notifications and to reply to inquiries from the Town and/or the SBAC;
- Legal form of ownership;
- Years engaged in above services under your present name and all prior names by which firm was known.

3. Project Approach

- Describe how you would approach the project,
- Include a high level project plan with associated timeframes,

4. Fee Proposal

Provide a detailed fee proposal and scope of services to bring the project to a referendum. Include

- Staff Hourly Rates - List all staff hourly rates for the project duration
- Staff / Firm Monthly Rates - should schedule exceed beyond current planned duration
- Reimbursable items
- List items that will be requested as reimbursable on top of fee. All reimbursement expenses shall be at the actual expense incurred by the Owner's Representative without markup.

5. Current Projects

List all public sector Owner's Representative Projects that your firm is currently involved with, and the estimated value of each. Include state of completion and contact person.

6. Workload Statement-

Provide details on your firm's current and future workload and ability to provide this project the attention we feel it requires between now and the scheduled completion date.

7. Conflict of Interest

Please identify any potential conflicts of interest and disclose any connection to school, town or other entities associated with the project.

EVALUATION CRITERIA

The SBAC will consider the following factors, among others, in evaluating responses: experience, references, capabilities, past performance, price, qualifications, the ability to clearly articulate approach and overall quality, thoroughness, and responsiveness to the requirements as stated.

SELECTION PROCESS

The School Building Advisory Committee will evaluate proposals as follows:

1. Proposal Evaluation - completeness
2. Presentation (45 minutes) – project approach and other items stated in the submission requirements above.
3. Interviews (30 mins) – question and answers before the SBAC