

# **REQUEST FOR PROPOSAL DESIGN / ARCHITECTURAL Services**

## **I. INTRODUCTION**

The Town of Millinocket (Owner), a municipality located at 197 Penobscot Ave, Millinocket, ME is soliciting bids/Proposals from Design / architectural teams to plan and design a new FBO building for the Millinocket Municipal Airport (MLT).

## **II. PROJECT DESCRIPTION**

The current FBO building is located at 152 Medway Road, Millinocket, ME. The need for a new FBO building is due to significant energy and use-of-space inefficiencies, non-compliance with ADA regulations, and substantial renovations required of the existing building. The project will need to strongly consider energy efficiency, use of space as a multi-functional building, and incorporating local history and resources (use of locally-sourced material and recognition of historical and social elements of the community). More details can be found in section V of this RFP.

Design must meet FAA, local, county, state and other federal requirements.

## **III. PREPARATION OF PROPOSALS**

Envelopes containing Proposals shall be labeled as stated on cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

Name and location of project.

Name and address of bidder.

Addressed to Town of Millinocket Sustainability Subcommittee.

Submit proposal digitally to: [manager@millinocket.org](mailto:manager@millinocket.org), also copying [airport@millinocket.org](mailto:airport@millinocket.org) and [publicworks@millinocket.org](mailto:publicworks@millinocket.org).

## **IV. PRE-QUALIFICATION**

To be considered as eligible to submit a Proposal, bidder must have demonstrated prior experience in building design in accordance with applicable codes, standards, rules and regulations.

Bidder must have experience in energy efficiency and FAA regulations.

## **V. SCOPE OF WORK**

The following are requirements that must be included in the design: conference room, pilots lounge, two sets of bathrooms (one set for private use and other set for general public), storage closets for maintenance and general office storage, office for airport supervisor, a ticketing area that can double as event space and offer other potential uses of the space, baggage area, room(s) that can be used as TSA security areas in anticipation for future growth, secured seating area. The specifics of these requirements will be discussed in greater detail in collaboration with Airport Supervisor and Airport Manager following the award of bid.

The finished designed product must include 3-D, full-color renderings of new FBO building design, including all interior rooms and all exterior angles. In addition, the design must include the current mapping of the airport to provide reference of where the new building will be located. Also to be included is a detailed list of intended materials, projected energy rating involving heating/cooling sources, and projected savings to the town in the form of grants, credits, rebates or other funding sources that may result from the building design.

If satisfied with completed product, Owner has the right to extend services with awarded bidder for further engineering and design services to be specified in a separate agreement.

## **VI. FORM OF PROPOSAL**

Proposals must consist of the following information in the order indicated below:

Cover letter stating interest in project with signature of duly authorized principal.

Technical qualifications.

Experience with similar projects.

Experience of key staff personnel.

Explanation of interest of project as it relates to the Bidders long-term plans within the municipality.

Cost of services breakdown in accordance with Section V Scope of Services.

## **VII. ACCEPTANCE OR REJECTION OF PROPOSAL:**

The Owner reserves the right to reject any and/or all Proposals. Owner also reserves the right to waive any information and technicalities in bidding. Contract will be awarded on the basis of four factors which are described below by the Sustainability Subcommittee. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. Owner reserves the right, however, to award contract to its best interest.

Price = 5 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 5 Points. Points will be awarded on the basis of prior experience in performing similar work produced; technical and financial resources in designing municipal or public buildings; experience of team.

Long-term Interests in Millinocket = 5 Points. Points will be awarded on the basis of intended interests of the bidder to remain active within the community post-award. This may include, but is not limited to, long-term interest in locating offices and/or facilities in the town; providing local jobs; sponsoring local events or organizations.

Energy Efficiency = 5 Points. Points will be awarded based upon prior experience with energy-efficiency and the intended energy efficiency standards of the design.

### **VIII. GENERAL INFORMATION**

Bid Proposals will be received at the aforementioned email addresses until September 22, 2020 at 5PM. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened publicly by the Sustainability Subcommittee within three weeks of the due date.

The Owner shall announce the successful bidder on or before 90 days from the final date of receipt of proposals.

Bidders should carefully review the pre-requisites for bidding which will be adhered to when interviewing the bids. Bids will be evaluated to determine the bidder that is responsive to the solicitation and is most advantageous to the Owner, price, capacity, experience, and other factors considered.