



Wabanaki Public  
Health & Wellness

REQUEST FOR PROPOSAL (RFP)  
**Mezzanine Buildout Project – Phase 1**

Wabanaki Public Health & Wellness

16 Central St

Bangor, Maine 04401

[tmartin@wabanakiphw.org](mailto:tmartin@wabanakiphw.org)

**RFP ID: RFP 2024-050**

**Date: 12/6/2024**

**QUESTION SUBMISSION DEADLINE:** 12/16/24 by 2 pm  
**PROPOSAL SUBMISSION DEADLINE:** 12/27/24 by 2 pm

Questions may be submitted in written form to:

**Contact Name:** Thomas Martin  
**Contact Address:** 16 Central Street  
Bangor, Maine 04401  
**Telephone Number:** 207-692-6837  
**Email Address:** [tmartin@wabanakiphw.org](mailto:tmartin@wabanakiphw.org)

### **A. ORGANIZATIONAL BACKGROUND**

Established in 1996, Wabanaki Public Health and Wellness has been dedicated to community-based prevention work to respond to the unmet health needs within and across Wabanaki communities. Wabanaki Public Health and Wellness serves the Wabanaki tribes of Maine: Mi'kmaq Nation, Houlton Band of Maliseet Indians, Passamaquoddy at Pleasant Point, Passamaquoddy at Indian Township, and Penobscot Nation. Our mission is to provide community-driven, culturally centered public health and social services to all Wabanaki communities and people while honoring Wabanaki cultural knowledge, cultivating innovation, and fostering collaboration. Wabanaki Public Health and Wellness' values include inclusivity, balance, and cultural centeredness. Wabanaki traditions, language, and culture guide our approach and describe the ways we live in harmony with each other and the land we collectively share.

### **INTRODUCTION**

Wabanaki Public Health & Wellness invites and welcomes proposals for **Mezzanine Buildout Project - Phase 1**. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

### **B. PROJECT BACKGROUND**

#### **PROJECT OBJECTIVE**

The objective of this project is to convert storage space on the Mezzanine into two offices and a block of **bathrooms** and an egress corridor for safety.

#### **PROJECT AND LOCATION**

The project associated with this RFP is located at 16 Central Street, Bangor, ME

#### **PROJECT CONTACT INFORMATION**

For questions or information regarding Bid submission, contractual needs, invoicing, or payments contact:

**Name:** Tom Martin  
**Title:** Director of Facilities, Innovation & Support  
**Email:** [tmartin@wabanakiphw.org](mailto:tmartin@wabanakiphw.org)

### **C. PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification is:

- I. Convert a Storage room into two offices.
- II. Build a bathroom facility on the Mezzanine to support these offices
- III. Incorporate an egress corridor for these two offices
- IV. Install/improve mechanical and other disciplines such as HVAC/electrical and plumbing to support these spaces.
- V. All work must conform to current building codes and finished to a level that requires finish paint to complete.
- VI. A plan provided by WBRC is included with this RFP. Please review in its entirety and submit questions as specified above.

An addendum shall follow to clarify questions and offer a mechanical scope.

Printed sets of Drawings and Specifications may be purchased from Print Bangor, 80 Central Street, Bangor, Maine Tel 947-8049. Contractors requesting paper copies by mail must make arrangements for mailing and payment directly with Print Bangor. No partial sets will be issued.

TAX EXEMPT STATUS: This contract qualifies for tax exempt status. The tax exempt number is available at the Owner's office.

### **D. RFP & PROJECT TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

Contract Term will be January 1<sup>st</sup>, 2025 through to May 31<sup>st</sup>, 2025

<u>EVENT</u>	<u>DATE</u>
Bid Documents Available	Monday December 9, 2024 – 10:00am
Mandatory Prebid Meeting/Site Visit	N/A-Schedule Walkthrough
Deadline for RFIs	Tuesday December 16, 2024 - 2:00pm
Response to RFIs	Friday December 20, 2024 - 2:00pm
Final Addendum	Monday December 23, 2024 - 2:00pm
Bids Due	Friday December 27, 2024 - 2:00pm
Notice of Award	On or about Tuesday, December 31, 2024
Construction Start Date	TBD
Preconstruction Conference	TBD
Substantial Completion	14 weeks after Construction Start
Final Completion	16 weeks after Construction Start

## **E. PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Wabanaki Public Health & Wellness shall award the contract to the proposal that best accommodates the various project requirements. Wabanaki Public Health & Wellness reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **PRE-BID**

**A formal pre-bid will NOT be held. Please schedule a time to walk the site with the Director.**  
[tmartin@wabanakiphw.org](mailto:tmartin@wabanakiphw.org)

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Wabanaki Public Health & Wellness offices at 16 Central Street no later than 2:00 pm EST on December 27<sup>th</sup>, 2024 for consideration in the project proposal selection process. Proposals will be opened and reviewed privately. Proposals may be mailed or emailed to [tmartin@wabanakiphw.org](mailto:tmartin@wabanakiphw.org).

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline will be reviewed and evaluated based on the information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Wabanaki Public Health & Wellness reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed

6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Maine (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Proof of Liability Insurance.
12. Bid on attached Bid Form.

**Financial Information**

- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

## Bid Form:

- A. Proposal of \_\_\_\_\_ (hereinafter called "BIDDER"), organized and existing under the laws of the State of Maine, doing business as \_\_\_\_\_\*. To the \_\_\_\_\_, (hereinafter called "OWNER").
- B. In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all WORK for the construction to \_\_\_\_\_, in strict accordance with the BIDDING AND CONTRACT DOCUMENTS prepared by WBRC, within the time set forth therein for the following prices:

Bidders shall include the following allowance(s) in their Bid:

Allowance No. 1: T.B.D

Allowance No. 2: T.B.D

Allowance No. 3: T.B.D

TOTAL OF BASE BID                  Dollars \$ \_\_\_\_\_

\* Insert "a corporation", "a partnership", or "an individual", as applicable.

- C. By submission of this BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.
- D. BIDDER hereby agrees to commence WORK under this contract on or before a date to be specified in the NOTICE TO PROCEED and to be Substantially Completed 14 weeks after Construction Start and Fully Completed 16 weeks after Construction Start.
- E. We, the undersigned, confirm the receipt and consideration of the following addenda prior to the submittal of our proposal. We have included the work called for in these addenda in our proposed price.

Addendum

No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum

No. \_\_\_\_\_ Dated \_\_\_\_\_

- F. The undersigned agrees, if this proposal is accepted to sign a contract and deliver it, along with the bonds and affidavits for all insurance specified within twelve (12) calendar days after the

date of notification of such acceptance, except if the 12th day falls on a Saturday or Sunday, then the conditions will be fulfilled if the required documents are received before 12 o'clock noon on the day following the holiday, or the Monday following the Saturday or Sunday, and as a guarantee thereof, herewith submits a bid bond as required. This Bid includes the cost of 100% performance and payment bonds.

- G. Any material or materials not specified in the bidding document but worthy of consideration may be introduced by the bidder by a separate letter attached to this Proposal. A cost comparison must be included giving the comparison with the Material specified and the reason for the suggested substitution. The basic bid shall be as specified.
- H. The prices stated in this proposal will be held for a period of 45 days from the date of bid opening, and if authorized to proceed within that period, we agree to complete the work covered by this proposal at the prices stated herein.
- I. The General Contractor will provide the following information:

Name of Project Manager that will be assigned to this project, & Number of Years with the Firm:

\_\_\_\_\_

Name of Job Site Superintendent that will be assigned to this project, & Number of Years with the Firm:

\_\_\_\_\_

- J. DISPOSAL METHODS: This bid includes all costs associated with disposal of all debris, all trash, all removed items (not to be salvaged) and all other wastes generated by this project. Such items shall be disposed of in legally approved disposal sites.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
License number (if applicable)

\_\_\_\_\_

SEAL - (if BID is by a corporation)