



Cultivating the Health of Our Communities

Wabanaki Public
Health & Wellness

Wabanaki Public Health and Wellness
6 Central Street
P.O. Box 1356
Bangor, ME 04401

RFP #: **2025-053 IFP**

Date: **April 4, 2025**

INVITATION FOR PROPOSAL

Dear Recipient,

Wabanaki Public Health and Wellness (WPHW) would like to extend this Invitation for Proposal (IFP) to your firm and is seeking Proposals for:

Renovation Project at 41 Penobscot Avenue, Millinocket, Me

You will find the details of the requested services attached to this document and on our website, [Procurement | Wabanaki Public Health and Wellness \(wabanakiphw.org\)](https://www.wabanakiphw.org). Contractors are welcome to view the property or call and ask questions. Please schedule at time to allow for that. If you prefer a site walk thru, please contact Thomas Martin at tmartin@wabanakiphw.org to set up a meeting.

WPHW will receive Proposals at 6 Central Street, PO Box 1356, Bangor, Maine 04402, or via email at contracts@wabanakiphw.org by the end of day on **4/18/2025**.

Bids not received by WPHW by the indicated deadline will not be opened nor considered.

Bids will NOT be opened publicly, but will be opened by the Contracts team and evaluated thereafter.

WPHW requires the project to be completed in **60** calendar days from the date of contract signing.

Sincerely,

Wabanaki Public Health and Wellness
contracts@wabanakiphw.org

Thomas Martin
Director of Facilities, Innovation and Support
tmartin@wabanakiphw.org
207-692-6837



The following narrative identifies project details and the scope of work for **RFP #2025-053 IFP**

Project: **RENOVATION PROJECT**

Address: **41 Penobscot Avenue, Me, 04430**

Owner: Wabanaki Public Health & Wellness, 6 Central Street, Bangor, ME 04401

Description of the Project: **Renovate 1st Floor to ADA friendly space, ADA bathroom, reconfigure walls and new flooring. Install bathroom on 2nd Floor.**

Below is a categorical breakdown of all the requested work elements. Please fill out and submit the bid tab below. In addition, please see the supplemental documents, which contain the current design and layout of the property. Please see the plans/Specifications provided for reference.

Disclaimer: The contractor will be responsible for providing all materials specified in the attached request unless otherwise noted.

Project Specifications:

1) **41 Penobscot Avenue**

a) **Work on 1st Floor**

- i) **Demolition-carpet, internal walls, etc.**
- ii) **Install window and Entrance door at internal Wall**
- iii) **Build internal walls**
- iv) **Expand 1st Floor Bath to be ADA compliant**
- v) **Reconfigure hall to accommodate ADA friendly rooms**
- vi) **Install new carpet tiles/LVT floors in Bathroom/Kitchen/Halls on 1st floor**
- vii) **Include all demo, disposal and cleanup**

Standard construction means and methods shall be applied in areas not otherwise noted or detailed.

b) **2nd Floor**

- i) **Demolition for new Bathroom Door**
- ii) **Close in old door.**



- iii) **Convert room to a bathroom**
- iv) **LVT Floor and install fixtures for full bathroom**
- v) **Fixtures for this room are already there.**
- vi) **Include all demo, disposal and cleanup**

Standard construction means and methods shall be applied in areas not otherwise noted or detailed.



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1) Description of the Process:

- a) WPHW will publicly publish (website) and/or solicit proposals for this IFP.
- b) Each proposal will be in the proposed format (Attachment A).
- c) WPHW will announce the selected contractor via a Notice of Award.
- d) WPHW will send a contract to the selected contractor.

2) WPHW understands that supply chain issues may occur, and calendar days may be adjusted as necessary.

Scheduled Activities:

DATES	SCHEDULED ACTIVITY
4/04/2025	Publication of IFP on the WPHW website
4/18/2025	Deadline for Proposals- End of Day
4/21/2025	Evaluation of Proposals
4/22/2025	Notice of Award
4/22/2025 through 4/25/2025	Contract Elaboration and Execution
4/29/2025	Commencement of Service
60 Calendar Days	Expected Finish date

3) SCOPE OF SERVICES / PROJECT APPROACH

The WPHW intends to select a Contractor based on team qualifications, fees, and proposed schedule to become an integral part of the project team.

The Contractor **will be required** to provide a Certificate of Insurance meeting the minimums of the attached COI.

The proposal shall be in accordance with the requirements outlined in this document and formatted per Attachment A.

4) Cost of the Work

- a) The cost of the work shall include all foreseeable work items required to deliver a complete and functional project.
- b) General Conditions: The Contractor’s general conditions should be included in his bid prices, such as the project support group functions, including accounting, human resources, scheduling, estimating, or other off-site personnel. These staff costs are included in the contractor’s fee and are not reimbursable.
- c) Savings: To the extent the actual cost of the work may be reduced through the course of design refinement, procurement, and construction and to the extent there may be unspent contingency at the end of the project, then these funds (“savings”) shall revert entirely to the benefit of the WPHW. There shall be no shared savings compensation to the contractor.
- d) Change Orders: The cost of the work line-item values is commensurately fixed through refined scope definition and procurement commitments. As appropriate, to keep the cost of the work scheduled values current, any changes or transfers shall be substantiated, accounted for by change order, and subject to the approval of both the contractor and WPHW.



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- e) Schedule of Values: See Proposal form.
- f) Payment Procedures: Progress payments will be processed in accordance with the agreement between WPHW and the Contractor.

5) Scoring.

Proposals will be reviewed, and the award will be based on the following criteria:

- a) Company Experience and Personnel Qualifications
- b) Licenses and Insurance
- c) Timeline of project
- d) Competitive Price

Wabanaki Public Health will select a Contractor based on a combination of the above requirements.

Wabanaki Public Health reserves the right to negotiate services and prices.

Please e-mail or mail the proposal no later than **4/18/2025** by the end of the day to the following address:

Wabanaki Public Health and Wellness
Attn: Grants and Contracts
PO Box 1356
Bangor, Maine 04401

contracts@wabanakiphw.org



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ATTACHMENT A

PROJECT SPECIFIC DETAILS

RFP #2025-053 IFP

Pay items & Descriptions

1) **Interior Renovations**

- a. **A walk through must be coordinated to view the needs of the facility.**
- b. **The repairs required use general construction materials. Lead times should not be a factor.**
- c. **The goal is to make an ADA friendly work/living space on the ground floor.**
- d. **The work will be coordinated with a Heat Pump project**
- e. **Building is vacant and work can start immediately.**
- f. **Owner will provide colors and samples of Flooring and Paint.**

2) **Pay will be Lump sum**

Standard construction means and methods shall be applied in areas not otherwise noted or detailed



BID TAB

Base Bid: RFP #2025-053 IFP

RENOVATION PROJECT

41 Penobscot Avenue, Millinocket, Me

Contractor Name: _____

Date: _____

Signature of Bidder: _____

Due Date: 4/18/2025 by the end of Day

This will not be a public Bid opening. Please submit bids via email to contracts@wabanakiphw.org or PO Box 1356, Bangor, ME 04402. The project bid is to be reviewed and awarded within two weeks, and awarded bidder can start work immediately upon contract execution.

	<i>Amount</i>	<i>Unit</i>	<i>Price Per</i>	<i>Total</i>
1. Renovate 1st Floor	1	LS		
2. Install door and bathroom fixtures on 2nd Floor	1	LS		
Please write your total out in words: _____		Total	\$	
Add Alternate:				
	1			
Please write your total out in words: _____		Total	\$	



FORMAT FOR PROPOSAL

**Upon Award, the following may be required:
The following information may be required of the successful contractor.**

- 1) Section 1.0 – Executive Summary
 - a) Provide a summary of this project's experience, qualifications, and expertise and a proposal summary.
- 2) Section 2.0 – Company Description & Proposed Project Team
 - a) Firm
 - i) Identify the firm's name and address of its principal office.
 - b) Organization
 - i) Specify the type of organization (partnership, corporation, or other), the year established, and the contractor's license number. State the years the firm has been involved in ongoing work in the project's locality.
 - c) Contact Office
 - i) State the size and adequacy of the firm's contact office to perform the proposed work. List the disciplines represented by your staff and any areas of specialized expertise.
 - d) Personnel Qualifications
 - i) List specific personnel proposed for the project team and their time commitment. Indicate each individual's project assignment, role, or area of responsibility.
 - ii) Provide resumes for Superintendent and Foreman, explicitly stating the experience and qualifications of individual personnel with references for each.
 - iii) Indicate the experience of proposed personnel on projects of similar type and scope and any experience working together as a team.
 - e) Work with Own Forces
 - i) Indicate which elements of the work the firm can and plans to perform with its forces.
 - f) Proof of Insurance Coverage
 - i) Provide a current Certificate of Insurance addressing coverage per the requirements.
 - ii) provide lost runs prepared by your firm's insurance carrier(s) for claims within the past five years.
 - g) Financial and Bonding Qualifications
 - i) Demonstrate bonding capacity with current and projected (during the term of this



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project) work volume. Provide evidence from your bonding company that all required bonds can be secured.

3) Section 3.0 – Project Experience

a) Volume and Capacity

i) Confirm the capacity of the firm to maintain diligent and expeditious progress on this Project.

b) Local Knowledge

i) Indicate the firm's familiarity with the government, codes, ordinances, and standards of the jurisdictions governing the Project and with the labor market in the location of the Project.

c) Specific Project List

i) Indicate the specific experience and competence of the firm in comparable projects of similar complexity and scope. List projects in the Town of Millinocket.

4) Section 4.0 – Project Administration

a) Hourly Rates and detailed final price bid.

b) Project Management Techniques

i) Describe the standard project management techniques and systems your company uses to manage your projects. Include reference to scheduling, WPHW communications and meeting minutes, constructability reviews, quality control techniques, Building Information Modeling (BIM), construction field changes, change management, change order cost tracking, and user interaction.

c) Claims

i) Explain what your company does during a project to attempt to prevent claims. Has your firm been involved in mediation, arbitration, or litigation in the past five years? If so, describe the circumstances and the outcomes.

d) Safety

i) Describe your firm's safety programs and any specific safety concerns you have about this project. Provide your company's EMR rate for the past five years.

e) Equipment Rental Rates

i) Provide a schedule of rental rates proposed for any contractor-owned equipment which may be charged to the project.



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SCHEDULE A

Plans/Photos



SCHEDULE B

16 Central Street, P.O. Box 1356, Bangor, ME,04401
tmartin@wabanakiphw.org • www.wabanakiphw.org



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Copy of COI