



Cultivating the Health of Our Communities

## Wabanaki Public Health & Wellness

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

RFP #: 2024-001 Rev 3

Date: 09/02/25

### REQUEST FOR PROPOSAL

Wabanaki Public Health and Wellness (WPHW) is seeking proposals for renovation of an existing building at 40 Oxford Street, Millinocket, ME 04462. Qualified general contractors are encouraged to submit a proposal for construction for this project.

WPHW will receive proposals at 75 Washington Ave #3A, Portland, Maine, 04101 or via email at [RCasey@smrtinc.com](mailto:RCasey@smrtinc.com) no later than 4PM EST on 09/26/2025.

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

WPHW requires the project to be completed in 270 calendar days from the date of contract signing.

**The following narrative identifies project details and the scope of work RFP #2024-001 Rev 3.**

Project: 40 Oxford Street, Millinocket, ME 04462

Owner: Wabanaki Public Health & Wellness, PO Box 1356, Bangor, Maine 04401.

Required Work: Construction and Renovation

Description of the Project:

The project goal is to renovate the former VFW building at 40 Oxford Street into a Recovery Home. The existing building consists of a single-story, approximately 4,648 square feet wooden structure with a basement and full foundation.

The project includes:

- Renovation of the first floor to create individual rooms for living spaces, bedrooms, and bathroom spaces on the first floor.
- Renovation for future finished basement; including foundation wall repair, bathroom upgrades, and preparatory work for future fit-up.
- Roofing improvements.
- Improving ADA compliance by adding a new external ingress and egress ramp and

P.O. Box 1356, Bangor, ME, 04402  
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Cultivating the Health of Our Communities

## Wabanaki Public Health & Wellness

accommodations for a future lift to and from the basement. Lift pricing, as described as Alternate 1 on GI002, must be included in the base bid.

- Replacement of HVAC systems and life safety systems.
- Renovation of a commercial kitchen.
- Site improvements include select demolition, new pavement, grading, replacement of utility services and associated work.
- Installation of a residential sprinkler system (Add Alternate).

The scope of work is anticipated to require, but is not limited to, the following trades:

Demolition, earthwork, concrete, exterior framing and siding, interior framing and drywall, roofing, glazing, doors/frames/hardware, HVAC, plumbing, electrical, waterproofing, paving, insulation, painting and finishes, casework, and associated efforts. HVAC, plumbing and electrical will be a design-build approach.

Prospective contractors are encouraged to review all contract documents for this project including construction drawings, specifications and other materials provided by the Owner. The contractor will be responsible for providing the Work as specified in the contract documents, including all labor, materials, and equipment necessary to complete the Work. Qualified contractors shall prepare the enclosed bid tab and submit as indicated.



## Wabanaki Public Health & Wellness

### 1) Process:

- a) WPHW will publicly publish this RFP.
- b) Each bid proposal shall be provided in the format outlined Bidding Requirements (Attachment A).
- c) WPHW will announce the selected contractor via a Notice of Award.
- d) WPHW will establish a construction contract with the awarded contractor.

### Schedule:

DATES	SCHEDULED ACTIVITY
09/02/2025	Public release of RFP
09/16/2025 at 10AM EST	Pre-Bid Walk-thru (non-mandatory)
09/19/2025 at 4PM EST	Deadline for Request for Information
10/17/2025 at 4PM EST	Deadline for Proposals
10/24/2025	Notice of Award (Anticipated)
11/07/2025	Notice to Proceed (Anticipated)
08/10/2026	Contract Completion Date

### 2) SCOPE OF SERVICES / PROJECT APPROACH

It is the intent of the WPHW to select a Contractor based on team qualifications, prepared bid tab, and proposed schedule to become an integral part of the project team. Prospective contractors should submit a description of qualifications for similar work completed in the past five years, applicable licenses and insurance, and a proposed construction schedule for evaluation.

**The Contractor will be required to provide a performance and material and labor payment bond for the project.**

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

Services: The Contractor shall participate in the process as an integral member of the project team and shall engage subcontractors as appropriate to the various trades in order to execute a smooth and efficient project.

### 3) Cost of the Work

- a) The cost of the work shall include all foreseeable work items required to deliver a complete and functional project. Where the documents indicate a system, Contractor shall carry all of the appropriate fasteners, sealants and accessories to complete that system.
- b) General Conditions: The Contractor's general conditions should be included in the bid price, 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.



Wabanaki Public  
Health & Wellness

- d) Change Orders: The cost of the work line-item values is commensurately fixed through a process of 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. A maximum change order markup of 10% is allowed.
- e) Schedule of Values: Provide Schedule of Values with Proposal.
- f) Payment Procedures: Progress payments will be processed in accordance with the agreement between WPHW and the Contractor.

4) Scoring.

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

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

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. The contractor will be expected to provide a performance and payment bond upon Notice of Award.

Please e-mail or mail the proposal no later than 10/17/2025 by 4PM EST to the following address:

SMRT Architects & Engineers  
Attn: Rebecca Casey  
75 Washington Ave #3A  
Portland, ME 04101  
[RCasey@smrtinc.com](mailto:RCasey@smrtinc.com)

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Cultivating the Health of Our Communities

Wabanaki Public  
Health & Wellness

## INVITATION TO BID

RFP #2024-001 Rev 3

09/02/25

Dear Recipient,

Wabanaki Public Health and Wellness would like to extend this Invitation to Bid (ITB) for the recently posted Request for Proposal (RFP) #2024-001 Rev 3. Wabanaki Public Health and Wellness is seeking quotes for contractor services at 40 Oxford Street, Millinocket, ME 04462. Details for the requested services can be found at the website, [Procurement | Wabanaki Public Health and Wellness \(wabanakiphw.org\)](https://www.wabanakiphw.org/procurement). Please contact Rebecca Casey at SMRT, [RCasey@smrtinc.com](mailto:RCasey@smrtinc.com), for more information.

Sincerely,

Wabanaki Public Health and Wellness



**BIDDING REQUIREMENTS**

**The following information is required of the successful contractor.**

1) Section 1.0 – Executive Summary

- a) Provide a summary of experience, qualifications, and expertise for this project as well as 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 number of years the firm has been involved in ongoing work in the locality of the project.
- 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 along with their time commitment to the project. Indicate the project assignment, role, or area of responsibility of each individual.
  - ii) Provide resumes for Superintendent and Foreman, specifically 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 in working together as a team.
- e) Work with Own Forces
  - i) Indicate which elements of the work the firm is capable of and plans to perform with its own forces.
- f) Proof of Insurance Coverage
  - i) Provide a current Certificate of Insurance addressing coverage per the requirements.
  - ii) Also, provide lost runs prepared by your firm's insurance carrier(s) for claims within the past 5 years.
- g) Financial and Bonding Qualifications
  - i) Demonstrate bonding capacity with current and projected (during the term of this project) work volume. Provide evidence by your bonding company that all required



Wabanaki Public  
Health & Wellness

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 familiarity the firm has 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 your standard project management techniques and systems which 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.

5) Section 5.0 – Additional USDA Forms Required for Bid Completion – See Schedule A - Attachments

- i) USDA Bid Form RD 1942-A, Guide 19, Attachment 3



Cultivating the Health of Our Communities

Wabanaki Public  
Health & Wellness

- ii) USDA Bid Bond RD 1942-A, Guide 19, Attachment 4
- iii) USDA Compliance Statement; Form RD 400-6
- iv) USDA Certification Regarding Debarment; Form AD-1048
- v) Lobbying Certification; 1940-Q, Exhibit A-1
- vi) Notice to Proceed – RD Guide 19, Attachment 8
- vii) Notice of Award – RD Guide 19, Attachment 7
- viii) Payment Bond – RD Guide 19, Attachment 5
- ix) Performance Bond – RD Guide 19, Attachment 6





Wabanaki Public  
Health & Wellness

**SCHEDULE A - Attachments**

- 1) Bidding Requirements.
- 2) 00 41 13 USDA Bid Form; RD 1942-A, Guide 19, attachment 3.
- 3) 00 43 13 USDA Bid Bond; RD 1942-A, Guide 19, Attachment 4 (or AIA A310-2010).
- 4) 00 45 36 Compliance Statement; Form RD 400-6; signed by the Contractor.
- 5) 00 45 46 Certification Regarding Debarment; Form AD-1048; signed by the Contractor.
- 6) 00 45 46 Lobbying Certification; 1940-Q, Exhibit A-1; signed by the Contractor.
- 7) A701-2018 with RD Guide 27 Attachment 2
- 8) A201-2017 with RD Guide 27 Attachment 4
- 9) AIA A101-2017 with RD Guide 27 Attachment 3
- 10) Notice of Award – RD Guide 19, Attachment 7
- 11) Notice to Proceed – RD Guide 19, Attachment 8
- 12) Performance Bond – RD Guide 19, Attachment 5
- 13) Payment Bond – RD Guide 19, Attachment 6
- 14) USDA Temporary Sign
- 15) Contract Drawings by SMRT Architects & Engineers, dated 02-07-25, Revision 0, “Phased for Rebid”.