

REQUEST FOR INFORMATION (RFI) COMMERCIAL CONTRACTORS FOR TOWN HALL RECONFIGURATION

1. INVITATION:

The Town of Scarborough is soliciting Statements of Qualifications from qualified contractors interested in providing construction services for the reconfiguration of the Town of Scarborough's Town Hall on its main level. Qualified contractors with relevant experience are encouraged to submit. The purpose of the process is to identify the most qualified respondents. Following analysis of the responses to this Request for Information, contractors will be invited for interviews conducted by an evaluation committee with one or more contractors being selected for a subsequent invitation to bid (ITB). The contractors ultimately awarded a contract by the Town will provide afore mentioned services as directed by the Town of Scarborough.

This RFI is available on our website (<http://www.scarborough.me.us/townhall/purchasing/openbids.html>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207) 730-4089, or kmathern@ci.scarborough.me.us

Please continue below for the complete Request for Information (RFI) document.

2. RESPONSES:

The response to this Request for Information (RFI) shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than **August 20th, 2007 at 3:00pm.**

3. PROJECT DEFINITION:

A. Project Description

Tax and Excise Office Area Renovation

The Town of Scarborough is planning to re-organize and renovate the Tax Office, Excise Office and customer waiting area on the main floor of the Scarborough Municipal Building at 259 US Route One, Scarborough, Maine. We would like to improve customer service by providing a "one stop shopping" for our customers. These two offices would be combined into one larger service area with a central customer counter. Our objective will be to improve the flow of customers by servicing them at one counter thereby reducing the amount of time a customer waits in line. A waiting room for the tax and excise customers would be created. The customers would no longer have to stand in the main hallway. Additionally, the mailroom, file cabinets and other workstations would be relocated within the renovated area to provide greater security and improved access. The total square footage of this renovation will be approximately 2000 SF. The scope of work will include rough and finish carpentry, electrical and mechanical renovations, new and existing finishes, and relocating existing furnishings.

B. Project Projected Schedule

The schedule is as follows:

Issuance of RFI – On or before July 16th, 2007

Receipt of Contractor Responses – August 20th, 2007 by 3:00pm

Review of Submittals – Week of August 20th, 2007

Short List to be interviewed – TBD

Issuance of ITB to Short List – Week of September 3rd, 2007

Deadline for bid submittal – Week of September 24th, 2007

Issuance of Award – Week of October 1st, 2007
Commence Construction – December 2007
Substantial Completion – April 2008

4. SUBMITTALS

Contractors are to formulate responses to the attached AIA Document A305-1986 “CONTRACTOR’S QUALIFICATION STATEMENT.” Five (5) copies should be submitted; included in these copies should be one (1) unbound original. Contractors are permitted to attach any additional sheets to the AIA document as necessary.

Submittals shall be delivered to the following addressee at the following address before August 20th, 2007 at or before 3:00pm:

Request for Information (RFI) 01-2008/Town Hall Reconfiguration
Attn: Keith Matherne, Purchasing Agent
259 US ROUTE ONE
PO BOX 360
Scarborough, ME 04070-0360

Late submittals will not be accepted.

5. RESERVATION OF RIGHTS

A. The Town of Scarborough reserves the right to reject all submissions, decline to proceed with selection of any candidates, to request additional information, and to make inquiries as may be necessary to verify qualifications.

B. Nothing in this document shall require the Town of Scarborough to proceed with any of the identified services.

6. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

A. This RFI including any attachments can also be obtained from the Town of Scarborough’s web site at <http://www.scarborough.me.us/townhall/purchasing/openbids.html>

B. The Town of Scarborough reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Town's best interest to do so.

C. An RFI pre-submittal conference will not be held. The Town welcomes questions on or before **TBD** regarding this solicitation. Questions should be emailed to:

Keith Matherne, Purchasing Agent
kmathern@ci.scarborough.me.us