

REQUEST FOR INFORMATION (RFI) COMMERCIAL CONTRACTORS FOR LIBRARY RENOVATION

1. INVITATION:

The Town of Scarborough and Scarborough Public Library is soliciting Statements of Qualifications from qualified contractors interested in providing construction services for the renovation of the Scarborough Public Library. 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 may 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 and Library will provide the afore mentioned services as directed by the Town of Scarborough and Scarborough Public Library.

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 as described in Section 4 and quantity and at the location as is provided in this Request. The response must be submitted no later than **October 29th, 2008 at 3:00pm.**

3. PROJECT DEFINITION:

A. Project Description

Scarborough Public Library Renovation

Remove and replace existing sheathing, interior and exterior trim, insulation and all windows. Replace all exterior doors including the main entrance door and side lites. Repaint all interior gyp board surfaces including the ceilings. Repaint/stain entire exterior of building. Extend existing acoustical ceiling tile into new administration space. Remove part of the existing interior walls around the administration area. Add new walls to allow for additional workstations, a printer/sorting room and a sorting and storage area for books on loan. Adjust lights, mechanical ducts and sprinkler heads for new space. Add custom millwork for efficient sorting and storage of materials and books. Remove lower door and window of the conference room. Remove brick site walls and foundations. Remove and replace brick signage to new location. Extend electric utilities and install new ground mounted spot lights. Replace existing wooden ramp on north side of building with concrete ramp/walk. Remove existing wooden ramp on east side of building and replace with concrete landing.

B. Project Projected Schedule

The schedule is as follows:

Issuance of RFI – On or before October 13th, 2008

Receipt of Contractor Responses – October 29th, 2008 by 3:00pm

Review of Submittals – Week of October 29th, 2008

Issuance of ITB to Short List – November 3rd, 2008

Deadline for bid submittal – December 5th, 2008
Issuance of Award – December 8th, 2008
Commence Construction – January 6th, 2009
Substantial Completion – May 2009

4. SUBMITTALS AND FORMAT

Contractors are to formulate responses to 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 address before October 29th, 2008 at or before 3:00pm:

Attn: Keith Matherne, Purchasing Agent
RFI 062008
259 US ROUTE ONE
PO BOX 360
Scarborough, ME 04070-0360

FAXED and/or EMAILED submittals will not be accepted
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 **October 28th, 2008** regarding this solicitation. Questions should be emailed to:

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