



## **Town of York, Maine Request for Qualifications Historic Restoration Contractor**

The Town of York is accepting "Statement of Qualifications" from General contractors experienced in historic restoration, for the Exterior Restoration of the Buildings and Tower at Cape Neddick Light Station "Nubble Lighthouse", in York, Maine. The scope of work will be to restore the exterior of the Keepers House, Tower, and Out Buildings, in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

The restoration will include but not be limited to; repair of the exterior woodwork and siding, roof repairs, repair and repointing of brick masonry, structural repairs, exterior painting of wood structures and cast iron lighthouse tower, and repairs to the tower.

The complete RFQ can be picked up at the Parks and Recreation Office, 200 US Route 1, York, Maine, on-line at [www.yorkparksandrec.org](http://www.yorkparksandrec.org) or can be emailed upon request by calling 207-363-1040. All questions related to the RFQ shall be directed to Michael Sullivan, Parks and Recreation Director: (phone) 207-363-1040 or (email) [msullivan@yorkmaine.org](mailto:msullivan@yorkmaine.org).

**Statement of Qualifications will be accepted until Thursday, August 10th, 2017 at 2:00 PM** at the York Parks and Recreation Office, 200 US Route 1, York, Maine. It is the Town's intent to select a contractor, who in their opinion, is best suited and qualified for the project. Once selected the contractor will work with the Town to define the scope for "phase 1" of the project and submit a cost proposal. After evaluation and successful negotiations the Selection Committee will make a recommendation for award and execution of a contract. The Town reserves the right to accept or reject any proposal deemed unreasonable or not in the best interest of the Town.





**Request for Qualifications  
Historic Restoration Contractor  
Exterior Restoration Cape Neddick Light Station**

**PURPOSE OF REQUEST**

The purpose of this Request for Qualification (RFQ) is to solicit qualifications from general contractors experienced in historic building restoration for the Exterior Restoration/Rehabilitation of the buildings and tower at Cape Neddick Light Station “Nubble Lighthouse” in York, Maine. The proposed restoration/rehabilitation of Cape Neddick Light Station is referred to as the “Project.” The term “Responder” as used in this document is a general contractor.

The Project Manager for the Project is:

Michael Sullivan, Parks and Recreation Director  
186 York Street  
York, Maine 03909  
207-363-1040 (Office)  
[msullivan@yorkmaine.org](mailto:msullivan@yorkmaine.org)

The Town of York will use a two-step process to select a general contractor with which to execute a single prime contract for phase one of this Project. These two steps follow:

(1) The RFQ represents the first step in the process. After evaluating the materials submitted for qualifications, the Town will conduct interviews and select a contractor who, in their opinion, is best suited and qualified for the project. It is not the intention of the Town to receive Project specific recommendations as part of this RFQ. Responders should limit their submittals to the information required and requested in this RFQ and other relevant information regarding qualifications and experience.

(2) Once selected the Project Manager will work with the Contractor to define the scope of phase one of the project. The guideline for work to be performed is the Conditions Assessment Report and specifications prepared by the Groundroot Preservation Group and attached hereto. It will be the responsibility of the Contractor to review the specifications and modify as necessary to insure that work is in accordance with the Secretary of Interiors Standards for the Treatment of Historic

Properties. The Contractor will be required to work with the Maine State Historic Preservation Office (SHPO) to gain approvals for work to be performed. Once the scope and specifications have been defined the Contractor will prepare and submit a cost proposal. After evaluation and successful negotiations the Selection Committee will make a recommendation for award and execution of a contract. The Town reserves the right to accept or reject any proposal deemed unreasonable or not in the best interest of the Town.

## **OVERVIEW**

The Project consists of the exterior restoration/rehabilitation of the Keepers House, Tower and Out Buildings at Cape Neddick Light Station in York, Maine. The work to be completed in this Project includes the actions described in the SCOPE section which is included in this document.

## **SCOPE**

The scope of work of the Project will be to restore/rehabilitate the exterior and structure of the Keepers House, Tower and Out Buildings at Cape Neddick Light Station, in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The guideline for work to be performed is the Conditions Assessment Report and specifications prepared by the Groundroot Preservation Group and attached hereto. The restoration/rehabilitation will include, but not be limited to the following activities;

1. Repair of exterior woodwork and siding
2. Roof repairs
3. Repair and repointing of brick masonry
4. Structural repairs / keepers workshop
5. Exterior painting of wood structures
6. Exterior painting of cast iron lighthouse tower
7. Tower repairs / iron railings

The Town of York desires to have phase one of the exterior restoration/rehabilitation completed by **November 10<sup>th</sup>, 2017**.

## **Submittal Format**

Responses to the RFQ must be submitted by the date and time listed in the "Proposed Schedule" in this RFQ. Responses should address each of the following categories in the same order as listed below. The responder may wish to include additional information.

### **A. Qualifications, Related Experience and References of the Contractor**

This section of the proposal should establish the ability of the contractor to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in services to be provided; strength and stability of the company; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references. The Contractor shall:

1. Provide a brief profile of the Company and briefly describe the companies experience in performing work of a similar nature to that solicited in this RFQ. Include experience with historic preservation and familiarity with the Maine State Historic Preservation Office (SHPO) and their standards for preservation work.
2. Identify any proposed subcontractors by company name, address, contact person, telephone number, email and project function. Describe contractors experience working with each subcontractor.
3. Provide a minimum of three references for related experience, and furnish the name, title, address, telephone number and email of the person(s) at the client organization who is most knowledgeable about the work performed.

#### **B. Proposed Staffing and Project Organization**

This section of the proposal should identify key personnel assigned to manage the services. The Contractor shall:

1. Identify key personnel proposed to perform the work and identify and describe any subcontract work proposed to complete the task.
2. Include a statement that key personnel will be available to the extent proposed for the duration of the project.

#### **C. Project understanding and Work Plan**

The Contractor should provide a narrative, which address the scope of work and shows the contractors understanding of the Towns needs and requirements.

1. Contractor should clearly state that he understands that the Conditions Assessment Report and Project Specifications prepared by the Groundroot Preservation Group are a guideline for the work to be performed and confirm that it will be the responsibility of the contractor to work with the project manager to develop the scope and work schedule for “phase one” of the project.
2. Contractor should clearly state that It will be his/her responsibility to review the specifications and modify as necessary to insure that work is in accordance with the Secretary of Interiors Standards for the Treatment of Historic Properties.

3. Contractor should acknowledge that it will be his/her responsibility to work with the Maine State Historic Preservation Office (SHPO) to gain approvals for work to be performed.

## **QUALIFICATIONS EVALUATION**

The Sohier Park Committee will serve as the Selection Committee to review the RFQ responses. The criteria shown below will be considered in determining the Proposer's qualification score. The maximum points for each evaluation category will be as follows:

Management Experience and Approach 25%

Experience of Key Individuals 20%

Understanding of the Project 20%

References 20%

Availability to meet project schedule 15%

Maximum Score 100

## **SELECTION**

Based upon the scoring, the selection committee will determine which responder will be selected to submit a cost proposal for this project.

## **GENERAL INFORMATION**

The Town of York reserves the right, at its sole discretion, to either proceed no further with the Project RFQ process, or to re-advertise in another public solicitation.

The Town of York reserves the right to accept or reject any and all responses and/or discontinue the selection process at any time prior to contract execution.

The Town of York assumes no liability and will not reimburse costs incurred by firms (whether selected or not) in developing responses to this RFQ.

The Town of York reserves the right to request or obtain additional information about any and all responses to the RFQ. The Town may also issue addenda to the RFQ which will be provided to all RFQ holders.

## **PROPOSED SCHEDULE**

The Town of York anticipates the following schedule for the Project:

Advertise RFQ: **July 25, 2017**

Deadline for Submittal of six (6) printed copies of Qualifications package: **August 10<sup>th</sup>, 2017**

Announcement of company selected: **August 29<sup>th</sup>, 2017**

RFQs must be submitted to Town of York, Parks and Recreation Department at the following address:

**York Parks and Recreation Department**

Physical address: 200 US Route 1  
York, Maine 03909

Mailing Address: 186 York Street  
York, Maine 03909

The full submittal package must be labeled on the outside with the following: **“RFQ for General Contractor for the Exterior Restoration of Cape Neddick Light Station”**

Responses must be received before **3:00 p.m. (EST), August 10, 2017**. Any materials delivered after the appointed time will not be accepted. It shall be the responder’s responsibility to ensure the timely receipt of their response documents. Questions regarding this (RFQ) must be in writing and shall be directed to Michael Sullivan, Parks and Recreation Director, via e-mail [msullivan@yorkmaine.org](mailto:msullivan@yorkmaine.org). Deadline for questions or requests concerning this solicitation is **4:30 p.m. (EST), August 4, 2017**. Answers to questions will be provided by **4:30 p.m., August 7, 2017**.