

**Town of Old Orchard Beach, Maine  
NOTICE OF REQUEST FOR PROPOSALS  
MASONRY REPAIR & WATERPROOFING  
OLD ORCHARD BEACH FIRE DEPARTMENT**

October 21, 2011

The Town of Old Orchard Beach is soliciting proposals for masonry repair and waterproof sealing of the Fire Department facility. Selection of a successful respondent will be based upon an evaluation of factors set forth in the Request for Proposals Document that is attached. Responses including all of the required submissions must be forward to the following address:

The Town Manager's Office  
Town of Old Orchard Beach  
One Portland Ave.  
Old Orchard Beach, Maine 04064

The deadline to respond is Thursday, November 17, 2011 at 3 p.m., local time. Any responses received after this time may be considered non-responsive and may not be considered at Town of Old Orchard Beach's sole and exclusive discretion. Bids will be publicly opened in the Town Hall Council Chambers on Friday, November 18, 2011 at 10:00AM. Description of the project is on our website – [www.oobmaine.com](http://www.oobmaine.com).

## **I. PROJECT DESCRIPTION**

The Fire-Rescue Building located at 136 Saco Avenue experiences rainwater infiltration through the existing walls. The project would involve restoration of crumbling masonry mortar, caulking where necessary and sealing with a Alkoxysiloxane damp proofing sealant. The project will not commence until the spring of 2012 but the contract will be awarded as soon as practical.

## **II. OBJECTIVE OF THE REQUEST**

The objective of the request is to select a highly-qualified, full-service, experienced professional installer with an established record of successful installations.

This Request for Proposals document does not define any contractual relationship between the selected respondent and the Town of Old Orchard Beach or obligate the Town of Old Orchard Beach to follow a set selection process. Any binding agreements between the Town of Old Orchard Beach and the successful respondent will be through a formal written agreement (contract) after the Town of Old Orchard Beach Town Council has made its selection.

## **III. SUBMITTAL REQUIREMENTS**

### **A. Cover Letter.**

A cover letter shall be provided which succinctly explains the firm's interest in the project. The letter must contain the name, address and phone number of the firm and the name of the principal person who will lead the team. The cover letter shall bear the signature of the person having proper authority to make a formal commitment acting as the legal agent of the firm.

### **B. General Firm Information.**

A concise description of the firm should be included, which describes the professional services typically provided by the firm. Resumes of the key individuals to be assigned to the project should also be included.

### **C. Evaluation and Selection Criteria**

Respondents should address each of the evaluation criteria listed and provide specific examples of projects undertaken that demonstrate qualifications:

**1. General Approach to the Project:** Provide a short narrative or other form to describe the firm's approach to the project and provide examples of the firm's proposals concerning cost control for this particular project. A description all

products associated with the project w/ installation specifications must be provided.

**2. Experience:** Each firm will be evaluated based on its overall experience and ability to perform the work.

**3. Estimated Cost:** Cost to provide these services for this project, including hourly rates, if applicable, based on similar projects performed in the past. The installer is responsible for providing all associated equipment such as lifts, scaffolding etc. This information must be provided in the proposal.

The estimate shall be broken down into the following sub categories and options:

Subcategory 1; Restoration clean exterior masonry using a combination of restoration detergents and pressure washers.

Subcategory 2; On a spot point basis, cut to 3/8" depth or to sound mortar all deteriorated block mortar joints and re-point with mortar matching the existing as closely as possible.

Subcategory 3; Clean and caulk all sash and door perimeter joints with a high grade elastomeric sealant.

Subcategory 4; Apply a wet-on-wet saturation coat of Alkoxsiloxane damp proofing or equivalent. Window glass and metal will be covered prior to damp proofing.

Subcategory 5; Clean up and dispose of spent debris properly.

**5. Practices and Procedures:** The firms' installation techniques, experience with the installation of the proposed materials must be consistent with the manufacturer's specifications.

**6. References/Familiarity with the Town of Old Orchard Beach:** References may be requested by the Town and must be provided if requested prior to the award.

#### **IV. METHOD OF AWARD**

The Town of Old Orchard Beach will review all proposals and may request respondents to supplement initial proposals with additional written material. The Town may, in its discretion, interview some or all of the respondents. The Town of Old Orchard Beach may perform any other review as it deems prudent in its selection process.

The Town of Old Orchard Beach reserves the right to choose the respondent that demonstrates the best ability to fulfill the project in the Town's sole discretion. The successful respondent will be chosen based on the qualifications, selection criteria evaluation, possible interview, and any other criteria determined necessary by Town of Old Orchard Beach.

The respondent selected will be given a right to negotiate an agreement acceptable to the Town. In the event that an agreement satisfactory to the Town cannot be reached, the Town reserves all rights to enter into negotiations with one or more of the remaining respondents. The successful respondent shall commence with the waterproofing project only after execution of an acceptable contractual agreement and agreed to date in spring of 2012.

## **V. OLD ORCHARD BEACH GOVERNMENT RIGHTS**

The Town of Old Orchard Beach reserves the right to reject all or portions of any or all responses, to waive irregularities and technicalities, to re-advertise, or to proceed with the waterproofing project otherwise, in the best interest of Town. The Town of Old Orchard Beach may, at its sole discretion, modify or amend any and all provisions herein. The Town of Old Orchard Beach will not pay for any information herein requested, nor is it liable for any costs incurred by any responses hereto.

The Town of Old Orchard Beach reserves the right to extend the Request for Proposals date if needed. All changes and/or clarifications will be posted on the Town's website at [www.oobmaine.com](http://www.oobmaine.com).

## **VI. INSURANCE REQUIREMENTS**

Prior to the commencement of performance, the successful firm / joint venture shall furnish to the Town of Old Orchard Beach a certificate of insurance for workers' compensation and professional liability with limits of not less than \$1,000,000.00

## **VII. INQUIRIES**

Any questions related to this request must be directed to the Town of Old Orchard Beach Town Manager's Office, Attention:

John Glass/Fire-Rescue Chief  
([jglass@oobmaine.com](mailto:jglass@oobmaine.com))

Written inquiries must be made with a subject line reading: Town of Old Orchard Beach Fire Department waterproofing project RFP. Questions answered verbally will be followed up by written addendum at the sole and exclusive discretion of the Town of Old Orchard Beach; oral representations shall have no effect.

## **VIII. SUBMISSION PROCESS**

Firms interested in performing the services requested must submit one (1) hard copy of the proposal to the Town Manager's Office, Attention:

Town of Old Orchard Beach;  
One Portland Ave,  
Old Orchard Beach, ME 04064;

Fire Department Waterproofing Project

The electronic copy must be identical to the hard copies. The deadline to respond is Thursday, November 17th, 2011 at 3 p.m., local time. Any responses received after this time may be considered non-responsive and may not be considered at Town of Old Orchard Beach's sole and exclusive discretion. Bids will be publicly opened in the Town Hall Council Chambers on Friday, November 18, 2011 at 10:00AM.