



Request for Proposals: Office Improvements

Owner: Raise-Op Housing Cooperative	Contact: Craig Saddlemire
Address: 145 Pierce Street, Office 102, Lewiston, ME 04240	Phone: 207-200-1596
Work Site: 145 Pierce Street, Lewiston, ME	Work Period: 8/9/21 - 10/31/21

Summary: The Raise-Op Housing Cooperative is a resident-owned housing corporation. We are seeking quotes for improvements to our office, to include the installation of a new mechanical ventilation system, subdividing of existing bathroom into two bathrooms, and installation of new flooring. **Submissions are due by 5pm, Friday, July 30th.**

Timeline

1. 7/16/21 - RFP Issued
2. 7/23/21 - Site walk-through at 2:30pm
3. 7/23/21 - Any changes to scope added as addendum to RFP
4. 7/30/21 - Submissions due by 5pm

Existing Conditions: The building is a single-story office constructed in 1939, separated into two office spaces with a shared bathroom. Building was renovated in 2016 with all new drywall and drop-ceiling, electrical systems and fixtures. Owner has no knowledge of lead paint hazards or asbestos in the building. Given age of building, lead paint is assumed to exist on any painted surfaces that pre-date 2016 renovation (mostly encapsulated by new walls and ceilings). There is one reception area, two meeting rooms, two private offices, one bathroom, and one corridor. Total area is approximately 1,500 sqft. There is a large basement with brick chimney leading to roof that is currently not in use. The building uses 3 heat pumps for primary heating and cooling, with electric baseboard as backup. There is no existing ventilation system, except for double-hung windows. Throughout the work day, the building has a minimum of 2-5 people in it at one time, and upwards of 20 - 30 people during a large meeting or event, which may happen once per week.

Scope of Service

1. Ventilation
 - a. Furnish and install a 300 cfm mechanical ventilation system with heat recovery to serve offices and bathrooms in a manner consistent with industry standards for such a space.
 - b. Ventilation unit shall be installed in basement and may utilize existing office closet and chimney as chase for intake and exhaust for system.
 - c. All ductwork should be rigid except for 2' from grill to reduce sound transmission.
 - d. All openings to interiors and exteriors should be well sealed, and all openings to exteriors should be well insulated so as to reduce loss of heat or passage of pests or dust from inside walls.



- e. Furnish and install all necessary materials and ductwork.
- f. Ventilations system installation should be coordinated with bathrooms and flooring to reduce disruption to use of office, but need not be completed within the exact same period as those items.

2. Bathrooms

- a. Subdivide existing bathroom into two bathrooms according to attached design.
- b. Move wall separate rear office closet and bathroom to allow for bathroom width of 3'4".
- c. Shared Bath closer to side entrance and Tenant office shall be to ADA standards.
- d. Add new doorway to ADA bathroom that faces shared hall.
- e. Add new doorway to end of Raise-Op Hall that is locking and keyed alike to Raise-Op office. Doorway should be sufficiently weather-stripped to prevent airflow around door when closed. Install additional framing and finished drywall and baseboard around door as needed, finish paint white, semi-gloss.
- f. Rewire ceiling lights in Raise-Op Hall to be switch operated from Raise-Op meeting room and separate from Tenant office switch for the Shared Hall light.
- g. Both bathrooms must include standard items, sink, toilet, ceiling light, GFCI outlet, ventilation, mirror, toilet paper holder, paper towel dispenser, vinyl cove base, baseboard radiator and thermostat.
- h. ADA bathroom must include countertop with sink.
- i. Paint new walls to match existing color and sheen.
- j. Install new flooring to match and/or re-use existing flooring.
- k. Furnish and install all necessary materials and bathroom fixtures, re-use existing fixtures to greatest extent possible.
- l. Seal openings to reduce transfer of heat, pests, or dust from walls.
- m. Bathrooms must be completed within an agreed upon 2-3 week period once construction begins to reduce impact to Tenant.

3. Floors

- a. Install new VCT flooring in Tenant office meeting area, closet, reception area, and private office, approximately 700 square feet total.
 - i. Owner will supply VCT tile at OWNER's expense and will not count towards allowance total. Other materials used in installation will be furnished by Contractor.
- b. Wax-seal VCT flooring with VCT-appropriate product.
- c. Replace two damaged baseboard radiators in central Tenant Office meeting room with new baseboard radiators to match existing radiators. Style of radiator should prohibit children from being able to easily open radiator and expose interior wires.
- d. Repair, replace, or paint white any baseboard that is damaged or removed during floor installation.
- e. Repaint white any distressed interior paint surrounding the bay windows at the front of the Tenant Office. No visible flaking paint upon completion.



- f. Floors must be completed within same period as bathrooms once construction begins to reduce impact to Tenant.
4. Obtain and pay for all required permits from City of Lewiston.
 - a. Any additional design costs required by City for permitting purposes will be paid by Owner directly and will not count towards allowance total.
5. Demolish and dispose of any materials necessary to complete project.
6. Clean work site.
7. Conduct final walk-through to verify work is completed.
8. Release Owner of all liens placed by Contractor, if any, on products installed.

Product Specifications

1. Products must be high quality and durable.
2. Bathroom faucets must be certified to not contain lead.
3. Ventilation unit and ventilation installer must be approved by Owner before installation.

Qualifications and Submission Materials

1. Experience with managing small commercial renovation projects of similar scope.
2. Commercial liability insurance (attach with quote).
3. Contractor is not debarred or suspended from federal funding (provide DUNS #).
4. Knowledge of code and permitting process in Lewiston.
5. Use Maine-licensed professionals for all items that require such licensing by law.
6. Two examples of comparable projects completed.
7. Equal Employment Opportunity Policy (submit with quote).
8. Rate sheet for Contractor's employees for this project (submit with quote).
9. Other supporting documentation that Contractor would like to provide.
10. Subcontractors are not required to be specified at time of proposal submission.
11. Submit this RFP signed and complete with requested attachments by email no later than 5pm on Friday, July 30th, 2021, to craigs@raiseop.com.

Compensation and Contract Type

1. Project will be contracted as cost + fixed fee. Contractor's overhead and profit must be stated as a fixed fee, and will be paid at completion of project. Cost to contractor for materials, labor, and subcontractors will be paid upon invoicing and inspection of work. Invoices must itemize materials, labor, and subcontracted work separately, and must state hours worked and corresponding rate for labor. Labor rates for subcontractors do not need to be itemized on invoices.
2. Contractor must attach proposed rates for labor to be performed by Contractor's employees for all services within scope of work. These rates should not include the profit and overhead included in fixed-fee. Labor rates for subcontractors do not need to be supplied at this time.



3. Contractor has a total allowance of \$33,000 to complete project, including the fixed fee for profit and overhead. Project must be completed within the \$33,000 allowance. Contractor exceeds this allowance at their own risk and expense.
4. Contractor may propose a modification to the total allowance with this submission for Owner's consideration, and this will be factored into the contract award.
5. Contractor must propose a fixed fee amount *not to exceed* \$6,000 to cover profit and overhead for project. This amount will be paid upon final walkthrough to inspect and verify project completion. Contractor will not receive any portion of fixed fee that exceeds overall allowance of \$33,000.
6. Any change orders for items outside of this scope that are due to Owner's decision must be agreed to by both parties and will include a fee of 15% of cost to Contractor for labor, materials, or subcontracted work. The fixed-fee shall not change as a result of change orders.
7. Contractor's work must be warrantied for 1 year.
8. Invoices should exclude sales tax, as Raise-Op is 501c3 tax exempt.

Conditions for Federal Funding

This project is utilizing CDBG funding from the Maine Department of Community and Economic Development. Attached Exhibit A are conditions that apply to the Owner, Contractor and all subcontractors for this project. Contractor warrants that submission of quote is agreement to conform to requirements of Exhibit A, and certifies that Contractor's facilities, and those of sub-contractors, are non-segregated according to Exhibit A section a-4.

Non-Debarment

1. DEBARMENT, PERFORMANCE, AND NON-COLLUSION CERTIFICATION: By signing this Contract, the Contractor certifies to the best of Contractor's knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this Contract:
 - a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
 - b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.



- c. Have not Entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Contractor Selection

1. Contractor will be selected according to highest score: qualifications (90 points), proposed rates (8 points), and 1 point for each company type listed below.
2. Owner reserves the right to not award any contract and/or to re-issue the RFP if Owner is not satisfied with submissions.



Company Type

Are you a women-owned or minority-owned enterprise? Yes No

Are you a Section 3 Enterprise? Yes No

Are you a nonprofit organization? Yes No

Are you a worker cooperative or employee-owned company? Yes No

Contractor Information

Company: _____ DUNS#: _____

Contact: _____ Email: _____

Address: _____ Phone: _____

Project Example 1:

Project Reference: _____

Project Example 2:

Project Reference: _____

Quote and Signature

I propose to deliver the stated scope of work within (check one):

the total allowance of \$33,000,

a proposed total allowance of \$ _____,

and for a fixed-fee of \$ _____. This fixed-fee includes my profit and overhead for this project, and excludes cost of labor, materials, and subcontractor costs. By signing below, I affirm that this quote shall be valid for 90 days.

Signature: _____ Date: _____

By signing below, I hereby accept Contractor's proposal on behalf of Raise-Op Housing Cooperative.

Signature: _____ Date: _____

Subject to CDBG funding, this agreement is not in effect until approved by Maine Department of Economic and Community Development. By signing below, a representative of Maine DECD authorizes the agreement to be effective as of the date signed.

Signature: _____ Date: _____



Exhibit A

STATUTORY REQUIREMENTS. The Grantee shall comply, and require each contractor to comply, with all applicable Federal, State, and Municipal laws, standards, orders, or regulations including without limitation:

a. Nondiscrimination.

1. Title VI of the Civil Rights Act of 1964, as amended, (42 USC 2000d et seq) and the requirements imposed by Regulation (15 CFR Part 8, and 24 CFR Part 1). No person in the United States shall, on the grounds of race, color, religion, sex, handicap, familial status, national origin or sexual orientation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Grantee receives federal financial assistance. The Grantee will immediately take any measures necessary to effectuate this agreement.
2. Rehabilitation Act of 1973, (29 USC 794, 24 CFR Part 8, and Executive order 11914 Section 504). No otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.
3. Equal Employment Opportunity, Executive order 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Chapter 60). The Grantee shall require language prescribed in the rules and regulations of the Secretary of Labor at 41 CFR Chapter 60, to be inserted in full in any construction contract for more than \$10,000 or modification thereof, which is paid for in whole or in part with assistance provided under this agreement.
4. Certification of Non-segregated Facilities as required by the May 19, 1967, Order (32 F.R. 7439) on Elimination of Segregated Facilities, by the Secretary of Labor. Prior to the award of any construction contract or subcontract exceeding \$10,000, the Grantee shall require the prospective prime contractor and each subcontractor to submit the following certification:

By the submission of this bid, the bidder, offeror, applicant, or subcontractor certifies that he/she does not maintain or provide his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control where segregated facilities are maintained. He/she certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she will not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, handicap, familial status, national origin or sexual orientation, because of habit, local custom, or otherwise. He/she further agrees that (except where he/she have obtained identical certifications from proposed subcontractors for specific time periods) he/she will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that he/she will retain such certifications in his/her files; and that he/she will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):



NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES

A Certification of Non segregated Facilities, as required by the May 9, 1967 Order (32 F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted prior to the award of a subcontract exceeding \$10,000 (which is not exempt from the provisions of the Equal Opportunity clause). The Certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

5. The Age Discrimination Act of 1975 (42 USC §6101 et seq). No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
6. Section 109 of the Housing and Community Development Act of 1974 (42 USC §5309). No person in the United States shall on the grounds of race, color, religion, sex, handicap, familial status, national origin or sexual orientation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Title I of the Housing and Community Development Act of 1974 funds.
7. Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u and 24 CFR Part 135). In connection with planning and implementation of any project assisted with CDBG funds and to the greatest extent feasible, opportunities for training and employment should be given to lower-income persons residing within the unit of local government in which the project is located. Contracts for work in connection with the project should be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the same unit of local government in which the project is located.
8. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq. and 24 CFR Part 100); popularly known as the Fair Housing Act, and Executive Order 11063 as amended by Executive Order 12259. It is illegal to discriminate against, and in any way make unavailable or deny a dwelling to, any person because of race, color, religion, sex, handicap, familial status, national origin or sexual orientation in the following activities: sale or rental of housing or residential lots; advertising the sale or rental of housing; financing of housing; provision of real estate brokerage services; and the appraisal of housing. Recipients of federal funds required to administer programs and activities relating to housing and urban development in a manner that affirmatively furthers fair housing.

b. Labor Standards

- ~~1. Davis-Bacon Act as amended (40 U.S.C. 276a — 276a-7 and 29 CFR Part 5). All laborers and mechanics employed by contractors or subcontractors, including employees of other governments, on construction work assisted under this contract,~~



~~and subject to the provisions of the federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.~~

2. Contract Work Hours and Safety Standards Act (40 U.S.C. 327 – 334). All laborers and mechanics employed by contractors or subcontractors shall receive overtime compensation in accordance with, and subject to, the provision of the Contract Work Hours and Safety Standards Act. Contractors and subcontractors shall comply with all regulations issued pursuant to these acts and with other applicable Federal laws and regulations pertaining to labor standards.
 3. Copeland Anti-Kickback Act (40 U.S.C. §276c and 29 CFR Part 3). All workers must be paid at least once a week, and without any deductions or rebates except those permissible.
- c. Title IV of the Lead Based Paint Poisoning Prevention Act (42 U.S.C. §4831 and 24 CFR Part 35).

LEAD-BASED PAINT HAZARDS. The use of any paint containing more than 0.5% lead by weight or for paint manufactured after June 22, 1977 containing more than 0.6% lead by weight, is prohibited from use on any interior or exterior surface in any building being rehabilitated with CDBG funds. Any evidence of a health hazard (cracking, scaling, peeling and loose lead-based paint) must be treated to prevent ingestion of the contaminated Material. Any of the above conditions constitute an immediate or potential hazard and must be corrected using appropriate methods.

- d. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, (42 U.S.C. ch. 61 and 49 CFR Part 24) and as provided by 1. M.R.S.A. ch. 23 requires that activities consisting of acquisition of real property, or acquisition made necessary by CDBG funded activities and/or displacement of families, individuals, businesses, nonprofit organization or firms must provide appropriate compensation.
- e. The National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq); The National Historic Preservation Act of 1966 (16 U.S.C. 470 et seq); and Executive Order No. 11593 (36 FR 8921). The chief executive officer of the Grantee consents to assume the status of responsible Federal official under the National Environmental Policy Act 1969 (NEPA) HUD review procedures, and other applicable provisions of Federal law as specified in 24 CFR 58. The chief executive officer is authorized and consents to accept the jurisdiction of the federal courts for the purpose of enforcement of his responsibilities as an agent of the Grantee. The release of funds for activities in this Agreement is subject to the completion of the environmental review process.
- f. The Flood Disaster Protection Act of 1973 (42 U.S.C. 4106), as amended. The Grantee will fulfill any flood insurance requirements under this Act and any regulations issued there under which may be issued by NOAA.
- g. The Architectural Barriers Act (42 U.S.C. 4151), as amended, and the regulations issued or to be issued there under, prescribing standards for the design and construction of any building



- or facility intended to be accessible to the public or which may result in the employment of handicapped persons therein.
- h. The Clean Air Act, as amended, (42 U.S.C. 1857 et seq), the Federal Water Pollution Control Act, as amended, (33 U.S.C.1251 et seq) and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended from time to time. In no event shall any amount of assistance provided under this Agreement be utilized with respect to a facility which has given rise to a conviction under section 113(c)(1) of the Clean Air Act or section 309(c) of the Federal Water Pollution Control Act.
 - i. Minority Business Enterprises referenced in Executive Order #11625, (24 CFR 85.36 Procurement). Grantees are to give priority to Minority Business Enterprises in purchase of supplies, equipment, construction, and services.
 - j. CDBG Certification. Grantee shall provide any certification required under Sections 104(b), 106(d)(5) or under any other provision of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. ch. 69), including Amendments made by the Housing and Urban Rural Recovery Act of 1983, and shall comply with the terms of such certifications.
 - k. Restrictions on Lobbying: (Section 319 of Public Law 101-121 and 24 CFR Part 87). The Grantee shall comply with Federal requirements regarding government wide restrictions on lobbying.
 - l. Protection of Individuals Engaged in Nonviolent Civil Rights Demonstration. The Housing and Community Development Act of 1974, as amended (42 U.S.C. §5304(i)) requires that each recipient of CDBG Title I funds to adopt and enforce these policies:
 - 1) prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
 - 2) enforce applicable State and Local laws against physically barring entrance to or exit from a facility or location which is the subject of nonviolent civil rights demonstrations within its jurisdiction.
 - m. Anti-Piracy: Subsection 105(h) of the Housing and Community Development Act of 11974 (42 U.S.C. 5305) specifically prohibits the use of CDBG funds to facilitate the relocation of for-profit businesses from one labor market to another if the relocation is likely to result in significant job loss.

“(h) PROHIBITION ON USE OF ASSISTANCE FOR EMPLOYMENT RELOCATION ACTIVITIES. – Notwithstanding any other provision of law, no amount from a grant under section 106 made in fiscal year 1999 or any succeeding fiscal year may be used to assist directly in the relocation of any industrial or commercial plant, facility, or operation, from one area to another area, if the relocation is likely to result in a significant loss of employment in the labor market area from which the relocation occurs.”

