DeStefano & Associates, Inc.
PLANNING • DESIGN • CONSTRUCTION

September 17, 2018

Ogunquit Town Manager
PO Box 875
Ogunquit, ME 03907

Re: Beach Bathhouse Renovations/Construction Project

Dear Committee Members:

DeStefano & Associates, Inc. (DAI) is well suited for execution of this project. We are professional Construction Managers normally hired to manage cost & schedules of projects to be on time and budget.

APPROACH

As your Construction Manager we will manage all phases and aspects of the work. Effectively, we become a member of your team to facilitate preparation of the plan and then to implement the plan. Throughout the process you will have one person to direct information to and receive information from.

We conduct a competitive bidding process for construction services to assure you of the lowest market pricing. The bids are analyzed and presented to you for approval prior to proceeding with awards. Then we coordinate and manage the contracts throughout construction.

FEATURES

Listed below are some of our unique features/benefits;

- A sole source management approach performing like an extension of your staff to provide the resources needed, so that your time is spent efficiently so as not to impact your current business.
- Throughout the project you are provided with status reports on cost, schedule and performance. We operate with transparency and an open book approach.
- Significant experience in organizing and managing projects from concept to occupancy, working with a variety of clients and consultants in a design-build and fast track mode.

2456 Lafayette Road – Portsmouth, NH 03801-5624
603.430.0339 – 603.430.0346 fax
www.destefano-associates.com – email: johnd@destefano-associates.com

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- Standards of practice derived from membership in the CMAA and AIA contract documents.

- Extensive database of sub-contractors in the three States that we work in. (Maine, NH, Mass.).

- Our close proximity.

EXPERIENCE ON SIMILAR PROJECTS

Following is a list of projects managed organized with committees and /or boards. The common thread is the ability to work with groups to achieve budgets without changing design intent. Additional information can be found in our project list. References for each are available.

Temple Israel, Portsmouth, NH-Renovations including new library, classrooms, assembly hall, elevator access.

St. George Episcopal Church, Durham, NH- Renovations to assembly hall, classrooms, mechanical equipment.

St. George Episcopal Church, York, ME- Renovations to assembly hall, classrooms, mechanical equipment.

Trinity Church, York, ME- Preservation of two towers by mitigating water intrusion.

Old York Historical Society, Jefferd's Tavern- York, ME- Dismantling and re erection of a barn for use as classroom and display purposes.

York Public Library, York, ME- New library.

St. Christopher's Church, York, ME- Various renovations including classrooms, lighting, entry improvements.

Kittery Community Center, Kittery, ME- Renovations to classrooms, windows, roofing not done correctly by a previous GC.

Portsmouth Music & Arts, Portsmouth, NH- Renovation of former warehouse into classrooms, studios and a concert room

The Music Hall, Portsmouth, NH- Demolition & reconstruction of space under the auditorium to install new bathrooms, bar and ticket office

The Brickstore Museum- Kennebunk, ME- Multi phased improvements to address structural and drainage issues with the Museum open during all phases.

TEAM

The following entities will be sub-contracted by our company. Each company worked on the latest bathhouse at Long Sands in York. Each company has worked for us on several projects in the past. The services provided are outlined below.

Civil Engineering - Ransom Engineering, Portland, ME

Architect - CWS Architects, Portland, ME

Structural Engineering - Becker Structural, Portland, ME

Plumbing, Heating, Ventilating & Electrical - Bennett Engineering, Falmouth, ME

We will provide detailed experience and portfolio's for each entity at the time of the interview.

FAMILIARITY WITH TOWN & REGION

DAI has completed multiple projects in Ogunquit, York and throughout Maine over the past 20 years. Our consultants are all Maine based who have comprehensive experience with local and state permitting requirements and approvals.

Ransom has current knowledge of the site permit & approval process for this type of project based on the recent York project.

The York Library project was partially publicly funded so the bidding process was conducted by in accordance with public bidding requirements.

REFERENCES

Steve Burns - Town Manager, York, ME	207.363.1000 ext 6021
Lori King -Stonewall Kitchen, CFO, York, ME	207.351.2713
Dr. Robert Chaikin - Temple Israel & SRT, Portsmouth, NH	603.742.4735

COST PROPOSAL

The scope of services and cost summary is listed in the RFP form. (attached)

Clarifications

1.) We have allocated a total of four meetings with the building committee attended by DAI & Architect. Additional meetings will be at additional cost on a T&M basis.
2.) We can not predict the amount of public hearings or level of site permitting until the concept phase is performed. Therefore, none have been included.
3.) We propose to offer our costs as estimates to be finalized in the concept phase

We look forward to working together on this very important project for your town residents and visitors.

Sincerely yours,

John P. DeStefano

President

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Town of Ogunquit, Maine
Request for Proposals
Bathhouse Renovation/Construction Project

Scope of services

The Construction Manager (CM) or General Contractor will provide services in phases as outlined below.

1.) Concept Phase

a. Define the program needs
b. Develop concept sketches
c. Estimate costs
d. Prepare overall schedule
e. Meet with town staff, elected officials and citizens for review and comment
f. Select most favorable option

2.) Design Development

a. Prepare plans and specifications to a 70% level of completion for selected option
b. Interim review meetings as necessary
c. Improve cost estimate with subcontractor participation
d. Refine schedule
e. Meet with town staff, public to review and decide on next step.

3.) Guaranteed Maximum Price (GMP)

a. Complete plans & specs
b. File for local & state permits
c. Finalize cost from subs final bids
d. Develop a GMP

4.) Construction

a. Manage the construction with full time onsite manager
b. Weekly Owner meetings & recording

Contract Terms & Conditions

1.) Contract terms & conditions will be in accordance with AIA 141-2014- Owner/Design Builder

Pricing shall be provided by Phase as outlined below.

1) T&M not to exceed based on two review meetings $ 14,000
2) ~~Fixed~~ cost Est. $ 34,000
3) ~~Fixed~~ cost Est. $ 39,000
4) Cost plus fixed fee
   a) Fees (includes Project Management, OH & P) 6 %
   b) Site management value is based on assumed duration $ 2800 / week