Request for Proposals
Elevator Maintenance/Repair Contractor Services

Request for Proposals

The Midcoast Regional Redevelopment Authority (MRRA) is a governmental agency created by the State of Maine (5 MRSA §13083-G) with the responsibility of implementing the Reuse Master Plans for the Naval Air Station Brunswick (NASB) and the Topsham Annex site.

MRRA is soliciting Requests for Proposals (RFP) from qualified elevator maintenance firms to provide preventive maintenance, repair, and testing for three elevators located on Brunswick Landing in Brunswick Maine. Preventive maintenance and repairs may include, but not be limited to, motors, pumps, safety devices, cables, wiring, controls, brakes, valves, and other various devices. The successful firm will be responsible for providing labor, supervision, materials, equipment, transportation, service, and the shop facilities necessary to perform high quality work.

Background

On April 27, 2006, Maine Governor John E. Baldacci signed into law LD 1957, An Act to Establish the Midcoast Regional Redevelopment Authority (the “Act”). Section 5 MRSA §13083-G established MRRA as a municipal corporation charged with the responsibility to implement the reuse master plans for Naval Air Station Brunswick (NASB) and the Topsham Annex, which are closing as a result of the 2005 Base Realignment and Closure (BRAC).

The mission of MRRA is to lead the redevelopment of Brunswick Landing and the Topsham Commerce Park into a smart-growth-styled, mixed use residential and business community that brings together organizations and individuals to lessen the impacts of base closure by providing opportunities to build new businesses or business expansion. MRRA has crafted a redevelopment plan that builds on both the skills of the workforce in the region and the assets on the base to strategically build and expand targeted industry clusters; specifically - manufacturing and maintenance of aircraft, composite material R&D and manufacturing, higher education, bio-technology, and alternative green energy R&D, manufacturing and services.

MRRA currently owns and manages 664,328 square feet of aviation related facilities in 22 buildings, and 263,109 square feet in 33 industrial, commercial and professional buildings.
Project Goal

MRRA is seeking the services of an on-call elevator service and maintenance contractor to provide consultation, repairs, and preventative maintenance on the three elevators in service at Brunswick landing at this time. The selected firm would have the experience, knowledge, and skill to troubleshoot and repair any issues with equipment, perform preventative maintenance in accordance with local, state and national codes, and provide consultation on any new installations that may take place on property at Brunswick Landing.

This is an indefinite quantity/indefinite delivery contract proposal. As an indefinite quantity/indefinite delivery contract, MRRA expects that work orders will be created and passed along to the selected vendor for work not exceeding $25,000. Projects anticipated to exceed $25,000 shall be put out to public bid or those projects that have grant requirements that would prohibit the MRRA from using this contracting arrangement.

Contract Duration

The duration of the contract will be for three years commencing with contract signing, with two additional one year extension options. Any annual adjustments made during the renewal option years must be submitted by a 90 day written notification before anniversary of the signing of the agreement. These adjustments, if accepted by the MRRA, shall become effective on the anniversary date of the Agreement.

Any annual adjustment amounts during the first three years must be identified in the response to the RFP. The contract is subject to appropriation funding by the MRRA Board of Trustees.

The MRRA may terminate the contract in whole or in part, with or without cause, with a thirty (30) day written notification. Upon termination, the contractor will be paid for all services, labor, and material up to the effective date of the cancellation.

Request for Proposal Process

Section 1: Instructions to Bidders

1.1 Submissions Being Solicited in Fair and Open Process

The Midcoast Regional Redevelopment Authority (“MRRA”) is seeking licensed elevator service and maintenance company for the three elevators in service at this time. Please see section 3.2 for a list of the elevators in service at this time. The qualified firms will assist, as independent contractors, the MRRA with elevator management, maintenance, and repairs to the three elevators in operation at this time.
MRRA is soliciting submissions under this Request for Proposal in a fair and open process. Written submissions in response to this RFP should be submitted to the following:

Midcoast Regional Redevelopment Authority  
Suite 200  
15 Terminal Road  
Brunswick, Maine  04011  
Attention: Josh Breau  
joshb@mrra.us

A pre-bid walk through to view the properties and the equipment to be covered by this agreement will take place on January 6, 2015 at 9:30. This meeting will take place at MRRA’s offices located at the address above and will include a walkthrough of the buildings included listed in section 3.2 of this RFP.

To be considered, please submit three (3) copies of your proposal and qualifications to the above-mentioned address no later than 12:00 p.m. on Friday, January 15 2015. Awards shall be made publicly by an award of bid by the MRRA Board of Trustees at a public meeting. No oral, written or other form of amendment will be accepted by the MRRA after this time, unless requested by the MRRA. The MRRA reserves the right to reject any or all submissions, to waive any requirements of the RFP and to modify or amend, with the consent of the respondent, submissions. All submissions become the property of the MRRA. It is the responsibility of the respondent to monitor the Authority’s website for updates and responses to questions (www.mrra.us).

The preparation of an RFP response shall be at the expense of the respondent. The MRRA will not reimburse firms for any costs associated with the preparation or submittal of a response. By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.

1.2 Contact Information

All questions should be addressed in writing no later than 12:00 pm on January 22, 2016 to:

Midcoast Regional Redevelopment Authority  
Suite 200  
15 Terminal Road  
Brunswick, Maine  04011  
Attention: Josh Breau  
joshb@mrra.us

It is the MRRA’s preference that questions be delivered via email with the subject line titled “MRRA Elevator Maintenance/Repair Bid”.

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1.3 Proposal Format

Responses should include all information requested in Section 4 of this RFP and should also address services listed in Section 3.1 and the selection criteria in Section 1.4. Your response must be placed in a sealed envelope and clearly labeled with the title "Proposal to Serve as Elevator Maintenance/ Repair Contractor Firm for the MRRA" and the firm’s name and business address.

Each proposal must be accompanied by a letter of transmittal not exceeding two (2) pages. The letter must include the full legal name and business address of the firm.

Submissions which, in the sole judgment of the MRRA, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

Submissions should provide a straightforward and concise delineation of the respondent proposal and commitment to satisfy the requirements of the RFP.

1.4 Criteria Used for Basis of Award

Submissions will be evaluated on the basis of experience in providing desired services and the following other factors:

- Professional expertise including accreditation, licensing and/or membership in appropriate professional associations
- Knowledge of the subject matter
- Past performance reputation in the field
- Availability and anticipated ability of the firm to accommodate and successfully provide the requested contracted services on a timely basis
- Availability of personnel and other resources to do the work on the schedule set forth by the MRRA
- Designated professional and support staff and location of office(s)
- Strength of assurances of performance provided
- Financial stability and strength of the submitting firm
- References in general
- Insurance provided
- Fee and compensation proposal. Fees will not necessarily be the sole or determinate factor in determining the most responsible bid.
- Other factors as demonstrated to be in the best interest of the MRRA.

Since the members of the Review Committee shall utilize the criteria set forth above in making an award pursuant to this RFP, you are urged to provide sufficient information on the above criteria to be evaluated in your submission. The Review Committee will present a recommendation to the MRRA Board of Trustees for an award of bid. MRRA reserves the
right to interview the respondents. MRRA is not bound by the lowest cost proposal, but may accept the proposal that is considered the best value for MRRA. MRRA also reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for the MRRA. MRRA also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

1.5 Compliance with Laws

The firm selected shall comply with all applicable federal, state and local statutes, rules and regulations. It should be noted that depending on funding source the Contractor may be required to pay Davis Bacon wages.

1.6 Indemnification

The selected firm shall defend, indemnify and hold harmless the MRRA, its officers, agents and employees from all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the any acts or omissions of the Respondent or any of its principals, employees or agents under this request for qualification or under any agreement executed with the MRRA.

1.7 Conflict of Interest

Firms must identify any conflict of interest that may arise from providing services to the MRRA. The MRRA reserves the right to: 1) disqualify any firm or reject any proposal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented; 2) require the firm to take any action or supply information necessary to remove the conflict; or 3) terminate any contract arising from this solicitation if any such relationship would constitute or have potential to create a real or perceived conflict of interest that cannot be resolved to MRRA's satisfaction.

1.8 Proposal as Public Information and Property of MRRA

The information submitted in each proposal may be subject to public disclosure pursuant to State and Federal law. All Qualifications will become the property of the MRRA.
Section 2: Evaluation of Request for Qualifications and Selection Procedures

2.1 Initial Screening

A screening of all proposals will be conducted to determine overall responsiveness. Proposals determined to be incomplete or non-responsive will be disqualified.

2.2 Evaluation of Submission Documents

Each proposal will be evaluated based upon the requirements of this RFP and the criteria set forth above in Section 1.4. This evaluation process will take into account all items submitted in Section 4 of the RFP. The review will focus on the experience and expertise of the firm in providing services for this type of project. This step of the overall evaluation may include verification of credentials and stated experience. MRRA may require interviews of bidders. A Review Committee will make a recommendation to the Board of Trustees for an award of bid.

Section 3: Scope of Services

3.1 Description of work

MRRA is soliciting Requests for Proposals (RFP) from qualified elevator maintenance and repair firms to provide consultation and a broad range of elevator equipment services and who has the experience, knowledge, and skill to install, repair, alter, or design elevator systems as well as system testing and preventative maintenance for three elevators in service at Brunswick Landing. Preventive maintenance and repairs may include, but not be limited to motors, controls, gears, bearings, brakes, shoes, brushes, windings, coils, contacts, pumps, tanks, piping, valves, elevator emergency phones, lights, and other mechanical parts. The successful vendor will be responsible for providing labor, supervision, materials, equipment, transportation, service, and the shop facilities necessary to perform high quality work. All work should comply with the State of Maine Board of Elevator & Tramway Safety Laws and Rules which references ASME A17.1 2007 (there are some exclusions).

3.2 Description of Properties at This Time

- Hangar 6 2 Pegasus Street Various Tenants
  - State License #EL37062
- Building 200 15 Terminal Road MRRA
  - State License #EL37275
- Building 250 74 Orion Street TechPlace
  - State License #EL37200
Section 4: Submission Requirements (Please respond in as much detail as possible and label/tab sections in order as follows)

4.1 Description of Firm and Capabilities. Provide a history and description of your firm and its capabilities with regards to this RFP. Please identify partnering firms in the RFP proposal.

4.2 Experience. Please summarize your experience providing either to other governmental and/or related agencies. In addition, briefly explain work performed on facilities with state of the art systems and systems at the end of life cycle.

4.3 References. Provide three (3) references which can be contacted during the RFP process indicating the name, contact person, his/her title and address and telephone number for whom you have provided similar services over the past two years. Indicate your role and a list of work completed for such client.

4.4 Conflicts Statement. Describe any existing or potential conflicts of interest your firm might have, or which reasonably might arise, due to your involvement with the MRRA. If no conflicts are expected, then please respond with “No Conflicts”.

4.5 Proof of Insurance. Document and detail your insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services detailed herein and must include, at a minimum, general liability insurance coverage and professional liability insurance coverage.

4.6 Other Information. Please discuss any other factors not mentioned above which you believe are relevant to the MRRA's selection of your firm.

4.7 Fee and Compensation. Please describe method of billing, rate schedules, hourly rates (separate if specific trades have different rates), and overtime rates and travel rates.

4.8 Description of the Proposed Scope of Work. Please provide a detailed scope of work with as much information as required for reviewers of these RFP’s to understand what is included, what is excluded, schedule of service provided, time required to perform service, and any other details required to assist reviewers in understanding the work covered by the RFP.

Please note that some assignments may require compliance with current Davis Bacon Wage Act of 1931. All federal government construction contracts, and most contracts for federally assisted construction over $2,000, must include provisions for paying workers on-site no less than the locally prevailing wages and benefits paid on similar projects.