



Brunswick Landing Realty Development Corporation
Request for Proposal (RFP)
Oversight and Management of Composite Layup Facility and Spray Booth
Proposal Due Date: October 6, 2017

The Brunswick Landing Realty Development Corporation (BLRDC) is seeking proposals from qualified persons to manage and oversee a composite layup facility and spray booth.

To be considered, three (3) copies of the proposal must be received by the **TechPlace Director at TechPlace, 74 Orion Street, Brunswick, Maine 04011 by 5:00 PM on Friday, October 6, 2017. Envelopes shall be clearly marked “Oversight and Management of Composite Layup Facility and Spray Booth”**. Proposals received after that time and date shall not be accepted. No e-mail or facsimile proposals shall be accepted.

BLRDC reserves the right to accept or reject any or all proposals, parts thereof, and to further make modifications as it deems in the best interest of BLRDC. It also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained within this request for proposals.

To find the complete RFP, please visit: <http://mrra.us/about/rfpsjobs/> All additional questions shall be directed to Kristine Schuman, BLRDC’s TechPlace Director. Responses from BLRDC that substantially alter this RFP will be issued in the form of a written addendum to all those who have contacted BLRDC with a formal initial expression of interest. All proposals submitted shall remain open to acceptance for thirty days from their opening.

Introduction

The Brunswick Landing Realty Development Corporation is a subsidiary of The Midcoast Regional Redevelopment Authority (MRRA). MRRA is a municipal corporation and a public instrumentality of the State created by statute 13 MRSA §13083-G. The purpose of the MRRA is to implement the reuse plans for the former Naval Air Station Brunswick (NAS Brunswick) and the Annex Facility in Topsham. The authority is governed by an eleven-member board of trustees.

Scope of Services

BLRDC is seeking proposals from qualified persons to provide management and oversight to the Composite Layup Facility and Spray Booth located at TechPlace, 74 Orion Street, Brunswick, Maine.

We believe the following to be the scope of work, but will consider additional options.

- Develop protocols for users of the Layup Facility, including, but not limited to: equipment usage, administrative controls, safety protocols, material handling, material storage, hazardous and non-hazardous waste stream, spray booth operation, and personal protective equipment (PPE)
- Create and maintain a plan for users setting forth standard operating procedures, care of equipment, PPE and work practices capable of protecting users from any hazards presented by use of Layup Facility. Plan may be amended from time to time
- Monitor of the Layup Facility equipment, including, but not limited to, creating schedules for annual inspections, ISO certification for equipment, validation, and any other audits that are required or deemed necessary
- Oversee Material Safety Data Sheets documentation
- Ensure regular cleanings of the Layup Facility workspace
- Monitor disposal of any chemicals or materials in the Layup Facility
- Ensure that protective equipment is available and in working order
- Provide regular, formal housekeeping inspections, including routine inspections of emergency equipment

Compliance with Laws

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

The terms and conditions contained in this request for proposals (RFP), in addition to the awarded person's response, will serve as the contract for this engagement.

The selected bidder shall perform the required services as an independent contractor, and shall have and maintain complete control over all of its employees, agents, and operations.

The bidder selected under this RFP will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and/or insurance that may be required by BLRDC, any local or regional governmental agency, the State of Maine, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

Costs incurred in the preparation of responses to this RFP are the sole responsibility of the applicant.

BLRDC reserves the right to:

1. select or reject any firm that it deems to be in the best interest to accomplish the project specified;
2. accept on one or more items of a submission, all items of a submission or any combination of items;
3. discontinue the selection process at any time prior to the awarding of a contract and/or
4. waive defects and informalities of the submissions.

Indemnification

The selected bidder shall defend, indemnify and hold harmless BLRDC, 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 BLRDC.

Communications in Reference to this RFP

Any communication in reference to this RFP should be made in writing or e-mail and directed to:

Kristine Schuman, TechPlace Director
TechPlace
74 Orion Street
Brunswick, Maine 04011
E-mail: kristines@mrta.us

All questions or requests for clarification regarding this RFP must be submitted in writing or by e-mail no later than 5:00 p.m., Friday, September 29, 2017. Written questions and responses to the written questions will be posted at <http://mrta.us/about/rfpsjobs/> on the date provided in the procurement calendar. **Verbal questions will not be accepted.**

All notifications, releases, amendments to this RFP will be posted at the above website.

Procurement Calendar

Issuance of RFP: Sunday September 24, 2017

Posting of RFP: On or before Sunday, September 24, 2017

Pre-Bid Site Visit: 3:00 P.M., Wednesday, September 27, 2017

Deadline for Written Questions: 5:00 P.M, Friday, September 29, 2017

Posting of Responses to Written Questions (estimated): On or before 5:00 P.M., Monday, October 2, 2017

Proposals Due: (Eastern) Friday, October 6, 2017 on or before 4:00 P.M.

Bid Opening: Friday, October 6, 4:00 P.M.

Notification of Award (estimated): October 11, 2017

Contract Start Date (estimated): December 1, 2017

Proposal Requirement

Bidders responding to this RFP must submit three (3) copies of the proposal to the **TechPlace Director, TechPlace, 74 Orion Street, Brunswick, Maine 04011 by 4:00 PM on Friday, October 6, 2017. Envelopes shall be clearly marked “Oversight and Management of Composite Layup Facility and Spray Booth “.** No oral, written or other form of amendment will be accepted by BLRDC after this time, unless requested by BLRDC.

Bidders submitting qualifications must respond in writing to all requirements of this RFP. No e-mail or facsimile proposals shall be accepted. Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any

additional, relevant information may be included with the submittal requirements. Failure to provide the requested information may be cause for the bid to be deemed non-responsive and may result in disqualification.

BLRDC 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 BLRDC. It is the responsibility of the respondent to monitor the Authority's website for updates and responses to questions (<http://mrra.us/about/rfpsjobs/>)

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 BLRDC.

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

Please prepare a letter or proposal that responds to the following:

1. Bidder shall provide a cover letter indicating its understanding of the requirements relating to this Request for Proposal. The letter must be brief and formal and provide information regarding the bidder's interest in and ability to perform the requirements of this RFP. A person who is authorized to enter into an agreement with BLRDC must sign the letter. Please include all contact information.
2. Bidder shall provide a description of its capabilities, including company name, company address, company phone number, company fax number and Internet address as well as a brief company history to include:
 - a. Years in business under present name
 - b. Any business name changes and the reason for the change(s)
 - c. Number of full-time employees
 - d. Name and address of each office location and location of the office from which this contract will be managed
 - e. Names, titles, and brief resumes of professional staff members who will be involved in this project, the experience each possesses and the location of the office from which they work. In addition, please provide Maine State License numbers for all licensed professionals.
 - f. Company trade organizations / associations / affiliations
 - g. Description of the person's philosophy
3. Bidder shall provide at least three (3) specific examples which demonstrate its experience with a wide range of composite technologies.

4. Bidder shall submit at least three (3) references from entities who can attest to its experience as it relates to the services requested under this solicitation. BLRDC reserves the right to verify the bidder's experience and references. Bidders are responsible for ensuring contacts are aware they are being used as references. The three (3) references must be able to be contacted during the RFP process so please indicate 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 the work completed for such client.
7. Provide a fee structure for the full range services envisioned under this contract.
8. Describe any existing or potential conflicts of interest you might have, or which reasonably might arise, due to your involvement with BLRDC. Bidders must identify any conflict of interest that may arise from providing services to BLRDC. BLRDC reserves the right to: 1) disqualify any person 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 person 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 BLRDC's satisfaction. If no conflicts are expected, then please respond with "No Conflicts".
9. Provide details of any criminal investigation or pertinent litigation pending against you. If no criminal investigation or pertinent litigation is pending, then please respond "No criminal investigation or pertinent litigation pending". Please provide details if any officer, director, owner or managerial employee has been convicted of, or plead guilty to, a felony.
10. Provide any additional information that you believe would distinguish you in its services to BLRDC.

Selection Criteria

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 person to accommodate and successfully provide the requested contracted services

- ❑ Availability of personnel and other resources to do the work on the schedule set forth by the BLRDC
- ❑ Strength of assurances of performance provided
- ❑ References in general
- ❑ 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 BLRDC.

BLRDC is not bound by the lowest cost proposal, but may accept the proposal that is considered the best value for BLRDC. BLRDC also reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for BLRDC. BLRDC 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.

In addition, BLRDC reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, BLRDC may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.