

**REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGEMENT SERVICES
{with Construction Manager as Constructor}**



**Eastport Health Care Inc.
New Federally Qualified Health Center (FQHC) Facility
75 Key St
Eastport, Maine**

17 June 2026

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CONSTRUCTION MANAGEMENT SERVICES**

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INSTRUCTIONS TO PROPOSERS

Eastport Health Care, Inc. (EHC) is a 501 (c)(3) tax-exempt, Maine nonprofit corporation operating a Federally Qualified Health Center in Eastport Maine, funded in parts by funds from the U.S Department of Health and Human Services, Health Resources Services Administration (HRSA) under section 339 of the Public Health Services Act.

EHC is soliciting qualification statements from general contractors to provide Construction Management at Risk (CMR) preconstruction and construction phase services for a New Federally Qualified Health Center (FQHC) Facility. The project is currently being designed by WBRC Inc.

Owner

Eastport Health Care, Inc.
30 Boynton St
Eastport, Maine 04631
Contact: Rod Tirrell
rtirrell@eastporthealth.org

Project Description

Construction Management Services
New Federally Qualified Health Center (FQHC) Facility

Project Site

75 Key St
Eastport, Maine

Architect / Engineers

WBRC Inc
701 Forest Ave
Portland, Maine 04103
Tel: (207) 828-4511
Contact: Adam Comstock, AIA
adam.comstock@wbrcinc.com

INSTRUCTIONS TO PROPOSERS

1. Written proposals shall be submitted as directed in the attached Request for Proposals on or before the dates below. All costs incurred in submitting a proposal are the responsibility of the individual proposers and are not the responsibility of Eastport Health Care.

2. Submitters are provided Design Development level documents (Attachment C) to familiarize them with the scope of the project. Electronic versions of the documents, in PDF format, will be made available through the WBRC Autodesk Construction Cloud (ACC) website. Please contact WBRC for instructions to obtain the electronic files.
3. Proposers Submission Schedule:
 - a. **June 17, 2026:** RFQ released to proposers
 - b. **June 24, 2026:** Deadline for questions regarding proposals
 - c. **July 1, 2026:** Responses to questions provided
 - d. **July 9, 2026:** Proposals Due @ **4:00 PM**
 - e. **July 16, 2026:** Announcement of selected Construction Manager
4. Eastport Health Care reserves the right to accept or reject any and all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal if that bid/proposal is contrary to the best interests of the Owner.
5. Terms and conditions of the Agreement between Eastport Health Care and the Construction Manager shall take precedence over all prior understandings and/or agreements, if any, including this Request for Qualifications Proposal. Eastport Health Care intends to use AIA A133 "Standard Form of Agreement between the Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work plus a Fee with a guaranteed maximum price, 2019".
6. Eastport Health Care retains the right to terminate the services of the Construction Manager at any time prior to the execution of a GMP agreement, and the Owner's obligation shall be limited to actual documented expenses of the Construction Manager as of such date.
7. Questions regarding the project or the construction management proposal and selection process shall be directed (before the deadline indicated in item 3.b. above) in writing to:

Rod Tirrell
rtirrell@eastporthealth.org

Thank you for your interest in the EHC New Federally Qualified Health Center (FQHC) Facility we look forward to receiving your proposal.

REQUEST FOR QUALIFICATIONS PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES

THE PROJECT

Eastport Health Care, Inc (EHC) solicits proposals for Construction Management Services related to the New Federally Qualified Health Center (FQHC) Facility. EHC is undertaking this project to develop a new 19,800 SF (plus 1,700 SF mechanical attic) Community Health Center. This new facility will replace the existing Eastport facility at 30 Boynton Street. This new Community Health Center facility will allow EHC to expand services of several existing practices, allowing them to better serve the Washington County Community. The facility will serve as a location for a “One Stop Shop” for patients’ healthcare needs and offer the following services:

- Primary Care
- Behavioral Health Services
- Dental Services
- Diabetes Center
- Care Management
- Laboratory
- Patient Services and Navigation
- Retail Pharmacy
- Ophthalmology
- Chiropractic Services

The project site is located at 75 Key St in Eastport, Maine. Please refer to the Design Development documents dated 6/12/2026 for a further description of project scope. Please contact WBRC Inc for access to the project documents.

PROJECT SCHEDULE

- | | |
|------------------------------------|--------------------------|
| • Design Development Documents | Completed 6/12/2026 |
| • Construction Documents | 6/12/2026 thru 7/31/2026 |
| • GMP, Permitting and Mobilization | 7/31/2026 thru 9/30/2026 |
| • Construction Phase | 9/30/2026 thru 9/30/2027 |

THE PROJECT DELIVERY PROCESS

Prospective firms are invited to submit a written qualification and proposals package to Eastport Health Care. Based on the written proposals, Eastport Health Care may select the most qualified firm to be the Construction Manager for the project.

Eastport Health Care expects to enter into a contract for pre-construction phase services as quickly as practicable following selection of the most qualified firm. The form of agreement between Eastport Health Care and the selected Construction Manager will be the AIA A133 "Standard Form of Agreement between the Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a guaranteed maximum price, 2019".

During the pre-construction phase of the project, the Construction Manager will be expected to work closely with Eastport Health Care and WBRC Inc to propose and develop constructability and cost alternatives for the project as the design of the project proceeds to completion. In preparation for the commencement of the construction phase, the Construction Manager will prepare a Guaranteed Maximum Price for the project which will be based upon the 100% Construction Documents. The Guaranteed Maximum Price will be incorporated into the final agreement between the Owner and the Construction Manager for delivery of the building. Once the Contract for Construction has been executed, the Construction Manager will construct the project according to the construction, cost and time parameters defined in the Contract for Construction and presented in the 100% Construction Documents.

COMPLIANCE WITH LEGAL REQUIREMENTS

EHC is committed to ensuring that all services and goods related to the Project are purchased in a competitive, open and efficient manner that fully complies with the provisions of all applicable state and federal laws and regulations, local ordinances and executive orders.

Bidders must certify that they accept and are prepared to comply with all applicable portions of HRSA and any other source of funds.

Specifically, and in accordance with the Affordable Care Act's Capital Development Program requirements, all grant recipients and vendors shall comply with the following:

- Equal Employment Opportunity as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity" and as supplemented by 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c, as supplemented by Department of Labor regulations, 29 CFR part 3.
- Contract Work Hours and Safety Standards Act 40 U.S.C. 327-333), as supplemented by Department of Labor regulations, 29 CFR part 5.
- Rights to Inventions Made Under a Contract or Agreement (37 CFR Part 401).
- Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.).
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).
- Debarment and Suspension (E.O. 12549 and E.O. 12689).

Also, EHC must ensure that its procurement of the Services complies with the procurement standards set forth in 45 C.F.R. Part 75.

SELECTION PROCESS & EVALUATION CRITERIA

Qualification submittals will be evaluated to determine which firms demonstrate the highest qualifications to successfully deliver this project.

Submissions will be evaluated based on the following criteria:

1. Project Team and Experience
2. Technical Approach and Downeast Logistics
3. Contractors Qualification Statement (AIA A305)
4. Fee Proposal Form (Attachment B)
5. Overall Capabilities and Responsiveness to RFQ

Submission of qualifications indicates Respondent's acceptance of the evaluation techniques and recognition that subjective judgments must be made by the Owner during the evaluation process.

The Owner makes no guarantee that an award will be made as a result of this RFQ, and reserves the right to accept or reject any or all submittals, waive any informalities, irregularities, or minor technical inconsistencies, or delete any item/requirement from this RFQ or contract when deemed to be in the Owner's best interest. Representations made within the qualifications submittals will be binding on responding firms.

TIME AND PLACE FOR RECEIPT OF QUALIFICATIONS PROPOSALS

1. An electronic copy (PDF format) of each firm's qualifications proposal must be received on or before 4:00 pm on 7/9/2026.
Rod Tirrell
Facilities Director / Project Manager
Eastport Health Care
rtirrell@eastporthealth.org
2. Only Firms licensed to do business in Maine and capable of securing performance and payment bonds for entire project cost with a qualified surety company will be considered. Submittal shall be signed by one of the firm's legally authorized officers or partners. Failure to meet these requirements will result in disqualification.
3. No proposals will be accepted after the time and date indicated above unless otherwise stipulated in an addendum.

4. All proposals shall remain in effect for a period of not less than thirty (30) calendar days following the date for opening of proposals.

SELECTION OF QUALIFIED PROPOSER

Within seven (7) calendar days of the proposals, or at any time thereafter before such proposal is withdrawn, the Owner shall notify the selected proposer. This notification shall set forth the intention of the Owner to negotiate terms of the work contract for performance of the project based upon the proposal.

The selected proposer shall within five (5) calendar days of the date of the Owner's notification, acknowledge receipt of the Owner's notification by indicating a willingness to enter into negotiations as appropriate.

In the event that the most qualified proposer fails to acknowledge the Owner's notification or furnish satisfactory surety upon the Performance and Payment Bonds when required, the Owner may terminate that firm's involvement in the selection process and within five (5) calendar days from such failure, notify the next most responsive, responsible proposer. In this event, all provisions regarding the selection of the most responsive responsible proposer shall apply to the second proposer notified as if said proposer were the original successful proposer.

In the event that negotiations held pursuant to selection do not produce an agreement for performance of the work, the Owner may terminate said negotiations and notify the next most qualified proposer.

Should there be further defaults or failed negotiations, the procedures set forth in this section shall be in effect and followed, subject to the discretion of the Owner, until a contract is successfully awarded. The proposer awarded the contract shall thereafter be referred to as the "Construction Manager."

If only one proposal is received, the Owner may:

- a. Delay the proposal review in order to determine why other vendors did not respond and to encourage other proposers to respond; or
- b. Consider the one proposal received and: (1) negotiate a contract, or (2) award a contract based upon the proposal received; or (3) reject the proposal.

Any authorization contained in this section which is at variance with the requirements of applicable federal or state laws and regulations shall be controlled by the terms of such laws and regulations.

The Owner's decision with regard to selection of the most qualified Construction Manager shall be considered final.

PERFORMANCE BOND AND PAYMENT BOND

Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the GMP, as security for the faithful performance of the Contract and for the payment of all persons performing labor or furnishing materials in connection wherewith is required prior to the execution of the Contract for Construction. The Bonds shall be drawn and have as surety, a surety company acceptable to the Owner and licensed in the State of Maine.

The bonds shall be prepared and submitted by the selected Construction Manager in accordance with Article 8, AIA A133-2019 and Article 11, A201, as modified by Eastport Health Care, Inc.

RESPONSIBILITIES

The Construction Manager's services will be divided into two phases.

1. Pre-construction Phase.

Preconstruction Phase and preparation of Guaranteed Maximum Price and Contract Time: The CMR shall consult with the Owner and the Owner's consultants up through the point of developing a Guaranteed Maximum Price (GMP) and Contract Time. The Owner intends to issue complete construction documents on July 31st, 2026, but will consider phased construction or multiple bid packages if necessary to achieve goals for schedule, budget, and quality. This phase shall include, but not be limited to the following tasks:

- a. Attend design progress meetings with Eastport Health Care and/or WBRC Inc as necessary, throughout the design phase and the completion of the Construction Documents.
- b. Provide recommendations regarding potential design improvements, constructability, materials, equipment selections, and cost savings.
- c. Develop a comprehensive project plan addressing the construction zone, material handling and transfer, long lead items, constructability, materials, equipment selections, schedule impacts and cost impacts.

- d. Develop a construction zone plan that safely maintains essential pedestrian and vehicle access through the area while affording efficient receipt, storage and movement of construction materials and equipment and safe working conditions for construction personnel.
- e. Provide a construction schedule that addresses construction sequencing and the timely completion of the work. The Construction Manager will assume responsibility for all construction scheduling, logistics, construction staging and planning, and the submission of submittals and construction progress documentation.
- e. Assume charge of, and responsibility for, all project cost estimating. Such estimating shall be accomplished by the Construction Manager, without creating obligations to prospective sub-bidders. The accuracy of construction estimating shall be of utmost importance. The Construction Manager shall prepare cost estimate documentation including, but not limited to, the following:
 - a. Cost estimating analysis of alternate design strategies for various aspects and systems (including but not limited to mechanical, electrical and plumbing systems) in the building, prepared as the design phase of the project proceeds to completion.
 - b. A preliminary estimate of construction costs based on the Design Development Documents.
 - c. A Guaranteed Maximum Price (GMP) prepared based on 100% complete Construction Documents.

2. Construction Phase.

Construction Phase: At the Owner's option, The CMR shall provide Construction Management services during construction, including Closeout, Transition, Occupancy, and Warranty periods.

The Construction Manager is expected to perform services consistent with AIA A133-2019 and AIA A201 General Conditions of the Contract for Construction. The Construction Manager accepts full responsibility for activities that include, but are not limited to, the following tasks:

- a. Construction phase management, planning, scheduling, quality control, and coordination of trades, sequencing, conditions, inspections, safety and commissioning.

- b. Qualifying sub-Contractors, soliciting bids for sub-contracts, analyzing and reviewing bids and holding sub-contracts for construction. The Construction Manager will coordinate with Eastport Health Care regarding the selection of sub-contractors for the project.
 - i. Contractor must comply with federal procurement requirements including 45 CFR Part 75. The contractor must:
 1. Conduct competitive procurement for subcontractors
 2. Use public or documented solicitations
 3. Obtain multiple bids or proposals where feasible
 4. Perform cost or price analysis
- c. Construction phase records and project accounting.
- d. Close out of the construction including completion of all punchlist items, delivery of Operations and Maintenance manuals, and preparation of as-built drawings and submission of record submittals as required by the Contract Documents.
- e. Warranty period servicing and facilitation with sub-contractors.

FORMAT FOR QUALIFICATIONS SUBMISSION

All materials are to be submitted in PDF format, optimized for electronic review. Printed submittals are not required. Submissions shall be formatted to 8-1/2" x 11" pages, on Company Letterhead, signed and dated by an authorized officer of the firm.

To minimize administrative burden on responding firms while ensuring thorough evaluation, the entire submission shall be limited to a maximum of twenty (20) pages, excluding the AIA Document A305 and the Fee Proposal Form.

Each Construction Manager's written proposal shall be organized into the following clear sections:

Section 1: Cover Letter & Executive Summary

- A cover letter signed by a principal of the firm authorized to legally commit the firm to its submitted proposal.
- A brief confirmation of the firm's ability to secure a 100% Performance and Payment Bond for the entire project cost from a surety licensed in the State of Maine.

Section 2: Project Team & Experience

- **Key Personnel:** Provide an organizational chart and resumes for the core team dedicated to this project, specifically identifying the: Principal-in-Charge, Project Manager, Lead Cost Estimator, and Lead Field Superintendent. Submission of these names constitutes a commitment to retain these individuals on the project for its duration.
- **Hourly Rates:** Provide an all-inclusive hourly rate sheet for all reimbursable personnel listed in your project team.
- **Labor Burden:** Explicitly disclose your firm's standard labor burden percentage multiplier (covering payroll taxes, insurance, and benefits) applicable to General Conditions personnel.

Section 3: Technical Approach & Downeast Logistics

Provide a brief narrative describing your firm's specific approach to delivering this project successfully. Rather than generic corporate philosophies, please focus on:

- **Collaborative Preconstruction:** How your team will work alongside WBRC Inc. and EHC during the remaining design phases to provide real-time cost forecasting, value engineering, and constructability feedback.
- **Federal Procurement Compliance:** Your strategy for conducting competitive subcontractor procurement, public or documented solicitations, and price analysis to satisfy HRSA and 45 CFR Part 75 guidelines.

- **Geographic & Labor Logistics:** Your plan for mobilizing labor, securing trade subcontractors, and managing material staging/delivery in remote coastal environments (Eastport, Washington County).

Section 4: Contractors Qualification Statement (AIA A305)

- Attach a fully executed AIA Document A305-2020, Contractor's Qualification Statement. Document shall include Exhibits A, B, C and D.
 - Exhibit A: General Info
 - Exhibit B: Financial-Performance Info
 - Exhibit C: Project Specific Info
 - Exhibit D: Contractors Past Project Experience
 - The AIA Exhibit D format may be used, or any project experience document format of the contractor's choice, as long as the same information as noted in exhibit D is provided.
 - Provide detailed case studies for exactly three (3) projects completed within the past five (5) years that are most related to this facility. In selecting these projects, prioritize:
 - Federally funded healthcare environments or medical facilities of similar complexity.
 - Projects constructed on sites governed by an Environmental Media Management Plan (EMMP).
 - New construction projects of similar scale (approx. 20,000 SF).
- Information provided within the AIA A305 regarding total work volume, banking references, current bonding capacity, and litigation history will be utilized directly in the evaluation process and does not need to be duplicated in the narrative sections above.

Section 5: Fee Proposal Form (Attachment B)

- Attach the completed and signed Attachment B - Fee Proposal Form in a separate section or separate electronic file as designated.

ATTACHMENTS

The following attachments are included:

1. Attachment "A" – List of General Conditions
2. Attachment "B" – Fee Proposal Form
3. Attachment "C" – Design Development Drawings and Specifications.
 - Contact WBRC for access to Drawings and Specifications

END OF REQUEST FOR PROPOSALS

Attachment “A”
LIST OF BONDS, INSURANCE AND GENERAL CONDITIONS

For the purposes of preparing fee proposals, Construction Managers are advised that the following shall be considered a complete and comprehensive list of allowable project overhead items. These costs should be included in the final GMP but must be broken out on the Fee Proposal Form as indicated (separating Bonds, Insurance, and General Conditions) and should not be duplicated in the corporate Construction Phase Service Fee.

Building Permits

Bonds and Insurances:

- Bond Premiums (100% Performance & Payment Bonds compliant with 2 CFR 200.326)
- Builder Risk Insurance
- General Liability, Operations, Completed Operations, and Umbrella Coverage

Dedicated Project Personnel (Actual time worked on-site/project directly):

- Project Managers, Superintendents, Assistant Superintendents, Field Engineers, Timekeepers, Watchmen
- Labor Burden on Personnel (CM must attach their audited or standard labor burden breakdown percentage).

Site Operations & Safety:

- Traffic Control, Project Layout & Layout Equipment, Project Safety compliance

Field Office & Logistics:

- Office Trailer, Temporary Storage Trailers, Field Office Supplies, Postage, Printing, and Pre-approved Project Travel (local commuting excluded)

Temporary Utilities:

- Temporary Chemical Toilets, Telephones/Internet, Temporary Light, Power Consumption Cost, Water, and Sewer

Winter Elements:

- Temporary Heat Equipment & Fuel Cost, Temporary Enclosures/Winter Protection, Snow Removal

Environmental & Clean-up:

- Erosion and Sedimentation Control (SWPPP), Daily Clean-Up, Dumpsters and Disposal Fees, Final Cleaning.

Closeout:

- Record Drawings (As-Builts).

Attachment "B"
Eastport Health Care
FEE PROPOSAL FORM

CONSTRUCTION MANGEMENT SERVICES FOR
Eastport Health Care
New Federally Qualified Health Center (FQHC) Facility
75 Key St
Eastport, Maine

LUMP SUM PRECONSTRUCTION PHASE SERVICES FEE \$ _____

REIMBURSABLE GENERAL CONDITION COST \$ _____

CONSTRUCTION PHASE CM SERVICE FEE _____ %

CONSTRUCTION PHASE FEE ON CHANGE ORDERS _____ %

PAYMENT & PERFORMANCE BOND COST _____ %

GENERAL LIABILITY INSURANCE/CCIP/SUBGUARD _____ %

*NOTE: ANY PERCENTAGE BASED FEES LISTED ON THE BID FORM WILL BE CONVERTED INTO A FIXED DOLLAR LUMP SUM WHEN THE GUARANTEED MAXIMUM PRICE (GMP) AMENDMENT IS SIGNED

FOR INFORMATION ONLY (NON-BINDING):

CM'S PRELIMINARY ESTIMATE OF PROBABLE COST BASED
ON ATTACHMENT 'C' DD DOCUMENTS \$ _____

THIS PROPOSAL IS VALID FOR _____ DAYS (MINIMUM 30 DAYS)

CONSTRUCTION MANAGEMENT FIRM _____

CONTACT PERSON _____

TELEPHONE NO. _____

AUTHORIZED SIGNATURE _____

NOTES _____