



ARCHITECTURE | ENGINEERING | CONSTRUCTION MANAGEMENT

# Section 1

## Proposal Pages

**\*\* THIS SHEET MUST BE INCLUDED IN YOUR PROPOSAL \*\***

**CITY OF SOUTH PORTLAND  
PROPOSAL FORM**

**RFP #13-25 PROPOSAL - OWNER'S REPRESENTATIVE for  
CITY FACILITIES RENOVATION AND CONSTRUCTION**

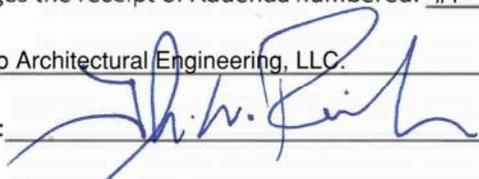
TO: Purchasing Agent  
City of South Portland  
25 Cottage Road  
South Portland, ME 04106

To Whom It May Concern:

The undersigned hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, that it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same, and that no person acting for or employed by the City of Portland is directly or indirectly interested in this proposal or in any anticipated profits which may be derived there from. The undersigned hereby declares that they have read and understand all conditions as outlined in this Request for Proposals, and that the proposal is made in accordance with the same.

The proposer acknowledges the receipt of Addenda numbered: #1 - RFP #13-25

COMPANY NAME: Dirigo Architectural Engineering, LLC

AUTHORIZED SIGNATURE:  DATE: 11/13/2024

PRINT NAME & TITLE: Thomas W. Perkins

ADDRESS: 175 Innovation Way Scarborough, Maine 04074 PHONE NUMBER: 207-225-3040

EMAIL ADDRESS: tperkins@dirigoae.com

TYPE OF ORGANIZATION - PARTNERSHIP, CORPORATION, INDIVIDUAL,  
OTHER LLC

STATE OF INCORPORATION, IF APPLICABLE: Maine

FEDERAL TAX ID #: 45-2301105 FEDERAL UNIQUE ID#: \_\_\_\_\_

**Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
OTHER INELIGIBILITY, AND INVOLUNTARY EXCLUSION**

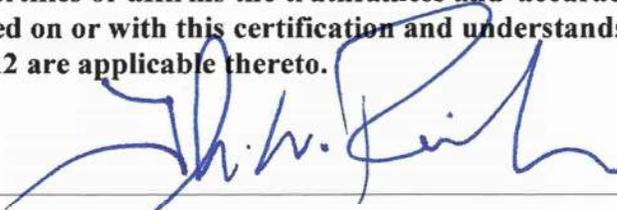
The Respondent, Thomas W. Perkins certifies, by submission of this proposal, that neither it nor its principals or subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded from participation in this transaction by any Federal Department or Agency.

The Respondent agrees to comply with the requirements of 2 CFR Part 180, Subpart C, as adopted and supplemented by U.S. DOT regulations at 2 CFR Part 1200, while this Request for Proposals ("RFP") is pending and throughout the period of any contract that may arise from this RFP. The Respondent further agrees that it and its affected subcontractors will provide immediate written notice to Greater Portland Transit District ("GPTD") if at any time the Respondent learns that his/her subcontractor's certification was **erroneous when submitted or has become erroneous because of changed circumstances.**

By submitting this proposal and affixing a signature below, the Respondent certifies that the above statement is a material representation of fact upon which reliance is placed by GPTD. If it is later determined that the Respondent knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, GPTD may terminate this transaction for cause of default.

If the Respondent is unable to certify to any of the statements in this certification, the Respondent shall **attach an explanation to this certification.**

**The Respondent certifies or affirms the truthfulness and accuracy of the contents of the statement submitted on or with this certification and understands that the provisions of 31 U.S.C. §§ 3801-3812 are applicable thereto.**

	<u>11/13/2024</u>
Signature of Authorized Official	Date

Thomas W. Perkins

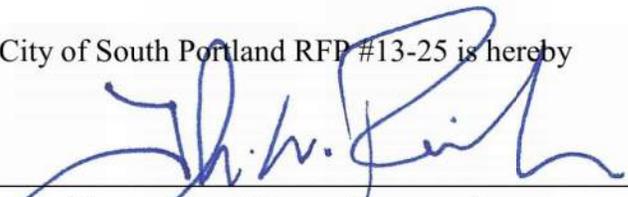
Printed Name of Authorized Official

Dirigo Architectural Engineering, LLC.

Company Name

**Please sign and return with your proposal.**

Receipt of Addendum #1 to the City of South Portland RFP #13-25 is hereby acknowledged.

Signed:   
\_\_\_\_\_  
(Corporation, Firm or Company)

By: Thomas W. Perkins  
\_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: President  
\_\_\_\_\_

Mailing  
Address: 175 Innovation Way Scarborough, Maine  
\_\_\_\_\_

Zip Code: 04074 Date: 11/13/2024

Telephone: 207-225-3040 Fax: \_\_\_\_\_

Email: tperkins@dirigoae.com  
\_\_\_\_\_

**NOTE: Bids shall bear the handwritten signature of a duly authorized member or employee of the organization making the bid.**



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## Section 2

# Cover Page / Cover Letter



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Response to RFP  
#13-25

Owner's  
Representative  
for Facilities  
Renovation and  
Construction

City of South  
Portland



CITY OF  
**SOUTH  
PORTLAND**

**Presented To:**

City of South Portland

**Presented By:**

Thomas Perkins P.E., LEED AP

[tperkins@dirigoae.com](mailto:tperkins@dirigoae.com)

207-225-3040





November 13, 2024

Purchasing Agent  
City of South Portland  
25 Cottage Road  
South Portland, ME 04106

**SUBJECT: Proposal for Owner's Representative Services**  
**PROJECT: City Facilities Renovation and Construction**

To Whom it May Concern:

Thank you for this opportunity to consider Dirigo AE for Owner's Representative for these multi-phased projects.

Dirigo has served the municipal public safety community since its inception in 2009, providing both architectural and engineering services as well as project management. Our Owner's Representative team has provided professional project management leadership and guidance to dozens of municipal and state entities on a variety of projects. With specific reference to the facets of your project, Dirigo has a wealth of experience with:

- Municipal work, including **public safety projects** for Scarborough, Bangor, the Metro Fire Chiefs Association, and Town of Readfield
- **IT projects**, including the complete renovation of the University of Maine's Neville Hall Data Center and four different projects for Tyler Technologies
- **Value-Engineering** Management, as nearly every project administered is challenged by the high costs of construction, and through each phase of design we work to incorporate the best value combination of cost and quality merged with required scope.
- With subscriptions to national **cost estimating** databases and our combined nearly 100 years of construction management experience of our staff, we are able to utilize relevant data to evaluate and compare cost proposals and determine best value and legitimacy for our clients
- For **document control**, we use Procore Construction Software to administer all critical project items, including secure file repository, drawings, specifications, and to administer bid packages.



175 INNOVATION  
WAY  
SCARBOROUGH,  
MAINE  
04074



207.225.3040



207.433.1075



WWW.DIRIGOAE.COM



TPERKINS@DIRIGOAE.COM

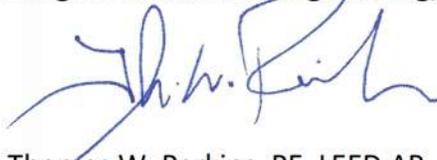
- Over the years we have **authored dozens of RFP/RFQ** packages for our clients including AE Firm selection, construction bids, commissioning services, FF&E solicitations, energy vendors, and many other competitively sourced contracts.
- Our firm is a proponent of **sustainability**, helping the City of Bangor achieve its first LEED Gold building with Fire Station #6. We have two LEED Accredited Professionals on staff who will be instrumental in integrating the City's One Climate Future goals into the design and have professionals on staff who are able to analyze material component selection decisions through a true cradle-to-cradle life cycle cost analysis.
- Through our work with the University of Maine System, we have supported and administered several **grant**-funded endeavors, including research funding from the Department of Energy and heating system conversations from the USDA. We successfully administered one of the very first ARRA grant disbursements that was subject to Buy America requirements and have used this experience to not only administer grant funding but also help our clients draft and apply for new grant opportunities.

We believe the above unique qualifications, coupled with our client-first mindset and focused experience as owner's representatives since our establishment of a firm in 2009, make us a great candidate to fulfill this role for the City of South Portland. We provide more detail on many of these items in our enclosed submission but wanted to highlight them in this introduction. Being based in Scarborough, we are also able to easily service the needs of the City for this and any other future projects.

Thank you again for this opportunity to work with you on this project, and we look forward to speaking more about it in the near future.

Sincerely,

**Dirigo Architectural Engineering, LLC**



Thomas W. Perkins, PE, LEED AP  
President





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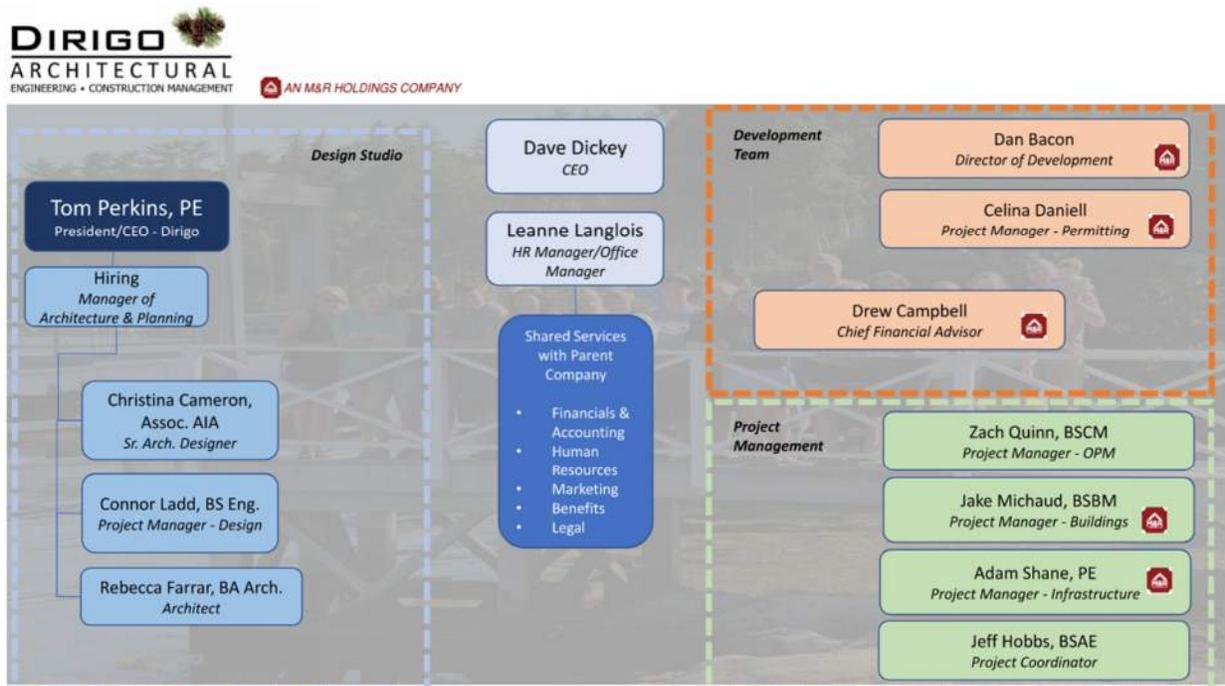
## Section 3

# Profile of Company

## Company Profile

Dirigo Architectural Engineering was established in 2009 and has served a multitude of roles for our clients as far north as Fort Kent, Maine, as far south as Princeton, New Jersey, as far west as Latham, New York, and many points in between. Our scope of services includes architectural design and construction management, and our staff of twelve teammates share alike dedication to our client’s needs no matter what our scope of work includes. In 2022, one of our clients liked our dedication to their projects so much that they acquired us, and we joined a larger family of companies that includes a development firm, a property management firm, and two different construction companies. Our office has relocated to Scarborough, Maine, which centrally locates our team conveniently serving the northern New England region.

Tom Perkins remains as President and CEO of Dirigo, and much of his billable time is dedicated to Owner’s Representative services. Additionally, the firm has supplementary Owner Representative Project Managers who have various amount of experience across multiple types of projects. Zachary Quinn, Adam Shane, Jake Michaud and Jeffrey Hobbs all support Tom in many different operational situations. Together this department brings depth to its functionality and over one hundred years of hands-on project management experience. Comprised of six talented architects and engineers, their focus is primarily light commercial and custom residential design.





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## Section 4

# Description of Company Approach

## Statement of Approach to Managing a Project on Behalf of an Owner

With Dirigo in your corner, you have retained a trusted partner who is solely concerned with your best interests and sees through the mystery and magnitude of the many challenges that arise throughout the longevity of a project.

We know what questions to ask, know what steps are critical to the process, and understand



the contract requirements that ultimately guide resolution to the issues that will arise either through differing conditions, outside influences, or late programming changes.

We feel that our team provides the best opportunity for success on this project for the City of South Portland Facilities

Renovation and Construction Project. We endeavor to provide a personal, deeply vested level of attention to the project's success and challenges, which is not typical with other firms. What follows is our philosophy towards managing a project, illustrating our approach and methodology to the Owner's Representative role.

## Organizing and Managing a Project

In our over one hundred years of combined experience in design and construction administration, we have experienced many different methods of managing a project. Some successes, some shortfalls, yet all have a unique flavor that typically matches the personality of the individuals charged with managing those projects.

We believe in a firm, yet friendly approach to our role as your Owner's Representative. In every project, each team member brings their own ideas and experiences to the table. It is our job as the project team leader to create an open and constructive environment to discuss and debate ideas in a friendly and constructive manner. However, it is also critical that the team leader be firm in guiding the discussion towards a goal, inhibiting tangents that may be counter-productive to the mission.



It is important to lay out the plan to the team well ahead of time. In the design phase, plans and specifications need to be fine-tuned to a reasonable degree of accuracy. It is important to get constructability input from the contractor during the design process to both convey the design intent and mutually reach the best solution to the problems in the best interest of the stakeholders. Moving on to construction, this plan will be amended as unforeseen conditions arise, and frequent communication within the team is vital as the work is adjusted. Open and consistent communications are a must, and we have developed processes from our prior work that accurately communicates critical concepts and guidelines. We are committed to a project from inception to completion, from permitting to certificate of occupancy. This includes full and complete accounting of the final deliverables from the contractor as outlined in the project specification manual. This includes training and orientation on the new systems, from HVAC to technology, as well as general presentation and training to staff that will use the space. We want to make sure that when the owner takes occupancy and beneficial use of the building, they are completely comfortable with their new facility. We also want to make sure the architect is fully satisfied that the intent and design on the project is accomplished and complete.

## Our Approach to Good Working Relationships

As a member of the project team, we would endeavor to create respectful relationships and in doing so recognize the value of all the team members. This is fortified by our open, honest, and direct candor, whether it is discussing problems with a field technician or reporting project status to senior management. We have found there is no point mincing or burying a bad report under the hope of false expectations, and that it is always better to be factual and to the point. In turn, we appreciate other team members who report to us in the same manner, as it provides us with concise information in which to make decisions. With an entire project team working together and interacting with their peers as they would like to be interacted with themselves, then the net result is an integrated, efficient team that can overcome any project challenge together.

## No Limits

Probably to a fault, Dirigo's philosophy on managing a project on an Owner's behalf is to take on the project and treat it as if it is our own. We are 110% committed to the success of the project and to leading the team fairly in doing so.



## Section 5

# Qualifications of Personnel

## Statement of Qualifications

### Profiles of Individuals to Provide Services

We propose to staff this project as follows:

- **Tom Perkins P.E.** – Serving in the *Project Executive/Principal* role, Tom’s involvement will be focused on the front-end of the projects helping to get the project established through design development, approvals, and solicitation. Once the construction phase starts, Tom will assume a less prominent role but will keep up with daily activity and be immediately available to engage in any situation that warrants his involvement. Additionally, Tom served with the Orono Fire Department while an undergraduate student at the University of Maine, following in his father's footsteps who was an assistant fire chief in Milo. Tom was certified for interior structural attack, driver/operator, HAZMAT response, and performed weekly life safety inspections in the dormitories at University of Maine, Orono.

Resume/Office Location/Contact Info/Education: See enclosed.

Professional Experience: 33 years

Firm Experience: 15 years (founder)

- **Zachary Quinn** – Serving in the *Project Manager* role- OPM, Zach will be involved through all phases of the project and be the boots-on-the-ground manager during construction. Zach resides in Topsham and will be ready for this project.

Resume/Office Location/Contact Info/Education: See enclosed.

Professional Experience: 16 years

Firm Experience: 6 years

### Unique Qualifications

Aside from our diverse experience in managing projects on behalf of our clients, Dirigo also designs them. A few past public safety design projects include:

- Scarborough Public Safety
- Griffin Road Fire Station #6
- Lincoln Public Works Garage
- Metro-Fire Training Facility

Additionally, Dirigo’s project management staff brings with it past employment experience as general contractors and construction managers. Because of that, and coupled with its credentials as practicing design professionals, our team carries with it unique insight into the inner-workings of all three entities in a capital construction project triangle (Owner-Designer-



Contractor). This unique experience helps us better lead the construction team in solving and surmounting the challenges that are inherent with municipal projects such as the one that The City of South Portland is undertaking.

### Licensure

Tom Perkins, who is proposed to be the project lead for this project, is a licensed professional engineer in Maine, New Hampshire, and Connecticut. His design discipline/specialty is architectural engineering. Other licensed design professionals are also on staff.





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**Thomas W. Perkins PE,  
LEED, AP, M.ASCE**

President

### Profile

Mr. Perkins endeavors to foresee and correct issues before they become problems, which is why most of Dirigo's new projects are from repeat clients.

### Education

B.S. Construction Management  
University of Maine, Orono, ME  
1996

### Awards

Francis Crowe – Distinguished  
Maine Engineer

### Registration

Licensed Engineer in Maine, New  
Hampshire, Connecticut  
US Green Building Council LEED  
Accredited Professional (LEED AP)  
OSHA 30-Hour Site Supervisor  
Training  
OSHA 40-Hour HAZWOPER  
Hazardous Material Training

**Email:** tperkins@dirigoae.com

**Cell:** (207) 475 - 4958

## PROFESSIONAL SUMMARY

Highly skilled career professional with over 30 years of practical experience in a variety of commercial construction projects. Diverse project management background in public/municipal, healthcare, energy services, heavy/civil/marine, communications technology, and higher education construction projects.

Professional engineering expertise brings added value to any project, large or small, and provides design-build flexibility as well. Thorough knowledge of current building codes and local governing board processes align well during planning and pre-construction efforts to vet potential constructability problems in advance of actual field work and provide client with accurate decision-making information.

## EXPERIENCE

### PRESIDENT - Current

Dirigo Architectural Engineering, Scarborough, Maine

### ADJUNCT FACULTY - Current

University of Maine College of Engineering, Orono, Maine

### GENERAL SUPERINTENDENT/PROJECT MANAGER - 2008-2010

Barr & Barr, Inc. Brunswick, Maine

### SUPERINTENDENT - 2004-2008

William A. Berry & Son, Inc., Portland, Maine

### AREA SUPERINTENDENT - 2000-2004

Clark Construction Group, LLC, Boston, Massachusetts

### LEAD FIELD ENGINEER - 1999-2000

Atkinson Construction (Clark Construction), Bath, Maine

### LEAD FIELD ENGINEER - 1998-1999

Kiewit Construction Company, Boston, Massachusetts

### OPERATIONS MANAGER - 1997-1998

J.J. Phelan & Son, Inc., Tewksbury, Massachusetts

### SENIOR PROJECT ACCOUNTANT/ASSISTANT PROJECT MANAGER

OHM Remediation Services Corporation, Trenton, New Jersey



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## Zachary Quinn

Sr. Project Manager

### Profile

Mr. Quinn is a creative problem solver with a strong belief in client relations to ensure projects are completed on time and on budget.

### Education

B.S. Construction Engineering  
Technology  
University of Maine, Orono ME

Associates in Applied Science  
Architectural and Civil Engineering  
Central Maine Community College,  
Auburn ME

### Registration

**Email:** [zquinn@dirigoae.com](mailto:zquinn@dirigoae.com)

**Cell:** (207) 751-1046

## PROFESSIONAL SUMMARY

As an experienced laborer throughout his teenaged years, Zachary was able to pick up a vast amount of practical knowledge by performing various tasks in the field. With this, he has been able to successfully implement it into all phases of his current construction and design efforts.

During his collegiate years he attended CMCC and UMO to further build on the foundation of skills previously learned. While in school he was presented with many real-world problems and circumstances from talented professors which better prepared him for the future.

While working in his professional career he has completed many projects in a variety of industries, including higher education, commercial development, and K-12. With the vast skills obtained through his years in construction, Zach is able to offer valuable leadership skills during all phases of construction.

## EXPERIENCE

### SENIOR PROJECT MANAGER - Current

Dirigo Architectural Engineering, LLC, Scarborough, Maine

### PROJECT MANAGER – 2016-2017

Cumberland County Glass, Bowdoinham, Maine

### ASSISTANT PROJECT MANAGER/ESTIMATOR- 2015-2016

R.J. Grondin & Sons, Gorham, Maine

### INTERN PROJECT MANAGER- SUMMER 2014

Reno's Excavating and Paving, Bath, Maine

### LABORER – SUMMERS 2012-2014

Ray Labbe Excavating and Paving, Brunswick, Maine

### PIPE LAYER – SUMMERS 2004-2011

Bill Whorff & Sons Excavating, West Bath, Maine



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## Section 6

# Examples of Relevant Projects



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## PUBLIC SAFETY BUILDING SCARBOROUGH, MAINE

**Completion Date / Schedule:** June 2022 (On time)

**Budget:** \$23M

**Graphic Description:** Combined public safety building included dispatch, police/fire/EMS administrative spaces, training rooms, apparatus bay, evidence processing, bunk rooms, and emergency operations center.

**Total SF:** 53,000

**Additions:** None

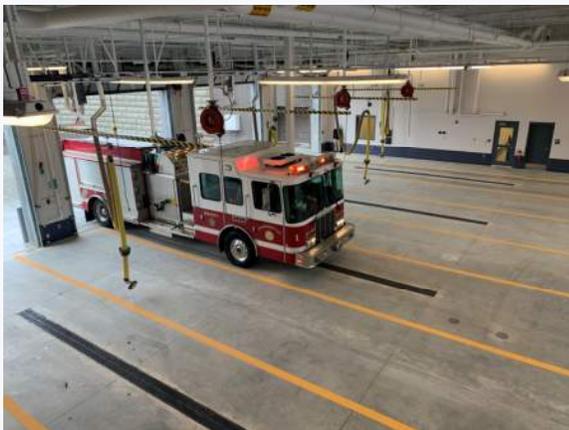
**Renovation:** None, all new construction

**Cost per SF (less Soft Costs and Site Costs):** \$304.50

**Change Order %:** 6.3%

**Owners Representative:** Thomas Perkins - Dirigo A/E

**Owner Contact Information:** See References (Section 9)





Work done in collaboration with:



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## BROWN MEMORIAL LIBRARY CLINTON, MAINE

**Completion Date / Schedule:** 2013 (Overtime)

**Budget:** N/A

**Graphic Description:** The library was built in 1899. Falling plaster from the ceiling and obvious roof deflections resulted in a call for Structural Analysis and also electrical upgrades. The attic was not built for the additional storage that was creating an overstress condition. Prescribed new supporting timber truss and rafters in accordance with Maine Historic Preservation approvals and US Secretary of the Interior historical preservation and restoration regulations.

**Additions:** None

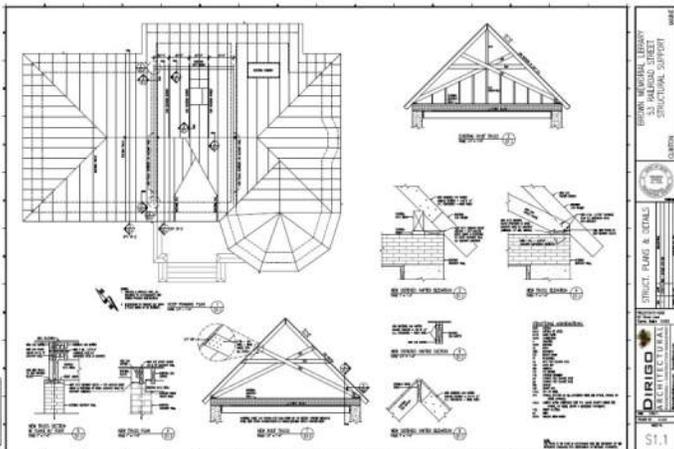
**Renovation:** Roof replacement and building upgrades

**Cost Per SF (less Soft Costs and Site Costs):** N/A

**Change Order %:** N/A

**Owners Representative:** Thomas Perkins – Dirigo A/E

**Owner Contact Information:** See References (Section 9)



## READFIELD LIBRARY READFIELD, MAINE

**Completion Date / Schedule:** September 2020 (Overtime)

**Budget:** \$150,000

**Graphic Description:** Falling plaster from the ceiling and obvious roof deflections resulted in a call for Structural Analysis. A new roof and truss system was completed to match the historical buildings original design.

**Total SF:** N/A

**Additions:** N/A

**Renovation:** Replacement of existing roof system

**Cost Per SF (less Soft Costs and Site Costs):** N/A

**Change Order %:** N/A

**Owners Representative:** Zachary Quinn – Dirigo A/E

**Owner Contact Information:** See References (Section 9)



## NEVILLE HALL DATA CENTER EXPANSION & RENOVATION

**Completion Date / Schedule:** June 2023 (Overtime)

**Budget:** \$4.5M

**Graphic Description:** Renovation and construction of data infrastructure. The scope of work included electrical systems, stand by power, renovation of area to make better use of space, enhanced security and fire detection.

**Total SF:** N/A

**Additions:** N/A

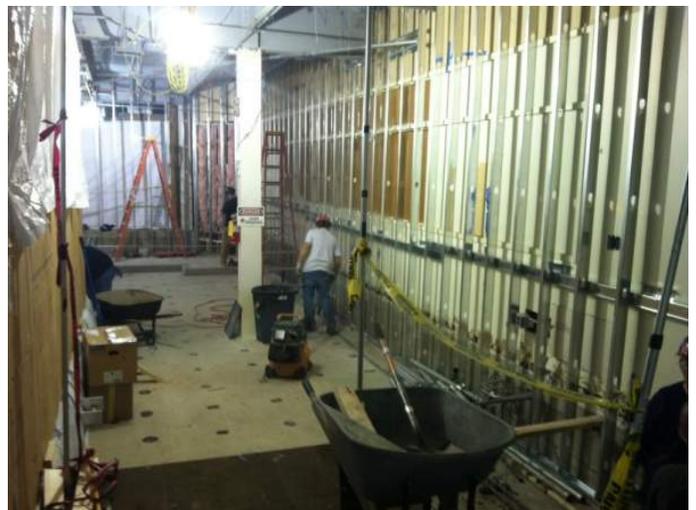
**Renovation:** Existing IT Infrastructure

**Cost Per SF (less Soft Costs and Site Costs):** N/A

**Change Order %:** N/A

**Owners Representative:** Thomas Perkins – Dirigo A/E

**Owner Contact Information:** See References (Section 9)



## GRIFFIN ROAD FIRE STATION #6 BANGOR, ME

**Completion Date / Schedule:** 2009 (Overtime)

**Budget:** \$2.3M

**Graphic Description:** A design-build, LEED Gold fire station to replace the existing building. Amenities included a large clear span apparatus bay, Private quarters, fitness center, offices, training/day room and large kitchen.

**Total SF:** 8,750

**Additions:** None

**Renovation:** None

**Cost per SF (less Soft Costs and Site Costs):** N/A

**Change Order %:** N/A

**Project Representative:** Thomas Perkins – Barr and Barr Inc.

**Owner Contact Information:** See References (Section 9)



## METRO FIRE TRAINING FACILITY SCARBOROUGH, ME

**Completion Date / Schedule:** Planning – Feasibility Study

**Budget:** \$4M

**Graphic Description:** Fire training facility used by multiple Fire Departments for exercise and drills. Premanufactured training building, large meeting hall, concrete pads for controlled fires.

**Total SF:** 7,250

**Additions:** None

**Renovation:** None

**Cost per SF (less Soft Costs and Site Costs):** N/A

**Change Order %:** N/A

**Owners Representative:** Thomas Perkins - Dirigo A/E

**Owner Contact Information:** See References (Section 9)





Architect/Designer:  
Owners Representative:  
Construction Manager:

**Metro Fire Chiefs Association**  
Feasibility Study - First Responder Training Facility  
Opinion of Probable Cost

Report Number: 1  
Report Date: June 15, 2019

Dirigo A/E, LLC  
Dirigo A/E, LLC  
TBD



PROJECT DEVELOPMENT COSTS					
Item	Phase 1 - Site Permitting and Utility Infrastructure	Phase 2 - Classroom/Multifunction Building	Phase 4 - Outdoor Training Area/Tank	Phase 5 - Burn Building	Totals



**TYLER TECHNOLOGIES**  
LATHAM, NY



**Completion Date / Schedule:** January 2019 (Overtime)

**Budget:** \$2M

**Graphic Description:** Renovation of 1980s office building included courtyards, auditorium/conference center, meeting rooms, demo rooms, cubicles and private offices, cafeteria and team rooms.

**Total SF:** 50,000

**Additions:** None

**Renovation:** Existing office space

**Cost per SF (less Soft Costs and Site Costs):** \$70.77

**Change Order %:** -2.4%

**Owners Representative:** Thomas Perkins - Dirigo A/E

**Owners Contact Information:** See References (Section 9)



**TYLER TECHNOLOGIES**  
YARMOUTH, ME



**Completion Date / Schedule:** March 2018 (Ontime)

**Budget:** \$30M

**Graphic Description:** New office including meeting rooms, cubicle and private offices, demo room, training center, client technology demonstration room, and fitness center. Renovation included auditorium and staff cafeteria.

**Total SF:** 120,000

**Additions:** 100,000 SF

**Renovation:** 20,000 SF

**Cost per SF (less Soft Costs and Site Costs):** \$199.88

**Change Order %:** 6%

**Owners Representative:** Thomas Perkins - Dirigo A/E

**Owners Contact Information:** See References (Section 9)





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## TYLER TECHNOLOGIES ORONO, ME



**Completion Date / Schedule:** May 2024 (Ontime)

**Budget:** \$22M

**Graphic Description:** New office building in the heart of a college town, amenities include executive offices, fitness gym, game room, along with multiple open and closed office settings for a comfortable work life balance.

**Total SF:** 26,000

**Additions:** None

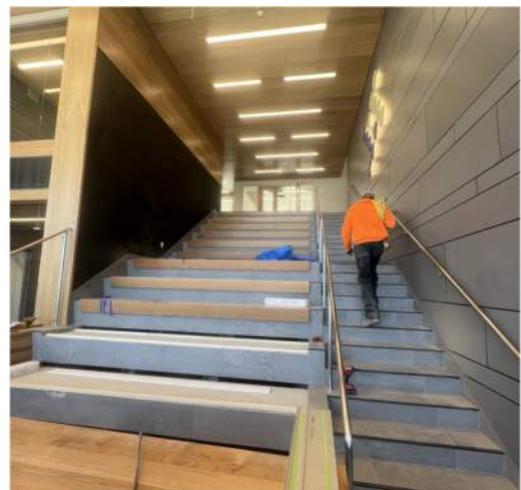
**Renovation:** None

**Cost per SF (less Soft Costs and Site Costs):** \$579.34

**Change Order %:** 1%

**Owners Representative:** Zachary Quinn - Dirigo A/E

**Owners Contact Information:** See References (Section 9)





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## Section 7

# Current or Past Litigation

## Current or Past Litigation

### Past Litigation

Where we strive to mitigate any legal actions on our projects within the project team members, at times there are disputes that can only be resolved through legal action. Dirigo has supported this on behalf of the Town of Scarborough, where we successfully mediated an errors and omissions claim made against the architect. We worked in conjunction with the town's legal representation to craft the details of the case and claim, and further participated in the mediation process. Beyond that, Dirigo regularly provides expert witness analysis and testimony for area attorneys in support of their construction and design litigation. Clients include Rudman-Winchell, Smith Trial Lawyers, Skelton Taintor & Abbott, and Pearce Dow Burns.





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# Section 8

## Cost Proposal



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Proposed fees based on RFP  
(Fee may be adjusted based upon level of effort determined during final negotiations)

<b>Project Phase</b>	<b>Total Fee</b>
Phase 1	\$236,400
Phase 2 (Estimated)	\$667,915

## Section 9

## References

References:

Reference #1	Scarborough Public Safety
Contact Person	Thomas Hall
Type of Service Provided	OPM Services
City, State, Zip	Scarborough, Maine 04074
Email	thall@scarboroughmaine.com
Phone	207-730-4031

Reference #2	Tyler Technologies
Contact Person	Chris Webster
Type of Service Provided	OPM Services
City, State, Zip	Yarmouth, Maine 04096
Email	cwebster@tylertech.com
Phone	Available upon request

Reference #3	Scarborough Public Safety
Contact Person	Michael Thurlow
Type of Service Provided	OPM Services
City, State, Zip	Scarborough, Maine 04074
Email	SFDCAR1@outlook.com
Phone	207-252-0937

Reference #4	University of Maine System
Contact Person	Rachel Piper
Type of Service Provided	OPM Services
City, State, Zip	Portland, Maine
Email	rachel.piper@maine.edu
Phone	207-780-5633



ARCHITECTURE | ENGINEERING | CONSTRUCTION MANAGEMENT

# Section 10

## Other Information

## Additional Information

### Statement of Availability

Dirigo Architectural Engineering, LLC. continues to be a thriving design and project management firm based in Scarborough, with an ongoing slate of projects we continue to perform for our trusted clients. If successful with this RFP we will be able to quickly incorporate the Owner's Representative Facilities Renovation and Construction Project for the City of South Portland into our current workload and prioritize as needed with our multi-disciplinary staff. Once the project is underway, we will stay committed to the timelines and execution of the project until it is complete. Should we be awarded this project, we see a clear path to completing this current workload to the best of our ability.

### For Final Consideration

We consider ourselves to be an ideal candidate for this role with your project. We have a wealth of experience as Owner's Representatives. Because of that, we believe we can quickly start serving the needs of the project and helping to ensure its success.

We have immediate availability to serve in this role and welcome the chance to meet the other members of the project team and discuss the possibility of our involvement.

Thank you again for considering Dirigo, and we hope to hear from you soon.

Thomas W. Perkins

