



## **REQUEST FOR PROPOSALS (RFP)**

### **Owner's Representative Services**

#### **Associated General Contractors of Maine (AGC Maine) Office Construction Project**

Issued By: **Associated General Contractors of Maine**

Issue Date: March 16<sup>th</sup>, 2026

Proposal Due Date: April 20<sup>th</sup>, 2026

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### **1. Introduction**

The **Associated General Contractors of Maine (AGC Maine)** is soliciting proposals from qualified firm or individual to provide Owner's Representative (OR) services for the planning, design, and construction of its new office facility (the "Project").

AGC Maine seeks a firm or individual to act as its professional representative and advocate throughout all phases of the project, ensuring alignment with organizational goals, budget, schedule, and quality expectations.

The objective of the AGC Maine building needs taskforce is to ensure a suitable home for the future of AGC Maine and the Maine Construction Academy. The members of this taskforce, while construction professionals themselves, are volunteers serving the Association. Over the years this team has considered many options including purchasing, renovating existing space and building new space. We are seeking a neutral partner who will help guide the taskforce through the process of finalizing a direction and execution of that direction.

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### **2. Organizational & Committee Background**

AGC Maine is a statewide construction trade association representing commercial construction firms and industry partners throughout Maine. The organization is undertaking development of a new office facility to support staff operations, member engagement, meetings, training, and industry events.

The Project may include (subject to final programming):



- Office and administrative space
- Conference and training rooms
- Member meeting/event space
- Training and storage areas
- Parking and site improvements

AGC Maine has created a building needs taskforce that will be acting as the liaison for the entire AGC Maine Board of Directors. Kelly Flagg, Executive Director of AGC Maine, will be the direct day-to-day contact.

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### 3. Project Overview

- **Project Type:** New construction
  - **Location:** Augusta, Maine
  - **Estimated Size:** 8,000 SF
  - **Estimated Construction Budget:** \$3-4 Million
  - **Delivery Method:** TBD
  - **Anticipated Timeline:**
    - Programming & Pre-Design: May-August 2026
    - Design Phase: September 2026-March 2027
    - Construction Start: April 2027
    - Substantial Completion: December 2027
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### 4. Purpose of Owner's Representative Services

The selected Owner's Representative will serve as the lead advisor and AGC Maine's trusted advocate, providing strategic, technical, financial, and administrative oversight throughout the Project lifecycle.



The OR will represent AGC Maine's interests in all interactions with architects, engineers, contractors, consultants, vendors, and regulatory authorities.

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## **5. Scope of Services**

Proposals shall address the firm or individual's ability to provide the following services:

### **5.1 Pre-Design & Programming Phase**

- Assist with development/refinement of project goals and success metrics
- Refine the completed programming and space needs assessment
- Lead the site selection process
- Assist in coordination and planning with Port City Architecture and other consultants
- Develop preliminary overall budget and schedule framework inclusive of all soft and hard costs.

### **5.2 Design Phase**

- Coordinate communication between Owner and Port City Architecture.
- Monitor design progress relative to budget and schedule
- Review cost estimates and value engineering options
- Track design milestones

### **5.3 Procurement Phase**

- Assist in contractor prequalification and selection process
- Evaluate bids and provide analysis and recommendations
- Support contract negotiations

### **5.4 Construction Phase**

- Monitor construction schedule and progress
- Review pay applications and change order requests



- Track contingency usage
- Conduct site visits on a weekly basis
- Participate in Owner/Architect/Contractor meetings on bi-weekly basis
- Monitor quality control and compliance
- Assist with dispute avoidance and resolution
- Management of soft cost vendors, contractors and associated budgets.

### **5.5 Closeout Phase**

- Oversee punch list completion
- Ensure receipt of closeout documentation

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## **6. Deliverables**

The Owner's Representative shall provide, at a minimum:

- Assist Task Force with monthly written progress reports for the Board of Directors
- Budget tracking and forecasting updates

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## **7. Minimum Qualifications**

Responding firm or individual must:

- Demonstrate experience serving as Owner's Representative on comparable commercial office projects.
- Have experience with projects of similar size and complexity
- Demonstrate knowledge of Maine construction market conditions
- Provide resume(s) of key personnel assigned to the Project, if applicable
- Disclose any conflicts of interest

Experience with trade associations, nonprofit organizations, or member-based organizations is preferred.



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## 8. Proposal Requirements

Proposals shall include:

### 1. Qualifications

- Identification of project manager and key personnel
- Availability and capacity

### 2. Relevant Project Experience

- Description of comparable projects
- Client references (name, organization, contact information)

### 3. Project Approach

- Understanding of AGC Maine's needs
- Approach to budget control and schedule management
- Communication strategy
- Risk management methodology

### 4. Fee Proposal

- Proposed fee structure (lump sum, hourly, or hybrid)
- Breakdown by project phase
- Reimbursable expenses (if any)
- Assumptions

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## 9. Selection Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Demonstrated understanding of the Project



- Proposed project approach
- Qualifications of assigned personnel
- Fee structure and overall value
- References

AGC Maine reserves the right to:

- Conduct interviews with shortlisted firms
- Request additional information
- Reject any or all proposals
- Negotiate scope and fees with the selected firm

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#### **10. Anticipated RFP Schedule**

- RFP Issued: March 16<sup>th</sup>, 2026
- Questions Due: April 6<sup>th</sup>, 2026
- Proposals Due: April 20<sup>th</sup>, 2026
- Interviews: Week of May 4<sup>th</sup>, 2026
- Selection Announcement: May 15<sup>th</sup>, 2026

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#### **11. Submission Instructions**

Proposals shall be submitted electronically in PDF format to:

Kelly Flagg  
Executive Director  
Associated General Contractors of Maine

[Kelly@agcmaine.org](mailto:Kelly@agcmaine.org)

Subject Line: “Owner’s Representative Proposal – AGC Maine Office Project”

Proposals must be received electronically no later than 12:00PM on April 20<sup>th</sup>, 2026.



## **12. Inquiries**

All questions regarding this RFP shall be submitted in writing via email to:

Kelly Flagg

[Kelly@agcmaine.org](mailto:Kelly@agcmaine.org)

No phone inquiries will be accepted.

## **13. Additional Terms**

- This RFP does not obligate AGC Maine to award a contract.
  - All costs incurred in preparing a proposal are the responsibility of the respondent.
  - Submitted materials become the property of AGC Maine.
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