REQUEST FOR PROPOSAL

Waggener Farm Park – Phase 1
CM/GC Services

Prepared by
Town of Berthoud, Colorado

807 Mountain Avenue
P.O. Box 1229
Berthoud Colorado, 80513

11/04/2019
Outline

Questions Regarding the Proposal
1. CM/GC Selection Process Schedule
2. CM/GC Selection Process
3. Evaluation of Proposal
   A. Evaluation of Technical Proposal (scored)
   B. References
   C. Fee Proposals
   D. Evaluation Criteria
   E. Award Notification Process
4. Guidelines for Preparing Fee Proposals
   A. Scope of Services to be Performed by Construction Manager/General Contractor
      1. Pre-Construction Services
      2. Construction Services
   B. GM/GC Fee for Pre-Construction and Construction Services
   C. General Conditions/General Requirements – For Reference Only
5. Proposal Submittal
6. Proposal Provision
7. Insurance Requirements
8. Summary of Project Documents
QUESTIONS REGARDING THE PROPOSAL
All questions should be directed to:

Jeremy Olinger, Parks and Recreation Director
jolinger@berthoud.org

1. CM/GC SELECTION PROCESS SCHEDULE

Week 1: RFP published on Town website / Invitation sent to shortlisted firms
Week 3: Thanksgiving Week
Week 4: Request for Proposals Due (Wed. December 4th, 2019)
Week 5: Client Review/Potential Interviews for CM/GC selection
Week 6: Selection of CM/GC contractor
Week 7: Recommendation to Town Council for approval

2. CM/GC SELECTION PROCESS

It is the intent of the Town of Berthoud otherwise known as the (Owner) to negotiate a guaranteed maximum price (GMP) contract for construction with the selected construction manager/general contractor (CM/GC), to include the work generally defined by the 100% Design Development Documents. Pre-Construction Services will be provided for the duration of the Construction Document Phase. A final GMP amount will be established towards the completion of the Construction Documents Phase. The CM/GC selection process will progress as follows:

A. Up to four pre-qualified firms will be given a package containing the 100% Design Development level Drawings and other supplementary information. From this reference information, each contractor will develop a proposal including:
   - Proposed Project Team
   - Proposed Project Approach
   - Project Schedule and Phasing Approach
   - Related Project Experience & Claims
   - References

The following shall be submitted in a sealed envelope:
   - Pre-Construction Fee for the Construction Document Phase of the project (as identified in paragraph 4A & 4B below)
   - Lump Sum Fee for Construction as a percentage of Cost of Work (as identified in paragraph 4A & 4B below)

Four hard copies of the proposal and one PDF on a USB drive will be due to the owner no later than 4:00pm, Wednesday December 4, 2019, at the Town of Berthoud offices, 807 Mountain Avenue, P.O. Box 1229, Berthoud Colorado, 80513
B. CMGC interviews are at the sole discretion of the Owner and will be based on the number of shortlisted submissions received. If interviews are required, the submitting firms will be notified 1 week in advance of the scheduled interview time & date.

C. The owner will review all responses to this RFP that meet requirements and are received prior to the designated closing date and time.

D. The owner shall evaluate all proposals (and interviews if applicable) to select a CM/GC they feel is best qualified to meet the owner’s objectives for the project. The owner will then formalize the recommendation and a contract will be negotiated with the approved contractor.

E. If a satisfactory agreement with the proposer cannot be reached, at a fee that is determined to be fair and reasonable, negotiations with that firm shall be formally terminated. Negotiations with the second ranked proposer may then be initiated. Failing accord with the second ranked proposer, the Town shall formally terminate negotiations and may then undertake negotiations with the third ranked proposer or re-issue the RFP at their discretion.

3. Evaluation of Proposal

A. Evaluation of Technical Proposal (scored)

The evaluation committee shall score all Proposals using the quantity and quality of information described in this Section. Points assigned by each evaluation committee member shall be added together and divided by the total number of evaluation committee members to compute an average score for the evaluation questions. Fee proposal information shall not be available to the evaluation committee during this evaluation of technical proposals.

The evaluation committee may request additional clarification from Proposers for any portion of the Proposals. If a Proposal is unclear, the Proposer may be asked to provide clarification. No new information or documentation may be submitted, however, and clarifications may not be used to rehabilitate a non-responsive Proposal. Proposers shall remain available during the evaluation period to respond to requests for additional clarification. Proposers shall submit written signed clarification(s) within 24 hours (Monday-Friday) following receipt of the request. Failure to provide clarification may result in a lower score. The evaluation committee shall assign points to its evaluation of each Proposal as follows:
Technical Proposal Scoring

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Contractor Staff (Similar Project Experience of the Key Staff assigned to the project)</td>
<td>35</td>
</tr>
<tr>
<td>Approach and Process (LEAN / CMGC Process, Services &amp; Staff Experience)</td>
<td>25</td>
</tr>
<tr>
<td>Approach and Process (Schedule &amp; Delivery Innovation)</td>
<td>20</td>
</tr>
<tr>
<td>Approach and Process (Safety Plan)</td>
<td>5</td>
</tr>
<tr>
<td>Relative Project Experience (Project type &amp; Delivery Methodology)</td>
<td>10</td>
</tr>
<tr>
<td>Experience (Claims)</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Points Possible 100

B. References

Owner reserves the right to request references in addition to those provided by the Proposer, to investigate any references whether or not furnished by the Proposer, and to investigate the past performance of any Proposer. Owner may investigate the qualifications of a Proposer, including but not limited to successful performance of similar services; compliance with specifications and contractual obligations; its completion or delivery of services on schedule; and its lawful payment of suppliers, subcontractors, and workers. Owner may postpone the award or execution of the Contract after the announcement of the apparent successful Proposer in order to complete its investigation. The Owner may make up to three attempts to contact each of the reference sources. These attempts shall be made during normal business hours.

C. Fee Proposals

Fee proposals will remain sealed until after the qualitative scoring and will then be opened. The fee amount will then be considered in conjunction with the qualitative score from the technical requirements.

Fee proposals shall be accompanied with enough detail to clearly identify the fee for service and include a detailed schedule of estimated reimbursable and non-reimbursable costs. This fee proposal shall be prepared in accordance with the Scope of Service to be
performed as identified within the RFP in Section 4.

The fee is a binding offer to perform the services associated with the RFP, however the owner, reserves the right to negotiate a cost adjustment with selected / preferred firm based on scope clarification subsequent to the selection and prior to contract execution.

D. Evaluation Criteria

In order to simplify the review process and obtain the maximum degree of comparability, the proposal must follow the outline described below (under “5. Proposal Submittal”), and at a minimum, contain the required information listed. Respondents are encouraged to include additional relevant information. Respondents must also include a signature page with company name, address, phone number, contact name, authorized signature and date.

E. Award Notification Process.

The Owner shall negotiate a CM/GC contract with a selected firm as identified in Section 2 above. Once an agreement has been made, formal notification will be given via Email/Letter to the un-successful firms.

4. GUIDELINES FOR PREPARING FEE PROPOSALS

A. Scope of Services to be Performed by Construction Manager/General Contractor

1. Pre-Construction Services

The following services are to be provided from the period following Notification of Award to Completion of the GMP:

a. Cost Estimating, Scope Management and Target Value Design

The CM/GC shall prepare a cost estimate based on the 100% Design Development package and provide a complete review and comparison with the Architect. The CM/GC can use whatever means and methods deemed necessary to develop the estimate, including use of subcontractor pricing, historical unit costs, etc. Those methods and or trades involved should be identified within the proposal. The pre-construction estimate shall be sufficiently detailed to enable review, by the owner and Architect, of all site and building components and systems. The CM/GC shall be expected to identify and present scope adjustment, value engineering or target value design approach generated as a result of the estimating process to maintain the project’s budget. The CM/GC will work with the Architect and Owner to develop a scope of work that fits within the owner’s available budget for site and building construction (currently estimated to be approximately $28.2 million).

The CM/GC will prepare cost estimate updates throughout the CD phase based
on design modifications, target value design approaches and value engineering
decisions to maintain the projects budget. Continuous estimating updates every
other week shall be reviewed with the Project Design Team & Owner

The CM/GC will take part in a Construction Document Phase Team Pull Plan
meeting as well as ongoing project design team meetings every other week.

b. **Sequencing of Construction**
The CM/GC shall prepare a schedule of construction activities. The selected
CM/GC will work with the owner and Architect to create a final project schedule
that will secure competitive pricing and perform the construction in a cost-
effective and timely manner.

The GM/GC shall include any innovative or alternative sequencing and
scheduling approaches that will help expedite the NTP sooner and/or reduce
the overall project duration. The addition costs or project cost savings for these
alternative scheduling approaches shall be identified in the proposal prior to
implementation if selected.

c. **Procurement Process**
The CM/GC will develop and recommend a procurement process for all trade
work, materials and equipment that will result in the development of the GMP.
The CM/GC will be responsible for developing all necessary scope of work and
bid forms, contacting potential bidders, conduct the bidding and present final
bid tabulation for each section of the work for approval by the owner. The
CM/GC will secure all necessary building permits for the work. Pre-selection of
major sub-contractors including mechanical, electrical, site, steel, pool or others
will be considered by the owner. The contractor will work with the owner to
develop a satisfactory process to select these team members based on
competitive budget pricing and qualifications.

2. **Construction Services:**
The following services are to be provided from the Completion of the final GMP
until Completion of Construction including (1-year warranty for general building
items, and extended warranties on specialty systems identified during GMP
negotiation including, but not limited to roofing, Mechanical & Pool systems, etc.).

a. Furnish project management and supervisory services necessary to construct
the project as defined by the Contract Documents and in accordance with the
approved GMP and final construction schedule.
B. CM/GC Fee for Pre-Construction and Construction Services

The owner will pay a Fixed Fee for the Pre-Construction services outlined in Item “A. 1” above.

The Fee for Construction services shall be provided as a lump sum based on a % of Cost of Work. For the basis of this proposal the estimated cost of construction (Cost of Work) has been currently identified as $28.2 Million Dollars. Costs that will be considered as included in the CM/GC Fee for Construction include all items listed in Article 7 of the AIA Document A102-2007 and as supplemented below:

a. Scheduling and accounting services provided during construction;

b. Timekeepers or other accounting personnel;

c. Project Executives and other non-project management personnel;

d. Contractor’s professional liability insurance premiums;

e. Any lodging, travel or food expense of CM/GC’s staff and employees, unless specifically requested by the Owner;

f. Extra printing required by CM/GC after GMP is established and accepted;

g. Legal fees;

h. Equipment maintenance costs for any contractor-owned equipment;

i. Costs associated with any corrective work, during construction or within warranty;

j. CM/GC profit.

k. Any other items required to complete the work not specifically mentioned above or in items 3, 4 and 5.

The fee submitted shall be broken into two components for purposes of payment. The portion of the fee attributable to Pre-Construction Services will be paid at the owner’s acceptance of the GMP, which will signify the completion of this phase of the project. The portion of the fee attributable to Construction Services will be paid in equal payments based on the construction duration of the project. OR proportionately to the completion of the work, according to a percentage of completion calculation using the approved Schedule of Values.

C. General Conditions/General Requirements – For Reference Only.

1. For the purpose of this proposal the cost of General Conditions/General Requirements shall be EXCLUDED from this proposal. The following costs should NOT be included within the proposed construction fee and shall be assumed as part of the General Conditions/General Requirements Cost as part of the final GMP.

a. Employee costs (excluding bonuses or profit-sharing allocations) for personnel directly assigned to or performing management or supervisory work on the
project, including:
(1) General Superintendent
(2) Project Superintendent
(3) Project Manager
(4) Project Engineer
(5) Project Coordinator/Administrator
(6) Project Controls/Estimator/LEAN project leader

b. Costs for establishment and maintenance of a jobsite construction office including:
   (1) Trailer moving and rental costs;
   (2) Office equipment installed within the construction office;
   (3) Costs for hooking up necessary utilities to jobsite and jobsite office (all monthly utility usage costs will be paid by the contractor)

c. Costs for layout (Owner’s survey data will be made available to the Contractor);

d. Costs for periodic (minimum weekly) job-site clean-up, trash collection and trash removal;

e. Temporary improvements related to maintaining building occupancy and access;

f. Temporary toilets used by construction personnel;

g. Temporary fire protection;

h. Jobsite construction fencing, storage or tool trailers, protection of open space, etc.;

i. Construction sign and on-site construction signage.

j. Jobsite communications (radios, etc.);

k. Mailing and shipping of shop drawings, samples, etc.

l. Snow and ice removal (specify amount or use an allowance);

m. Security costs;

n. Final clean-up;

o. Assistance in start-up and owner orientation for all building systems.

p. Preparation and issuance to Owner of Record Drawings (red-lined as-built drawings) for use by the Architect (and engineer) to complete final as-built drawings and required Operating and Maintenance manuals;

q. Small tool allowance

r. Safety and safety manager

s. Dust control

t. Scaffolding

u. Temporary heat

v. Travel

w. Per diem

x. Punch list and project close-out

2. The selected CM/GC shall develop a line item for General Conditions/General Requirements within their initial 100% Design Development Project estimate showing items, quantities, units, unit costs and extended costs for those items
deemed necessary to construct the project. These unit costs will be reviewed by the owner, Architect & CM/GC. Once agreed upon, the unit costs shall be used if any adjustments or changes are required to the General Conditions costs when the final GMP is submitted. The General Conditions will become a single line item in the GMP Schedule of Values.

5. **Proposal Submittal:**
   The submittal should be limited to 20 pages, including all front and back covers plus applicable appendices. Provide the owner with 4 copies. The fee portion of the submittal is not included within the 20-page limit. The submittal should at a minimum include the following:

1. **Proposed Project Team** – proposed staffing levels and roles, key staff and their roles to be assigned to the project including both for Pre-Construction as well as Construction. Relevant project experience of the Preconstruction/LEAN/Project Controls Manager, Project Construction Manager, Construction Job Supervisor and proposed approach to their involvement in the process. Please confirm within your response that the proposed team members will remain on the job through construction, assuming the proposed schedule is maintained and not modified by the owner.

2. **Resumes of personnel to be assigned to the project including Preconstruction/LEAN/Project Controls Manager, Project Manager and job Site Superintendent.**

3. **Proposed Project Approach** – project management procedures and strategies that you see appropriate for this project. Pre-construction activities and methods of preventing cost increases should be addressed. In addition, how during the construction process will unexpected cost changes be adequately budgeted for and reviewed with the owner & architect.

4. **Project Schedule and Phasing Recommendations** – provide your recommendations of the most effective schedule and phasing to accomplish general objectives outlined in the Project Description & Design Documents. Provide recommendations for innovative scheduling, sub-contractor procurement or earlier design packages to shorten project timelines or begin the construction sooner.

5. **Describe the companies’ approach to job site safety including implementation procedures by the team.**

6. **Examples of Project Related Experience** including similar projects in scope, size and scale OR similar unique delivery processes that align with those presented in the project approach & scheduling response above.

7. **Project related claims in the last 5 years.**

8. **List of 3 references for whom similar work has been done, include project name, contact name & role and phone number.**
The Following should be provided in a single sealed envelope at time of the submittal.

1. Pre-Construction Fee for the Construction Document Phase of work.
2. Fixed Fee as a percentage of “cost of work” based on a Construction cost of $28.2 Million Dollars.

6. **Proposal Provision:**
The owner reserves the right to reject any and all proposals and does not bind itself to accept any proposal for this work or any part thereof may waive any technical or formal defect in any proposal and shall have the right to ask for new proposals for the whole or parts of this work should the owner desire to do so or shall have the right to negotiate with any or other qualified CM/GC.

7. **Insurance Requirements:**
CM/GC to submit proof of insurance as required confirming ability to execute the project as described within.

8. **Summary of Project Documents**
A. Request for Proposal
B. AIA Document A102 – 2007
C. Current Project Schedule
D. 100% Design Development Plans

END OF DOCUMENT