REQUEST FOR PROPOSAL

Construction Management Services "Not at Risk"

The St. Charles County Ambulance District proposes to retain a qualified firm/team for the Construction Management Services "Not at Risk" required for the construction of: Base 2 & Base 13. To facilitate the selection of the Construction Manager "Not at Risk" for this project, interested firms/teams are invited to submit a proposal for consideration. Specifications for this Request for Proposal may be obtained commencing March 23, 2016 and thereafter from the St Charles County Ambulance District's website at www.sccad.com/requests-for-proposals.

Sealed Proposals will be received by the St. Charles Ambulance District, at the St. Charles County Ambulance District Headquarters, 4169 Old Mill Parkway, St. Peters, MO 63376 until 2:00 PM, Local Time, Thursday, April 12, 2016. The St. Charles County Ambulance District reserves the right to accept or reject any or all proposals.

REQUEST FOR PROPOSAL

FOR

CONSTRUCTION MANAGEMENT SERVICES

"NOT AT RISK"

FOR THE

St. Charles County Ambulance District

Base 2 & Base 13 Construction

4169 Old Mill Parkway
St. Peters, MO 63376

March 23, 2015

TABLE OF CONTENTS

I. REQUEST FOR PROPOSAL

II. PROJECT DESCRIPTION

III. SCOPE OF SERVICES

IV. SELECTION PROCESS

V. STATEMENT OF QUALIFICATIONS

I. REQUEST FOR PROPOSAL

A. The St. Charles County Ambulance District proposes to retain a qualified firm/team for the Construction Management "Not at Risk" Services required for the construction of: Base 2 & Base 13.

B. To facilitate the selection of the Construction Manager "Not at Risk" for this project, interested firms/teams are invited to submit a proposal for consideration. The proposal should contain, at a minimum, the information requested in Section V of this Request for Proposal.

C. 3 copies of the proposal must be submitted to, and received by the office listed below no later than 2:00 PM, Local Time, Thursday, April 12, 2016.

Craig Meckfessel
St. Charles County Ambulance District
4169 Old Mill Parkway
St. Peters, MO 63376

D. A team of St. Charles County Ambulance District officials will evaluate the proposals. A recommended selection will be forwarded to the St. Charles County Ambulance District Board of Directors for their consideration and approval. Negotiation of a Construction Management Services contract is expected to commence directly thereafter.

E. Questions concerning this project may be directed to:

Craig Meckfessel
St. Charles County Ambulance District
4169 Old Mill Parkway
St. Peters, MO 63376
636-344-7643

Interested firms, and all representatives there of, are prohibited from contacting any elected officials until after a final selection has been made by the St. Charles County Ambulance District.

II. PROJECT DESCRIPTION

A. The proposed project shall include the construction of two ambulance Base Stations utilizing the District's revised prototype building design which is a 5400 square foot, single story wood frame structure. Seven stations have been built utilizing the original design. It is anticipated that both stations will be constructed concurrently. The ambulance base stations will be located at:

Base 2
835 Friedens Rd.
St Charles, MO 63303

Base 13
2304 Hopewell Rd
Wentzville, MO 63385

B. Base 2

Project will consist of demolition of existing facility and construction of a 5400 sq. ft. single story wood framed ambulance Base Station facility comprised of living quarters, four bay garage area and partially finished basement as well as all site work. Architectural design and site engineering have been completed and permits have been approved. During construction the existing facility will remain operational. Operations will move to the new facility, when complete, to allow for demolition of the existing facility. Project duration is expected to be five months. Construction drawings and documents for this project are available at www.sccad.com/requests-for-proposals.

C. Base 13

Project will consist of construction of a 5400 sq. ft. single story wood framed ambulance Base Station facility comprised of living quarters, four bay garage area and partially finished basement as well as all site work. The site is currently undeveloped. Architectural design and site engineering have been completed and permits have been approved. Project duration is expected to be five months. Construction drawings and documents for this project are available at www.sccad.com/requests-for-proposals.

III. SCOPE OF SERVICES

A. PRE-CONSTRUCTION SERVICES.

Engineering and Design work has been completed for both Base 2 and Base 13 and the projects are currently bidding with a sealed bid due date of March 24, 2016. Contracts for construction of both projects will be awarded by April 29, 2016.

1. Construction Manager shall assist the Owner in preparing Construction Contracts.

2. Before the Contractor commences work on the site, Construction Manager shall assist Owner in the preparation of all necessary site logistics plans, traffic flow diagrams and plans for the performance of the applicable work as a result of the review and coordination of the contractor's implementation plan, showing the use of designated roadways or street lights, the closing of any roadways, streets and/or sidewalks, and the re-routing of any traffic; and assist in obtaining necessary government approvals required to implement such traffic plans.

B. CONSTRUCTION SERVICES

The Construction Manager shall provide full construction management services during the construction phase, including but not limited to the following:

1. Construction Manager shall represent the Owner in its communications with the Architect, Contractor, and Consultant(s); schedule, attend, and conduct progress meetings, regular on-site meetings to review construction progress and pay requests and to provide appropriate recommendations to the Owner concerning the Owner's decisions on construction matters, including, where necessary, alternative designs or materials; and coordinate, review and advise the Owner concerning, change orders, submittals, and requests for information.

2. Construction Manager shall (i) assist and review the processing of change orders, (ii) advise Owner concerning the necessity for, scope of and recommended cost of change orders, and (iii) negotiate, on Owner’s behalf, all change orders with Contractor. The final Project Budget and/or Project Schedule, as applicable, will be revised to reflect approved change orders.

3. Construction Manager shall review applications for payment by the Architect and Contractor, review and certify certificates for payment issued by Architect and make written recommendations to Owner concerning payment.

4. Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, and scheduling of the Work.

5. Construction Manager shall direct Contractor (and others, where appropriate) to prepare and update a critical path schedule for completion of the applicable work. In the event of delays impacting the critical path schedule, Construction Manager shall make recommendations to Owner for corrective action by Contractor and review Contractor’s recommendations for corrective action.

6. Contruction Manager shall enforce Contractor's contract to maintain a daily log containing the number of workers, equipment, work accomplished, daily weather, problems encountered and other relevant data as the Owner may require. Although

Construction Manager shall not guarantee the performance by Contractor, Construction Manager shall recommend courses of action to the Owner when Owner or Construction Manager becomes aware that requirements of any Project construction contract are not being fulfilled, or when Contractor falls behind in its schedule; shall communicate recommendations, as directed by the Owner, to Contractor on behalf of the Owner; shall monitor Contractor's performance of such recommendations; and shall report Contractor's progress to the Owner on at least a monthly basis.

7. Construction Manager shall notify Owner in writing, with photos and supporting documentation, if Construction Manager becomes aware that the work of Contractor is not being performed in accordance with the requirements of the Contract Documents. Construction Manager shall review any and all test reports and notify the Owner, the Architect and the Contractor, as appropriate, of deficiencies in the work in which Construction Manager becomes aware and shall advise the Owner of projected consequences of such default and shall make recommendations to Owner with respect thereto. With the written authorization of Owner, Construction Manager shall reject work which does not conform to the requirements of the applicable Contract Documents.

8. Construction Manager shall obtain from Contractor record drawings or, if required by the applicable Project construction contract, “as-built” drawings, as construction completes.

9. Construction Manager shall record the progress of the Project on a monthly basis and shall include the following:
    1. Work completed for the period:
    2. Project schedule status:
    3. Cash-flow and forecast reports; and
    4. Project photos
    5. 4 week look ahead

10. Together with the Architect and Owner, Construction Manager shall monitor and observe the testing and start-up of all utilities, systems and equipment for the Project and review test reports.

11. Construction Manager shall complete the final close-out of the Project by (i) obtaining, or causing the Contractor to obtain, all government approvals required for the legal use and occupancy of the Project, (ii) obtaining all warranties, guaranties, bonds, insurance certificates, installation manuals, and other items required pursuant to the Project construction contracts, (iii) obtaining all affidavits, waivers, and releases the contractors are required to provide pursuant to the Project construction contracts to achieve final completion of the Project, (iv) analyzing all claims (including change order disputes and other claims for extra compensation) asserted by the Contractors and the Architect, (v) collecting and/or otherwise resolving any and all back charge claims that Owner may assert against any Architect or Contractors,

and/or)vi) representing Owner at meetings and/or inspections scheduled by Owner and held to resolve problems relating to design, physical condition or operation of the Project to seek enforcement of warranties.

12. With the Architect and the Owner's maintenance personnel, Construction Manager shall observe the Contractor's final testing and start-up of utilities, operational systems and equipment and observe any commissioning as the Contract Documents may require.

IV. SELECTION PROCESS

A. The St Charles County Ambulance District intends to award the Construction Management Services Contract to that qualified firm which best demonstrates the commitment and application of experience, resources and methods to the unique construction requirements, as well as the cost and schedule objectives established by St Charles County Ambulance District.

B. Your written response to this RFP will be used to evaluate your firm's or team's qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project. If deemed necessary, a short list of firms or teams may be selected for follow-up interviews.

C. At each stage of the process, St Charles County Ambulance District will consider any number of individual factors weighing on each firm or team's qualifications. These considerations will include but are not limited to:

1. The experience and capabilities of the firm involved.

2. The experience and capabilities of key personnel involved and the willingness to commit designated key personnel to this specific project.

3. The ability of the project team to interact and work with diverse public and private groups or representatives who may be concerned with the impact of the projects.

4. How well the approach or plan of the project team appears to integrate with the St Charles County Ambulance District's specific needs.

5. Financial stability and general reliability of the firms individually as well as any proposed team, as indicated by documents, historic projects and references.

6. A demonstrated ability to bring projects in on schedule and within budget.

D. Though this request for proposal specifically requests information regarding your proposed compensation, St Charles County Ambulance District reserves the right to reject any and all proposals, to waive any informality in them and to reject the lowest cost proposal for any reason.

V. STATEMENT OF QUALIFICATIONS

A. Responses to this RFP should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked "Supplemental Information".

B. GENERAL COMPANY QUALIFICATIONS

Provide the following general information regarding your company and its qualifications for this project.

1. Brief history and general overview of your company. Include the total number of employees at your firm and a breakdown of your staff by project role (i.e. number of project managers, project engineers, superintendents, etc.)

2. List in spreadsheet format all projects your organization has **completed in the past 5 years (or is currently working on) as a CM for a political entity.** Include a brief description of the project, the contract amount, the final date of completion, owner, and architect contact/reference.

3. Select three First Responder Facilities your firm completed as the Construction Manager within the last five years. Specifically relate how your experience with these projects will be applied in the execution of this project.

4. What percentage of your work is repeat business with previous clients? Provide references for Owners who have used your CM services more than once.

C. PROJECT MANAGEMENT PLAN

Provide a management plan that sufficiently defines your management and technical approach to the project. Include in your response the information requested in the following items:

1. Provide an organization chart showing your firm's proposed project organization, showing key project positions identified by title and showing lines of authority/responsibility and communication. Provide the name of each individual that your firm recommends for each key project position (i.e., project executive, project manager, superintendent, project engineer, etc.). Include resumes of key personnel with a description of the roles they will assume on this project and a list of related project experience.

2. Submit the location where home office support services will be performed, and a detailed description of how all of the services will be coordinated and managed. Also include to what extent the field organization will be staffed with local personnel versus relocated permanent personnel.

3. Submit your plan to provide Quality Assurance and Control for this Project throughout the pre-construction and construction phases.

4. Describe your procedures for reviewing and processing of shop drawings and other submittal's.

5. Describe your procedures for processing changes orders, including review and auditing of subcontractor pricing.

.

D. PROPOSED COMPENSATION

1. Submit the following compensation information in a **SEPARATE SEALED ENVELOPE** clearly labeled with your firm's name, address, and the following: "Construction Management Compensation Proposal". This submission **WILL NOT BE OPENED** until a qualifications based selection has been made and the selected firm is notified of the City's intent to negotiate a contract with that firm...

2. Please state your preferred Lump Sum Fixed Fee for all overhead, profit and home office staffing and support costs/reimbursables as lump sum fixed fee. Your Fee should be based upon an estimated Construction Cost of $1,700,000.00 and construction duration of five months.