

# Request for Proposals [RFP] for Construction Management Services

October 21, 2019

## St. Joseph County Courts Renovation

**Project Location:** Centreville, St. Joseph County, Michigan

- I. **Request for Proposals.** St. Joseph County is requesting proposals from qualified firms or individuals to provide Construction Management [CM] services working with an Architect/Design firm for pre-construction, and construction/renovation of the St. Joseph County Courts Building located at 125 W. Main St., Centreville, MI.

### **Project Overview.**

**Property Description and Current Conditions:** The Courts Building was added in 1973 to the Historic St. Joseph County Courthouse building at 125 W. Main Street. The addition measures approximately 38,000 square feet, situated across a basement, first and second floor. The Courts Building currently houses District Court, 45<sup>th</sup> Circuit Court, including Probate and Family Court services. A variety of court support functions including clerk spaces for both District and Circuit Court, Friend of the Court office, District Court Probation, Community Corrections and the Office of the Prosecutor are housed within the facility. Renovations were completed to the building basement in 1984 and minor renovations were performed in the mid 1990s. Many of the building's systems and infrastructure are out of date. The flow and function of staff work space and the ability for the courtrooms to meet today's judicial needs are lacking.

**Proposed Project:** A facility assessment and masterplan process was undertaken in late-2018 through mid-2019. Outcomes of the process have identified the need for a complete renovation of the building to accomplish the major goals of upgrading building safety and security, improving workflow and function for staff, and creating comfortable environments for building occupants. The existing facility will remain in operation during renovation activities, thus requiring a phased construction plan. The Owner has engaged in a performance contract with ABM Technical Solutions to address many of the mechanical and electrical infrastructure needs.

### **Construction Management Scope**

The scope of services and responsibilities of the CM will include pre-construction services and complete coordination and management of construction for the proposed project. The CM is expected to work collaboratively with the Project Team to deliver a facility that is within budget and to maintain the schedule established for the Project. The CM will join St. Joseph County and the Architect/Design firm by participating in team meetings and take responsibility for budgeting, scheduling for construction, construction delivery, and constructability.

The CM shall provide all construction management services necessary and required for the inspection, supervision, management, coordination, and administration of the project, so that the required construction work is properly executed, completed in a timely fashion and conforms to the requirements of the construction documents as well as good construction practice. The CM will be responsible for drafting the Owner/CM agreement, identification of trade contractors, preparing general conditions, management of the bidding process, execution of trade contracts, and coordination of the work. The CM will be required to provide such services from project commencement through substantial completion, final acceptance, and project closeout.

In addition to the scope of services as described in this RFP, the project delivery method will be as CM as Constructor. It is assumed that construction bonds will be provided by the individual sub-contractors. For this proposal, the CM fee and related scope of work should be based on the estimated construction budget of \$5,500,000. The project budget and schedule shall be verified by the selected CM as soon as possible after the selection and updated accordingly.

#### Clarification of Certain CM Services

- Consultation – The CM should attend project team meetings throughout pre-construction, schematic design, design development and construction document phases of the project.
- Preliminary Project Schedule – The CM should be prepared to develop and provide a detailed preliminary construction schedule as soon as possible, along with updates during the schematic design, design development, and construction document phases of the project. At the time of this RFP the use of multiple bid packages and fast tracking is not anticipated.
- The CM will help establish the construction completion date with the project team. A draw schedule of construction values is required to be provided to the Owner.
- Preliminary Cost Estimates – The CM is required to develop and provide a detailed preliminary construction cost estimate as soon as possible to give an accurate as possible representation of the project's construction cost. Updated cost estimates are to be prepared by the CM at the conclusion of the schematic design, design development, and construction document phases of the project.
- Project Bidding – The CM will be responsible to manage and solicit competitive bids.
- Coordination with ABM construction activity as required. Final schedule for ABM implementation is to be determined.
- Self-Performed Work & Partnerships – Where the CM has a monetary interest in any subcontractors concern, such interest shall be disclosed to the Owner.
- Adjustments to Compensation – Adjustments to the fee quoted based on a \$5,500,000 construction project will be permitted for adjustments to the pre-construction budget and owner generated project scope changes that exceed an additional 15% of the construction cost.

- Definition of Project Construction Completion – The construction completion date is defined as completion of all punch-list items as well as building commissioning.

#### **Construction Manager Selection Timeline.**

The schedule for the CM selection process is as follows:

- October 21, 2019 - RFP distributed to Construction Management firms.
- October 28, 2019, 2:00 p.m. - **Mandatory** pre-proposal meeting for interested, qualified firms and individuals.
- November 12, 2019, 2:00 p.m. - Proposals due from CM.
- November 22, 2019 - Interviews with finalists.
- December 3, 2019 - Recommendation for contract award to St. Joseph County Board of Commissioners.

#### **Bidding/Construction Schedule [Tentative].**

The schedule for the CM selection process is as follows:

- September 2020 [Tentative] – Construction documents ready for bidding
- 4<sup>th</sup> Quarter 2020 [Tentative] – Construction commencement
- Construction Completion – To be determined based upon final project phasing strategy established by Owner, Architect and Construction Manager.

**Estimated Budget.** The preliminary estimated budget for the renovation project is \$5.5 million.

**Pre-Proposal Meeting & Walkthrough.** A **mandatory** pre-proposal meeting and walkthrough is scheduled for October 28<sup>th</sup> at 2:00 p.m. at the St. Joseph County Historic Courthouse – 3<sup>rd</sup> Floor, located at 125 W. Main Street, Centreville, Michigan. The purpose of this meeting is to address questions regarding the selection process and to allow CM access to the facility proposed for renovation. To eliminate disruption to staff schedules and facility operations, individual times will not be scheduled for the inspection of the facility outside of this opportunity.

## **II. PROPOSAL SUBMISSION.**

Three [3] paper copies of the proposal and a USB flash drive containing an electronic copy of the proposal shall be addressed and delivered in a sealed envelope to St. Joseph County, 125 W. Main Street, Centreville, MI 49032, Attn: Pat Kulikowski, Secretary. Proposals will be received until 2:00 p.m. (Eastern Time) on November 12, 2019. Any proposal received after that time and date will not be opened or considered and will be returned.

**Experience and Qualifications.** Each CM submitting a proposal should include, but not be limited to, the following information:

- The name of the firm and location of all its offices, specifically indicating the principal place of business. St. Joseph County is interested in seeking firms that have a strong presence in St. Joseph County and surrounding areas, however, this should not dissuade a bidder from outside of the area from submitting a proposal.
- A brief history of the firm and the range of services offered. Especially experience in working with seniors and/or housing.
- A Management Plan that provides at least the following information: [The Management Plan should be concise yet contain sufficient information for evaluation.]
  - a. The education, training, experience, licensing, and qualifications of members of the firm and key employees assigned to this project, including the individuals responsible for the performance of the work described herein. This should include the firm's experience with managing community relations and advancing innovative ideas. Include an organization chart.
  - b. The firm's approach to managing cost control, risk identification, and risk mitigation.
  - c. Please give a brief description of your firm's approach to budget estimating and management. Describe your method of cost control. How do you propose to support the Owner and design team in cost estimating during pre-construction phases to help keep the project on budget? If a project is over budget during any phase, describe the value analysis ideas and processes that your team will undertake to reduce costs.
  - d. We will require the following minimum cost estimates to assist the team in keeping the project on budget:
    - Conceptual Cost Estimate
    - Schematic Design
    - Design Development
- Proposed project production schedule showing critical dates and other information in sufficient detail for the selection committee to determine the feasibility of the time frames indicated; include information on the firm's technical capabilities and ability to timely perform the services as reflected by the firm's current and projected workload and having adequate personnel, equipment, and facilities.
- The names of at least three [3] clients who may be contacted for references.
- Indicate the present level of professional and general liability and other insurance coverage for the firm.

- List and describe any actions taken by any regulatory agency against the CM or its agents or employees with respect to any work performed.
- Provide any other pertinent information regarding qualifications and performance data requested by St. Joseph County.
- To be considered responsive to the requirements of this RFP, the CM shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed in the State of Michigan and meet all the requirements and qualifications described herein. St. Joseph County reserves the right to request additional information which, in its sole opinion, is necessary to assure that the CM competence, business organization, and financial resources are adequate to perform the work described herein.
- Provide a list of projects currently under contract.

**Bonds and Insurance.** The CM shall procure and maintain bonds and insurance as required by law.

**Identification of Proposal.** Proposals shall be submitted in a sealed envelope with the label: "ST. JOSEPH COUNTY COURTS RENOVATION, PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES." The cover shall include the name, address, and telephone number of the CM clearly marked on the cover.

**Waiver.** By submitting a proposal, the CM agrees to waive any claim it has, or may have, against St. Joseph County and its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

**Withdrawal of Proposal.** A request to withdraw a proposal must be made in writing and filed with St. Joseph County prior to the interview phase of the RFP.

**Disqualification of Bidders.** Construction managers may be disqualified, and their proposals disregarded for reasons which include, but are not limited to the following:

- St. Joseph County has reason to believe that the CM's have engaged in collusion.
- The CM being interested in any litigation against any party to the proposal.
- The CM is in arrears on any existing contract or has defaulted on a previous contract.
- The CM has uncompleted work which, in the judgment of St. Joseph County, will prevent or hinder the prompt completion of this construction project, if it were awarded to the CM.

- Other appropriate reason as determined by St. Joseph County.

**Non-responsive proposals.** A CM that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Michigan.

**Rejection of Proposals.** St. Joseph County reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; (c) to change the schedule and dates for responses, interviews and other dates; and (c) to waive formalities and minor irregularities in the proposals received. St. Joseph County further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by St. Joseph County to be necessary for the successful performance of the contract. St. Joseph County further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.

**Public Records.** The CM acknowledges by submitting a proposal that any and all information may be subject to the Public Records law of Michigan.

### III. **EVALUATION CRITERIA AND SELECTION.**

1. St. Joseph County will evaluate each RFP submitted based on responsiveness to the project's needs. St. Joseph County will take into account the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. If St. Joseph County recommends the award of a contract, the county will recommend the award of contract to the CM who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall also include:
  - Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
  - Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.

- Past performance as reflected by the evaluation of others who have retained the services of the CM with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
  - Experience, qualifications, and ability related to courts facility construction and renovation.
  - Fee proposal.
  - Interview presentation.
2. St. Joseph County anticipates interviewing 3 professionally and technically qualified CM's. The purpose of the interview is to allow the CM firm to present its qualifications, experience, education, training, past performance, etc., in regards to the professional services to be provided for the project. Interviews will also provide an opportunity for St. Joseph County to seek clarifications from the CM. CM's selected for an interview will be notified of the date, time, and place of the interview. Interviews are tentatively scheduled to take place November 22, 2019. St. Joseph County anticipates making a final recommendation to the St. Joseph County Commissioners on December 3, 2019.
  3. The County Administrator [Controller] and St. Joseph County Board of Commissioners [or designee] will negotiate the terms of a contract with any selected CM. If an agreement is reached, the Contractor will enter into a written contract and will perform all work pursuant to that contract. The Proposal does not constitute an agreement or contract with St. Joseph County, Michigan. St. Joseph County reserves the right to not enter into any agreement with any CM.

Submit all questions, inquiries, or requests for clarification about the project in writing to Teresa Doebling, County Administrator [Controller], Historic Courthouse-3<sup>rd</sup> Floor, 125 W. Main St., Centreville, MI 49032 or via email at [DoeblingT@stjosephcountymi.org](mailto:DoeblingT@stjosephcountymi.org) . All questions are to be submitted by the end of the day on Monday, November 5, 2019 to allow for addendum information to be provided to all interested parties.

**Fee Proposal.** Provide your proposed compensation for CM services utilizing the following parameters in addition to the scope of services outlined in this RFP:

- Pre-Construction Phase Services: Based on the estimated pre-construction schedule outlined in the RFP, provide a lump sum fee and list of all reimbursable cost items.
- Construction Phase Services: Based on the estimated construction budget of \$5,400,000 outlined in the RFP, provide a lump sum fee and list of all reimbursable cost items.
- Cost Markup: Indicate the cost markup for preconstruction and construction phase reimbursable expenses, as applicable. Refer to EXHIBIT 1
- Hourly Rates: Include the hourly rates for any personnel who will be billed as hourly reimbursable expenses, as applicable. Refer to EXHIBIT 2
- Exclusions: Indicate any other fees or charges not included in your proposed fees.

Refer to the following pages for required information to be filled out for the fee proposal portion of this RFP.

## **EXHIBIT 1 – FEE PROPOSAL FORM**

### **A. FEE BREAKDOWN**

Briefly describe compensation (fee) for your Construction Management services.

I. Lump Sum Fee – Based on the estimated \$5,400,000 construction cost, attach an itemized listing of your cost breakdown utilizing the attached “**CM Fee/General Conditions Matrix**”.

Pre-Construction Fee	\$ _____
Construction Fee	\$ _____
Construction Staffing & General Conditions	\$ _____
<b>TOTAL \$</b>	<b>_____</b>

II. Identify percentage of mark-up on labor and materials for project scope changes during preconstruction, bid and after bidding (for any scope changes in excess of 15% as outlined in RFP).

CM Mark-Up Percentage \_\_\_\_\_

### **CERTIFICATION**

We, the undersigned understand that the above information along with any additionally submitted becomes part of any agreement subsequently made with the Owner, and we attest, to the best of our knowledge to its accuracy.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



**CM Fee/General Conditions Matrix**

Below is the matrix outlining what costs are to be included in Fee and what costs are to be included in General Conditions. Please include a total dollar value in Column 1 for items included in CM proposed fee. Provide line item costs for all items noted in Column 2 included in your proposed CM General Conditions. If service is not included, indicate with NA.

Company Name:	CM fee	CM Staffing and General Conditions	Construction Cost/Trade Contracts
<b>Off Site Services</b>			
Corporate Executives			
Principal in Charge			
Project Executive			
Project Director			
Project Manager			
Accounting			
Scheduling			
Purchasing			
Estimating			
Project Coordinators			
Safety			
<b>Insurance and Bonds</b>			
Builder Risk Insurance			
General Liability			
Workers Compensation			
FICA Insurance			
Federal Unemployment			
State Unemployment			
Payment Bonds			
<b>Other Cost</b>			
Electronic Plan Room			
Bid Package & Construction Document Distribution (Trades)			
Postage & Express Cost			
All other Reproductions			
<b>Quality Control &amp; Testing</b>			
Site & Building Testing/Inspection			
Project Photographs			
<b>Permits &amp; Special Fees (if applicable)</b>			
Driveway/Roadway Improvement Permits, Bonds & Fees			
Building Permits			
Water Connection Fee			
Sanitary Connection Fee			
Storm Connection Fee			

	CM Fee	CM Staffing and General Conditions	Construction Cost/Trade Contracts
Gas Service Charge			
Electrical Power Service Charge			
Special Tap Fees			
<b>On Site Staff</b>			
Superintendent			
Project Engineer			
Layout Engineer/Surveyor			
Safety and First Aid			
Construction Trailers			
Small Tools & Supplies			
Field Support Equipment			
Telephone Expense/Fax			
Trailer/Job Site Wifi			
Temporary Toilets			
<b>Barricades, Enclosures &amp; Control Signs</b>			
Opening Protection			
Weather Enclosure			
Control Signs			
Temporary Fencing			
Covered Walkways			
Site Barricades/Fences			
<b>On Site Utilities</b>			
Temporary Electric			
Temporary Water			
<b>Winter Heat</b>			
Temporary HVAC			
HVAC Charges			
<b>On Site Service</b>			
Weekly Clean-up			
Final Clean-up			
Dump Permits & Fees			
Debris Hauling/Removal			
Temporary Road Installation			
Temp Stair/lift			
Roadway Maintenance			
Storage Trailers			
Dust Control			
Snow Removal			
<b>Other (Specify)</b>			
<b>Total Cost</b>	\$	\$	\$

**EXHIBIT 2 – PROJECT TEAM BREAKDOWN**

<b>A. Pre-Construction Phase</b>	<b>Hours Included</b>	<b>Hourly Rate</b>
Project Executive	_____	\$ _____
Superintendent	_____	\$ _____
Project Manager	_____	\$ _____
Project Engineer	_____	\$ _____
Project Coordinator	_____	\$ _____
Estimator	_____	\$ _____
Others: _____	_____	\$ _____
_____	_____	\$ _____
<b>Total Pre-Construction:</b>	_____	

  

<b>B. Construction Phase</b>	<b>Hours Included</b>	<b>Hourly Rate</b>
Project Executive	_____	\$ _____
Superintendent	_____	\$ _____
Project Manager	_____	\$ _____
Project Engineer	_____	\$ _____
Project Coordinator	_____	\$ _____
Estimator	_____	\$ _____
Safety	_____	\$ _____
Others: _____	_____	\$ _____
<b>Total Construction:</b>	_____	