the City of MUSKEGO

REQUEST FOR PROPOSAL (RFP) – Police Department Building

Construction Manager at Risk, Guaranteed Maximum Price

August 30, 2016

The City of Muskego is seeking proposals for Construction Manager (CM) Services for construction of an (approximate) 14,000 sf addition to and a 27,000 sf remodeling of the present City Hall for Police department use. A replacement City Hall project has been let and an apparent low bidder has been identified. Associated work for this scope is enumerated herein. The slab-on-grade addition consists of garage space with evidence management and a municipal lock-up. The remodeled space is offices, locker rooms, communications and other police functions. The existing building is two floors.

Estimated cost of construction is $5,250,000 to $5,750,000

Conceptual schedule: documents ready for development within the project team last quarter 2016, construction documents prepared first quarter of 2017, with bidding late in the first quarter of 2017. A GMP will be established after bids have been received. It is anticipated that the CM will lead discussions to validate the budget and associated construction cost to result in a process with a high assurance for cost conformance.

Architect for this work is Zimmerman Architectural Studios, Inc.

A formal contract will be negotiated with The City attorney using AIA B133-CM as the basis of the work.

Plans for the City Hall project (to define quality) and the associated conceptual PD plans are available as attachments to this RFP and are available from ARC Document Solutions beginning Tuesday, August 30, 2016 after 10:00 a.m. Only construction organizations may download these documents.

Please submit one electronic version (.pdf preferred) and ten (10) copies of the proposal marked: *City of Muskego Construction Manager Proposal* on the outside of the container. Submit to the City of Muskego Office of the City Clerk, W182 S8200 Racine Ave, Muskego, WI 53150. Proposals must be hard copies; no emailed or faxed copies will be accepted. Proposals must be received no later than 2:00 p.m. (Central Standard Time) on September 13, 2016. Names of submitters will be posted to the City's website by 4:30p.m. of the same day.

A walk thru of the present facility and an orientation of those organizations interested in the work will be held on September 7, 2016 at 2:00 p.m. CST at the present City Hall – address as noted above. Attendance at this orientation is not mandatory.

Proposals submitted will be reviewed by a City appointed committee. Based on evaluation by the committee, some respondents may be selected for interviews. Those appearing for interview should be prepared to discuss their approach, a timetable and their fee schedule. If required, interviews will be held September 22 or 23 at a time to be determined.

A copy of the RFP may be reviewed on the City of Muskego website at www.cityofmuskego.org/bids.

Questions shall be submitted via email to David Simpson at dsimpson@cityofmuskego.org and must be submitted no later than 4:00 p.m. CST September 7, 2016. Written direction where required will be furnished on September 8, 2016.

The proposal must include:

1) Completed Proposal Form (form is included with this RFP).
2) A written description of your approach.
3) The personnel who will be assigned to this scope.
4) A description of your current work load, backlog, and how this project will be completed in view of your other projects.
5) Provide examples of your approach to managing the following: progress estimate(s), project schedule, bid results and recommendation, change orders and contingency report.
6) Describe your method for establishing and managing budgets and contingencies. The City will require competitive bidding of any self-performed work or material or equipment, and sealed bids will be required and received by the Office of the City Clerk for all bid packages.
7) List any litigation, arbitration, mediation or other claims filed against your firm in the last five years. Describe the outcome(s).
8) Provide the limits of your General Liability and Professional Liability Insurance.
9) Include a list of all municipal projects' your firm has been involved with in the past five (5) years- (Project type, cost, design duration, construction duration, design firm, name of client, and current contract. Include the number of change orders and total cost of change orders. Provide the scheduled completion date and actual completion date.) Note that while not a prerequisite, the ability to identify and manage cost of police specific construction products is of value.
10) Describe what sets your firm apart from other CM firms and how you will bring value to the project.

A performance bond commensurate with the cost of construction will be required of the selected party.

The City of Muskego reserves the right at its sole discretion, to reject any or all responses, issue addenda, request clarification, waive informalities, alter the scope of the project, request resubmittals or clarifications and to discontinue the process and to negotiate an agreement after the successful firm is selected. Submission of a proposal constitutes a valid offer, which may be accepted by the City for a period of ninety (90) days following the proposal opening.

Cost of the preparation of this response is borne solely by the proposer.

The City shall not be responsible for oral interpretations given by any City employee or its agents or others. Issuance of a written addendum is the only official method whereby interpretation, clarification, and additional information is contractually valid.

The City of Muskego reserves the right to accept or reject any proposal submitted.

End of RFP

PROPOSAL FORM

City of Muskego Police Department
Construction Management Services

The undersigned, on behalf of the Vendor, certifies: (1) this offer is made without previous understanding, conflict of interest, agreement or connection with any person, firm or corporation making a quotation on the same project, (2) is in all respects fair and without collusion of fraud, (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered, (4) they have read the complete Request for Proposal and understand all provisions to perform the work required by the proposed purchase contract documents referred to therein as altered amended or modified by addenda, (5) if accepted by the City of Muskego, this proposal is guaranteed as written and will be implemented as stated, and (6) mistakes in writing of the submitted proposal will be their responsibility.

Proposal By (firm name): _____

Contact Name/Phone Number: _____

Signature: _____

Address: _____

_____

Proposer acknowledges receipt of addenda numbers: _____

RFP Due: September 13, 2016, 2:00 P.M., C.D.S.T.

A. Construction Services Fees:

1.	•	Projected Construction Value:	$ _____	
2.	•	Pre-Construction Services Fee	$ _____	
3.	•	Construction Services Fee	$ _____	
4.	•	Reimbursable and Non-Reimbursable Personnel (attached Form A)	$ _____	
5.	•	Total Construction Services fee as a dollar amount	$ _____	TOTAL
6.	•	Total construction services fee as a percent of construction cost	_____	%
7.		General Conditions (attached Form B)	$ _____	
8.		Indicate your percentage fee mark-up for change order work	_____	%
9.		Indicate the percentage to be added to the direct labor costs to cover all taxes, insurance and employee benefits	_____	%
10.		Indicate percentage of overhead or profit added to cost of labor and materials for work accomplished with your own forces before the Contractor's fee is added.	_____	%

REQUEST FOR PROPOSAL FOR CONSTRUCTION SERVICES
FORM A

Reimbursable & Non-Reimbursable Personnel		Check Category Cost of Personnel Is Included In			Check Appropriate Category		FOR REIMBURSABLE PERSONNEL ONLY			
Position	Percentage of Involvement	Pre-construction Service Fees	Construction Service Fee	General Conditions	Reimbursable Personnel	Non-reimbursable Personnel	Monthly Rate	Monthly, Stipend, Travel or Other Allowance	Number of Months	TOTAL
Project Manager										
Assistant Project Manager										
Superintendent										
Assistant Superintendent										
Safety Director										
Project Engineer										
Secretary										
Cost Estimator										
Other										
TOTAL										

- If one of the above positions is not required for this project, please enter "0" in Percentage of Involvement.

GENERAL CONDITIONS
FORM B

	By Construction Manager (Enter $)	Subcontracted (Enter "X")
• Building Permit		
• Occupancy Permit		
• Project Sign		
• Dumpsters		
• Fire Extinguishers		
• Progress Photos		
• Temporary Utilities		
• Water		
• Gas		
• Electrical		
• Temporary Heat		
• Snow Removal and Plowing		
• Site Fence		
• Temporary Toilets		
• Temporary Enclosures		
• Truck Rental		
• Office Trailer		
• Office Supplies		
• First Aid Supplies		
• Printing and Copying		
• Postage and Express Service		
• Telephone		
• Fax Machine		
• Computer		
• Clean up		
TOTAL		