



REQUEST FOR PROPOSAL (RFP)
CONSTRUCTION MANAGEMENT AT RISK SERVICES
For City of Watertown Fire Station

The City of Watertown Fire Department (WFD) is requesting a proposal to provide comprehensive Construction Management Services for the construction of a new fire station. The services shall be provided by a Construction Manager at Risk (CM) as set forth in this Request for Proposal (“RFP”). Through this RFP, the city intends to choose a Construction Management (CM) firm that can partner with the city and our architect and engineering (A&E Team) contractor for the project.

Issuing Agency: Watertown Fire Department
Watertown City Hall
106 Jones Street
Watertown, WI 53094

Telephone: (920) 261-3610

City Website: www.watertownwi.gov

Contact Person: Travis Teesch, Fire Chief
tteesch@watertownwi.gov

Written proposals, two (2) copies plus one (1) electronic copy in PDF format, will be received at the City of Watertown, 106 Jones St. Watertown, WI 53094. **Proposals are due before 3:00 p.m., August 3, 2023.** The electronic copy should be emailed to tteesch@watertownwi.gov.

Questions concerning the scope of the project, bid submittal or approval process should be directed to Fire Chief Travis Teesch at tteesch@watertownwi.gov.

All questions must be submitted in writing via email no later than July 27, 2023, 4:00 PM.

The City of Watertown is subject to public information laws, which permit access to most records and documents. Proprietary information in your response must be clearly identified and will be protected to the extent legally permissible. Proposals may not be marked ‘Proprietary’ in their entirety. Information considered proprietary is limited to material treated as confidential in the normal conduct of business, trade secrets, discount information, and individual product or service pricing.

Summary price information may not be designated as proprietary as such information may be carried forward into other public documents. All provisions of any contract resulting from this request for proposal will be public information.

INTRODUCTION

The City of Watertown, Wisconsin, is currently designing a new fire station that will replace the existing fire station located at 106 Jones Street. A new parcel of 7.6 acres has been purchased near 621 Bernard Street and 668 Johnson Streets, Watertown, Wisconsin, 53094. Working with a design team, the proposed facility size is 37,268 square feet. An additional training tower (40' high, 1,107 SF foot print) and cold storage building (25' high, 3,500 SF foot print) are also planned on the same site. The building will be a two-story facility built of masonry with a combination of brick and decorative concrete masonry units. Sustainable features include LED lighting, locally sourced building materials, high recycled content materials, energy conscious design, and natural daylighting.

Additional information can be found on the City's website at:

https://www.watertownwi.gov/bid_requests/index.php

PURPOSE

The purpose of this request for proposal is to engage the services of a Construction Management firm to perform comprehensive project management for this project. The selection process may include a screening and evaluation of proposals by the fire department and city staff. Firms that submit proposals that best satisfy the requirements may be invited to an interview. It is expected that the City will utilize AIA A133 as the contract vehicle.

SCOPE OF SERVICES

The CM will hold the primary contract with City of Watertown and will be separate from the A&E Team contract. The CM and A&E Team will provide comprehensive services that complement each other while maintaining a system of checks and balances for City of Watertown. The CM will be responsible for providing comprehensive services throughout pre-construction, construction, and post-construction phases including, but not limited to, the following list of services:

Phase I: Pre-Construction

Pre-Construction is defined as all services leading up to and including competitively bidding the Project.

- a. The CM will actively participate in all design review meetings with the A&E Team and City of Watertown. The assigned Project Manager and Lead Estimator for the CM must participate. Meetings will be held on a mutually agreeable schedule developed by the A&E Team in concert with City of Watertown and the CM. As appropriate, said meetings may be virtual, in-person in Watertown, WI, or other mutually agreeable location.

- b. It will be the responsibility of the CM to provide construction cost estimates and continually update cost estimates as the Design develops. There shall be two construction cost estimates:
 - a. At the completion of the Schematic Design phase
 - b. At the completion of the Design Development phase.
- c. The estimate shall be in a detailed, standard CSI format and organized in a fashion consistent with the method in which bids will be taken. The estimate will be reviewed with City of Watertown and the A&E Team on a regular basis. Along with the estimate, the CM shall provide a written scope of work that demonstrates a comprehensive understanding of the project and will serve as the basis of the estimates. The written scope will be updated as the design develops and updated estimates provided.
- d. The CM will highlight and make City of Watertown and the A&E Team aware of any line item allowances in the estimate.
- e. The CM will be expected to influence the design and detailing of the project based on their experience with projects of this nature. Value engineering and cost saving strategies may be required to provide the best possible project for the best possible value.
- f. The CM will develop and maintain an overall project schedule and the sequence of activities for the overall Project.
- g. Upon the completion of the Design Development Phase, the CM will execute a Guaranteed Maximum Price (GMP) contract with City of Watertown.
- h. The CM will prepare instructions to bidders, assist with compiling bid packages, establish bid forms, issue all bid documents during the bidding process, conduct pre-bid meetings and tours.
- i. City of Watertown will competitively bid all aspects of the work to qualified bidders in compliance with all applicable laws. Work that the CM wishes to self-perform will be competitively bid with the bids being delivered directly to City of Watertown.
- j. The CM is responsible for verify purchasing of materials that may be purchased sales tax free as permitted by state statute.
- k. Once bids are taken, the GMP contract in place will be modified and will be managed in an open-book arrangement with City of Watertown. The CM will update the total project construction cost and write a change order to the GMP contract to reflect the received bids as well as a mutually agreed upon contingency. The final bid/estimate breakdown will then be converted to the contract schedule of values.

Phase II: Construction

In addition to building the facility and completing the project to a high standard, City of Watertown has the following expectations of the CM during the Construction Phase:

- a. At the start of construction, the CM will provide to the A&E Team and City of Watertown a projection of cash flow on the project and will regularly update the projection throughout construction.
- b. The CM will hold ALL subcontracts directly and will coordinate all work. The CM will be on site on a full-time basis. The CM will assist City of Watertown in obtaining all

governmental approvals and permits and ensure that all regulatory requirements are observed during construction.

- c. The CM will actively and aggressively manage the project construction costs. The CM will conduct no less than bi-weekly meetings with City of Watertown, the A&E Team, and appropriate trade contractor representatives to keep all informed of the Project's developments.
- d. The CM is responsible for creating and maintaining a safety management plan that outlines how safety will be managed, including site health and safety rules and incident management.
- e. Trade contractor quality: The CM will inspect all materials and installations to ensure that the plans, specifications, and quality control goals of the project are being met or exceeded.
- f. Requests for Information/Submittals: The CM shall review and forward with comment to the A&E Team all trade contractor requests for information and submittals.
- g. Any changes to the project during construction that require use of the contingency must be fully vetted by the CM and the A&E Team. Those changes will then be presented to City of Watertown prior to any contingency being used or work performed. City of Watertown shall approve any changes that may use contingency in writing and prior to the contingency being used or work performed. The bi-weekly meetings will provide the forum for this process.
- h. The CM shall provide the A&E Team with monthly applications for payment. Accompanying each application shall be an updated schedule of values. The A&E Team will review, and if approved, will advance each application to City of Watertown for review and payment.
- i. In concert with City of Watertown, the CM and the A&E Team will determine when the Project is ready for the final punch list. The A&E Team will determine the date of Substantial Completion.

Phase III: Post-Construction

- a. It is the expectation and requirement of City of Watertown that all unused contingency is considered owned by City of Watertown at the close of the project.
- b. The CM will prepare final punch-list (with A&E Team and City of Watertown walk-through) and administer completion of all items therein with responsible trade contractors.
- c. The CM will assure that the fire department will be provided with O&M manuals for all equipment. Throughout the project, the CM will maintain an accurate set of record (as-built) documents for the fire department incorporating all aspects of construction. Final as-built drawings should be in electronic format and hard copy. No field mark-ups will be accepted.
- d. The CM is responsible for commissioning of equipment, which may be done by manufacturer's representatives under the supervision of the CM.

- e. The CM will coordinate equipment training for appropriate fire department staff to ensure smooth transition from the current station to the new building and administer start up and testing of all equipment by manufacturer's representatives.
- f. The CM will obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers and provide copies of same to fire department. The CM will enforce provisions of warranties and guarantees with appropriate parties.
- g. The CM will facilitate follow-up meetings with the A&E Team, contractors, and City of Watertown during the year after substantial completion to determine if any corrections or warranty work must be done on the project.

QUALIFICATIONS

Consideration for awarding contract is limited to firms that show, at a minimum, the following:

1. A proven history of effective cost control methods and change order management
2. Timely responsiveness and proactive communication to clients
3. Demonstrated ability to complete projects within expected timelines

ANTICIPATED RFP TIMELINE

- July 11, 2023: City publishes RFP for CM
- July 27, 2023: Deadline to submit questions (no later than 4:00 pm)
- August 3, 2023: Proposal Submission Deadline (no later than 3:00 pm)
- August 7 - 9, 2023: Initial screening of proposals
- August 10 -11, 2023: Potential interviews with selected firms (if needed)
- August 14, 2023: Meeting with City Staff and Design Team (9:30 am)

PROPOSAL SUBMITTAL REQUIREMENTS

A. Contents of proposal

Construction Management firms are required to submit their proposals in accordance with the following requirements. The completed proposal should not exceed twenty pages.

1. Cover Letter

Include firm name, business address, telephone number, and the name, title and contact information of the person submitting the proposal on behalf of the firm.

2. Firm Profile

- a. General Qualifications: Describe the general qualifications and experience of the firm.
- b. Services Offered and Personnel: List products and services offered and staffing positions.

3. Project Team

- a. List the specific firm personnel proposed for the project team and submit resumes demonstrating relevant qualifications for a project of this scale, complexity, and uniqueness. Team personnel must be part of the team upon commencement and throughout the project. Staff substitutions will be permitted at the approval and discretion of the City of Watertown. Refusal to follow this requirement is grounds for termination of the contract.
- b. Name, address, and brief description of any consulting firms that may be employed as partners on this project (if applicable). Include length of existing relationship and possible names of representatives who would work on this project.

4. Insurance and Bonding

Provide insurance rating and coverage packages. The following minimum insurance limits are required:

- (i) General Liability \$2 Million Aggregate
- (ii) Umbrella \$10 Million
- (iii) Professional Liability \$1 Million
- (iv) Pollution Liability \$1 Million

5. Contract Award

If awarded the contract, the CM firm will provide a Payment and Performance Bond in the amount of the estimated construction cost of \$13,000,000, covering the faithful performance of the contract as required therein on the date of the execution of the contract.

6. Proposal Response

Describe your approach to Construction Management, including the following:

- a. Value engineering, scheduling, cost estimating, cost forecasting and tracking, quality assurance and quality control, documentation, safety and project close-out.
- b. Any value-added tools or techniques that you will bring to the project that will enhance City of Watertown's confidence that the project will be completed on time and on budget.
- c. How City of Watertown, the A&E Team, and the CM are integrated to an overall project delivery process.
- d. The services in detail that will be provided during the Pre-Construction and Construction Phases.
- e. Your view of contingency and how it is managed.
- f. Include any narrative description of the proposed methodology to accomplish the tasks noted above, as well as any innovations used on similar projects that may be applicable to this project.

7. Self-Performed Work

Indicate which elements of work your firm would propose to self-perform. All work will be required to be competitively bid including all proposed self-perform work. Describe your experience and capabilities of performing this work.

8. Fee Proposal

Provide a Fee Proposal, including the following items:

- a. Cost associated with Pre-Construction Services. Please provide as a lump sum fee. Please indicate if there is a limit on man-hours included and all travel fees and expenses.
- b. Construction Management Fee: Indicate your fee in the form of a percentage based on a construction value of \$12,900,000. Indicate what, if any, reimbursable expenses are excluded in your fee.
- c. General conditions costs (personnel, field office, office expenses)
- d. General requirements estimate that should be anticipated as allowance in project budget.
- e. Describe the project warranty you will offer to this project.

7. Conflicts of Interest

Firms submitting a proposal response to this RFP must disclose any actual, apparent, direct, or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for construction management services to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the proposal.

B. Copies of the proposal

Each firm submitting a proposal must include an electronic copy (PDF emailed to teesch@watertownwi.gov) and (2) hardcopies of the proposal addressed to:

Travis Teesch, Fire Chief
106 Jones Street
Watertown, WI 53094

Proposals shall be marked "Construction Management Services Proposal" on package.

C. Deadline for submission of proposals

All proposals must be received by 3:00 pm on Tuesday August 3, 2023. Any proposal received after the deadline shall be refused from consideration.

D. Rights of the City

All proposals will become property of the City of Watertown and are subject to Wisconsin Open Records statutes. All costs incurred in preparing and submitting a response to this RFP, as well as any subsequent interviews, are the sole responsibility of the submitting firm.

PROPOSAL EVALUATION / SELECTION PROCESS

All proposals should be submitted in accordance with the requirements of this Request for Proposal and formatted in the same order in which questions are asked. Any deviations from requirements judged to be significant may disqualify the proposal from consideration.

Proposals shall remain firm once submitted unless withdrawn in writing prior to the proposal due date and time. Any written withdrawal must be received by the City of Watertown Fire Chief in writing, prior to the due date and time of the RFP, and submitted by the authorized representative of the proposer.

Responses will be reviewed by city staff. Proposals will be reviewed using the following criteria elements:

- a. Conciseness, responsiveness, and completeness of the proposal to the information requested objectives and deliverables as outlined in the RFP
- b. Prior experience, qualifications, references, past performance
- c. Cost (overall fee and billing rates)
- d. Project schedule
- e. Added value from services

At the city's discretion, to further assist in evaluation, some, one, or all, of the responding firms and/or individuals may be requested to participate in an oral interview. The interview would be used as another opportunity to clarify any issues within a given response and explore the approaches that may be used to satisfy all requirements for the City.

Proposals will be reviewed by City of Watertown. City of Watertown reserves the right to waive minor irregularities, accept or reject wholly or in part any proposal. Notwithstanding the foregoing, City of Watertown reserves the right to reject any and all proposals if such rejection is in best interest of City of Watertown. In the event all proposers do not meet one or more of the mandatory requirements, City of Watertown reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of the RFP.

At the city's discretion, City of Watertown reserves the right to directly negotiate the terms of the contract between City of Watertown and the best qualified CM firm, including the award amount, in order to establish the final scope of Services. If contract negotiations cannot be concluded successfully with the selected proposer, City of Watertown may negotiate a contract with the next selected proposer.

Upon the completion of the selection process, the city will notify the firms of the selection and the successful firm to enter into an agreement. Firms shall submit a fee proposal with their RFP response.

The awarding of this contract will be based on the quality of services of the best qualified firm regardless of the proposed fee amount.



This RFP shall not, in any manner, be construed to be an obligation on the city to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

QUESTION DEADLINE

Any questions concerning this RFP must be submitted via email on or before Thursday July 27, 2023, by 4:00 pm to Travis Teesch, Fire Chief, at ttesch@watertownwi.gov.