

# REQUEST FOR PROPOSAL

## Construction Manager / General Contractor For the Syracuse Fire Station #32

Syracuse City  
1979 West 1900 South  
Syracuse, Utah 84075

### Purpose of the RFP

Syracuse City (“City”) is soliciting proposals from qualified firms (hereinafter referred to as “CM/GC”) to provide construction manager/general contractor services related to construction of a new Fire Station adjacent to Jensen Park (the “project”), further described within the RFP.

Proposals will be accepted only from firms that are free of all obligation and interests that might conflict with the best interest of the City and have the capacity to provide services on a timely basis.

Respondents must address the needs and requirements stated in the Scope of Work of this RFP.

### Projected Schedule for the RFP Process

City reserves the right to modify the following schedule at its discretion:

Activity	Date
RFP Available	April 27, 2023
Deadline for Questions	May 11, 2023
Final Addendum with Questions & Answers	May 12, 2023
Deadline for Proposals Submission	May 16, 2023, 10:00 AM Local Time
Interviews (if necessary)	May 23, 2023
Anticipated Contract Commencement	June 13, 2023

### Submission Guidelines

Respondents are advised to read this RFP in its entirety. Failure to read and/or understand any portion of this RFP shall not be cause for waiver of any portion of the RFP or subsequent agreement. The submitted proposal and this RFP become a part of the subsequent agreement.

All inquiries or questions relating to this RFP must be addressed to Chief Aaron Byington. All communications regarding this RFP will be conducted in writing via email through Chief Aaron Byington at [abyington@syracuseut.gov](mailto:abyington@syracuseut.gov). A final addendum will be published by the City on May 12, 2023, which will include all questions received and the answers given.

Phone calls or in person visits are prohibited except for the express purpose of conducting a site visit if the Respondent believes it necessary for the submittal of their proposal. Do not contact any other Department or other City officers or employees regarding this proposal. All questions and answers posed will be forwarded to all interested persons or firms through an addendum published on the City’s website. Interested persons or firms are encouraged to subscribe to the appropriate Notify Me list on the City’s website in order to be notified when adjustments, announcements, or addendums are published. This RFP will be published to the “Other Building Construction Bids” and “Request for proposals” Notify Me lists. Interested persons or firms may subscribe to the lists by going to <https://syracuseut.gov/list.aspx>.

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The right is reserved by the City to reject any or all proposals, to waive any informality or technicality or to accept proposals deemed in the best interest of the City.

Proposals received after the deadline will not be considered and will be returned unopened to the proposers.

CM / GC responding to this RFP shall have completed similar Public Safety projects.

The proposal shall not exceed 20 pages, exclusive of covers and dividers. Materials shall be 8½" x 11". Charts may be in 8½" x 17" landscape style format.

All proposals shall become the property of the City.

Information contained in the proposal must be clearly marked and delineated. The City may release any information contained in the proposal that is not marked and delineated as proprietary 30 days following execution of a contract for services.

### **I. INTENT OF REQUEST FOR PROPOSALS**

It is the intent of the Request for Proposal to generally set forth the minimum acceptable requirements for the proposal to be submitted herein.

### **II. DESCRIPTION OF THE PROJECT**

The project will include the construction of a new 12,000 sf fire station with (4) apparatus bays, living quarters for (10) dorms, and training/office spaces; all utilities and site elements as needed for the function of fire services.

A Conceptual Project Site Plan are provided with this RFP for general reference only.

The Budget is \$6,000,000 combined for design and construction.

### **III. SUBMITTAL OF PROPOSAL**

Proposals shall be submitted not later than 10:00 AM local time on May 16, 2023. All responses to this RFP must be submitted by email to [abyingon@syracuseut.gov](mailto:abyingon@syracuseut.gov) or hardcopy delivered to the Syracuse Fire Station located at 1869 South 3000 West, Syracuse, UT 84075.

Proposals shall remain valid for a period of ninety (90) days from the due date.

### **IV. SIGNATURE ON PROPOSAL**

Proposals must be signed by an authorized representative of the proposer named thereon. The signature on the proposal shall be interpreted to signify the proposer's intent to comply with all of the required services.

Design and Construction Documents will be prepared by Galloway & Company. Construction is scheduled to begin approximately 4<sup>th</sup> quarter 2023 with the substantial completion date to be November 1, 2024.

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### V. SCOPE OF WORK

The CM / CG services shall include the following services and activities:

Collaborate with the City and Galloway & Company throughout the design, and pre-construction phases of this project providing Cost Estimating, Project Construction Scheduling, Review and Recommendations regarding Building Systems and Materials, and constructability.

The CM / GC will prepare detailed cost estimates at the Award of the contract, and at the completion of the Design Development, and Construction Document Phases of work, and will collaborate with the City, the Architect's Cost Estimator, Engineers and Consultants, and potential sub-contractors to develop a consensus.

Provide cost of alternate systems, and products and materials being considered.

Develop (CPM) Project Schedule

CM / GC shall be expected to obtain and award sub bids and construct the facility per the Construction Documents and approved modifications.

Construction must comply with all applicable building codes, zoning ordinances and licensing regulation.

Applicant must provide complete construction services utilizing professional constructors licensed in the state of Utah.

Arrange for permits and inspections from all applicable public agencies. Cost of Plan Check and Building Permits will be paid by the City.

Guarantee the work for at least one (1) year after Substantial Completion and appropriately correct deficiencies discovered during the warranty period.

### VI. FORMAT OF PROPOSAL

The CM / GC will be selected on the basis of several factors, including, but not limited to, experience, staff, qualifications, project superintendent, approach to the project, project references, safety information, and interview of finalists. Proposals submitted in response to this RFP will be reviewed and ranked by a Selection Committee. A select number may be invited to an interview. Contract negotiations will be initiated with the highest-ranking firm.

- a. **INTRODUCTION TO FIRM** | Provide a brief introduction to the qualifications and background of your firm.
- b. **PROJECT TEAM** | Provide an Organizational Chart of all major participants of your firm's proposed Project Team. Include resumes only of those principals, project manager, superintendent, and other primary representatives who will be directly involved in the overall effort.
- c. **RELEVANT CONSTRUCTION EXPERIENCE** | Provide a listing of 5 projects of the CM / GC's relevant construction experience. For each listed project indicate whether or not the project was constructed on time and the number and amount of change orders.

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- d. **PROPOSED APPROACH** | Describe how your firm will approach the scheduling and construction phase aspects of the Project. Describe your firm's overall construction philosophy and how it will be applied to this project. Discuss how you will work with the City Staff, Architect and Engineers to ensure that the City's needs are adequately met.
- e. **SCHEDULE** | Describe how your firm will complete the project within twelve (12) months of Notice to Proceed and if this schedule is reasonable. Provide a brief bar chart of 20 activities maximum for completion of the project.
- f. **REFERENCES** | Provide a name, telephone number, and project title for five (5) references to be contacted as to your performance on similar projects.
- g. **FEE PROPOSAL** | Provide a fixed fee for all pre-construction services, and a percentage based fee of the total construction cost (does not include cost of real estate or the Architects and Engineers fees) for the construction phase of the work. A minimum of three sub-bids (from sub-contractors approved by the City) will be required on all items which cost more than \$5,000.00 and the City will have "open book" access to all bids received. The Fee Proposal shall be submitted on the attached table in Appendix A

The City reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the City's best interest. In no event shall the City have any liability for the cancellation of the award. The contractor assumes the sole responsibility for all expenses connected with the preparation of this proposal.

### VII. SELECTION CRITERIA

This is not a bid process. Selection will be primarily based on qualifications. The first team of choice will be asked to complete negotiations of their proposed fee. If no agreement can be reached, which is mutually accepted and agreed upon, then the City will meet with the second team of choice and so on, until a final agreement has been negotiated and executed. Teams will be ranked based on the following criteria and weighted percentages:

20%	CM / GC Experience with Similar Projects
20%	Proposed Project Team / Individuals Assigned to Job
20%	Approach to Perform the Work
20%	Scope of Services Proposed
20%	Fee

### VIII. TERMS OF CONTRACT

The City will require that the selected proposer be willing to negotiate, and to enter into, a written agreement with the City to provide all services required within the scope of services as submitted by the proposer in its proposal. The City's management staff, working with the selected proposer, will negotiate the agreement. Agreement must be approved by the Syracuse City Council. All provisions of the agreement will be in compliance with State and Federal laws.

The terms of the agreement between the selected proposer and the City shall include the following provisions:

- a. It is anticipated the CM / GC will provide a GMP after completion of the Construction Documents. If the CM / GC fails to provide a GMP within the City's budget, the City

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may at their option (1) increase the project budget (2) require the CM / GC work with the City and the Architect to develop value-engineering alternatives to reduce the GMP, or (3) terminate the agreement with the CM / GC and commence negotiations with the next ranked CM / GC or (4) follow alternate bidding procedures. The CM / GC will be compensated for past consulting at a predetermined amount.

- b. If the CM / GC has worked satisfactorily in the pre-construction phase of the project, in the opinion of the City and the Architect, the CM / GC will be contracted to continue into the Construction Phase of the Project.
- c. The CM / GC may build anything with his own forces. CM/GC will provide three (3) competitive bids for all self-performed work. For all CM/GC performed work the CM/GC shall provide the City with a sealed bid prior to receipt of sub-contractor bids. The CM/GC shall identify all anticipated self-performed work in the Proposal.
- d. Books are open, organized for monthly Owner review, with separate general conditions, fee, and contracted work correlated with the construction cost estimate.
- e. A “CM / GC” is expected to know how to manage “contracts” with “subcontractors.” Therefore, a change in contractual or market conditions will not be a justification for an increase in costs.
- f. Adequate and satisfactory insurance is required, including general liability, automobile, workers’ compensation, and performance bonds.
- g. The contractor form will be AIA A133-2019.

### **IX. GENERAL INFORMATION**

Response to this Request for Proposal is at the proposer’s sole risk and expense. The City anticipates selecting one of the responding proposer’s, but there is no guarantee that any responding proposer will be selected.

It is the City’s policy to encourage equal opportunity in its professional services and contracts. The City endeavors to do business with proposers that share the City’s commitment to equal opportunity and will not do business with any proposer that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition, or place of birth.

The City appreciates in advance the efforts that proposers will make in behalf of this project, and looks forward to participating with proposers in the selection process.

All questions, comments, and requests for information regarding this RFP shall be directed to Aaron Byington at [abyington@syracuseut.gov](mailto:abyington@syracuseut.gov). Any additional information or answering of questions will be posted to everyone. No other members of the City’s Owner’s Committee, City Staff, Elected Officials, and the Architects Staff may be contacted regarding this RFP.

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### APPENDIX A FEE PROPOSAL

<b>Design Phase – Flat Fee</b>	
Construction Manager	\$
<b>Construction Phase – Percentages</b>	
General Conditions	%
Overhead	%
Profit	%
Change Order – Performed In-House	%
Change Order – Sub-contractors	%
Change Order – Materials Only	%