



Racine Unified School DISTRICT
3109 Mount Pleasant Street
Racine, Wisconsin 53404

262-631-7030

RFP #015-020

Request for Proposals

Case High School Fieldhouse and Locker Room Renovation and Renovation

The District reserves the right to award each project independently of each other or as a whole.

Due Date and Time: March 12th, 2015 4:30 PM

Bid Opening Date and Time: March 13th, 2015 8:00AM

Qualified firms are hereby invited to submit a Proposal for Construction Management Services for Racine Unified School District (DISTRICT). This Request for Proposal is part of a competitive selection process to engage a firm to provide preconstruction and construction management services for the DISTRICT for the above referenced projects.

The DISTRICT is seeking proposals from Construction Managers to provide pre-construction consultation and construction management services for currently planned building construction projects at three sites. Your answers to the following questions will enable us to make relevant management decisions regarding your creditworthiness, your insurability, the size and qualification of your staff that can be devoted to our work, your staff's experience level and capabilities, your experience in delivering similar projects on a tight schedule and the stability of your management team. These are all critical elements to the District in reaching a decision.

A distribution list for this solicitation will be created and maintained by the District. Qualified individuals or organizations may request to be added to the list.

District reserves the right to pre-qualify individuals or organizations and to limit the number that may be invited to respond to this solicitation. If the District limits the number of individuals or organizations it will be done on a "first come" basis from among those deemed to be qualified.

All official communications in regard to this solicitation will be conducted by e-mail. The District does not assume any responsibility for integrity or operability of the Respondent's email system.

The DISTRICT reserves the right to waive any minor inconsistencies in received proposals that, in the DISTRICT's judgment, appear to be in its best interest.

A. BACKGROUND PROJECT INFORMATION:

The subject project includes:

Background

Outside of the existing wood varsity basketball court, the Case Fieldhouse has sustained widespread damage across nearly every area of its floor due to the inadequacy of the existing floor structure to accommodate imposed loads. The existing floor is comprised of a light duty asphalt over a minimal stone base. This pavement has been surfaced with a paint-like material. Concrete pads are located where the bleachers stack and below the wood floor surface. The total area of the floor is approximately 30,444 square feet.

Floor Removal and Replacement

Due to asbestos containing materials in the floor surface, plans call for the removal of the existing floor and sub-base by a qualified asbestos removal contractor. The existing bleachers will need to be dismantled and removed in order to accommodate this work. A new stone base and concrete floor slab, designed by Industrial Roofing Systems (IRS), will be install in its place. Following ample cure time, a new resilient athletic floor, detailed and specified by Partners in Design Architects, will be installed over the new concrete floor slab.

At the school's request, this floor will be striped differently than existing, with new regulation size courts configured in a manner to permit hosting of tournaments. This new configuration will require relocation or replacement of ceiling mounted athletic equipment such as basketball backstops. Similarly, bleachers will be replaced with new bleachers configured to accommodate the new court layouts. Some door openings will have to be closed up to accommodate the new bleacher reconfiguration. If necessary, new exterior doors may need to be added to make up for this lost egress width.

Interior Finishes

In order to create a “like new” appearance for this refurbished Fieldhouse, all exposed surfaces will be cleaned and painted for a fresh new look. Natural light will be introduce to the space by way of new large windows cut in at the northeast and northwest corners of the Fieldhouse. Supplemental steel framing will be required for lateral forces (wind) resistance where portions of the existing masonry walls have been removed to accommodate these new windows.

Locker Rooms and Offices

Concurrent with this work, existing obsolete locker rooms will be gutted and reconfigured to a more efficient configuration. This work will include new CMU walls, new doors and frames, new plumbing and electrical fixtures, new lockers and locker bases and new finishes throughout. A trainers' room, P.E. staff offices, Athletic Director's office and miscellaneous support spaces are also included in the scope of this work. The approximate total area of this portion of the work is 10,850 square feet.

Weight Room/Fitness Room

The new locker room configuration will allow the existing girls' varsity locker room (under the aquatics bleachers) to be used for other purposes. This area will be gutted into a single larger space to accommodate either a weight room or campus fitness center, with minimal finishes and a rubber athletic floor. The approximate total area of this portion of the work is 2,300 square feet.

Concessions/Toilet Rooms/Storage

For increased security and to better accommodate Fieldhouse visitors, the storage and maintenance room located at the north end of the field house will be gutted to accommodate two new toilet rooms, a concessions area and storage space. New openings will need to be cut into the existing concrete block wall. An alternate bid storage mezzanine will be bid out to provide long term storage for out-of-season sports.

Alternate Bids

To provide flexibility in keeping this project under budget, the Concessions/Toilet Rooms/Storage component, Weight Room and corner windows will all be bid out as alternate bids.

Time Frame

The Racine Unified School District understands that this is a substantial scope of work to be completed in a 90 day summer break window. With this in mind, these areas will be turned over to contractors on May 1, 2015, with all construction work to be wrapped up no later than September 4, 2015.

Asbestos abatement is to be completed by others under separate contract. The asbestos abatement includes the removal of the existing asphaltic Fieldhouse floor surfaces down to the sub-base. The following are not part of the planned asbestos abatement activities: 1) Bleacher Demolition 2) Concrete Pad beneath Bleachers 3) Wood Gym Floor Demolition.

B. CONSTRUCTION MANAGER SELECTION PROCESS

March 2, 2015: Issue Request for Proposals for Construction Management Services

March 12, 2015: Proposals for Construction Management Services due at Racine Unified School District, Administrative Service Center Building #1, 3109 Mt. Pleasant Street, Racine, WI 53404 no later than 2:00 P.M., C.S.T.

March 13, 2015 Proposals Opened at Administrative Service Center Building #1, 3109 Mt. Pleasant Street, Racine, WI 53404 at 8:00 A.M., C.S.T.

April 13, 2015: DISTRICT notifies firm selected.

C. PROPOSAL SUBMITTAL DATE AND SUBSEQUENT INFORMATION

Please forward five (5) original copies of your Proposal for Construction Management Services to the following address by 4:30 P.M., C.D.S.T., March 12, 2015 to:

Glenn Schueffner
Racine Unified School District
3109 Mt. Pleasant Street
Racine, WI 53404

Questions regarding the Request for Information can be directed to:

Bryan Arnold
Racine Unified School District
3109 Mt. Pleasant Street
Racine, WI 53404
(262) 631-7014
bryan.arnold@rusd.org

General information may subsequently be provided to competing firms if common questions come to light.

Acknowledgement of the receipt of this **Request For Proposal** should be sent by email to Bryan Arnold, by email, to bryan.arnold@rusd.org so you will be added to the email list for updates, clarifications, and changes, if any.

D. STANDARD CONDITIONS OF PROPOSAL- GENERAL

1. These Standard Conditions of Proposal are hereby incorporated into this proposal and apply in like force to any subsequent contract resulting from this inquiry.
2. Racine Unified School District reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of proposal deemed to be in the best interest of the District.
3. Proposal shall be firm for acceptance for sixty (60) days from date of opening.
4. The proposing firm shall submit a proposal that meets the requirements as stated in this request for proposal document. **One (1) original and four (4) printed copies of the proposal and accompanying documentation shall be submitted** in an envelope and outer packaging clearly marked "PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES- RFP #015-020". An electronic copy (flash drive or cd) of the submittal is required as well. All proposals shall be provided in a professional and legible fashion suitable for additional copying and distribution.

Proposals will be received only by U.S. Mail, courier (i.e. UPS, FedEx, etc.) or personal delivery.

5. All proposals submitted must be accompanied by the enclosed Non-collusion and Nondiscrimination Affidavits properly executed by an authorized representative of the proposer and acceptance is contingent upon their receipt.

6. The Racine Unified School District reserves the right to cancel any purchase order or contract for failure of the contractor to comply with the terms, conditions, and specifications of this inquiry.
7. Racine Unified School District is not liable for any costs incurred in replying to this request. All proposals become the property of the district and are public records.
8. Racine Unified School District may choose to enter into an agreement with one or more firms as, in its judgment, best serves the interest of the District. This will be a non-exclusive agreement, and Racine Unified School District reserves the right to enter into an agreement with alternate firms for selected projects when deemed in the best interest of the District.
9. Racine Unified School District reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the District may negotiate a contract with the next highest scoring proposer.
10. An award under this RFP is subject to the approval of the Racine Unified School District Board of Education. Based on the evaluation of proposals and interviews of finalists, the evaluation team will recommend a firm(s) and the firm(s) will be presented to the Board. A preliminary award notification will be sent after the proposal evaluation and final selection process but the final award notification will not take place until after Board approval. Approval of the recommended firm(s) will take place at the April 13th, 2015 Board of Education meeting.

E. PROPOSAL FORMAT

Proposals for Construction Services shall be provided in a letter size (8 1/2" x 11") bound document with sections limited to the requirements below:

Section 1.0 -- Company Description

- A. **Firm** -- Identify the firm's name and the address of its principal office and any branch offices, and a brief history of the firm. If the firm has more than one office, specify which office will be responsible for the contemplated project (the "Contact Office"). Indicate the year the Contract Office was established.
- B. **Organization** -- Specify the type of organization (partnership, corporation or other) and the year established. State the number of years the firm has been involved in ongoing work in the locality or the immediate vicinity of the Project.
- C. **Contact Office** -- State the size and adequacy of the firm's Contact Office to perform the proposed work. List the disciplines represented by your staff and any areas of specialized expertise.

Section 2.0 -- Proposed Project Team

- A. List specific personnel proposed for the project team. Indicate the project assignment, role or area of responsibility of each individual. Also state the current assignments for personnel proposed for the Project. Include delegation of responsibility and assignment for authority.

- B. Provide a resume for each proposed team member, specifically stating the experience and qualifications of individual personnel in providing Preconstruction and/or Construction Services.

Section 3.0 -- Self-Performed Work

- A. Work with Own Forces -- Indicate which elements of work your firm would propose to bid on to perform with its own forces, if authorized by the Owner.

Section 4.0 -- Qualifications

- A. Include a copy for AIA Document A305, "Contractor's Qualification Statement."

Section 5.0 -- Similar Project Experience

- A. Specific Project List - Provide examples of similar scope projects completed that are most similar to the proposed Projects.
1. Building name and address. Construction Manager's project name if different
 2. Building Owner and Architect, address, contact name and telephone number.
 3. Type of project, size of building components, site, and construction area.
 4. Scope of service performed on the project, including preconstruction services. Differentiate between work performed by your own forces and subcontract work. Indicate whether your contract was prime or involved a joint venture with another firm and whether construction management, general contracting, a combination or other services were involved.
 5. Project cost and schedule information:
 - a. Contract award amount
 - b. Total Project Schedule – pre-construction - occupancy
 - d. Indicate whether conventional, fast-track or other method of approach was employed
 6. Construction format (lump sum, GMP, cost plus, etc).
 7. Identify the basis on which your firm was selected (bid, negotiated).
 8. Indicate the names of your Project Manager and Superintendent on each project.
 9. Indicate what percentage of the work was accomplished with your own forces and in what trades.

Section 6.0 -- Fee Proposal

PLEASE FILL OUT ATTACHED PROPOSAL FORM. INCLUDE A COPY OF BOTH FORM A

AND B. ON A SHEET SEPARATE FROM THE PROPOSAL FORM, INCLUDE THE FOLLOWING:

- A. Trade Labor Wage Rates - Indicate current trade labor wage rates and provide an itemized breakdown of applied labor and budget rates for each category of tradesmen employed by your firm. Include direct and indirect personnel expenses, workman's compensation rates, etc. by individual component as a percentage of costs. Include a percentage increase factor for scheduled contract increases during the project period if applicable.
- B. Equipment Rental Rates - Provide a schedule of rental rates proposed for construction manager-owned equipment that may be used for, and charged to, the Project. Indicate how small tools or other similar costs are determined and are proposed to be billed to the Project.

Section 7.0 -- Other Information

- A. Bond Premium Rates - Provide a schedule of current bond premium rates. Include your current total bonding capacity and current available capacity. Also identify your current bonding company representative.
- B. Claims - Please list all pending or past legal action (lawsuits, claims or liens) or arbitration proceedings your firm and your Contact Office has been involved in during the past three (3) years involving an Owner or Architect.

Section 8.0 – Adherence to Board of Education Guidelines

PLEASE FILL OUT ATTACHED FORM C

The District will make every reasonable effort to utilize contractors, vendors, manufacturers and other such agents who reside within the boundaries of the District or Racine County.

- A. Percent of hours to be worked that are to be performed by District residents.
- B. Percent of hours to be worked that are to be performed by Racine County residents.
- C. Previous District and/or County work hours used by the contractor on similar projects.
- D. Ability/History of performing work that is compliant with LEED (Leadership in energy and Environment Design) Gold certification as determined by the U.S. Green Building Council.
- E. Willingness to or already have entered into a project labor agreement that covers the various trades for the Contractor's direct or sub-contracted work.
- F. Compliance with current Wisconsin Department of Workforce Development standards to set appropriate apprenticeship levels.
- G. Willingness to or already have included the First Choice Pre-Apprenticeship Program, or some similar program, in recruitment efforts to hire for apprenticeship programs.
- H. Ability/history of minority employment and the utilization of minority contractors.

F. SUMMARY OF PRECONSTRUCTION SERVICES TO BE PROVIDED BY THE CONSTRUCTION MANAGER

1. PRELIMINARY EVALUATION

The Construction Manager shall provide a preliminary evaluation of the Owner's program budget requirements.

2. CONSULTATION

The Construction Manager shall attend regular meetings with the Owner and the Architect. The Construction Manager shall consult with the Owner and Architect regarding improvements and the selection of materials, building systems and equipment. The Construction Manager shall provide recommendations on construction feasibility; actions designed to minimize adverse effects of labor or material shortages; time requirements for procurement, installation and construction completion; and factors related to construction cost including estimates of alternative designs or materials, preliminary budgets and possible economies.

3. PRELIMINARY PROJECT SCHEDULE

The Construction Manager shall prepare, and periodically update, a preliminary construction schedule for the Owner's review and approval. As design proceeds, the preliminary construction schedule shall be updated to indicate proposed activity sequences and durations, milestone dates for receipt and approval of pertinent information, preparation and processing of shop drawings and samples, delivery of materials or equipment requiring long-lead time procurement, Owner's occupancy requirements showing portions of the Project having occupancy priority, and proposed date of Substantial Completion.

4. PHASED CONSTRUCTION

The Construction Manager shall make recommendations to the Owner and Architect regarding the phased issuance of Drawings and Specifications to facilitate phased construction of the construction work, if such phased construction is appropriate for the project, taking into consideration such factors as economies, time of performance, availability of labor and materials and provisions for temporary facilities.

5. PRELIMINARY COST ESTIMATES

- A. When Schematic Design Documents have been prepared by the Architect, the Construction Manager shall prepare for the review of the Architect and review and approval of the Owner, a more detailed estimate with supporting data. During the preparation of the Design Development Documents, the Construction Manager shall update and refine this estimate at appropriate intervals as instructed by the Owner.
- B. When Design Development Documents have been prepared by the Architect, the Construction Manager shall prepare a detailed estimate with supporting data for review

by the Architect and the review and approval by the Owner. During the preparation of the Construction Documents, the Construction Manager shall update and refine this estimate at appropriate intervals as instructed by the Owner.

- C. If any estimate submitted to the Owner exceeds previously approved estimates or the Owner's budget, the Construction Manager shall make appropriate recommendations to the Owner.

6.00 SUBCONTRACTORS AND SUPPLIERS

The Construction Manager shall seek to develop subcontractor interest in the Project.

All divisions of work shall be bid and the Construction Manager will award contracts to the lowest qualified bidder.

Prevailing Wage Rates Shall Apply

The individual or firm selected will be required to coordinate with all contractors on the project insurance coverage. This includes obtaining the required certificates of insurance and forwarding the certificates to the District.

7.00 LONG LEAD TIME ITEM(S)

The Construction Manager shall recommend to the Owner and Architect a schedule for procurement of long lead-time items, which will constitute part of the construction work as required to meet the project schedule. If such long lead-time items are procured by the Owner, they shall be procured on terms and conditions acceptable to the Construction Manager. The Construction Manager shall expedite the delivery of long lead-time items.

8.0 INSURANCE

The construction management firm selected will be required to provide an original Certificate of Insurance naming DISTRICT as additional insured will be required from the successful RESPONDENT. Should any of the policies be canceled before the expiration date, the issuing company shall mail 30 days written notice to the certificate holder.

The minimum acceptable limits of liability Insurance shall be as follows:

Bodily injury limits:

Property damage limits:

\$1,000,000 each person

\$1,000,000 each occurrence

\$2,000,000 each occurrence

\$2,000,000 each aggregate

G. Assumptions to be used in the Proposal

Comparison of proposals will be done on an even basis by looking at all the components of the Contractor's fee and general condition. The bid form that follow need to be filled out completely by the Contractor. If data is missing in a Contractor's Bid Form, District Staff will have to consider the bid incomplete and reject the proposal. If information does not apply do not leave the form blank, indicate that the item does not apply.

Assumptions to be used in the Proposals

- 1) Estimated Construction Costs (from Project Budget Estimate):

\$3,150,000.00

- 2) Estimated Amount of Change Orders to be Issued as Possible Construction Bulletins

\$150,000

- 3) Estimated Percentages of Self-Performed Work Scopes:

All Projects Concrete, Masonry, Carpentry 25%

.

PROPOSAL FORM 1

Request for Proposal

Case High School Fieldhouse Renovation

Due Date and Time: March 12, 2015 4:30 PM

Contractor Proposes to furnish all labor, materials and support necessary to complete the construction for the following:

A. Reimbursable Fees:

1. Pre-Construction Services Fee* (from Form A Column A.1): \$ _____

2. Pre-Construction Services Fee* (from Form A Column A.2): \$ _____

2. Construction Services Fee: (from Form A Column A.3) \$ _____

3. General Conditions (From Attached Form B) \$ _____

Total Construction Services Fee \$ _____

* See Notes on Form A

B. Construction Fees:

1. Percent of Construction Costs

a. as a percent of construction _____ %

b. percent of overhead/profit added to cost of _____%
burdened labor and materials for self-preformed work.

c. percent to be added to direct labor costs to cover all taxes, insurance and employee benefits. _____%

d. percent to be added for change order work. _____%

e. percent to be added for performance bond _____%

f. percent to be added for building and occupancy permits _____%

C. Calculation of Total Fee and General Conditions for project:

Instructions

- A) Multiply Fee from line B1(a) by estimated total construction budget estimate of listed in assumptions.
- B) Multiply the Change Order Fee from line B.1(b) by estimated
- C) Provide a subtotal of A and B
- D) Include Total From Form A
- E) Provide a Sum Total of Lines C and D

Calculations

A. Fee _____ x \$11,000,000 = \$_____

B. Fee _____ x \$250,000 = \$_____

C. Subtotal A and B = \$_____

D. Include Total from Form A = \$_____

E. TOTAL = \$_____

**REQUEST FOR PROPOSAL FOR CONSTRUCTION SERVICES
FORM A**

Reimbursable Personnel		Check Category of Cost Included		
Position	Estimated Percentage Involvement	Pre-Construction Services	Construction Services	General Conditions
Project Manager				
Assistant Project Manager				
Superintendent				
Assistant Superintendent				
Safety Director				
Project Engineer				
Secretary				
Cost Estimator				
TOTAL				

If one of the above positions is not required for this project, please enter “0” in Percentage of Involvement

**GENERAL CONDITIONS
FORM B**

Item/Description	Total Cost (\$)
Dumpsters	
Fire Extinguishers	
Progress Photos	
Temporary Utilities	
Temporary Heat	
Water	
Gas	
Electrical	
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	

**Board of Education Guidelines: Responses
Form C**

Complete the attached form. These responses will be used for evaluation of the Contractors understanding and willingness to meet the Board of Education guidelines referenced in Section 8.0.

Percent of the hours worked that are to be performed by District residents	
Percent of hours worked that are to be performed by County residents	
Previous District/County work hours used by the contractor in similar projects (total hours)	
Project Labor Agreement with various trades for the contractor's direct & subcontracted work (List Current Contracts or Willingness to Enter)	
Compliance with current WIWFD standards to set appropriate apprenticeship ratios (List current ratios if any)	
First Choice Pre-Apprenticeship Program, or some similar program (List Current Agreements or Willingness to Enter)	
Ability/history of minority employment & minority contractors (List Minority Employment Status or Willingness to Enter)	

NONCOLLUSION AFFIDAVIT

_____ Deposits Name
and Title

Says that _____
(Name of Company or Other Form of Business)

has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition in connection with this proposal leading to the foregoing contract or in connection with the contract.

That the proposal leading to this contract has been independently arrived at without collusion with any other competitor or potential competitor.

That the proposal leading to this contract has not been knowingly disclosed prior to the opening of this proposal to any other competitor.

That no attempt has been made to induce any other person or firm to submit or not to submit a proposal which may have led to this contract.

That the above statement is accurate under penalty or perjury.

Signed

Subscribed and sworn to before me on this _____ day of _____, 20____

Notary Public

My commission expires _____, 20____

NONDISCRIMINATION AFFIDAVIT

_____ deposes Name
and Title

says that _____
(Name of Company or Other Form of Business)

advertises for prospective employees in compliance with federal and Wisconsin civil rights and equal opportunity employment laws (42 USC 2000 et seq and Subchapter II of Chapter 111, Wisconsin Statutes); posts notices to advertise its status as an equal opportunity employer; advises employees of the right to contact EEOC or OFCCP with discrimination complaints; and ensures that its employees are free from employment discrimination based on age, race, creed, color, disability, marital status, sex, conviction record, membership in the national guard or state defense force (or any other reserve component of the military forces of the United States or this state); or use or nonuse of lawful products off the employer's premises during non-work hours.

That the above-mentioned company complies with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR).

That the above statement is accurate under penalty or perjury.

Signature of Affiant

State of _____

County of _____

Subscribed and sworn to before me on

this _____ day of _____, 20____

Notary Public

My commission expires _____, 20____