

Request for Proposal (Qualifications Based)

For/

**Construction Manager at Risk Services**

For the Lake County Public Safety Building

On behalf of Lake County, South Dakota  
200 East Center Street  
Madison, SD 57042

June 8, 2018

## Table of Contents

Table of Contents	Page 2
Advertisement for Request for Proposal	
Construction Manager at Risk Services	Page 3
Contact Information	Page 4
Schedule to Determine the CM at Risk	Page 4
Project Description	Page 4
Project Schedule	Page 5
Scope of Work	Page 5
Statement of Qualifications Evaluation Criteria	Page 8
Submittal Requirements	Page 10
Selection Process and Schedule	Page 10
Form of Agreement	Page 11
General Information	Page 11

## Advertisement for Request for Proposal Construction Manager at Risk Services

Request for Proposal (RFP) for Construction Manager at Risk (CM at Risk) Services for the construction of Lake County Public Safety Building are being solicited on behalf of Lake County, South Dakota. If RFP is mailed, the address is 200 E. Center Street; Madison, SD 57042. If RFP is hand delivered, the address is 219 NE 1<sup>st</sup> Street; Madison, SD 57042. The RFP will be received up to and until June 25, 2018 at 5:00 PM, at which date and time for acceptance of submittals will close. Selection will be made within four (4) weeks of the close of the time for submittals.

The Request for Proposal document can be viewed at the Lake County Sheriff's Office, 219 NE 1<sup>st</sup> Street, Madison, SD 57042, during working hours or a copy of the Request for Proposal can be viewed on Lake County's website at: [www.lake.sd.gov](http://www.lake.sd.gov).

After obtaining and evaluating the RFPs, Lake County, South Dakota may accept the proposal it considers the most advantageous. The County may also schedule interviews with a selection of the firms submitting proposals. Acceptance of a proposal shall be by written notice to the construction manager submitting the accepted proposal and by simultaneously notifying in writing the other construction managers that their proposals were not accepted.

Lake County, South Dakota reserves the right to waive any informalities and to reject any or all proposals submitted.

Publish Dates: June 8, 2018 and June 15, 2018

## Contact Information

Tim Walburg  
Lake County Sheriff  
219 NE 1<sup>st</sup> Street  
Madison, SD 57042

Program Architect: Michael Lewis  
Shive-Hattery  
4125 Westown Parkway, Suite 100  
West Des Moines, IA 50266  
Phone: 515-223-8104  
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## Schedule to Determine the CM at Risk

Request for Proposal authorized:	<u>June 7, 2018</u>
Request for Proposal published:	<u>June 8, 2018</u>
Proposal submittal delivered by proposer to Lake County, South Dakota:	<u>June 25, 2018 by 5:00 PM</u>
Scheduled Award to CM at Risk firm by:	<u>July 23, 2018</u>

## Project Description

Program Requirements for the Lake County Jail/Sheriff's Offices 911 Emergency Communications Center. Program components for the facility include existing space considerations and assessments for current and future needs related to: E.O.C., Training, 911 Communications, State's Attorney, Control Room, Vehicular Sallyport, Kitchen, Medical, Cell Blocks, Jail, Administration and Law Enforcement Offices. Additionally, the project includes program space for emergency manager, E911 Communications, and space for facility maintenance.

The total project cost is estimated to be \$15 million and is to include all costs of construction, fees, furniture, and administration costs.

## Project Schedule

The preliminary/anticipated project completion schedule (established prior to the introduction of the CM at Risk method of construction) is as follows:

Selection of CM at Risk	July 23, 2018
Pre-Bond Election Estimate by CM at Risk	August 6, 2018
Pre-Bond Election Services	August 15, 2018 through November 5, 2018
Programming Phase	September 15, 2018
Bond Election	November 6, 2018
Selection of Design Architect	December 4, 2018
Schematic Design Approved	February 26, 2019
Design Developed Approved	May 14, 2019
Site Plan Complete	May 14, 2019
Bid Site Work and Utilities	May 31, 2019
Foundation Design Complete	June 11, 2019
Bid Foundation Package	June 28, 2019
Structural Design Complete	July 29, 2019
Construction Drawings Complete	August 6, 2019
Bid Structural Package	August 9, 2019
Bid Remaining Packages	August 23, 2019
Construction Substantially Complete	June 15, 2020
Owner Move-In Complete	July 31, 2020
Phased Remodel of Existing Building	August 1 – December, 2020

The CM at Risk should address the schedule in their submittal.

## Scope of Work

The CM at Risk will begin in a support role for pre-construction phase services and will hold the construction contract with the Owner for construction of the project. At some point prior to construction, the CM at Risk will provide a Guaranteed Maximum Price (GMP). The CM at Risk will be responsible for construction means and methods and will be required to enter into contracts with all successful subcontract bidders and be responsible for performance of the work as necessary for completion of the project.

Planning and Design phase services provided by the CM at Risk may include the following:

- a. Consulting with, advising, assisting, and making recommendations to the Owner and Architect or Engineer on all aspects of planning for project construction;

- b. Reviewing all plans and specifications as they are being developed and making recommendations with respect to construction feasibility, availability of material and labor, time requirements for procurement and construction, and projected costs; providing alternate systems evaluation and constructability studies;
- c. Making, reviewing, and refining budget estimates based on the Owner's program and other available information; providing detailed cost estimating and knowledge of local marketplace conditions.
- d. Making recommendations to the Owner and the Architect or Engineer regarding the division of work in the plans and specifications to facilitate bidding and awarding of contracts;
- e. Providing project planning and scheduling.
- f. Soliciting the interest of capable contractors and assisting the Owner in taking bids on the project; selecting subcontractors and suppliers for this project by creating appropriate bid packages according to local conditions;
- g. Analyzing the bids received and awarding contracts, **with approval of owner**; and
- h. Preparing and monitoring a progress schedule during the design phase of the project and preparation of a proposed construction schedule; and Advising Owner in ways to gain efficiencies in project delivery
- i. Providing long-lead procurement studies and initiate procurement of long-lead items;
- j. Assisting in the permitting processes;
- k. Providing for construction phasing and scheduling that will assure no interruption to Owner operations.
- l. Protecting the owner's sensitivity to quality, safety and environmental factors.

Construction phase services by the CM at Risk shall include, but not limited the following:

- a. Manage the construction of the project by maintaining competent supervisory staff to coordinate and provide general direction of the work and progress of the contractors on the project;
- b. Observing the work as it is being performed for general conformance with working drawings and specifications;
- c. Establishing procedures for coordinating among the Owner, Architect or Engineer, Contractors, and Construction Manager with respect to all aspects of the project and implementing labor policy in conformance with the requirements of the Owner's policy and making recommendations;

- d. Reviewing and processing all applications for payment by involved contractors and material suppliers in accordance with the terms of the contract;
- e. Making recommendations for and processing requests for changes in the work and maintaining records of change orders;
- f. Scheduling and conducting job meetings to ensure orderly progress of the work;
- g. Developing and monitoring a project progress schedule, coordinating and expediting the work of all contractors, and providing periodic status reports to the owner and the architect and engineer; and
- h. Establishing and maintaining a cost control system and conducting meetings to review costs.
- i. Coordinate activities with various agencies, utility companies, and authorities having jurisdiction;
- j. Arrange for procurement of materials and equipment;
- k. Schedule and manage site operations;
- l. Bid, award, and manage all construction related contracts while meeting Owner bid requirements;
- m. Provide quality control and cost control system;
- n. Provide Performance Bond and Labor and Material Bond and insure the construction; Address all federal, state and local permit requirements;
- o. Deal with owner project related issues;
- p. Maintain a safe access throughout the work site for all project staff, employees and visitors to the project site.

The CM at Risk will be required to have qualifications in all areas as identified in the following Statement of Qualifications Evaluation Criteria:

## Statement of Qualifications Evaluation Criteria

The CM at Risk will be selected through a qualifications-based selection process. Firms interested in providing CM at Risk services must submit a Statement of Qualifications that addresses the issues that follow. The relative weight of each of these issues is shown in parenthesis.

### General information (5 points):

Provide a general description of the firm and/or team that is proposing to provide construction management services and general construction services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.

Provide the following information:

*List the key personnel who will be assigned to the project.*

*Provide documentation that you are able to provide a performance bond for this project.*

### Experience and qualification of the firm or team (20 points):

Identify comparable projects within the last five years that the firm has completed and provide a summary of the project description, role of the firm, original contract amount and final contract amount, construction dates, project owner and references.

### Experience and qualification of the key personnel to be assigned to the project (20 points):

For each key person identified, list their length of service with the firm and projects of a similar nature that they have had a primary role.

List any proposed consultants that are a part of the team and resumes of the personnel that will play a role in this project.

### Understanding the project and approach to performing the required services (25 points):

Discuss the major issues you have identified on this project and how you intend to address those issues.



Describe the major bid packages you will submit for bidding purposes and the timing of those packages.

Describe your proposed schedule for the project based on your experience and approach to this project.

Describe your firm's project management approach and organization during pre-construction and construction phase services. Describe systems used for planning, scheduling, estimating and managing construction.

Describe your firm's experience on quality control, dispute resolution and safety.

Principal office location and local participation (10 points):

Identify the location of the firm's principal office and the location of the key staff on this project.

Innovation and other criteria (10 points):

Describe any innovative approach or idea you have for the benefit of this project.

Provide any other information that you feel is important for the selection committee to know about your firm.

Overall evaluation of the firm or team and its perceived ability to provide the required services (10 points):

No submittal response is necessary for this item – selection panel members will assign these points as they determine.

## Submittal Requirements

Firms interested in this project must submit a Statement of Qualifications and Proposal which includes a cover letter and material addressing the Statement of Qualification criteria by the date specified elsewhere in this Request for Qualification document.

Please provide Ten (10) copies and One (1) electronic copy of the submittal.

Include an AIA Document A305-1986 Contractor's Qualification Statement with original signature. (Do not submit financial information for Item Number 5 of the AIA Document A305-1986)

On the submittal package please display the firm name and project title.

All submittals shall be sent or delivered to the following address:

Lake County Public Safety Building  
Tim Walburg  
Sheriff, Lake County  
200 East Center Street  
Madison, SD 57042

The deadline for receipt of the submittal to Tim Walburg is: June 25, 2018 at 5:00 PM.

Please be advised that failure to comply with the following criteria will be grounds for disqualification.

*Receipt of submittal by the specified date and time.*  
*The number of copies specified.*  
*Deposit of submittal in correct location.*

## Selection Process and Schedule:

A selection committee will evaluate each Statement of Qualification and Proposal according to the criteria set forth herein.

The firms will be rated to determine the Best Qualified firm for the project. The Owner will select or shortlist the Construction Manager at Risk or firms to be interviewed based on the responses to this inquiry and the scoring of the items within. The results of the ratings and selection will be made within four (4) weeks of the receipt of the Proposals. The Owner will enter into negotiations with the selected firm and execute a contract upon completion of any negotiations deemed necessary by the Owner.

The selection committee shall not disclose any confidential information or proprietary information supplied by those submitting proposals.

If the Owner is unsuccessful in negotiating a contract with the best-qualified team, the Owner may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

## Form of Agreement

The Form of Agreement between the Owner and the CM at Risk will be AIA Document A133-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price. At the time a guaranteed maximum price (GMP) is established per Section 2.2 of AIA A133-2009, AIA Document A133-2009 Exhibit A will be executed and made a part of the main agreement.

## General Information

The Owner shall not be held responsible for any oral instructions. Any changes to this RFP will be in the form of an addendum which will be furnished to all RFP holders known to Program Architect. It is the RFP holder's responsibility to determine if any addendums have been issued to this RFP prior to their submittal.

The Owner reserves the right to reject any or all Statements of Proposal and Qualifications, to waive any informality or irregularity in any Statement of Proposal and Qualifications received and to be the sole judge of the merits of the respective Statements of Proposal and Qualifications received.

This RFP is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent. The Owner shall not be responsible under any circumstances for any costs incurred by any respondents to this RFP.

The Owner shall provide the release of all public information concerning the project, including selection announcements and contract awards.

All contact on this selection process should be addressed to the representatives identified below:

Tim Walburg  
Lake County Sheriff  
605-256-7615  
tim.walburg@lake.sd.gov

Program Architect: Michael Lewis  
Shive-Hattery  
515-223-8104  
mlewis@shive-hattery.com