

**Request for Proposals to Provide
Construction Management Services**

For:

City of Buchanan
DPW Services Building



Sealed proposals shall be delivered to:
Buchanan City Hall at 302 N Red Bud Trail
Phone: (269) 823-3572

**Submissions must be received
NO LATER THAN
December 8, 2021 @ 11AM**

BACKGROUND

The City of Buchanan has a clear span building of about 12,500SF for its Department of Public Works (DPW) building located at 606 Clark St. that needs to be replaced. The city has five employees in the department that service more than 28 miles of roadways. They need storage for large equipment and maintenance vehicles as well as work space.

Currently, the city has chosen to rebuild on their existing site and needs an expanded space of about 23,675 SF for all of their programming needs with about 2,390SF of mezzanine space. They would like to have a 1,628SF office with exterior views, a bathroom, kitchen/breakroom, locker room with a shower and laundry equipment, as well as mechanical room and tool storage area. The structure will need to have 3 phase electric, at least 20' high doors, exterior lighting, and be as efficient as possible.

In addition, the facility needs to comply with OSHA regulations, all building codes, and allow room for future growth.

INVITATION TO SUBMIT PROPOSALS.

The City of Buchanan (COB), for the benefit of DPW, is hereby requesting proposals for the award of the Construction Management (CM) contract for construction and renovation of their facility. CM firm shall be prepared to provide value added suggestions, give input on architect and owner decisions, and partner with the construction and design team to build the best possible project. The Construction Management firm will provide pre-construction and construction services necessary to construct the facility in accordance with the guidelines, standards and limitations of the project within a defined budget and schedule. Participation in this selection process by interested construction management firms shall be at no cost or obligation to COB.

COB reserves the right (a) to terminate this selection process at any time, (b) to reject any or all proposals, and (c) to waive formalities and minor irregularities in the proposals received. COB further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm, or to require other evidence of managerial, financial, technical and other capabilities.

PROJECT DESCRIPTION AND INFORMATION.

Optional pre-proposal meeting and walk through of current facility offered on November 19, 2021 @ 1pm at the existing property at 606 Clark – Buchanan. Please RSVP to Amelia@bartongroupllc.com.

CM will need to follow City of Buchanan's rules and procedures throughout the process. Specifics will be detailed in the construction contract with the selected contractor.

The Project Team

City Manager: Heather Grace

Deputy of DPW: Mike Baker

Committee: Sean Dennison (Mayor) & Ralph McDonald (Planning Commission Member)

Owner's Representative: The Barton Group - Portage, MI

Architect: Bergmann – Grand Rapids, MI

Any questions and/or communications regarding this Request for Proposal should be directed to Amelia Lietzau at amelia@bartongrouppllc.com. Questions must be submitted by December 1, 2021 with responses back to all interested proposers by December 3, 2021.

IV. REQUIREMENTS FOR PROPOSAL.

Proposers are required to submit ten (10) sealed, original bound copies along with 1 electronic (thumb drive) copy no later than 11am on December 8, 2021 at City of Buchanan Hall c/o The Barton Group 302 Red Bud Trail Buchanan, MI 49107. The proposals will then be publicly opened and read at 11:15am that same day.

Proposals submitted by interested firms must include the following elements:

Description of Project Scope / Narrative / Letter of Interest (2 page maximum)

Discuss your understanding of the project scope and objectives. Provide a brief narrative of the firm's approach in doing projects of this scope with specific references to the services requested in the RFP. Highlight unique services and management tools, such as value engineering and gift in kind management. Indicate the benefits of your approach. Suggest additional services to those requested in the RFP and indicate their benefits to the Client. Include what system you will use for document management and how this best benefits the owner. This section may contain any information not shown elsewhere in the submittals.

Team

Introduce proposed CM team members and include biographies. Provide resumes of all members anticipated to work on this project from the firm with descriptions of their roles, especially project manager and superintendent, include examples of similar projects.

References (3 page maximum)

To be considered as qualified, interested firms shall have, as a minimum: provided Construction Management services within the last three (3) years for at least three projects each equal or in excess of \$3M (construction costs), utilizing the expertise present in their nearby offices and demonstrating specific Construction Management experience in project types of similar scale, use, and complexity. Provide at least 2 client references for work similar to this with municipal component. Please include the contact name, position, address, phone number and a brief description of the work provided by the CM.

Bonding Capacity

Demonstrate bonding capability up to \$5M for an individual project coincidentally with current and anticipated workloads.

Insurance

The successful contractor will be required to provide information from insurance companies licensed and “admitted” to do business within the State of Michigan, insurance certificates or minimum insurance coverage as follows:

COMPREHENSIVE GENERAL LIABILITY

<u>Each</u>	<u>Occurrence</u>	<u>Aggregate</u>
Bodily Injury Liability	\$ 500,000	\$1,000,000
Property Damage	\$ 500,000	\$1,000,000

OR

Bodily Injury & Property Damage Combined	\$1,000,000	\$1,000,000
---	-------------	-------------

AUTOMOBILE LIABILITY

Each	<u>Occurrence</u>	<u>Aggregate</u>
Bodily Injury (Per Person)		\$ 500,000
Bodily Injury (Per Accident)		\$1,000,000
Property Damage	\$ 500,000	
OR		
Bodily Injury & Combined Damage	\$1,000,000	

EXCESS LIABILITY

Each	<u>Occurrence</u>	<u>Aggregate</u>
True Commercial Umbrella Coverage	\$1,000,000	\$1,000,000

WORKER'S COMPENSATION & EMPLOYERS' LIABILITY

Each Accident	\$ 500,000
Disease-Policy Limit	\$ 500,000
Disease-Each Employee	\$ 500,000

This certificate of insurance must be provided at least annually, or whenever any insurance coverage is changed. CM must affirm that COB can also be listed as additional named insureds.

Fee Proposals and Description of Services

- A. Provide a fee proposal, expressed as a percentage of the Cost of Work as defined by the AIA contract. The firm shall describe those services, facilities, supplies and other expenses that are included in overhead as part of the proposal. Describe on what timeframe and construction cost the fee was based. The project will be done on an open-book, cost plus a fee basis, to a Guaranteed Maximum Price (GMP). The establishment of the GMP is not a part of the proposal but will be accomplished after the Contractor is selected and Design documents are completed. AIA Document A133-2009 "Standard Form of Agreement between Owner and Construction Manager as Contractor" where the basis of payment is Cost of the Work plus a Fee with a Guaranteed Maximum Price. AIA Document A201-2007 "General Conditions of the Contract for Construction" will be used. Describe how any savings to the GMP will be handled. Describe any fee that would be payable prior to construction.
- B. Provide a fixed fee expressed in a lump sum amount for the Pre-construction Phase.
- C. Provide costs and estimated prices to reflect the fee allotment in the attached CM conditions form. This absolutely must include bond fee, insurance, general conditions, etc.

Rates for Work Contemplated to be Self-performed & List of Major Subcontracted Work

Provide a labor rate schedule, by trade and classification, including all applicable labor burden, material mark-ups, if any, and overhead and profit, for work contemplated to be self-performed, other than general condition items. Provide a list of proposed major construction elements that would be subcontracted and a statement on your company's approach to encouraging local subcontractor participation.

Safety (1 page maximum)

Provide information on your company's dedication to a safe project and work atmosphere. Share number of MIOSHA violations from your company within the last 3 years as well as TRIR or EMR safety rating. Please also include how you have worked within COVID19 restrictions to maintain a healthy jobsite.

Proposal Regarding Contingency & Change Orders (1 page maximum)

Describe your proposed method of determining contingency at different stages of the project. In addition, explain the company's methods for handling pricing and managing Change Orders after a Guaranteed Maximum Price is established. Submit an example of how the company adapted to provide fair pricing and work during the turbulent 2020-2021.

V. PRE-CONSTRUCTION PHASE.

Pre-construction services required from the selected Contractor will include, but are not limited to the following:

1. Consult with the Architect regarding site and use improvements, and the selection of materials, building systems and equipment. Provide recommendations on construction feasibility; actions designed to minimize adverse effects of labor and 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. Provide recommendations on phasing staging and fast track strategies for the building if appropriate.
2. Provide all project scheduling, including the development of a master schedule for all significant activities during the pre-construction period. Also, prepare a master construction schedule for inclusion in the construction contract documents.
3. Prepare detailed construction cost estimates and value engineering assessments within thirty days of award and when necessary thereafter. Recommend action, if required, addressing constructability, materials and construction techniques, sequencing of construction, separation of contracts, etc to maintain project budgets.
4. Participate in Design Development and Construction Document progress review sessions to provide input with respect to constructability, cost, value engineering, scheduling and document development.
5. Provide cost control advice to the project team during preparation of the construction documents.
6. During preparation of the Design Development documents and upon completion thereof, conduct a review with the project team for errors, omissions, and constructability.
7. Upon completion of both the Schematic Design phase and Design Development Documents for the project, work with COB's project team to validate the budgeted prices and develop a proposed subcontractor breakdown.
8. During the Construction Document Phase, estimates should be updated at 50% and 90% stages and signed off by all Parties before continuing.
9. Provide Special Conditions for inclusion in bidding and contract documents.

10. Identify, qualify, and recommend selection of contractors to COB for inclusion on subcontractors' bid lists. Incorporate additional local bidders, if directed by COB. Manage the subcontractor bidding process, evaluate subcontract bids, and recommend to COB the lowest responsible bidder on each subcontract. Following COB approval of the lowest responsible bidder for each subcontract, award and administer the subcontract and materials purchases. All subcontracted work shall be competitively bid.
11. For major elements of the work that the Contractor would normally self-perform, secure qualified competitive bids coincident with preparing the Contractor's proposal for these elements of the work. COB shall participate in opening, evaluating and award of these elements of the work.
12. Complete a quality/coordination review of the completed construction documents prior to bidding.
13. Execution of this project in any form beyond the Pre-construction Phase is contingent upon approval of suitable financing. In the event sufficient funding is available to complete the project, the final scope of the project and the manner in which the construction work is completed shall be at the sole discretion of COB. Accordingly, the contract with the firm selected as Construction Manager shall provide that COB shall have an absolute unilateral right upon written notice to the Contractor to suspend work on the project at the conclusion of the Pre-construction Phase for the period not to exceed one hundred eighty (180) days. The contract shall further provide that in the event of such suspension of the work by COB, COB shall further have an absolute unilateral right at any time during such suspension of the work to terminate the contract with the Construction Manager. Such termination of the contract shall be effective upon delivery of written notice of termination to the Construction Manager, and the Construction Manager shall be entitled to payment for its services through completion of the Pre-construction Phase in accordance with the fee for such services as provide in the contract.

VI. CONSTRUCTION PHASE.

Construction Phase services required from the selected Firm includes, but are not limited to the following:

1. The constructor shall be licensed in the State of Michigan. The constructor will provide all project management, administrative support and construction site superintendent services as required to completely deliver pre-construction and construction phase services associated with the project.
2. Provide field staff throughout construction, for the purpose of managing, inspecting, scheduling, and coordinating the subcontractors. Monitor the progress, performance, quality and contract compliance of the subcontractors' activities.
3. Be responsible for maintaining a safe and secure site that meets or exceeds MIOSHA standards.
4. The constructor will provide construction services to execute the construction of the project on-time and within budget. Conduct post-construction activities and commissioning.
5. Construct the work. Provide full-time, on-site staff to plan, manage, and coordinate onsite trade contractors' activities. Self-performed work must be competitively bid, unless justified and approved in advance of the work being performed.
6. Maintain, update and submit the schedule with each payment application. Clearly define adjustments made to maintain substantial and final completion dates.
7. Provide a complete list of each bid work category, showing its line item value, and provide bid-tab results that compare results with respect to the line item values. Define any variance from the previous estimate.

8. Submit procurement plans for trade contractors. Recommend a minimum of three qualified subcontractors for each work package for approval prior to bidding. All bid lists shall be reviewed and approved by the Owner.
9. Provide bidding services to solicit, receive, and award trade contracts. The Owner reserves the right to reject trade contractor bids if it is in the best interest of Owner to do so.
10. Issue reports and minutes of project meetings during construction phase. The designer will perform this task during design phase. Conduct weekly job meetings and monthly management meetings and prepare written progress reports. Conduct project meetings for planning, coordination and payments.
11. Institute and administer procedures for shop drawings and sample submittals for processing. Manage submittal process of all materials and equipment so that material lead times are accounted for in the schedule and do not cause delays.
12. Monitor, evaluate and administer change order requests and coordinate Owner and designer approvals. When conducting or considering the submission of change orders, assume agency alliance position with the Owner and not with the subcontractors of the project.
13. Prepare and administer payment and cost control procedures, including preparing trade contractor lien waivers.
14. Schedule and conduct bi-weekly progress meetings, as necessary.
15. The Owner may retain an independent agent to provide peer design review services.
16. The Owner may retain an independent agent to provide quality control and testing services. The CM will be required to coordinate with the quality control and testing firm. The firm's activities will include appropriate reviews, testing, and inspections of constructed work at the critical points of the construction process to ensure to the extent possible, that a fully functional and trouble-free project is delivered to the Owner at project completion. Examples of testing and observation are soil compaction, concrete testing, steel installation, welds, pre-cast, and roofing.
17. Promptly resolve deficient subcontractor work whenever observed. Prepare punch lists at the substantial completion of each work package.
18. Assist the Owner during occupancy including the coordination of Owner purchased equipment and furniture installations.
19. Coordinate all requirements of project commissioning and close-out procedures including but not limited to: inspections, owner's orientation and familiarization, and collection of all close-out documents (including a complete set of as built drawings). Develop with Owner an occupancy schedule. Manage the completion of all inspections for a successful final inspection.
20. Provide project close-out documents including as-built drawings and specifications, operation and maintenance manuals, request for information, submittals, bulletins, shop drawings, field logs, warranties, and other project correspondence requested by the Owner. Prepare a recommended maintenance schedule for all major building systems.
21. Coordinate and sign-off on training of Owner maintenance personnel on systems and equipment.
22. Provide post construction follow-up for the duration of the longest warranty period by a contractor on the project. Review and submit warranty claims for all systems and equipment.
23. When authorized and requested, consult, advise and assist the Owner with special and/or additional services beyond the scope of construction management services.
24. Assume the primary responsibility for the overall administration of construction contracts on behalf of the Owner.

VII. SELECTION PROCEDURE.

Chosen contractors will be invited to a face-to-face interview for the presentation of company's information, team and proposed cost for providing Construction Management Services. Significance will be given to a company that demonstrates knowledge of pre-engineered metal building construction, municipal work experience and local participation.

Timeline

Our current schedule for the project is as follows:

November 12, 2021	Advertise for CM
November 19, 2021 @ 1pm	Contractor Pre-Bid Meeting at Current Site
December 8, 2021	CM Proposals Due
December 13, 2021	CM Selection for Interviews
December 15 – 20, 2021	CM Interviews
January 10, 2022	City of Buchanan Commission approval of CM
Late Spring/Summer 2022	Ground Breaking (dependent on financing and lead times)
Mid 2023	Substantial Project Completion

Contract Negotiation & Award Phase

The Representatives of COB shall attempt to negotiate a proposed contract with their first selection. Should COB be unable to negotiate a satisfactory contract with the first ranked firm at a price COB determines to be fair and reasonable, negotiations with that firm shall be formally terminated and similar negotiations will commence with subsequent firms until a contract is reached. Upon successful negotiation, the Construction Manager will begin to work with the Project Design Team as quickly as possible.

VIII. PROPOSAL DOCUMENTS. The documents included in this RFP are the following:

1. This Request for Proposals (RFP) dated November 12, 2021
2. Most current schematic design plans from Bergmann Architects
3. CM Statement of Conditions Form (attached as editable excel file)