

**Request for Proposals
RFP20-011 Construction Management Services
For The City of New Port Richey Public Library Interior Renovation**

April 24, 2020

The City of New Port Richey invites you to submit a reply to this Request for Proposals (RFP) for Construction Management Services related to interior renovations at the City of New Port Richey Public Library building, which is located at 5939 Main Street in New Port Richey, Florida.

Please address all responses to:

City of New Port Richey
City Clerk's Office
5919 Main St.
New Port Richey, Florida 34652

Proposals will be received until **2:00 PM on Friday, May 22, 2020** at the address noted above. Please provide seven (7) copies of your proposal materials and one electronic copy as a single PDF file on a flash drive. **Only one (1) copy of "Form B" (fee information) need be provided in a sealed envelope.**

Williams Architects of Itasca, IL has been contracted by the City of New Port Richey to provide professional architectural and interior design services for this Project.

It is the intention of the City of New Port Richey to review the RFP's during the month of May 2020. At the conclusion of the review, a short list of Construction Managers will be selected using the criteria listed in this proposal and interviews will be scheduled with the top selected firms. The City of New Port Richey may make such investigations as they deem necessary to determine the ability of the Construction Manager to perform the work, and the firm shall furnish to the City of New Port Richey all such information for this purpose as the City of New Port Richey may request. The City of New Port Richey reserves the right to reject any or all RFP's at the discretion of the City Manager having determined that it is in the City's best interest to do so. The City of New Port Richey additionally reserves the right to waive any irregularities or minor defects in the responses, and to accept the proposal which is in the best interest of the city.

Please address any questions regarding the project scope **in writing** to:

Natalie Clemens, AIA
Senior Project Architect
Williams Architects
500 Park Boulevard, Suite 800
Itasca, IL 60143

Phone 630-221-1212
FAX 630-221-1220
Email: nlclemens@williams-architects.com

If there are any questions related to the request for proposals, they shall be submitted in writing on or before May 15, 2020. The questions should be directed to the architect named above and responses will be provided in writing to all those in attendance at the mandatory preproposal conference.

MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference will be conducted at the Library Building at 10:00 a.m. on Monday, May 4, 2020. Interested respondents should plan to meet at the entrance located on the west side of the building. Those in attendance will be provided a tour of the building, an introduction of significant project components, and additionally, various representatives from the City and

architectural firms will be in attendance to respond to questions. Attendees are encouraged to wear a mask or any other PPE's as determined to be appropriate. Social distancing protocols will be followed in order to minimize any opportunities for the transmission on germs. A written record of the meeting will be issued to all of those in attendance. Only those registered to have been in attendance at the meeting will be eligible to submit a proposal.

SELECTION TIME FRAME / SELECTION CRITERIA

Proposals will be received until **2:00 PM on Friday, May 22, 2020**. After that time, the City Manager, Public Works Director, Library Director, and Architect will review all submissions. Those demonstrating responsiveness, having submitted a complete proposal, a record of past performances based on cost containment and quality, and an ability to develop a propitious client relationships will be invited for an interview.

The following factors will be used post-interview in arriving at the selection of a construction management firm, including but not limited to:

- A. Specific record of accomplishments with similar projects
- B. Management capability of personnel assigned to project
- C. Performance data, including but not limited to cost control, quality control, and scheduling procedures
- D. Ability to balance the competing demands of quality, scope, time, and cost.
- E. Ability to adapt to plans and approaches to different expectations of the various project stakeholders
- F. Financial stability of firm
- G. Safety record
- H. Ability to collaboratively work with the design team towards solutions that are in the city and library's best interest
- I. Current projects /backlog, including amount of capacity being used, status of projects, and expected completion date
- J. References

The contract may be awarded to the most responsible firm whose proposal will be, on an overall basis, the most advantageous to the City of New Port Richey. City will not consider firms who propose to assign construction management tasks to other firms. The City's decision shall be final and not subject to recourse by any firm, person, or corporation.

SCOPE OF WORK

This RFP is for full coordinated construction management services for all construction trades in conjunction with the referenced project. The project involves selected interior renovations to the first and second levels of the existing building and which are the result of a Needs Assessment and Reorganization Plan prepared by the Architect. Preliminary demolition and floor plans indicating the scope of work are attached to this RFP for reference. This is the only information regarding project scope that has been developed at the present time.

It is estimated that construction documents will be complete and released for bidding in July of 2020. The library intends to occupy the building and hold the building open to the public during construction. The Construction Manager will assume a lead role in developing a phasing plan for the work that minimizes inconvenience to patrons and library staff while accomplishing the work in a timely manner.

The estimated amount for contractor trade work is \$1,800,000 including owner contingencies. The selected construction management firm will be expected to take an active role in developing value engineering strategies to ensure the Owner can maximize the scope of the project within the available budget during the preconstruction phase. Although the project is not anticipated to seek

LEED certification, the project team will endeavor to incorporate as many sustainable design and energy efficiency principles and practices as possible and practical into the design and construction of the renovations.

It is the Library's intention to utilize the construction management firm's ability and expertise in lieu of a general contractor. The contracts for construction will be held by the Construction Manager.

The Construction Manager will assist the City and the architect/engineer through pre-construction and then manage construction. Responsibilities of the construction manager include, but are not limited to, the following:

Pre-Construction Phase

- Develop a preliminary estimate from the Architect's Design Development documents. Work with the Architect to refine the budget and estimate, incorporating value engineering ideas that have been developed in conjunction with the architect to bring the project into budget incorporating available project funds.
- Develop a Project Schedule and Phasing Plan to reflect construction activities, continuous occupancy and availability of library resources by patrons and staff, and critical occupancy dates.
- Conduct on-going value engineering to identify opportunities of enhancing the value of the project. This effort will analyze the item and/or system in question relative to first cost (to furnish and install) in deference to maintenance, utility costs, durability and cost to replace.
- Develop estimates from 100% Design Development and 50% construction documents. Refine the budgets and estimates throughout pre-construction to reflect value engineering ideas that have been developed in conjunction with the Architect.
- Refine project schedule(s) to reflect team member contributions, construction activities and critical occupancy dates.
- Identify "long lead" items and coordinate bids so that the schedule is not compromised.
- Identify and evaluate opportunities and strategies for improving sustainability and energy efficiency in conjunction with the Architect.

Bidding/Contract Award Phase

- Assist in preparation of general and/or special conditions.
- Prepare a progress schedule and scope of work for inclusion in bid documents.
- Prepare a cash flow schedule.
- Submit a recommended bidders list for all categories of work to the City of New Port Richey and Architect for prior review and approval.
- Prepare advertisements and invitations to bid.
- Provide instructions and scope of work details to all bidders. **The Owner and Architect shall have the opportunity to review and comment on these bid scope documents prior to release of documents for bidding.**

- Solicit, receive and analyze all bids. Develop a bid tabulation form and list award recommendations.
- Identify opportunities for the City to purchase materials directly in order to take advantage of the City's tax exempt status on major expenditures.

Construction Phase

- Provide home office and job site administration, with the ability to communicate via e-mail from the home office and job site.
- Manage all trades.
- Actively ensure compliance with the Project Phasing Plan, maintaining library service at all times during the course of construction.
- Manage shop drawing and submittal review process, perform initial review of submittals and shop drawings for compliance with contract requirements, and ensure expediting of same.
- Review requests for information, request for proposals and subcontractor's response to same.
- Hold and chair bi-weekly progress meetings (to be increased to weekly progress meetings when required based on construction activities)
- Coordinate and review contractor requests for payment
- Obtain and review bonds and lien waivers from subcontractors.
- Provide monthly progress report addressing any cost or schedule changes.
- Update cash flow requirements.
- Expedite substantial completion and occupancy certificates.
- Obtain closeout documents as required by the Contract Documents such as project record documents, guarantees/warranties and operation and maintenance manuals.
- Assist in obtaining all required permits and inspections of governing authorities having jurisdiction and act as the City's representative with respect to those authorities.
- Assist the staff with moving furniture and collections as required to accomplish construction activities.
- Prepare a punch list and expedite completion.

Post-Construction Phase

- Coordinate and expedite the resolution of construction related problems.
- Coordinate and expedite the repair/replacement of items covered under guarantees/warranties.

- Conduct follow-up review of the complete facility to help ensure satisfactory performance of materials and systems.
- Conduct a ten-month warranty walkthrough with the Owner and Architect to identify any issues requiring correction under the one-year warranty period. Ensure that trade contractors complete warranty items as required.

SUBMITTAL REQUIREMENTS

RFP submittals shall address the following:

1. BUSINESS ORGANIZATION

- A. Firm name, business address, and telephone.
- B. Name and title of contact person.
- C. Number of years your organization has been in business under its present business name.
- D. Identify other names that the organization has done business under, if any.
- E. Type of ownership: Partnership, Corporation, or Other.
- F. If a corporation, please provide the following:
 - 1.) Date of incorporation
 - 2.) State of incorporation
 - 3.) Principal officers
- G. If other than a corporation, describe the organization and name its principals.
- H. Have you ever failed to complete work awarded to you? If so, explain when, where and why this happened.
- I. Provide a statement of the company's financial condition and financial references.
- J. Provide information with respect to the firm's insurance coverage. Include General Liability insurance coverage limits, professional liability insurance coverage limits, errors and omissions insurance coverage limits, and claims/litigation history (including involvement with mediation and/or arbitration) for projects during the past 7 years.

2. SIMILAR PROJECT CONSTRUCTION MANAGEMENT EXPERIENCE

- A. Please indicate what percentage of projects you do on the following basis:
 - 1.) Construction Management
 - 2.) Lump sum general contract – Design/Bid/Build
 - 3.) Design/Build
- B. Please list the dollar value of work completed within 100 miles of the project site in the last five years under the Construction Management approach.
- C. Please list the number of public sector/municipal projects you have completed with an individual construction cost of \$500,000 or more.
- D. Using the criteria of public sector/municipal valued over \$500,000, list similar projects completed with the past five years where you have served as construction manager. (Do not list any projects where you have served as a lump sum general contractor or consultant)
 - 1.) For each project listed, include project name and address, year completed, construction cost, type of project (New, Renovation, Addition, Replacement), a project

reference (Name, Position, Telephone Number) and project architect (New, Renovation, Addition, Replacement).

- 2.) For each project listed, indicate whether your company (or any wholly or partially owned subsidiaries) also acted as a trade contractor for any part of the project. Provide details regarding the scope and dollar value of work performed.

3. CONSTRUCTION MANAGEMENT CAPABILITIES AND SERVICES

- A. Describe your approach to a CM/Owner/Architect/Engineer Team and your relationship to each. If your firm or a division of your firm also provides architectural services, describe your approach to working with another architect and engineering team outside your company.
- B. Briefly describe how your firm performs the following services:
 - 1.) Cost Estimating
 - 2.) Cost Control
 - 3.) Quality Control
 - 4.) Drawing and Specification Review
 - 5.) Developing a phasing plan to keep an existing facility operational during construction
 - 6.) Scheduling in Pre-Construction and Construction phases
 - 7.) Approach to Bid Packaging and Scoping
 - 8.) Approach to working with public owners on bidder qualification issues, including rejecting low bidders on the basis of either mistakes in bids submitted or failing to be a responsible or best bidder, depending upon the applicable standard of review
 - 9.) Coordination of various trade contractors
 - 10.) Safety Programs, Labor Relations, other items of interest
- C. Describe your in-house capabilities to implement the above services related to this project.
- D. Describe your firm's experience with Mechanical/Electrical trades and equipment. Please indicate how you propose to handle Mechanical/Electrical estimating.
- E. Please enclose examples of the following from a previous project similar in size and scope to this project:
 - 1.) Design Phase Estimate
 - 2.) Construction Document Phase Estimate
 - 3.) Project Phasing Plan/Schedule
 - 4.) Interim Report to the Owner

4. PROJECT ORGANIZATION

- A. Provide a project organization chart showing your key professionals who would be assigned to this project for both the Pre-Construction and Construction phases. For each key professional, please provide the following information:
 - 1.) Percentage of involvement for each project phase:
 - (a) Preliminary Design
 - (b) Construction Documents

- (c) Bidding
- (d) Construction
- 2.) Provide a brief description of their responsibilities on the project and their role within the project team.
- 3.) Provide detailed resumes of these key professionals showing work experience and education.

5. REFERENCES

Provide the last five (5) clients in Florida for which the firm has provided construction management services with contact names and phone numbers, for similar type projects.

6. ADDITIONAL INFORMATION

- A. Please describe what distinguishes your firm from others in the field. Please identify what makes your firm a good candidate for this project.
- B. Describe specific examples of how your firm's approach to phasing a project maximized availability of spaces during a construction project and minimized inconvenience to building users and staff.

7. FEES AND REIMBURSABLE EXPENSES

- A. The proposed Construction Management fees and proposed allowance for reimbursable expenses should be submitted in a separate, sealed envelope using "Form B" of this Request for Qualifications. The envelope should be identified with the name of this project and the name of your company.
- B. The above fees should include all personnel time anticipated for all phases of the project including the project manager, estimators and clerical, and the field representative.
- C. Provide proposed allowances for reimbursable expenses (General Conditions including a detailed list with an anticipated dollar amount for each line item and a total for the entire project).

Request for Proposal for Construction Management Services
Form A

Please complete this form and attach it to your RFP Submittal.

The full name of our firm is: _____
Name

Address City State Zip Code

Office Phone No. Fax No. Cell/Mobile No.

Contact Person

Our firm has performance bond capabilities in the amount of:

The successful construction management firm will not be considered as a trade contractor or subcontractor for any of the proposed construction/renovations.

We have read and we understand the RFP as presented and have read and understand any addenda that were issued during the RFP process. We agree to comply with City of New Port Richey Policy and applicable State laws related to sexual harassment. If chosen as a semi-finalist, we agree the City of New Port Richey may conduct any investigation it deems appropriate to investigate previous projects our firm has worked on. My signature represents compliance and understanding of this RFP.

Signature and Title

This form should be submitted in a separate, sealed envelope identified with the name of this project and the name of your company

Form B

Name of Firm

Contact Person/Phone No.

\$

(Monetary total for pre-construction,
post-construction, and construction
expenses)

(% of construction costs)

Signature

Title

Date