

REQUEST FOR QUALIFICATIONS / PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES

For a New Police Station for the City of Waterville, Maine

February 2012

INTRODUCTION

The City of Waterville is soliciting proposals for Construction Manager at Risk services related to the construction of a new Police Station. The Construction Manager (CM) will provide pre-construction services to the City prior to commencement of construction. Following City approval of a final design the CM will prepare a Guaranteed Maximum Price (GMP) and, upon its acceptance, will build the project. The CM will be expected to work closely with the City and Architect and to propose cost and timesaving alternatives.

THE PROJECT

The project consists of the site development and construction of a new 11,000 square foot police station and related site work and amenities on town owned land. The initial construction budget for the police station is approximately \$2.1 million. The Architect for the project, Port City Architecture of Portland, has completed a schematic design that will be used as the basis for the initial cost estimate. Financing for the project has been approved by the City.

SCOPE OF SERVICES

In addition to the specific job responsibilities show on Attachment A, each prospective Construction Manager shall address the following in a statement of qualifications:

1) General Qualifications:

- a) Contractor's Qualification Statement (completed AIA Document A305) plus a narrative description of the firms' philosophy of construction management.
- b) Demonstration of successful management systems for the planning, organizing and monitoring of similar construction projects. Among these are conceptual estimating, budgeting, scheduling, and cost controls.

2) Specific Construction Management Experience:

- a) A complete list of related construction management projects completed during the past five years shall be submitted, along with owner and architect references. Highlight at least three of these completed projects and include budget, schedule, and change order performance.
- b) Total dollar volume of CM work completed during each of the past three years. Identify the work performed by your office located closest to the central Maine area.

- c) Specific experience with pre-construction services including a description of the working relationship with the owner and architect. Include at least three owner and architect references.

3) Key Personnel:

- a) Identification and qualifications of key personnel to be used including, but not limited to, Project Managers, Superintendents and Estimators. Submission of names shall be considered a commitment on the part of the CM to retain stated personnel on the project throughout its duration.
- b) The labor rates, all-inclusive, of all reimbursable personnel to be included on the project team.

SUBMISSION REQUIREMENTS

Prospective Construction Managers invited to participate in the selection process are expected to prepare a written statement of qualifications (six copies required) to be submitted to the City no later than 5:00pm on Friday, March 9, 2012. Submittals received after that date and time will be returned unopened. Clearly mark the cover of the submittal with the words “**Response to Police Station RFQ.**” Address submittals to:

Michael Roy, City Manager
City of Waterville
1 Common Street
Waterville, Maine 04901

Provide in a separate sealed envelope:

- a) Lump sum fee for pre-construction CM services, and
- b) Lump sum fee for CM services from the completion of pre-construction to the completion and dedication of the building.

REVIEW PROCESS

Following interviews, the City will select one Construction Manager with whom it will negotiate an Agreement. The sealed envelope will not be opened until the preferred CM team is selected, and the fees indicated will be used as the starting basis for negotiations of the final CM contract. Should the City and CM be unable to successfully negotiate the fee basis, the City will commence negotiations with the next highest scoring CM team, and so on, until agreement is reached.

1. The City will assess the qualifications of the CM teams from their presentations and the accompanying materials. Six categories will be graded and the preferred CM team will be identified by the highest cumulative score. Selection criteria, and their point value, to be used by the City shall be:
 - a) Relevant experience with pre-construction and construction services as a CM. 25 points
 - b) Demonstrated ability to estimate construction cost at all phases of design. 20 points

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| c) The qualifications of key persons, who will be assigned to this project. | 15 points |
| d) Experience providing Construction Management services to a municipality. | 20 points |
| e) Experience providing Construction Management services for a police station. | 10 Points |
| f) Construction Management experience in the State of Maine. | <u>10 points</u> |
| TOTAL | 100 points |
2. The City retains the right to terminate the services of the Construction Manager at any time prior to the execution of a GMP Agreement, and the City's obligation shall be limited to actual documented expenses of the Construction Manager as of such date.
3. Direct questions related to preliminary plans to:

John Charette
 Port City Architecture
 65 Newbury Street
 Portland, ME 04401
 207-761-9000
john@portcityarch.com

Questions related to the construction management process should be directed to:

Michael Roy, City Manager
 City of Waterville
 1 Common Street
 Waterville, Maine 04901
mroy@waterville-me.gov

4. Conceptual drawing information (Site plan and concept building plans) is intended to provide a preliminary idea of the scope of the project and are available only as PDF documents.

The City reserves the right to accept/reject any and all proposals or parts thereof.

ATTACHMENT A

RESPONSIBILITIES OF CONSTRUCTION MANAGER

The Construction Manager will be expected to perform services consistent with the industry-accepted role of a Construction Manager at Risk. In general, they will include, but will not necessarily be limited to:

1. Attending meetings with the City and/or Architect as necessary, throughout the design and construction processes.
2. Providing recommendations regarding constructability, materials and equipment selections, and cost savings.
3. Assuming charge of and responsibility for construction scheduling and cost estimating. At a minimum, the schedule and budget updates will be prepared at the end of Schematic Design, Design Development, and at 85% Construction Documents. Such estimating will be accomplished by the Construction Manager, without creating obligations to prospective sub-bidders. It will be the Construction Manager's responsibility to acquire an understanding of the project, adequate for the proper preparation of such estimates. The accuracy and timeliness of construction estimating is of utmost importance.
4. Qualifying sub-contractors.
5. Letting sub-contracts for bid.
6. Providing a GMP.
7. Providing a performance bond, a payment bond and insurance.
8. Holding sub-contracts for construction.
9. Managing the construction including coordination, inspection, supervision, safety and quality control services.
10. Maintaining construction phase records and accounting including shop drawings and final as-built plans.

FORM OF AGREEMENT

The form of agreement between City and the chosen Construction Manager will be a single document, AIA Document A121/CMC and AGC Document 565, Standard Form of Agreement between City and Construction Manager where the Construction Manager is also the Constructor, 1991 with edits. Paragraph 2.1.4, Phased Construction, will not be used.