

City of Westfield

REQUEST FOR PROPOSAL

For Construction Manager as Constructor for
Grand Junction Plaza

Response Due July 12th, 2019, 10:00am

City of Westfield
2706 E. 171st Street
Westfield, Indiana 46074

REQUEST FOR PROPOSAL CONSTRUCTION MANAGER AS CONSTRUCTOR

The City of Westfield is seeking a Construction Manager as Constructor as allowed under Indiana Code 5-32 starting on July 1, 2017, for the construction of a new city park known as Grand Junction Plaza. Below are project descriptions, selection criteria and submittal requirements for interested parties wishing to submit their qualifications for consideration.

Section I – Project Description:

Project Scope:

- A. The Project is to construct the Grand Junction Plaza park in Westfield, Indiana.
- B. The park has been designed to the 100% complete level, but innovative ideas to increase efficiencies, lower construction costs, or provide other benefits will be considered.
- C. The Final Plans will be available for review on June 17th, 2019. Email John Nail at jnail@westfield.in.gov for a link to access the final construction plans and specifications.
- D. The project delivery method shall be Construction Manager as Constructor (CMc).
- E. The park shall be completed by November 2021.

Project Schedule:

- A. The preliminary project schedule is shown below.

100% Plans Available	June 17, 2019
Proposals Received	July 12, 2019
Short List Announced	July 19, 2019
Interviews (if necessary)	July 29-31, 2019
Notice of Selection	August 2, 2019
Value Engineering Period	Mid August - September 2019
GMP Established	October 4, 2019
Begin Construction	October 14, 2019
Construction Completed	November 1, 2021

Section II – Firm Information, Relevant Project Experience and CMC Approach:

Firm Identification:

Name of Firm
Year Established
Address
Phone
Website Address

Business Organization:

- A. Business structure: ___Individual ___Partnership___Corporation
- B. Number of years your firm has provided Construction Management services.
- C. Number of full-time employees in your organization.
- D. Provide a brief history of your firm.
- E. List principals/officers of the firm.
- F. Describe the bond capacity of the firm available for this project. The selected Construction Manager as Constructor will be required to provide a payment and performance bond in the amount of the Guaranteed Maximum Price.
- G. Provide a statement confirming your firm will meet the minimum insurance requirements for this project identified in Section IV.

Relevant Project Experience/References:

- A. List the Parks, Recreational or other Public projects your firm has completed as an Agency Construction Manager or Design-Builder within the last ten years.
- B. List the projects your firm has served in the role of Construction Manager as Constructor in last three years under Indiana Code 5-32.
- C. List the private Projects your firm has served in the role of Construction Manager as Constructor in last five years.
- D. For each project listed above for experience, list the key people from your company who were involved in the project and a main Owner’s representative with contact information.
- E. Provide information detailing your firm’s history on the following related to diversity:
 - a. Firms hiring practices and programs related to increasing opportunities for minorities and women in the construction industry.
 - b. Contracting practices and programs that your firm uses for increasing involvement opportunities for minority, women, and veteran business enterprises.

Staffing:

- A. Provide a proposed project team chart.
- B. Provide resumes of team members highlighting relevant project experience.

C. Provide Owner references for team members within the resume.

Project Approach:

This will be the first CMc project for the City of Westfield. Please address the following questions as they relate to this project:

- A. Briefly describe your project approach to Pre-Construction Services with regard to Estimating, Value/Cost Management and Bidding for this project based on their current stage in design process.
- B. What is your project approach to managing communications during bidding and construction?
- C. What is your approach to involving City of Westfield and, as necessary, the Land Collective Design Team in the decision-making process?
- D. How would you manage and staff this project during construction?
- E. For this project, the City would like to receive a “GMP.” Discuss your process of open book accounting and any specific cost savings which could be utilized in the project to reduce this GMP.
- F. Describe your process for working with the Owner to assist them in establishing a contractor-prequalifying program as allowed under the CMc statute.
- G. Describe your contracting practices and programs that your firm would use on this project to ensure involvement opportunities for minority, women, and veteran business enterprises.
- H. Would your firm self-perform any of the work? If so, describe your process for this.
- I. Describe your recommendation for handling construction contingencies.
- J. Describe your approach to punch lists and project completions.

Insurance Requirements:

- A. The Construction Manager shall carry the following minimum Insurance policies and limits:
 - a. The limits for Worker's Compensation Insurance shall meet statutory limits mandated by State and Federal Laws. If (1) limits in excess of those required by statute are to be provided or (2) the employer is not statutorily bound to obtain such insurance coverage or (3) additional coverages are required, additional coverages and limits for such insurance shall at a minimum be as follows:
 - Bodily Injury by Accident \$1,000,000/each accident
 - Bodily Injury by Disease \$1,000,000/policy limits
 - Bodily Injury by Disease 1,000,000/each employee
 - b. The limits for Employer’s Liability shall be as follows:
 - c. The limits for Commercial General Liability insurance including coverage for Premises-Operations, Independent Contractors' Protective, Products-Completed Operations, Contractual Liability, and Personal Injury shall at a minimum be as follows:

\$1,000,000 Each Occurrence
\$2,000,000 Job Site Aggregate
\$1,000,000 Personal and Advertising Injury
\$2,000,000 Products-Completed Operations Aggregate

- i. The policy shall be endorsed to have the Job Site Aggregate apply to this Project only. Provide a \$2,000,000 General Aggregate.
 - ii. The Contractual Liability insurance shall include coverage sufficient to meet the obligations in AIA Document A201-2007 under Paragraph 3.18.
 - iii. Products and Completed Operations insurance shall be maintained for a minimum period of at least two (2) years after either 90 days following Substantial Completion or final payment, whichever is earlier.
- d. Automobile Liability insurance (owned, non-owned and hired vehicles) for bodily injury and property damage shall at a minimum be as follows:

\$1,000,000 Each Accident

- e. Umbrella or Excess Liability coverage shall at a minimum be as follows:

\$5,000,000 over primary insurance.
\$10,000 retention for self-insured hazards each occurrence.

Section III – Compensation Proposal:

Include separate fees for Pre-Construction and Construction Phase services for Construction Management (CMc) based on the proposed project scope.

A. Preconstruction Services Fixed Fee:

- a. The selected CMc will be working from 100% plans. However, the proposed fixed fee for Pre-Construction Services to include: Planning and Scheduling, Estimating, Value Management, Quality Review, Preparing Contracts for Construction, Life-Cycle Costing, Bid Procurement, Tracking Costs Against the Budget, Design Meetings and all Staffing Costs. See attached Effort Schedule.

B. Construction Services:

- a. Provide a fixed fee for Construction Services to include: Cost of all on-site and off-site CM staff that will be working on the project. Provide an Effort Schedule that identifies the estimated man hours charged each month by each staff position over the course of the project. These hours should be multiplied by an hourly billing rate that include wages and customary fringes per the attached Effort Schedule example.
- b. Provide a fee percentage for overhead and profit that will be multiplied by the Cost of the Work.
- c. A construction contingency of 8% will be included in the GMP (see Section D).

- C. The proposal does not need to identify the predicted costs for the following (these items will be considered reimbursable expenses). Items to be included in the General Conditions will be: safety equipment, first aid supplies, handrails and toe boards, opening protection, fire extinguishers, temporary fencing, storage rental, temporary toilets, temporary stairs, temporary enclosures, temporary barricades, project signs, bulletin boards, on-site equipment, printing, telephone expenses, temporary power service, temporary water service, temporary heating service, heating energy charges, temporary wiring, temporary lighting, periodic clean-up, trash dumpsters, dump permit and fees, traffic control, temporary roads, roadway maintenance, job trailer/trailer utilities and all other jobsite construction-related miscellaneous expenses excluding construction manager staffing costs. The Construction Manager's employee expenses shall be included within the fixed CMc Fee as previously noted above in Item B, a. General Conditions shall be reimbursed using an open book approach with no mark up.
- D. Guaranteed Maximum Price Development
- a. The GMP will be developed after receipt of first tier bids.
 - b. The GMP will include a construction contingency of 8%.
 - c. The shared savings shall be 60/40, with 60% of the saving accruing to the City.

Section IV – Selection Process:

Selection Criteria:

- A. The Owner Evaluation Committee will evaluate proposals based on the following Criteria:
- a. CMc experience
 - b. Recreational/Park Construction experience
 - c. Key personnel and relevant experience
 - d. Project approach and alignment with City of Westfield's mission
 - e. Specific innovations and cost savings ideas illustrated within the proposal
 - f. Firm's financial and staffing capacities
 - g. References
 - h. Firm's history of contracting with or hiring minority, women, and veteran business enterprises, and good faith efforts to fulfill the state's goals for contracting with or hiring minority, women, and veteran business enterprises.
 - i. Fee Proposal
 - j. Interviews, if any

Section V - Submittal Format:

- A. Please submit one electronic copy in PDF format and 3 hard copies.

- B. Hard copies shall not exceed 8 ½” x 11” and shall be bound.
- C. Please limit size of the RFP to no more than twenty pages of information.
- D. Deadline -
 - a. **RFP submittals must be received no later than 10:00 AM, local time, on Friday, July 12th, 2019.** Submittals shall be addressed to John Nail, City Engineer, and delivered to the City of Westfield City Services Building at 2706 E. 171st Street, Westfield, Indiana 46074.
 - b. Any late or non-compliant RFP’s will be disqualified.
- E. Please contact John Nail at City of Westfield, address: 2706 E. 171st Street, Westfield, Indiana 46074; email: jnail@westfield.in.gov phone: 317-430-6750 for all questions regarding the RFP submittal. Only answers issued by City of Westfield in writing will be considered valid.

Section VI – Miscellaneous Provisions:

- A. City of Westfield reserves the right to terminate the RFP process for any reason, to be the sole judge of the responses submitted, to reject all responders to this RFP, and to waive any informalities or irregularities in any of the responses.
- B. City of Westfield creates no obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a response. Neither this RFP nor the response shall be construed as a legal offer.
- C. City of Westfield assumes no responsibility or liability for any expenses incurred by the selected or prospective Construction Managers as Constructor, in connection with the preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this RFP.
- D. Prospective Construction Managers as Constructors shall, if requested by the Selection Committee, provide a fully completed Financial Statement specific enough for the Owner’s governing body to make a proper determination of the Bidders’ capability for completing the project if awarded.

