

# **Request for Proposals for Construction Manager/General Contractor (CM-GC) Preconstruction and Construction Phase Services**

Farmington City is soliciting proposals for a qualified Construction Manager / General Contractor (CM/GC) to participate as a partner with the City and the Architect of Record, (EDA Inc.), to assist in the design, development and construction of a proposed Farmington City Hall. The Farmington City Hall will be a new municipal facility housing the city administration offices, the community development offices, the city council chambers and supporting conference and community room spaces. The facility is to be a two story building with an approximately 12,000 square foot footprint and a second level of approximately 10,000 square feet. The site is located at approximately 166 S Main Street in Farmington, UT 84025-2358 on the west side of Main Street at the south end of the existing parking lot which services the Farmington City Community Center and the Community Swimming Pool.

There are two phases of work – the Preconstruction Design Phase and the Construction Phase. Preconstruction activities will include comment on design, value engineering, estimating, influence of the methods and sequencing of the construction phase, and receiving subcontract bidding. At the conclusion of the preconstruction services, the City intends to award a contract for the construction phase services. Upon completion of preconstruction activities and division bidding, the CM-GC will submit a Guaranteed Maximum Price (GMP) for the City's review and approval.

Copies of the RFP can be downloaded from the Farmington City website at [www.farmington.utah.gov](http://www.farmington.utah.gov). Questions regarding the proposed facility or about the proposal may be directed in writing to Max Forbush, City Manager, fax number 801-451-2747 or [mforbush@farmington.utah.gov](mailto:mforbush@farmington.utah.gov). Proposals will be received by Farmington City at the office of the City Manager, until 5:00 pm, May 5, 2009. Proposals shall be submitted to Max Forbush, City Manager, 130 North Main, Farmington, Utah 84025. Submit a total of 8 (eight) copies of the proposal for the selection committee.

The right to reject any or all proposals is reserved.

Dated this 15<sup>th</sup> day of April, 2009.

## **FARMINGTON CITY**

By: \_\_\_\_\_  
Margy L. Lomax  
City Recorder

Publish: April 17 & 18  
April 24 & 25

# **Request for Proposals for Construction Manager/General Contractor (CM-GC) Preconstruction and Construction Phase Services**

**PROJECT DESCRIPTION:** The Farmington City Hall will be a new municipal facility housing the city administration offices, the community development offices, the city council chambers and supporting conference and community room spaces. The facility is to be a two story building with an approximately 12,000 square foot footprint and a second level of approximately 10,000 square feet. The site is located at approximately 166 S Main Street in Farmington, UT 84025-2358 on the west side of Main Street at the south end of the existing parking lot which services the Farmington City Community Center and the Community Swimming Pool.

EDA, Inc. is the Architect that is currently working with the design team on the proposed facility. The Project Architect is, John B. Shuttleworth, Principal. He can be reached at 801-531-7600, at [John@edaarch.com](mailto:John@edaarch.com) or at EDA, Inc.; 111 East Broadway, Suite 200; Salt Lake City, Utah 84111. The project is currently in Design Development, with the work and preliminary budget estimates in process. The proposed construction start is summer of 2009.

**INTENT OF RFQ/RFP:** From the list of interested and qualified CM-GC firms, the City will select the CM-GC firm that is best qualified and best suits the City's needs and requirements regarding the project. It is the intention of the City to initially enter into a contract with the selected CM-GC for preconstruction activities only. These activities will include comment on design, value engineering, estimating the project with unit-type estimates at the end of the Schematic Design, Design Development and Construction Document Phases, influence of the methods and sequencing of the construction phase, preparation of a critical path schedule and receiving subcontract bidding.

Within one week of receiving subcontract bidding, the CM-GC will submit a Guaranteed Maximum Price (GMP) for the City's review and approval. At the conclusion of preconstruction services, the City intends to award a joint contract for the construction phase services, provided an acceptable GMP is received.\_

**Required Services, Pre-Construction Phase Services:** The acceptance of the CM-GC GMP will constitute completion of the phase one preconstruction activities. A contract will then be executed for the phase two CM-GC services for the construction of the project. At the time of execution of the construction phase contract, the CM-GC will be required to submit a 100% performance and payment bond for the completion of the project.

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**Phase One Services:** It is the intent of the City that the specific scope of the phase one preconstruction services will be provided as outlined in the list below and compensation for these services will be based upon the cost listed on Attachment A-Farmington City Hall Proposal Breakdown under Phase One Preconstruction Services. The services required are as follows:

Consult with, advise, assist and provide recommendations on all aspects of the planning and design of the work.

Provide information, estimates, participate in decisions regarding construction materials, methods, systems, phasing, and costs to assist in determinations that are aimed at providing the highest quality building within the budget and schedule.

Review in-progress design documents and provide input and advise on construction feasibility, alternative materials, availability of materials and equipment. Review completed design documents and suggest modifications to improve completeness and clarity.

Provide input regarding the current construction market bidding climate, status of key subcontract markets, etc. Recommend division of work to facilitate bidding and award of trade contracts, considering such factors as bidding climate, improving or accelerating construction completion, minimizing trade jurisdictional disputes, and related issues.

Develop and continuously monitor the project critical path method schedule and recommend adjustments in the design documents or construction bid packaging to ensure completion of the project in the most expeditious manner possible, while addressing and meeting schedule requirements.

Prepare construction cost estimates for the project at appropriate times throughout the design phases of the work. Notify the City's design team immediately if the construction cost estimates appear to be exceeding the construction budget. Services shall include estimating the project with unit-type estimates at the end of the Schematic Design, Design Development, at 50% and at 100% Construction Document Phases.

Work with the City and Architect of Record to maximize energy efficiency in the project.

Work closely with the City's specialty consultants on technical aspects of the HVAC systems, electrical systems and communications systems.

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Within one week of receiving subcontract bidding, furnish a Guaranteed Maximum Price (GMP) in accordance with the contract for review and approval.

In the event that the CM-GC is unable to furnish a GMP within the City's budget, the City retains the sole option to cancel the solicitation and start a new process for the construction of the project, or cancel the construction phase activities with the selected CM-GC and award them to another firm.

**Required Services, Construction Phase Services:** Construction period services will be provided under terms of a standard form American Institute of Architecture (AIA) contract AIA/121CMc with supplemental conditions.

## **PROPOSAL CONTENT AND INSTRUCTIONS TO FIRMS:**

The proposal submitted in response to this RFQ/RFP shall be in the format outlined below and shall be signed by an officer of the CM-GC firm with proper authority to commit the firm. Proposals should be clear and concise and will be evaluated per the criteria listed below. Emphasis should be placed on the specific qualifications of the people who will actually perform the work of this contract and the specific approach to the execution of the work. The City reserves the right to reject any and all proposals.

## **PAGE LIMIT FOR PROPOSALS:**

The length of the proposals shall be limited to no more than 12 PAGES, including the two page **ATTACHMENT 'A' Farmington City Hall PROPOSAL BREAKDOWN** form. Therefore, those responding to the RFP have a total of 10 pages to address the items outlined below. Covers and dividers for the sections, should the proposer determine to include these, will not count against the page limit.

1. Experience with management of complex, multiple-contract projects. The firm should be able to show a minimum of three (3) successful projects in between 10,000 square feet and 30,000 square feet in the past five (5) years. Also indicate for each project whether the firm acted as a General Contractor or Construction Manager.
2. Demonstrate the firm's ability to bond a \$3.5 million to \$6.5 million project as evidenced by a letter from the firm's bonding company. The firm must also have the ability to secure the necessary level of insurance of the same minimum amounts as required in Article 10 of the General Conditions published by the Utah Division of Facilities Construction and Management (use the most current published edition) ([http://dfcm.utah.gov/downloads/1const/2005\\_0525\\_gen\\_conditions/pdf](http://dfcm.utah.gov/downloads/1const/2005_0525_gen_conditions/pdf)) and

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must be prepared to provide proof of insurance prior to the award of pre-construction services.

3. Demonstrate the firm's experience with Project Cost Estimating prior to bidding.
4. Ability to work cooperatively with the Owner's consultants, the Architect of Record, and anticipated subcontractors as demonstrated by references and successful projects.
5. List experience and capabilities of key personnel, including Project ~~m~~Manager and Superintendent. Include resumes and individual references from recent past projects.
6. Ability to use state of the art computerized scheduling tools and a working knowledge of their operation. Provide an overview of the system and programs available.
7. Capability to meet time and project budget requirements demonstrated by previous projects.
8. Location of firm.
9. Present and projected work loads.
10. Past and current work in the local area and past history on municipal projects, particularly city hall facilities.
11. Experience and understanding regarding local subcontractors and bidding conditions. Explain how your firm stays current with the construction costs and bidding conditions of this area.
12. Describe your firm's methodology and experience with Value Engineering and life cycle cost analysis on previous projects.
13. Describe what unique or extraordinary skills or qualification your firm brings to this specific project. How would the selection of your firm add value to the project? Any relevant experience in construction of city hall buildings?
14. Describe your firm's experience with green building practices and identify any green building projects you have worked on, (LEED facilities or using Rocky Mountain Power's Estimator Program). It should be noted that the Project may or may not be LEED certified.

# **Request for Proposals**

## **for Construction Manager/General Contractor (CM-GC)**

### **Preconstruction and Construction Phase Services**

15. Describe the process you will use to manage change orders and claims. Identify three recent projects of similar size and scope. Provide information showing the number and value of change orders, claims, and time extensions. Provide the names and telephone numbers of the Owner's representatives and architectural project leaders for the three projects.
16. Complete the Proposal Breakdown Cost Form under Attachment 'A' – Farmington City Hall Proposal Breakdown.
17. Submit a list of a minimum of six (6) references with addresses and current phone numbers. Two (2) of the references shall be subcontractors, two (2) shall be A/E firms and two (2) shall be Owner's representatives of projects that have relevance to this project.
18. Identify any pending issues of litigation associated with your firm or it's principals.

These items will be weighted by the selection committee in the evaluation of the proposals as outlined in Attachment 'B'- Proposal Score Sheet.

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## ATTACHMENT 'A'

### Farmington City Hall PROPOSAL BREAKDOWN

(Each line item must be filled out either numerically or indicate if item is to be bid with a not-to-exceed amount)

**PHASE ONE PROPOSAL:**

Preconstruction Phase Services

\$ \_\_\_\_\_

**PHASE TWO PROPOSAL:**

**GENERAL CONDITIONS WORK:**

Project Manager

\$ \_\_\_\_\_

Project Superintendent

\$ \_\_\_\_\_

Office Staff

\$ \_\_\_\_\_

Trailer and Supplies

\$ \_\_\_\_\_

Utilities

Phone, 2 lines - 1 voice % 1 fax

\$ \_\_\_\_\_

Electricity (Temporary Power Installation)

\$ \_\_\_\_\_

Electrical Panels (Temporary)

\$ \_\_\_\_\_

Water (Temporary Water Installation)

\$ \_\_\_\_\_

Portable Toilets

\$ \_\_\_\_\_

Mobilization / Demobilization

\$ \_\_\_\_\_

Construction Fencing & Barricades (Temporary)

\$ \_\_\_\_\_

Project Sign \*8" x 8")

\$ \_\_\_\_\_

Insurance

General Liability

\$ \_\_\_\_\_

Owners Protective Liability

\$ \_\_\_\_\_

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Automotive  
\$ \_\_\_\_\_

Workers' Compensation  
\$ \_\_\_\_\_

Clean-Up Including Dumpster  
\$ \_\_\_\_\_

Soils Testing & Special Inspections (Concrete, steel, etc.)

By Owner

Fees and Permits

By Owner

Travel Costs (Only If Required)  
\$ \_\_\_\_\_

Vehicle Costs G.C. (Only If Required)  
\$ \_\_\_\_\_

Building Layout, Survey, and Engineering  
\$ \_\_\_\_\_

Construction Equipment  
\$ \_\_\_\_\_

Small Tools / Consumables  
\$ \_\_\_\_\_

Other Costs  
\$ \_\_\_\_\_

**TOTAL GENERAL CONDITIONS REIMBURSEMENT:**

\$ \_\_\_\_\_

**Bond Premiums:**

Labor & Material Bond (Based on Construction Budget)  
\$ \_\_\_\_\_

Performance Bond (Based on Construction Budget)  
\$ \_\_\_\_\_

Construction Manager Fee ( \_\_\_\_\_ % of Construction Cost)  
\$ \_\_\_\_\_

**TOTAL GENERAL CONDITIONS REIMBURSEMENT, BOND  
PREMIUMS, AND CONSTRUCTION MANAGER FEE FOR PHASE TWO  
WORK**

\$ \_\_\_\_\_

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## PROPOSAL SCORE SHEET – ATTACHMENT ‘B’

FIRM NAME:

\_\_\_\_\_

Application Complete:  YES       NO

Total Score \_\_\_\_\_

Date \_\_\_\_\_

**GENERAL COMMENTS:** \_\_\_\_\_

I. FIRM EXPERIENCE AND KEY PERSONNEL (30 points maximum)

1. Description of the Firm’s Prior Experience (10) \_\_\_\_\_

a. Management of Complex, Multi-Contract  
Projects – (3 projects minimum)

General or Construction Manager Experience

Ability to Bond at Required Level

Cooperative Work Approach

Experience With Project Cost Estimating

Prior to Bidding

2. Experience of Key Personnel (20) \_\_\_\_\_

a. Experience of Firm’s Key Personnel

b. Proposed Project Manager Qualifications

c. Proposed Superintendent Qualifications

I. SUB-TOTAL \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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II. RELATED EXPERIENCE ON SIMILAR PROJECTS (20 points maximum)

- 1. Past and Current Project Experience in the Local Area ( 5) \_\_\_\_\_
- 2. Experience with Subcontractors & Bidding ( 5) \_\_\_\_\_
- 3. Proven Construction Oversight and Cost ( 5) \_\_\_\_\_
- 4. Experience with Value Engineering ( 5) \_\_\_\_\_

II. SUB-TOTAL \_\_\_\_\_

COMMENTS:

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III. PRESENT & PROJECTED WORKLOADS ( 5 points maximum)

- 1. Capability to Execute Project in a timely ( 5) \_\_\_\_\_

III. SUB-TOTAL \_\_\_\_\_

COMMENTS:

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IV. SPECIAL QUALIFICATIONS (20 points maximum)

- 1. Unique or Extraordinary Skills or Qualifications ( 5) \_\_\_\_\_
- 2. Experience with Subcontractors & Bidding ( 5) \_\_\_\_\_
- 3. Proven Construction Oversight and Cost ( 5) \_\_\_\_\_
- 4. Experience with Value Engineering ( 5) \_\_\_\_\_

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IV. SUB-TOTAL \_\_\_\_\_

COMMENTS:

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V. DESCRIPTION OF CHANGE ORDER PROCESS ( 5 points maximum)

V. SUB-TOTAL \_\_\_\_\_

COMMENTS:

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VI. Attachment A- FARMINGTON CITY HALL PROPOSAL (20 points maximum)  
BREAKDOWN

VI. SUB-TOTAL \_\_\_\_\_

COMMENTS:

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FIRM TOTAL SCORE (TOTAL I-VI) \_\_\_\_\_

REMARKS ON KNOWLEDGE OF REFERENCES:

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**Request for Proposals  
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Preconstruction and Construction Phase Services**

Reviewer's Name \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

**Request for Proposals**  
**for Construction Manager/General Contractor (CM-GC)**  
**Preconstruction and Construction Phase Services**