REQEST FOR PROPOSALS

FOR

CONSTRUCTION MANAGEMENT

AND

GENERAL CONTRACTOR SERVICES

16 January 2020

Ivins City Replacement City Hall

Notice to Contractors

Ivins City Selection Committee seeks a Request for Proposal (RFP) for Construction Management / General Contractor (CM/GC) services for the **Ivins City Replacement City Hall Project**, which includes replacement City Hall, site work, a remodel of the existing City Hall, and modifications to the Ivins City Park.

The Request for Proposal (RFP) documents, including the selection requirements and the selection schedule, will be available from Thomas Jorgensen, at tjorgensen@ivins.com on Thursday, January 15, 2020. Email all questions related to this solicitation to Thomas Jorgensen at tjorgensen@ivins.com.

The Proposal (including a management plan, references and statements of qualifications) and the Fee Proposal must be delivered in two separate documents (in pdf format) to Thomas Jorgensen at tjorgensen@ivins.com by 3:00 p.m. on Wednesday, February 5, 2020. Additional times and dates are listed on the Project Schedule.

The Selection Committee will conduct a three-step selection process.

- Step One - Evaluate the submitted proposals.
- Step Two - Evaluate fee proposals and create a short list for interviews. At the time of the proposal, the contractor will submit their fee proposal in a separate pdf document from the proposal to the committee.
- Step Three - Interview the short-listed contractors.

The contractor for the project must be a Utah Licensed General Contractor. Ivins City will enter into an agreement for the project with the successful Contractor.

Ivins City reserves the right to reject any or all proposals, or to waive any formality or technicality in any proposal in the best interest of Ivins City.

Description of Work

Ivins City Replacement City Hall

Description of Work

The Construction Management/General Contractor (CM/GC) project includes the construction of a new single story, 11,000 square foot City Hall and associated site work and parking lot, approximately 1 acre. The site is just to the north of the existing City Hall located at 55 North Main Street in Ivins, Utah. Ivins City has a target of achieving energy self-sufficiency with the new City Hall, with a goal of "Net Zero". To achieve this goal, it is anticipated that the building will utilize some or all of the following principles: passive solar, solar photovoltaic cells and battery systems, solar thermal systems, radiant in-floor heating, Insulated Concrete Forms ("ICF") or Structural Insulated Panels ("SIP"), ultra-efficient heating and cooling systems, energy efficient lighting, water capture, underground conditioning, etc.

The project also includes the remodel of the existing City Hall, to be converted over for use by the Ivins/Santa Clara Police Department. The work will include modest changes and repurposing of rooms, along with some cosmetic, mechanical, security, code related, and other functional upgrades.

Lastly, the project includes modifications to the Ivins City Park, located to the on the same block as the existing and proposed City Hall. The park's baseball field will be retrofitted into a regional detention basin and will include storm drain pipe improvements. Other modifications may include relocation of various park improvements and other miscellaneous park amenities.

Fixed Limit of Construction Cost (FLCC) for the CM/GC is $3,900,000.

The CM/GC must be capable and willing to work closely with the Owner and Design Consultant, which is VCBO Architecture, through the design phase, providing cost estimates, schedules and feedback on constructability of design details and availability of materials selected.

It is anticipated that plans will be complete in July 2020. Construction is expected to commence September 2020 with completion by September 2021.

Project Schedule

- Plans complete – July 2020
- Bidding to sub-contractors – July/August 2020
- Construction commence – September 2020
- New City Hall Project completion – September 2021
- Remodel and Park Remodel completion – March 2022

Procurement Process

The Selection Committee will conduct a three-step selection process. Step One will consist of the evaluation of submitted proposals based on contractor qualifications and project management plan. It will comprise of thirty percent (30%) of the total score. Step Two is the evaluation of the fee proposal and will result in thirty percent (30%) of the total score. Step Three will be the results of an interview with the Selection Committee for forty percent (40%) of the total score.

Requests for Information

All requests for information regarding this project shall be submitted to Thomas Jorgensen at tjorgensen@ivins.com.

Last Day to Submit Questions

Questions must be submitted to Thomas Jorgensen at tjorgensen@ivins.com no later than the time and date listed on the Project Schedule. Questions and answers will be delivered to the proposal holders list.

Addendum

Responses to questions and requests for clarification will be in writing and issued as addenda to the Request for Proposals. The addenda or notice of the addendum will be delivered to the proposal holders list.

Any addenda issued prior to the submittal deadline shall become part of the Request for Proposals and any information required shall be included in your proposal.

Submitted Response Due Dates and Times

Required submittals must be send via email to Thomas Jorgensen at tjorgensen@ivins.com in pdf format prior to the date and time indicated in the Project Schedule. Submittals received after the specified time will not be accepted. Submitted responses, consisting of the required Statement of Qualifications and Management Plan, are limited to ten (10) single sided pages 8 ½ by 11-inch format.

Selection Criteria for CM/GC

The following criteria will be used in ranking each of the Contractors. The Contractor that is ranked the highest will represent the best value for Ivins City. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal.

A. Strength of Contractor's Team: Based on the Statement of Qualification, and Management Plan, the selection team shall evaluate the expertise and experience of the construction firm, the project manager, and the superintendent as it relates to this project in size, complexity, quality and duration. Key personnel assigned to which task and their commitment to each phase of the work will be evaluated.
B. Project Management Approach: Based on the information provided in the Management Plan, the selection team shall evaluate how each team has planned the project and determined how to construct the project in the location and in the time frames presented. The construction firm shall also discuss what portions of the project they plan to self-perform. The selection team will also evaluate the degree to which risks to the success of the project have been identified and a reasonable solution has been presented.
C. Cost: The Contractor's Fee Proposal will be considered with all other criteria to determine the ranking of the firm. Contractor's Fee Proposal shall be submitted in separate pdf document during the proposal submittal phase.

CM/GC Work Phases

The CM/GC Work for the project consists of two (2) phases: Pre-construction and Construction.

A. Preconstruction Phase: This phase of the Work includes, but is not limited to, attending design meetings, estimating and cost control, schedule development, and drawing / constructability reviews. The Construction Manager shall provide a full construction estimate prior to bidding the project to sub-contractors. The Construction Manager shall monitor the bid climate and make recommendations to the design team as to the most advantageous bidding time and then solicit bids from sub- contractors.
B. Construction Phase: This phase of the Work consists of the Contractor furnishing and installing all Work as required in the Contract Documents.

STEP ONE – CONTRACTOR QUALIFICATIONS

Please address the following information in proposal for step one of the selection process.

Statement of Qualification

The CM/GC shall provide the statement of qualification containing the following information:

•Financial viability of the firm.

•Experience, skill level, and qualification of the firm including proposed project manager and site superintendent.

•Examples of similar projects, in size and scope, completed by the firm. When listing similar projects, include information to indicate the dates, size, firm worked for at the time and what the responsibility of the individual was on the project. Include the experience and special qualifications of the team that are applicable to this project and/or are part of the project specific selection criteria.

•Examples of the firm's areas of expertise and other special qualifications, especially as related to "Net Zero" structures.

•Track record of completing projects on time and within budget.

•Reputation and commitment to high quality workmanship.

•Ability to bond the project as required.

•Submit evidence of valid Utah contractor's license.

Past Performance and References

Provide references on three (3) similar projects. For projects, provide the following information:

Project Name: Name of the project.

User Name: Name of the Company/Institution that purchased the construction work.

Point of Contact: Person who can answer any customer satisfaction questions.

Phone Number: Phone number of the contact we will be surveying.

Date Completed: Date when the work was completed.

Address: Street, city and state where the work was performed.

Size: Size of the project (in dollars).

Duration: Duration of the project/construction in months.

Type: Type of project (i.e., City Halls, Offices, Warehouse, etc.)

Special Considerations: If and how the project integrated "Net Zero" principles.

Management Plan

The Management Plan should contain information on how the construction will be managed, including items such as security and safety controls, and required interfaces at the site with the using agency. The Management Plan should also contain the following information:

- Project schedule. Indicate critical dates and other information in enough detail for the selection committee to determine if the time frames are reasonable.
- Address project specific criteria, risks that have been identified by the RFP (if any), and additional risks that the team has identified. State how those risks will be mitigated.
- Indicate what portions of the work you plan on self-performing and why this is a benefit to the Owner.
- Indicate all services that will be provided during the Preconstruction Phase of this project and the individuals who will be performing these services. Provide an organizational chart to clarify the Contractor's supervision and support structure during this phase.
- Provide a description of the process to be used to ensure the project meets the FLCC.
- Indicate all services that will be provided during the Construction Phase and the individuals who will be performing these services. Provide a comprehensive organizational chart to clarify the Contractor's supervision and support structure during this phase. Clearly identify all personnel that will be considered a Construction Supervision Cost under the GM. Any personnel not identified in this management plan to be a Construction Supervision Cost, will be considered a part of the lump sum Construction Management Fee and will not be allowed as either a future General Conditions or Construction Supervision Cost except for those that are performing the construction activities.
- Provide a description of the process used for selecting and managing sub- contractors, ensuring the accuracy of bids, and minimizing change orders.
- Describe the actions that will be taken to bring the project back on schedule if it has fallen behind schedule.

Termination or Debarment Certifications

The Contractor must submit certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The contractor must also certify that neither it nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the Contractor cannot certify these two (2) statements, the firm shall submit a written explanation of the circumstances for

review by the Selection Committee. Contractors are to submit these certifications with the Statement of Qualifications.

STEP TWO – FEE PROPOSAL

Fee Proposals will be turned in to the Selection Committee at time that the Proposal is submitted, as a separate PDF document.

FLCC and GMP

A. FLCC: The Fixed Limit of Construction Cost or FLCC is the project's construction budget as listed in the Notice to Contractors and this RFP's Description of Work section. The Owner, the design team and the CM/GC Contractor agree to work together to keep the cost of construction, as represented in the design, within the FLCC.
B. Guaranteed Maximum Price (GMP): The guaranteed Maximum Price is the final price that the contractor agrees to accept in full performance of the attached Construction Manager/General Contractor Agreement (CM/GC Agreement) and is based on the final contract drawings and specifications. The GMP shall include all fees and percentages required by this RFP, as well as the costs for General Conditions and all work as required in the Contract Documents.

Please note that should the Work be completed in project phases and bid packages, the successful Contractor will be required to submit a GMP for each of these phases and packages of the Work. The sum or total of all the GMP's for these phases of the Work, shall be the final GMP. In addition to the Preconstruction Fee, all other GMP's for the phases of the Work shall become part of the CM/GC Agreement by contract modification. The final GMP is normally determined at the completion of the contract documents and receipt of subcontractors bid. However, a GMP may be negotiated at an earlier point as may be needed by the Ivins City.

Fee Proposal, Fees, and Markups

Before submitting a Fee Proposal, each Contractor shall carefully examine the RFP, and shall include in the proposal the cost of all items required by the RFP. If the contractor observes that portions of the Contract Documents are at variance with applicable law, building codes, rules, regulations or contain obvious erroneous or uncoordinated information, the Contractor shall promptly notify the specified Ivins City Representative and the necessary changes shall be accomplished by Addendum.

The Fee Proposal, bearing original signatures, must be typed or handwritten in ink on the Fee Proposal form provided in the procurement documents and submitted in a separate PDF

document to Thomas Jorgensen at tjorgensen@ivns.com prior to the deadline for submission of Fee Proposal indicated on the Project Schedule.

All contractors shall furnish the following fees and markups as part of the Fee Proposal:

A. Preconstruction Fee: This lump sum fee consists of all costs for the CM/GC to provide the required services of the Preconstruction Phase, except pre-authorized, out-of-state travel. No other reimbursable costs will be allowed or considered in addition to this fee.
B. Construction Management Fee: This lump sum fee shall consist of and include overhead (e.g., home office), profit, and home office personnel who will be managing the project during bidding, construction, and closeout, including the warranty period. This fee does not include General Conditions.
C. Cost of Bonds: This is the cost of payment and performance bonds based on an amount equal to 100% of the FLCC amount.
D. Construction Supervision Cost: This is a per month cost to the project from notice to proceed to final completion for the CM/GC's on-site management/supervision team (e.g., project manager, superintendent, etc.). All services and personnel not specifically identified as a Construction Supervision Cost will be part of the lump sum Construction Management Fee. This includes receptionist, accountants, safety officers, expediters, commissioning agents, etc. This cost does not include General Conditions or people performing the actual construction activities.
E. Contractor Change Order Markup: This is the fixed percentage markup that the Contractor may apply to a change Order for scope increase to the CM/GC Agreement. The markup shall replace the percentages indicated in Miscellaneous Forms shall apply to Subcontractors.
F. Self-Performed Work Markup: This is a fixed percentage markup that will be applied to the cost for the CM/GC's actual labor plus burden cost, material costs, and equipment costs for self-performed work.

The Contractor will be allowed to self-perform work. This work must be billed for at actual cost incurred, plus the Self-Performed Work Markup. Actual costs for self-performed work will be subject to audit. No billing rates will be allowed. The Contractor must bid self-performed work against other sub-contractors. The Contractor's bid will then be evaluated by the Owner and Design Consultant and must be determined to be the best value bid for the work to be awarded to the Contractor. The cost of any work that is self-performed will be part of the established GMP. Sealed bids for self-performed work shall be submitted to the Ivins City Purchasing Department three (3) hours prior to the bid close time.

Miscellaneous Forms

The following forms and documents from the American Institute of Architects (AIA) will govern the course of construction of the projects:

AIA Document A133-2009 Standard Form of Agreement between Owner and Construction Manager as Constructor

AIA Document A133-2009 Exhibit A Guaranteed Maximum Price Amendment

AIA Document A201-2017 General Conditions of the Contract for Construction

AIA Document A310-2010 Bid Bond

AIA Document A312-2010 Performance Bond

AIA Document A701-2018 Instructions to Bidders

AIA Document G701-2017 Change Order

AIA Document G702-1992 Application and Certificate for Payment

AIA Document G703-1992 Continuation Sheet

AIA Document G704-2017 Certificate of Substantial Completion

AIA Document G707-1994 Consent of Surety to Final Payment

Proposal Schedule

REPLACEMENT CITY HALL IVINS CITY, UTAH				
EVENT	**DAY**	**DATE**	**TIME**	**PLACE**
Request for Proposals Available	Thursday	January 16	-	tjorgensen@ivins.com
Last Day to Submit Questions	Friday	January 31	1:00 p.m.	tjorgensen@ivins.com
Final Addendum Issued	Monday	February 3	1:00 p.m.	tjorgensen@ivins.com
RFP Due	Wednesday	February 5	3:00 p.m.	tjorgensen@ivins.com
Short List Selection by Selection Committee	Monday	February 10	5:00 p.m.	Ivins City Hall 55 N. Main St. Ivins, UT 84738
Conduct Interviews by Selection Committee	TBD	TBD	TBD	Ivins City Hall 55 N. Main St. Ivins, UT 84738
Announcement	TBD	TBD	TBD	tjorgensen@ivins.com

Fee Proposal Form

Name of Proposer _____ Date _____

I/We acknowledge receipt of the following Addenda: _____/_____/_____/_____/_____/

A. **<u>Preconstruction Fee</u>: For all work during the pre-construction period, I/we agree to perform for the lump sum of:**

   _____DOLLARS ($_____)
   (In case of discrepancy, written amount shall govern)

B. **<u>Construction Management Fee</u>: For all work during the construction phase of the contract for the management of the project, I/we agree to perform for the lump sum of:**

   _____DOLLARS ($_____)
   (In case of discrepancy, written amount shall govern)

C. **<u>Cost of Bonds</u>: The cost of payment and performance bonds based on the amount of the FLCC.**

   _____DOLLARS ($_____)
   (In case of discrepancy, written amount shall govern)

D. **<u>Construction Supervision Cost</u>: For project supervision and support team costs not covered in the above management fee, I/we agree to perform for the sum of:**

   _____DOLLARS ($_____)
   (In case of discrepancy, written amount shall govern)

E. **<u>Contractor Change Order Markup</u>: For all work added to the contract by change order, I/we agree to add not more than _____% to the subcontractor/supplier costs for additional work.**

F. **<u>Self-Performed Work Markup</u>: For all self-performed work, I/we agree to add no more than _____% to our labor and material costs to perform the work. The labor burden, including benefits, adds _____% to the labor rate.**

With the cooperation of Ivins City and the Design Consultant, the undersigned will continue to work with due diligence to provide a Guaranteed Maximum Price (GMP) within the FLCC.

_____
Authorized Signature