

**REQUEST FOR PROPOSAL
FOR CONSTRUCTION MANAGEMENT SERVICES**

Part I: Proposal Information

A. General Information

The North Strabane Township is soliciting **proposals** for construction management services for the construction of a new Township Administration Building, Public Safety Building, and Fire Department Substation. A general description of the projects is included in Part I, Sections B, C, and D. A specific scope of services for each Building is included in Part II.

Construction management firms responding to this Request for Proposal must submit their responses as specified in Part I, Section D and in Part III. Firms will be selected for interviews based upon the quality of their proposals and the results of reference checks.

Proposals are due by: Wednesday December 5, 2018, 1:00 PM E.D.T, prevailing time

Proposals and questions concerning this Request for Proposal should be addressed to:

**Mr. Andrew L. Walz
Township Manager
1929 Route 519
Canonsburg, PA 15317**

Respondents are instructed not to contact Township directly. Failure to comply with this instruction may result in disqualification.

All firms submitting proposals in response to the RFP are expressly advised that neither the issuance of the RFP, nor the submission of a proposal to NST, shall commit NST to enter into any contract with or otherwise engage or utilize the services of any firm. NST reserves the right to reject any and all proposals, to negotiate modifications to proposals, to accept any proposal or portion thereof, to waive any irregularity. In addition, NST will not enter into any agreement with a firm submitting a proposal until all necessary investigations are made into the responsibility and qualifications of the at firm, as well as its ability to timely and satisfactorily perform the services described in this RFP. The lowest fixed price cost proposal shall not solely determine which firm, if any, is selected.

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- B. Project Description: Construction of a substation
- Project Name: 84 Area NSTFD Substation
- Estimated Size: 18,178 Square Feet
- Const. Budget: \$3 - \$4 million
- CM Schedule: CM Selection: Complete by December 2018
Pre-Construction: Complete by March 2019
Bidding: Complete by May 2019
Construction: Complete by February 2020
Close-Out: Complete by December 2020
- C. Project Description: Demolish existing Fire Station and construct Public Safety Building
- Project Name: New Public Safety Building
- Estimated Size: 37,900 Square Feet
- Const. Budget: \$5 - \$7 million
- CM Schedule: CM Selection: Complete by December 2018
Pre-Construction: Complete by March 2019
Bidding: Complete by May 2020
Construction: Complete by February 2021
Close-Out: Complete by December 2021
- D. Project Description: Construct new Township Administration Building and demolish the existing one post-construction
- Project Name: New Township Administration Building
- Estimated Size: 50,000 Square Feet
- Const. Budget: \$5 - \$7 million
- CM Schedule: CM Selection: Complete by December 2018
Pre-Construction: Complete by March 2019
Bidding: Complete by May 2020
Construction: Complete by July 2021
Close-Out: Complete by December 2021
- E. Submittal Requirements

The proposal should be submitted in a bound format with section dividers corresponding to the sections that follow. Respondents are instructed to adhere to this format and to provide one (1) original proposal and ten (10) copies.

- 1) Provide the following information about your firm:

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- a) Name of firm
- b) Address of main office and any branch office
- c) Telephone number and fax number for each office
- d) Name and title of contact person
- e) Names of officers in firm and an organizational chart

2) Provide the following information:

- a) An overview of your firm's financial status including bond rating
- b) Certificates of Professional Liability Insurance

If your firm is selected for an interview, you will be required to provide a financial statement from your CPA, attesting to your financial solvency.

3) Please provide a brief overview of your firm including the number of years the firm has provided construction management services.

4) Provide a listing of municipal building management projects that your firm has completed within the past five- (5) years with a construction value of at least ten (\$10) million. Provide the following information for each project:

- a) Name of project
- b) Name and location of municipality
- c) Name, title, and telephone number of municipal contact
- d) Name, address, telephone number of project architect
- e) Project description including size in square feet
- f) Number of prime contractors
- g) Project schedule including start and completion dates
- h) Construction document estimate and actual bid total
- i) Final construction costs including change orders
- j) Identify a contact reference

5) Provide a listing of municipal building projects with a value of at least ten (\$10) million for which your firm is currently providing construction management services. Provide the following for each project:

- a) Name of project
- b) Name and address of municipality
- c) Name, title, and telephone number of municipal contact
- d) Name, address, telephone number of project architect
- e) Project description including size in square feet
- f) Number of prime contractors
- g) Project schedule including start and completion dates
- h) Construction document estimate and actual bid total
- i) Final construction costs including change orders
- j) Identify a contact reference

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- 6) Provide an organizational chart of your proposed construction management team for this project. Provide a resume for each member of the proposed team including education, general experience, municipal building construction experience, and their proposed role in the project
- 7) Provide a description of your firm's Quality Assurance Program and submit exhibits related to the program.
- 8) Provide exhibits of the following items that have been used by your firm on a current or previous municipal building construction management project.
 - a) A detailed cost estimate developed during a project design phase.
 - b) A value engineering study performed during a project design phase.
 - c) A work schedule from a construction bid package.
 - d) A typical construction manager's monthly project report.

-End of Part I-

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Part II: Scope of Services

A. Pre-construction Phase Evaluate Project Options

1. Evaluate Project Options

The Construction Manager will evaluate various project options and provide cost analyses during the Pre-Construction Phase. The evaluation shall identify advantages and/or disadvantages of each option with regard to cost, schedule, logistics, land acquisition, and site development.

2. Develop a Project Budget

The Construction Manager, in consultation with the Township and the Architect, will develop a detailed Project Budget that identifies all costs including construction costs, land acquisition costs, consulting fees, permit fees, testing and inspection fees, furnishings, equipment, inflation and contingencies.

3. Develop a Project Delivery Strategy

The Construction Manager, in consultation with the Township and the Architect, will analyze project requirements and develop a preconstruction and construction strategy that addresses requirements for function, cost, quality, time and logistics.

4. Develop a Project Master Schedule

The Construction Manager, in consultation with the Township and the Architect, will develop a Project Master Schedule that establishes duration and responsibility for all major activities during all phases of the project.

5. Monitor the Project Master Schedule

The Construction Manager will monitor and report on progress during the pre-construction phase. The Construction Manager will update the Project Master Schedule monthly, will notify the Township and the Architect of any delays or problems, and will recommend any corrective action necessary to meet the schedule.

6. Perform Value Engineering Studies

The Construction Manager will perform a minimum of two (2) Value Engineering Studies: one (1) at the completion of schematic design to evaluate systems and one (1) at the completion of the design development phase to evaluate details and finishes. A report will be generated for each study including recommendations on the selection of systems, details and finishes. The final selections shall be made in consultation with the Township and the Architect, prior to the preparation of final construction documents.

7. Perform Cost Estimating

The Construction Manager will prepare a minimum of three (3) detailed cost estimates for all building construction and site development work. One (1) estimate will be provided at the completion of schematic design, one (1) at the completion of the design development phase, and one (1) at the completion of construction documents. The final estimate shall conform to the final bid package configuration. Design, Bidding, and construction contingencies shall be identified separately as shall be the Construction Manager fees; Construction Manager's intended field staff, and the General conditions (by line item).

8. Perform Constructability Reviews

The Construction Manager will review design documents, as they are developed in order to avoid potential problems and to minimize potential change orders. The Construction Manager will provide recommendations on contract provisions that establish contractor performance requirements to promote quality cost effectiveness and schedule compliance.

9. Provide Monthly Reports

The Construction Manager will prepare and distribute monthly reports to the Township and the Architect on the project budget, the status of the project schedule, and on general project information.

10. Conduct Design Coordination Meetings

The Construction Manager will conduct design coordination meetings on a regular basis (minimum of two per month) with the Township, the Architect, and other consultants to discuss and review all items pertinent to the design phase. The Construction Manager will prepare and distribute minutes of the meetings in a timely manner.

B. Bidding Phase

1. Develop Bid Packages

The Construction Manager will develop the Front End (Bid Forms, Bidding Requirements and General Conditions and Sample Contract and other Division 00 sections required for a publicly bid Pennsylvania project) and Division 01 of the Project Manual. Of particular importance for Division 01 will be the Multiple Prime Contract Summary of Work section and the sections defining each Prime Contract's Scope of Work. The Construction Manager will develop separate bid packages to establish the categories of work into separate contracts that promote competition and provide well-defined and manageable divisions of work.

2. Develop Construction Schedule

The Construction Manager will develop a construction schedule that meets the needs of the Township for inclusion in the contract documents.

3. Develop Contractor and Supplier Interest

The Construction Manager will identify potential contractors and suppliers and develop their interest in bidding the project to ensure a competitive bidding environment. The Construction Manager will investigate potential bidders and suppliers to determine their ability to meet project requirements.

4. Establish Bidding Procedures

The Construction Manager will establish and implement procedures for the bidding process including the distribution of bid documents, the issuance of addenda, the holding of pre-bid conferences, the receipt of bids, and the bidding schedule.

5. Distribute Bid Documents

The Construction Manager will distribute all bid documents to contractors and maintain accurate records of distribution activities.

6. Conduct Pre-Bid Conferences

The Construction Manager, in consultation with the Township and the Architect, will schedule, organize, and conduct pre-bid conferences in a manner consistent with the bid schedule.

7. Receive and Evaluate Bids

The Construction Manager, in consultation with the Township and the Architect, will receive and evaluate the bids and recommend the award of contracts.

C. Construction Phase

1. Conduct Pre-Construction Conferences

The Construction Manager, in consultation with the Architect, will organize and conduct pre-construction meetings with contractors, consultants, and the Township. The meetings shall include a review of project management, project schedule, and project procedures.

2. Maintain Full-time On-Site Staff

The Construction Manager will provide and maintain a qualified, on-site field staff sufficient to manage the project, conform to the scope of services, and ensure that the work is performed in compliance with the contract documents.

3. Process Shop Drawings

The Construction Manager will utilize a web-based project management program to review, process, track and approve shop drawings, product data, samples, and other submittals from the contractors prior to submission to the architect in accordance with the contract documents. The Construction Manager's project management program shall have the capability to produce a variety of logs and other supporting documentation that ensures the contractor's compliance with the contract documents and project schedule. The Architect and all prime contractors will be required to participate in, and utilize this program. All related fees will be the responsibility of the contractors. Training will be provided by the Construction Manager.

4. Project Coordination

The Construction Manager will provide administration, management, and related services necessary to coordinate the construction activities of the contractors with each other and with those of the Construction Manager, the Architect, and the Township. The Construction Manager shall detail their process for schedule management and coordination of MEP construction components.

5. Review Lead Prime's Construction Schedule

The Construction Manager will review, comment and monitor the Lead Prime's detailed construction schedule as required by the contract documents. The Construction Manager will provide written comments focusing on, but not limited to, the schedule's logic, activities, and durations. The Construction Manager will make written recommendations to the Lead Prime and the other Primes detailing options for schedule recovery. The schedule review will be conducted monthly or as needed to keep the project on schedule.

6. Monitor Construction Progress

The Construction Manager will review contractor's construction schedules, observe construction progress, and report deviations from the schedule that might delay project completion to the Township and Architect. The Construction Manager will take necessary steps to ensure the Lead Contractor and other Primes are complying with all scheduling requirements of the Project on behalf of the District. The Construction Manager will consult with contractors to develop and implement corrective actions necessary to meet the project schedule.

7. Control Construction Quality

The Construction Manager will monitor and inspect all work in progress to ensure the quality of the work and compliance with the contract documents. The Construction Manager will document and report all deficiencies and make recommendations for corrective actions, including coordinating with the prime contractors involved to have such corrective actions expedited.

8. Maintains Construction Records

The Construction Manager will utilize a web-based project management program to maintain current and orderly records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc. The Construction Manager shall update the on-site construction documents to reflect changes in as-built conditions.

9. Process Applications for Payment

The Construction Manager, in accordance with the Architect, will develop and implement a procedure for the review and processing of contractor payment applications. The Construction Manager will evaluate the contractor's schedule of values to ensure accurate and appropriate payments in contractors.

10. Maintain Construction Accounting System

The Construction Manager will establish and maintain an accurate and up-to-date construction cost accounting system.

11. Conduct Project Meetings

The Construction Manager, in consultation with the Township and the Architect, will conduct weekly meetings at the job site to discuss job progress, resolve problems, and make decisions. Work completed from the last meeting, and work anticipated to be completed before the next meeting will be discussed and documented. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner.

12. Conduct Construction Superintendent Meetings

The Construction Manager will conduct weekly meetings and any other special meetings as required at the job site with the construction superintendents to coordinate construction activities, discuss project progress, ensure quality of the Work, and maintain the schedule. This will include, but not be limited to, pre-construction meetings prior to the start of any specific trade (e.g. excavators, masons, drywallers, etc.) to review that trades scope of work and expectations and parameters for their executing of their work. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner.

13. Prepare and Maintain Field Reports

The Construction Manager will prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activities, general activities, and special occurrences.

14. Process Change Orders

The Construction Manager, in consultation with the Township and the Architect, will develop and implement a system for review and processing of change orders. The Construction Manager will estimate the cost of all change orders, ensure the validity of change orders, and negotiate the cost of change orders with the contractors on behalf of the Township.

15. Coordinate Inspections and Testing

The Construction Manager will determine the requirements and make recommendations for inspections and testing. The Construction Manager, in consultation with the Township and the Architect, will coordinate governmental inspections and the selection of independent inspection and testing agencies, review inspection and testing reports, and make recommendations regarding the results of inspections and testing activities.

16. Monitor and Observe Materials Delivered for the Project

The Construction Manager shall monitor and observe materials delivered to the site and used by the Prime Contractor(s) and sub-contractors to ensure that materials used are those specified or approved substitutes, and that materials are in good condition and free of defects. This is in addition to each Prime Contractor's responsibility to do the same per the Contract Documents. The Construction Manager is to report problems immediately to the Prime Contractor(s), Architect/Engineer, and Township as soon as possible.

In the same way, the Construction Manager is to monitor and observe the proper storage of materials including off-site storage. Document such storage with photographs as necessary. Notify the Township and Architect if in the Construction Manager's opinion, any materials should be replaced due to improper storage.

17. Recommend Construction Changes

The Construction Manager will evaluate work in progress and make recommendations for changes in the work on the basis of field conditions, improved quality, cost savings, or time savings.

18. Maintain Photographic Records

The Construction Manager will coordinate and maintain photographic and/or videotape records of construction activities and project progress on a regular basis.

19. Provide Monthly Reports

The Construction Manager will prepare and distribute a monthly report to the Township and the Architect including information on schedule, budget, quality, safety, logistics, and general project information.

20. Monitor Contractors' Safety Programs

The Construction Manager will review and monitor the safety program developed by each contractor, record any safety violations, and make recommendations for improving safety conditions.

21. Maintain Community Relations

The Construction Manager will take the lead and assist the Township in establishing and maintaining good relations with the surrounding community. This will include reviewing with all Prime Contractors and implementing reasonable methods to control dust, noise, lighting, odor, etc. as required by the contract documents, and reviewing these measures with the appropriate community officials to receive their acknowledgement and confirmation that the measures are sufficient to meet any ordinances or preferences of the community.

D. Close-Out Phase

1. Develop Close-Out Program

The Construction Manager, in consultation with the Township and the Architect, will develop a detailed program of close-out activities in compliance with the contract documents. The program will include a close-out schedule, inspections, testing, start-up procedures, warranty processing, and occupancy.

2. Coordinate Systems and Equipment Testing

The Construction Manager will coordinate, monitor, and document for testing, calibration, and start-up of all equipment and building systems.

3. Process Operation Manuals and Warranties

The Construction Manager will collect and catalog all operating and instruction manuals for equipment and building systems. The Construction Manager will collect, log, review, and submit to Township all warranty documentation.

4. Coordinate Training

The Construction Manager, in consultation with the Township, will coordinate and assist in the training of Township's personnel on the operation and maintenance of building systems and equipment.

5. Coordinate Substantial and Final Inspections

The Construction Manager, in consultation with the Architect, will schedule and coordinate substantial completion and final inspections. The Construction Manager will assist the Architect in the preparation of a list of deficiencies (punch list) and will coordinate all correction action by contractors.

6. Coordinate Construction Close-Out

The Construction Manager will coordinate close-out activities including the completion of deficiencies, submittal of close-out documents, resolution of change orders, and recommendations for payment of retainage.

7. Submit Project Documentation

The Construction Manager will submit all project documentation including files, records, drawings, submittals, samples, and other information to the Township in an organized and usable form.

8. Coordinate Warranty Work

The Construction Manager will coordinate the warranty work by contractors to ensure that their obligations are fulfilled in a timely manner.

9. Certificates

The Construction Manager, upon completion of the project, will be responsible for certifying that, to the best of his professional knowledge, the building conforms to the approved plans, specifications, and shop drawings.

-End of Part II -

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PART III: Fee Proposal

A. Submit a Lump Sum Fee Proposal in the following format:

_____ proposes to provide construction management services to North Strabane Township on the New 84 Area NSTFD Substation, New Public Safety Building, and New Township Administration Building as described in the Scope of Services described in Part II of the Request for Proposal for Construction Management Services, for a fixed fee of:

\$ _____

B. Provide a breakdown of the Lump sum Fee Proposal by functions, hours, and Costs in the following format:

1. Pre-Construction Phase:

<u>Function</u>	<u>Hours</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotals:	_____	_____

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2. Bidding Phase:

<u>Function</u>	<u>Hours</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotals:	_____	_____

3. Construction Phase:

<u>Function</u>	<u>Hours</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotals:	_____	_____

4. Close-Out Phase:

<u>Function</u>	<u>Hours</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotals:	_____	_____

5. Fee proposal Summary:

<u>Function</u>	<u>Hours</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotals:	_____	_____

C. Provide a Fee Schedule of hourly rates for additional Services for each function that may be required on the project.

D. Reimbursable Expenses

The Fee Proposal should not include any reimbursable expenses. The Construction Manager will not be reimbursed for the following:

- Accounting
- Telecommunications
- Postage
- Transportation
- Parking
- Photocopying
- Office Supplies
- Miscellaneous Supplies
- Waste removal
- Office furniture

The Township will provide the Construction Manager with the following:

- Utilities

End of Part III —End of RFP -