

TROUP COUNTY

REQUEST FOR PROFESSIONAL SERVICES PROPOSALS

for

CONSTRUCTION MANAGEMENT SERVICES

NOT – AT – RISK

for

BOYD PARK RE-DEVELOPMENT

JANUARY 10, 2014

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TROUP COUNTY RFP

1.0 PROJECT SCOPE

See Attached Executive Summary

1.1 Project Description

See Attached “In Kind” Scope of Work to be provided by county and City of LaGrange.

1.2 Proposed Program Timeframe

Request for Proposals Issued	January 10, 2014
Mandatory Pre-Submittal Jobsite Walk Through and Conference	January 16, 2014 9:30 AM @ Boyd Park 10:30 AM @ TGC
Notification of Architect of Intention to Respond	January 20, 2014
Deadline for Questions to Owner and Architect	January 23, 2014
Construction Manager Request for Proposal Deadline	January 30, 2014
Board Selects Construction Manager	February 11, 2014
CM Kickoff Meeting With Owner / Architect	February 18, 2014
Advertisement for Bid Packages	February 25, 2014
Contractor Bid Packages Due	March 25, 2014
Award of Bid Packages	April 1, 2014
Construction Begins	April 14, 2014
Completion of County In-Kind Work	Varies
Construction Completion	March 16, 2015
Final Closeout	

1.3 Professional Scope of Services

The Construction Manager’s Basic Services consist of those described in Sections 1.3.1 and 1.3.2 and include usual and customary construction coordination and scheduling, constructability review, cost estimating, and allocation of construction activities among the Multiple Prime Contractors.

Under the Construction Management Agency agreement, the Construction Manager understands that no work will be allowed to be self-performed during this project.

The selected SM will not be required to provide Performance and Payment bonds. However, any / all subcontractors with a contract value greater than \$100,000.00 must provide a Performance Bond.

The CM agrees to perform all work in compliance with O.C.G.A. 13-10-91, Georgia Security and Immigration Compliance Act and O.C.G.A. 50-36-1 Verification of Lawful Presence Within United States. "Georgia Security and Immigration Compliance Act" forms must be completed and submitted with the Proposal.

1.3.1 Pre-Construction Phase

The Pre-Construction Phase of professional services consists of five distinct components:

A. Assistance with Program development activities

1. With the Owner and Architect's assistance, determine value and expectations of any in-kind assistance from any municipalities.
2. Provide Project cost estimation of each division based on existing drawings.
3. Consult with Owner and Architect; provide value-engineering services regarding materials, systems, schedule and other conditions as they affect construction. (Constructability and Contractibility reviews).
4. Develop project budgeting and milestone dates.
5. Assist with contractor and subcontractor pre-qualification.

B. Construction Documents Phase

1. Coordinate contract documents by consulting with the Architect and Owner regarding Drawings and Specifications as they are prepared, and recommending alternative solutions whenever design detailing affects construction feasibility, costs or schedules; prior to release of work packages.
2. Establish bid categories, identify possible contractors, and develop detailed construction schedule.
3. Develop construction contract language for coordination with Architect's documents.
4. In conjunction with the Architect, prepare a Project Summary at the conclusion of the construction Phase to demonstrate overall adherence to the Owner's project goals.

C. Bidding Process

1. Establish bidder pre-qualification procedures.

2. Establish bid and award schedules, conduct mandatory pre-bid conferences.
3. Identify applicable requirements for equal opportunity and wage rate determination.
4. Assist the Architect with receipt of questions from Bidders and issuance of addenda.
5. With the Architect's assistance, receive bids, prepare analysis and make recommendations to the Owner for award of Contracts, or rejection of bids.
6. Conduct pre-award conferences with the successful Bidders, advise the Owner on the acceptability and completeness of all proposals and awards.
7. Confirm compliance of all materials and identify proposed deviations.

1.3.2 Construction Phase

The Construction Phase of professional services begins with the award of the Contracts and will end thirty (30) days after final payment to all Contractors is due and after all punch list items are completed.

A. Administrative

1. Provide administration of all contracts for construction, furnishing and equipment with Architect's assistance.
2. Provide administration and management to coordinate the work of all Contractors among themselves, and services to integrate the activities of the Owner and Architect in accordance with the Owner's objectives of cost, time and quality.

B. Meetings and Schedule

1. Schedule and conduct meetings to discuss matters relating to procedures, progress, problems and scheduling. Prepare and distribute minutes.
2. Update the project progress schedule using a computerized, logical network with bar chart capability and task identification system. Schedule shall include:
 - a) Activity and sequence durations
 - b) Shop drawing and sample submission dates by work category to allow for sufficient review and resubmission time.
 - c) Delivery of products requiring long lead times
 - d) Furnishings and equipment delivery lead times
 - e) Identification of areas with Owner occupancy priority
3. Prepare weekly project meeting minutes that shall indicate actual progress with graphic documentation of variances.

4. Prepare project schedule with critical path activities indicated to be updated monthly for inclusion into billing/project report for Owner review. Deviations and proposed adjustments shall be identified by the CM.

C. Field Administration

1. Assist in expediting permits; verify that Owner or Contractors have paid required fees. Assist in obtaining approvals from authorities.
2. In cooperation with the Architect, endeavor to achieve satisfactory performance from the Contractors. Recommend actions when non-performance occurs.
3. Coordinate activities of testing agency personnel, soils engineers and other Owner's consultants.
4. Review and coordinate contractors' safety procedures.
5. Consult with Architect, document Contractor requested interpretations and assist in the resolution of questions that may arise.
6. Retain a daily log of progress and activities on the project site.
7. Receive shop drawings, samples and submittals, review and coordinate submittals with other data and transmit those recommended for approval to the Architect. In collaboration with the Architect, develop and implement procedures for submittal processing.
8. Maintain job-site project records, contracts, submittals, samples and related documents.
9. Arrange for delivery and storage of Owner-purchased materials with projected schedules for delivery.

D. Contractor Payments

1. Update and revise project cost and budget status within identification of contract awards, budgeted and anticipated changes. Recommend necessary and desirable changes. Solicit and review Contractor proposals, submit recommendations, prepare and sign Change Orders for Architect and Owner authorization.
2. Develop and implement monthly review payment procedures.

E. Project Close-out

1. Assist with systems checks and building turnover to Owner.
2. Prepare lists of incomplete or unsatisfactory items for the Architect's and Owner's review. Schedule Contractors correction of deficiencies. Assist the Architect in conducting inspections.

3. Assist the architect with establishing the dates of Substantial Completion. Issue and collect final closeout paperwork.
4. Advise the Owner and Architect when the project is ready for final review.
5. Prepare and submit As Built Drawings for architectural record.

2.0 SELECTION PROCESS SCHEDULE

2.1 Construction Manager Selection Timeline (Proposed)

Date	Activity
January 10, 2014	Distribute Request for Proposal to Interested Construction Management Firms.
January 16, 2014	Mandatory CM Candidates site visits at 9:30 AM, followed by questions and answers at 10:30 AM in the Troup County Government Center, located on Ridley Avenue, LaGrange, GA 30240
January 30, 2014	Return of CM Proposals (7 copies) by 2:00 PM to Troup County Government Center, Troup County Purchasing Office located at 100 Ridley Avenue, Suite 3100, LaGrange, GA 30240, marked "Construction Management Not-At-Risk Proposal". No late submissions will be accepted.
February 11, 2014	CM Firm selection formalized by the Troup County Commissioners.
February 11, 2014	Notification to selected firm and applicants

3.0 CONSTRUCTION MANAGER – STATEMENT OF QUALIFICATIONS

Please complete the following statement of qualifications to the best of your ability, accurately providing information about your firm, its experience and your approach.

Please submit seven (7) copies of your proposal in an 8 ½" x 11" format, in a three ring binder with a cover stating "Troup County CM Proposal for Boyd Park". Use tabs to separate each section. The text shall be concise with emphasis placed upon completeness and clarity.

3.1 Organizational Information

1. Identify executive management person who will act as continuous personal representative for Troup County's Boyd Park Construction Program for its duration.
2. Identify exact firm name, address and phone number of the office or offices with management responsibility for this construction program.
3. How long has the firm been in operation as this business entity at the location in #2 above? Explain any interruptions.

4. Identify the business management structure in your organization, its key staff and how its expertise will benefit Troup County Government. Provide a staffing chart.
5. Describe your firm's financial position at the current time and provide a letter on your accountant's letterhead stating your firm's financial position. Include a balance sheet from your accountant dated within the past thirty (30) days.
6. Identify insurance and coverage limits that you carry. (Such as Comprehensive General Liability, Professional Liability, Worker's Compensation, etc.) Are costs for this coverage included in your Fee Proposal?
7. Has your firm currently or in the last five years been engaged in litigation or arbitration with any clients? Identify the circumstances and status of such actions.
8. What is your organization's approach to working with our Architect to deliver the best, highest quality project on time, within Troup County Government's budget?

3.2 Experience

1. Identify proposed Construction Management staff indicating their following qualifications. Indicate your firm's commitments to continuous project assignment.
 - a) Education
 - b) Management experience
 - c) Field experience
 - d) Timeframe dedicated to project assignment
 - e) Client references
2. Describe your scheduling and time management system and how it will be integrated into the Troup County Government's program.
3. Describe the number of employees in your organization who will be involved with the Troup County Government CM program.
4. Describe the degree to which your in-house staff is able to estimate and schedule all bid packages. To what degree do you rely on out-of-house consultants? Identify any consultant to be used on this project and describe their involvement.

3.3 Approach

1. Based upon your knowledge of previous similar type projects, describe your approach to this project. Include a list of proposed work categories.
2. Describe how you will deliver Pre-Construction and Construction Phase services and the interaction with the Architect and Owner.
3. Describe your scheduling and project control procedures, and indicate how these are integrated during the construction phase to reduce paperwork for the Owner.
4. Describe your firm's approach to the establishment, use and management of a project contingency fund.
5. Describe your quality control procedures. How will your activities interface with the Architect in this regard?
6. Describe unique features of your service that you feel distinguish your organizations' project delivery system.
7. How do you address the desire for local participation of contracting firms and suppliers?
8. Describe how your firm will address the situation of a Contractor failing to fulfill their contractual obligations. How will your firm protect the Owner in these situations?

3.4 Schedule Control

1. Provide a preliminary schedule for construction.
2. Provide a narrative to develop project milestones.
3. Describe your ability to modify the project schedule to suit the Owner's needs.

4.0 CONSTRUCTION MANAGER – PROFESSIONAL FEES/COST PROPOSAL

Troup County Government reserves the right solely to judge the qualifications and waive all technicalities and informalities of firms submitting proposals. Various firms’ unique professional services and fees may lead to the unequal comparison of proposals. **Please use the description of services in Section 1.3 as the basis for your proposal.** Indicate any additional services, or deletions in services to clarify proposals. Troup County intends to use AIA Document C132-2009 “CMA” as the basis for a contract for Construction Management Services.

4.1 Construction Management Fee Proposal

(Company Name)
FEE & GENERAL CONDITIONS PROPOSAL
 Troup County Government

CM FEE: _____ (Lump Sum)

Item	Units	Rate/Unit	Units/Wk	# Weeks	# Months	Total
GENERAL CONDITIONS:						
(Not To Exceed)	Month					
Project Director	Month					
Project Manager	Month					
Superintendent	Month					
Clerical Support	Month					
Closeout Labor	Month					
Project Office	Month					
Office Equip. & Supplies	Month					
Utilities (office)	Month					
Fax Machine	Month					
Computers	Month					
Printer	Month					
Copy Machine	Month					
Telephone Hookup	Month					
Job Telephone	Month					
Postage	Month					
Safety/First Aid	Month					
Jobsite Signage	Month					
Progress Photos	Month					
Janitorial Supplies						

Insurance – CGL, etc. Permits Reproduction Services – Drawings GENERAL CONDITIONS TOTAL:						
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WE, THE UNDERSIGNED, understand that this proposal becomes part of any agreement subsequently made with the Owner, and we attest, to the best of our knowledge, to its accuracy.

Date: _____

Firm Name: _____

Address: _____

City, State, Zip: _____

Signature of Firm Representative

5.0 EVALUATION CRITERIA (Proposed)

Oral Interviews may be required by the Evaluation Committee

- | | |
|---|-----------------|
| 1. Firm History, Capability, Track Record, Relevant Experience. | 25 pts. |
| 2. Project Personnel | 25 pts. |
| 3. Project Schedule | 25 pts. |
| 4. Fee Structure | <u>25 pts.</u> |
| | 100 pts. |

Submitting firms should not contact any members or employees of the County or members of the Evaluation Committee (except Diana Evans or Skip Smith)

This submission of additional pertinent information beyond the requirements of this RFQ is acceptable provided that it is limited to five typewritten pages.

The factors outlined above should not be considered as all - inclusive or exclusive. The intent of requiring the listing of these factors by the respondents to this RFQ is to establish the general framework for the response.

Troup County Board of Commissioners

Request for Proposal
Construction Manager At-Risk Services
For
Boyd Park Amphitheater

Invitation and Overview of Project

The Troup County Board of Commissioners seeks to hire a Construction manager at Risk for Renovations/Modifications of Boyd Park located in LaGrange Georgia. The budget for this project has been set at \$4,400,000 which does not includes architectural fees. The form of agreement shall be AIA Document A133-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor, as modified by Troup County Board of Commissioners. Fees for professional services shall be negotiated between the selected Construction Manager and the Troup County Board of Commissioners and shall be included in the Guarantee Maximum Price (GMP).

The Troup County Board of Commissioners (hereinafter referred to as the “County” or the “Owner”) plans to select the most qualified, professional Construction Manager firm (hereinafter referred to as “CM”) to enter into a Guaranteed Maximum Price (GMP) contract for the above referenced project. The proposed lump sum fee to be submitted as part of the CM Proposal will be included General Conditions, Overhead and Profit.

The procedure for procuring public works construction contract as established by the Georgia Local Government Public Works Construction Law, O.C.G.A. §36-91-1 *et seq.* shall be followed. Final selection will be made in accordance with the policies and administrative directives of the County and any other statutory provisions.

To qualify for consideration, the submitting firm must be prepared to provide the expertise, resources and personnel experience in project planning, cost management, project control, pre-construction and construction techniques, value-engineering analysis, scheduling and quality assurance throughout the planning and construction phases of the project.

The services to be performed by the CM will have as their objective the efficient, economical and timely delivery of the project by managing the construction of the project within the time and cost limitations and within established quality requirements. The services will be performed during the pre-construction phase and construction phase including working with the Owner and the Architect in project planning, arrangement of bid packages, bidding and award of the trade contracts and management of construction until occupancy is achieved.

Request for Proposal ‘
Construction Manager At-Risk Services
Boyd Park Amphitheater

The general scope of work at the time of this RFP release shall include but is not limited to the following and may be subject to revision: all owner requirements for Boyd Park Amphitheater.

Responses must be received by Troup County’s Purchase office located at 100 Ridley Avenue, Suite 3100, LaGrange, Georgia 30240 on or before 2:00 p.m. Eastern Standard Time on January 30, 2014 after which time and date they will no longer be accepted. Late responses will be returned unopened and will not be considered. To be accepted, all responses must be submitted in a sealed package marked “**Proposal for CM at Risk Services**”. **One Original and 7 copies** of each proposal must be forwarded or delivered to:

Diana Evans, Troup County Purchasing Director
100 Ridley Avenue
Suite 3100
LaGrange, Georgia 30240

One additional copy must be sent electronically to devans@troupc.org

Oral or telegraphic (including FAX) responses are not acceptable.

Project selection timeline:

Public Advertisement:	January 10, 2014
Proposal Due:	January 30, 2014
Site Visit @ Boyd Park:	9:30 a.m., January 16, 2014 (Mandatory)
Construction Committee first meets tentatively:	February 2014
County’s approval of CM:	February 11, 2014

Please direct all questions regarding this RFP and the program it represents to:

Diana Evans
Troup County Purchasing Director
100 Ridley Avenue
Suite 3100
LaGrange, GA 30240
devans@troupc.org
and Skip Smith at ssmith@smithdesigngroup.net

Site visit to inspect the site and/or facilities will be 9:30 a.m., January 16, 2014 at Boyd Park. It is the responsibility of the submitting firm to familiarize themselves with existing conditions.

The County reserves the right to select or reject any or all responses submitted in response to the Request for Proposal. The County is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

Request for Proposal
Construction Manager At-Risk Services
Boyd Park Amphitheater

Submitting firms should not contact any members or employees of the County or members of the Construction Committee (except Diana Evans or Skip Smith).

Or may face disqualification.

GENERAL INFORMATION

1. Proposal Format:

Proposals must be submitted in the format outlined in this solicitations. Prior to actual evaluation, each Proposal will be reviewed to determine whether or not it is complete. **Proposals that do not contain the information requested will not be considered.**

2. CM Responsibility

The selected CM will be required to assume total responsibility and liability for all services offered in its proposal. The selected CM will be considered the prime contractor and shall be the sole point of contact with regard to all contractual matters. The CM shall also be required to obtain at least 2 bids in addition to the GMP for each bid package (work category). If any bid package(s) receive less than 2 qualified bids, the Owner reserves the right to require rebidding these packages.

The CM is expected to work with the Owner and Architect to plan the project to include but not limited to:

Project Planning:

- a. Reviewing ideas and suggestions offered by the Owner with regard to feasibility or constructability and time table.
- b. Evaluate designs with respect to constructability issues.
- c. Evaluate value-engineering opportunities.

Bidding and Awarding Phase:

- a. Arrange bid packages
- b. Develop requirements to assure **time**, cost and quality control during construction
- c. Provide a provisional construction schedule for issuance with the bid package.
- d. Identify bidders and generate bidder interest.
- e. Schedule and conduct Prebid conferences in conjunction with the Architect and Owner's representative(s).
- f. Advertise and distribute bidding documents.
- g. Monitor bidder activity.
- h. Review and analyze bids and recommend awards.
- i. **Update schedule.**

Request for Proposal
Construction Manager At-Risk Services
Boyd Park Amphitheater

Construction Phase:

For this project, the Construction Manager shall function an independent contractor and shall hold and administer all subcontracts. Construction services may include, but are not limited to the following:

- a. The Construction manager will hold and administer all subcontracts and shall be responsible for all project administration including but not limited to; scheduling the work, verifying and approval of all required shop drawings and submittals, ordering and ensuring timely delivery of all required materials, enforcement of all OSHA (and other) safety regulations and approval of all material invoices and subcontractor pay requests.
- b. The Construction Manager will be responsible for managing the site and coordinating all construction activities
- c. The construction Manager shall be required to provide a Labor and Material Payment bond and a Performance Bond, both in the form of AIA Document A311, for the project. The bond shall be issued in an amount equal to 100% of the Guaranteed Maximum Price (GMP). The Bonding Company (Surety) must be listed on the Federal Register, licensed to do business in the State of Georgia, and have a minimum A.M. Best rating of A11.
- d. The Construction manager shall be required to provide all insurance coverage required by Article 8.1 of the Contract.
- e. The Construction manager shall be required to provide Builder's Risk Insurance for the project.
- f. The Construction Manager shall employ a competent superintendent who shall remain on-site continuously during construction activities and have authority to act on behalf of the Construction Manager.
- g. The Construction Manager shall report to the Owner all construction contingency allocations and shall update and submit to the Owner a log of contingency allocations no less than once a month.

The successful CM must also accept the following stipulations:

- a. Individual Tract Contracts will be between the CM and the Trade Contractors subject to the Owner's approval.
- b. The CM will not perform any portion of the project with its own forces.
- c. The CM will be "at risk" in the proposed undertaking and will be responsible for completing the project within the GMP.
- d. Should the final cost of the project be less than the GMP, ALL savings shall revert to the County.
- e. An agreed percentage of pay applications will be held in retention as set forth in the contract
- f. The County shall have the authority to suspend or terminate performance of the project.
- g. Construction Manager will shall with the TCBC the calculations and assumptions on which the CM's proposed GMP is based.

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Boyd Park Amphitheater

3. Required Bonds and Insurance

Prior to the award of the GMP contract, the CM shall provide the owner with payment and performance bonds for the faithful performance of its contractual duties in an amount equal to one hundred percent (100%) of the GMP. Major subcontractors (i.e., subcontract of \$100,000.00 or greater) may be required to provide performance and payment bonds as well.

To adequately protect the interest of the owner, the successful firm shall procure, and maintain in effect during the life of the agreement, the following insurance coverages.

1. Workers Compensation:
 - a. State: Statutory
 - b. Employers Liability:
 - \$500,000.00 Liability
 - \$500,000.00 Each Accident
 - \$500,000.00 Disease Policy Limit
 - \$500,000.00 Disease Each Employee

2. Comprehensive General Liability (including Premises-Operations; Independent Contractor Protective; Products and Completed Operations; Broad Form Property Damage; X-C/U Explosions, Collapse and Underground Coverage);
 - a. General Aggregate: \$2,000,000.00
 - b. Products/completed & Operations Aggregate: \$2,000,000.00
 - c. Each Occurrence: \$1,000,000.00
 - d. Personal & Advertising Injury: \$1,000,000.00
 - e. Fire Damage – Any One fire: \$100,000.00

3. Comprehensive Automobile Liability:
Combined Single Limits: \$1,000,000.00

4. Umbrella Excess Liability:
 - a. General Aggregate: \$1,000,000.00
 - b. Products/Completed & Operations Aggregate: \$1,000,000.00
 - c. Each Occurrence: \$1,000,000.00
 - d. Personal & Advertising Injury: \$1,000,000.00
 - e. Completed Value/Builders Risk including interest of the Owner Contractor, Subcontractors and Sub-subcontractors and covering the entire project including materials stored off site and materials in transit.

Evidence of required bonds and insurance shall be presented prior to the execution of the GMP contract. The validity of the bonds shall be attested to by the

Request for Proposal
Construction Manager At-Risk Services
Boyd Park Amphitheater

Architect. Insurance policies to be carried under the agreement shall not be changed, canceled, or allowed to expire without thirty (30) working days prior written notification to TCBC.

4. Taxes, Fees, code compliance and Licensing:

The CM shall be responsible for the payment of any required taxes or fees associated with the GMP contract. The CM shall also be responsible for compliance with all applicable codes and statutes. All installation and construction work shall be done by sub-contractors licensed in the State of Georgia.

5. Background Checks:

CM shall perform background checks on any employee or sub-contractor who will be working on school property (delivery personnel excluded). A comprehensive criminal history background check to include both GCIC and NCIC is required on each applicant assigned to the Project. Minimum findings that warrant exclusion include: any felony conviction, any drug conviction, any crime against children and/or any sex-related conviction. Background checks must be provided upon request by the Owner. **CM must comply with all security and immigration laws and regulations.** It is preferred that all necessary checks be completed prior to Project commencement. If business demands require, then it is acceptable for employee to begin assignment as long as the background check is in progress and the application of employment does not list offenses of any type. TCBC employees must be informed of any employee assigned without completed background check and results must be on file within 30 days.

6. Payment:

CM shall submit monthly payment applications to Architectural Firm, who will advance the process. Forms AIA G702 and AIA G703 Continuation Sheets will be used.

7. References and Proprietary Information:

Submission of a response authorizes the TCBC to make inquiries concerning the offeror and its officers to any person or forms deemed appropriate by the TCBC.

8. Inquiries:

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the TCBC and the Architect.

9. Binding Part of Contract Documents:

This RFP and the successful proposal submitted shall become a part of the Contract

Request for Proposal
Construction Manager At-Risk Services
Boyd Park Amphitheater

Documents for the Project.

GENERAL INFORMATION

Phase I – Proposal Evaluation:

Interested offerors responding to this Request for Proposal must provide the information required to meet the criteria contained in “Response Format and Contents”. The selection panel will evaluate submittals and recommend the most highly qualified offeror, and may invite them to participate in Phase II of the selection process. The following criteria will be considered in choosing the most highly qualified offeror:

1. Firm History & Capability, Relevant Experience and Past performance
2. Project Personnel Qualifications
3. Project Schedule
4. Fee Structure

Phase II – Interviews

The offeror identified during the Phase I evaluation process may, at the discretion of the evaluation committee, be asked to anticipate in oral interviews. Following these interviews, the evaluation committee will recommend a CM based on information contained in the proposal and reference analysis to the TCBC for review and approval.

Negotiation and Signing of Contract

Upon completion of Phase I and/or II and the determination that the project is feasible and acceptable to the TCBC a contract will be executed between the selected CM and the owner. The contract will be in similar form to the documents attached as Exhibit A. A Guaranteed Maximum Price will be prepared by the CM and shall incorporate all costs incurred by the CM for each phase or phases associated with the project. The GMP shall be submitted for approval to the TCBC and shall include a preliminary schedule of values, a preliminary schedule of work category packages and a preliminary monthly cash flow chart.

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RESPONSE FORMAT AND CONTENTS

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation and opening of bid. Failure to provide accurate, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The TCBC reserves the right to eliminate from further consideration any responses that are deemed to be substantially or materially unresponsive to the requests for information contained in this section n.. The intent of the TCBC is that all responses follow the same format in order to evaluate each response fairly. The TCBC may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

Each offeror shall provide the TCBC with one original and seven (7) copies of his/her response. **One additional copy must be sent electronically to devans@troupc.org and ssmith@smithdesigngroup.net.** Begin each section and subsection as described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the offeror indicated clearly across the bottom of each page.

1. Cover Letter

Each proposal shall include a one-page cover letter at the beginning of the proposal. The cover letter shall include a project title, firm information (including name, address, and telephone and fax number), names and telephone and fax numbers of persons authorized to provide any clarifications required.

2. Firm History, Capability, Relative Experience, and Track Record

Briefly described your firm, its officers and executive management. Furnish an organizational chart for your firm specifically indicating those who will be involved in this program, as well as any financial ratings available. Provide a list of all school stadium projects completed under the offeror's name in the last five (5) years. Information should include: project name, building type, building size, project cost and number and amount of change orders, along with the reason(s) therefore. Please also provide the information required by the Georgia Security and Immigration Compliance Act, O.C.G.A. §13-10-90 *et seq.* (Exhibit B). **Failure to submit the required Immigration Forms shall result in the proposal being declared non-responsive.**

3. Project Personnel:

Provide a one-page project staffing plan. The plan shall include: (1) Initial staffing showing the percentage of time each staff member is to be assigned to the project team and the years of experience in that job position; and (2) Project

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Organization chart showing a graphic representation of the listed members of the project team and their responsibilities in the program. (Attachments 1a)

4. Project Schedule:

Provide a one-page description of your approach to schedule control and specific methods/techniques that you intend to utilize in this project. Include a CPM time line showing the necessary activities and schedule for implementation of this project. The expected occupancy date is March 16, 2015.

5. Fee Structure:

Provide a lump sum fee (Attachment 1b) which includes General Conditions, Overhead and Profit.

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Construction Manager At-Risk Services
Boyd Park Amphitheater

FEES AND GENERAL CONDITIONS

1. Provide Construction Manager at-Risk Services.
 2. Provide project supervision (specify number of persons on full-time basis)
 3. Provide monthly written reports including a daily log and pictorial records of the project progress
 4. Provide temporary office trailers, including office equipment and furnishing with office supplies telephone, utilities and all reimbursables.
 5. Provide project construction signage.
 6. Provide temporary sanitation facilities.
 7. Provide portable construction heat as required
 8. Provide vehicles for CM supervisors and staff.
 9. Provide dump trucks, rubber tire loaders and sweepers for project cleanup
 10. Provide labor, small tools and supplies for project cleanup.
 11. Provide service maintenance, gas and oil for CM firm's equipment.
 12. Provide building layout including engineers, instruments and supplies.
 13. Provide Payment and Performance bonds.
 14. Provide all insurance listed in the "General Information" section.
 15. Payroll taxes and insurance on CM firm's personnel and equipment.
 16. Developing bid packages for work categories in cooperation with the architect.
 17. Provide Architect with Division 1 specification sections for incorporation into project manual
 18. The CM firms shall be responsible for all fees and applicable state and local taxes
 19. The fee shall include EPD storm water monitoring associated with construction activity. All other testing as stipulated in the contract documents.
 20. Other items which are standard in the industry according to the AGC.
 21. Office Space will not be provided within existing building. Contractor may locate trailer on site.
- "Each offeror shall provide a lump sum fee for the items listed above in the space provided. Fee shall include the CM fee, General conditions, Overhead and Profit."

Lump Sum Fee _____

Alternates and Change Orders

1. For all executed change orders, the contract sum and Construction Manager at-Risk Fee shall be adjusted as specified in Article 12 of the General and Supplementary conditions beyond the GMP

Request for Proposal
Construction Manager At-Risk Services
Boyd Park Amphitheater

RATING CHART

Project: **BOYD PARK AMPHITHEATER**

Item	Description	Weight %	Company X Rank/Score	Company Y Rank/Score	Company Z Rank/Score
1.	Firm History, Capability, Track Record, Relevant Experience	25%			
2.	Project Personnel	25%			
3.	Project Schedule	25%			
4.	Fee Structure	25%			
TOTAL		100%			

Establish a weight for each selection criterion described.
Rank companies on a scale of 1—10 with 10 representing “ideal”.
Enter the product of Weight x Rank in the Score Column.

This Rating Chart will be used by the selection panel and TCBC to evaluate the proposals and select a CM.

Request for Proposal
Construction Manager At-Risk Services
Boyd Park Amphitheater

Attachment 1a

PROJECT STAFFING
(Attach Resume)

Position/Title	Years with This Firm	Years Experience in Construction	Responsibility to the Project
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Request for Proposal
Construction Manager At-Risk Services
Boyd Park Amphitheater

Attachment 1b

FEE

A. General Conditions, Overhead and Profit

Total Fee: _____ **Lump Sum**

Boyd Park Amphitheater

Enhancements

January 10, 2014

Executive Summary

Of

CM (Not-AT-RISK) and CM (AT-RISK)

Proposals

This project is funded by a grant from Callaway Foundation, Inc., Splost Funds, and “In-Kind” work to be provided by Troup County and City of LaGrange,.

Troup County and City of LaGrange will receive proposals for both CM and CM At-Risk. Firms are requested to submit for either type of CM Management or for both. Please refer to proposals for construction management services (Not-At-Risk) and for construction management services “At-Risk”. Refer to “In-Kind” works list for City and County, work to be performed by the Owner.

It is the Owner’s intent for all bid packages and all add alternates to be bid at the same time at the beginning of the project in order to confirm exact project cost. The project is to be bid in four major packages: 1304-P (Pavilion); 1304-S (Stage); 1304-C (Civil and Hardscape); 1304-L (Landscape) and the associated additive alternates for reach package.

Plans and Specifications are available on Smith Design Group, Inc. website at www.smithdesigngroup.net.

BOYD PARK
"IN KIND" WORKS BY CITY AND COUNTY
For CM and C-RISK Proposals
(Refer to Sheet SD-5 of 1304-C and the other drawings)

		APPROVED	COMMENTS
1	Two Fire Hydrants in Right of Way at new Entry Drives, One at Smith Street and One at Bacon Street. See locations on drawings SD-5 of 1304-C	To be provided and installed by City of LaGrange	
2	Decorative Light Post on Site. Provide with Weather Proof Outlet at Bottom of Each Post. Provide with Banner Arm. Provide and install 112 Post Lights. See Drawings 1304-C Sheet SD-5		CM is informed that pricing for these decorative light posts is to be part of Add. Alt. No. 6. Owner reserves the right to possibly self perform this work.
3	Demo Existing Pool, Fence, Deck Post Lights, Demo Existing Ball Field and Bleachers, Concession and Dugout.	Demolition and total removal of these existing features will be performed by the City of LaGrange and Troup County	CM is to handle approximately \$35,000 of Hazardous Material Removal and selective demolition in the existing pavilion.
4	New Sidewalk and Steps on South Side of Bacon Street to Connect Bacon Street to LHS to Stage. See Drawing SD-5 of 1304-C.		CM is to handle all concrete work inside the amphitheater bowl as designated on Sheet SD-5. The CM is to provide an Add Alternate No. 7 for all other concrete sidewalks, steps and pavers. Note owner reserves the right to self perform work in Add. Alt No. 7.
5	Demo Existing Paving, Create New Gravel Lay Down Area at Front Pavilion- 6" Gravel 100' x 100' Laydown Yard	This work will be performed by Troup County	
6	Clear and Grub Site		To remain in Base Bid of Project 1304-C

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		APPROVED	COMMENTS
7	Rough Grade Entire Site, Install Compacted Building Pads at Pavilion and at Stage Building	County will provide approximately 7,300 SY of imported engineerd fill to the site	CM to manage spreading and compaction of imported fill from the County as well as all other Civil Work.
8	Install Sediment and Erosion Control		CM to manage
9	Install All Storm Drainage		CM to manage
10	Install Curb and Gutter		CM to manage
11	Install New Asphalt Paving	County will install and test base under asphalt	CM will manage asphalt paving
12	Recommend Binder During Construction	County will install Asphalt Binder	CM to manage all asphalt paving

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		APPROVED	COMMENTS
13	Chain Link Around Site. See Drawing.		CM to manage
14	Install Sewer Lines to Pavilion and Stage		CM to manage
15	New Site Water to Pavilion and Stage Building	Provided and installed by City of LaGrange	
16	Install New Water in Flush Small Meter Boxes in 6 Locations in Great Lawn. Exact Location to Be Determined	Provided and installed by City of LaGrange	
17	Install new 16 Weatherproof Electrical Outlets in Flush Meter Boxes in the Great Lawn Area. Exact Location to be Determined	To be part of Add. Alt No. 6 for 1304-C	CM to refer to comment on Item No. 2 of this "in kind" list.
18	Purchase and Install New Landscaping as Detailed on the Drawings	Price Separately as 1304-L	CM is informed that the Owner may self perform this work

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		APPROVED	COMMENTS
19	Purchase and Install New Irrigation System	Price separately as part of 1304-L	CM is informed that the Owner may self perform this work
20	Install Concrete Sidewalks as Shown on the Drawings		CM to refer to comment on Item No. 4 of this "in kind" list
21	Provide and Install Brick Pavers as Shown on the Drawings		CM to refer to comment on Item No. 4 of this "in kind" list
22	Provide Handicap Parking Signs on 2 Inch Round Powder Coated Post		CM to manage
23	Fine Grade, Install Concrete Retaining Walls Curved as Bowl. Pour Concrete Steps at Bowl and Pavers		CM to manage
24	Provide Underground Power to Pad Mounted Transformers	To be provided and installed by City of LaGrange	

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		APPROVED	COMMENTS
25	Remove Existing Wooden Power Pole on Smith Street in Front of New Entry and Run Underground Power, Phone Data, TV to Pavilion	To be provided and installed by City of LaGrange	
26	Run Underground Power, Data, Cable TV, Phone from Bacon Street Underground to Stage Building	To be provided and installed by City of LaGrange	
27	On Ridley, Remove all Overhead Power, Phone, TV and Pole on the West Side of Ridley and Move to East Side of Ridley or go Underground, for the Entire Length of the Park on Ridley.	"ON HOLD". If work is done it will be performed by City of LaGrange	
28	Disassemble and Relocate Clothing Center Metal Building as Directed. Remove Existing Slab and Foundation in their Entirety from the Site.	To be determined	
29	Waive all permit fees, tap fees for the Project.		CM and subcontractors are informed that all fees are in full force and payable on this project.
30	Remove Two Existing Ground Granite and Bronze Plaques at Large Oak, Clean, Store and Reinstall at the End of the Project	To be performed by City and County	

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		APPROVED	COMMENTS
31	Remove Existing Cobblestone Sign, Save Existing Cobblestone.	To be performed by City and County	
32	Remove Existing Flagpole and foundation and Sidewalk	To be performed by City and County	
33	Remove Existing Landscaping around Existing Pavilion including Roots.	To be performed by City and County	

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