

VILLAGE OF LITTLE CHUTE REQUEST FOR PROPOSALS FOR  
CONSTRUCTION MANAGER - MUNICIPAL GARAGE PROJECT

Date: Tuesday, February 23, 2016

Re: Request for Proposal for Construction Manager

Project: New municipal garage for the Departments of Public Works and Parks, Recreation and Forestry

Dear \_\_\_\_\_:

The Village of Little Chute, Wisconsin (the "Village") invites proposals from your company to provide pre-construction and construction phase services for the following Project:

Construction of a new municipal garage in the Village of Little Chute to service the needs of the Departments of Public Works and Parks, Recreation and Forestry Department of approximately 44,500 square feet (or less given efficient design inputs) with the facilities generally described in the Preliminary Scope Overview dated as of January 14, 2016 attached hereto as Exhibit A, provided the Village reserves the right to separately install the Salt Storage Building, Cold Storage Building, Yard Waste Site and Material Storage Bins (collectively the "Independent Facilities") after design development is completed, with an approximate total value of \$1,000,000. The Preliminary Scope is subject to modification through the design and budgeting process. The maximum construction budget for this project is \$5,000,000 (collectively, the "Project"). A preliminary geotechnical investigation report has been prepared for this site and an adjoining property. This report is dated January 19, 2012 and has nine boring locations within the proposed development limits. This report is attached as Exhibit B. The architect will be responsible for determining the suitability of the Project site and shall engage consultants, such as engineers and surveyors to prepare final geotechnical reports and surveys.

The first part of your proposal shall respond to the Technical Requirements in Section 6 below (the "Technical Proposal") and the second part shall conform to the Compensation Requirements in Section 7 below ("Compensation Proposal", together with the Technical Proposal the "Proposal"). The Technical Proposal shall be in a sealed envelope marked "Proposal for Construction Management Services – Little Chute, WI". The Compensation Proposal shall be in a separate sealed envelope and placed within the Technical Proposal envelope. Please limit the length of the Proposal to the page requests (one-sided) not including dividers and attachments stated in Section 6. Submit: Five (5) hard copies and one (1) electronic copy of the Proposal to:

James Fenlon  
Village Administrator  
Village of Little Chute  
108 W. Main Street  
Little Chute, WI 54140  
[James@littlechutewi.org](mailto:James@littlechutewi.org)  
Tel: (920) 423-3850

The hard and electronic copies of the Proposal are due no later than 2:00 p.m. CDT on 3-18-16 at the above physical and email addresses, respectively. Proposals received after this deadline will not be considered.

## 1. INTRODUCTION

The Village is seeking a Proposal from qualified firms to provide Construction Manager –At Risk services to the Village in the planning and construction of the Project. The Construction Manager will not be self-performing any work. This is a turn-key Project where the Construction Manager will be responsible for the commissioning of the equipment and the training of personnel. The Project site is Lot 2 of CSM #2103, attached hereto as Exhibit C. The Project site is undeveloped and is currently used for temporary salt storage with a covered roof providing protection from wind, rain and snow for the salt stockpile. The Village intends to record a storm sewer easement on the Project Site and a preliminary draft of the easement is attached as Exhibit D.

The Village will be utilizing a “team approach” described in detail in the modified AIA A133 (Construction Manager as Constructor-Cost of the Work plus Fee with GMP) and A201 (General Conditions of Contract for Construction, together with the A133 the “*Construction Contract*”) attached as Exhibit E and Exhibit F, respectively. During the pre-construction phase, the construction manager (the “*Construction Manager*”) will meet with the Architect on a weekly basis to clarify any issues and questions that may arise concerning the design and the specifications, provide input about constructability and value engineering, identify any elements of the design or specifications that are discovered to be deficient or in error while continually updating and refining the budget and schedule. The purpose of utilizing the team approach is to decrease the risk and the cost of the work and time to complete the Project by preparing well defined and detailed construction drawings and specifications that have benefitted from the input of the Construction Manager so that (i) the need for requests for information or change orders that the Construction Manager initiates are reduced or eliminated, (ii) constructability and value engineering recommendations have been incorporated into the design documents and (iii) the budget and schedule are continually updated and refined throughout the design process.

The purpose of this RFP is to identify experienced Construction Management firms with the best combination of qualifications, experience with Projects of a similar type and scope, experience with intensive collaboration with an architect and owner during pre-construction and proven practices in construction management services to develop and deliver the Project efficiently and effectively with respect to time and cost.

The Village may accept the lowest bid from a qualified Construction Manager firm as may be required by applicable law, provided that the Construction Manager work may be re-bid if the lowest bid is unacceptable. Prior to completion of the construction documents, elements of each bid package will be jointly agreed by the Architect and Construction Manager and then final construction documents can be prepared by the Architect for bid. The Project will then be advertised to subcontractors and the Construction Manager may engage a qualified subcontractor with the lowest bid as may be required by applicable law, provided the subcontractor work may re-bid if the bids are unacceptable. The Construction Manager shall propose a guaranteed maximum price upon the acceptance of the subcontractor bids.

The Village of Little Chute reserves the right to modify or cancel, in part or in its entirety, this RFP as may be permitted by applicable law. The Village reserves the right to reject any or all proposals, to

waive defects or informalities, and to offer to contract with any firm in response to this RFP as may be permitted by applicable law. This RFP does not constitute any form of offer to contract.

## 2. RFP PROCESS

The Village may identify one or more construction managers to interview if, in the Village's sole discretion, it is determined that interviews are needed. The schedule for the process, as well as the Project, is as follows:

- RFP issuance date: 2-19-16
- Proposal submission date: 3-18-16
- If interviews are required by the Village, the interview notification date: 3-25-16
- Interview dates, if any: Week of 4-4-16
- Selection: 4-15-16
- Execution of contract: 4-29-16
- Construction Phase Commencement Date: 10/3/2016
- Substantial Completion Date: 9/1/2017

Evaluation criteria for Qualified Bidder. Final Evaluation will include, but not be limited to, the following from the Proposal and interviews (if any):

- Experience, especially with Projects of a similar type and size;
- Strength of proposed Project team and general Project approach; and
- Safety/EMR Rating and quality controls.

## 3. SCOPE OF SERVICES AND PAY APPLICATIONS

This is a turn-key Project where the Construction Manager will be responsible for the commissioning of the equipment and the training of personnel. The Construction Manager will be responsible for providing comprehensive services throughout each phase of the Project as identified in the Construction Contract including, but not limited to, the following list of services:

### **Pre-construction services.**

- Review the Village's needs, goals, and priorities;
- Assess proposed site;
- Evaluate the Village's budget and financing;
- Establish and set team meetings agendas and minutes;
- Develop Project's critical timeline and construction costs and refine them weekly;
- Develop calendar of events;
- Assist in identifying applicable Project funding programs if available;
- Fully participate in weekly team design meetings with the Village, architects and, as needed, material subcontractors;
- Review architectural development plans, schedules and technical specifications with Project team;
- Prepare instructions to bidders, assist with bid packages, bid form, etc.;
- Conduct value-engineering and life-cycle cost analysis;

- Provide Project cash flow schedule; and
- Conduct trade contractor and supplier bid solicitation, pre-bid meetings and tours.

**Assist Village of Little Chute in obtaining necessary permits.**

The Construction Manager shall determine with the Architect what permits and agency authorizations are required for implementation of the Project. The Construction Manager shall, with the assistance of the Architect, prepare a schedule of the permit application(s) with all governmental agencies involved during the review periods to integrate into the project schedule and to determine the construction start date. The Construction Manager shall monitor tracking permit progress and approvals in connection with its authorization of subcontractors to proceed with construction.

**Construction phase services.**

General Administration: Maintain a competent and sufficient number of full-time field staff to administer the work of the Project and coordinate and supervise the work, including, at a minimum:

- Scheduling;
- Safety Management;
- Invoice Processing;
- Manage Trade Contracts; and
- Shop Drawing Review and Coordination.

The Construction Manager shall conduct weekly meetings with the Project team and all trade contractors and prepare and distribute meeting minutes for all parties.

Bidding: Assist Architect in developing bid packages for multiple divisions of work, pre-qualify subcontractors, conduct pre-bid meetings and conduct bid review to determine the lowest qualified bidder.

Trade Contractor Quality: Inspect all materials and installations to ensure that the plans, specifications, and quality control goals of the Project are being met or exceeded. Maintain a Quality Control Log to track quality issues as they are identified. Log should track dates items are identified, corrected and trade contractor responsibility for correction.

Reporting/Communication: On a monthly basis prepare a detailed Project report updating Village on Project status. Hold informational meetings for user groups and other Village personnel to provide an overall update of the Projects progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other Project information.

Project Accounting: On a monthly basis, the Construction Manager shall gather all trade contractor and supplier invoices and summarize their costs into a single Application for Payment in a format acceptable to Village with all back-up documentation. Make recommendations to Village for payments to trade contractors and suppliers. The Village will provide payment to the Construction Manager for distribution to subcontractors and suppliers for the Village approved amount. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to Architect and Village for review. Continuously incorporate changes into overall Project budget to maintain an accurate estimate of total Project costs. Obtain appropriate insurance certificates from all trade contractors and suppliers.

Requests for Information/Submittals (if any): Review and forward to architect and/or Village all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating current status of each item.

Self-Performance: No self-performed work on the Project.

Sales Tax Exemption: Responsible for to purchase all items that may be purchased sales tax exempt as may be permitted by Statute.

### **Occupancy Services.**

Punch-list: Prepare the final punchlist incorporating items from the Architect and Village. Administer completion of all items therein with responsible trade contractors.

O&M Manuals/As-Builts: Assure that the Village will be provided O&M manuals for all equipment. Throughout the Project maintain an accurate set of record (as-built) documents (computer generated drawings) for the Village incorporating all aspects of the construction.

Commissioning: Be responsible for the commissioning of the equipment, which may be done by manufacturer's representatives under the supervision of the Construction Manager.

Training/Start up: Coordinate equipment training for appropriate Village staff to ensure smooth transition of building operation and administer start up and testing of all equipment by manufacturer's representatives.

Warranty: Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies of same to Village. Enforce provisions of warranties and guarantees with appropriate parties.

Follow-up: Facilitate follow-up meetings with the architects, contractors and Village ten months after Substantial Completion to determine if any corrections or warranty work must be done on the Project.

### **Pay Applications.**

Pay applications, with all required back-up documentation, for the prior month's costs will be due by the second Monday of each month (or next business day if a holiday) and will generally be paid 15 days after receipt by the Architect and the Village, absent unusual circumstances.

## **4. PROJECT STAFFING REQUIREMENTS**

Describe the Proposed Project Team, including the Team Members, the organization, and the responsibilities of each Team Member. Provide an organization chart showing the staffing proposal for the key individuals assigned to the Project Team. List the title of the position, the name and qualifications of the individuals to be assigned and the level of involvement of the individuals assigned (Full-time or Part-time).

## **5. EQUIPMENT RENTAL**

The Construction Manager may provide rental equipment as described under Secs. 6.5.1 and 6.5.2 of the AIA A133 agreement.

## 6. TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS

Proposals submitted for this Project are to follow the outline described below and shall address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the Proposal. Firms are encouraged to keep the Proposals brief and to the point, but sufficiently detailed to allow evaluation of the Project approach. Please submit the following information in the order and format indicated below.

a. Cover Letter: (1 page maximum).

Provide a cover letter introducing your firm and proposal. The cover letter shall include a short narrative description of the Project based on the Scope of Work presented. Include any issues that you believe will require special consideration for this Project. Also identify any unique approaches for design or construction of this Project. Discuss the strengths that your firm may have related to this Project.

b. Company Overview: (4 page maximum).

Provide an overview of the company detailing the total number of professional staff, the history of the company, the percentage of company's work completed as a construction manager, the ownership structure, and the office responsible for this Project as a minimum.

c. Construction Management Experience: (8 page maximum).

Provide five examples of the types of projects which you feel best represent your firm's experience with construction management and collaboration with an architect and owner as a team during pre-construction. Include project size and description, type of construction delivery used, design phase involvement and all other pertinent project facts. Only include those projects where there is significant involvement from individuals who will be part of the proposed Project staff. Include the owner of the project as a reference for each of the referenced Projects.

d. Key Project Personnel: (1 page maximum per individual).

Provide resumes and references for Project staff to be assigned to this Project. As a minimum include those persons listed in Section 4 above.

e. Management Approach: (10 page maximum).

Provide your approach to the management of the following critical Project parameters:

- i. Cost Control/Value Engineering;
- ii. Constructability Review, including BIM applications;
- iii. Schedule;
- iv. Quality Control;
- v. Safety – Include EMR for past three years;
- vi. Partnering/Teamwork;
- vii. Communications Management; and
- viii. Purchasing, including sales tax exempt purchases.

f. Insurance: (1 page maximum).

Insurer's must have a Best's Insurance Reports rating of at least "A" and a Financial Size Category of no less than "Class VI" and are authorized as an admitted insurance company in the State of Wisconsin, The Village, its elected or appointed officials and employees shall be named as additional insureds on the General Liability and Umbrella policies. The minimum insurance requirement is as follows:

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| Commercial General Liability:  |  |
| General aggregate limit<br>(other than Products-<br>Completed Operations): | \$2,000,000 per project  |
| Products-Completed Operations  | \$1,000,000 (aggregate) per<br>project   |
| Personal and Advertising Injury  | \$1,000,000  |
| Each Occurrence Limit  | \$1,000,000  |
| Auto liability:  |  |
| Combined single limit per accident   | \$1,000,000 (coverage at least as<br>broad as Insurance Services Office<br>Form #CA 00 01 07 97, provided on<br>a Symbol 1-Any auto basis) |
| Worker's Compensation  | Statutory limits   |
| Employer's liability   | Sufficient to meet underlying<br>Umbrella liability insurance<br>requirements  |
| Umbrella:  |  |
| Each occurrence  | \$2,000,000  |
| Aggregate  | \$5,000,000  |

If awarded the contract, the Construction Manager will provide a Payment and Performance Bond in the amount of the Construction Contract price, covering the faithful performance of the Construction Contract as specifically required therein on the date of the execution of the Construction Contract. The bonding company shall have a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than Class V.

g. Exceptions:

State any exceptions you have to the terms of this RFP, the requirements of the Response, Compensation Proposal and the Construction Contract attached hereto. If your response varies from the requirements of the RFP, clearly mark those differences. Your Response is a certification that you have thoroughly read the RFP and the attached Construction Contract and agree with their provisions, other than the exceptions noted in the Response.

h. Confidentiality:

All proposals shall become the property of the Village of Little Chute once submitted. If any of the material you provide is confidential or is a proprietary trade secret, mark that material with a "Confidential" stamp. While the Village will attempt to keep such information confidential, as a public body it cannot guaranty that it will remain confidential. The Village will inform you of a

public records request to see such information. You may contest such a request at your sole expense. The Village assumes no responsibility for any liability whatsoever in relation to its compliance with the Public Records Law.

i. Conflicts of Interest:

Firms submitting a proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for Construction Management services to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the proposal.

j. Signatures and Costs:

The Proposal shall be signed by an official authorized to bind the firm and shall expressly state the Proposal is valid for a minimum of 90 days. The Village of Little Chute is not responsible for any costs incurred by the firm in preparing or submitting the Proposal.

## **7. COMPENSATION PROPOSAL.**

To permit a fair comparison of the Compensation Proposals to determine the lowest qualified bidder, the Village has fixed the following fees and reimbursements:

- There will be a fixed fee of \$20,000 for Pre-Construction Work (participating in design meetings and continually refining the budget and construction schedule for those meetings).
- Retainage will be 10% on everything except the Construction manager's Fee and General Requirements.
- There will be no mark-up on subcontractor invoices but the Construction Manager's Fee will be permitted.
- Subcontractors will be allowed 10% mark-up on invoices from their sub-subcontractor.
- Construction Manager's Contingency will be fixed at 5% and unused contingency will be returned to the Village.
- Any equipment supplied by the Construction Manager shall be rented at 75% of the current AED Green Book rates. The total rental of any piece of equipment for the Project shall be capped at 50% of the retail purchase price of that item measured as of the date the equipment is first used on the Project as described under Sec. 6.5.2 of the AIA A133 agreement.
- In a separate envelope as described in the opening remarks of this RFP provide the following information:
  - Construction Manager's Fee for the Construction Phase (expressed as a percentage of the cost of the work);
  - Personnel Proposal as described in Section 5 above;
  - Cost of General Requirements (include the hourly rate of each of the supervisory and administrative personnel, the estimated number of hours that will be worked during the construction phase; the reimbursement rate for each of the general conditions to be supplied to the Project site and the estimated monthly cost of the reimbursables);
  - Cost of insurance expressed as a percentage of the Cost of the Work; and
  - Cost of payment and performance bond for Construction Manager.



Firms are encouraged to direct any questions via email to James Fenlon by 1:00 p.m. CDT on 03-10-16. Such inquiries, with the necessary responses, will be shared with all known submitting firms via email by 1:00 p.m. CDT on 03-14-16. Please do not directly contact James Fenlon by phone or in person. Direct contact with any member of the Village Board, the Village Committees or any officials concerning this Project may be grounds for rejection of your Proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "James P. Fenlon". The signature is written in a cursive style with a large initial "J".

James Fenlon  
Village Administrator  
Village of Little Chute