

;County of Graves

REQUEST FOR PROPOSALS

For

CONSTRUCTION MANAGEMENT

Owner:	Graves County
Project:	Multiple Graves County Projects/Graves County Courthouse & American Legion demolition and reconstruction of Graves County Courthouse
RFP DUE:	March 14, 2022

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1. INTRODUCTION

- A. *Graves County* will receive Proposals from qualified vendors for Construction Managers (CMs) for *both Pre construction Phase services and Construction Phase services*.
- B. The intended Project is: Multiple Graves County Projects in the City of Mayfield/demolition of Graves County Courthouse and American Legion Buildings and reconstruction of Graves County Courthouse.
- C. If your firm would be interested in submitting a proposal for this RFP, please submit five (5) hard copies and one (electronic copy) **by 12:00 p.m (CST) March 14, 2022**. Proposals should be sent to Graves County Fiscal Court addressed as the following:

Graves County Fiscal Court
1102 Paris Road
Suite 2
Mayfield KY 42066
jperry@gravescountyky.gov
- D. Late proposals will not be accepted. Each firm is responsible for insuring responses to this RFP have been delivered by date, time and location specified.
- E. Proposals shall be submitted only on the form as received from the soliciting Graves County.
- F. Proposals shall be enclosed in sealed envelopes which clearly indicate a Proposal for Construction Management.
- G. Responding CM's will be required to meet certain qualifications set out in the RFP and which include the following:
 - 1. CM Experience
 - 2. Payment and Performance Bonds
 - 3. Professional Liability Insurance
 - 4. Ability to Provide Experienced Office and Field Staff
- H. Vendors are invited to appear in person at the Purchase Area Development District (PADD office) located at 1002 Medical Drive, Mayfield, Kentucky 42066, to present their proposals to the Graves Fiscal Court on **March 14, 2022 at 1:00 PM, CST.**
- I. Any questions related to this RFP should be directed to John R. Cunningham, Graves County Attorney (270-247-6321) no later than **March 9, 2022**. Responses to questions will be sent to all firms that provide emails and posted on Graves County website by close of business **March 11, 2022**.

This Request for Proposals is subject to all applicable local, state and federal regulations prohibition against conflict of interest, and gratuities and kickbacks.

2. INSTRUCTIONS TO PROPOSERS

A. Preparation of Proposals:

1. The respondent is expected to comply with all specifications, terms, conditions, and instructions contained in this Request for Proposals (RFP). Failure to do so will be cause for rejection.
2. The proposal should be prepared simply and economically, providing a straightforward concise description of the respondent's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal, and all documentation submitted with the RFP, should be bound in a single volume where practical. The Owner will not be responsible for any costs incurred by respondent in preparing or presenting the RFP.
3. Any exceptions taken to the terms and conditions of this RFP shall be clearly identified. If no exceptions are listed it will be concluded that the respondent will meet, in every detail, the conditions stipulated in this RFP.

B. Conditions:

1. The selected CM shall furnish all utilities required for the CM's on-site office and/or operations for the duration of the contract. The temporary project utilities shall not be used by the Construction Manager for CM operations.
2. The selected CM shall furnish a Payment and Performance Bond, in an amount equal to 100% of the Construction Management fee as surety for the faithful performance of this contract. Bonds shall be kept in force for the duration of the contract; and, executed by a resident agent of the Commonwealth of Kentucky; and, be in compliance with Kentucky Revised Statutes.
3. Existence of insurance required hereunder shall be established by the furnishing of a Certificate of Insurance issued by insurers duly licensed within the Commonwealth of Kentucky. Insurance shall be in force on the date of execution of the Contract and continued for a period equal to the duration of the project.
4. Insurance shall include coverage as stated in the AIA DOCUMENT C132-2019 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AS ADVISER.
5. CM shall hold harmless and indemnify the Owner, the Architect, and other design consultants against all claims, suits, actions, costs, council fees, expenses, damages and/or judgement in decrees by reason of persons or

property being damaged or injured by the CM or any of the CM employees/subcontractors in any capacity during the progress of the work, whether by negligence or otherwise.

6. All contracts for construction will be between the Owner and the successful bidding Contractors.
7. CM shall maintain Professional Liability Insurance with minimum coverage as stated in the AIA DOCUMENT C132-2019 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AS ADVISER.

C. Fee

Fee and schedule for this project shall be negotiated at the completion of the selection process for CM services.

3. EVALUATION

Agency staff will review each proposal for completeness and content. Each proposal will be evaluated based upon the relevant qualifications and experience of the consultant. Staff may conduct interviews if necessary. References will also be verified. The proposal review will focus upon the following criteria:

1. Organization: Does the firm offer the breadth and quality of services required for the types of services listed in the Scope of Work? (25 points)
2. Staff: Do the qualifications of key personnel to be assigned to the anticipated projects coincide with tasks listed in the Scope of Work? Do assigned personnel have requisite education, experience, and professional qualifications? (25 points)
3. Experience: Has the firm demonstrated the ability to successfully provide services for projects of a similar complexity and nature as described herein? (25 points)
4. Professional Standing: Are the firm's references from past clients and associates favorable? Are deliverables submitted on time and within budget? (15 points)
5. Price: The lowest priced bid will receive maximum points for this category with each of the following receiving one point less than the next lowest. (10 points)

4. ACCEPTANCE OR REJECTION OF PROPOSAL

The Graves County reserves the right to accept or reject any and all proposals. Graves County also reserves the right to waive any informality or irregularity in any Qualification. Additionally, Graves County may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP process. The County shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of the proposal. County staff will make recommendations to Graves County Fiscal Court regarding the selection of the vendor based upon an evaluation of the proposals. The County reserves the right to award a contract to more than one proposer and negotiate project deliverables and associated costs.

5. PROJECT DESCRIPTION

The services related to this RFP will include but are not limited to, demolition of Graves County Courthouse and American Legion Building and construction of a new courthouse and project/construction management of multiple Graves County construction projects.

6. TENTATIVE PROJECT SCHEDULE

TBD

7. MWE/WBE & Utilization of Small Businesses

Please state and certify whether your firm or any potential sub-contractors participate in the Minority and Women Owned Business Enterprise (MBE/WBE).

It is the policy of the United States that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUB Zone small business concerns, small disadvantaged business concerns, and women-owned small business concerns shall have the maximum practicable opportunity to participate in performing contracts let by any Federal agency, including contracts and subcontracts for subsystems, assemblies, components, and related services for major systems. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUB Zone small business concerns, small disadvantaged business concerns, and women-owned small business concerns.

The Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The Contractor further agrees to cooperate in any studies or surveys as may be conducted by the United States Small Business Administration or the awarding agency of the United States as may be necessary to determine the extent of the Contractor's compliance with this clause.

Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as a small business concern, a veteran-owned small business concern, a service-disabled veteran-owned small business concern, a small disadvantaged business concern, or a women-owned small business concern.

8. CM DEFINITION

A Construction Manager means a qualified and experienced contracting organization which provides the services of construction management and possesses a general trades workforce, staff and equipment, financial base, insurance coverage, bonding capability, a minimum of five (5) years construction management experience on projects of \$2,000,000 or more, and the ability to provide the services required.

9. CM QUALIFICATIONS

- A. Knowledgeable of current applicable statutes, regulations and codes related to commercial building projects in Kentucky.

- B. Knowledgeable of current construction management contract requirements.
- C. Ability to provide Performance and Payment Bonds for 100% of the construction management contract amount from a bonding company licensed to conduct business in the Commonwealth of Kentucky.
- D. Ability to list successful completion of construction management services within the last ten (10) years for work of a comparable nature; and, a total accumulative dollar value of these projects which is not less than the projected construction cost of this project.
- E. Ability to provide experienced office and field staff. Both the Project Manager and the Superintendent shall exhibit a minimum of four (4) years experience on similar size projects.
- F. Ability, through demonstration of past projects or written plan, to generate multiple bids for each required bid package.
- G. Ability to provide expertise in the services of conceptual estimating and budget control, constructability reviews, contractibility reviews, and value engineering including life cycle costing analysis.
- H. Ability to prepare and maintain critical path method (CPM) or bar chart project schedules and update project schedules, as needed.
- I. Ability to prepare and submit for approval, to Owner, all required documents in proper form and in a timely manner.
- J. Willingness to sign a non-collusion disclosure affidavit as presented by Owner.

10. PRE CONSTRUCTION PHASE SCOPE OF WORK

The CM shall provide pre construction phase services as stated in the AIA DOCUMENT C132-2019 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AS ADVISER, including, but not limited to, the following:

- A. Identify project scope and construction budget.
- B. Participate and assist in program/planning meetings.
- C. Prepare and maintain CPM or bar chart schedules which include each phase of pre construction and construction; and, which show milestone dates for each phase of the project. Coordinate schedule generation with Owner and Architect.
- D. Provide dependable conceptual estimates from Schematic Design drawings and detailed estimates from Design Development drawings and from 50% completed Construction Documents.

- E. Provide constructability and contractibility reviews at each phase of design.
- F. Conduct a value engineering review, including Life Cycle Cost evaluations, for alternate materials and systems prior to the beginning of the Construction Documents phase.
- G. Coordinate materials ordering and delivery, including long lead materials.
- H. Provide assistance and recommendations to the Owner for obtaining any necessary specialty professional services or studies, if required.
- I. Assist the A/E in obtaining approvals of design from the necessary State authorities.
- J. Assist the Owner in obtaining required permits.
- K. Prepare and submit cash flow analysis to Owner prior to bond sale, if applicable.
- L. Review design documents for clarity and completeness and make appropriate recommendations.
- M. Write the general conditions, supplementary/special conditions, the bid documents, and division 1 of the specifications for inclusion in joint or separate project manuals.
- N. Provide the proper construction management language for contract documents and bid packages.
- O. Separate construction work into appropriate bid packages, done in such a manner that all work categories can be bid using a single compiled set of Construction Documents.
- P. Prepare bid documents and forms and distribute to potential bidders.
- Q. Review qualifications of potential bidders, generate interest, advertise, and solicit competitive bids for the Owner.
- R. Conduct pre-bid conference and assist in pre-construction meetings.
- S. Conduct public bid openings. Assist in reviewing and evaluating bids and in making recommendations to the Owner.

11. CONSTRUCTION PHASE SCOPE OF WORK

The CM shall provide construction phase services as stated in the AIA DOCUMENT C132-2019 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AS ADVISER, including, but not limited to, the following:

- A. Mobilization of job site - Provide and maintain a fully equipped project office facility on-site to perform all required CM duties and meetings and coordination of on-site temporary facilities.

- B. Maintain full time on-site construction supervision to provide daily inspections, quality control, monitoring, coordination of the various trades, provide record drawings, and provide a daily work log. Also, assign any Owner purchased materials.
- C. Conduct monthly job progress meetings following a CM generated agenda with the Architect and all trades, and follow-up with distribution of minutes to all parties.
- D. Conduct a minimum of bimonthly on-site meeting to review safety and to insure schedule conformance as related to delivery schedules. Provide plan of maintaining original completion date with CPM scheduling updates to all parties.
- E. Provide general safety signage and posting for project and see that each Contractor prepares and submits an adequate safety program and monitoring throughout the project.
- F. Provide Owner with a monthly review of cash flow to allow investment of funds available.
- G. Review change order proposals to verify validity, purpose and cost. Review with the Architect and Owner and process change order requests as required.
- H. Review shop drawings for conformance to construction documents and, if presentable, forward to Architect for approval.
- I. Monitor certificate of insurance for expiration from all contractors and confirm Owner's builder's risk policy.
- J. Compile payment requests, verify correctness and forward to Architect for approval. CM to sign cover sheet stating that application has been reviewed and is recommended for payment.
- K. Provide Architect and Owner with a monthly analysis of all bid packages indicating amount of contract completed and remaining, monies paid, retained, and owed.
- L. Assist Architect in conducting final inspections, approvals and Certificates of Occupancy.
- M. Assemble close-out documents required and forward to Architect for approval (i.e., as-built documents, maintenance manuals, surety releases, keys, warranties, guarantees, record drawings, and lien waivers.)
- N. Coordinate any training specified for Owner's personnel in learning to operate equipment and systems.
- O. Provide assistance to Owner throughout warranty periods.
- P. Perform services and duties in compliance with contract between Owner and CM.

12. URBAN PLANNING SCOPE OF WORK

The services may include, but are not necessarily limited to, advice and consultation; all phases of professional urban Planning expertise; mixed use project development (design and implementation); technical design investigations and analyses; environmental analyses; urban Infill site planning; urban design; design of transit oriented development (TOD) packages; parks/open space/streetscape planning/design and analysis; historic preservation planning and design; small area studies/economic analysis; project design oversight consultation; and other services in the areas of planning, urban design, streetscape, construction/structural programming, and other areas as necessary to implement the County's contemplated projects.

13. RESPONSE TO REQUEST FOR PROPOSALS

INSTRUCTIONS

All items below should be included in the response in the same order and in similar format. Include the Certification and signature at the end of this section.

Note: *If more than one firm is involved in a joint-venture, a complete response from each firm is required.*

A. Firm Identification: Please provide the following information about your firm:

- *Name*
- *Address*
- *City/State/Zip*
- *Telephone Number*
- *Principal-In-Charge Name*
- *Principal-In-Charge Email Address*
- *Designated Contact Name*
- *Designated Contact Email Address*
- *Type of Organization (Sole Proprietorship, Professional Corporation/Association, Corporation, Partnership, Joint Venture*, Other* - If Joint Venture or Other provide details)*
- *Number of years firm has been in business*
- *Location of any branch offices*

B. Personnel:

1. Provide firm organization chart. Include names of all officers.
2. List firm's total number of personnel by skill group (i.e., cost control, scheduling, superintendents, etc.)

C. Sub-Consultants:

If outside consultants are utilized to perform any of your CM services, list firms and the services they will provide on your behalf. See Firm Identification in Section (A) above.

OVERVIEW

State when the firm was founded, how it is organized, and its operating philosophy.

CONSTRUCTION MANAGEMENT EXPERIENCE

Provide the following information on completed projects of a comparable nature over the past ten (10) years. (Maximum of ten projects).

- *Name of Project*
- *Location by city and state*
- *Brief description of the project*
- *Construction cost and year project was completed*
- *Project Manager and Superintendent Name*
- *Name of owner's representative with address and telephone number*
- *Names and addresses of architects, consultants, and general trades contractor for project*

ABILITY TO COMPLETE PROJECTS WITHIN BUDGET AND ON TIME

Choose not more than five projects listed above, that are most similar to this project and provide the following additional information:

- *Owner's Initial Construction Budget*
- *CM's Final Construction Estimate*
- *Total Number of Bid Packages*
- *Total Project Cost (Contracts and Purchase Orders)*
- *CM scheduled months for construction activities*
- *Actual months for construction activities*
- *Other demonstrated ability to procure quality contractors, maximum productivity and workmanship within budget and schedule guidelines*

PROJECT ORGANIZATION

Please provide the following information regarding your proposed project organization for this project:

- A. Organization chart, identifying all project staff members by project titles, and showing how each interacts with other staff members assigned to this project. Specifically include principal-in-charge, and project manager.
- B. Explain how you plan to provide back-up staffing to ensure continuity if key staff members leave the project.

PROJECT SERVICES

A. Describe your in-house capabilities in the following areas:

- *Cost Estimating*
- *Value Engineering*

- *Life Cycle Cost Analysis*
 - *Energy Conservation and Energy Budgeting*
 - *Building Systems*
 - *Specification Writing / Coordination Experience*
- B. Discuss your plans for fulfilling the requirements for construction management services during the pre-construction phases of this project.
- C. Discuss your plans for fulfilling the requirements for construction management services during the bid and construction phases of this project.
- D. Describe your proposed method of scheduling and phasing for this project.
- E. Describe the estimating and cost control methods you propose to utilize on this project.
- F. In this type of project, what would your recommendation be for field supervision during construction (i.e., number of persons, qualifications and percent of time on the job, etc.)?
- G. Discuss your methods of value engineering and life cycle costing for architectural and mechanical/electrical work on this project.
- H. Discuss the criteria utilized in preparing bid packages for a project like this one. How will the packages fit the construction phasing?
- I. Describe how you intend to work as the Owner's representative with the project architects and other design team members.
- J. Describe your team's method of coordinating the efforts of the various trade contractors. How will you maximize the use of local area contractors/suppliers?

PRICING

Please provide per hour pricing for each of the positions listed below:

Title	Hourly Rate \$
Project Executive	
Project Manager	
Asst. Project Manager	
Sr. Engineer	
Engineer	
Sr. Planner	
Planner	
Administrative	
Sr. Consultant	
Consultant	
Total	

REFERENCES

List not more than ten (10) client references of similar projects. Provide Owner name, contact name, address and telephone number.

SUMMARY STATEMENT

Provide a summary statement, of not more than one page, which summarizes the reasons you feel your firm is best qualified for this project.

CERTIFICATION OF INFORMATION PROVIDED

The information provided herein is accurate to the best of my knowledge and can be accepted by the recipient as a true representation of:

Firm Name: _____

Signed: _____

Principal-in-Charge: _____

Date: _____