

# **REQUEST FOR PROPOSALS/INSTRUCTION FOR PROPOSERS**

**FOR**

**GENERAL CONTRACTOR/CONSTRUCTION MANAGER (GC/CM)  
DESIGN AND CONSTRUCTION SERVICES**

## **NEW PUBLIC SAFETY BUILDING CITY OF HOMER, ALASKA**



**Prepared by**

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## **INSTRUCTIONS FOR PROPOSERS**

The City of Homer, Alaska is requesting proposals from qualified firms/teams for the design and construction of a new Public Safety Building utilizing the General Contractor/Construction Manager approach. The City is seeking a GC/CM firm to coordinate and manage the design and building process as a member of a team with the City and other stakeholders.

The following subjects are discussed in this RFP to assist you in preparing your proposal.

- 1.0 Introduction
- 2.0 Project Description
- 3.0 Schedule
- 4.0 Scope of GC/CM Services
- 5.0 Selection and Award Process
- 6.0 Proposal Format/Submittals
- 7.0 Interviews
- 8.0 Final Proposals
- 9.0 Bid Guaranty
- 10.0 Evaluation Criteria

The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the City's needs. Please direct questions regarding this proposal to Dan Nelsen, Project Manager, (907) 435-3141, [dnelsen@ci.homer.ak.us](mailto:dnelsen@ci.homer.ak.us)

### **1.0 INTRODUCTION**

The City of Homer (the City) will be accepting proposals from qualified General Contractor/Construction Manager (GC/CM) firms for the design and construction of a new Public Safety Building. The new facility will support both the Police and Fire Departments. The City intends to award this Contract utilizing a competitive negotiation process. Those proposers deemed eligible for negotiation may be afforded an opportunity to discuss and revise their proposals as set forth in detail below. We anticipate that the City will contract directly with the GC/CM - with the design team working for the GC/CM.

The first step will consist of the submission of a proposal, as set forth in Section 6.0 of these instructions. Proposals will be evaluated in accordance with the criteria set forth in Section 10.0 of these instructions. Based on this evaluation, the highest ranked firms may be asked to participate in an interview to determine who will be invited to submit a final proposal.

The highest ranked firm(s) will be asked to submit a final proposal including sealed bids for the percent fee of the MACC (Maximum Allowable Construction Cost) and fixed amount for meeting the specified construction phase general conditions for the project. The highest ranked firm based on the bids submitted and the other factors set forth herein will be selected to enter into a pre-construction services contract and later to begin MACC negotiations. If the parties cannot agree on

a MACC as described in Section 5.4, the negotiations will be terminated and the City reserves the right to begin negotiations with the next highest ranked proposer.

All provisions of this RFP will become a part of the Contract. The GC/CM's written response to the RFP will also become a part of the Contract. All costs incurred by firms choosing to participate in this RFP process shall be borne by the proposing firms.

## **2.0 PROJECT DESCRIPTION**

The location of this proposed project has not been established. The total project budget is expected not to exceed \$15M. The City Council has appropriated \$300,000 to fund the conceptual design. Work beyond this stage cannot proceed without obtaining additional design and construction funding. The conceptual design will be used to assist the City in obtaining the required additional funding.

The project will consist of the design and construction of a new public safety building. The design may include; assistance in site selection, participation in public involvement, completing design survey and geotechnical investigation, preparing construction documents, and cost estimating. The project construction may include, the following work items: demolition, site grading, site utilities, site paving, building foundations, building infrastructure, building finishes, fire station construction, police station construction, electrical, plumbing, HVAC, fire sprinklers, telecom, security systems, building management software, commercial kitchens, interior finishes, employee sleeping quarters, prisoner detention cells, landscaping, public parking lots, fire equipment/vehicle storage, police equipment/vehicle storage.

## **3.0 SCHEDULE**

The following is a tentative schedule for these events:

### **3.1 Designs and Construction**

Conceptual Design	March 2014 – July 2014
Preliminary Design (35%)	August 2014 – January 2015
Plans-In Hand Design (65%)	March 2015 – September 2015
Final Design (100%)	November 2015 – April 2016
Site Preparation/Foundation Package Construction	May 2016 – October 2016
Building Package Construction	August 2016 – June 2017

### **3.2 Selection of the GC/CM**

12/11/13	Publication announcing the Request for Proposals (RFP).
01/07/14	Proposals are due from interested GC/CM firms, 4:00 p.m.
01/31/14	City completes selection of firms to be interviewed and notifies all firms of the results of the selection.

- 02/05/14 Interviews.
  
- 02/14/14 Requests for Final Proposals for MACC % fee and general conditions work are sent to the selected finalists. Unsuccessful firms are notified.
  
- 02/28/14 Final Proposals are due.
  
- 03/10/14 Final selection complete. Successful and unsuccessful firms are notified.

#### **4.0 SCOPE OF GC/CM SERVICES**

The City is seeking a GC/CM firm to coordinate and manage the design and building process as a member of a team with the City and other stakeholders. The GC/CM firm should be skilled in facilitating public involvement, developing schedules, preparing construction estimates, performing value engineering and life-cycle costing, analyzing alternative designs, studying labor conditions, understanding construction methods and techniques, performing constructability reviews, sequencing of work, and coordinating and communicating team activities throughout the design and construction phases. In addition, the GC/CM must be familiar with the local labor and subcontracting market and be capable of working with local subcontractors (to the extent possible) to generate viable pricing alternatives.

#### **5.0 SELECTION AND AWARD PROCESS**

The process for selection, negotiation of the MACC, award of the contract, and payment for preconstruction work is anticipated to be as follows:

**5.1** Anyone interested in becoming the GC/CM may submit a proposal in accordance with the submittal requirements set forth in Section 6.0 of these instructions.

**5.2** On the basis of the evaluation criteria set forth in Section 9.0 of these instructions the firms/teams submitting proposals will be ranked. The highest ranked firms/teams may be asked to an interview. If no interviews are necessary, we will move directly to final proposal submittal with the highest ranking firm. If interview(s) are conducted, the interview score and original scores will be added together and the evaluation committee will select the ranked firms/team that will submit final proposals for the fee and fixed amount for specified construction phase general conditions.

**5.3** If more than one firm/team is asked to submit a final proposal, they will be evaluated and the scores added to their previous scores. The firm/team with the highest scoring proposal based on the selection committee's evaluation of the original submittals, the interview, and the final proposal will be asked to submit a Preconstruction Work Plan and proposed preconstruction services fee. Subject to approval of the Preconstruction Work Plan and fee by the City, the Contractor shall immediately execute an Agreement for Preconstruction Services, which shall be solely for the performance and payment of preconstruction services. Failure to submit a Preconstruction Work Plan and fee satisfactory

to the City within seven (7) calendar days of City's request may render Contractor's proposal non-responsive. It is anticipated that MACC negotiations will occur when the scope of the project is adequately defined as determined by the City, but no later than the conclusion of design development. At the time a MACC is successfully negotiated, the parties will sign the GC/CM Contract, which will supersede the preconstruction agreement.

**5.4** MACC negotiations will take place prior to execution of the GC/CM Agreement. The Contractor's MACC estimate shall be completed at a time directed by City after receipt of the 65% design documents. MACC negotiations shall be completed within 30 days of the receipt of the Contractor's MACC estimate. Should the Contractor and City not agree on a MACC, the City may cancel the negotiations and begin to negotiate with the next highest ranked firm/team. Should the City choose to cancel the negotiations upon failure to achieve a MACC, such cancellation will be effective upon receipt of written notification to the Contractor. Contractor shall not be reimbursed for the MACC negotiations.

## **6.0 PROPOSAL FORMAT/ SUBMITTALS**

Every respondent must reply to each of the items set forth below in a clear and concise manner. Responses must be in the same order as listed below. Brevity is preferred. Pay attention to specific requests for information. All proposals shall be single bound in 8 1/2 x 11 format; ten (10) copies are required. The submittals shall be organized in a manner that will enable the GC/CM Selection Panel to quickly access pertinent information. In consideration of the reviewer's time, every effort should be made to avoid duplicating the information presented in the submittals. Submit copies of the proposal by mail or messenger, no later than 4:00 p.m., January 7, 2014 to:

City of Homer  
City Hall  
491 E. Pioneer Avenue  
Homer, Alaska 99603  
Attention: Walt Wrede, City Manager

**6.1 Letter of Interest:** (no more than one page long). At a minimum, the letter shall identify the project for which the proposal has been prepared; briefly state your firm's understanding of the services to be provided; make a positive commitment to provide the services specified; and give the name, title, address (mailing and e-mail), and phone number of the person(s) authorized to make representations for your firm/team. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm/team.

**6.2 Presentation of the Project Team:** (no more than four pages long). Describe the proposed GC/CM team, including significant team members, the organization and the responsibilities of the prime and each major sub-contractor firm. At a minimum include:

**6.2.1** A statement stipulating whether the GC/CM is a prime contractor or a joint venture. In either case, provide a listing of the firms that comprise the GC/CM Team and their relative involvement in the project. If subcontractors or joint-venture teams are proposed, indicate projects where the team has had

experience in working together. If the GC/CM is a joint venture, a copy of the joint venture agreement should be submitted (not a part of the page limit restrictions). The joint venture agreement or other documents submitted by the proposer should specify the degree of control each joint venturer will exercise, the distribution of profit and loss, and the identification of work responsibilities each will exercise.

**6.2.2** An organization chart.

**6.2.3** The staffing requirements for and key individuals assigned to the GC/CM team for this project. Prepare separate listings for the preconstruction and construction phases. List the title of the position, the name of the individual to be assigned (at a minimum, the principal in charge or corporate executive dedicated to the project, the project manager, the construction superintendent, the cost estimator, the scheduler and the safety officer shall be identified); the firm within the GC/CM team responsible for each function; the hourly rate to be charged for work\* performed by the individual assigned (if reimbursable); and the extent of involvement of the individual assigned during each phase of the project (pre-construction, subcontract buyout and construction) expressed as a percentage (100% = full time).

\*- The purpose of this requirement is two-fold; 1) the rates for key individuals are established in a competitive environment (in preparation for the submittal of final proposals); and 2) that these rates can be scored as part of the "Ability of Professional Personnel and Qualifications of the Firm" evaluation criteria. Although this is, for the most part, a qualifications based selection process, the evaluation committee will consider the hourly rates quoted for key personnel as one of the measures of your firms qualifications.

**6.2.4** A description of the experience the personnel assigned to this project have had in managing similar projects.

**6.3 Team Member Qualifications:** (no more than four pages long)

**6.3.1 Qualifications of the firms comprising the Project Team:** Provide a brief description of the history and capabilities of each firm in the project team. Describe the types of projects or services the firm has provided on similar projects and the dollar value of each.

**6.3.2 Qualifications of the individual members of the Project Team.** Provide the qualifications of the individuals who have been identified elsewhere in the proposal. Include resumes with the history of employment, education, experience, length of time with the firm and any other information the selection committee might find useful in evaluating the qualifications of the individual nominated.

**6.4 Firm/Team Performance:** (no more than four pages long) Proposals shall include responses to the following questions:

**6.4.1 Past Performance of the GC/CM Team in completing GC/CM projects or projects with a Guaranteed Maximum Price.** What has been the experience of your firm in completing GC/CM projects? Provide a list of three completed projects. For each project provide the duration of construction, the final cost, a reference who is familiar with your firm's performance and note if any of the individuals named in your project team participated as members of the project team for the listed project. If your firm has not completed three GC/CM projects in Alaska, then list projects you believe were successfully completed using a similar format; e.g., CM/GC, GMP, Design/Build.

**6.4.2 Past Performance of the GC/CM Team in completing projects similar to this Project.** What has been the experience of your firm in completing projects of a similar size and type to this Project? Provide a list of three completed projects. For each project listed provide a description of the project, the duration of construction, the final cost, a description of the pre-construction services performed by your firm, a reference who is familiar with your firm's performance in completing the project and note if any of the individuals named in your project team for the this project also participated as members of the project team for the listed project. Highlight experience on projects requiring facilities to remain in operation during construction.

**6.4.3 Ability of the GC/CM Team to control the project schedule and complete the project within budget.** Explain how your firm would develop a project budget and schedule at the schematic design stage of the City Hall/Plaza project. What estimating and scheduling systems and management techniques does your firm employ to achieve success in completing projects with multiple phased permits on time and within budget? Provide the following additional information for each of the three projects listed in your firm's response to paragraph 6.4.1 above: (1) the original guaranteed price (MAcc) and the expected completion date, and (2) the actual price and completion date.

**6.4.4 Location of the firms proposed.** Demonstrate your firm's experience in successfully completing construction projects in the Kenai Peninsula Borough/Homer area and your success in working with local subcontractors and suppliers, permitting officials and design professionals. Explain how you would maximize the use of local subcontractors during the construction phases.

**6.4.5 Recent, Current and Projected Workload.** What has been your annual volume (in dollars) of construction for the past five years? What is your anticipated volume for the current year and what is your plan for the next two years? How would your firm's participation in this project affect that plan? Provide the firm's bonding capacity and state the ability of the firm

to bond this project. Show proof that your firm/team has the capacity and resources to successfully complete this project successfully.

**6.4.6 Concept of the Proposal.** Discuss the Project Team's approach to completing the project. Discuss the major challenges to successful completion and how the Team proposes to approach them. What expectations does the Project Team have for the City?

**6.4.7 Accident Prevention Program.** Provide information regarding your Health and Safety program. Indicate your accident occurrence rate and note any fatalities that may have occurred on your projects in the last three years.

**6.4.8 Team Experience in Completing Preconstruction Services.** Provide a short synopsis of your firm's approach to the following preconstruction responsibilities: Design review and commentary, document coordination, cost estimating, constructability review and commentary, during design, value engineering, site logistics, permitting and subcontract preparation and packaging. Provide two or more examples of the range of pre-construction services your firm has provided on previous GC/CM or private sector projects with a guaranteed maximum price (GMP Projects).

**6.4.9 Quality Control.** Provide a summary of your firm's approach to quality control during construction. In the summary, include a description of the quality control organization you plan to employ and the levels and authority of the individuals assigned quality control responsibility.

## **7.0 INTERVIEWS**

There may not be an interview for this project, but should your firm be invited to an interview, questions will be directed solely to the proposed key project staff. At a minimum, the corporate executive dedicated to the project, the project manager(s), the project superintendent(s), project estimator(s), and the key individuals responsible for pre-construction services shall be in attendance. In addition to presenting their qualifications, experience and the project team's approach to the project; the interviewees will be expected to respond to questions from the committee regarding the firm's proposal as well as additional questions that might be posed by the review committee.

## **8.0 FINAL PROPOSAL**

Firm(s)/team(s) asked to submit a final proposal shall submit two bid numbers on a bid form to be provided for the City. The first number shall be for the "Contractor's Fee," the second shall be for the "Specified General Conditions Work." The terms "Contractor's Fee" and "Specified General Conditions Work" will be specifically defined in the GC/CM Contract to be provided to those firms selected to submit final proposals.

**8.1** State your Contractor's Fee as a percentage and multiply it by the MACC to determine a single lump sum number for the dollar amount of the Contractor's Fee. The dollar amount of



the Contractor's Fee will be added to the dollar amount for the Specified General Conditions Work to determine a single number, the Proposer's Total Bid.

**8.2** In completing the Bid Form, the Proposer must enter a number for both the Contractor's Fee and the Specified General Conditions Work. No other entries, modifications, or qualifications shall be made to the bid. Failure to comply in full with these requirements shall be grounds for a bid being declared non-responsive. The City reserves the right to reject any or all bids, and to waive informalities or non-material irregularities in the bids received.

**8.3** The name, address, and Contractor's license number of bidder shall be typed or printed on the bid in the space provided. The name must match the name on the bid guarantee.

**8.4** Bids must be (1) submitted on the forms furnished by the City or on copies of those forms, and (2) manually signed in ink. The person signing the bid must initial each page.

**8.5** Proposers shall submit bids in the format provided in the Bid Form. Only the amounts and information asked for in the Bid Form furnished will be considered as the bid. All blank spaces must be filled in.

**9.0 BID GUARANTEE**

Proposers selected to participate in the final step of the process (final proposal) shall furnish a bid guarantee in the form of a firm commitment, such as bid bond, postal money order, cash or cashier's check payable to the City, in the amount of at least 5% of the total bid. The City reserves the right to hold the bid guarantees of all Proposers until the successful proposer has entered into the contract and furnished the required bonds and insurance certificates, or for a period of 60 days, whichever is the shorter time.

**10.0 EVALUATION CRITERIA**

Below is a list of the evaluation criteria and which sections of the RFP apply to each criteria:

<b>Applicable RFP Criteria</b>	<b>RFP Sections</b>	<b>Points</b>
Ability of Professional Personnel and Qualifications of the Firm	6.1, 6.2, 6.3	10 points
Past performance on GC/CM projects.	6.4.1	4 points
Past performance of the firm in completing similar projects.	6.4.2	4 points
Ability of the Firm to meet time and budget requirements.	6.4.3	4 points
Location	6.4.4	3 points
Recent, current and projected workload, and capability of the firm including financial stability	6.4.5	5 points
Concept of the Proposal	6.4.6	5 points
Accident Prevention Program	6.4.7	5 points
Preconstruction Services	6.4.8	5 points
Quality Control	6.4.9	<u>5 points</u>
	Subtotal:	50 points

The City recognizes that it is the review committee's responsibility to compare each proposal in a consistent manner and award points for each evaluation criteria in a way that fairly and adequately differentiates between the qualifications of each proposer.

The Selection committee will review all conforming proposals received in response to this RFP. Based upon the results of their scoring the committee may request a final proposal from only one firm or develop a short list of firms to interview. Interview scoring plan will be provided to short-list firms. Interview scoring - 35 points.

The Firms/Teams that the Selection Committee believes to be most qualified based upon their evaluation of the submittals received (and interviews if necessary) will be requested to submit Final Proposals for fee and specified general conditions. Final Proposals will be evaluated as follows:

Low Conforming Proposal	-	15 points
Proposals within 5% of Low Proposal	-	12.5 – 14.5 points
Proposals within 10% of Low Proposal	-	7 – 12 points
Proposals within 15% of Low Proposal	-	0 – 6 points
Others	-	0 points

(for each percent that the proposed sum of fee and general conditions work is higher than the low conforming proposal deduct ½ point up to 5%, one point up to 10% and one and ½ points up to 15%).

The Firm/Team with the highest scoring proposal resulting from the Selection Committee's evaluation of the RFP proposal, the interview, and the final proposal will be selected for MACC Negotiations. (Total Possible: 100 points). In the event of a tie in total points, the firm/team with the lowest conforming final proposal will be selected.