

# REQUEST FOR PROPOSALS CONSTRUCTION MANAGER AS CONSTRUCTOR

South Montgomery Community School Corporation (SMCSC) is requesting proposals for the services of a Construction Manager as Constructor in accordance with Indiana Code 5-32. The purpose of this Request for Proposals (RFP) is to identify those firms most capable of delivering the preconstruction and construction services required for the successful delivery of the multi-facility improvement initiative (Project).

Information regarding the Project can be found at <http://www.southmont.k12.in.us/node/1537>.

## RFQ RESPONSE OUTLINE

Address the following questions, in the order outlined below.

Name of Firm and Year Established: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Website Address: \_\_\_\_\_

### 1. Business Organization

- A. Business structure:   \_\_\_ Individual  
                                  \_\_\_ Partnership  
                                  \_\_\_ Corporation
- B. Number of years your firm has provided Construction Manager as Agent or as Constructor services: \_\_\_\_\_
- C. Number of full-time employees in your organization: \_\_\_\_\_
- D. Provide the number of in-house staff in these categories:
- |                              |                               |
|------------------------------|-------------------------------|
| _____ Administrative         | _____ On-Site Superintendents |
| _____ Accounting/Finance     | _____ Project Managers        |
| _____ Clerical               | _____ Registered Professional |
| _____ Cost Control Engineers | _____ Value Engineers         |
| _____ CPM Schedulers         | _____ Other (list)            |
| _____ Estimators             |                               |
- E. Provide a brief history of your firm.
- F. List principals/officers of the firm.

**2. Staffing**

- A. Provide a corporate organizational chart.
- B. Provide a proposed project team chart.
- C. Provide resumes of team members highlighting relevant project experience.
- D. Provide K-12 Owner reference for each team members within the resume.

**3. Relevant Project Experience**

- A. List the Indiana K-12 projects completed for which your firm served as a construction manager or general contractor within the last three years.
- B. How many additions / renovations of an occupied K -12 school facility has your firm managed as a construction manager or general contractor within the last three years?

**4. Project Approach**

- A. Briefly describe your project approach to Pre-Construction Services.
  - 1. Estimating
  - 2. Value Management
  - 3. Bidding
- B. What is your project approach to managing communications?
- C. How to you minimize interruptions to students and staff during the construction process?
- D. What is your approach to involving South Montgomery CSC in the decision-making process?
- E. Please describe your approach as a Construction Manager as Constructor.
- F. Please describe your approach to contracting with minority, women and veteran business enterprises, and using good faith efforts to fulfill the state's goals for contracting with minority, women and business enterprises.

**5. Fees**

- A. Identify your proposed fees to perform the Construction Manager as Constructor services for this Project.

**6. References**

- A. Provide a list of five K-12 educational client references, with contact names and information, with whom your firm has worked within the past three years.

- B. Provide a list of three architectural partners with contact names and information, with whom your firm has worked on public K-12 projects within the past three years.

**7. Bonds & Insurance**

- A. Provide documentation from your surety or bonding agent regarding your firm's bonding capacity. The selected Construction Manager as Constructor will be required to provide a payment and performance bond in the amount of the Guaranteed Maximum Price.
- B. Provide a certificate of insurance showing your firm's insurance in compliance with the insurance requirements included in this RFP.

**8. Guaranteed Maximum Price (GMP)**

- A. Please describe your approach in establishing a GMP.

**9. Prequalification of Potential Bidders**

- A. Please identify whether you intend to seek the prequalification of potential first tier subcontractors and describe your recommendations regarding any such prequalification.

**PRELIMINARY SCHEDULE**

The following is a preliminary schedule identifying major milestone dates.

2017	March	22	RFP issued
	April	7	Responses to the RFP are due by 4:00 p.m., local time
		TBD	Conduct interviews
	May	8	Board authorizes entering into contract negotiations with the Construction Manager as Constructor as selected by the Evaluation Committee
	July	10	Board enters into contract with selected Construction Manager as Constructor

**ADDITIONAL INFORMATION**

1. The evaluation committee established by SMCSO shall select offerors to this RFP to meet with and interview. Those offerors that are selected for such interviews shall be given an equal opportunity to meet and communicate with the evaluation committee.
2. After the conclusion of interviews, the evaluation committee will review information from the RFP and will use the following criteria for how the Construction Manager as Constructor will be selected:

1. General qualifications;
  2. Relevant experience;
  3. Project Approach
  4. Fee;
  5. MBE/WBE/VBE participation, history and good faith efforts to fulfill the state's goals for contracting with MBE/WBE/VBE enterprises;
  6. Interview
3. SMCSC intends to establish a GMP on this Project. SMCSC currently anticipates that the GMP will be established after bids have been received from the first-tier subcontractors and prior to construction commencing. The GMP will also identify the required date(s) of substantial completion of the Project.
4. Construction Manager as Constructor shall maintain the following minimum insurance:
- Commercial General Liability - \$1M per occurrence and \$2M in the aggregate
  - Umbrella/excess insurance - \$5M
  - Automobile Liability - \$1M per accident and \$2M in the aggregate
  - Workers Compensation – statutory
5. SMCSC creates no obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a response. Neither this RFP nor the response shall be construed as a legal offer.
6. SMCSC assumes no responsibility or liability for any expenses incurred by the selected or prospective Construction Managers as Constructors, in connection with the preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this RFP.

## **REQUEST FOR PROPOSAL REQUIREMENTS**

South Montgomery Community School Corporation will receive responses to the RFP until April 7, 2017, 4:00 p.m., local time. Proposals received after this date and time will be returned unopened. Any postal/courier service is the agent of the responder. Provide seven (7) hard copies and one (1) digital copy on flash drive of your Proposals as follows:

VIA HAND-DELIVERY AT: South Montgomery Community School Corporation  
ATTN: Mr. Brett Higgins  
Administration Office (located at Exterior Door #18)  
6425 US 231 South  
Crawfordsville, IN 47933

OR VIA MAIL AT: South Montgomery Community School Corporation  
ATTN: Mr. Brett Higgins  
PO Box 8  
New Market, IN 47965

UNTIL: 4:00 P.M. (Local Time)  
Friday, April 7<sup>th</sup>, 2017

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All questions shall be addressed in email to:

Mr. Brett Higgins  
Director of Operations & Technology  
South Montgomery Community School Corporation  
[Brett.Higgins@southmont.k12.in.us](mailto:Brett.Higgins@southmont.k12.in.us)

Only answers issued by Mr. Brett Higgins at SMCSC in writing will be considered valid. South Montgomery Community School Corporation reserves the right to terminate the RFP process for any reason, to be the sole judge of the value and merit of the responses submitted, to reject all responders and to waive any informalities or irregularities in any of the responses.