

August 15 , 2018

REQUEST FOR PROPOSAL
FOR CONSTRUCTION MANAGER SERVICES AT RISK
for the proposed OGLETHORPE CONFERENCE CENTER
Newcastle and G Street, Brunswick, GA

Proposal Date: August 15, 2018

The City of Brunswick invites written proposals for Pre-Construction and Construction Management services for the proposed **new OGLETHORPE CONFERENCE CENTER** located in Brunswick, Georgia. Proposals are solicited for these services in accordance with the terms, conditions and instructions set forth in this Request for Proposal ("RFP"). The work to be done shall consist of furnishing all pre-construction management and consultation, construction management, materials, equipment and labor for the complete construction of the proposed conference center and adjacent exterior improvements.

Proposals are to be received via email by

John Hunter

City of Brunswick at

jhunter@cityofbrunswick-ga.gov

By no later than September 6, 2018 by 3:00 p.m.

No proposals will be considered if received after stated deadline.

All interested proposers are to register with

Gunn Meyerhoff Shay Architects at

pshay@gmshay.com

by no later than August 24, 2018

in order to obtain access to the Design Development drawings
for information purposes only.

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for the proposed OGLETHORPE CONFERENCE CENTER.

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CONTACT INFORMATION & SUBMITTAL INSTRUCTIONS
FOR CONSTRUCTION MANAGER SERVICES AT RISK
for the proposed OGLETHORPE CONFERENCE CENTER, Brunswick, GA

- 1. **DEFINITIONS:** Where the following words, or the pronouns used instead occur herein, they shall have the following meaning:

“Owner” shall mean City of Brunswick, or its authorized and legal representative.

“Architect” shall mean Gunn Meyerhoff Shay (GMS), 12 East Bay Street, Savannah GA, 31401 and is the architect of record.

"Construction Manager" shall mean the party of the second part to the Contract Agreement, or the legal authorized representatives of such party.

- 2. **SITE VISIT:** The bidders are required to visit the site to examine the location of the work, and to inform themselves fully as to the existing conditions; the materials to be removed; the conformation of the ground; the character, quality and quantity of the materials to be encountered; the character of equipment and facilities needed to execute the work; the general and local conditions; and all other matters which can in any way affect the work to be done under the contract.

- 3. **QUESTIONS REGARDING THIS RFP:** Any and all questions or requests for clarification relating to this RFP can be directed to the Architect at any time prior to 3:00p.m. on August 24, 2018. These requests should be **submitted via email prior to 3:00 p.m. on August 24, 2018** and directed to the Owner and Architect at the following:

Patrick Shay
Senior Principal / Architect
Gunn Meyerhoff Shay Architects

John Hunter
Planner
City of Brunswick

Email: pshay@gmshay.com

Email: jhunter@cityofbrunswick-ga.gov

A copy of the questions and answers (as well as any clarifications, changes and/or other information deemed necessary) will be sent in the form of an addendum to each recipient of this RFP. Questions submitted after **3:00 p.m. on August 24, 2018** may not be answered prior to the RFP submittal deadline.

- 4. **SUBMITTAL INSTRUCTIONS:** Proposals shall be submitted via email in PDF digital format at or before **3:00 p.m. on September 6, 2018** and directed to Owner and the Architect at the following:

Patrick Shay
Senior Principal / Architect
Gunn Meyerhoff Shay Architects

John Hunter
Planner
City of Brunswick

Email: pshay@gmshay.com

Email: jhunter@cityofbrunswick-ga.gov

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RFPs emailed after the specified time will not be considered. All responses shall be held confidential from other bidders to the extent possible, but ultimately will become a matter of public record. The Owner reserves the right to evaluate the responses submitted, waive any irregularities therein, select candidates from the submittals for more detailed or alternative proposals, accept any proposal, reject any and all proposals, negotiate with one or more bidders or cancel the entire RFP process. Bidders will not be entitled to recover any costs for preparation of this RFP.

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ANTICIPATED SCOPE OF SERVICES
FOR CONSTRUCTION MANAGER SERVICES AT RISK
for the proposed OGLETHORPE CONFERENCE CENTER for
CITY OF BRUNSWICK

1. DESCRIPTION OF PROJECT: The Oglethorpe Conference Center is a SPLOST funded project for the City of Brunswick, GA. The conference center is designed to be an anchor for a rejuvenation of the historic downtown area as a hub for meetings, visitors and hospitality. The facilities include multi-purpose spaces for meetings, banquets, educational events, exhibits, weddings, receptions and other assembly-driven events. The center is expected to break ground on construction in late 2018 and be completed by summer of 2020.

The project is currently underway with planning and design development.

2. PROPOSED SCOPE OF SERVICES: The Construction Manager shall be responsible to complete the scope of work as outlined hereinafter for the management, construction consultation, and construction of the proposed development and the surrounding exterior improvements. The anticipated scope of construction management services at risk may include, but are not necessarily limited to the following:

Licensing:

- a. The Construction Manager shall be a licensed State of Georgia general contractor.

Pre-Construction Services:

- a. The Construction Manager shall collaborate with the Owner, Architect and consultants on the design, constructability, cost and schedule of the project during the pre-construction period to bring the best value to the project. The Construction Manager shall consult with the Owner and Architect in reviewing and developing the Construction Documents, participate in design decisions by providing information, estimates, schemes and recommendations regarding construction materials, methods, systems, phasing, value engineering suggestions and costs that shall provide a quality project within the budget and schedule. The Construction Manager shall provide a project schedule during the pre-construction period illustrating tasks, permits & approvals, construction stages, etc. The Construction Manager shall review the documents for completeness, coordination, ambiguities and the ability to bid.

Guaranteed Maximum Price:

- a. The Construction Manager shall provide the Owner with a Guaranteed Maximum Price (GMP) using the 100% Construction Documents within one month of the completion of these documents. The Guaranteed Maximum Price for the project will be an amount not to exceed \$5,800,000. The Construction Manager will be required to provide a minimum of three (3) qualified trade contractor bids for each trade. All bids shall be made available to be reviewed by Owner and Architect.
- b. A Performance and Payment Bond will be required for the full amount of the Guaranteed Maximum Price, to be delivered prior to the commencement of construction work.

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Staging, Storing & Parking:

- a. The Construction Manager may utilize designated portions of the existing site for field offices, staging, storage of materials and equipment, collection of trash and debris, etc.
- b. The Construction Manager shall be responsible to locate all additional space needed for a field office, staging, storing of materials and equipment and parking and transportation of personnel to the job site as may be necessary.
- c. NO parking is allowed on City Rights-of-Way, adjacent properties, on any lawns or green spaces within the vicinity or under/near any trees.

Traffic & Pedestrian Controls:

- a. The Construction Manager shall be responsible to furnish, install and maintain any necessary temporary barricades, construction fencing with printed fabric screen (artwork per Owner), protective measures due to changes in grade, sidewalk closures, traffic control plans, etc. for any work during the project to provide for the security and safety of the general public and all employees.

Documentation and Coordination of Project:

- a. The Construction Manager shall be required to provide photo documentation of the progress of the project. Photo documentation is encouraged to be consistent common view points from week to week and to show progress of construction progress to the Owner.
- b. The Construction Manager shall be required to hold regular project meetings and provide the Owner and Architect a copy of the meeting minutes for use and record. The Construction Manager shall also provide the Owner and the Architect a weekly project report detailing the status of construction, current issues, unresolved items, request for information, change orders, scheduling updates (with a provided schedule if necessary), permit status, etc.
- c. The Construction Manager shall be required to provide site wide Wi-Fi access for communications, consultant, contractor and Owner usage. This Wi-Fi shall not interfere with any similar data systems for the campus being operated by Owner.

Inspection & Testing:

- a. The Construction Manager shall not be responsible for providing the testing and inspection consultants for the project's construction. These costs and selections shall be performed and paid for by the Owner. The Construction Manager shall be responsible to coordinate, schedule and cooperate with the Owner's inspection and testing consultants.

Builder's Risk Insurance:

- a. The Construction Manager shall provide a cost for obtaining the Builder's Risk Insurance Coverage and indicate such costs in the General Conditions breakdown. Upon review of these costs, the Owner may elect to obtain the Builder's Risk Insurance Coverage for the project instead of going through the Construction Manager.

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Hazardous Materials:

- a. No hazardous materials removal is expected as part of the scope of this contract.

City of Brunswick Required As-Built Drawings:

- a. The Construction Manager shall provide a full set of surveyed as-builts for the site improvements for the records of the Owner and to fulfill the requirements of the City to close of permits.

The City of Brunswick will receive a set of as-built drawings at the completion of the project.

Permits & Fees:

- a. The Construction Manager shall be responsible to pay any and all additional fees, permit fees, utility disconnection and connection fees, meter fees, C of O fees, etc. due to the City, utility companies or other governing agencies. The Construction Manager shall be responsible to obtain applicable demo permits, building permits, right of way permits, business licenses and other inspections or permits as required by the City of Savannah and the utility companies.

Accounting & Payment Applications:

- a. The Construction Manager shall utilize standard AIA Documents for all payment requests.

3. LIST OF DOCUMENTS:

The following documents are part of this RFP and contain specific project information. Design of the project is ongoing. These documents are not attached to this RFP but are available to download in the drop box link provided with this RFP and managed by the Architect. All documents and exhibits to this RFP are to be acknowledged and used in the preparation of your RFP submittal. Please contact the Architect if you experience difficulties downloading any files from the drop box.

**Design Development RFP Package, Engineers' Drawings, and Geotechnical Report
By Gunn Meyerhoff Shay Architects**

General Conditions and Fee Breakdown:

Exhibit A (by Proposer, in their chosen format, with specifics.)

Construction Manager Standard Contract Documents

Standard AIA Documents, latest edition:

- Exhibit B – A133 (Owner – CM agreement)
- Exhibit C – A312 (Performance and Payment Bond)
- Exhibit D – A201 (General Conditions for Construction)
- Exhibit E – G706A (Contractor's Affidavit / Lien Waiver)

- 4. PROPOSED SCHEDULE FOR SERVICES: This section provides the desired and anticipated schedule for the work to be completed under this scope of services. This information is for the bidder's use to estimate man power requirements; however, it is subject to change.

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Construction Manager Proposal Submittal	September 6, 2018
Review and Evaluate Proposals	September 7-14, 2018
Select Construction Manager	September, 2018
Provide Budget Estimate #1 based on 50% of construction documents	October, 2018
Provide Budget Estimate #2 based on 90% of construction documents	November, 2018
Finalize contract and establish Guaranteed Maximum Price 100% Complete Construction Set	December, 2018
<u>Anticipated Date of Obtaining Permit Approvals</u> All improvements	December, 2018
Completion of All Improvements	August 1, 2020

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SUBMITTAL CONTENTS & EVALUATION CRITERIA
FOR CONSTRUCTION MANAGER SERVICES AT RISK
for the proposed OGLETHORPE CONFERENCE CENTER

The following information shall be included in the response to this RFP:

1. PRICING AND TECHNICAL PROPOSAL: Provide as outlined. The proposal will be valid for 90 days.
2. INCOMPLETE PROJECTS: Provide a description of any projects or assignments on which your firm was terminated, for any reason, or on which your firm has been replaced as the Construction Manager in the past 5 years.
3. LEGAL ACTIONS: Provide a description of any pending or current public or private legal action (including without limitation, mediations, arbitration, litigation, mechanic's liens and bond claims) that your firm is directly or indirectly involved in and your firm's role in the action. Please provide a description of any legal actions with the past 5 years.
4. QUALIFICATIONS/OBJECTIONS OF CONTRACT: Provide any qualifications or objections to the contract documents. Any qualifications not noted on a separate sheet accompanying the Proposal shall not be considered later. The Owner's expectation is that the selected firm will enter into the Contract Agreement with only minor changes or modifications, unless otherwise specified.
5. ALL INFORMATION TRUE: By submitting a response to this RFP, the respondent represents and warrants to the Owner that all information provided in the response is true, correct and complete.
6. STATEMENT OF PROPOSER'S QUALIFICATIONS: Provide as included hereinafter.
7. INSURANCE REQUIREMENTS: Provide evidence, and as outlined hereinafter.

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PROPOSAL FORMAT
FOR CONSTRUCTION MANAGER SERVICES AT RISK
for the proposed
OGLETHORPE CONFERENCE CENTER

In order to efficiently evaluate the responses, it is IMPORTANT that bidders follow the following format in preparing their response. Each response shall be organized in the following order:

- A. Outside Cover**
This shall contain the name of the project "Proposed Oglethorpe Conference Center, Brunswick, GA", the name of the bidder and the submittal date.
- B. Table of Contents**
The next page should be a table of contents.
- C. Section 1: Cover Letter**
The first section shall include a cover letter and your commitment, if selected, to negotiate in good faith agreements that are substantially in accordance with your RFP, the attached preliminary scope of services and the final documents.
- D. Section 2: Fee, General Conditions & Pre-Construction Costs**
An estimate of your fee (including home office personnel and profit), the general conditions for the project and pre-construction services for the project (until the GMP is determined and agreed upon). The general conditions should include only those items necessary and listed on the general conditions breakdown (Exhibit A). The Construction Manager should clearly specify the time frame the project team will be on the site.
- E. Section 3: Preliminary Construction Schedule**
A preliminary schedule for the project, covering pre-construction, construction and post-construction (project closeout). The completion date must be prior to **August 1, 2020** and should be based on the design schedule stated in the preliminary development and timing plan of this RFP.
- F. Section 4: Proposed Project Team**
The Construction Manager shall identify the key individuals that will comprise the project team, assuming a construction start date in **December, 2018**. Please include a resume with title, responsibility and relevant experience.
- G. Section 5: Prospective Subcontractor List**
The Construction Manager shall identify all major subcontractors that are anticipated to be bidding the project, noting preferred firms in each category. This will include all trades and material suppliers including but not limited to concrete, mechanical, electrical, plumbing, sprinkler/fire protection, millwork, masonry, roofing and steel framing & drywall. The Construction Manager shall also include a representative example of your pre-qualification criteria.

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H. Section 6: Relevant Experience

The Construction Manager shall provide a description of all relevant company experience for the last (5) years.

I. Section 7: Project Approach

The Construction Manager shall provide a description of your company's project approach, including:

- Pre-construction services
- Cost Management
- Schedule Management
- Quality Control Management
- Project Management
- Software Systems (Web based project management system)
- Deliverables
- Safety

J. Section 8: Litigation

The Construction Manager shall provide details on any lawsuits, arbitrations or other dispute resolution forums to which your firm has been a party over the last (5) five years.

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STATEMENT OF PROPOSER'S QUALIFICATIONS

To accompany RFPs submitted for construction management:

Full legal name of bidder: _____

Business address: _____

Business phone number: _____

Bidder is a (check one) Corporation _____ Partnership _____ Individual Proprietorship _____

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Other _____ (Specify) _____

Year organized: _____ Year incorporated: _____

If bidder is a partnership, list all names of all partners:

How many years has your company been in the contracting business under the present firm's name?

Credit available for this contract: \$ _____

Contracts now in hand, gross amount: \$ _____

Have you ever refused to sign a contract at your original bid? _____

Has your company ever defaulted on a contract? _____

What is the current available limit to your company's Performance and Payment Bond capacity?

Remarks: _____

Name of Bond Company and Agent: _____

(The above statements must be subscribed and sworn to before a Notary Public)

Sworn to and subscribed before me,

Date: _____

This _____ day of _____ 20 _____

Firm name: _____

By: _____

(Notary Public)

Title: _____

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REFERENCES:

Provide references for work completed, minimum of four, three within the last 12 months of similar size and nature. References will afford the Owner and Architect the opportunity to judge as to capabilities and performance of the Construction Manager. Provide a name, brief description, address, phone number and contact person for each project listed.

CORPORATE CERTIFICATE:

I, _____, certify that I am the Secretary of the Corporation named as Construction Manager in the foregoing proposal; that _____, who signed said proposal in behalf of the Construction Manager, was then (Title) _____ of said Corporation; that said proposal was

duly signed for and in behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers, that said Corporations organized under the laws of the State of _____.

This _____ day of _____, 20_____

_____ (SEAL)
Signature

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INSURANCE REQUIREMENTS

1. Prior to performing the work, the Construction Manager and its subcontractors and sub-consultants shall provide and maintain Certificates of Insurance demonstrating that they have the following insurance coverages in effect for the Project:
 - a. Commercial General Liability (Broad Form Comprehensive General Liability) coverage for contractual liability, personal injury, broad-form property damage, and completed operations/products liability coverage with limits of not less than \$2,000,000 per occurrence for personal injury and property damage combined and \$4,000,000 in the aggregate combined single limit. The completed operations/product liability coverage shall be maintained for eight (8) years after final completion of the project.
 - b. Commercial Automobile Liability (Comprehensive Automobile Liability) coverage, comprehensive form, including coverage for all owned, hired and non-owned vehicles with coverage of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
 - c. Workers' compensation coverage fulfilling the requirements of all applicable Georgia workers' compensation laws. The Construction Manager shall also carry employee liability insurance with a limit not less than \$1,000,000.00 each accident for bodily injury, \$1,000,000 each employee for bodily injury by disease and \$1,000,000 policy limit for disease.
 - d. To the extent that Construction Manager's work, including any work performed by any subcontractor or suppliers of the Construction Manager, involves or includes the provision of any professional design or engineering services or certifications by licensed design professionals, said professionals shall maintain professional liability coverage with limits of \$1,000,000 per claim and \$2,000,000 aggregate to adequately protect Owner, and/or the Owner's lender from errors and omissions of each design professional in connection with the performance of each design professional's services, which policies shall be maintained for eight (8) years after final completion of the project.
 - e. For any environmental remediation work, including, without limitation, the abatement, removal, or remediation of any asbestos, mold or other hazardous materials or substances, the Construction Manager shall provide Contractors Pollution Liability with limits not less than \$1,000,000 per occurrence for personal injury and property damage combined and \$2,000,000 in the aggregate.
 - f. Umbrella/Excess liability coverage with the following limits over the primary liability limits in Sections (a) and (b) above, including completed operations/products liability coverage, in the amount of twenty-five million dollars (\$25,000,000).
- g. The Construction Manager's commercial general liability, comprehensive automobile liability and umbrella/excess liability policies shall be endorsed to add the Owner, RBHD, Owner's lender and other entities designated by the Owner as additional insured with respect to the performance of the work.