

REQUEST FOR QUALIFICATIONS & PROPOSALS CONSTRUCTION MANAGEMENT SERVICES

Additions and Renovations to LEDYARD MIDDLE SCHOOL, GALES FERRY, CT

Separate, sealed Statements of Qualifications/Proposals for the services to be provided must be submitted to the following:

Town of Ledyard – Office of the Mayor
Attention: School- Renovate as New Project (RFQ/P Bid # 2016-06)
741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3215

Note: The Town of Ledyard is, by separate RFQ/RFP, concurrently soliciting Statements of Qualifications and Proposals for two separate school renovation projects, one for the Ledyard Middle School and one for the Gallup Hill School. Respondents may submit responses for either or both projects, by indicating clearly in the cover letter which school project (or both) the RFQ/P response is being submitted for. A combined response is still subject to the 100 page limit described in proposal submission below. If the response is for both projects a separate price/fee proposal is required for each project submission.

The Town of Ledyard(the Town) may select one Construction Manager (CM) for both projects and award two contracts to that firm, or award contracts to two Construction Managers, one for each school project. The Town may elect to award no contracts for either project.

All sealed responses must be received no later than 1:00 PM on September 18, 2015.

This Request for Proposal and its referenced School Improvement Project Study Report (dated August 6, 2014), may be downloaded from the Town website at <http://www.ledyardct.org/602/Construction-Management-Service-for-GHS-LMS> If you experience problems with this download, please contact Mr. C. Karno, Town Planner at planner@ledyardct.org or 860-464-3215. This study report contains a detailed overview of the conceptual design for preparing proposals.

The Town of Ledyard reserves the right to alter or revoke this RFQ/P at any time. The Town further reserves the right to reject any or all responses, to waive any informality in the responses received and to accept only those responses deemed by the Town to be in the best interests of the Town of Ledyard.

Mandatory Briefing

A mandatory briefing and site walkthrough for the Project will be held at Ledyard Middle School, 1860 Route 12, Gales Ferry, CT 06335, on September 9, 2015 at 1:00 PM. No other site visits will be provided other than this walk through. Note: This briefing and walkthrough is scheduled on the same day as the Gallup Hill School walkthrough.

Questions

Questions regarding this RFQ/RFP should be submitted in writing to: Mr. C. Karno, Town Planner, Town of Ledyard, at planner@ledyardct.org

Due to time constraints, no questions will be entertained after 12:00 noon on September 14, 2015. Questions and answers will be made available on the Town's website at <http://www.ledyardct.org/602/Construction-Management-Service-for-GHS-LMS> by 12:00 noon on September 15, 2015. All respondents are obligated to become familiar with such questions and answers and to submit or revise their responses accordingly. The Town assumes no responsibility for a respondent's failure to read questions and answers and to revise their responses accordingly.

SECTION I: INSTRUCTIONS TO FIRMS/GENERAL INFORMATION

A. PURPOSE

The Ledyard Permanent Municipal Building Committee (PMBC) is charged with the responsibility of administering the Ledyard Middle School Renovation Project (Project). PMBC must comply with procuring professional services in conformance with related State of CT and Town of Ledyard laws and regulations. For this RFQ/P, the PMBC is an agent of the Town of Ledyard and shall be referred to as "the Town." The Mayor will sign any contracts that result from this RFQ/P.

1) Project Information

- Project Location: The project is located at 1860 Route 12, Gales Ferry, CT, 06335
- Site Size: The overall site is approximately 38 acres, and includes two other schools and recreation fields.
- Building Size and Capacity: The existing middle school building is approximately 74,000 square feet with +/-350 students in grades seven and eight.
- Construction Budget: The Construction Budget is approximately \$33,600,000.
- Project Budget: The Project Budget is \$35,652,000.
- Design and Construction Schedule: Design Phase Aug 2015 to Dec 2016, Construction Phase Dec 2016 to Dec 2018
- General Information: Ledyard Middle School was constructed as a Junior High School in 1970 with no major renovations or additions since construction. The proposed project is to "renovate as new" the entire existing building, with notional demolition and construction of new space as outlined in the School Improvement Project Study Report of August 6, 2014. The renovation and addition will permit the sixth grade to be moved to the middle school from the Town's three elementary schools that currently provide sixth grade instruction. Upon completion of this project, the school will house grades six, seven, and eight. The Ledyard Middle School will be fully occupied during construction.

2) Scope of Work

The Town will be using a Construction Manager at Risk (CMAR) for this project. The construction manager will be expected to provide pre-construction and construction services in accordance with AIA Document A133-2009. The Town of Ledyard reserves the right to amend the AIA Document A133-2009.

B. SUBMISSION OF PROPOSALS:

Proposals are to be submitted in accordance with the instructions provided herein by the Town of Ledyard. One (1) original and eight (8) copies are required for submission. One electronic version must also be included (USB drive or CD/DVD). Submissions shall not exceed 100 pages in length (double sided pages are considered two pages). Two (2) copies of the price/fee proposal shall be in a separate envelope marked (FIRM NAME: PRICE/FEE PROPOSAL BID # 2016-06: LEDYARD MIDDLE SCHOOL). Note: Price/Fee proposals do not count toward the 100-page limit.

C. MANDATORY SUBMISSION REQUIREMENTS

Each respondent must include with its submission the following, ordered as follows under tabs numbered 1-4 plus alphabetical sub-tabs matching the sections below:

- 1) **Cover Letter / Executive Summary** – Identifying the firm, the name of the firm's representative, and his/her contact information (including phone, fax and email). Summarize your submission and explain why your firm should be chosen for this project. Clearly state if this submission is for one or both school projects as defined above.
- 2) **Company Information** – Describe your firm along with its history, years under current name, services, personnel, etc. A copy of the firm's license to practice in the State of Connecticut should be included in the submission.
- 3) **Public School Experience:**
 - a) **Similar Experience and References** – Describe similar school projects your firm has completed as Construction Manager at Risk within the last ten years giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

Satisfaction of the Following Minimum Qualifications: Projects listed must show that the respondent has successfully completed:

- At least two Renovate "As New" (as defined in CGS 10-282) while fully occupied Schools funded by the State of Connecticut Department of Education, with multiple phases, of similar nature to the proposed Ledyard Middle School project with a construction budget of at least \$25 million. At least one of these two schools must be a middle or high School. Note that vocational technical high schools managed by the State of CT Department of Construction Services, formerly Department of Public Works (DCS/DPW) are not schools that meet with this requirement.
- One Connecticut public school facility with at least 80,000 sq. ft. of useable area.
- Recent (last ten years) projects showing experience and knowledge of working with the Connecticut Department of Education, Office of School Facilities in assisting the Owner in obtaining maximum reimbursement for their school project. This will include experience of the work normally expected of a Construction Manager in submission requirements for Plan Completion Test, Change Orders and closeout and audit of a Connecticut school building project.

NOTE: A respondent whose response does not comply with each and every one of the Minimum Qualifications may be deemed as unresponsive which will result in the submission being rejected.

4) Qualification/Proposal Submissions Should Detail The Following:

- a) **Projects in Progress** - List major (>\$2 million) school construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.
- b) **Projects Completed** -List the major (>\$2 million) school projects your organization has completed in the past ten years, giving the name of project, owner, architect, contract amount, date of completion, final project cost, was the building occupied and percentage of the cost of the work performed with own forces
- c) **LEED or High Performance Building Experience** –Detail experience working with LEED and/or High Performance Buildings in the State of Connecticut.

- d) **Staffing** – Provide an organization chart showing pre-construction and construction staffing. Provide resumes of key personnel who will be in charge of the project and who will be directly responsible for the daily activities in the various fields of expertise required to accomplish this project.
- e) **Project Approach** – Describe the respondent’s approach to the project commencing with award of construction management contract and concluding with punch-list and final documentation completion. Describe your firm’s financial control and project management software for cost control. Detail any specific data your firm would require from the Town to perform the work. Describe the anticipated role that the Town will play in this project.
- f) **Past Claims or Disputes** – Indicate any claims, disputes, or arbitration proceedings that have occurred on any school projects your firm has been involved with in the last ten (10) years. Indicate who they were with and give a status of each even if they are pending. Include the nature of the dispute and outcome if possible.
- g) **Safety** -Provide documentation showing your firms Experience Modification Rate (EMR) rating for the last three (3) years.
- h) **Financial / Professional Capacity of the Firm:** The construction manager shall demonstrate qualifications under the DAS Contractor Prequalification Program (C.G.S §4a-100) as a Construction Manager at Risk (Group C). Provide evidence of the firm’s Bonding Capacity including per Regulations of Connecticut State Agencies paragraph 4a-100-2(g)(8).
- i) **Capacity of the Firm:** The evaluation will consider the construction manager’s experience with similar size projects and available capacity of key staff required to perform the work within the required time frames established. This section should include specifics on contract oversight experience.
- j) **Knowledge of the Locality:** The firm should have considerable and demonstrable experience with all State and Regional/Town regulatory agencies of the type having jurisdiction over this project including the Connecticut Department of Construction Services, Bureau of School Facilities.
- k) **Affirmative Action:** Include statement of compliance.

5) Price/Fee proposal.

See attached form for format. Note: As the Town of Ledyard is conducting two school renovation projects concurrently, it is reasonable that if a single Construction Manager is selected for both the Ledyard Middle School and Gallup Hill School Projects that there will be some cost savings from economies of scale/attendance at common meetings (local) in both direct and reimbursable costs. Proposers are requested, but not required, to provide two cost estimates on the bid form, one for award of both projects and one for award of only the project being bid on that form. See bid format for more information.

D. QUESTIONS AND ANSWERS ABOUT RFQ/P

It is the responsibility of the respondent to inquire about additional information or clarification as to any aspect of the RFQ/P by submitting questions.

Questions regarding this RFQ/RFP should be submitted in writing to:
Mr. C. Karno, Town Planner, Town of Ledyard, at planner@ledyardct.org

Due to time constraints, no questions will be entertained after 12:00 noon on September 14, 2015. Questions and answers will be made available on the Town’s website at <http://www.ledyardct.org/602/Construction-Management-Service-for-GHS-LMS> by 12:00 noon on September 15, 2015. All respondents are obligated to become familiar with such questions and answers and to submit or revise their responses accordingly. The Town assumes no responsibility for a respondent’s failure to read questions and answers and to revise their responses accordingly.

E. PROPERTY OF TOWN OF LEDYARD

Any information or materials submitted as a response to this RFQ shall become the property of the Town and will not be returned. All submitted materials will be available for public review.

F. FORM OF AGREEMENT

AIA Document A133-2009 as might be amended by the Town.

G. RESPONSE TO REQUEST FOR QUALIFICATIONS

Respondents wishing to respond to this RFQ/P may contact only the person identified herein.

NO DIRECT OR INDIRECT CONTACT WITH SELECTION PANEL MEMBERS IS ALLOWED (WITH THE EXCEPTION OF THE SCHEDULED BRIEFING, WALKTHROUGH AND INTERVIEW) AND ANY SUCH CONTACT WILL BE GROUNDS FOR IMMEDIATE REJECTION OF A RESPONDENT'S QUALIFICATIONS AND OTHER REMEDIES.

H. INSURANCE REQUIREMENTS

Include a Certificate of Insurance, showing evidence of compliance with the following requirements:

- a) Commercial General Liability Insurance. Contractor shall provide commercial general liability insurance policy that includes products, operations and completed operations. Limits should be at least: Bodily injury and property damage with an occurrence limit of \$1,000,000; Personal and advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Such coverage will be primary and shall not contribute in any way to any insurance or self insured retention carried by the Town. Such insurance shall contain coverage for independent contractors, subcontractors and sub consultants of Construction Manager. Such insurance shall contain contractual liability coverage for liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- b) Commercial Automobile Liability Insurance. The Construction Manager shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per accident and 2,000,000 in the aggregate annually covering both bodily injury and property damage and shall include coverage for all owned, hired, and non-owned vehicles. If no vehicles are owned or leased, the comprehensive general liability shall be extended to provide insurance for non-owned and hired automobiles.
- c) Worker's Compensation Insurance. The Construction Manager shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers. Liability Insurance as follows: Bodily Injury by Accident -\$1,000,000 each accident Bodily Injury by Disease - \$1,000,000 policy limit Bodily Injury by Disease -\$1,000,000 each employee
- d) Umbrella Liability Insurance. The Construction Manager shall provide Commercial Umbrella Liability insurance with a combined single limit of \$10,000,000.
- e) Professional Liability Insurance. The Construction Manager shall provide Professional Liability insurance with a combined single limit of \$2,000,000 per occurrence, \$2,000,000 aggregate.
- f) Each Policy of Insurance, with the exception of the Professional Liability shall include a waiver of subrogation in favor of Town of Ledyard and shall provide cancellation provisions as required by

Connecticut Changes and Nonrenewal Provisions. The Commercial General Liability, Automobile and Umbrella Liability shall name the Town of Ledyard, the selected Architect and the selected Construction Manager as an additional insured. Certificates of Insurance using ISO forms CG 2010 and CG 2030 shall be delivered to the Town prior to the commencement of the work and kept in force throughout the term thereof. The above insurance requirements shall also apply to all sub-consultants and/or subcontractors to the Construction Manager and the Construction Manager shall not allow any consultants and/or subcontractors to work until insurance has been so obtained and approved.

- g) Indemnification: The Construction Manager shall indemnify and hold harmless the Town of Ledyard and its agents, officials, representatives, volunteers, contractors and employees from and against all claims, damages, losses including property damages and personal injury, including death and expenses, including attorney's fees arising out of, or resulting from the performance of the work.

I. CONTRACT PROVISIONS

Contract Governed by Connecticut Law, Etc.:

Please note that any contract executed by the Town of Ledyard shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Ledyard.

Further, any such contract, and any other documents associated therewith, shall be in compliance and conformance with all applicable provisions of the General Statutes of the State of Connecticut, and the rules and regulations pertaining thereto, as the same may be amended from time to time.

J. PROJECT SCHEDULE: The project will be following the approximate schedule below:

- Advertise for CM qualifications (8/28/15)
- Receive CM qualifications/proposals and fee proposals (9/18/15)
- Establish Short list of not more than four (4) CM firms (9/21/15)
- CM Interviews & Selection (10/5/15)
- CM authorized to proceed (10/12/15)
- Submit revised EDO-49, if required to Bureau of School Facilities (prior to 10/30/15)
- CT Office of School Facilities Review, State & Local Permits (9/2016)
- CM Bidding and Award of Construction Contracts (10/2016 – 11/2016)*
- Start Construction (12/2016)*
- Complete Construction (11/2018)*

* - Dependent upon approval of funding by State Legislature

SECTION II: SELECTION PROCESS

A. SELECTION PROCESS

The PMBC is both the qualification and selection committee for the selection of a Construction Manager at Risk.

The PMBC will review the responses for compliance with the required documentation to determine responsiveness and that they meet the minimum qualifications as stated in the above sections. Fee proposals will not be opened until a firm has been deemed to have the met minimum qualifications stated herein by the PMBC in accordance with this RFQ/P.

The responsive/qualified submittals will then be evaluated by the PMBC based on the responses to specific information requested in this RFQ/P, including but not limited to the following criteria:

- Experience with work of similar size and scope
- Organizational and project team structure
- Past performance data, including but not limited to:
 - Adherence to project schedules
 - Adherence to project budgets
- Approach to the work required
- Documented contract oversight capabilities
- Interview Performance, interaction of the members and proposers
- Litigation History
- Current workload
- Recent staff reductions: Identify if current staffing includes those staff that were assigned to the “Qualifying” projects listed above.
- Reference Responses
- Other criteria specific to the project
- Due Consideration of the proposer’s pricing for the project based on the price/fee proposal.

From the responsive/qualified submissions, the PMBC shall select a short list of “no more than four firms” for a face-to-face interview. The selection committee (PMBC) will conduct interviews of the short list (not to exceed four firms) during special PMBC meetings not to exceed thirty-five (35) minutes each. The interview will provide the prospective Construction Managers with the opportunity to supplement its proposal, demonstrate why it would be the best choice for this project, and permit the selection committee to inquire further. After the interview, the committee shall make a final selection from that pool of firms and make arrangements to award a contract. The Town reserves the right to make no awards.

Note: Firms selected for interview will be provided with the names of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to or immediately following the interview process.

For proposers that have elected to submit responses for both the Ledyard Middle School and Gallup Hill School projects, the PMBC may elect to conduct a common prospective Construction Manager interview for both projects. If so, the notification of invitation to interview will state this intention.

The PMBC will use the initial rating and ranking of qualifications, the interview results, and the price/fee proposals to arrive at a final selection. Connecticut General Statutes requires the Selection Committee to make an award “. . . from a pool of not more than the four most responsible qualified proposers. . . .” The “most responsible qualified proposer” is the proposer “. . . who is qualified by the awarding authority when considering cost and the factors necessary for faithful performance of the work based on the criteria and scope of work included in the request for proposals.”

B. RIGHT TO REJECT SUBMISSIONS

The Town may reject any and all proposals and cancel this RFQ/P, without liability therefore, when doing so is deemed to be in the Town’s best interests. Further, regardless of the number and quality of proposals submitted, the Town shall under no circumstances be responsible for any respondent’s cost, risk and expenses. The Town accepts no responsibility for the return of successful or unsuccessful proposals. This RFQ/P in no way obligates the PMBC to select a respondent.

SECTION III: PRICE/FEE PROPOSAL

Price/fee proposals shall be submitted at the same time as the firm's Statement of Qualifications and Proposal, but in a separate sealed envelope. Only two (2) copies of the cost/fee proposal are required, and the Price/fee proposal should **NOT** be included in/on the electronic submission media.

Price/fee proposals will only be opened/considered after a firm is deemed qualified by the PMBC. Price/fee proposals for firms determined by the PMBC to have not met the minimum qualifications for this RFQ/P will be returned unopened.

In order to provide for a standardized comparison of price/fee proposals, the following bid format and responsibility matrix (below) shall be used in preparation of the price/fee proposal. Please review the proposal instructions regarding price/fee proposals.

**Proposal Form – Ledyard Middle School RENNOVATE AS NEW
 Fee and Compensation Structure
 Project Price Calculations**

Complete the following schedule based on a building construction cost (without other allowances) of \$33,618,000., a construction start date of December 2016 and a substantial completion date of December 2018. (24 Months)

Fee and Compensation Structure (for both Pre-Construction and Construction Phase Services)

Note:

The following is intended to be a firm bid assuming a building construction cost (without other allowances) of \$33,618,000.; you are requested to show distribution over the following categories:

Firm Name: _____

Fee/Compensation Description	In Dollars	By Percentage (of the construction budget)
If awarded only the Ledyard Middle School Construction Manager at Risk Contract (or if no cost difference is proposed if awarded both projects)		
Pre-Construction Phase Fixed Fee (12 Month Duration)	\$	
General Conditions/Reimbursables (based on responsibility matrix)	\$	
Construction Phase Fee	\$	
Cost per Month of Preconstruction services should preconstruction period exceed 12 months by no fault of the CM (all inclusive)	\$	
Total Cost of CM Services	\$	

Fee/Compensation Description	In Dollars	By Percentage (of the construction budget)
If awarded both Ledyard Middle School and Gallup Hill School Construction Manager at Risk Contracts.		
Pre-Construction Phase Fixed Fee (12 Month Duration)	\$	
General Conditions/Reimbursables (based on responsibility matrix)	\$	
Construction Phase Fee	\$	
Cost per Month of Preconstruction services should preconstruction period exceed 12 months by no fault of the CM (all inclusive)	\$	
Total Cost of CM Services	\$	

**Additions and Renovations to Ledyard Middle School
Distribution of responsibility general conditions and expenses Matrix**

Note: The intent of this form is only to be used as a general guideline. Full scope of services required may not be noted and/or limited to items listed.

Firm Name: _____

Item Description	Included in General Conditions	Supplied by Owner	Supplied by Trades	Included in Precon Fee	Comments
Pre-Construction Services					
Cost Estimating				X	
Value Engineering				X	
Constructability Reviews				X	
Schedule, with updates				X	
Safety Plan				X	
Purchasing/Buyout				X	
School Operations/Phasing Planning				X	
Other (Explain)					

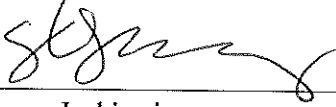

Item Description	Included in General Conditions	Supplied by Owner	Supplied by Trades	Included in CM Fee	Comments
Construction Services					
<i>On site supervisory staff</i>					
Project Manager	X				
Project Superintendent	X				
Project Engineer	X				
Accountant				X	
Secretary				X	
Assistant Engineer	X				
Assistant Superintendent	X				
On-Site Admin. Support				X	
Senior MEP Coordinator	X				
MEP Coordinator	X				
BIM Manager	X				
LEED/HPB Coordinator	X				
<i>Home Office Support During Construction</i>					
Project Executive				X	
Safety Director/Inspector	X				
Purchasing/Buyout				X	
Scheduling				x	
Contract Administrator	X				
Cost reports/cash flow projections				X	
Admin support (Corp. Office)				X	
Estimating transition and monitoring				X	
Trav. & Out of Pocket expenses	X				
Field office rental	X				
Field office installation / removal	X				
Field office furniture	X				
Field office cleaning	X				
Field office maintenance & repair	X				

Item Description	Included in General Conditions	Supplied by Owner	Supplied by Trades	Included in CM Fee	Comments
Field office security					N/A
Shed &/or storage trailer			X		
Stationary & supplies	X				
Postage & Shipping	X				
Office equipment	X				
Jobsite copy machine	X				
Computers	X				
<i>Temporary Construction</i>					
Toilets			X		
Site fencing & gates			X		
Construction fencing & gates			X		
Ladders, ramps, & stairs			X		
Building enclosures			X		
Finish work protection			X		
Dust partitions			X		
Hygiene plan requirements			X		
Water consumption		X			
Electrical – Install & Maintain			X		
Electrical – consumption		X			
Heat – install & maintain			X		
Heat – fuel consumption		X			
Fire protection			X		
Traffic control			X		
Mud & dust control			X		
Mud pads @ exits			X		
Wheel wash stations			X		
Parking			X		
Internet Connection	X				

Item Description	Included in General Conditions	Supplied by Owner	Supplied by Trades	Included in CM Fee	Comments
Computer Software	X				
Licensing Fees	X				
On Site IT Support	X				
Telephone: # lines @ \$\$/month	X				
Fax: # lines @ \$\$/month	X				
Comm. Equipment / radios	X				
Photocopying	X				
Office utilities	X				
Drinking water / coffee	X				
Data processing / IT	X				
First Air supplies	X				
Project vehicle	X				
Project vehicle fuel & maint	X				
Survey equipment & supplies			X		
Staff small gear account	X				
Field office security	X				
Project signage			X		
Records storage				X	
CM Reproduction costs	X				
Progress photos	X				
Safety Compliance material & labor				X	
Staff Training				X	
Building Perimeter Protection Cleaning & Maintenance			X		

Item Description	Included in General Conditions	Supplied by Owner	Supplied by Trades	Included in CM Fee	Comments
<i>General Cost Items</i>					
Building Permit Application	X				
Building Permit fee		X			
General & excess liability insurance	X				
Builder's Risk insurance		X			
Bid Document printing		X			
Shop Drawing printing	X				
Legal Surveys		X			
Field Engineering services			X		
Pest control			X		
Testing services		X			
Special Inspection services		X			
Advertising expenses		X			
Payment & Perf. Bond for CM	X				
Payment & Perf. Bonds for Trades			X		
Web Site maintenance		X			
Temp. elevator service			X		
Personnel & material hoisting			X		
Hoisting, rigging, & cranes			X		
Dumpster rental			X		
Trash dumpster tipping fee			X		
Interim clean up			X		
Trash chutes & hoppers			X		
Final clean up & window wash			X		
Winter protection			X		
General weather protection			X		
Snow Removal			X		
Web Site start up		X			

TOWN OF LEDYARD
PERMANENT MUNICIPAL BUILDING COMMITTEE

By  _____ Date 

Steven Juskiewicz
Chairman