

**REQUEST FOR PROPOSAL**

**FOR**

**CONSTRUCTION MANAGEMENT SERVICES**

**FOR THE**

**JEFFERSON COUNTY**

**OFFICE FACILITY**

**Jefferson County, Missouri**  
**Ms. Vickie Pratt**  
**Contracts & Grants Manager**  
**PO Box 100**  
**Hillsboro, MO 63050**  
**(636) 797-5380**

**March 3, 2006**

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## **I. INVITATION FOR PROPOSAL**

- A. Jefferson County, Missouri proposes to retain a qualified firm for the Construction Management Services required for the construction of an office facility, Juvenile Detention Center and modification to the current Sheriff's Office/Jail, to be built in Hillsboro, Missouri.
- B. To facilitate the selection of the Construction Manager for this project, interested firms are invited to submit a proposal for consideration. The proposal should contain, at a minimum, the information requested in Section VII of this Request For Proposal.
- C. Eight (8) copies of the proposal must be submitted to, and received by the office listed below no later than 4:30 pm. (CDT), local time, on April 10, 2006.

Ms. Vickie Pratt  
Contracts and Grants Manager  
Jefferson County Administration Building  
PO Box 100  
Hillsboro, MO 63050

- D. A team of County officials will evaluate the proposals and select a short-list of firms (3 to 5), for detailed interviews. A recommended selection will be forwarded to the Jefferson County Commission for their consideration. Negotiation of a Construction Management Services contract is expected to commence directly thereafter.
- E. Questions concerning this project may be directed to Contracts and Grants Manager, Ms. Vickie Pratt at (636) 797-5380.

## **II. PROJECT DESCRIPTION**

- 1. **Office Facility** – A two story office structure, approximately 30,000 gross square feet (10,000 sf per level) plus a records storage basement with an estimated construction cost of \$3,000,000.00.
- 2. **Juvenile Detention and Treatment Facility** – A single story structure, with 30 beds with an estimated cost of \$2,500,000.00.
- 3. **Remodel of Sheriff's Office** - Remodel office space to a medium security, open supervision, adult incarceration facility for 160 – 200 male prisoners with an estimated cost of \$1,000,000.00.
- 4. Upgrade existing Jail Security Systems.

### **III. SCOPE OF SERVICES**

#### **A. PRE-CONSTRUCTION SERVICES.**

The Construction Manager will assist Jefferson County during the design phase of the project by providing pre-construction services, including but not limited to the following:

1. Preparation for review by the Owner of complete, detailed construction cost estimates.
2. Value Engineering Analysis.
3. Participation in project design review meetings with the Director of Public Works and A/E Consultant.
4. Planning Team and A/E Consultant.
5. Review of the documents for completeness, clarity and construct ability.
6. Scheduling of all project construction related activities.
7. Providing input into site planning, sequencing and staging.
8. Making recommendations to the Owner, regarding division of work in order to facilitate competitive bidding and awarding of subcontracts.
9. Preparation of pre-qualification criteria for subcontract bidders and development of subcontractor interest in the project.
10. Preparation of DBE plans to ensure that the project participation objectives are achieved.
11. Conducting pre-bid conferences with subcontractors.
12. Solicitation of competitive bids from the various subcontractors, review of those bids, and making award recommendations to the Owner.
13. Obtaining review and approvals by the necessary public agencies and approval authorities.
14. Analysis of suitability of phased construction.

#### **B. CONSTRUCTION SERVICES**

The Construction Manager shall provide full construction management services during the construction phase, including but no limited to the following:

1. Preparation and execution of subcontracts and purchase orders with subcontractors.
2. Coordination and direction of the work of the subcontractors.
3. Conducting a general pre-construction meeting with all subcontractors prior to the start of construction and in-depth pre-construction meetings with all major subcontractors prior to the start of their work activities.
4. Providing temporary job site facilities and services.
5. Providing site security and controlling site access.
6. Tracking construction costs and maintaining detailed construction cost records.
7. Reviewing and processing shop drawings and other submittals.
8. Establishing, monitoring and regular updating of a CPM construction scheduling system.
9. Maintaining and providing “as-built” record drawings.
10. Reviewing all requests for changes, challenging the cost of the subcontractors as necessary, and making recommendations to the Owner.
11. Reviewing and processing all pay request applications by the subcontractors.
12. Developing and monitoring a comprehensive safety program for the Project.
13. Conducting meetings with on-site trade foremen or superintendents.
14. Conducting meetings with the Owner’s Representative and A/E Consultant to review construction progress, scheduling, problems etc.
15. Manage the complete construction of the Project.
16. Obtaining all required permits and approvals.
17. Establishing and maintaining Quality Control and Quality Assurance standards.
18. Negotiating project labor agreements, which will mitigate labor disputes, work stoppages or jurisdictional disputes.
19. Providing all record keeping to ensure proper reporting as may be required by the lending institutions, various agencies, approval authorities and the Owner.

#### **IV. ANTICIPATED SCHEDULE**

February 2006  
August 2010

Start Architectural Engineering Design  
Complete Construction

#### **V. CONTRACT FORMAT**

- A. The contract that will be used for the Construction Management Services will be based on AIA Document B801, Standard Form of Agreement between Owner and Construction Manager, 1992 Edition.

#### **VI. JEFFERSON COUNTY REPRESENTATION**

- A. The County's Planning Team will review all work submitted by the A/E Consultant and will be the conduit for information and instructions between the County, the A/E and CM Consultants.
- B. During the construction phase, the Department of Public Works will serve as the County's coordinator.

#### **VII. SELECTION PROCESS**

- A. Jefferson County intends to award the Construction Management Services Contract to that qualified firm which best demonstrates the commitment and application of experience, resources and methods to the unique construction requirements, as well as the cost and schedule objectives established by Jefferson County, as outlined in RSMO 8.681.
- B. The selection process will consist of two parts. First, your written response to this RFP will be used to evaluate your firm's or team's qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project. A short list of firms or teams will then be selected for oral interview. A team of County officials, integrally involved in the Office building planning process, will conduct both the initial screening and the oral interviews. The team will include representatives from the Jefferson County Departments of Public Works and Administration as well as other departments or individuals who may also participate.

- C. At each stage of the process, the County will consider any number of individual factors weighing on each firm or team's qualifications. These considerations will include but are not limited to:
1. The experience and capabilities of the firm(s) involved. This will focus on projects of similar scope with specific emphasis on experience with administrative office buildings. However, we will also evaluate the breadth of experience and flexibility of the firm(s) in addressing peripheral or adjunct needs of the County.
  2. The experience and capabilities of key personnel on the project team generally and specifically with relation to office structures of similar scope. Also, the willingness to commit designated key personnel to this specific project.
  3. The experience of firms and key personnel working together in similar contexts. This is applicable regardless of whether key persons all work for the same company or not.
  4. The ability of the project team to interact and work with diverse public and private groups or representatives who may be concerned with the impact of the projects.
  5. How well the approach or plan of the project team appears to integrate with the County's specific needs.
  6. Financial stability and general reliability of the firms individually as well as any proposed team, as indicated by documents, historic projects and references.
  7. A demonstrated ability to bring projects in on schedule and within budget.
  8. Consideration of the involvement of suitable DBE firms within the professional team.
- D. At the time of oral interviews, firms will be asked to submit a fee proposal, fees for overhead and profit; reimbursable costs for reimbursable items as defined in the public owner's RFP, or framework for establishing a fee, which may become the basis for later contract negotiations. However, Jefferson County reserves the right to reject any and all proposals, to waive any informality in them and to reject the lowest cost proposal for any reason.
- E. Following the oral presentations, the selection team will recommend award of the contract. This recommendation must then be acted upon by the County Commission. Contract finalization will occur immediately thereafter.

F. Selection Schedule

1. Consultant's qualifications due 04-10-2006.
2. Short list selected by 04-17-2006.
3. Interviews during week 04-24-2006.

**VIII. STATEMENT OF QUALIFICATIONS**

A. Responses to this RFP should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked "Supplemental Information".

B. GENERAL COMPANY QUALIFICATIONS

Provide the following general information regarding your company and its qualifications for this project.

1. Brief history and general overview of your company. Include an organizational chart for your firm's overall organization and functional groups or divisions, showing lines of authority and communication.
2. An explanation of your financial and authoritative relationship with any parent company, up to the highest tier parent company, and an explanation of the relationship with any affiliated or non-affiliated company that will participate in the Project including the services that each such company will be expected to contribute.
3. State the amount of construction work performed each year for the past five years, including the percent of Construction Management (CM) work versus General Contract (GC) work.
4. List in spreadsheet format the officer projects (multi-story greater than \$4 million) your organization has completed in the past five years as CM, including a brief description of the project, the initial budget amount, the final contract amount, the initial scheduled completion date and the final date of date of completion, owner, and architect contact/reference, type of project (CM or GC), and your organization's involvement and responsibilities.
5. Select three completed projects with a value greater than \$4 million in construction cost that are similar in nature to the Jefferson County Office building project requirements. Specifically relate how your experience in



pre-construction services, construction management of public projects, metropolitan construction sites, long span steel erection and large reinforced concrete structural projects will be applied in the execution of this project.

6. Submit a list of major construction projects with a value greater than \$4 million in construction cost that your organization has in progress, or for which you have a contract and will start construction prior to June 1, 2006 giving the name of the project, a brief description, contract amount, percent complete, scheduled completion date, whether CM or GC, and a client contact/reference.
7. What percentage of your work is repeat business with previous clients? Provide references for Owners who have used your CM services more than once. Provide references for architects with whom your firm has worked more than once.
8. How many projects in the last five years have resulted in litigation or arbitration between your firm and the Owner? Separately identify CM and GC projects.
9. How many projects in the last five years have resulted in litigation or arbitration between your firm and a Subcontractor? Separately identify CM and GC projects.
10. Are there any judgments, claims, arbitration proceedings or suits pending against your organization or its officers? If so, specify date, nature and amount of each project and the entity involved.
11. Describe your firm's specific experience and expertise interfacing with local and state governing agencies. Include discussion regarding providing assistance in securing building permits and critical inspections.
12. List the categories of work that your organization normally performs with its own forces and describe your experience and capabilities to perform these categories of work in the St. Louis metropolitan area.
13. Discuss your organization's experience and approach to meeting DBE participation goals and requirements.
14. Describe your firm's experience and capabilities in handling union and labor disputes in general and specifically in the St. Louis area.
15. List your firm's safety record (incident rates and experience modification rates) for each of the past five years.

16. Describe your firm's safety and health organization, safety procedures and programs.
17. The Construction Managers firm must comply with conduct as outlined in RSMO 8.685.
18. Provide information on your firm's current insurance coverage, including insurance limits for the various types of insurance, your insurance carrier, and your ability to provide Builder's Risk Insurance, and your policies and procedures for subcontractor insurance requirements.
19. Submit written evidence of current and past financial strength and capabilities, including the most recent audited financial statement and references from banking institutions and accounting firms currently representing or doing business with you.

C. PROJECT MANAGEMENT PLAN

Provide a management plan that sufficiently defines your management and technical approach to the project. Include in your response the information requested in the following items 1 through 22.

1. Provide organization charts showing your firm's proposed project organization, showing key project positions identified by title and showing lines of authority/responsibility and communication. Provide the name of each individual that your firm recommends for each key project position (i.e., project manager, construction manager, superintendent, project engineer, etc.). Include resumes of key personnel and a description of the roles they will assume in the project. Alternative, fully qualified candidates shall also be proposed. Include assignments and responsibilities for current projects and previous projects and dates of availabilities for all candidates. Include the staff personnel for both pre-construction and construction services. The Project Manager designated for the Project will be expected to be committed, full time, to the Project from award of the contract through final completion and commencement of Project occupancy.
2. Discuss the extent to which your propose project team has worked together on previous projects.
3. Discuss the proposed project team's experience with projects of the same type and size as this project.
4. Discuss the proposed project team's experience with projects in the St. Louis area and in dealing with the local and state governing agencies.

5. Submit the location where home office support services will be performed, and a detailed description of how all of the services will be coordinated and managed. Also include to what extent the field organization will be staffed with local personnel versus relocated permanent personnel.
6. Describe your firm's subcontracting and purchasing organization and techniques and how they will be employed in the execution of this Project, including details of subcontracting procedures (e.g., selection of bidders, bid review, subcontract award and subcontract administration).
7. Describe your firm's cost estimating and cost control organization and techniques and how they will be employed in the execution of this Project, including your firm's data base for projects of this size and type and details of your cost estimating/reporting /control procedures and details of your procedures for measuring and analyzing productivity.
8. Submit an explanation of your firm's scheduling organization and techniques and how they will be employed in the performance of this Project, including identification of the scheduling system, capabilities, and reports.
9. How do you handle schedule deadlines as they relate to inclement weather?
10. Discuss how your firm's safety program and procedures will be applied to this Project.
11. How does your firm approach Value Engineering? What are your firm's resources and capabilities to provide Value Engineering and how will they be applied to this Project?
12. Submit your plan to provide Quality Assurance and Control for this Project throughout the pre-construction and construction phases.
13. Discuss your firm's capabilities for reviewing the documents for completeness, clarity, and construct ability and who will perform the reviews for this Project.
14. Describe briefly your firm's proposed procedure for identification, management and resolution of construction document conflicts.
15. Describe your firm's approach to resolving problems with subcontractors.
16. Describe your procedures for reviewing and processing of shop drawings and other submittal's.

17. Describe your procedures for processing change orders, including review and auditing of subcontractor pricing.
18. Describe your procedures for processing partial payment requests, including review of subcontractor's requests and pay request documentation.
19. Describe your process for identifying and processing claims during and after construction completion.
20. What is your firm's policy on accessibility of its project records? Understanding the County will also set policy.
21. Discuss whether you would anticipate performing work on the Project with your own forces, and if so, what work you would expect to perform.