

The Industrial Development Board of the City of
Springfield, Tennessee

REQUEST FOR PROPOSALS

CONSTRUCTION MANAGER AT-RISK
SERVICES FOR THE CONSTRUCTION OF
SPRINGFIELD FIRE STATION NUMBER THREE

ISSUED August 12, 2024

PROPOSAL DUE September 27, 2024

SUBMIT TO

THE INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF
SPRINGFIELD, TENNESSEE
ATTENTION: DAVID L. BREWER, P.E.
405 NORTH MAIN STREET
SPRINGFIELD, TN 37172

Part 1 – General Information

1.1 Project Overview. The Industrial Development Board of the City of Springfield, Tennessee (the “IDB”) is seeking a Construction Manager at-Risk (“CMAR”) for the construction of Springfield Fire Station Number 3. This new fire station will be located on William A. Batson Parkway in Springfield, Tennessee. The site is approximately 1.5-2 buildable acres. The deadline for proposal submission is September 27, 2024. All proposals must be delivered to the City Recorder’s office in Springfield City Hall, 405 North Main Street, Springfield, Tennessee 37172 by 4:30 PM on the deadline date. Proposals not received by the deadline will not be accepted.

1.2 RFP Schedule. The IDB will make every effort to adhere to the following schedule.

Activity	Date
Deadline to submit questions via email to david.brewer@springfieldtn.gov	August 30, 2024
Answers to questions will be posted to springfieldtn.gov website no later than this date.	September 6, 2024
Proposals must be received by the IDB by 4:30 PM on this date	September 27, 2024
Interviews (if needed)	October 2024
Selection	Oct./Nov.. 2024

1.3 Rejection of Proposals. The IDB reserves the right, in its sole and complete discretion, to reject any and all proposals (“Proposal or Proposals”) or cancel this RFP, at any time prior to the time a contract is fully executed, for any reason. The IDB is not liable for any costs the proposer (“Proposer”) incurs in preparation and submission of its Proposal, in participating in the RFP process or in anticipation of award of the contract.

1.4 Questions and Answers. Any question regarding this RFP must be submitted by email to the IDB’s point of contact and project manager at david.brewer@springfieldtn.gov no later than the date indicated on the RFP schedule. Answers to the questions will be posted at springfieldtn.gov as an addendum to the RFP.

1.5 Addenda to the RFP. If the IDB deems it necessary to revise any part of this RFP before the Proposal response date or respond to questions, the IDB will post an addendum to springfieldtn.gov. It is the Proposer’s responsibility to periodically check the website for any new information.

1.6 Proposals. To be considered, five hard copies and one digital copy of the proposal must be submitted by the deadline.

Part 2 – Scope of work

2.1 Phase 1. Assist the IDB with architectural and engineering design phase.

The IDB will retain an architect or engineering firm to perform the design of the fire station. The CMAR will participate and advise the IDB and its representatives during this process to ensure maximum cost efficiency.

2.2 Phase 2. Price proposal and construction.

Within thirty (30) days after completion of Phase 1, the CMAR will submit to the IDB a maximum price for completion of the designed facility. Should the IDB accept the price, the CMAR will be responsible for construction and completion of the facility pursuant to a development or similar agreement between the CMAR and the IDB.

Part 3 – Personnel.

Personnel to be assigned to this project shall be named specifically in the proposal. The credentials and experience of all such individuals shall be included in the proposal. The IDB reserves the right to refuse services from individuals not specifically identified in the proposal and may consider the substitution of such individuals for those named to be in the proposal to be a breach of contract.

Part 4 – Time of Performance.

Work on the project must be substantially complete 365 days after awarding CMAR contract.

Part 5 – IDB Representative and Point of Contact (POC) for the project.

The IDB representative and point of contact on this project is David Brewer, P.E.

The POC's contact information is as follows:

405 North Main Street
Springfield, TN 37172
Office 615-382-2200
Mobile: 615-335-1719
david.brewer@springfieldtn.gov

The POC will serve as the IDB contact for the project. The POC shall have the authority to communicate with the proposers concerning the project's details.

Part 6 – CMAR Selection

A Construction Manager at Risk Selection Committee (CMARSC) shall be convened consisting of the Chairman of the IDB, City Manager, Assistant City Manager, and City Engineer. The CMARSC shall review all proposals and shall have the option to invite the top proposers to interview. Selection factors will include staff capability, related experience, ability to meet deadlines, and specific experience with similar projects.