

Request for Proposals (RFP) for Construction Manager at Risk (CMAR) Services for Jackson County – New Administrative Building

Jackson County (Owner) requests Proposals from Construction Management at Risk (CMAR) firms for the construction of a new Administrative Building. Upon completion of a review of proposals received, the County anticipates awarding a contract for pre-construction services and, at the County's discretion, a subsequent contract for construction of the new facility.

To obtain an electronic copy of the RFP, email Natalie Pifer (861np@ppi.us). Only email requests will be acceptable to receive the RFP. Electronic version will consist of RFP, Proposal Form, Exhibit A, Schematic Narrative, Site Concept and Floor Concept Plan combined into one PDF attachment.

PROJECT SCOPE: The property is located inside the city limits of Jefferson, Georgia; the property is accessed from Highway 15 and Highway 82 by way of Jackson Parkway and is across the road from the Jackson County Courthouse. The building will be a single-story conventionally framed building of approximately 39,000 square feet. Site work includes cleaning, grading, erosion control, utilities, concrete flat work, asphalt paving and landscaping.

Questions must be submitted in writing via email by 2:00 p.m. EST on August 1, 2022, to be considered.

Proposals must be submitted in a sealed envelope plainly labelled on the outside as **"Jackson County New Administrative Building Proposal"** and received no later than **2:00 p.m. EST on August 9, 2022 at the Jackson County Administrative Building, 67 Athens Street, Jefferson, GA 30549**. All proposals must be made out on the provided format and order required in the Request for Proposal. All submittals shall contain four (4) hard copies and one (1) electronic PDF on a storage device of the information requested. Submittals received after the deadline will not be accepted or considered. Facsimile or e-mail submittals will not be accepted or considered.

The Owner reserves the rights to reject any and all proposals, to waive technicalities and informalities, and re-advertise.



**Request for Proposals (RFP) #220025
For Construction Manager at Risk (CMAR) Services
for the
Jackson County Administration Building**

The Jackson County Board of Commissioners (the County) requests Proposals from Construction Management at Risk (CMAR) firms for the construction of a new Jackson County Administration Building. Upon completion of a review of proposals received, the County anticipates awarding a contract for pre-construction services, and, at the County's discretion, a subsequent contract for construction of the new facility.

Purpose:

The County is planning development of a new 39,000 SF administration building on county-owned property across from the Jackson County Courthouse. The County is considering the services of a Construction Manager at Risk (CMAR) firm to manage the construction, provide technical review during the pre-construction period, and provide cost evaluation assistance to the County and the Architect. The CMAR will assume responsibility for project construction cost by issuing a guaranteed maximum price (GMP), which will be a contractual obligation. The CMAR will develop an overall final project schedule, which will be a contractual obligation. In addition, the CMAR will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its established budget and schedule.

The CMAR will be expected to work closely with the Architect, Precision Planning, Inc., to develop final documents and separate bid packages if required.

Project Objectives:

The CMAR will be responsible for pricing, value engineering, and maintainability and constructability issues. When the design documents for the project have been developed in sufficient detail, the CMAR, with the support and assistance of the Architect, will commit to a Guaranteed Maximum Price (GMP) for all construction and site development. If the County requests multiple bid packages, construction will commence with the issuance of the first bid package while remaining bid packages are being finalized. The CMAR shall competitively select construction subcontracts and other work appropriate for competitive selection using cost and other factors. The successful CMAR may perform work with their own forces, but shall not be eligible to enter into contract or subcontract for any of the construction or other services of any nature on the project without the specific approval of the County.

In selecting a firm, the County will place emphasis on experience of the firm and assigned personnel in CMAR contracts for public building facilities. Emphasis will also be placed on firms having depth, knowledge, and resources in principles of contracting, scheduling, contract coordination and compliance, budget control, familiarity with State and local laws, ordinances and codes as demonstrated by prior experience, and strategies for encouraged participation by local companies and laborers.

Proposal Process:

All written Proposals shall utilize the attached forms and be submitted *via sealed bid*. The County will not accept any submittal by facsimile or email. Proposal (one(1) original, four(4) copies and one(1) electronic PDF on a storage device) maybe mailed or hand delivered.

Receipt of all Addenda to this RFP, if any, must be acknowledged on the proposal form. Addenda shall become part of the requirements of this RFP. Failure to acknowledge receipt of an Addendum may result in rejection of the Proposal. Any cost incurred by respondents in preparing or submitting Proposals for the project shall be the respondents' sole responsibility. It shall be the respondents' responsibility to ensure delivery of the Proposal to the designated address by the designated time.

Address Proposals to the attention of:

Mr. Kevin Poe, County Manager
Jackson County Board of Commissioners
67 Athens Street
Jefferson, GA 30549
kpoe@jacksoncountygov.com

Proposals are due no later than August 9, 2022 at 2:00pm. Late submittals will not be accepted.

Firms are not allowed to communicate with any County staff or elected officials regarding this procurement. Any unauthorized contact shall disqualify the firm from further consideration.

All questions regarding this project should be directed to **Natalie Pifer** by e-mail at *861np@ppi.us*. All responses, inquiries, or correspondence relating to this RFP will become the property of the County when received and shall be regarded as public record. All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying after the time for receipt of proposals has passed, and the award has been made, with the following four exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) any company financial information requested by the County to determine vendor responsibility, unless prior written consent has been given by the offeror; and (4) other constitutional protections.

The County reserves the right to:

1. Refuse any or all submittals received.
2. Cancel or modify this RFP at any time.
3. Reject any and all submittals or responses at any time.
4. Request further documentation or information, and to discuss an RFP submittal for any purpose in order to answer questions or to provide clarification.

Qualification and Submittal Requirements:

1. Letter of Interest- A letter executed by a principal of the firm committing to the requirements specified in this Request.
2. Experience- Provide the year of the company's incorporation, and provide documentation of successful completion of construction of at least three (3) new government administration projects completed in the last ten (10) years similar to the Project under this RFP. The total cost should be at least ten million dollars (\$10,000,000) per project. Please identify projects which were delivered as CMAR and project which were contracted directly with a local government entity. Client references for each project must be included with confirmed email and phone numbers.
3. Project Team- Provide an organizational chart outlining the proposed staff, including superintendent, project manager, project director, cost estimator, project executive, etc., and provide resumes highlighting relevant project experience.
4. Proposed Preconstruction and Project Management Plan- Provide a summary of preconstruction activities, which staff are committed to each phase of the process, quality control programs, approach to bonding subcontractors, approach to encouraging local participation, and anticipated schedule for construction for the proposed project.
5. Financial- Provide financial information including taxes, insurance and benefits, as well as the company's latest financial statement (audited if available). Provide Bonding Agent/Surety Company "good guy letter" and document bonding capacity (performance and payment).
6. Lawsuits- List any pending or settled lawsuits or professional liability claims in which any member of the company was involved during the past ten (10) years.
7. Receipt acknowledgement of all Addenda to this RFQ (if any).
8. Completed Proposal Form, with Exhibit "A."

Jackson County Administration Building (The Project) Proposal Form:

Proposing Firm: _____

Signature: _____

Name: _____

Title: _____

Date: _____

E-mail address: _____

9. **CMAR Fees:** Amount established by and agreed to by both parties, which is the full amount of compensation due to the CMAR as gross profit and for any and all expenses of the Project not included and identified as the Cost of the Work, provided that the CMAR performs all requirements of the Contract Documents within the time limits established.

A. Pre-Construction Fee: \$ _____ (lump sum)

B. General Conditions: \$ _____ (lump sum –see attached Exhibit "A")

C. Construction Fee: _____ % (percent of construction cost)

10. Addendum Acknowledgement

Number	Date	Number	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTARY

Notary#: _____

Name: _____

Expiration: _____

Signature: _____

Seal

Attachment:

Exhibit A – Jackson County Administration Building (The Project) Maximum Allowable General Conditions

EXHIBIT A

Jackson County Administration Building (*The Project*) Maximum Allowable General Conditions

ITEM	DURATION	UNIT COST	TOTAL COST
Project Director		\$	\$
Superintendent		\$	\$
Assistant Superintendent		\$	\$
Senior Project Manager		\$	\$
Project Manager/Project Engineer		\$	\$
Field Engineering		\$	\$
MEP/BIM Coordination		\$	\$
In-House Accounting		\$	\$
On Site Safety Engineer		\$	\$
Safety Materials Program		\$	\$
Field Office Rental, Setup and Removal		\$	\$
Storage Trailer Rental		\$	\$
Temporary Toilets		\$	\$
Job Signs	LUMP SUM	\$	\$
Copier, Fax Machine		\$	\$
Telephone and Internet Costs and Setup		\$	\$
Ice, Cups, Water		\$	\$
Office Supplies		\$	\$
Office Furniture	LUMP SUM	\$	\$
Jobsite Computers and Technology	LUMP SUM	\$	\$
Postage and Couriers		\$	\$
Progress Photographs		\$	\$
Final Photographs	LUMP SUM	\$	\$
Plan Printing and Copying	LUMP SUM	\$	\$
Cellphones and Radios		\$	\$
Supervision Vehicles		\$	\$
Project Management Vehicles and Travel		\$	\$
Gas, Oil and Maintenance		\$	\$
Builder's Risk Insurance	LUMP SUM (based on \$12M)	\$	\$
General Liability & Umbrella Insurance	LUMP SUM (based on \$12M)	\$	\$
Payment and Performance Bond	LUMP SUM (based on \$12M)	\$	\$

Total General Conditions Cost: \$ _____

Note: No direct CMAR labor may be billed as Cost of Work without prior written approval by the County.

General Information:

Refer to the attached progress Schematic Drawings as a reference point in compiling proposals.

Preliminary Construction Budget: \$12,000,000

Preliminary Construction Schedule: 12 months

The CMAR will be responsible for developing the detailed schedule and coordinating activities to accomplish the scheduled completion of the project.

Owner (County)-Construction Manager at Risk Agreement:

The Construction Manager at Risk (CMAR) will be under contract to supply pre-construction services and subsequently, by change order, construction services (under the AIA A133 agreement) to complete the project and place the Owner in occupancy of the project in a “turnkey” fashion. The Owner has contracted with the Architect separately from the CMAR. Once a Guaranteed Maximum Price (GMP) is agreed upon between the Owner and the CMAR, the CMAR may be issued a change order for the amount of the GMP and will be “at risk” for project price, project schedule, and completion of all construction as set forth in the Contract Documents. The CMAR shall hold all trade contracts and trade supplier contracts.

Selection Process for Construction Management at Risk Firm:

- A. A Selection Committee comprised of Owner, User(s) and Architect representatives will review all proposals received in accordance with the following criteria:
 - a. Successful experience in constructing similar facilities for public entities (30 pts.)
 - b. Successful experience with the CMAR process (15 pts.)
 - c. Qualifications of proposed project team members (25 pts.)
 - d. Proposed approach and schedule, management plan and financial information (10 pts.)
 - e. Proposed fees (20 pts.)
- B. The Selection Committee reserves the right to interview any and all submitting firms (10 pts.)
- C. The Selection Committee will recommend that the County enter into contract negotiations with the highest ranked firm. If negotiations are not successful, the County will negotiate with the second-ranked proposer, and so on.

RFP Schedule:

Task	Date
Issue RFP	6-29-22
Proposals Due	8-09-22 at 2:00pm
Interview Firms	TBD
Negotiate Contract	TBD