



Lumpkin County, GA

**Request for Qualifications for
CM at Risk Services for a New Library Facility**

Request Response Date: June 27, 2018

Response to this request shall include one (1) original and ten (10) copies of each
to:

Ryan McDuffie, Purchasing Agent
Lumpkin County Board of Commissioners
99 Courthouse Hill, Suite D
Dahlonega, Georgia 30533

Responses are due no later than 2:00 PM
June 27, 2018

Lumpkin County Board of Commissioners
Request for Qualifications
CM at Risk

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SECTION I - GENERAL INFORMATION

A. Introduction

Lumpkin County, Georgia has secured funds to assist with the construction of a new Library in Dahlonega, Georgia. The County is now seeking to select a firm to provide construction management services for the project. The goal of this selection process is to select the firm that demonstrates the greatest capabilities and relevant experience.

B. Project Background and Description

As Lumpkin County continues to grow and further develop, it needs to construct a new Library to meet the needs of its constituents. Upon completion, this Project will provide the County with a world-class facility that meets the current and future needs of the County while maintaining character of the area.

It is currently anticipated that the overall scope of the Library will entail design, and construction of a facility which will be approximately 21,000 sq. ft. at an estimated construction cost of \$4.4 million. The Project will be funded primarily through the County's Special Purpose Local Option Sales Tax and State of Georgia funding that was approved by the General Assembly in 2018.

The selected firm will be asked to work at risk during the preconstruction phase as "Construction Manager-at-Risk". The pre-construction and construction phase will carry an aggressive schedule requirement. Therefore, the selected firm will need to work closely with the Ownership team, Design firm, and others to ensure construction that is supportive of the County's budgetary and schedule requirements.

The facility is currently anticipated to include community meeting rooms and administrative support spaces for the Library system as well as technology rooms and areas for the various collections. The focus of this RFQ is to identify firms that demonstrate the experience, and ability to meet the above objectives within budgetary requirements of the project.

C. Project Team Approach

This Project will be completed by using the Project Team Approach. Using this approach, the contractual relationships between the Owner, Engineer/Architect, and Construction Manager are different than in the traditional design-bid-build approach. In this case, an Owners Representative will be employed by the County to oversee the selection process of the Architect and Construction Manager and provide as an extension of the County, the overall administration of the project.

The Construction Manager will contract directly with the County and function as a professional consultant during the early design phases, advising with respect to constructability, schedule, cost, detailing, and any other areas in which construction expertise is valuable. Before the completion of construction documents, the CM will provide a Guaranteed Maximum Price (the "GMP") for the project based upon documentation available at that time, including drawings and descriptive specifications prepared by the A/E. The CM will then become the "Construction Manager-at-Risk", assuming a role essentially the same as that of a general contractor. If recommended by the CM and approved by the Owner, early construction packages will be bid and administered by the CM. The CM has the responsibility of insuring that all construction, whether in separate early packages or not, is provided within the GMP.

The basis of the CM-at-Risk's contract will be reimbursement of actual costs, plus a fixed fee, the total of both not to exceed the GMP. Any savings will be shared between the CM and the Owner at a negotiated percent.

Following is a summary of basic services that each member of the project team is to provide.

The Engineer/Architect will be the designer-of-record for the building and will include in their scope of work the following Basic Services (using special consultants, as necessary):

1. Structural engineering.
2. Roofing and waterproofing.
3. Mechanical, electrical, plumbing and fire protection engineering.
4. Building management systems and energy control systems.
5. Acoustical, as required.
6. Exterior and interior lighting.
7. Landscape, softscape, hardscape design.
8. Interior design, space planning.
9. Code compliance to include Federal and State ADA.
10. Parking design, as required.

Services to be provided by the Owner, or others:

1. Environmental and geotechnical
2. Civil Engineering: site design and plans, survey control
3. Site preparation, compaction testing
4. Variance and tap fees
5. Utility relocations
6. Boundary, topo and existing conditions surveys.
7. Artwork, furnishing, furniture and accessories.
8. Audio-visual, telecommunications and data systems, as required within the building.

Services of the Construction Manager will include, but are not limited to the following:

1. Preconstruction estimating, scheduling and constructability reviews, working as a member of a Project Team with the Owner and the Architect to achieve the Owner's program and quality objectives within the Owner's schedule and budget.
2. If authorized by the Owner, commencement of construction and pre-ordering of long lead items before all design is completed. During construction, the Construction manager will be at risk for construction costs.
3. Negotiation of a Guaranteed Maximum Price within the Owner's budget for all phases of before all design in completed.
4. Provide qualified managers and superintendents to oversee and coordinate the construction work. Implement quality control, cost control and safety programs.
5. Bid trade work and other components of the work to achieve competitive pricing.
6. Coordinate project completion activities and manage claims during the warranty period.
7. Coordinate with all necessary special inspections, materials testing and any other required agencies.

D. Selection Process

The process to be followed to achieve the selection of the most-qualified design firm will be as follows:

1. Contractors submit their Proposals to Lumpkin County no later than 2:00 P.M. on June 27, 2018.
2. Upon receipt, the Owner will review the submitted Proposals.
3. Interviews will occur and are tentatively scheduled to take place in July 2018 in Lumpkin County.
4. Ultimately, a firm will be selected from the proposals and the interviews.
5. Preliminary selection schedule:

A.) RFQ issued	Wednesday,	5/23/18
B.) Questions due	Wednesday,	6/20/18 2PM, EST
C.) Answers due	Friday,	6/22/18 5PM, EST
D.) RFQ due to Lumpkin	Wednesday,	6/27/18 2PM, EST
E.) Presentations/interviews	TBD	July 2018
F.) Final selection	Tuesday,	7/24/18

The schedule above is subject to change at the sole discretion of the Owner.

E. Submission Instruction and Conditions

1. Proposers shall direct all questions to Ryan McDuffie for the Library project at (706) 482-2552 or ryan.mcduffie@lumpkincounty.gov. Contact with the County or Board of Commissioners will be grounds for disqualification. Questions are due June 20, 2018 by 2pm and will be answered via addendum no later than June 22, 2018 at 5pm.
2. The Owner reserves the right to cancel or modify the selection process at any time, to waive technicalities, to reject any and all proposals, and to not proceed with any or all projects. The Owner further reserves the right to make reasonable modifications to the selected CM Team (including substitution of consultants), and to modify the range. Proposers' costs incurred in responding to this Request for Proposal are theirs alone and neither the County, Board of Commissioners, nor any affiliated party accept liability for any such costs.
3. Proposers should follow the sequence of the Fee Proposal in their response to expedite the evaluation process.
4. Lumpkin County supports the principles of equal opportunity and will not discriminate on the basis of gender, race, color, national origin, religion, sexual orientation, age or disability in the selection of construction management firms. The County encourages the participation of women- and minority-owned firms.
5. Submit one (1) original and ten (10) copies of your Proposal no later than 2:00 P.M on June 27, 2018, to:

Ryan McDuffie, Purchasing Agent
Lumpkin County Board of Commissioners
99 Courthouse Hill, Suite D
Dahlonega, GA 30533

SECTION II - PROPOSAL

A. Proposed Scope of Services

Please submit a proposal to provide complete construction management services for the project. Your scope of work should include, but not be limited to the following:

- 1. Pre-construction Services for the project, including thorough pricing exercises after the schematic design and design development phases of the design as well as through construction documents as required, to arrive at a GMP for the project.
- 2. Proactive and extensive value engineering and life cycle cost analysis on the components of the building during design,
- 3. Construction of all components of the project including the base building envelope and structure, the building systems, the building finishes, and the building communications, data, A/V, and security systems.
- 4. The schedule for design and construction for the project anticipates occupancy October 2019.

B. Fee Proposal

1) Pre-Construction Services

For professional consulting services prior to construction commencement, providing cost estimating, scheduling, value analysis, constructability and related services to the A/E and the Owner. The fixed fee for Pre-Construction Services is inclusive of all incidental and direct expenses, including, but not limited to: travel, subsistence, reproduction, telephone and fees to trade subcontractors and vendors. Should the Owner not authorize the CM to proceed with construction, the fee for Pre-Construction Services will be at-Risk, should the Owner authorize the CM to proceed with construction, the CM fee stated below will include the Pre-Construction Services fee.

PRE-CONSTRUCTION SERVICES FEE: \$ **Total fee**

2) Construction Manager Fee

If authorized by the Owner to proceed with construction, the CM will execute the work and be reimbursed for its documented allowable Actual Costs plus a Construction Manager's Fee and an Insurance Fee, the total of which shall not exceed the GMP. The CM's Fee will be initially stated as a percentage of the estimated GMP. At the time the GMP is agreed to with the Owner, the CM's Fee will be converted to a fixed dollar amount. The CM's Fee will include the Pre-Construction Services Fee.

The proposed fee shall include, but not be limited to, the following:

- 1. Expenses of the company's principal office and offices other than the site office.
- 2. Salaries and other compensation of the Officers of the Company and personnel stationed at the company's principal office or offices other than the site office.
- 3. Any bonus or other incentive compensation.
- 4. Any main office expenses.
- 5. Any costs not included in the quoted General Conditions and not incorporated into the project as a cost of the work.
- 6. Off-site equipment purchases or repairs.

CONSTRUCTION MANAGER'S FEE: % of Estimated GMP
(Includes Pre-Construction Services Fee)

3) Insurance Fee

All insurance required by the project (except worker's compensation insurance) shall be included in the insurance Fee, including the following:

- General Liability, Excess Liability, and Automotive insurance.
- Builder's Risk insurance to cover total project cost (assume \$4.4 M). The Insurance Fee will be initially stated as a percentage of the estimated GMP. At the time the GMP is finalized, the Insurance Fee will be converted to a fixed dollar amount.

INSURANCE FEE: % of Estimated GMP

4) Performance and Payment Bond

CONSTRUCTION MANAGER'S BOND RATE: % of cost

5) Subcontractor Markup

MAXIMUM MARKUP TO BE CHARGED ON SUBCONTRACTORS;

First-tier subs: %
Second-tier subs: %
Third-tier subs: %

C. Organizational Structure and Staffing Plan

The fee proposal submission shall also include the resumes of the proposed project team, roles, responsibilities, and percentage of time dedicated to the project for each member of the team. The people and durations outlined in this portion of the proposal must correspond to the Supervision and Management section of the General Conditions of the submission.

D. Schedule

Please include an overall project schedule for the work noted in the RFP and the anticipated milestone dates as enumerated in the following section.

SECTION III - PRELIMINARY SCHEDULE

Anticipated milestone dates for the project include the following:

CM RFP Response Due:	June 27, 2018
Interview Short Listed CM's:	July 2018
CM Selection:	July 24, 2018
50% Construction Documents:	October 2018 (tentative)
100% Construction Documents:	January 2019 (tentative)
Guaranteed Maximum Price:	February 2019 (tentative)
Construction Start:	March 2019 (tentative)
Facility Open:	October 2019

Dates outlined above are currently anticipated for the project and subject to change at the sole discretion of the Owner.