

HAMILTON JUSTICE CENTER FACILITY

CONSTRUCTION MANAGEMENT SERVICES

REQUEST FOR QUALIFICATIONS

March 3, 2018



REQUEST FOR PROPOSALS

The City of Hamilton is seeking qualified General Contractor/Construction Manager (GC/CM) firms to undertake preconstruction and construction services for the renovation and expansion of the current Hamilton Armory building located at 910 W Main St., Hamilton, MT 59840. The project includes the remodel of the existing 9600 sf armory building for the police and city courts and the addition of a new entry and new offices for the city attorney's office. Base bid will include the new entry and the remodel for the police department. Alternate 1 will include the buildout of the existing space for the courts. Alternate 2 will include the building addition for the attorney's offices. Total area of the building including alternates is approximately 13,000 square feet. Base bid includes renovation of existing armory facility to house police department. Alternate 1 if accepted will include the renovation of existing armory facility to house courtrooms and associated spaces including construction of new entry vestibule. Alternate 2 if accepted will include the new construction of the City Attorney's offices. Base Bid and Alternates are indicated on attached drawings.

For submission requirements and questions, contact:

Bechtle Architects
Ben Elias, Architect
4515 Valley Center Drive #201
Bozeman, MT 59718
(406) 585-4161
bene@bechtlearchitects.com

Responses must be received by:

City of Hamilton
City Clerk
(mail) 223 S. 2nd Street
Hamilton, MT 59840

on or before March 20, 2018 at 4:00 PM. The Owner reserves the right to reject any or all proposals and to waive any formality and technicality.

INSTRUCTIONS TO PROPOSERS / SUBMISSION PROCEDURES

Qualified firms shall submit **five copies plus one original** signed statement of qualifications (SOQ) and one copy electronically. SOQ shall be limited in size to 8 ½" X 11" with a minimum of 11 point font. All copies of the SOQ shall be made complete. SOQ's are to be delivered in one box or envelope. The outside of the box or envelope must be clearly labeled on the front with: **"Hamilton Justice Center Facility"**

Any interpretation or correction of the RFQ will be made by written addendum duly issued and emailed or faxed to all recipients of this RFQ. Receipt of Addenda must be acknowledged in all SOQ's. In the event that it becomes necessary to request additional clarifying information or to revise any part of this RFQ the revisions will be provided to all the recipients of this RFQ.

The Owner reserves the right to reject any or all submittals received, to request additional information, or to extend the deadline for submittals.

Costs to Prepare Responses: The Owner assumes no responsibility or obligation to the Proposing Firms. All costs incurred by a Proposing Firm in responding to this RFQ will be borne by the Proposing Firm.

Equal Employment Opportunity: During the performance of this Contract, the GC/ Construction Manager agrees as follows: The Construction Manager will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap.

GENERAL INFORMATION

The Owner:
City of Hamilton
Dennis Stranger (representative)
223 S. 2nd Street
Hamilton, MT 59840
(406) 363-2101
planner@cityofhamilton.net

The Architect:
Ben Elias, LEED AP
Bechtle Architects, Inc.
4515Valley Commons Drive #201
Bozeman, MT 59718
(406) 585-4161
bene@bechtlearchitects.com

TENATIVE SCHEDULE

The Preliminary Proposed Schedule for the project is:

Solicit for GCCM	March 3, 2018
Addendum if required	March 11, 2018
Statement of Qualifications (SOQ) due	March 20, 2018 4:00 PM
Select Firms for interviews	March 22, 2018
Interviews: 1-3 Selected Firms	March 29, 2018
Contract Award	April 3, 2018
Start Preconstruction Services	April 3, 2018
Design Development Constructability review	April 5-10, 2018
Design Development Estimate	April 20, 2018
Value Engineering	April 23 – May 7, 2018
75% Construction Documents	May 15, 2018
Constructability Review	May 15 – May 29, 2018
100% Construction Drawings	July 12, 2018
Submit for State Permit	July 12, 2018
Contractor GMP Price	July 30, 2018
Contract Negotiation	August 6, 2018
Proposed Project Completion (TBD)	Anticipate 9-12 months

SELECTION PROCESS

The Owner intends to enter into a GC/CM contract with the selected GC/CM firm that will include Preconstruction Services and identification of GC/CM Fee and Fixed Costs for the General Conditions Work, with provisions for adding Construction Services through acceptance of a fixed price by public bid of subcontracts. The Fixed price would include construction services throughout the completion of the project. Alternately the Owner may, at its sole discretion, choose not to continue with the GC/CM Contract beyond the completion of preconstruction activities and solicit bids from qualified contractors for the completion of the project. The Owner's intent is to continue through construction with the selected GC/CM firm. The Owner intends to execute a modified AIA 133 Standard Form of Agreement Between Owner and Construction Manager as Constructor contract with AIA 201 General Conditions with the successful contractor for this project.

GC/CM selection criteria will include the RFQ, interview information, and discussions with former and present clients of the Proposers where appropriate.

This Request for Qualifications shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods, or services.

The services being sought under this solicitation are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the Proposing Firms that will result in an award that are in the best interest of the Owner. The Owner reserves the right to accept or reject any and all responses received as a result of this RFP if it is in the Owner's best interest to do so.

The specific criteria for selection are set forth below. The general factors to be considered in the evaluation include:

REQUEST FOR QUALIFICATIONS

Interested firms must submit their Request for Qualifications (RFQ) response no later than 2:00 pm, MDT on March 20, 2018, as set forth in the attached Request for Qualifications. Respondents shall organize their RFQ as set forth in the Rating Criteria for Initial Selection. The RFQ will be evaluated based on our listed criteria. One (1) to (3) three firms may be considered as qualified and further consideration of those firms made. Failure to follow this format may result in the RFP being deemed unacceptable and may be rejected.

A non-disclosure agreement will need to be signed and returned to Bechtle Architects prior to receiving any documents for review. Electronic Copies of the Schematic Design will be available to qualified contractors selected to interview via dropbox link. Please contact Ben Elias at Bechtle Architects via email bene@bechtlearchitects.com to obtain non-disclosure agreement and in turn access to dropbox.

This is a public works project so Government tax and Montana Prevailing Wages (Little Davis Bacon) rates DO apply to this project. All contractors, subcontractors and employers must pay the standard prevailing

rate of wages in the performance of the contract. The applicable prevailing rate of wages is attached. All contracts for this project must include the applicable wage rates and include the obligations set forth in Administrative Rules of Montana 24.17.141 and 24.17.144 copies of which are also attached.

Criteria for Initial Selection

- **Firm and Proposed Staff Qualifications:** Parties demonstrate their ability to meet the required qualifications herein. Identify the person who will be assigned construction management responsibilities (Project Manager) and the construction superintendent. Provide documentation of their qualifications including construction experience on projects similar in scope and type (Resumes). Provide firm references of previous and current clients. Owner intends to include a “key personnel” clause requiring GC/CM to retain staff on the project as long they remain employed by GC/CM. Owner has the right to require GC/CM to remove personnel from the project in Owner’s sole discretion.
 - Describe the ownership and current principles of your firm and any other firm that you propose to become part of your team. Identify from which office this project be administered.
 - Describe the history and growth of your firm(s) as succinctly as possible.
 - Describe your experience current and/or pending regarding litigation with Owners, subcontractors, and Architects.
 - Provide company organizational chart.
- **Organization and Project Methodology:** Describe how the construction management services will be provided and how they will be supported. Describe the approach that the Project Manager will take to the required collaboration, scheduling, and coordination required for this Project.
 - Provide a **Conceptual Schedule** for the project illustrating your approach to this project.
- **Estimating / Budget Control Approach:** Describe how the firm develops preconstruction services estimates / budgets and how the budget is controlled during construction.
 - Provide a **Conceptual Budget** at the time of interview based on the schematic drawings broken down into CSI division and /or major work task. The total cost will not be the deciding factor. The conceptual budget is to help the review team understand your approach to the preconstruction services budgeting we can expect from your team.
- **Experience with GENERAL CONTRACTOR/ CONSTRUCTION MANAGER Process:** Identify no fewer than 3 projects, and list only projects completed within the last 5 years. Provide the name and location of each project, the Project Manager, construction superintendent, the client, and a contact person and phone number.
- **Experience with Similar Facilities:** Such experience must be in the form of providing general contracting services and construction management services for similar projects. List only projects completed within the last 5 years; provide the name and location of each project, the client, and a contact person and phone number.
- **Fiscal and Bonding Capacity:**
 - List your total annual billings for each of the past five (5) calendar years.
 - The CM selected for this Project must be capable of providing a 100% performance and payment bond for the entire amount of the construction budget. **Provide a letter from a bonding company illustrating your firm’s current bonding capacity.**
- **Statement of Qualifications Document:** Well organized and well written proposals responding coherently to this Request for Qualifications will be given preference. Statement must clearly identify

contact person responsible for the submission, giving individual's name and employer, address, and telephone number.

Interview Rating Criteria

- Qualifications of the firm: 25 pts
 - What is your experience with similar buildings?
 - What is your current workload and backlog?
 - What was your yearly workload for the past 2 years?
- Project Administration Approach: 15 pts
 - How would your firm staff and lead the constructability review, budget maintenance and development, scheduling, phasing, and management of information during construction?
 - Demonstrate an understanding of the project's potential challenges and special concerns.
 - What general conditions do you expect for this project? Trailer, temp heat ...
- Project Staffing: 10 pts
 - Who will you assign as the full-time on-site superintendent/foreman? (**Include person at interview**)
 - Who are the **key people assigned** to this project and what are their qualifications/experience related to similar projects?
 - What are the billing rates for staff you have assigned to this project?
 - Provide a **team organization chart** for review at the interview including the roles and responsibilities of each member.
- Budget Compliance/Control Methodology: 20 pts
 - What process do you have in place for determining preliminary projects budgets?
 - How do you plan to manage project costs so that the end product is constructed within the Owner's available funds?
 - Demonstrate your ability to complete work on or under budget.
 - Provide and discuss your **Conceptual Budget** at time of interview based on SD documents provided by Bechtle Architects.
- Schedule Compliance: 15 pts
 - What do you feel is an appropriate and realistic construction schedule for this project?
 - What general breakdown of schedule items with estimated time frame would be required to construct both buildings at the same time?
 - Demonstrate ability to meet schedule demands consistently.
 - Provide a **Conceptual Construction Schedule** with primary tasks / critical path for review at the interview.
- Project **Markup and Fees** Approach: (Bring to the interview) – 15 pts
 - What will be your Overhead and Profit mark-up?
 - What will be your markup on your subcontractors?
 - What will be your markup on change orders?
 - What will be your markup on self performed work?
 - What will be your Preconstruction Services Fee?
 - Provide your General Conditions Fixed Cost for the project.
 - What will be your insurance cost and bonding cost for the project (%)?
- Why are you the most qualified firm to construct this project?

SCOPE OF WORK BY PHASE:

The following is a listing of some of the representative services to be provided by the Construction Manager:

1. Design and Pre-construction Phase:

- a. Regularly attend meetings with the Owner and Architect prior to construction and consult with the Owner and the Architect regarding site use, site improvements, and selection of building materials, systems and equipment.
- b. Develop a major task-based bar schedule.
- c. Develop a provisional construction CPM schedule indicating methods and sequencing of construction. Include time requirements for sequences and durations, milestone dates for receipt and approval of pertinent information, preparation and processing of shop drawings and samples, delivery schedule of materials or equipment requiring long-lead time procurement, project procurement schedule, installation, and construction completion. This schedule must also include manpower loading for each task. This includes the periodic updates of project schedule for Architect's review and Owner approval.
- d. Develop requirements for safety, quality assurance/control, and schedule adherence.
- e. Perform a "constructability" review of the construction documents.
- f. Perform maintainability review of the construction documents.
- g. Provide detailed construction cost estimates, to achieve the Owner's budget.
- h. Provide analysis of different construction methods in each major trade group for potential quality, cost, and schedule enhancements.
- i. Develop a budget and acceptable schedule of values to be maintained throughout construction.
- j. Develop value-engineering options.
- k. Develop a Cost Proposal Estimate, Value Engineering Suggestions, and Constructability Review based on the proposed schedule.

2. Bidding and Award Phase:

- a. Develop requirements to assure time, cost, and quality control during construction.
- b. Provide a provisional construction schedule (CPM) for issuance with bid packages.

- c. Document solicitation and encouragement of sufficient numbers of subcontractors to support a competitive bidding environment.
- d. Schedule and conduct pre-bid conferences in conjunction with the Architect.
- e. Advertise and distribute bidding documents.
- f. Review and analyze bids with Owner, rebid if Bids are not satisfactory to the Owner.
- g. Update schedule.

3. Construction Phase:

- a. Maintain on-site staff for construction management.
- b. Establish and maintain coordinating procedures.
- c. Develop and maintain a detailed schedule (CPM) including delivery, approvals, inspection, testing, construction and occupancy.
- d. Conduct and record job meetings. Disseminate meeting minutes within 10 days of each job meeting to Owner and Architect
- e. Prepare and submit change order documentation for approval of the Architect and the Owner.
- f. Maintain a system for review and approval of shop drawings, samples and product data.
- g. Maintain records and submit bi-weekly reports and formal monthly reports to Architect and the Owner. Included is a daily log containing a record of weather, Trade Contractors and Subcontractors working on the site, number of workers, Work accomplished, and problems encountered, and other similar relevant data as the Owner may reasonably required. Make this log available to the Owner and the Architect.
- h. Maintain quality control and ensure conformity to plans.
- i. Develop a system and provide cost control through progress payment review and verifications according to the approved schedule and contract amounts. Include regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed changes. Identify variances between actual and estimated costs and report the variances to the Owner and the Architect.
- j. Develop as-built drawing redlines.
- k. Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and the Owner's final acceptance.
- l. Coordinate and monitor the resolution of remaining "punch-list" items.

4. Warranty Phase:

Coordinate, monitor and resolve all warranty complaints to the satisfaction of the Owner during the warranty periods. GC/CM candidates to provide an option for a one-year warranty.

Hamilton Justice Center Facility: PRELIMINARY PROJECT DESCRIPTION

Location:

Hamilton, Montana

Scope of Project:

General construction and renovation of existing 2-story (with basement) Hamilton Armory. Existing building is unreinforced concrete masonry unit (CMU) construction with a mix of CMU and wood framed interior walls. New construction will be conventional wood will entail lateral reinforcement in the form of an external steel braced frame. Building will house courtrooms, police facilities, and City Attorney facilities structure with basement and associated utilities, earthwork, engineering.

Building Uses:

Basement: Storage occupancies.

Ground floor: Business occupancies

Second floor: Business occupancies

Overview of Design - Site

Site Layout:

Existing site has multiple buildings on it as well as exterior site concrete that will be addressed outside of this scope of work. Site work associated with this project is identified in attached Schematic Design Drawings and Narratives

Water Supply:

A 1-1/2" diameter service is extended into the lot. Service will be upgraded to 2" under this scope of work.

Sanitary Sewer:

The building is currently connected to the city sewer with a 4" line which enters the NE corner of the building. This service is anticipated to remain with an additional service added to accommodate the City Attorney portion of the building

Storm Drainage:

Storm drainage will be captured by catch basins in the north parking lot. Roof drainage will be handled via gutters and downspouts surface draining to the catch basins.

Landscape Plan:

The landscaping plan will be minimal and be focused on the front of the building. Underground irrigation will be provided for the planting areas and the lawn areas. Landscaping will comply with City of Hamilton ordinance requirements.

A. Overview of Design – Building

1. Building Materials – Exterior

Exterior materials will be a mix of:

- Horizontal cementitious lap siding
- Surface fastened corrugated metal siding

Exterior Walls:

Exterior walls will be light gauge steel framing with continuous exterior insulation for new construction.

Exterior Windows & Doors:

Windows will be aluminum or aluminum clad with energy efficient low-e thermal glazing.

The exterior entry doors will be storefront medium stile aluminum entrances. Access key pad security door hardware will be installed at secure exterior doors. All door hardware will be high quality commercial grade and comply with exiting requirements and accessibility requirements. Accessible automatic door openers will be installed at the main entry door.

Entrance Canopies:

Entrance canopies will be suspended or supported fabricated steel framed canopies with integral drainage systems.

Roofing:

Mechanically attached TPO or PVC membrane on tapered insulation package for all low slope applications. Internal drains will take roof water to an area well under the parking area. Overflow drains will be provided and drained to landscape areas.

The existing roof will remain as it was replaced in 2009 (approximately).

2. Building Materials - Interior

Flooring:

Finish materials will be as follows:

Painted concrete at basement
Commercial Rolled Carpet, LVT vinyl, and tile.

Interior Walls:

Walls will be painted gyp, FRP clad, or tile clad depending on location. Selected areas of wood chair rail at courtroom will be used where a higher quality of finish is desired. Wall base will be 4" rubber base or 4" wood base where a higher level of finish is desired. Sound insulation will be required throughout the project to achieve desired STC ratings.

Interior Doors & Windows:

Interior doors will be solid core wood, stained. Secure doors will be heavy duty hollow metal painted. All door hardware will be commercial grade and will comply with all applicable building codes. All doors will have hollow metal door frames, painted. The inside of exterior windows will have stained wood jambs, head and sill/apron.

Ceilings:

The ceilings in the facility will be a combination of painted and textured gypsum wall board and acoustical lay-in ceiling.

Casework:

All cabinetry in the facility will be constructed from wood sheet goods and covered with plastic laminate. A large portion of casework will be reused from the existing facility.

B. Overview of Design – Mechanical and Electrical

Mechanical:

See Attached mechanical systems narrative dated January 15, 2018

Fire Protection:

No Fire Protection will be provided

Electrical:

See attached electrical systems narrative dated January 15, 2018

C. Overview of Design – Geotechnical & Structural

Geotechnical

A detailed geotechnical report has been completed for the proposed site. See attached report by Tetrattech Engineering dated January 18, 2018.

Structural

See attached structural systems narrative dated January 20, 2018

LIST OF DOCUMENTS AVAILABLE UPON RECEIPT OF NON-DISCLOSURE AGREEMENT:

- AIA A133 GCCM contract draft
- Soils Report Dated January 18, 2018
- Montana Prevailing Wage Rates dated January 27, 2018
- Mechanical Systems Narrative dated January 15, 2018
- Electrical Systems Narrative dated January 15, 2018
- Structural Systems Narrative dated January 30, 2018
- Schematic Design Documentation dated January 31, 2018