CONSTRUCTION MANAGEMENT SERVICES

FOR A

NEW AUTOMOTIVE BUILDING
AND
VARIOUS PROJECTS THRU FY 17

LAKES REGION COMMUNITY COLLEGE
LACONIA, NH

Project LRC14-07CM

MARCH 24, 2014
Request for Qualifications

For: Construction Management Services for a new

New Automotive Building
And
Various Projects thru FY 17

at Lakes Region Community College – Laconia, NH

Purpose: Lakes Region Community College is seeking qualifications from qualified, interested parties to provide “Construction Management Services” involving the construction of a new Automotive Building and Various Projects thru FY 17.

The project will include: a New Automotive Building and Various Projects thru FY 17, which will be on the Lakes Region Community College campus. Construction of the new Automotive Training Center, associated parking which may be required if existing parking is displaced by the new building, and associated driveways.

First Project Total Design, Construction, Furnishing and Equipment, etc. budget: $3.3 million. Project construction for the New Automotive Building to start Spring/Early Summer 2014 and have substantial completion by the end of May 2015.

Lavallee/Brensinger Architects, Manchester, NH is the architect assisting LRCC in developing planning, performance criteria, specifications, construction management bid documents and construction administration according to LRCC and CCSNH requirements, administration needs and all applicable code requirements. Applicants must be registered to do business with the State of New Hampshire.

The Construction Manager will assist Lakes Region Community College, the college administration and the designer in cost estimating, developing construction bid documents, bidding, contracting, quality control and quality assurance and managing all phases of construction.

Applicants must have experience in Construction Management of projects of similar size and scope, experience in large scale new construction and renovation work in occupied buildings by college students and the ability to provide bonding and insurance coverage.
LRC-07CM

STEP 1:
Applicants are requested to provide five (5) copies of a qualifications package with the following documentation:

Proposal Instructions: Each response must include the following information, see Exhibit B:
1. Name, address, brief history and description of firm.
2. Résumés of key personnel to be assigned to this project.
3. Related projects / areas of expertise / experience. Include descriptions of other projects managed by this firm and staff which are similar to this project. Include reference contact information.
4. A brief description of the firm’s approach to working with designers, owners, and subcontractors.
5. A description of the quality control and quality assurance programs to be used by the firm.

RFQ Due Date: Five (5) copies of the information above must be dated and signed by the submitter and received by Lakes Region Community College, ATTN: John Harrington, 320 Corporate Drive, Portsmouth, NH 03801 no later than 3 p.m. April 10, 2014. Also send an electronic copy via email to: memoore@ccsnh.edu, of the information by 3 p.m. April 10, 2014: Submissions received after that date and time will be marked as “Late,” will not be eligible for consideration in this process, and will be returned to the submitter unopened. There will be no exceptions to this requirement.

Evaluation Process: All eligible responses will be considered for inclusion on a short list of accepted applicants. The short list of applicants will be determined no later than April 17, 2014.

STEP 2:
A list of qualified candidates will be selected from the responses. Shortlisted candidates will be asked to submit a fully developed proposal for the work. Additional information regarding the proposal will be sent with the invitation.

From Three to Five firms meeting the requirements of the Request for Proposal will be invited to interview. A selection committee chosen by the College will interview the candidate’s team and be judged by the team on the attached criteria. The candidate with the highest score will enter into negotiations for the work.

The purpose of the presentation is to showcase the ability and experience of the firms to provide construction management for the new Automotive Building. It is highly recommended for the firm to describe prior similar projects for this or other colleges. CCSNH reserves the right to retain and use any material supplied.
The contract will be a Community College Construction Management Agreement. If no agreement is reached with the highest scoring firm negotiations will be terminated and negotiations with the runner up will be pursued.

**AWARD PROCESS:**
All responses will be reviewed by the Selection Committee. The Selection Committee shall evaluate the proposals and shall be composed of Lakes Region Community College Representatives and a CCSNH Representative. Interviews with the short listed firms will be held, **April 22, 2014** (time will be confirmed). This decision shall be based on the criteria of the scoring sheet to be sent to the short listed firms.

The successful applicant will then be asked to provide a proposal for the work. Lakes Region Community College will enter into negotiations regarding the terms of the contract with the highest ranked firm. Should Lakes Region Community College be unable to reach agreement on contract and price, they will proceed to negotiations with the next ranked firm.

The RFQ/RFP process is a procedure allowing Lakes Region Community College to award this contract for Construction Management Services to the firm whose submittal best meets the interests of Lakes Region Community College.

The Construction Manager Firm shall not begin work until a fully executed contract has been received and the Construction Manager Firm has received the notice to proceed.

**Proposal Inquires:** all inquiries concerning this request shall be made in writing (email acceptable) and shall be submitted to Matthew Moore, P.E., Director of Capital Planning and Development, memoore@ccsnh.edu, 26 College Drive Concord, NH 03301, phone (603) 230-3565, cell (603) 724-5718. If necessary any updated information regarding the RFQ will be posted at [www.ccsnh.edu/bidding/](http://www.ccsnh.edu/bidding/).

**SITE VISITS:**
The project area, which is planned to be just beyond the new Academic Building to the right as you face the main entrance, is available to visit at any time.

**CONTRACT INFORMATION**

**FORM OF CONTRACT**
The Construction Manager Firm who is awarded the contract will need to complete an AIA 133 modified and AIA A201 modified contract (sample to be provided to those short listed) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so.

**INSURANCE:**
The Construction Manager Firm awarded the contract will need to furnish an insurance certificate, which includes the following:
See Exhibit A below for full individual insurance requirements.

**CONTRACT TERM:**
The term of any resulting contract shall end on or before **June 30, 2017**.
Lakes Region Community College shall have the right to terminate the contract at any time by giving the Construction Manager a thirty (30) day written notice.

PAYMENT AND COMPENSATION:
Payment terms: Partial payments are allowed once the work has been invoiced, approved, and accepted by Lakes Region Community College.

ADDITIONAL INFORMATION:
- Applicants are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a proposal is to be considered as full acknowledgment that the applicant inspected the site and is familiar with the conditions and requirements of these specifications.
- The College reserves the right to make a written request for additional information from a Designer/Vendor to assist in understanding or clarifying a proposal. The responses are to be provided in writing.
- All local, state and federal regulations are to be followed. Any fines assessed to the College due to the lack of these regulations being followed will be the responsibility of the successful Construction Manager Firm.
- If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. Any fines, damages, etc. assessed to the College due to failure to obtain a Dig Safe permit and to have utilities located by a private company will be the responsibility of the successful Construction Manager.
- Shirts are required to be worn at all times on the work site, smoking is allowed only in vehicles.
- After the award, the Construction Manager shall submit a list of all key personnel and subconsultants.
- The College reserves the right to request a criminal background check on any employee of Construction Manager Firm. The College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY CONSTRUCTION MANAGER WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY

In connection with the performance of the Services, the Construction Manager shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Construction Manager, including, but not limited to, civil rights and equal opportunity laws. In addition, the Construction Manager Firm shall comply with all applicable copyright laws. During the term of any contract, the Construction Manager shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Construction Manager shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations. The Construction Manager further agrees to permit the State or United States access to any of the Construction Manager's books, records and accounts for the purpose of ascertaining
compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, the College will post addenda at www.ccsnh.edu/bidding/. **Before your submission,** always check for any addenda or other materials that may have been issued which would affect the RFQ/RFP. Any change, correction or deviation to this RFQ/RFP must be addressed in a written addendum. Verbal changes will not be allowed.

*The College reserves the right to waive any and all informalities in its best interest.*
EXHIBIT A

REQUEST FOR QUALIFICATIONS

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INSURANCE REQUIREMENTS

TYPES OF INSURANCE REQUIRED

Professional/Errors & Omissions Liability Insurance
Professional or E&O insurance is required of all Architects and Engineers who provide the design and engineering for buildings and other structures.

LIMITS OF INSURANCE REQUIRED

Commercial General Liability: Contractor agrees to maintain in full force during the term of this contract and until the completion of this project Commercial General Liability insurance with the following minimum limits of liability:

- $1,000,000 per occurrence - Limit for bodily injury/property damage
- $1,000,000 per occurrence - Personal and advertising injury
- $2,000,000 aggregate - Products/completed operations
- $2,000,000 aggregate - Policy aggregate
- $5,000 per person - Medical expense

Automobile Liability Insurance: Contractor agrees to maintain in full force during the term of this contract and until the completion of this project Commercial Automobile Liability insurance for all owned, non-owned, and hired vehicles/trucks. The minimum limit of liability shall be $1,000,000 each accident, combined single limit for Bodily Injury and Property Damage.
**Workers’ Compensation Insurance:** Contractor agrees to maintain in full force and effect Workers’ Compensation insurance which provides statutory coverage for Workers’ Compensation claims and Employers’ Liability insurance subject to minimum limits of:

- $500,000 each accident Bodily injury by accident
- $500,000 each employee Bodily injury by disease
- $500,000 policy limit Bodily injury by disease

or the minimum limits required by Contractor’s Umbrella insurer.

Workers’ compensation requirements as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers’ compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-I: 81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to post this information on a publicly accessible website. (Note: Any exemptions demonstrated by the Contractor can be noted in the contract in Exhibit C.)

**Umbrella Liability Insurance:** Contractor agrees to maintain in full force and effect Umbrella Liability insurance which provides excess following form coverage over the underlying Commercial General Liability, Automobile Liability, and Employers Liability policies previously described. The Umbrella/Excess policy will provide minimum limits of liability of $5,000,000 per occurrence and aggregate - and the aggregate limit should be provided on a “per project or job” or location basis.

**Professional Liability Insurance:** Architect/Engineer agrees to maintain in full force during the term of this contract and for a period of one (1) year after the completion of this project, Architects and Engineers Professional Liability (Errors and Omissions) insurance subject to a minimum per occurrence and aggregate limit of $3,000,000. Note: The scope of coverage and limit provided by the policy shall encompass the Architect/Engineers obligations as defined in the project agreement.

**Personal Property Insurance:** “Builder’s Risk” coverage does not provide coverage for the Contractor’s business personal property – tools, equipment, etc. As such, coverage must be provided by Contractor for this exposure.

The certificates are required to name Lakes Region Community College as additional insured.
EXHIBIT B

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CONSTRUCTION MANAGER QUALIFICATION FORM

THIS FORM IS TO BE SUBMITTED WITH THE PROPOSAL

Qualifications to perform the work: Construction Manager must have a minimum of three (3) years experience with Construction Manager of projects of similar scope and complexity within 100 miles.

NAME OF FIRM SUBMITTING PROPOSAL:

Proposal Instructions: Each response must include the following information:

1) Name, address, of the Construction Management Firm.

2) Brief history and description of firm. (Include area of expertise and list past pertinent projects)
3) List of key personnel to be assigned to this project. *(Include recent, with time employed with firm)*

   Project Manager __________________________________________________________

   Principal in Charge ______________________________________________________

4) Related projects / areas of expertise / experience. Include descriptions of other projects of similar scope built by this firm. Include reference contact information.

5) A brief description of the firm’s approach to project Construction Management.

NAME OF REFERENCE PROJECT ________________________________________________

   Location of Project _________________________________________________________

   Date work performed ______________________________________________________

   Description of Project _____________________________________________________

   Approximate Contract value ________________________________________________

   Name of Owner ___________________________________________________________

   Address ___________________________________________________________________

   Contact Information ___________________________ Phone ________________________

END OF EXHIBIT E