CONSTRUCTION MANAGEMENT SERVICES THRU FY 2017

FOR

WHITE MOUNTAINS COMMUNITY COLLEGE
2020 Riverside Drive
Berlin, NH

Project WMC 14-05 CM

April 3, 2014
REQUEST FOR QUALIFICATIONS
Construction Management/General Contractor
Services for Various Projects at
White Mountains Community College

PURPOSE: White Mountains Community College (WMCC) is seeking qualifications from experienced, capable, interested parties to provide “Construction Management services”, involving project management, design, engineering, and construction.

SERVICE/SCOPE: The successful Construction Manager is to furnish all necessary permits, labor, materials, and equipment necessary to provide construction management services for now and future undetermined renovations and/or improvement projects in the areas of carpentry, mechanical, electrical, building automated controls, plumbing, masonry, painting, roofing, paving, site/civil work and other trades generally associated with minor construction and renovation projects. Other service requirements to include, but not limited to:

- Provide a verifiable schedule of values (including Construction Management fees) for all work and upon WMCC request provide a minimum of 3 lawful quotes for review and acceptance.
- Ability for complete Project Management (permitting, scheduling, bidding cost analysis, monthly reporting logs, supervision of all subcontractors, close-out documents) from inception to close out of each project.
- Ability to procure items such as furniture, fixtures, equipment and provide installation and warranty.
- Provide a schedule of subcontractors for WMCC review and approval.
- All designs and product specifications to be reviewed and accepted by CCSNH WMCC.
- Provide guaranteed fee schedule for personnel assigned to WMCC.
- Provide appropriate construction bond and insurance for all work.
- Provide a Project Manager that shall meet with WMCC at minimal once a week on an as need basis throughout the contract when work is in progress.
- Provide a Superintendent that shall be on campus daily during active projects and then on a as need basis throughout the contract.

TERM: Term of contract to be 3 years, starting on or around May 5, 2014 and ending on June 30, 2017 there shall be an option to extend this contract up to two more years.

The Construction Manager will assist WMCC in developing plans, performance criteria, specifications, and construction according to WMCC and CCSNH requirements, and all applicable code requirements. Applicant team must work with CCSNH WMCC for each project when selecting Architect and Engineers registered in the State of New Hampshire and registered to do business with the State of New Hampshire with $3 million Professional Liability Insurance.
Proposal Inquiries: All inquiries concerning this request shall be made in writing and shall be submitted to: Community College System of New Hampshire, Attn: Matthew Moore, P.E., Director of Capital Planning and Development, 26 College Drive, Concord, N.H. 03301-7402, e-mail memoore@ccsnh.edu, tel: (603) 230-3565, cell (603) 724-5718.

STEP 1:

Interested Construction Managers must submit their RFQ electronically to Matthew Moore via email: memoore@ccsnh.edu and Three (3) copies must be received by White Mountains Community College, ATTN: Lynn Moore, 2020 Riverside Drive, Berlin, NH 03570, of the following information by 3:00 p.m., Monday, April 14, 2014:

1. Name, address, a brief history and description of the firm and prime sub consultants.
2. Resumes of key personnel and consultants that will be assigned to this project
3. Related projects/areas of expertise/experience, to include descriptions of other projects designed by this firm, project manager and superintendent that are similar to this project in the local area. Include reference contact information, contact name and phone number.
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: The information above to be submitted no later than 3:00 p.m., Monday, April 14th, 2014. Submissions received after that date and time will be marked “late”, will not be eligible for consideration in this process. 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 of 3 to 5 firms. The short list of applicants will be determined no later than April 17, 2014.

STEP 2:

Short listed applicants will be invited to present their qualifications and an associated program narrative within the project budget to a College Selection Committee.

All firms invited are asked provide a proposal and interview to provide Construction Management services for the projects at White Mountains Community College.

The process to select a Construction Manager Consultant will include the following:

- Proposals are to be submitted addressing the duties of the Construction Manager as defined in this letter.
• The Proposals are to be presented to the College on at the time of your interview.
• Interviews of all applicants will be held on Monday, April 28, 2014.
• The time and order of the interview will be forwarded under separate cover.
• Preselected scoring criteria will be used by the selection committee to judge and choose the successful applicant. These criteria are attached.
• The Community College System will enter contract discussions with the successful applicant to finalize terms of the Contract. If contract terms cannot be agreed to, the College will terminate discussions and enter into negotiation with the next highest scoring applicant.
• The form of Contract will be a modified AIA 133 and modified AIA 201.

Evaluation and Award of Contract:

The RFQ process is a process allowing the Community College System of New Hampshire to award this contract for Construction Management Services to the candidate whose proposal and qualifications best meet the interest of the College, with the lowest price not being the determining factor in the selection.

We anticipate selecting a Construction Manager shortly after the interview process to work with the design team and we expect to begin WMCC’s projects as soon as possible. The construction schedule shall be created and managed with the White Mountains Community College team.

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

The Construction Management Fee is to be based on a projected construction budget's estimated of $400,000.00.

Your response to this request should include, as a minimum, the following components:

Fully executed A305 Contractor’s Qualification Statement, with particular emphasis on relevant experience working in a College and Construction Management method.

1. Fully executed A305 Contractor’s Qualification Statement, with particular emphasis on relevant experience.
2. Insurance certificates to match the requirement listed in the attached document.
3. Cost of providing a 100% performance and payment bond.
4. Clearly identify all services and costs included in the Construction Management
   a. Fee and include in the fee proposal. Fee shall be expressed as a lump sum cost.
   b. The Base Contract Fee will not increase if the base Budget exceeds the advertised cost. Fees for Change Orders will compensate the Construction Manager for work that exceeds the base cost.
5. Identify all services and costs that will make up the General Conditions expense.
   This will become a Contract requirement.
6. Based on the outlined scope, identify the realistic performance period for all phases, including design, the Owner can expect once the Contract is awarded. The Projects do not have a strictly defined time frame. Identify scheduling issues and solutions to meet the schedule for completion. Liquidated damages will be applied if the schedule is not met.

7. Identify the Estimating and Scheduling software to be used for the Project.

8. A one year warranty will be required for the Project.

9. Provide three references with college projects and with similar construction management requirements, including those staffed by the proposed Project Manager, Scheduler, Estimator a Superintendent.

The duties of the Construction Management Firm will be as follows:

i) Participation in the design and/or review, procurement, estimating and scheduling of the Project. Attend regularly scheduled design and/or review meetings.

ii) Preparing and updating cost estimates at all phases of design. Track and report costs monthly through the construction process. Design is anticipated to include all standard disciplines, including a selective demolition phase. Management and payment of hazardous materials remediation will be required under the CM Contract.

iii) Preparation of schedules for design and construction. Update design and procurement schedules at all phases of work. Provide scheduling support for all phases of construction. Initial schedules are to include detail for all phases of work, with material and access issues identified. Maintain procurement and construction schedules. Schedule maintenance responsibilities will include identifying activities which impact schedule and recommending and implementing actions to remedy any schedule slippage. All schedules are to be updated monthly.

iv) Design and/or review of Technical specifications for schedule and procurement issues.

v) Preparation of Bid Documents for the approval of the Owner.
   (1) Procurement of all sections will be through competitive bidding. A minimum of three sealed bids for all packages will be required.
   (2) Provide a list of all invited subcontractors to the Owner for approval prior to invitation.
   (3) Construction Manager will receive bids. All Subcontractor bids are to come via sealed proposals. Bids are to be open with the owner in attendance. All bids are to be available to the owner.

vi) Awarding and Enforcement of Subcontractor contracts.
   (1) Form of Contract to be reviewed and acceptable to the Owner.

vii) Overseeing Sub-Contractors work.
viii) Providing management of all Quality Control and Quality assurance issues, Ensuring implementation of quality control and quality assurance programs. This quality control includes:

1. Submittals required of the technical specifications.
2. Testing as required by technical specifications and pertinent codes.
3. Inspection and confirmation that installed materials meet contract requirements.
4. Cost for testing to be carried by the owner, in accordance with Division 1 specifications under an allowance in the Construction Management Contract.
5. QA/QC plans are required for all phases of the work and are to be submitted for review informational purposes to the owner.
6. The CM will co-ordinate procurement and installation of all equipment.
7. The Construction Manager is to provide supervision of all field work. No items of work are to be undertaken by the Construction Manager unless agreed to in writing in advance of the work being done.

All the above mentioned services are to be provided on the basis of a fixed fee. The fee is to include the management services for the term of the project, up to final acceptance and throughout the warranty period as required. Project acceptance is anticipated to be

**Scope:**
The construction budget is projected to be as stated above. Scope of service shall include implementation of all work designed by the Construction Managers or owners Design Consultant contract, unless specifically noted as work by others.

The building will be designed to meet the energy requirements of current Legislation and the State energy code. The client has acknowledged that LEED certification will not be pursued for the existing building projects, but the State Building Code Section 155-A:13 with High Performance Design Standards will be required for all renovations.

**The Fee is to include:**
(1) All Overheard and Profit, office costs, travel costs, equipment, salaries and wages for all personnel involved in the project.

(a) Office personnel to include administrative support staff, a qualified professional estimator, and qualified professional scheduler in addition to the project manager and field staff. Qualified Personnel performing multiple duties could be acceptable, with prior approval of the owner.

(b) Site personnel at the site to be a minimum of one full time qualified superintendent for the construction phase of the project. The Proposal may include additional site personnel. Detail the time and responsibilities the additional personnel would be engaged in.

(i) All Management and supervisory personnel are to be identified in the proposal with sufficient documentation to confirm qualifications.

Owner reserves the right to approve of the Superintendent and Project Manager, and reserves the right to require replacement of any site personnel, without cause. A
minimum of 3 years field experience with 3 years in a full charge supervisory role is required.

(ii) The project superintendent and/or project manager are not to be replaced without owners approval. Construction Manager agrees to assign Field Superintendent and Project Manager for life of the Contract. Project Manager is to be scheduled for the hours necessary to properly manage the work. The Field Supervisor is to be assigned full time at the time of Contract award. Superintendent duties may be transferred, with owner approval, at the final punch list phase of the work.

(iii) The owner reserves the right to require additional field supervisor when the owner finds that field conditions warrant additional supervision.

(2) The Proposal is to include the Fee for Change Order work. This Fee would not be required to be the same fee as for the base project.
   (a) Provide detail in the proposal if the Change Order fee would be revised depending on the scale or cost of the change.
   (b) Markups allowed by subcontractors on changes to the work will be 10% overhead and 5% profit.

(3) Bonding and Insurance.

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

Proposal Inquiries: all inquiries concerning this request shall be made in writing (e-mail acceptable) and shall be submitted to Matthew Moore, P.E., Interim Director of Capital Projects, 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/RFP will be posted at www.ccsnh.edu/bidding/.

ADDITIONAL PROJECT REQUIREMENTS:

- CAD based design documents are to be generated for the schematic design, final design and finished (as-built) project. CAD based drawings to become the property of CCSNH for their use.

This Agreement is comprised of the following documents listed below, to be given to the shortlisted firms at that time:

(1) AIA Document A133–2009, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price
(2) AIA Document A201–2007, General Conditions of the Contract for Construction
(3) AIA Document E201™–2007, Digital Data Protocol Exhibit
(4) Scope of the work
(5) Cost of the work and Method of Payment
(6) Rate sheet for time and material work Construction Management Services FY 2014 2015
(7) Forms for partial and final lien waivers
(8) Subcontractor/Employee Master List RSA 21-I 81a
(9) Insurance Certificates
(10) Substantial and Final Completion forms
(11) Certificate of Corporate Authority
(12) Scoring Criteria

**CONTRACT INFORMATION**

**FORM OF CONTRACT:**
The Construction Manager who is awarded the contract will need to complete an AIA Document A133 ‐2009 contract (See attached) 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 awarded the contract will need to furnish an insurance certificate which includes the following: See Exhibit D for full individual insurance requirements.

**CONSTRUCTION MANAGER CERTIFICATIONS:**
The Construction Manager, who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not will need to submit a completed Alternate W‐9 form (no fee) with the contract and must be willing to comply with all terms and conditions of the State of New Hampshire.

**CONTRACT TERM:**
The term of any resulting contract shall end on or before June 30, 2017.

White Mountains 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 White Mountains 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 Construction Manager 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 Managers Design Firm.

• Shirts are required to be worn at all times on the work site, smoking is allowed only in vehicles.

• After the award, the Construction Managers shall submit a list of all key personnel and sub-consultants.

The College reserves the right to request a criminal background check on any employee of Construction Manager and Subs. 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/DESIGNER WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY**

In connection with the performance of the Services, the Construction Managers 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/Designer 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/Designer 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 RFQ/RFP prior to the scheduled submittal date, the College will post addenda at [www.ccsnh.edu/bidding/](http://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.