**[SCHOOL DISTRICT NAME]**

# [District Logo]

# REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT RELATED SERVICES

[per 4 AAC 31.065]

Project Name:

Project #:

RFP #:

Location:

Procurement Agency and Address:

[District]

[Division]

[Address]

City, Alaska 99XXX

Procurement Officer: Date of Issuance:

District Contact: [Month/Date/Year]

Phone:

Email:

**REQUIRED SERVICES:**  are described in the attached Statement of Services

The Project cost estimate is:  under $50,000  $50,000 - $100,000  $100,000 - $200,000.00

over $200,000

Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and must be received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of the Offeror’s proposal upon which award could not be made. Protests based on any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.

PERIOD OF PERFORMANCE: Begin: [Month Year] End: [Month Year]

# SUBMITTAL DEADLINE AND LOCATION

DATE:  PREVAILING TIME:  Fax :

OR Email:

Hand deliver proposal directly to following location, and person, if named; or email, or fax to a number above:

PHYSICAL ADDRESS:

INDIVIDUAL:

Late proposals will not be considered. ***Offerors*** are responsible to assure timely delivery and receipt and ***are*** ***encouraged to respond at least four business hours prior to the above deadline.*** Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will ***not*** be provided.

# PROPOSAL FORMAT

The Construction Management firm’s proposal shall be provided in the following format in order to provide the information to demonstrate the firms experience, knowledge personnel and resources to successfully perform the services requested. The required submittals are:

1. Proposal Form (see attached)
2. Cover Letter: Provide a cover letter (not to exceed two pages) introducing your firm, the proposal, and your understanding of the project.
3. Project Team: Provide an overview of the proposed team detailing the professional staff expected to be providing services on this project. Include the experience and professional credentials (e.g. CCM, PMP) for each team member. Provide a history of the team’s relationship.
4. Project Management Firm Experience / Project Profiles: Provide a maximum of five (5) project profiles. Preferred projects presented should demonstrate experience with the following attributes: project delivery methods, school construction, and state funding through AS 14.11.11 or AS 14.11.100. For each project include the client name, project name, project location, summary of services performed, and construction budget. Provide Owner references for at least three (3) of the projects, including name, title, and phone number.
5. Project Organization: Provide an organization chart. Identify roles and responsibilities, reporting relationships and use of sub-consultants. Identify whether project management services will be self-performed or utilize sub-consultants.
6. Project Approach: Present your understanding of the Project, its schedule, and the scope of the services required. Include how your firm provides project management services for any or all of the Project’s phases (e.g. design, construction, project close-out, etc.).

# BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. The intent is to select a Contractor based on the criteria specified as follows:

**Criteria**

1. Project Team & Staffing: qualifications, education, experience, and references.
2. Experience: experience of the offeror in performing similar services for building projects of similar scope and similar location.
3. Methodology: understanding of the project, the services required, and the soundness of the project approach.
4. Responsiveness: proposal completeness and quality, responsiveness to the detailed services and anticipated schedule.

**Scoring**

Proposals will be evaluated using the categories and scoring indicated below. The final score will be calculated by computing an average of the total Evaluation Committee’s scores.

1. Background (XX Points)
2. Project Team & Staffing (XX Points)
3. Related Experience (XX Points)
4. Overall Project Approach (XX Points)
5. Approach to Schedule and Budget (XX Points)
6. References (XX Points)

# PRICE AND METHOD OF PAYMENT

***A Price Estimate is NOT required with your proposal.*** The selected Offeror shall submit a Price Estimate within ***three*** business days following a request from the Contracting Agency. A Price Estimate shall include all tasks to perform the contract and be prepared to show hourly rates, anticipated hours, and anticipated staff, by task. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

# PROJECT INFORMATION AND SCHEDULE

[Enter project description and background]

**Schedule**

CM Firm contract award [Date]

Advertise for A/E RFP [Date]

A/E RFPs Due [Date]

A/E Contracted [Date]

Schematic Design Due [Date]

Design Development\* [Date]

Contract documents [Date]

Advertise for Bids [Date]

Award for construction [Date]

Construction Completion [Date]

# RESPONDENT’S CHECKLIST

**Proposals will not be considered** if the following information, documents and/or attachments are not completely filled out and submitted with the proposal.

Cover sheet, page 1, Proposal Form, must be manually signed.

Copy of Alaska Registration or Required Certifications

Project References

Other

# ATTACHMENTS

Statement of Services

Proposal Form

[Sample Contract]

[General Conditions]

[Insurance Requirements]

**DEED Project No:**

**Date Prepared: XX/XX/XXXX**

# STATEMENT OF SERVICES

**[PROJECT NAME]**

INDEX

ARTICLE NUMBER TITLE

B1 ADMINISTRATIVE REQUIREMENTS

B2 DETAILED SERVICES

## ARTICLE B1 ADMINISTRATIVE REQUIREMENTS

**B1.1 General.** The Contractor shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed (NTP). The Contractor shall not perform services or incur billable expense except as authorized by an NTP.

**B1.2 Definitions.**

**B1.2.1** “Project Manager”, “Construction Manager”, “CM”, or similar phrases mean the contractor who is a party to this agreement.

**B1.2.2** “User Agency” means the District, division, etc., that generated the requirement for which services under this agreement are obtained.

**B1.3 Project Staff.** All services must be performed by or under the direct supervision of the following individuals (replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval from the Contracting Agency):

**Name** **Project Responsibilities**

**B1.4 Professional Registration.** Unless otherwise required by Alaska Statute, professional registration is not required to perform these services.

**B1.5 Billing Reports.** The Contractor shall provide a two-page (typical) report with each monthly billing for months in which services are performed. The report shall specifically describe the services and other items ***for which the billing is submitted***, and shall estimate the percent the services are complete. Any delayed costs from previous billing periods that are included in the current billing must be clearly explained in the report.

**B1.6 Correspondence.** All correspondence prepared by the Contractor shall bear the Contracting Agency's assigned Project name and numbers (State & Federal).

**B1.7 Documents and Reports** shall be printed with solid black letters that are double spaced on white, 8.5 inch x 11 inch bond paper. Other size paper may be used for illustrations if they are folded to 8.5 inch x 11-inch size. Original documents and reports shall be printed on one side of the paper only and shall be ready for copying. The use of black and white photographs, color photographs, or multicolored graphics is approved for this project. Original, camera ready, copies of final documents and reports shall be submitted to the Contracting Agency for a check before printing.

**B.1.7.1 Copies.** When the Contract calls for multiple copies of documents or reports, the copies shall be printed on both sides of the paper. However, the cover and pages with approved illustrations, multicolored graphics, or photographs shall be printed on one side of the page only. All copies - except for originals - shall be bound.

**B1.7.2 Page Numbers.** All documents shall be page numbered to allow every major Section, Chapter, Appendix, etc., to begin on a "right hand," odd numbered page.

**B1.7.3 Covers.** The cover of all documents and reports shall include the following information:

a. Name of document or report.

b. Date.

c. Indicate whether draft or final.

d. Project Name.

e. State and Federal Project Number(s).

f. Prepared for:

g. Prepared by:

h Map and/or picture of project area.

**B1.8 Revisions.** The Contractor shall modify work products in response to direction from the Contracting Agency. Corrections, adjustments, or modifications necessitated by the review/approval process, but which do not substantially affect the scope, complexity, or character of the services, shall be considered a normal part of the Contractor's services.

**B1.8.1 Errors and Omissions.** Except as described in this Statement of Services, work products shall be essentially complete when submitted to the Contracting Agency. Work products having significant errors or omissions will not be accepted until such problems are corrected.

**B1.8.2 Reviews.** Following each review, the Contracting Agency will provide written comments and may hold a meeting to discuss the issues. The Contractor's personnel who are in-responsible-charge for the work products under review shall attend the meeting and they may be asked to interpret and provide explanations of the content.

**B1.8.3 Comment Resolution.** The Contractor shall provide a written response with subsequent submittals that address all written and oral comments from the Contracting Agency. All changes from previous submittals shall be clearly explained.

**B1.9 Reproduction and Distribution.** When the contract requires only the original or only one copy of a work product to be delivered, the Contracting Agency will reproduce and distribute any other copies required. Items delivered for reproduction shall be organized and camera ready for copying and not stapled or otherwise bound.

## ARTICLE B2 DETAILED SERVICES

**B2.1 General Services:** This contract is to assist the [Name] School District in meeting its project management and project administration obligations under the Project Agreement with the Department of Education & Early Development for the [Name] project, GR-XX-XXX.

**B2.1.1** The CM shall conduct regularly scheduled project status meetings with project stakeholders and provide minutes of those meetings to the parties determined by the District.

**B.1.2** The CM shall monitor the project’s budget and provide project controls and reports as required to inform parties as to the requirements that may be needed to keep the project on budget.

**B2.1.3** The CM will assist in developing the project schedule and will provide project controls and reports as required to inform parties as to the requirements that may be needed to keep the project on schedule.

**B2.1.4** The CM will coordinate as needed with project stakeholders including [list primary known or anticipated stakeholders] to ensure that stakeholders are aware of project needs and proposed solutions and to receive commitments, as needed, from project stakeholders in support of the project.

**B2.1.5** The CM will prepare, on behalf of the District, an RFP for professional services for design and construction administration; will solicit and receive proposals for professional services and will assist the district in evaluating, selecting and entering into contracts with design and engineering professionals and will manage these contracts on behalf of the District.

**B2.1.5** The CM shall evaluate, with the District, the need for any other types of contracts and agreements for services and shall solicit, recommend award, and manage all contracts in support of this project.

**B2.1.6** The CM shall ensure compliance with DEED requirements for project reporting, project procurements, project submittals, and project payments.

**B2.1.7** The CM shall oversee, in conjunction with the districts design contractor, permitting and other regulatory agency requirements.

**B2.1.8** The CM shall oversee project close-out requirements with DEED and any other agency having close-out requirements.

**B2.1.9** CM shall understand any land and property related aspects of this project including land ownership, leases, right-of-way, right-of-entry, disposal, acquisition, etc. by project stakeholders and shall assist the district in the preparation of documents and instruments as may be needed to clarify land and property issues required by the project scope.

**B2.1.10** CM services may require travel, overnight lodging, and other reimbursable expenses.

# PROPOSAL FORM

**[Project Name**]

Name :

Title :

Offeror (Firm) :

Street or PO Box :

City, State, Zip :

Telephone - Voice :

Telephone - Fax :

Email :

Federal Tax Identification No. :

Type of Firm (Check one of the following):

Individual  Partnership  Corporation in state of:

Other (specify) :

The undersigned has reviewed the RFP, understands the instructions, terms, conditions, and requirements contained therein, and proposes to provide the required services described in accordance with the attached letter which constitutes our proposal to complete the project.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety (90) days.

Signature ***and Date***

## ACKNOWLEDGEMENTS

### Amendments

By my initials below, I acknowledge receipt of the amendments below which are duly incorporated into the Proposal:

[ ] [Addendum #X]

[ ] [Addendum #X]