

Request For Proposal
For Construction Management Services
For The
Benton County Jail and Sheriff's Office

Issue Date: June 1, 2018

Due Date:
June 25, 2018 by 10:00 a.m. Central Time

Submit RFP to:
Benton County Commission
c/o Michelle McLerran Kreisler
P.O. Box 1238
316 Van Buren
Warsaw, Missouri 65355

1. Introduction and Background

Benton County, Missouri ("County") is soliciting proposals from qualified firms to serve as Construction Manager Agent ("CM") as part of a cooperative team for the planning, design, and construction of a new Benton County Jail and Sheriff's Office ("Project"), located at 1620 E. Main St., Warsaw, Missouri.

The CM will furnish business administration, management of the construction process and other specified services to the County and shall perform in an expeditious and economical manner consistent with the interest of the County.

The County passed a sales tax to fund the Project in April, 2018. HMN Architects, Inc., Overland Park, Kansas will provide architectural services for the Project. Construction Manager will be required to work with the Owner and the Architect during the planning, design, and construction of the project. It is anticipated the project will consist of an eighty (80) bed jail **with expansion capabilities and sheriff's office on a greenfield site in Warsaw, MO.** The actual cost of construction may vary, but this proposal should be based on a \$7.5 million construction value. The CM may provide or perform basic services for which reimbursement is provided in the General Conditions to the construction management services contract, if the County determines **it to be in the public's best interest.** However, the CM shall not be permitted to bid on or perform any of the actual construction on this Project, nor shall any construction firm which controls, is controlled by, or shares common ownership or control with the CM be allowed to bid on or perform work on the Project. The actual construction work shall be awarded by competitive bidding as provided by law.

No construction management services contract will be awarded by the County on a negotiated basis as provided in this RFP if the proposed CM, or a firm that controls, is controlled by, or shares common ownership or control with the CM, guarantees, warrants, or otherwise assumes financial responsibility for the work of others on the Project; or provides the County with a guaranteed maximum price for the work of others on the Project; or furnishes or guarantees a performance or payment bond for other contractors on the Project.

2. Request for Proposal - Submission Requirements

The County seeks proposals to retain a qualified firm to provide Construction Management Services required for the planning, design, and construction of the Project.

a. To facilitate the selection of the CM for the Project, interested firms are invited to submit a proposal for consideration. The proposal should contain, at a minimum, the information requested in the Request for Proposal, and each section of the response should be identified by the section number and paragraph letter to which it references (for example, 4.B. General Company Qualifications). Each proposal should not exceed 25 pages.

b. Three (3) copies of a proposal, marked on the outside of **the envelope "Benton County Jail Project" should be delivered to:**

Benton County Commission
c/o Michelle McLerran Kreisler
P.O. Box 1238
316 Van Buren
Warsaw, Missouri 65355

The proposals should be delivered no later than 10:00 a.m., June 25, 2018. The proposals will be publicly opened and read aloud in the offices of the Benton County Commission on June 26, 2018 at 11:00 a.m. The date and time of receipt of the proposals as noted by the County will be conclusive for all purposes. The County reserves the right to reject any or all proposals submitted.

c. The County Commission will evaluate the proposals. Interviews with a short list of firms may be held on June 28, 2018. The County Commission will summarize its findings.

d. Any inquiries concerning the proposal should be directed to Susan Porterfield, Benton County Clerk.

e. Contact with other County officials concerning this RFP or its subject matter is prohibited.

f. All proposals shall be considered as firm for a period of ninety (90) calendar days, commencing the day the proposals are due.

g. Proposals received after the date and hour of the proposal due date shall not be considered.

h. All exceptions to this RFP set forth in a proposal shall be stated, regardless of materiality or substantiality. Any exceptions not specifically stated shall be assumed by the County to be provided by the CM, regardless of cost.

i. The County shall not be liable for any cost to which a responding party may incur in connection with the preparation or presentation of its proposal.

3. Scope of Services

A. Planning and Design Phase Services. The CM will assist the County during the planning and design phase of the Project by providing services consisting of, and including, but not limited to consulting with, advising, assisting and making recommendations to the County and A/E Design Consultant on all aspects of planning for Project construction; reviewing all plans and specifications as they are developed and making recommendations with respect to construction feasibility, availability of material and labor, time requirements for procurement and construction, and projected costs; making, reviewing and refining budget estimates based on **the County's program and** other available information; making recommendations to the County and the A/E Design Consultant regarding the division of work in the plans and specifications to facilitate the bidding and awarding of contracts; soliciting the interest of capable contractors and assisting the County in taking bids on the Project; analyzing bids received and awarding contracts; and preparing and monitoring a progress schedule during the design phase of the project and preparation of a proposed construction schedule, as well as:

a. The CM shall participate in project planning and design **review, planning team and architect/engineer design consultant ("A/E Design Consultant") review meetings with the County and A/E Design Consultant.**

b. The CM shall review all documents for completeness, clarity and constructability.

Request For Proposal
Benton County Jail and Sheriff's Office
Construction Management Services

c. The CM shall assist the A/E Design Consultant and County in the selection of consultants for geological testing, surveying, construction testing and other special consultants. The CM will coordinate the work of these special consultants.

d. The CM shall provide input into site planning and staging.

e. The CM shall schedule all construction project construction related activities.

f. The CM and A/E Design Consultant will immediately advise the County if the construction costs estimates exceed the latest approved budget. The CM will use value-engineering principles to make recommendations for corrective measures and will update these recommendations in a timely fashion so as not to affect progress to the design.

g. The CM will coordinate and manage the bidding process of each portion of the Project with the A/E Design Consultant team, and the County; coordinate the notice to bidders and any advertisement the County will publish; coordinate all requirements for insurance, bonds, and other financial and legal document requirements.

h. The CM shall conduct pre-bid meetings, answer bidder questions and concerns, be familiar with bid documents, compile lists of items and questions to be forwarded to the County in order to issue a written addendum, with assistance from the A/E Design Consultant with respect to technical questions.

i. The CM shall assist the County and A/E Design Consultant in evaluating bids for content, area of responsibilities, responsiveness and responsibility of bidders and recommend a bid award to the County.

j. The CM shall assist with obtaining review and approvals by necessary public agencies and approval authorities for all aspects of facility design and construction.

k. The CM shall participate and report to the County project team at scheduled meetings.

l. The CMH shall coordinate acquisition of building and special permits for the Project, and shall assist in coordination of the

A/E Design Consultant and County in connection with filing documents required for approvals of governmental authorities having jurisdiction over the Project.

B. Construction Phase Services. The CM will assist the County during the construction phase of the Project by providing services consisting of, and including, but not limited to maintaining competent supervisory staff to coordinate and provide general direction of the work and progress of the contractors on the Project; observing the work as it is being performed for general conformance with working drawings and specifications; establishing procedures for coordinating among the County, A/E Design Consultant, contractors and CM with respect to all aspects of the Project and implementing such procedures; maintaining job site records and making appropriate progress reports; implementing labor policy in conformance with the requirements of the County and state law; reviewing the safety and equal opportunity programs of each contractor for conformance with **the County's policies and making recommendations; reviewing and** processing all applications for payment by involved contractors and material supplies in accordance with the terms of the contract; making recommendations for and processing requests for changes in the work and maintaining records of change orders; scheduling and conducting job meetings to ensure orderly progress of the work; developing and monitoring a project progress schedule, coordinating and expediting the work of all contractors and providing periodic status reports to the County and the A/E Design Consultant; and establishing and maintaining a cost control system and conducting meetings to review costs; as well as:

- a. The CM will provide continuous on-site management services, including being responsible for the coordination of all construction activity, including recommending various courses of action when construction contractors are not performing work in accordance with contract documents, conducting daily onsite coordination meetings and quality control.
- b. The CM shall be responsible for controlling site access.
- c. The CM shall provide administration of the contracts for construction in cooperation with the A/E Design Consultant

Request For Proposal
Benton County Jail and Sheriff's Office
Construction Management Services

d. The CM shall conduct a general pre-construction meeting prior to the start of construction and in-depth pre-construction meetings with all major trade contractors prior to the start of their work activities.

e. The CM shall track construction costs and maintain a detailed construction cost records.

f. The CM shall review and monitor a comprehensive safety program for the Project set forth by the General Contractor.

g. The CM shall establish and maintain quality control and quality assurance standards.

h. The CM shall prepare and update the construction **schedule so that it incorporates all parties' responsibilities, which** will be used for monitoring and enforcing the progress of the Project, which will be updated monthly for review by the County and A/E Design Consultant

i. The CM shall schedule and conduct weekly **construction team meetings to be attended by the County's** representatives, A/E Design Consultant, all contractors who are working on-site or starting in the near future to review construction progress, scheduling, problems, etc. The CM shall prepare and distribute minutes to all parties involved.

j. **The CM shall review each contractor's application for** payment based on observation and evaluation of performance and coordinate with each contractor as needed for modifications prior to submitting to the County for approval and certification.

k. The CM shall determine in general that the work of each contractor is being performed in accordance with the requirements of the contract documents, endeavoring to guard the County against defects and deficiencies in the work. The CM in consultation with the A/E Design Consultant may reject work that does not conform to the requirements of the contract documents.

l. The CM shall review proposal request changes, assist in negotiating **contractor's proposals, submit recommendations**

to the A/E Design Consultant and County, and if the requests are accepted, prepare change orders.

m. **The CM shall review the contractor's payroll to** ensure the contractor is paying prevailing wage, as required by the statutes of the state of Missouri.

n. In collaboration with the A/E Design Consultant, the CM shall establish and implement the procedures for the expediting, the processing and approval of requests for information, shop drawings, product data, samples and other submittals with the information in the specifications and contract drawings.

o. The CM shall maintain one set of construction documents at the Project site for the County. This will include all contract drawings, specifications, addenda, change orders and other modifications, in good order and clearly marked for all changes to submit to the A/E Design Consultant to create a set of **"as build drawings" for the County.**

p. The CM shall coordinate and schedule the **contractor's final testing and start up** utilities, operational systems and equipment and coordinate training of County personnel.

q. The CM shall assist the A/E Design Consultant team **in determining when each contractor's work or a designated** portion of that work is substantially complete. The CM shall prepare a list of items that are not complete or do not meet the design standards and a schedule for their completion for the architect. The CM shall assist the A/E Design Consultant team in conducting inspections to determine whether the work is complete and/or has been corrected, as well as conducting the final punch list and specifications.

r. The CM shall monitor, coordinate and resolve all warranty complaints to the satisfaction of the County during the general warranty period or any longer special warranty period, as well as conduct a post-occupancy walkthrough with the County no later than three (3) months after the date of substantial completion.

4. Statement of Qualifications and Fee Proposal.

Responses to the RFP should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Any additional information that you wish to submit should be included in a separate section marked "**Supplemental Information.**"

A. Contact Information.

- a. Company Name;
- b. Company Address;
- c. Primary Contact, including title;
- d. Telephone Number;
- e. E-mail Address

B. General Company Qualifications.

- a. Brief history and general overview of the company;
- b. Location of **company's headquarters and location(s)**, if different, from which this Project would be managed;
- c. Total number of employees, by location;
- d. Company revenue history, including total revenue and revenue from CM Agency work, for the last five (5) years;
- e. **References for the Company's bank, surety, and bonding agent;**
- f. List any pending judgments, claims, arbitrations or lawsuits against the Company or its officers.

C. Related Project Experience.

- a. List the projects the company has completed in the last five years, or is currently working on as a Construction Manager (Agency) for a municipality, county, school district, or

other public entity, specifically, experience related to new construction or renovations to jails, prisons, or law enforcement facility projects. Include project name, location, brief description, year completed, project contacts (A/E Design Consultant, Public Entity, and General Contractor); and construction costs.

b. List other relevant or similar project experience completed in the last five (5) years. Include project name, location, brief description, year complete, project contacts (A/E Design Consultant, Public Entity, and General Contractor); construction delivery method utilized; and construction costs.

D. Project Management Plan and Key Personnel.

a. **Provide a written description of the Company's** management plan that defines the proposed management approach to the Project.

b. **Provide resumes of the Company's key professional** staff, including pre-construction and construction phase personnel, and descriptions of the roles and responsibilities those individuals would be responsible for on the Project.

c. **Provide an organizational chart of the Company's key** professional staff that would be directly involved in the pre-construction and construction phases of the Project.

E. Construction Services and Systems.

a. **Describe the company's cost estimating capabilities,** techniques and reporting methods during the pre-construction phase.

b. **Describe the company's cost control capabilities,** techniques and reporting methods during the construction phase.

c. **Describe the company's scheduling capabilities,** techniques and reporting methods throughout the Project.

d. **Describe the company's approach to value** engineering analysis.

- e. **Describe the company's capabilities for reviewing documents for completeness, clarity and constructability.**
- f. **Describe the company's approach for resolving issues with the A/E Design Consultant team.**
- g. Submit a plan description for Quality Assurance and Control for the Project during the pre-construction and construction phases.
- h. **Describe the company's bidding procedures and techniques for maximizing trade contractor's response to bid opportunities for the Project.**
- i. **Describe the company's procedures for processing change orders, including review and auditing of trade contractor pricing.**
- j. **Describe the company's approach to resolving issues with trade contractors.**
- k. **Describe the company's safety program and procedures for the Project.**
- l. **Describe the company's close-out procedures.**

F. Proposed Compensation

- a. The basis for compensation shall be based upon a projected construction cost of \$7,500,000 and total construction phase duration of approximately 14-16 months.
- b. State the proposed pre-construction phase fee for all overhead and profit and reimbursable costs for reimbursable items, including staffing and support, as a lump sum cost related to the projected construction cost in Exhibit A of this RFP.
- c. State the proposed construction phase fee for all overhead and profit and reimbursable costs for reimbursable items, including staffing and support, as a lump sum cost related to the projected construction cost in Exhibit A of this RFP.

d. State the proposed lump sum for all required construction phase field staff and other required on-site construction phase General Conditions as indicated on Exhibit A of this RFP.

5. Selection Process.

The County will use the following process when selecting the CM:

a. The County intends to award the CM Services Contract to the qualified firm that best demonstrates the commitment and application of experience, resources and methods to the requirements of the Project as well as the schedule objectives established by the County and based upon fees for overhead and profit; reimbursable costs for reimbursable items as defined in this RFP; qualifications; demonstration of ability to perform projects comparable in design, scope and complexity; demonstration of good faith efforts to achieve compliance with federal, state and local affirmative action requirements; references of owners for whom construction management has been performed; financial strength; qualifications of in-house personnel who will manage the project; and the demonstration of successful management systems which have been employed for the purposes of estimating, scheduling and cost controls.

b. The written response to this RFP will be used to evaluate **each company's qualifications. A short list of firms may be selected** for interviews.

c. Each proposal will be scored on a scale of 1 to 100 points. If the County hosts oral presentations, submissions will be re-scored at the conclusion of the presentations. Each section of the proposal will be allocated the following points: (i) General Company Qualifications (25); (ii) Related Project Experience (20); (iii) Project Management Plan and Key Personnel (25); (iv) Construction Services and Systems (15); and (v) Proposed Compensation (15).

d. At each stage of the process, the County will consider any **number of individual factors weighing on each company's** qualifications, including those set forth in 5.a., above, as well as the experience and capabilities of the company involved, including projects of similar scope and experience with the CM process; experience and capabilities of key personnel on the project team generally and

specifically in relation to facilities of similar type and scope; how well the approach or plan of the project team integrates with the needs of the County in relation to the Project; the ability of the project team to interact and work with public and private groups and representatives who may be concerned with the impact of the Project; the financial stability and general reliability of the company based upon documents, historic projects and references; and a demonstrated ability to maintain projects on schedule and within budget.

e. Upon selection of a company, the County and selected company shall attempt to negotiate a contract for construction management services. If an agreement cannot be reached, the County will end negotiations with the selected company and may enter into negotiations with the next most qualified company.

f. The County reserves the right to reject any and all proposals, to waive any informality and to reject the lowest cost proposal or for any other reason, including the inability to negotiate a contract for the type of services required for the project at a price determined by the County to be fair and reasonable.

g. The County reserves the right to negotiate any and all elements of this proposal.

h. The County may re-evaluate the necessary construction management services, including the scope and reasonable fee requirements.

6. Addenda to Request for Proposal.

If the company has any questions which arise concerning the meaning or intent of the specifications or any other requirements contained in this RFP, the company shall request that an interpretation be made in an Addendum issued by the County, which shall be made available to all companies submitting a response to this RFP. Failure to have requested an Addendum governing any such question shall not relieve the company from delivery in accordance with the intent of the specifications. All questions regarding specifications shall be directed to Susan Porterfield, Benton County Clerk, no later than June 18, 2018.

7. Insurance and Affidavit Requirements.

The selected company shall be required to meet the following minimum insurance requirements:

A. General Liability

1. General Aggregate \$2,000,000.00
2. Product, Completed Operations Aggregate \$2,000,000.00
3. Personal injury \$1,000,000.00
4. Each Occurrence \$1,000,000.00
5. Fire Legal Liability Damage \$100,000.00
6. Medical Expense \$10,000.00

B. Automobile Liability

1. Combined Single Limit \$1,000,000.00

C. Excess Liability

1. Each Occurrence \$1,000,000.00
2. Aggregate \$2,000,000.00
3. Disease, Policy Limit \$500,000.00
4. Disease, Each Employee \$100,000.00

The successful company must provide a Certificate of Insurance and Endorsement satisfactory to the County naming Benton County, Missouri as additional insured. This certificate shall remain in force for the length of the contract and extensions. The County shall be given (30) days written notice prior to cancellation.

The selected company shall also be required to complete the following affidavits upon execution of a contract between the County and CM: Affidavit of Work Authorization; Affidavit of OSHA Training Compliance; Non-Collusion Affidavit; and Prevailing Wage Affidavit.

8. Company Certification.

The following statement shall be completed by an Owner, Officer, or Principal of the company to accompany the submittal:

The information contained herein is true and accurate to the best of my knowledge. I understand and agree that any effort to influence any employee, department head, appointed or elected official of the County, other than through the formal Request for Proposal process constitutes grounds for rejection of a response to the RFP, or to void a potential or existing agreement with the County. Further, the signature below certifies that the response has been completed with no consultation, collaboration or conversation with other vendors competing on this project:

Name of Firm

Signature of Owner, Officer or Principal

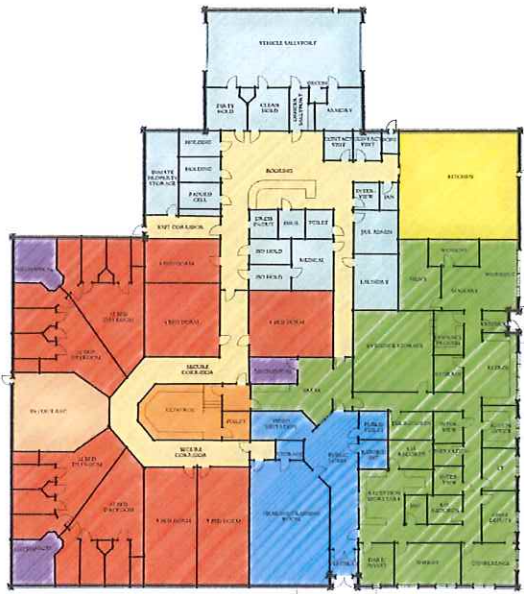
Printed Name

Title

Date

BENTON COUNTY SHERIFF'S OFFICE & JAIL CONCEPTUAL DESIGN

Visit www.bentoncomo.com for more information



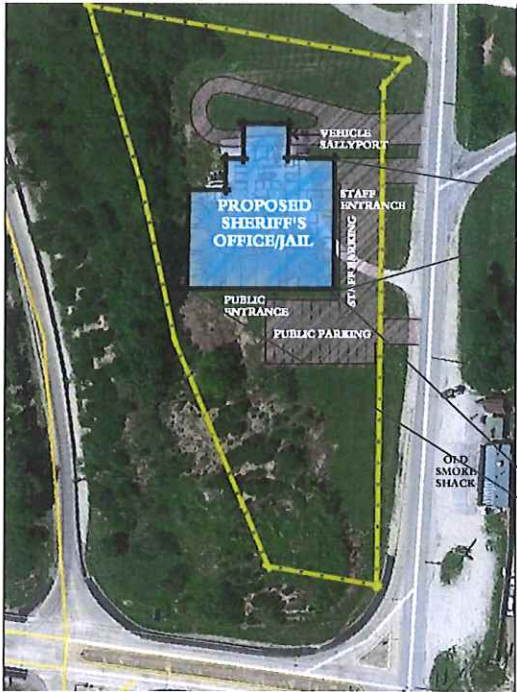
Proposed Floor Plan



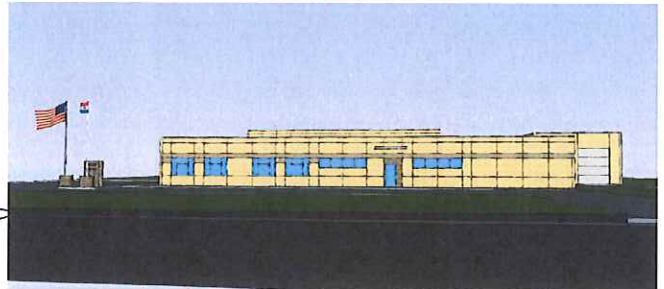
Birdseye View From Southeast



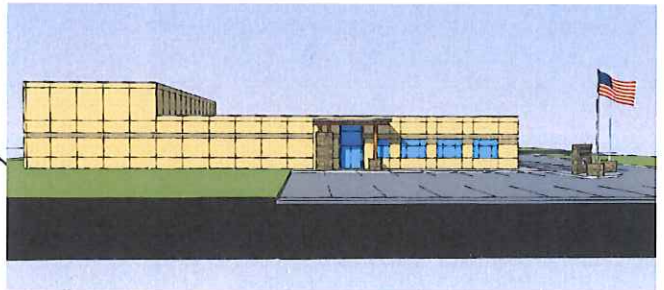
Perspective



Proposed Site Plan



East Elevation



South Elevation

Project Location



Vicinity Plan

Project Details

- 80 Beds — Expandable to 100 Beds (for minimal cost)
- Project Budget — \$10 Million
- Meets County Needs for 20+ Years
- Precast Concrete Wall / Modular Cell Construction

