

TOWN OF WEST YELLOWSTONE
WEST YELLOWSTONE LEARNING CENTER

**REQUEST FOR QUALIFICATIONS / PROPOSALS FOR
CONSTRUCTION MANAGER AT RISK (CM-AR) SERVICES**

1. Introduction

The Town of West Yellowstone (Town) is seeking a qualified Construction Manager to participate as a partner with the Town and the Architect of Record (ThinkOne) with the design and construction of a new 5,000 square feet modular learning center with related site improvements located in West Yellowstone, Montana.

This project will be accomplished in the following phases:

Pre-Construction Design Phase
Construction Phase

Questions regarding this request or the project in general can be directed to:

Jon Wirth, AIA LEED AP
ThinkOne
101 East Main Street, Suite A
Bozeman, Montana 59715
(406) 586-7020
jwirth@think1.com

2. Submittal Requirements

Submittal packages must be received in the Town of West Yellowstone Offices, located 440 Yellowstone Ave., West Yellowstone, MT by March 27, 2017 at 4:00 PM (MST) to be considered. Submittal packages shall contain five (5) complete hard copies and one (1) electronic .pdf version on a USB flash drive of the qualification statement / proposal document and shall be clearly labeled on the outside of the package as follows:

West Yellowstone Learning Center
Request for Qualifications / Proposals
Construction Manager at Risk (CM-AR) and General Contracting Services

Submittal packages shall be mailed or delivered to the following location:

Town of West Yellowstone Offices (Town Hall)
440 Yellowstone Ave.
PO Box 1570
West Yellowstone, Montana 59758

No FAX submittals will be considered.

The Town reserves the right to reject any or all submittals and to waive any formalities or technicalities.

3. Tentative Schedule

Issue / Advertise RFQ/P	Sunday, March 12, 2017 (Bozeman Daily Chronicle)
	Wednesday, March 15, 2017(Bozeman Daily Chronicle)
	Thursday, March 16, 2017(West Yellowstone Star)
	Sunday, March 19, 2017(Bozeman Daily Chronicle)
	Thursday, March 23, 2017(West Yellowstone Star)
Project Meeting / Site Inspection	not intended
RFQ/P Submittal Deadline	Monday, March 27, 2017, 4:00 PM
Firm Interviews.....	not intended
Firm Selection, Negotiation and Award	Friday, March 31, 2017
Town Council Approval	Tuesday, April 7, 2017

4. Project Description

As the current learning center, Little Rangers Learning Center, is in a temporary location, the Town proposes to construct a new modular learning center as a permanent solution. Due to the temporary location condition, if possible, an expedited construction schedule is encouraged. The project will be located to the west of the existing Povah Community Center. The initial scope of the project includes the following;

- a. Modular classroom/learning center (single-story with crawl space).
- b. Construction of foundation system, covered entry element, and utility connections to the modular learning center.
- c. Site improvements of utilities, fenced outdoor play area, concrete walks, asphalt paving, and landscaping.

5. Intent of Request for Qualifications / Proposals (RFQ/P)

The intent of this request is to identify a pool of qualified CM-AR firms who wish to participate in the project. From this pool, the Town will select the firm that best suits the Town’s needs and requirements.

The Town will then enter into a contract with the selected CM-AR firm for Pre-Construction Design services. These services will include design consultation, project scheduling, cost estimating, value engineering, constructability reviews, and subcontractor bidding.

Within one week of receiving subcontractor bidding, the CM-AR firm will submit a Guaranteed Maximum Price (GMP) to the Town for review and consideration. If that proposal is acceptable, the Town will then enter into a contract with the CM-AR for Construction services.

In the event the CM-AR firm is unable to furnish a GMP that is acceptable to the Town, the Town retains the option to terminate the contract for Pre-Construction Design services and seek another service provider.

6. Construction Manager’s Scope of Work

Work for the project will be divided into two phases, the Pre-Construction Design phase and the Construction phase.

- a. Pre-Construction Design Phase

For pricing purposes, services anticipated for this phase of the project are listed below. It is understood by the Town that the specific scope of Pre-Construction Design services may be adjusted and/or negotiated prior to signing the contract for those services based on input from the CM-AR firm.

- Work with the Town and Architect of Record to determine an appropriate budget and schedule for the design and construction of the project.
- Review design documents while in progress and provide advice and recommendations regarding constructability, materials, means and methods, alternatives, equipment requirements, etc.
- Provide insight and guidance regarding current bidding and construction market trends. Make recommendations for the design or division of the work to ensure the receipt of favorable bids, to facilitate the award of construction contracts, and to minimize the incidence of future change orders.
- Develop and manage the project schedule and make recommendations to ensure the project is completed within the required timeframe.
- Prepare estimates of construction cost for the project at appropriate intervals (at the completion of Preliminary Design and Construction Document phases).
- Administer the bidding process, receive bids from subcontractors, and prepare a GMP proposal in accordance with the contract for the Town's review and consideration.

The acceptance of the GMP will constitute the completion of the Pre-Construction Design phase. A contract will then be executed for CM-AR services for the construction of the project.

b. Construction Phase Services

The CM-AR firm will provide construction and construction management services in accordance with the Agreement (American Institute of Architects (AIA) Document A133, the General Conditions (AIA Document A201, and supplemental conditions (if any). At the time of execution of the contract, the CM-AR firm will be required to submit performance and payments bonds, each in an amount equal to the contract sum.

7. Construction Manager's Fees

The Construction Manager shall provide a breakdown of their costs and fees for each phase of the project as follows:

- a. Lump Sum fee for Pre-Construction Design services.
- b. Percentage based fee for Construction Phase services, as follows (provide total fee, as well as breakdown for each item):
 - Profit
 - Overhead (provide detailed listing of included expenses)
 - Division 1 Duties (provide detailed listing of included duties).

8. Proposal Format and Content

Proposals submitted in response to this request shall be in the format outlined below and shall be signed by an officer of the CM-AR firm with the proper authority to represent the firm.

Proposals should be clear and concise and will be evaluated per the criteria provided in Article Nine (9).

a. Cover Letter

b. Section 1: Construction Manager's Qualifications

- Company Profile with Management Organizational Chart
- Experience and qualifications of key personnel, including Project Manager and Superintendent. Include resumes and individual references from recently completed projects.
- Describe how the firm would approach each phase of this project. Explain the process for scheduling, estimating, bidding, construction management, cost control, and safety.
- Explain how the Pre-Construction estimating is done and how the firm stays current with regard to material and labor costs.
- Describe the firm's methodology and experience with value engineering and life cycle cost analysis on previous projects.
- Describe the unique or extraordinary skills and qualifications the firm brings to this project. How would the selection of the firm add value to this project?
- Describe the process you will use to manage claims and change orders.
- Are there any active or pending claims or litigation associated with the firm or its principals?

c. Section 2: Example Projects

- Provide detailed description and photographs of three (3) completed projects that highlight the capabilities and accomplishments of your firm that are of similar or comparable scope. Include Owner's names, locations, and completion dates.

d. Section 3: Schedule

- Provide a detailed project schedule that illustrates what you anticipate will be required to complete the project.

e. Section 4: Financial Stability.

- Provide evidence of firm's capacity for bonding and insurance and current Worker's Compensation rating.

f. Section 5: Proposal

- Provide Lump Sum for Pre-Construction Design Phase services.
- Provide fee for Construction Phase services as defined in Articles 6 and 7.

g. Section 6: References

- Submit a minimum of four (4) references with addresses, phone numbers, and e-mail addresses. One (1) of the references shall be subcontractors, one (1) shall be A/E firms, and two (2) shall be owners or their representatives.

9. Evaluation Criteria

The Selection Committee will utilize the criteria and point system below to evaluate the proposals received. The Committee will determine the highest scoring proposal. Once scoring is complete, the Committee will select a firm to provide the CM-AR services. The Committee reserves the authority to adjust these criteria at any time prior to the RFQ/P response date.

Category	Points
1. Qualifications and Project Examples	40
Experience with modular buildings and related project scope	30
Project cost control	10
2. Schedule quality, detail, and overall duration	10
3. Financial Stability	30
Bonding Capacity	10
Proof of Insurance	10
Workers Compensation Rating	10
4. Proposal.....	40
Pre-Construction Design Phase	10
Profit	10
Overhead	10
Division 1 Duties	10
5. Project references that illustrate a proven ability to work as a partner with Owners and Architects.....	10
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Grand Total.....	130