



**MONROE COUNTY**  
COMMUNITY SCHOOL CORPORATION

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**ENGAGE. EMPOWER. EDUCATE.**

## **REQUEST FOR PROPOSAL**

For Construction Manager as Constructor  
for Tri-North Middle School

**Response Due:**

**April 2, 2018, 1:00 pm**

MCCSC Service Building  
560 E. Miller Drive  
Bloomington, IN 47401.

# REQUEST FOR PROPOSAL CONSTRUCTION MANAGER AS CONSTRUCTOR

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Monroe County Community School Corporation is seeking a Construction Manager as Constructor as allowed under Indiana Code 5-32 for the construction of a new Tri-North Middle School facility. Below are project descriptions, selection criteria and submittal requirements for interested parties wishing to submit their qualifications for consideration.

## **Section I – Project Description:**

### **Project Scope:**

- A. The Project is to construct a new middle school building for Tri-North Middle School on its current site and then demolish the current building and finish site work after the school has moved into the new building.
- B. The target capacity for the new school is 700 students and will house grades 7 and 8.
- C. The new school will be designed to enhance 21<sup>st</sup> century instruction methods and will therefore not be like other schools in the district. The District is undergoing a visioning process with CSO Architects and BrainSpaces to determine the optimal space program to match the education vision of the district.
- D. The cost of work for the Construction Manager as Constructor is not to exceed \$36,000,000.
- E. The building size is to be within a range of 140,000-160,000 square feet and construction shall include all site development and demolition of the current building
- F. The project delivery method shall be Construction Manager as Constructor (CMc).
- G. The school shall be open and operational during the entire process. It is expected that school will be in the new building prior to the start of the 2021-2022 school year.

### **Project Design and Construction Schedule:**

- A. The preliminary project schedule is shown below.

Visioning and Pre-Design	March 2018- June 2018
Schematic Design	May 2018-June 2018
Design Development	July 2018-October 2018
Construction Documents	November 2018-February 2019
Bidding	March 2019
Establish GMP	April 2019
Construction	May 2019 – April 2021
Commissioning/Owner Move-in	May 2021-June 2021
Demolish Building/Finish Site Work	June 2021-August 2021

## **Section II – Firm Information, Relevant Project Experience and CMc Approach:**

### **Firm Identification:**

Name of Firm  
Year Established  
Address  
Phone  
Website Address

**Business Organization:**

- A. Business structure: \_\_\_Individual \_\_\_Partnership \_\_\_Corporation
- B. Number of years your firm has provided Construction Management services.
- C. Number of full-time employees in your organization.
- D. Provide a brief history of your firm.
- E. List principals/officers of the firm.
- F. Describe the bond capacity of the firm available for this project. The selected Construction Manager as Constructor will be required to provide a payment and performance bond in the amount of the Guaranteed Maximum Price.
- G. Provide a statement confirming your firm will meet the minimum insurance requirements for this project identified in Section IV.

**Relevant Project Experience/References:**

- A. List any K-12 projects your firm has served in the role of Construction Manager as Constructor in last year under Indiana Code 5-32.
- B. List the Indiana K-12 Projects your firm has completed as an Agency Construction Manager or Design-Builder within the last five years.
- C. Provide a list of five (5) K-12 educational client references with contact names and information whom your firm has worked within the past five years.
- D. Provide a list of three (3) architectural partners with contact names and information whom your firm has worked on public K-12 projects within the past five years.
- E. List the university projects your firm has served in the role of Construction Manager as Constructor in last three years under Indiana Code 5-32.
- F. List the private Projects your firm has served in the role of Construction Manager as Constructor in last five years.
- G. For each project listed above for experience, list the key people from your company who were involved in the project and a main Owner's representative with contact information.
- H. Provide information detailing your firm's history on the following related to diversity:
  - a. Firms hiring practices and programs related to increasing opportunities for minorities and women in the construction industry.
  - b. Contracting practices and programs that your firm uses for increasing involvement opportunities for minority, women, and veteran business enterprises.

**Staffing:**

- A. Provide a proposed project team chart.
- B. Provide resumes of team members highlighting relevant project experience.
- C. Provide Owner references for team members within the resume.

**Project Approach:**

This will be the first CMc project for Monroe County Community School Corporation. The district has used CMA for larger projects in the past. Please address the following questions as they relate to this project:

- A. Briefly describe your project approach to Pre-Construction Services with regard to Estimating, Value/Cost Management and Bidding for this project based on their current stage in design process.
- B. What is your project approach to managing communications during design and construction?

- C. What is your approach to involving Monroe County Community School Corporation in the decision-making process?
- D. How would you manage and staff this project during construction?
- E. For this project, the Owner would like set a “GMP” since they have a fixed budget for the project. Recommendation how the contract might be structured with a GMP to provide a fair balance of risk between parties. This could include the “cost plus with GMP” or “GMP” options available under Indiana Code 5-32. Also state when you would recommend to set the GMP and why.
- F. Describe your process for working with the Owner to assist them in establishing a contractor-prequalifying program as allowed under the CMc statute.
- G. Describe your contracting practices and programs that your firm would use on this project to ensure involvement opportunities for minority, women, and veteran business enterprises.
- H. Would your firm self-perform any of the work? If so, describe your process for this.
- I. Describe your recommendation for handling construction contingencies.
- J. Describe your approach to punch lists and project completions.

**Insurance Requirements:**

- A. The Construction Manager shall carry the following minimum Insurance policies and limits:
  - a. The limits for Worker's Compensation Insurance shall meet statutory limits mandated by State and Federal Laws. If (1) limits in excess of those required by statute are to be provided or (2) the employer is not statutorily bound to obtain such insurance coverage or (3) additional coverages are required, additional coverages and limits for such insurance shall at a minimum be as follows:
    - b. The limits for Employer's Liability shall be as follows:
 

Bodily Injury by Accident	\$1,000,000/each accident
Bodily Injury by Disease	\$1,000,000/policy limits
Bodily Injury by Disease	1,000,000/each employee
    - c. The limits for Commercial General Liability insurance including coverage for Premises-Operations, Independent Contractors' Protective, Products-Completed Operations, Contractual Liability, and Personal Injury shall at a minimum be as follows:
      - \$1,000,000 Each Occurrence
      - \$2,000,000 Job Site Aggregate
      - \$1,000,000 Personal and Advertising Injury
      - \$2,000,000 Products-Completed Operations Aggregate
      - i. The policy shall be endorsed to have the Job Site Aggregate apply to this Project only. Provide a \$2,000,000 General Aggregate.
      - ii. The Contractual Liability insurance shall include coverage sufficient to meet the obligations in AIA Document A201-2007 under Paragraph 3.18.
      - iii. Products and Completed Operations insurance shall be maintained for a minimum period of at least two (2) years after either 90 days following Substantial Completion or final payment, whichever is earlier.
    - d. Automobile Liability insurance (owned, non-owned and hired vehicles) for bodily injury and property damage shall at a minimum be as follows:

\$1,000,000 Each Accident

e. Umbrella or Excess Liability coverage shall at a minimum be as follows:

\$5,000,000 over primary insurance.

\$10,000 retention for self-insured hazards each occurrence.

**Section III – Compensation Proposal:**

Include separate fees for Pre-Construction and Construction Phase services for Construction Management (CMc) based on the proposed project scope.

A. Preconstruction Services Fixed Fee:

a. The proposed fixed fee for Pre-Construction Services to include: Planning and Scheduling, Estimating, Value Management, Quality Review, Preparing Contracts for Construction, Life-Cycle Costing, Front End Specifications, Bid Procurement, Tracking Costs Against the Budget, Design Meetings and all Staffing Costs.

B. Construction Services:

a. Provide a fixed fee for Construction Services to include: Cost of all on-site and off-site CM staff that will be working on the project. Provide an Effort Schedule that identifies the estimated man hours charged each month by each staff position over the course of the project. These hours should be multiplied by an hourly billing rate that include wages and customary fringes per the attached Effort Schedule example.

b. Provide a fee percentage for overhead and profit that will be multiplied by the Cost of the Work.

C. The proposal does not need to identify the predicted costs for the following (these items will be considered reimbursable expenses). Items to be included in the General Conditions will be: safety equipment, first aid supplies, handrails and toe boards, opening protection, fire extinguishers, temporary fencing, storage rental, temporary toilets, temporary stairs, temporary enclosures, temporary barricades, project signs, bulletin boards, on-site equipment, printing, telephone expenses, temporary power service, temporary water service, temporary heating service, heating energy charges, temporary wiring, temporary lighting, periodic clean-up, trash dumpsters, dump permit and fees, traffic control, temporary roads, roadway maintenance, job trailer/trailer utilities, material testing, project website, permitting and all other jobsite construction-related miscellaneous expenses excluding construction manager staffing costs. The Construction Manager's employee expenses shall be included within the fixed CMc Fee as previously noted above in Item B, a.

D. Items to be completed by other Consultants (Paid directly by the Owner):

- Architecture and Engineering
- Site Surveys
- Soil Explorations

**Section IV – Selection Process:**

**Selection Criteria:**

- A. The Owner Evaluation Committee will evaluate proposals based on the following Criteria:
  - a. K-12 experience
  - b. CMc experience
  - c. Key personnel and relevant experience
  - d. Project approach and alignment with MCCSC’s mission and vision
  - e. Firm’s financial and staffing capacities.
  - f. References
  - g. Firm’s history of contracting with or hiring minority, women, and veteran business enterprises, and good faith efforts to fulfill the state’s goals for contracting with or hiring minority, women, and veteran business enterprises.
  - h. Fee Proposal
  - i. Interviews, if any

**Selection Schedule:**

- A. The following is the selection process schedule:

Public Notice (1 <sup>st</sup> ) in papers	March 19, 2018
RFP is available	March 19, 2018
Public Notice (2 <sup>nd</sup> ) in papers	March 26, 2018
RFP submissions due	April 2, 2018 at 1:00 PM
Evaluation Committee Meeting (review responses)	April 2/3, 2018
Evaluation Committee Meeting (interviews, if required)	April 5/6, 2018

**Section V - Submittal Format:**

- A. Please submit one electronic copy in PDF format and 8 hard copies.
- B. Hard copies shall not exceed 8 ½” x 11” and shall be bound.
- C. Please limit size of the RFP to no more than twenty pages of information.
- D. Deadline -
  - a. RFP submittals must be received no later than 1:00 PM, local time, on Monday April 2, 2018. Submittals shall be addressed to Chris Ciolli, Director of Building Operations and delivered to Monroe County Community School Corporation’s Service Building 560 E. Miller Drive, Bloomington, IN 47401.
  - b. Any late or non-compliant RFP’s will be disqualified.
- E. Please contact Debbie Moore at Monroe County Community School Corporation, address: 560 E. Miller Drive, Bloomington, IN 47401, email: Dmoore@mccsc.edu Phone: 812-330-7720 for all questions regarding the RFP submittal. Only answers issued by Monroe County Community School Corporation in writing will be considered valid.

**Section VI – Miscellaneous Provisions:**

- A. Monroe County Community School Corporation reserve the right to terminate the RFP process for any reason, to be the sole judge of the responses submitted, to reject all responders to this RFP, and to waive any informalities or irregularities in any of the responses.
- B. Monroe County Community School Corporation create no obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a response. Neither this RFP nor the response shall be construed as a legal offer.
- C. Monroe County Community School Corporation assume no responsibility or liability for any expenses incurred by the selected or prospective Construction Managers as Constructor, in connection with the preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this RFP.
- D. Prospective Construction Managers as Constructors shall, if requested by the Selection Committee, provide a fully completed Financial Statement specific enough for the Owner's governing body to make a proper determination of the Bidders' capability for completing the project if awarded.
- E. Questions are to be directed only to Debbie Moore and Chris Ciolli. Contact with Board members, other members of the administration or school staff will be considered grounds for disqualification. Site visits and building tours will be available if coordinated with Debbie Moore.

/Attachment – Staff Effort Schedule

