

City Of Portsmouth, New Hampshire
REQUEST FOR PROPOSALS# 26-17
For
Construction Management Services
for the
Deer Street Extension and Parking Garage

INVITATION TO SUBMIT PROPOSAL

The City of Portsmouth, New Hampshire (“Owner”) seeks Proposals from the prequalified firms for construction management services for the construction of underground utilities, roadwork and a 608 space parking garage. Sealed Proposals, plainly marked RFP # 26-17, “Construction Management Services for the Deer Street Extension and Parking Garage” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 p.m. on Tuesday, February 7, 2017.**

The Project Work will include pre-construction and construction management services necessary to construct an urban street extension with attendant underground utilities and a 608 space parking garage. The street project will include installation of new water, sewer and storm drain sections; coordination with utility companies; site work; paving, management of regulated soils, concrete placement and signage. The parking garage work will include pile foundations, precast concrete, masonry, misc. metals, finishes; installation of mechanical, plumbing, fire protection, electrical, security systems; and landscaping. The Construction Manager will be responsible for overall administration and coordination of the Project and will be expected to work closely as part of the team with the City and the designer, Walker Parking Consultants. The estimated construction cost is \$18 million.

Addenda to this RFP, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to proceed or not to proceed with any proposal, or to negotiate without further process any contract as may be in the best interest of the City.

A mandatory site visit is scheduled for **Wednesday, January 25, 2017, at 1:30 p.m.** Any questions must be submitted in writing by e-mail no later than **Friday, January 27, 2017 at noon.** All questions shall be answered and posted as addenda **by January 31, 2017.** Questions may be addressed to the Dave Allen, Project Manager at dsallen@cityofportsmouth.com.

CONSTRUCTION SCHEDULE

The Owner anticipates that construction manager’s preconstruction services will begin immediately after contract execution. Utility, and road work is anticipated to begin in late February 2017. Construction of the Garage foundation and superstructure is expected to begin in **April 2017.**

CONSTRUCTION MANAGER'S SERVICES

The Construction Manager's responsibilities shall include all professional services consistent with the industry accepted roles of a construction manager. They shall include, but not be limited to:

Pre-Construction Services

Pre-Construction Services begin at the acceptance by the Owner of the Contractor's Proposal

1. Be engaged towards the end of Schematic Design
2. Working with the Architect and Owner in the pre-construction phase to develop final plans and permit applications; such efforts to include recommendations for design improvements and cost savings.
3. Participate in developing value engineering options at SD, DD and CD, as needed;
4. Attending meetings with the Owner and/or Architect as necessary, throughout the design process.
5. Providing SD, DD and 80-90% CD estimates, such estimating to be accomplished without creating obligations to prospective subcontractors;
6. Establishing a guaranteed maximum price for the construction phase with the Owner;
7. Provide construction phasing recommendations;
8. Provide construction schedules;
9. Provide constructability reviews.
10. Provide written strategy for executing the Soil and Groundwater Management Plan (SGMP).

Construction Services

Construction Services begin at the acceptance by the Owner of the Guaranteed Maximum Price

11. Providing construction sub-bidding services, recommending subcontractors and vendors, and contracting with such subcontractors;
12. Providing Project scheduling, including but not limited to all preconstruction and construction activities as well as coordinating the schedules related to services, equipment and furniture and technology systems as provided by others;
13. Providing construction phase management, coordination, inspection, supervision, safety and quality control services;
14. Construction phase records keeping and accounting; and
15. Attending meetings with the Owner and/or Architect as necessary, throughout the design and construction processes.
16. Maintaining and distributing minutes of all meetings with the Owner and Architect in a timely manner.
17. Cooperation with contractors of adjacent properties under development.

DESCRIPTION OF THE SELECTION PROCESS

Proposals will be evaluated by Owner's representatives. Additional information may be requested and interviews with the top-ranked firms are anticipated. Interviews are likely to be held on **February 10, 2017**. Firms should be prepared to send at least one key member of the proposed team to the interview. Firms will be provided with a firm date and time at a later date.

The Owner's Selection Committee will rank firms and thereafter make recommendations to the City Administration, at which time City Administration (Owner) will make the final selection of a firm for the project.

If the Owner is unable to reach an agreement with the firm selected, the Owner may proceed to negotiate with any other firm that may subsequently be recommended by the Selection Committee.

The Owner anticipates that the Construction Manager selection and contract negotiations will be completed by late February/early March.

SELECTION CRITERIA

Qualifications will be reviewed and evaluated by the Selection Committee based on the following criteria:

The criteria outlined in the RFQ will be carried over as listed below:

1. Construction management experience with parking garage projects of similar size and complexity.
2. Demonstrated experience with phasing of construction in an active urban neighborhood.
3. Reputation for effective construction management services with established internal policies and procedures.
4. History of effective schedule and budget management for projects of similar scale and complexity.
5. Professional qualifications of individuals assigned to the Project.
6. Current work schedule availability.

In addition, the following additional criteria will be considered:

7. Construction Manager's fees and costs;
8. Any cost saving alternatives presented;
9. General Conditions;
10. CMs approach to the Remedial Action Plan and SGMP, including as it effects the sequencing of below ground utility work and the overall schedule.
11. Experience with, and plan for, communications with stakeholders and public;
12. Such other criteria as may be in the Owner's interest.

SUBMITTAL

Proposal Package

- In total, seven (7) copies of the proposal, including attachments, are required; one (1) copy should be clipped together to facilitate document reproduction, and six (6) copies are to be bound.
- Pages shall be no larger than letter-size (8 1/2 x 11 inches) or, if folded to that dimension, twice letter size (11 by 17 inches). It is acceptable to produce the Submittal on both sides of the paper in the seven (7) bound documents.
- The box in which the proposals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification as follows: **“Proposals For RFP # 26-17 Construction Management Services for the Deer Street Extension and parking Garage”**.
- Submittals shall be delivered to the following address before **2:00 p.m. on Tuesday, February 7, 2017**:
City of Portsmouth, Purchasing Department, 1 Junkins Avenue, Portsmouth NH 03801

Submittal Format for Proposals

Proposals shall include the following components:

1. Transmittal Letter.
2. Confirmation of Project Team and schedule of labor rates of team members.
3. It is the Owner's intention that all work be competitively sub-bid to qualified subcontractors. Describe the firm's experience and proposed method for dealing with bidding. Identify any work that the firm anticipates being performed by the firm's own work forces.
4. Proposed project schedule.
5. Preliminary logistics plan for this project.
6. Describe the firm's preliminary communication plan for this project.
7. Describe the firm's pre-construction services.
8. Describe the firm's phasing plan and approach to implement the Remedial Action Plan and to comply with the SGMP during street utility installation and during site redevelopment.
9. Other information, qualifications and/or exceptions that the firm may consider appropriate to raise during the selection process.
10. In a separate envelope clearly marked **RFP 26-17 Deer Street Extension and Parking Garage Fee Proposal** include the Completed Fee Proposal Form in **Attachment A**.

RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

The Owner further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Respondent and to evaluate its proposal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.

**ATTACHMENT A
DEER STREET EXTENSION AND PARKING GARAGE**

FEE PROPOSAL

PRELIMINARY ASSUMPTIONS: Assume 81 weeks of construction.

<p align="center"><i>General Conditions Field Labor</i> Provide a list of all staff to be assigned to this project as General Conditions expense.</p>	<p align="center">Hourly Rate</p>	<p align="center">Hours/ Month</p>	<p align="center">Monthly total</p>	<p align="center">Number of Months</p>	<p align="center">TOTAL</p>
<p align="center"><i>General Conditions Non Labor</i> Provide a list of all non labor items to be assigned to this project as General Conditions expense.</p>	<p align="center">Rate</p>	<p align="center">Unit</p>	<p align="center">Monthly total</p>	<p align="center">Number of Months</p>	<p align="center">TOTAL</p>

ATTACHMENT A
DEER STREET EXTENSION AND PARKING GARAGE

		\$ -		\$ -	
TOTAL General Conditions		\$		-	

**ATTACHMENT A
DEER STREET EXTENSION AND PARKING GARAGE**

<i>Construction Management Fee</i>			Monthly		TOTAL
General					
<i>Pre Construction Fee</i>			Monthly		
			\$ -		
			\$ -		

<i>Insurance/Bonding/Taxes/Permits</i>			Monthly		
General Liability Insurance					
Performance & Payment Bond					
Builder's Risk Insurance			\$ -		City will carry
			\$ -		

TOTAL PRECONSTRUCTION SERVICES FEE	
TOTAL GENERAL CONDITIONS	
TOTAL GENERAL REQUIREMENTS	
TOTAL CM FEE	
TOTAL BONDING AND INSURANCE	

TOTAL ABOVE

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