

# REQUEST FOR PROPOSALS

FOR AN INTEGRATED PROJECT DELIVERY METHOD UTILIZING CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING (CM/GC) SERVICES

**July 14, 2020**

## **PROJECT:**

New Environmental Education Center

## **LOCATION:**

Rio Grande Farm Park  
6935 Highway 17, Alamosa, Colorado, 81101

## **OWNER:**

San Luis Valley Local Foods Coalition,  
dba: Rio Grande Farm Park (RGFP)  
**Liza Marron, Executive Director**

## **ARCHITECT**

**Spencer Architecture Studio LLC**  
415 San Juan Avenue,  
Alamosa, CO. 81101  
**Don Spencer, A.I.A. , Principal Architect**  
**Andréa B. Bachman, Associate, Intern Architect**

## **ENGINEER**

**Summit Engineering**  
1317 State Avenue  
Alamosa, CO. 81101  
**Scott Johnson, P.E. Principal Engineer**

# **REQUEST FOR PROPOSALS**

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## 1.0 PURPOSE OF SOLICITATION

The San Luis Valley Local Foods Coalition, dba: Rio Grande Farm Park (RGFP) has been successful in obtaining Grant Funding from Great Outdoors Colorado, (GOCO), Local Parks & Outdoor Recreation (LPOR)

The San Luis Valley Local Foods Coalition, dba: Rio Grande Farm Park (RGFP) invites Qualification Statements and Proposals from interested construction businesses to fill the role of Construction Manager/General Contractor ("CM/GC" or "Contractor"). The Owner is conducting a qualification-based selection process to retain a business for the Environmental Education Center, (the "Project"), to be located at 6395 Highway 17, Alamosa, CO. The Owner intends to secure the services of a CM/GC team that will provide comprehensive preconstruction and construction services in order to complete the project.

The Owner has retained the services of an Architect, Spencer Architecture Studio LLC, (SAS), to represent its interests throughout this solicitation and for the duration of the project as the "Architect-of-Record". It is the goal of this solicitation to select a Team that will be compatible with the Owner and the Architect to provide successful preconstruction and construction services for the project. The Owner reserves the right to select the Team that it deems to be in its best interest and to reject any and all proposals. The successful Team will enter into a contract with the Owner for construction of this project and will be responsible for the proper completion of all Services and Work for the project.

Information concerning the proposed Project and this request can be found in the following Sections.

## 2.0 PROJECT DESCRIPTION & OBJECTIVES

The Project will involve the new construction of a 1,200 square foot Environmental Educational Center and associated adjacent sitework, to include 2 new concrete ADA parking spaces.

RGFP is at this time is looking to select its CM/GC partner on the project and immediately commence assistance with preconstruction services in the Design Development Phase through Construction completion and occupancy of the Project.

RGFP is interested in a CM/GC that is knowledgeable and interested in reduced carbon footprint, water stewardship, renewable energy and techniques, recycled materials and other cutting-edge ideas while remaining within RGFP's limited budget.

## 3.0 PROJECT BUDGET

The Owner has established a budget objective for the project.

The "hard cost", construction budget is \$180,000.00.

## 4.0 PROJECT SCHEDULE

The following project schedule is subject to change at Owner's sole discretion.

<b>CM Services Commence with Current Plan Reviews</b>	<b>September 7 2020</b>
<b>Execute GMP Amendment</b>	<b>October 1 2020</b>
<b>Construction Start</b>	<b>October 5, 2020</b>
<b>Construction Completion/ Occupancy. (Phase I)</b>	<b>January 15 2020</b>

**5.0 CMGC SELECTION SCHEDULE**

The following is the proposed schedule for the CM/GC Team selection process for this effort:

<b>RFQ Notification Date/advertisement</b>	<b>July 31</b>	<b>2020</b>
<b>Pre-Submittal In Person Meeting</b>	<b>August 10</b>	<b>2020</b>
<b>Request for Clarifications</b>	<b>August 17</b>	<b>2020</b>
<b>Response to Clarifications</b>	<b>August 21</b>	<b>2020</b>
<b>RFQ Submittal Deadline</b>	<b>August 24</b>	<b>2020</b>
<b>RFQ Evaluations &amp; Short List</b>	<b>August 28</b>	<b>2019</b>
<b>Interviews (as needed, times to be determined)</b>	<b>August 31</b>	<b>2020</b>
<b>Board Action to Ratify Selection</b>	<b>Sept 6</b>	<b>2020</b>
<b>Negotiate and Finalize Agreement</b>	<b>Sept 6,</b>	<b>2020</b>

**6.0 SUBMITTAL DUE DATE**

Provide one (1) "Electronic" proposal via email and five (5) complete "Hard Copy" submittals to the location listed below, **no later than 5:00 PM, Monday, August 24<sup>th</sup>, 2020.**

**Attn: Liza Marron, Executive Director, RGFP**

**PO Box 181, Alamosa, CO. 81101**

**CM/GC Services RFQ Response**

The electronic document shall be in PDF format with section bookmarks to match the submittal requirements outlined in this document.

*Please email the electronic copy to the following email addresses:*

**Liza Marron, Executive Director, SLVLFC. Re: RGFP,**

**Email: directorslvlocalfoods@gmail.com**

**Andréa B. Bachman, Associate, Intern Architect, Spencer Architecture Studio LLC**

**Email: andreabbachman@gmail.com**

*Submittals received after the date and time stipulated above will be considered only at discretion of the Owner.*

RFQ submittals will be reviewed and the reviewing committee will identify a short list of submitting Teams. Short listed Teams will be notified and requested to schedule a time for a presentation and interview with the reviewing committee.

**7.0 OPTIONAL PRE-SUBMITTAL MEETING**

- 1. An optional Pre-Submittal Meeting will be held at the following location on the date and time listed below:**

**Monday, August 10th, 2020 at 10:00am Local Time at Rio Grande Farm Park, located fat 6935 Highway 17, Alamosa, Colorado**

- 2. The purpose of the pre-submittal meeting is to provide Teams with detailed information concerning this solicitation and to address questions and concerns raised by interested companies. Owner’s staff and the and Architect will be present to address technical questions and inquiries related to the RFQ Submittal requirements.**

## 8.0 REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS

All questions concerning this solicitation must be addressed to the Architect by email only

*(please refrain from contacting the Owner)*

**Andréa B. Bachman, Associate Intern Architect**  
**Spencer Architecture Studio LLC**  
**Email: andreabbachman@gmail.com**

All telephone conversations are considered to be unofficial responses and will not be binding. Questions or requests for clarifications to the solicitation shall be submitted in writing via email, and if appropriate, will be responded to in writing and distributed through emailed addenda to all respondents. Written addenda via email will be the official method of response. To be considered for response, requests for clarification must be received no later than: **5:00 PM Local Time, Monday, August 17, 2020.**

## 9.0 MINIMUM REQUIREMENTS

All members of the CM/GC team must submit proof of possessing the minimum qualifications described below. Such proof is to be included in Section A of the submittal. Failure to meet such Minimum Requirements may result in rejection or disqualification from the process. In that event, information contained in the other sections of the submittal may not be reviewed or evaluated.

### ***Required Licenses, Registrations and Regulations:***

The Team submitting a response to the RFQ must possess and provide evidence that it is a properly formed and registered entity in "Good Standing" with the office of the Colorado Secretary of State. The Team is required to become aware of and comply with applicable Federal, State and Local regulations as necessary to perform services and work under the proposed CM/GC contract.

### ***Minimum Insurance Requirements:***

The Team must provide evidence of its ability to obtain and provide Workers Compensation, Comprehensive Commercial General Liability, Contractual Liability, Comprehensive Automobile Liability and Excess (Umbrella) Liability insurance from an insurer licensed to do business in the State of Colorado having a minimum AM Best Financial Strength Rating (FSR) of "A-", and a Financial Size Category (FSC) of "X". Workers Compensation limits shall be equal to the statutory limits of the State of Colorado and the Comprehensive Commercial General Liability limits shall be as follows:

Insurance Requirements shall include the following:

1. On insurance policies where the Owner is named as an additional insured, the Owner shall be an additional insured to the full limits of liability purchased by the CM/GC Consultant even if those limits of liability are in excess of those required by the Contract.
2. The CM/GC Consultant's insurance coverage shall be primary insurance and non-contributory with respect to all other available source.

### **Estimated Project Construction Cost.**

\$1,000,000.00 General Aggregate  
\$1,000,000.00. Products/Completed Operations Aggregate  
\$1,000,000.00. Each Occurrence  
\$1,000,000.00 Personal/Advertising Injury  
\$50,000.00. Fire Damage (Any One Fire)  
\$1,000,000.00 Minimum Umbrella Each Occurrence

The State of Colorado has a no-fault automobile insurance requirement. The Contractor shall be required to submit certain coverage is provided which conforms to any specific stipulation in the law.

The Contractor shall be responsible for the deductible on each and every property (Builders Risk/Installation Floater) loss.

**Builder's Risk Completed Value Insurance**

The CM/GC shall purchase builder's risk insurance in the amount of the initial Guaranteed Maximum Price, as well as subsequent modifications, for the entire project on a replacement cost basis. This insurance shall include applicable coverage for the subcontractors of all tiers and shall name :

**San Luis Valley Foods Coalition, dba Rio Grande Farm Park** as Additional Insured.

**Insurance Requirements shall include the following:**

*The CM/GC shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to any contract entered into by the Owner by reason of its failure to procure or maintain such insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types.*

*Certificates of Insurance shall provide that the insuring company will not cancel the policy without first providing the Owner with at least thirty (30) days written notice. The CM/GC's insurance company shall provide a letter stating that coverage as required is in force.*

**Minimum bonding capacity:**

The company must provide evidence of its ability to obtain a project-specific Performance and Payment Bond, in the form of American Institute of Architects certificate AIA-A312 or similar, in an amount equal to 110% of the estimated contract amount. Evidence of bonding capacity shall be in the form of a letter from the company's authorized surety. The selected company will be required to maintain bonds in effect through the period of the contract for 100% of the total contract amount plus changes in the contract value that result in a net increase in the contract amount. The surety company must be authorized to do business in the State of Colorado and demonstrate a minimum AM Best Financial Strength Rating (FSR) of "A-", and a Financial Size Category (FSC) of "X".

**Form of Agreement:**

Selected company will be expected to execute AIA Document A133 - 2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor, *where the basis of payment is the Cost of Work Plus a Fee with a Guaranteed Maximum Price*, including the Owner's amended language attached hereto as Exhibit D.

The Owner's selection of a Contractor is expressly conditioned on the Owner and the Contractor entering into the form of agreement referenced above. If for any reason the parties have not fully executed a mutually acceptable CM/GC Contract within 20 days of the Owner conditionally selecting the Contractor, the Owner may, at its option, commence contract negotiations with one or more of the other Contractors who submitted Qualification Statements and Fee Proposals in response to this RFQ, without the necessity of issuing a new Request for Qualifications/Fee Proposal for this project. The Owner also has the right to terminate the process, modify the process and/or commence a new process for selecting a CM/GC.

**10.0 SUBMITTAL REQUIREMENTS**

Throughout the submittal, the Team's emphasis should be placed on the proposed team members and company's relevant experience in construction of facilities of similar size and complexity to the project described in Section 2.0.

There is no page limit for the Team's Statement of Qualifications, however, concise responses addressing the specific requirements of this Request for Qualifications will aid in the evaluation process.

The qualifications statement shall include the following information, numbered, and tabbed, in the order indicated below:

**Cover Letter**

A maximum two-page letter of interest that includes a synopsis of the Contractor's company distinguishing business characteristics, primary contact information and commitment of the proposed project team members to this project for the scheduled duration. This letter must be signed by an officer of the company.

**A. Minimum Requirements**

Submit proof of possession of the Minimum Requirements, as per Section 9.0 of this RFQ including the additional items outlined in e and f below:

- a. Provide evidence that the company is a properly formed and registered entity in "Good Standing" with the office of the Colorado Secretary of State.
- b. Provide evidence of company's ability to obtain and provide the minimum insurance requirements.
- c. Provide a statement of the maximum dollar value for which your company can be bonded and the amount your company currently has bonded.
- d. Provide a description of any claims, lawsuits and other legal action your company has been involved in over the past five years.

**B. Business Organization**

Provide a clear and descriptive organizational outline or chart, identifying key team members proposed for this project, including the Superintendent, Project Manager and Preconstruction Manager. All major participants of the Team shall be identified along with their project roles, responsibilities and their reporting accountability. Lines of authority and communication shall be clearly shown. It is anticipated that the CM/GC company will assign one Project Manager.

**C. Qualifications of Key Personnel**

Provide a one-page resume for each individual listed on the organizational chart (Section B). List the individual's position, project responsibility, education, license or registration (where applicable), affiliations, publications, awards, and relevant experience over the last five years. Identify other projects and proposals, and timing of same that these team members are committed to at this time. Applicants are reminded that after pre-qualification, significant changes in the composition of the CM/GC Team's personnel, roles or responsibilities may not be made without the consent of the Owner.

**D. CM/GC Delivery Method Experience**

The CM/GC delivery method has been chosen because a high-performing, collaborative team is important to the success of this project. Describe your company's experience with this delivery method and provide examples of how your teams have added value to the projects you have successfully completed through this type of project delivery method. The response should address the following capabilities: client relations, pre-construction services, construction management, cost control, quality control, schedule control, and risk management.

**E. Contractor's Construction Experience**

Provide at least 3 examples of projects (completed within the last five years) of similar construction experience, including facility type, contract value, schedule and any attributes that may be relevant to this project. Identify which proposed team members participated on these examples. Clearly indicate why these projects are relevant.

Provide owner references for each project cited. The cited reference must contain correct name and telephone number of the appropriate reference and the applicant should verify the availability of the reference prior to submittal.

**F. Project Approach**

Describe your company’s approach to providing CM/GC preconstruction and construction services specific to this project. Describe your company’s methodology and approach for incorporating changes during the design and construction phases.

**Other Potential Project or Owner Specific Questions:**

**G. Subcontractor Procurement**

Provide a written description of the proposed sub-contractor solicitation and procurement process for this project. Explain how you propose to develop interest and maintain participation of qualified subcontractors through the bidding process in the current market. Describe how the Team would practice equity in its selections; describe how the Team would propose to include “local” vendors, suppliers and subcontractors in the bid process. Indicate and itemize all construction, management and supervision that the Team would propose to self-perform versus performance through subcontractors. Specify what types of work will not be competitively bid and your rationale for this approach.

**H. Statement of Differentiation**

Explain in one page or less what differentiates your Team from other qualified competing Companies, specifically in regard to this project.

**11.0 FEE PROPOSAL**

Shortlisted companies will be notified and required to provide a fee proposal at the time of interview. An interview invitation will be sent out to no more than 3 candidates with the highest scores on the Qualification Statement evaluations. The invitation will explain the interview requirements, time and location. The invitation also will provide the scoring criteria for the interview.

At the time of the interview provide one copy in a separate sealed envelope of the CM/GC’s Fee Proposal. The CM/GC’s Fee Proposal is to be presented as below:

**The Construction budget for this project is \$180,000.00.**

- 1) Design Phase/Pre-Construction Services – Lump Sum Fee \$ \_\_\_\_\_
- 2) General Conditions – Lump Sum Estimate\* \$ \_\_\_\_\_
- 3) Estimating Reserve – List as % of Cost of Work \_\_\_\_\_ . %
- 4) Contingency – List as % of Cost of Work \_\_\_\_\_ . %
- 5) Commercial General Liability Insurance % of Cost of Work \_\_\_\_\_ . %
- 6) Builder’s Risk Insurance – List as % of Cost of Work \_\_\_\_\_ . %
- 7) Difference in Coverage Insurance (If Applicable) /Lump Sum \$ \_\_\_\_\_
- 8) Payment and Performance Bond – List as % \_\_\_\_\_ . %
- 9) Subcontractor Bond Reserve (If Applicable) – List as % \_\_\_\_\_ . %
- 10) Overhead and Profit (Construction Managers Fee) as % \_\_\_\_\_ . %
- 11) Change Order Mark Up (Construction Manager) as % \_\_\_\_\_ . %
- 12) Limitations on Subcontractor’s Overhead and Profit for increases in the cost of its portion of the Work – List as % \_\_\_\_\_ . %



13) GMP Savings shall: 1) remain with contractor; 2) remain with owner; 3) be split between contractor and owner, if split provide percentages (Identify which option applies).

14) Provide an Equipment Rate Schedule for the proposed project. This will be used as an attachment to A133-2009 – Exhibit A – GMP Amendment.

\*Provide a detailed schedule of General Conditions expenses. Everything that is defined as a General Conditions expense per the contract (AIA A133 – Article 6 - Cost of the Work for Construction) needs to be included. If there are any items being pushed over to the Cost of Work, then an estimate for cost must be included within the General Conditions.

## **12.0 SELECTION CRITERIA AND EVALUATION**

CM/GC Teams responding to this Request for Proposals will be evaluated based on the criteria noted below:

- 1. The company's understanding of the Project and the needs of the Owner and general Project approach.**
- 2. The company's experience, qualifications and capability. This includes experience with the CM/GC delivery method, management and procurement experience related to subcontractors, cost, schedule and quality control, and risk management.**
- 3. The relevant experience of principal team members and diversity of expertise.**
- 4. The company's references for work performed on similar projects.**
- 5. The clarity, responsiveness and professionalism of the proposal.**
- 6. Whether the company is companyly established in the business, financially responsible, and has the resources and the ability to offer its services in a professional and expedient manner.**
- 7. The company's understanding of the requirements of the County of Alamosa, and the State of Colorado including the permitting and approval process.**
- 8. The CM/GC's knowledge of environmental strategies to reduce carbon footprint; steward water; and use renewable energy sources.**

*The Owner may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered non-responsive. Modifications may be made to the scoring based on the experiences the selection committee has had with the company, or if they envision conflicts of interests. The Owner reserves the right to reject any and all proposals, waive informalities and to reject non-conforming, non-responsive or conditional proposals.*

## **13.0 PERMITS & AUTHORITIES HAVING JURISDICITON (AHJ)**

The CM/GC shall obtain all necessary permits and approvals, from each AHJ, for the construction and initial occupancy of the facilities, including permits that must be applied for in the name of the Owner.

## **14.0 OWNER FURNISHED INFORMATION**

The following owner-furnished data will be made available to the selected Team in order to support the design phase/pre-construction process:

As-built or record documents / Architect's In-Progress Design Development Drawings

The owner is providing the above items noted but in no way does it remove responsibility of the contractor to perform due diligence. No allowance or extra consideration shall be paid by the owner as a result of the contractor's lack of familiarity with the site and location of the work.

Before submitting a Fee Proposal, the Contractor shall personally inspect the site of the proposed Work. Submission of a Fee Proposal shall constitute conclusive evidence that the Contractor has personally inspected the site of the project. No allowance or extra consideration to the Contractor will be paid by the Owner by reason

of additional costs, damages, or other difficulties incurred by the successful Contractor that could have been avoided had an adequate inspection of the site been undertaken.

## **15.0 PROJECT WARRANTIES**

In addition to all subcontractor, manufacturer or vendor warranties, the Contractor shall provide a two-year warranty on all Work performed on the project. The Contractor shall also serve as the Warranty Administrator for the project. The Warranty Administrator shall be responsible for all aspects of the timely and effective administration of all warranties, including but not limited to: a) defining a warranty process for claims; b) providing a warranty claim form for the Owner's use; c) receiving all warranty claims from the Owner; d) identifying and contacting the individual(s) or entity(ies) issuing the warranty under which the claim is being made; e) arranging for all warranty work; f) administering all documents necessary and appropriate for the proper and timely processing of each warranty claim; g) completing review on a periodic basis of a status log of all warranty claims; and h) initiation and completion of 11 and 23 month warranty walks. This obligation shall be expressly stated in the contract between the successful Contractor and the Owner.

## **16.0 OWNER'S RIGHT, WARRANTIES & DISCLAIMERS**

1. The selection of the CM/GC Team will not be based solely on cost, but the best interest of the Owner. Owner's selection committee will make a recommendation to the Board based upon all elements of evaluation and information provided in the submittal, interviews and subsequent contract negotiations.
2. The respondents to the Request for Qualifications warrant that they are able to complete the project to specifications that will meet or exceed the minimum code and safety requirements as set by San Luis Valley Foods Coalition dba Rio Grande Farm Park, and the County of Alamosa where applicable, as well as, all other Authorities Having Jurisdiction over the projects. Additionally, they also warrant that they will complete the projects to the minimum standards and requirements of all municipal, county, state and federal agencies having jurisdiction and authority over the projects.
3. The Owner reserves the right to accept/reject any or all submittals received through this solicitation process. The Owner reserves the right to terminate or modify the CM/GC selection process, including the Selection Schedule, at any time as may be deemed necessary and in the best interests of the San Luis Valley Foods Coalition dba Rio Grande Farm Park. The Owner reserves the right to award the project(s) in the manner deemed most beneficial to the San Luis Valley Foods Coalition dba Rio Grande Farm Park and that provides the greatest overall value.
4. The Owner has elected to utilize the American Institute of Architects, AIA Document A133 - 2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor, *where the basis of payment is the Cost of Work Plus a Fee with a Guaranteed Maximum Price*, including the Owner's amended language attached hereto as Exhibit   D  .
5. All costs incurred by prospective CM/GC Teams associated with the preparation of submittals, attendance at interviews and contract negotiations in response to this Request for Qualifications are the sole responsibility of the Applicant.
6. The Qualification Statement and Fee Proposal (if applicable), and all supporting documentation, attachments, supplementary materials, sketches, etc. shall become the property of the San Luis Valley Foods Coalition dba Rio Grande Farm Park and will not be returned to the Contractor.

**END OF REQUEST FOR QUALIFICATIONS    CMGC SERVICES**