

City of Kemah, Texas

City Hall Expansion/Existing City Hall Renovation
Visitor Center Addition and Renovation
Visitor Center Parking Rehab
Downtown Redevelopment (Pedestrian walkway, 6th Street
Plaza & associated improvements)
Park Improvements
Community Signs

**REQUEST FOR PROPOSALS
FOR
CONSTRUCTION MANAGER AT RISK**



December 28, 2016

*City of Kemah
1401 Hwy 146
Kemah, TX 77565
281.334.1611*

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City of Kemah

Construction Manager at Risk

**CITY OF KEMAH
CONSTRUCTION MANAGER AT RISK
REQUEST FOR PROPOSALS**

Pursuant to the provisions of the Code, (collectively the "Bidding Statutes"), it is the intention of City of Kemah ("City") to select via a Request for Proposals format (one-step process) a Construction Manager-at-Risk for the list of projects itemized below. The selected Construction Manager-At-Risk is to assist the City, Tim Broadhead Architects, and other design consultants with cost estimating and scheduling during the completion of the construction documents, and to build the projects thereafter as Construction Manager-At-Risk, and perform such other functions as may designated by the City under the Bidding Statutes.

The scope of the projects and other general information are briefly described as follows:

The construction of City Hall expansion and existing City Hall Renovation:	\$710,000
Visitor Center Addition and Renovation:	Approx. \$135,000
Visitor Center Parking Lot Rehab:	Approx. \$405,000
Downtown Redevelopment (Pedestrian walkway, 6 th street plaza & associated improvements):	Approx. \$900,000
Park Improvements:	Approx. \$115,000
Community Signs:	Approx. \$112,500

The selection criteria includes analysis of the proposer's Fee (20 Points), Experience (30 Points), Quality and experience of proposed personnel (20 Points), Relationship with City and Architect (10 Points), and Other factors demonstrating ability of the Construction Manager to complete the projects on time, within budget, with quality workmanship, as well as factors concerning the proposer's safety record (20 Points).

The construction schedules are expected to be First Quarter 2017 – Fourth Quarter 2018.

Proposals are to include the information requested in the Questionnaire in the sequence and format prescribed. In addition to and separate from the requested information, organizations submitting may provide supplementary materials further describing their capabilities and experience.

Proposals (7 copies) are to be submitted to:

City of Kemah
1401 Hwy 146
Kemah, TX 77546

no later than –

2:00 PM, Wednesday, January 18, 2017.

At 2:00 p.m. on Wednesday, January 18, 2017, at the above address, the City's representative shall publicly open and read aloud the names of the proposers. Thereafter, the City and its Architect will review the proposals and select a firm at a subsequent meeting. The selection process will follow the stipulations of the Bidding Statutes.

Queries about the project and the request for proposals should be addressed to:

Mr. Nick Haby, Director of Community Services
City of Kemah
1401 Hwy 146
Kemah, Texas 77565
TEL: (281) 334-1611 FAX: (281) 334-6583
Email: nhaby@kemah-tx.com

City of Kemah reserves the right to reject any and all proposals and to waive any informalities incidental thereto.

City of Kemah

Construction Manager at Risk

INSTRUCTIONS TO PROPOSERS

Pursuant to the provisions of Code, (collectively the "Bidding Statutes"), it is the intention of **City of Kemah** to select via a Request for Proposals process a Construction Manager-at-Risk for:

- The construction of City Hall expansion and existing City Hall Renovation
- Visitor Center Addition and Renovation
- Visitor Center Parking Lot Rehab
- Downtown Redevelopment
(Pedestrian walkway, 6th street plaza & associated improvements)
- Park Improvements
- Community Signs

The selected Construction Manager-At-Risk is to assist the City, Tim Broadhead Architects, and other design consultants with cost estimating and scheduling during the completion of the construction documents, and to build the projects thereafter as Construction Manager-At-Risk, and perform such other functions as may be designated by the City under the Bidding Statutes.

1. Offerors shall submit seven (7) copies of the following items:
 - a. The Response to Construction Manager-at-Risk: Request for Proposals Questionnaire
 - b. The completed Proposal Form for Construction Manager-at-Risk

- Submit all items in a sealed envelope to:

City of Kemah
1401 Hwy 146
Kemah, Texas 77565

- Clearly label envelope as follows:

ATTN: Mayor and City Council
City of Kemah
RFP for Construction Manager-at-Risk
Open 2:00 p.m., on Wednesday, January 18, 2017

2. Pursuant to the provisions of Section 2269.253 (f) of the Local Government Code, the City's representative shall publicly open and read aloud the names of the offerors at 2:00 p.m. on Wednesday, January 18, 2017 at the City of Kemah City Hall, 1401 Hwy 146, Kemah, TX 77565.

3. Questions about the projects and Construction Manager-at-Risk: Request for Proposals Questionnaire should be submitted in writing (fax and email are acceptable) and addressed to:

Mr. Nick Haby, Director of Community Services
City of Kemah
1401 Hwy 146
Kemah, Texas 77565
TEL: (281) 334-1611 FAX: (281) 334-6583
Email: nhaby@kemah-tx.com

Clarification questions must be received no later than 5:00 p.m. on Thursday, January 12, 2017.

4. Criteria for Selection: In accordance with the Bidding Statutes, the City of Kemah has approved the following selection criteria for use in this selection process:

- **Fee** 20 Points
- **Experience** with public facilities 30 Points
- **Quality and experience of proposed personnel** 20 Points
- **Relationship with City and Architect** 10 Points
- **Other factors** demonstrating ability of the Construction Manager to complete the projects on time, within budget, with quality workmanship, as well as factors concerning the proposer’s safety record 20 Points
- **Total** 100 Points

5. Anticipated Schedule for the Construction of Aforementioned City Projects:

- Request for Proposals Issued December 28, 2016
- Receive Responses to Request for Proposals January 18, 2017
- Approval of CM @ Risk February 1, 2017(in phases for projects)
- Establish GMP March 2017(in phases for projects)
- Approval of GMP April 2017(in phases for projects)
- Construction phase April 2017 –October 2018

6. City/Contractor Agreement (see attachment) – The City intends to use the AIA Standard agreement (A133) – Standard Agreement for Construction Manager at Risk where the Construction Manager is also the Constructor, subject to revisions agreed upon by the parties.

7. Performance and Payment Bonds for 100% of the construction cost will be required upon submission of the Guaranteed Maximum Price (GMP).

8. The project shall comply with the Harris/ Galveston County prevailing wage rates and all pertinent Federal, State, and Local Regulations and Codes.

City of Kemah

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GUIDELINES FOR PRE-CONSTRUCTION SERVICES PROVIDED TO CITY AND ARCHITECT

1. The Project Manager and the Estimator shall attend and actively participate in regular meetings with the City, Architect and design consultants.
2. Advise the City, Architect and design consultants regarding the construction documents.
3. The Construction Manager-at-Risk will be accountable for the construction budget.
4. The Construction Manager shall recommend to the City and Architect a schedule for procurement of long-lead time items that will constitute part of the work as required to meet the Project schedule.
5. In soliciting Competitive Sealed Proposals from subcontractors, Construction Manager shall:
 - a. Receive at least three (3) proposals from qualified subcontractors and suppliers for each section of the work.
 - b. Distribute proposal packages and confirm scope of work.
 - c. Review proposals with City, Architect and design consultants, and make recommendations prior to entering into a Contract with Subcontractors.
6. Prior to bid award, bidder shall provide to the City a completed, signed and notarized TEC Form 1295 which has been assigned a certificate number by the Texas Ethics Commission (the "TEC"). Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC's website, assigned a certificate number, printed, signed and notarized, and provided to the City.

City of Kemah

Construction Manager at Risk

CITY OF KEMAH **REQUEST FOR PROPOSAL QUESTIONNAIRE**

Please provide the following information in the sequence and format prescribed in this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format.

1. Firm Information

Name of firm:

Address of principal office:

Phone, fax:

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, Other?)

Year Founded:

Primary Individual to Contact:

2. Experience

2.1 Current work: List the major construction projects your organization has in progress and scheduled completion date.

2.2 List public facility projects constructed by your organization over the last ten years.

3. Financial Information

3.1 Provide name, address, and phone for bank references.

3.2 Surety: Name of bonding company, name and address of agent.

4. Concepts for Working as Construction Manager-At-Risk

4.1 Describe your organization's concepts for working in a team relationship with the City and Architect during the design and construction.

4.2 Cost Estimates: Attach a sample conceptual cost estimate prepared during the design phase of a project, and a sample of the final cost estimate/breakdown used to fix the contract amount for the construction of the same project. (The identity of the project may be concealed. The intent is to see the nature and format of the cost information provided.)

4.3 Fees: Describe how your organization's fee would be calculated. Given the cost and scope of the projects as described by the attached materials, what fee would you require? How does your organization charge for services prior to the start of construction?

4.4 Savings: Describe your organization's concept for the disposition of savings realized during construction. Is the full amount returned to the City?

City of Kemah

Construction Manager at Risk

5. Personnel

Given the scope and schedule of the projects, identify the specific Project Manager and Project Superintendent who would work on this project. Provide resumes. The Project Manager and Superintendent must have public facility construction experience.

6. City/Contractor Agreement

We propose to base the City/Construction Manager-At-Risk Agreement on the AIA Standard agreement (A133) – Standard Agreement for Construction Manager at Risk. Please note any major exceptions/issues you would raise relative to this document.

7. Safety

Provide safety record.

8. References

Provide three references with phone and fax numbers. These references must be for previous public facility construction projects.

City of Kemah

Construction Manager at Risk

ITEMS CONSIDERED INCIDENTAL AND SUBSIDIARY TO THE GENERAL CONDITIONS

The following items will be considered as general conditions of the contract and will not be included as part of the Construction Manager's fee. The cost of these general conditions will be negotiated with the recommended Construction Manager as part of the overall GMP.

Senior Project Manager/Project Executive	Mobilization/Demobilization
Project Manager	Temp Electric/Gas/Water Bill
Project Manager Vehicle and/or Allowance/Mileage	Telephone, Fax, Computer, Copier Costs
General Superintendent	Ice, Cups and Water
Superintendent	Delivery Service/Postage
Superintendent Vehicle and/or Allowance/Mileage	Progress Photography
Assistant Superintendent	Shop Drawings
Project/Cost Engineer	Stationery and Supplies
Office/Technology Engineer	Fencing
Project Expediter/Asst. PM	Temporary Weather Protection
Field Office Manager/Secretary	Temporary Partitions
Field Engineering/Layout	Temporary Roads
Accounting	Temporary Plumbing
Secretary/Admin. Personnel	Plans/Surveys/Blue Prints
Quality Control Manager	Field Communications System
General Purpose Labor	Chemical Toilets
Subsistence/Per Diem	Cellular Telephones/Pagers
Mileage/Travel	Phones, Radios
CPM Schedule	Tractor
Field Engineering & Equipment	Generators – portable
Record set	Labor Burden Barricades
CM Office Trailers	Gas, Oil and Grease
Cleanup Periodical	Vehicle Repair
Continuous Jobsite Clean-up	Clean Streets
Dumpsters/Trash Haul	CM Storage Sheds
Final Cleaning	CM Job Office Expense
Building and Site Dewatering	CM Job Office Equipment
Safety Equipment	First Aid Supplies
Safety Coordinator	Watchman/Security
Job Safety Training	Project Documentation
Fire Protection/Fire Extinguishers	Small Tools
General Liability, Builders Risk	Building Permits/Fees/Licenses/Dues
Insurance/Performance & Payment Bonds	Equipment Rental, Maint. & Insurance
AGC Fees	Job Signage/Advertising
	Payroll Taxes on General Conditions

City of Kemah

Construction Manager at Risk

PROPOSAL FORM FOR CONSTRUCTION MANAGER-AT-RISK FOR

**The construction of City Hall expansion and existing City Hall Renovation
Visitor Center Addition and Renovation
Visitor Center Parking Lot Rehab
Downtown Redevelopment (Pedestrian walkway, 6th street plaza & associated
improvements)
Park Improvements
Community Signs**

SUBMITTED BY: _____

SUBMITTED TO:

**Attn: Mayor and City Council
City of Kemah
1401 Hwy 146
Kemah, TX 77565**

- 1. Having examined the Request for Proposals prepared by City of Kemah dated December 28, 2016, the undersigned agrees to the following:**
 - 1.1 This Proposal will remain subject to acceptance for 60 days after the day of the Proposal opening.
 - 1.2 The City maintains the right to reject any or all proposals, to waive informalities or minor irregularities in the proposal process and to accept the proposal that the City considers the best value.
 - 1.3 This Proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over respondents in the award of this proposal.
 - 1.4 The City reserves the right to negotiate with any Proposer in a manner permitted by law.
 - 1.5 Construction Managers/Contractors making any contact with City personnel during this RFP selection process risk their proposal being rejected.

2. Fee Proposal

2.1 Pre-Construction Phase Services – List your fees as a lump sum:

The construction of City Hall expansion and existing City Hall Renovation:

\$ _____

Visitor Center Addition and Renovation:

\$ _____

Visitor Center Parking Lot Rehab:

\$ _____

Downtown Redevelopment

(Pedestrian walkway, 6th street plaza & associated improvements)

\$ _____

Park Improvements:

\$ _____

Community Signs:

\$ _____

2.2 Construction Services Fee - List your fee for overhead and profit as a percentage of the actual cost of the work. (Do not include General Conditions)

Amount written in words governs.

Percent _____ %
Amount in figures

2.3 Proposed breakdown of cost savings distribution: City _____ % Contractor _____ %

3. Addenda

3.1 The undersigned acknowledges receipt of Addenda No. _____ dated _____, 2017.

Authorized Signature

Name

Title

Name of Contracting Firm

Street Address

City/State/Zip Code

Telephone No.

Fax No.

Date

(SEAL, if a Corporation)
State whether Corporation,
Partnership or Individual