

REQUEST FOR PROPOSALS (RFP) PRE-CONSTRUCTION AND CONSTRUCTION MANAGEMENT AT RISK SERVICES

From: Jasper County, Iowa (the "County")

Project: Environmental Education Center (EEC)

Release Date: August 10, 2023

Upon receipt and evaluation of the Statement of Qualifications submitted in response to the RFQ for the Jasper County Environmental Education Center (EEC) Pre-Construction and CMAr Services, issued on July 12, 2023, The County hereby invites the following qualifying firms to submit a response to this Request for Proposals (RFP).

Ball Team

Boyd Jones

DCI Group

Dean Snyder

Greiner Construction

Hansen Company, Inc.

Jensen Builders

Lang Construction

McGough

Neumann Brothers

Stahl Construction

RFP responses are due before 2:00 p.m., CST, on Friday, August 25, 2023, and must remain valid for 90 days from the RFP due date.

Sealed envelope, email subject or electronic file shall be clearly marked "Jasper County EEC CMAr RFP RESPONSE" and must be submitted to:

Keri Van Zante, Director
Jasper County Conservation
1030 W 2nd Street S.
Newton, IA 50208
kvanzante@jasperia.org

TENTATIVE SCHEDULE OF EVENTS

1. Issuance of Request for Qualifications July 12, 2023
2. Statement of Qualifications Due: July 28, 2023
3. Issue Request for Proposal to qualified respondents: August 10, 2023
4. Request for Proposals Due Before 2:00 p.m. August 25, 2023
5. Tentative Interviews (Top 5 Scoring Respondents) September 2023
6. Tentative Contract Award/Execution by Jasper County Conservation September 2023

1. REQUEST FOR PROPOSALS (RFP) SUBMISSION:

Sealed envelope, email subject or electronic file shall be clearly marked “SCFD CMaR RFP RESPONSE” and must be submitted to:

Keri Van Zante, Director
Jasper County Conservation
1030 W 2nd Street S.
Newton, IA 50208
kvanzante@jasperia.org

During the RFP evaluation, Jasper County, Iowa (the “County”) and the Jasper County Conservation Board reserve the right to request additional written information to assist in the evaluation of the RFPs.

RFPs and written responses to the County’s request for additional information shall be signed by an officer of the proposing firm, or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the RFP responses shall become the property of the County for disposition or usage by the County at its discretion.

2. RFP CONTENT:

To standardize responses and simplify the comparison and evaluation of responses, all statements must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the RFP under a single cover. The RFP length shall be limited to a **maximum** of (5) single-sided pages. There are no specific page counts by section, that is left up to the proposer. Minimum font size shall be **ten (10) point**. The RFP shall include the following information:

1. **Transmittal Letter:** A transmittal letter shall be included in the submittal and signed by an officer of the firm or joint venture. The transmittal letter shall also be signed by the firm’s Designated Representative.
2. **Project Approach:** Provide a brief description of your approach to the Pre-Construction phase of this project with special consideration for the project’s sustainability initiatives and environmental education focus.
3. **Cost Component:**
 - a. **CMaR Fee %:** Propose a Fee Percentage to be applied to the Construction Phase Direct Cost of Work plus General Conditions as follows:

CMaR Service Fee Percentage	Direct Cost of Work Plus General Conditions <i>(For Evaluation Purposes Only)</i>	*Total CMaR Fee (a)
_____ %	\$2,000,000.00	_____

- b. **CMAr Pre-construction Phase Staff Costs:** Propose the following Billable Hourly Staff Rates to provide the work through the Pre-Construction Phase of the Project. These rates are all inclusive including all burdens and fee:

*** Evaluation Purposes Only**

(Estimated Duration: 16 weeks)

Contractor's Position	Proposer's Company Specific Position Title <i>(if different than Column 1)</i>	Name	*Hours	Billable Rate	Total
Project Executive / Director			40	\$	\$
Project Manager			80	\$	\$
Estimators			40	\$	\$
Scheduler			20	\$	\$
Superintendent			20	\$	\$
Administrative Assistant			40	\$	\$
OTHER				\$	\$
OTHER				\$	\$
(b) Total Preconstruction Staff Cost Component					\$

- c. **CMAr Construction Phase Staff Costs:** Propose the following Billable Hourly Staff Rates to provide the work for the Construction Phase of the Project.

*** Evaluation Purposes Only**

(Estimated Duration: 52 weeks)

Contractor's Position	Proposer's Company Specific Position Title <i>(if different than Column 1)</i>	Name	*Hours	Billable Rate	Total
Project Executive / Director			100	\$	\$
Project Manager			1000	\$	\$
Project Engineer			100	\$	\$
Superintendent			2000	\$	\$
Estimators			40	\$	\$
Scheduler			40	\$	\$
Administrative Assistant			320	\$	\$
OTHER				\$	\$
OTHER				\$	\$
(c) Total Construction Staff Cost Component					\$

NOTE: It is understood that the hours listed in tables (b) and (c) above may not accurately reflect the hours that your CMAr team believe would be required to complete the project. In order to fairly evaluate proposals based on value to the County, please consider the following:

Fill out tables (b) and (c) including the hours and positions identified for evaluation purposes. If other positions would be proposed as hourly preconstruction or construction phase staff costs, please indicate position, hours and rate.

If any pre-preconstruction (b) or construction phase (c) staff costs are proposed to be included within the CMAr fee (a) these staff costs do not need to be included in tables (b) or (c) and you can strike that position or enter \$0.00.

3. CONTACT PERSON:

Any questions concerning the proposals should be directed to:

Studio Melee
Attn: Jamie Malloy, AIA
139 Fourth Street
West Des Moines, IA 50265
515-314-9852
jamie@studiomelee.com

4. PROPOSER’S COMMUNICATIONS WITH COUNTY OFFICIALS AND EMPLOYEES RESTRICTED:

Proposers are prohibited from attempting to improperly influence County officials, employees, or members of the selection committee. Violation may be a crime and may result in rejection or return of RFP.

5. RFP EVALUATION AND SELECTION PROCESS:

The following approximate project parameters will be the basis to determine the CMaR cost component.

Construction Budget:	\$2,000,000
Pre-construction Duration:	16 Weeks
Construction Duration:	52 Weeks

For evaluating Fee Proposals, the total fee for CMaR Services shall be determined by adding the:

- (a) CMaR Construction Phase Services Fee**
- (b) CMaR Pre-Construction Phase Staff Costs**
- (c) CMaR Construction Phase Staff Costs**

The Total Fee *(for evaluation purposes only)* will be the lump sum cost based on (a) + (b) + (c).

(b) and (c) will be determined by filling in the proposed labor rates in chart (b) and chart (c). These rates are all inclusive staff rates that will be allowed to be billed during the project (no more than 40 hours per week). For comparison purposes only, the form has included hours for the positions. The actual hours that will be included will be finalized during the preparation and negotiation of the Preconstruction Services Agreement and in the Guaranteed Maximum Price. **The allowable billable labor rates will be no greater than the rates listed in this proposal.**

The Construction Phase Services Fee will be the percentage multiplied by the actual Direct Cost of Work plus General Conditions for the CMaR. For comparison purposes only, the Direct Cost of Work plus General Conditions is estimated at \$2,000,000. The Fee percentage only applies to the Construction Phase GMPs. No Fee Markup is allowable on the Pre-construction Phase Proposal.

Total for (a) + (b) + (c) = The basis for determining the lowest price.

Scoring:

The lowest price solution which meets all requirements listed in the RFP will be assigned 50 Points. All other proposals will be assigned points on a statistical basis corresponding to its position between the lowest and highest fee proposals.

Note: Only the fee percentage and hourly rates are being locked in for preparation of GMP's.

CMaR Selection will be evaluated by the County against the following Evaluation Rating Criteria to determine the Best Value:

<u>EVALUATION RATING CRITERIA</u>	
Maximum 200 points	
Description	Rating Range
RFQ Points <i>(Previously Submitted)</i>	1-50
Pre-Construction Approach <i>(Included in this RFP)</i>	1-50
CmaR Fee Proposal <i>(Included in this RFP)</i>	1-50
Ranking Prior to Interviews	1-150
Interview <i>(Future)</i>	1-50
TOTAL	_____

Interviews will be conducted with the top 5 Scoring Firms out of the initial 150 points. Proposals will be evaluated and ranked in relation to the criteria set forth in the RFP. The County shall select the CMaR that submits the proposal that offers the best value for the County based on the published selection criteria and on its ranking evaluation. The County will negotiate preconstruction services and a GMP contract with the selected firm.

6. REJECTION OF PROPOSALS:

The County reserves the right to reject any or all proposals, in whole or in part, received in response to the RFP. The County will not pay for any information requested in the RFP, nor is it liable for any cost incurred by a Proposer in responding to the RFP.

END OF RFP