

OZARKS TECHNICAL COMMUNITY COLLEGE
REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES

I. PROJECT: OTC Waynesville Education Center Classroom and Office Building

II. BACKGROUND AND INFORMATION:

Ozarks Technical Community College (“OTC”) plans to hire a firm to provide single source Construction Management at-Risk services for its new Waynesville Education Center Campus Classroom and Office Building construction project (the “Project”). The selected Construction Manager will work as part of the team with OTC to design and construct the Project. Interested firms are requested to submit the information as further described in this Request for Proposals (“RFP”). All information necessary for the submittal is contained in this RFP.

III. DESCRIPTION OF THE PROJECT:

A. Overview. The facilities contained in this program will consist of new construction of approximately 28,000 square feet for a 1-story classroom and office building with associated (approximately 300 space) parking lot. The current estimated construction budget for this program is approximately Three Million Six Hundred Thousand Dollars (\$3,600,000) including all improvement work. **NOTE: BIDDERS ARE TO PRESUME A \$3.6 MILLION CONTRACT FOR COMPLETE SITE AND BUILDING CONSTRUCTION, INCLUDING CONSTRUCTION MANAGEMENT SERVICES.**

B. Location. The Project is located on an approximately 4.65 acre site at Lot 4, GW Lane (Outer Road), Waynesville, Missouri 65584(the “Property”). The Property is owned by the City of Waynesville, Missouri. The site will be accessible during regular business hours for inspection by Bidders. Failure to visit the site will in no way relieve the successful Bidder from the necessity of furnishing all materials and performing all services required to complete the Project.

C. Architect. The Architect for the Project is:

Bates & Associates Architects
433 West Walnut
Springfield, Missouri 65806
Phone: 417-865-2065

D. Construction Plans. Plans can be acquired at the office of the Architect listed above.

*Note: Building plans are currently being designed and are preliminary in nature.

IV. PROCUREMENT METHOD:

A. Introduction.

Pursuant to RSMo. § 8.250(3), OTC has adopted pre-established criteria for use with procurement of certain construction projects. The Vice Chancellor for Administrative Services for OTC has determined that Construction Management at-Risk is appropriate for this Project. In soliciting Request for Proposals, OTC has elected to use the one (1) step process for selection of its Construction Manager at-Risk, as set forth in Article VIII, Section (d), of the OTC pre-established criteria.

Once preliminary design is completed, sufficient to obtain competitive bids, the Construction Manager will solicit bids based on partial design documents – with trade subcontractors/bidders to agree in lump sum prices, including contingencies for the incomplete design information. The trade contracts will be awarded based on competitive bids and shall contract directly with the Construction Manager, all in accordance with Sections (h) through (k) of Article VIII of OTC's pre-established criteria. The Owner/Construction Manager Agreement shall be amended after the trade contracts are awarded, and the Construction Manager shall be responsible to enter into a Guaranteed Maximum Price (GMP) Amendment with OTC to guarantee the work, and the price of the trade contractors, pursuant to RSMo. § 8.685.

B. Contract Form.

OTC intends to use the AIA Document A133-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor, with modifications, and AIA Document A201-2007 General Conditions of the Contract for Construction, with modifications.

V. SUBMISSION OF RESPONSES:

A. Competitive Bidding.

Respondents will compete based on bids for Construction Manager's fees (for overhead and profit) and general conditions based on a presumed total Cost of Work (including labor, materials, design services, fees and general conditions) of Three Million Six Hundred Thousand Dollars (\$3,600,000), including site improvement work. Past performance, experience, references and capacity shall account for a minimum of sixty percent (60%) of Respondents' evaluation. Cost (including fees) shall account for a maximum of forty percent (40%) of the evaluation.

Responses should be submitted in two (2) copies. The information to be submitted shall be organized as shown below, and will be limited to a maximum of 25 - 8 ½ inch by 11 inch numbered pages, minimum 11 point font size (or 12 such pages printed on both sides), exclusive of front and back covers, forwarding letter, table of contents, and experience information as requested. All information should, in the order set forth below, address each of the categories listed and have relevance to this Project.

B. Cost Information.

1. Fee for Overhead and Profit; General Conditions.

Respondent shall provide its fee for profit and overhead. Separately, Respondent shall submit its cost for expected General Conditions as a lump sum for the same. Respondent shall submit a complete itemized breakdown of all categories and any applicable time allotments included in the General Conditions of the Bid. Bidder shall assume a Three Million Six Hundred Thousand Dollar (\$3,600,000) total Project cost, inclusive of all Site and Building construction costs. **NOTE: THE INFORMATION REQUIRED BY THIS SECTION SHALL BE SUBMITTED IN A SEPARATE SEALED ENVELOPE LABELED "COST INFORMATION" AND SHALL NOT BE REFERENCED IN ANY OTHER INFORMATION SUBMITTED AS PART OF THE BID.**

2. Costs Over Three Million Six Hundred Thousand Dollars (\$3,600,000).

In the event that the total Project cost, including the Site Improvement Work, exceeds Three Million Six Hundred Thousand Dollars (\$3,600,000), the Construction Manager shall be entitled to a Change Order increasing its Fee and General Conditions. As a result, Respondents are to submit, on a percentage basis, the increase in Fee and General Conditions for any amount over \$3.6 Million, as set out on the Response Form.

C. Qualifications.

1. Firm Profile and Philosophy

If response is made by a team, with subconsultants, all of the information submitted should be related to the Prime Construction Manager.

2. Construction Manager's Approach to Project

Submit a project approach regarding your firm's understanding of the Project, its goals and objectives, including, but not limited to, how Respondent will manage design, estimating/cost control, scheduling, quality assurance/quality control, construction supervision, and inclusion of OTC Administration.

3. Construction Manager's Personnel Assigned to the Project

Identify the names of any personnel (prime and sub-consultants, if any) who will be members of Respondent's project team, and identify their level of experience with educational construction project types. Provide the tenure each team member assigned to the Project has with Respondent firm.

4. Construction Manager's Experience with Similar Projects

Construction Manager should provide information about its experience on similar construction projects and its overall qualifications to carry out the Project. Please provide project descriptions (including size and type), location and color photos on at least three (3) relevant projects that have occurred in the last five (5) years. Please include experience for projects in which Respondent firm was required to provide pre-construction and construction management services. All of the

projects submitted should be projects completed by the Construction Manager. For each project, indicate the following:

- a. Client and the client's budget;
- b. Construction Manager's construction cost;
- c. Actual final construction cost;
- d. Evidence of complying and successfully meeting required Project Schedules.

5. Construction Manager References

Provide a reference list from three (3) recent projects. Include the owner, contact name and telephone numbers. All references submitted should be for projects completed by the Construction Manager.

6. Bonding.

Construction Manager must represent it is bondable up to \$3.6 million with a letter from its surety attesting to that fact.

7. Contract Documents and Proposed Exceptions

All construction services to be provided by the successful Bidder shall be in accordance with the following agreement:

Attachment B: AIA A133™-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor, with modifications, and AIA Document A201™-2007 General Conditions of the Contract for Construction, with modifications

Describe, in detail, any and all proposed exceptions, alterations or amendments to this RFP, including the above referenced and attached construction agreements (**Attachment B**). This section should be clearly marked "Proposed Exceptions" in your submittal. The nature and scope of the Respondent's proposed exceptions may affect OTC's determination whether it is possible to successfully negotiate a contract with the Respondent. Failure to note exceptions to this RFP and/or attached construction agreements shall be construed as an implicit acceptance of the terms and conditions as stated therein.

8. Safety Record

Describe Respondent's safety record for the past three (3) years.

9. Disclosure of Conflicts of Interest

Disclose any financial or legal conflicts of interest including, but not limited to, any services currently being provided for OTC.

D. Responses Held Firm for Forty-Five (45) Days.

Proposers shall hold their bids firm for forty-five (45) days after bid opening. OTC reserves the right to reject any and all responses in its sole discretion and to waive any informalities in the responses.

E. Response Form.

Responses to this Request for Proposals shall be submitted on the Response Form provided by OTC without modification, alteration or reservation and with each space properly filled in by typewriter or manually in ink. Responses not in this form will be subject to rejection.

F. Termination of Contract.

OTC may terminate its contract with the Construction Manager for cause or for convenience at any time during the Project.

G. Bid Bond.

A Bid Bond shall not be required, however sufficient documentation shall be submitted pledging that the Respondent will enter into a contract with OTC on the terms stated in the Response and is able to, and will, upon request, furnish bonds covering the faithful performance of the contract and payment of all obligations arising thereunder.

OTC shall select its Construction Manager as provided in Section (g) of Article VIII of the attached criteria (**Attachment A**).

H. MBE/WBE Goals.

The Owner desires Minority Business Enterprise/Women Business Enterprise (MBE/WBE) participation in this Project. Every feasible effort shall be made to target the percentage of goods and services procured from certified MBE's and WBE's to 10% and 5% respectively.

I. Modification or Withdrawal of Response.

Any Respondent may modify or withdraw its Response at any time prior to the scheduled closing time for receipt of Responses, but no Response may be withdrawn, amended or modified after the scheduled closing time for receipt of Responses, and all such Response offers shall be held open for acceptance by Owner for a period of forty-five (45) days after the scheduled closing time for receipt of Responses. Only faxes, letters and other written requests for modifications or correction of previously submitted proposals which are signed by the Respondent, addressed in same manner as Responses, and actually received by OTC prior to the scheduled closing time for receipt of Responses will be accepted. Such Responses will be corrected in accordance with such written requests provided that any such written request is contained in a sealed envelope which is plainly marked and mailed or delivered as required by Section VI, below.

VI. SUBMITTING YOUR RESPONSE

A. Deadline. The deadline for submitting your response will be no later than 3:00 P.M. on Thursday, February 2, 2012. Responses received after this date and time will not be considered and will be rejected.

B. Notice. Respondent shall be responsible for actual delivery of Response and it shall not be sufficient to show that Response was mailed in time to be received before the scheduled closing time for receipt of Responses. Actual delivery by the required time at the designated location is required for bid consideration.

C. Qualifications. Failure to follow any of the RFP's instructions as set forth herein, or by addendum, could nullify Responses from consideration.

D. Right to Reject. OTC reserves the right to reject any or all responses and to waive, or not waive, at its discretion, any minor irregularities in the submissions. Parties are requested to sign the Response with ink, and, when in the name of a company, by some officer whose title is shown.

E. Response Form. The Fee Proposal Form, as provided by OTC, must be followed by each respondent without qualification or exception. Qualified or excepted Responses, excepted as allowed herein, will not be considered and shall be rejected. Any clarifications about the intent of the Response Documents shall be brought up as required herein prior to submission of the Response.

F. Delivery Location. Submissions should be sealed and packaged with clear identification to read as follows:

“REQUEST FOR PROPOSALS, OZARKS TECHNICAL COMMUNITY COLLEGE”

Construction Management Services
Harlan H. Hill, Architect
Ozarks Technical Community College
Information Commons Building, Suite 204
1001E. Chestnut Expressway
Springfield, Missouri 65802
Ph: (417) 447-4810

No electronic Responses or electronic modification of Responses will be considered.

G. Questions. Questions or clarifications prior to submittal may be directed to Mr. Harlan H. Hill – Architect, Ozarks Technical Community College, telephone (417) 447-4810.

VII. SELECTION PROCEDURE:

This is a competitive bidding selection process which evaluates costs and qualifications. The process for the selection of the successful firm will be generally as follows:

1. As set forth in Article VIII of Attachment A.
2. At no time are Respondents, their subconsultants or team members permitted to visit individually with OTC selection team, administration, or board members about consideration as a possible service provider, other than at official interviews.
3. All costs incurred in the preparation of the Responses to this Request for Proposals will be the sole responsibility of, and borne entirely by, Respondent.
4. All Responses to this Requests for Proposals shall become the property of OTC and will be part of public record.
5. The following criteria will be used by OTC in its consideration of the responses:

A maximum of forty (40%) percent of the evaluation shall be allocated towards:
 - Fees for overhead and profit;
 - Reimbursable costs for General Conditions;
A maximum of sixty (60%) percent of the evaluation shall be allocated towards:
 - Qualifications;
6. OTC reserves the right to refuse or reject any and all Responses submitted.

END DOCUMENT