

County of Lackawanna
200 Adams Avenue, Scranton, PA 18503
Government Center at the Globe
123 Wyoming Avenue, Scranton, PA 18503

Request for Qualifications
for
Construction Management Services

Brief Description of the Project

The County of Lackawanna is seeking formal proposals for professional Construction Management Services required for the Lackawanna County Government Center at the Globe. Proposals are due on October 20, 2016 before 2:00 p.m.

Some general information on the project is as follows:

New Facility and Associated Work:

- New facility to accommodate 250,000 Square Feet.
- Building is an existing former department store of approximately 250,000 sq.ft.
- The Construction Project Budget is: \$13,000,000 to \$14,000,000. The team must work within available funds.
- Schedule: Construction is anticipated to take approximately 12 months to final completion.

General Scope of Construction Management Services:

The scope of the Construction Management Services as agent for the Owner shall include, but is not limited to the following:

- Preconstruction services including preconstruction estimating, value engineering, constructability reviews and scheduling
- At each phase of the design, the CM will be required to provide a detailed cost estimate (Total 3)
- Assisting the Owner and the Architect in review of design documents for program
- Solicit bidders interest in the program
- Develop bid packages, site utilization plans, phasing plans as needed for inclusion in the bidding documents.
- Assisting the Owner and the Architect in bidding and award of construction contracts
- Providing administration of those construction contracts and field coordination of the contractors to accomplish construction within the agreed upon schedule.
- Provide full time on site supervision and other staffing as necessary to fulfill contract requirements

The front end (non technical) specification for the documents will be developed by the A/E in conjunction with the Construction Manager. The CM will recommend front end document language they deem appropriate to the A/E and Owner for consideration.

The CM shall manage the bid document reproduction and distribution process. The costs for document reproduction and mailings shall be paid by the County either directly or as a reimbursable expense to the A/E or CM.

The Construction Manager will chair and issue minutes for all job conferences during the Construction Phase. The Construction Manager will chair and issue minutes for the regularly scheduled Pre-Construction meetings.

Presentation Requirements:

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all of the project needs nor detail them. Rather, it is flexible and allows for the credentials of the proposer to be demonstrated in the areas of expertise necessary to the project.

Proposals shall contain the information listed below and shall be tabbed as follows.

Tab 1. Brief Overview of Construction Management Firm

Tab 2. Understanding of the Construction Program

- Through narrative discussion, show reason why this firm believes it is especially qualified to undertake this project. Discuss any unique qualifications that this firm possesses which would benefit the **CLIENT** in the execution of this project.
- The firm shall provide examples of any services that may be additional services.

Tab 3. Organization, Staffing, and Staff Qualifications

- Organization Chart: Provide a project team organization chart depicting team members, including names, titles, and specific responsibilities of team members. Indicate the specific personnel that will remain directly involved in the project from Design to Construction and Post Construction completion.
- Provide resumes for all personnel who will have major responsibilities on this project.

Each resume must include: a) name and title, b) the project assignment or role that the person will fulfill in relation to this project, c) years of relevant experience with present firm's experience, training or other experience which reflects upon the individual's potential contribution to this project.
- CM shall demonstrate that their proposed staff has at least 5 years of experience with projects of this size and complexity.
- CM shall indicate the number of personnel by discipline presently employed.

Tab 4. Project Control, Schedule, State Reimbursement, and Quality Control

- The Construction Manager shall indicate what techniques are planned to assure both the approved budget and schedule for the project will be maintained.
- The Construction Manager shall review the schedule listed in this RFP and comment regarding the feasibility of meeting the schedule.
- List the procedures and expertise that will be used to ensure that control of the project will be maintained, including quality, communication, and documentation.

Tab 5. Public Project Expertise

- The Construction Manager shall identify how the firm specializes in public projects. Provide examples as appropriate. Provide references for all projects listed, including the project name, project description, reference name and title and phone number.

Tab 6. Insurance

- The firm shall furnish to the Owner proof of professional liability insurance in the minimum amount of \$1,000,000 per claim and \$2,000,000 in the aggregate.
- The firm shall also furnish proof of Workmen's Compensation, General Liability and Automobile Liability Insurances with the County listed as additional insurance

Presentations:

The Owner will review proposals and short-list 3 firms. The proposers shall, at a date selected by the Owner, give a 30 – 40 minute presentation to the Owner's Selection Committee. The Presentations should be made in a clear, comprehensive and concise manner to illustrate:

- Your firm's capabilities and technical approach to the program. The technical approach to the program shall be specific and detailed enough to illustrate that the firm has the knowledge of the necessary and appropriate tasks required to manage the design and construction of the facility
- Advise the Owner on the firms experience in similar projects. The Owner wants to meet the staff members that will be assigned to the project.

Evaluation Criteria and Selection Process

The Owner intends to make a selection based on the rankings of each firm relative to the quality of the presentation, qualifications, experience, staffing, management process, technical approach and reference checks of each respondent. The Owner will enter into negotiations on final fee and scope with the first ranked firm. If negotiations with the first ranked firm fail, negotiations will ensue with the second ranked firm and so forth.

Statement of Confidentiality:

The proposals and all information contained therein, once submitted, will be the property of the Owner. The information forwarded shall not be returned; however, each respondent can be assured that all responses will be kept in strict confidence and shared only with those involved in the selection process.

The Owner is not responsible for any expenses incurred by a firm in preparing and submitting a proposal.

The Owner reserves the right to reject any and all proposals or to negotiate separately in any manner necessary to serve the best interests of the Owner.