



**GREENFIELD-CENTRAL CSC**

REQUEST FOR PROPOSAL  
For Construction Manager as Constructor

**RESPONSE DUE: 2:00 PM (local time)  
ON June 1, 2021**

Greenfield-Central CSC  
110 W North Street  
Greenfield, IN 46140

Greenfield-Central CSC is seeking a Construction Manager as Constructor as allowed under Indiana Code 5-32, for Additions and Renovations at the Greenfield-Central High School. Below are project descriptions, selection criteria and submittal requirements for interested parties wishing to submit their qualifications for consideration.

## Section I – Project Description:

### **Project Scope:**

- A. The Project includes adding an Auditorium and Entrance Lobby north of the Main Gymnasium. The Entrance Lobby will also connect to the Main Gymnasium and Natatorium as well as provide for expanded seating in the Natatorium
- B. Greenfield-Central CSC is currently working with Lancer + Beebe, LLC as their Architect for the project.
- C. The construction budget for the project is approximately \$20,000,000
- D. The project delivery method shall be Construction Manager as Constructor (CMc).

### **Project Design and Construction Schedule:**

- A. The preliminary project schedule is shown below:

Schematic Design	May-June 2021
Design Development	June-August 2021
Construction Documents	September-December 2021
Bidding	January 2022
Begin Construction	February 2022
Construction Completion	July 2023

## Section II – Firm Information, Relevant Project Experience and CMC Approach:

Firm Identification:

Name of Contact Person, email and phone number:

Name of Firm:

Year Established:

Address:

Phone:

Website Address:

### Business Organization:

- A. Business structure: \_\_\_Individual \_\_\_Partnership\_\_\_Corporation
- B. Number of years your firm has provided Construction Management services.
- C. Number of full-time employees in your organization.
- D. Provide a brief history of your firm.
- E. List principals/officers of the firm.
- F. Describe the bond capacity of the firm available for this project. The selected Construction Manager as Constructor will be required to provide a payment and performance bond in the amount of the Guaranteed Maximum Price.
- G. Provide a statement confirming your firm will meet the minimum insurance requirements for this project identified in Section IV.

### Relevant Project Experience/References:

- A. List the K-12 Projects your firm has completed or is currently completing in Indiana as a Construction Manager as Constructor or Construction Manager as Advisor within the last five years.
- B. Provide a list of five (5) K-12 educational client references with contact names and information whom your firm has worked within the past five years.
- C. Provide a list of three (3) architectural partners with contact names and information with whom your firm has worked on public K-12 projects within the past five years.
- D. List the private Projects your firm has served in the role of Construction Manager as Constructor in last five years.
- E. For each project listed above for experience, list the key people from your company who were involved in the project and a main Owner's representative with contact information.
- F. Provide information detailing your firm's experience with building or renovating Auditoriums

## Staffing:

- A. Provide a proposed project team chart.

Provide resumes of team members highlighting relevant project experience.

## Project Approach:

Please address the following questions as they relate to this project:

- A. Briefly describe your project approach to Pre-Construction Services with regard to Estimating, Value/Cost Management and Bidding for this project based on their current stage in design process.
- B. What is your project approach to managing communications during design and construction?
- C. What is your approach to involving the School Corporation in the decision-making process?
- D. How would you manage and staff this project during construction?
- E. For this project, the Owner would like to set a Guaranteed Maximum Price (GMP) since they have a fixed budget for the project. Recommendation how the contract might be structured with a GMP to provide a fair balance of risk between parties. This could include the "cost plus with GMP" or "GMP" options available under Indiana Code 5-32. Also state when you would recommend to set the GMP and why.
- F. Describe your process for working with the Owner to assist them in establishing a contractor- prequalifying program as allowed under the CMC statute.
- G. Would your firm self-perform any of the work? If so, describe your process for this.
- H. Describe your recommendation for handling construction contingencies.
- I. Describe your approach to punch lists and project completions.

## Insurance Requirements:

A. The Construction Manager shall carry the following minimum Insurance policies and limits:

- a. The limits for Workers Compensation Insurance shall meet statutory limits mandated by State and Federal Laws. If (1) limits in excess of those required by statute are to be provided or (2) the employer is not statutorily bound to obtain such insurance coverage or (3) additional coverages are required, additional coverages and limits for such insurance shall at a minimum be as follows:
- b. The limits for Employer's Liability shall be as follows:

Bodily Injury by Accident \$1,000,000/each accident  
Bodily Injury by Disease \$1,000,000/policy limits  
Bodily Injury by Disease \$1,000,000/each employee

The limits for Commercial General Liability insurance including coverage for Premises-Operations, Independent Contractors' Protective, Products-Completed Operations, Contractual Liability, and Personal Injury shall at a minimum be as follows

\$1,000,000 Each Occurrence  
\$2,000,000 Job Site Aggregate  
\$1,000,000 Personal and Advertising Injury  
\$2,000,000 Products-Completed Operations Aggregate

- i. The policy shall be endorsed to have the Job Site Aggregate apply to this Project only. Provide a \$2,000,000 General Aggregate.
- ii. The Contractual Liability insurance shall include coverage sufficient to meet the obligations in AIA Document A201-2007 under Paragraph 3.18.
- iii. Products and Completed Operations insurance shall be maintained for a minimum period of at least two (2) years after either 90 days following Substantial Completion or final payment, whichever is earlier.
- iv. Automobile Liability insurance (owned, non-owned and hired vehicles) for bodily injury and property damage shall at a minimum be as follows:  
\$1,000,000 Each Accident

- c. Umbrella or Excess Liability coverage shall at a minimum be as follows:  
\$5,000,000 over primary insurance.  
\$10,000 retention for self-insured hazards each occurrence.

### Section III – Compensation Proposal:

Include separate fees for Pre-Construction and Construction Phase services for Construction Management (CMc) based on the proposed project scope.

A. Preconstruction Services Fixed Fee:

- a. The proposed fixed fee for Pre-Construction Services to include: Planning and Scheduling, Estimating, Value Management, Quality Review, Preparing Contracts for Construction, Life-Cycle Costing, Front End Specifications, Bid Procurement, Tracking Costs Against the Budget, Design Meetings and all Staffing Costs.

B. Construction Services:

- a. Provide a fixed fee for Construction Services to include: Cost of all on-site and off-site CM staff that will be working on the project. Provide an Effort Schedule that identifies the estimated man hours charged each month by each staff position over the course of the project. These hours should be multiplied by an hourly billing rate that include wages and customary fringes per the attached Effort Schedule example.

Provide a fee percentage for overhead and profit that will be multiplied by the Cost of the Work.

- C. The proposal does not need to identify the predicted costs for the following (these items will be considered reimbursable expenses). Items to be included in the General Conditions will be: safety equipment, first aid supplies, handrails and toe boards, opening protection, fire extinguishers, temporary fencing, storage rental, temporary toilets, temporary stairs, temporary enclosures, temporary barricades, project signs, bulletin boards, on-site equipment, printing, telephone expenses, temporary power service, temporary water service, temporary heating service, heating energy charges, temporary wiring, temporary lighting, periodic clean-up, trash dumpsters, dump permit and fees, traffic control, temporary roads, roadway maintenance, job trailer/trailer utilities and all other jobsite construction-related miscellaneous expenses excluding construction manager staffing costs. The Construction Manager's employee expenses shall be included within the fixed CMc Fee as previously noted above in Item B, a.

D. Items to be completed by other Consultants (Paid directly by the Owner):

- Architecture and Engineering, Special Testing, Site Surveys, Soil Explorations, Material Testing, Permits for Construction

## Section IV – Selection Process:

### **Selection Criteria:**

- A. The Owner Evaluation Committee will evaluate proposals based on the following Criteria:
  - a. K-12 experience
  - b. CMC experience
  - c. Auditorium specific experience
  - d. Key personnel and relevant experience
  - e. Project approach and alignment with the School Corporation's mission and vision
  - f. Firm's financial and staffing capacities.
  - g. References
  - h. Fee Proposal
  - i. Interviews, if any

### Selection Schedule:

- A. The following is the selection process schedule:
  - RFP is available May 7, 2021
  - RFP submissions due June 1, 2021 at 2:00 PM local time.

## Section V - Submittal Format:

Please submit one electronic copy in PDF format and 5 hard copies.

- A. Hard copies shall not exceed 8 ½" x 11" and shall be bound.
- B. Deadline -
  - a. **RFP submittals must be received no later than 2:00 PM, local time, on June 1, 2021.** Submittals shall be addressed to Nathaniel Day, and delivered to the Greenfield-Central CSC, 110 W North Street, Greenfield, IN 46140
  - b. Any late or non-compliant RFP's will be disqualified.
- C. Please contact Terry Lancer at Lancer + Beebe, LLC ; email: [tlancer@lancerbeebe.com](mailto:tlancer@lancerbeebe.com) phone: 317-797-6595 for all questions regarding the RFP submittal. Only answers issued by Lancer + Beebe, LLC in writing will be considered valid.

## Section VI – Miscellaneous Provisions:

- A. The Owner reserves the right to terminate the RFP process for any reason, to be the sole judge of the responses submitted, to reject all responders to this RFP, and to waive any informalities or irregularities in any of the responses.
- B. The Owner creates no obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a response. Neither this RFP nor the response shall be construed as a legal offer.
- C. The Owner and Lancer + Beebe, LLC assume no responsibility or liability for any expenses incurred by the selected or prospective Construction Managers as Constructor, in connection with the preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this RFP.
- D. Prospective Construction Managers as Constructors shall, if requested by the Selection Committee, provide a fully completed Financial Statement specific enough for the Owner's governing body to make a proper determination of the Bidders' capability for completing the project if awarded.



# Compensation Proposal

Preconstruction Services Fixed Fee: \$0

Construction Services Fixed Fee: \$0

Overhead and Profit Fee % of the Cost of Work: 0.0%

C-9 CAREER CENTER	Pre-Construction												Construction												TOTAL COST														
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Pre-con His	Rate	Total \$ - Person	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan		Feb	Mar	Apr	May	June	July	Cost His	Rate	Total \$ - Cost	Total \$ Person & Const				
Design																																							
Visioning/Schematic Design																																							
Design Development																																							
Construction Documents																																							
Bid / Award																																							
Construction																																							
Renovation																																							
Commissioning																																							
Owner Move In																																							
<b>Staff Position</b>	<b>Staff Name</b>																																						
Project Executive																																							
Pre-construction Manager																																							
Virtual Construction/BIM																																							
Project Manager																																							
Superintendent																																							
Asst Supt / Project Engineer																																							
Project Accountant																																							
Safety Engineer																																							
Administrative Assistant																																							
<b>Total - Staff</b>																																							