

Request for Proposals

Construction Manager Services for Monroe Consolidated School

You are cordially invited to submit a Proposal for Construction Management Services for Monroe Consolidated School in accordance with the attached specifications, terms and conditions. Prospective submitters are advised to read this information over carefully prior to submitting their qualifications.

One digital copy via email to (see additional requirements below):

Rose Harris, Business Manager
Monroe School District
RHarris@monroeschool77.com

and

Brad Prescott
Banwell Architects
brad@banwellnh.com

All Proposal's must be received no later than January 18, 2022 at 12:00 p.m.

This request is sent on behalf of the Monroe School District, in order to solicit your Proposal for professional Construction Management services related to the construction of the renovation and additions to the Monroe Consolidated School in Monroe, NH.

THE PROJECT

Monroe Consolidated School

1. Location: 77 Woodsville Rd, Monroe, NH 03771
2. The project includes approximately 1,500 sf of building addition (one story) for a new secure entryway which includes administrative programs/ functions spaces, plus approximately 1,000 sf of interior reconfiguration renovation plus selective renovation of associated spaces and utilities in the existing building. Corresponding site and utility alterations will result.
3. The scope includes adding a secure entryway and administrative space to the north side of the school, installing windows on the north wall to provide light to a classroom, installation of a skylight tubes to a lower level classroom, renovation to the existing roof above the stairwell adjacent to the new entrance, and selectively demolishing interior portions of the building for renovation. Renovation for MEP alterations to service new/ renovated spaces and associated finishes will be done.

4. Alternate scopes to be estimated will include installation of:
 - A. Skylight tubes in two interior room spaces.
 - B. Heated sidewalk at the building entrance

Please see the attached program, schematic architectural plans developed by Banwell Architects and the Building Committee and the School Board.

SCOPE OF SERVICES

1. Provide conceptual estimates of the proposed options that are developed by the design team and building committee.
2. During the review of options, provide any value engineering ideas for building committee review
3. Provide more detailed estimate/GMP of the chosen option to bring to the bond vote in March 2023
4. Attend up to (3) in person and (4) Zoom building committee/school board meetings prior to the bond vote
5. Attend the Bond hearing and (2) public forums

SCHEDULE

The Owner anticipates that construction manager's preconstruction services will begin immediately after contract execution: The schedule is intended to adhere to NH DOE state aid deadlines and funding cycles. Preliminary schematic designs will be completed by the in January for preliminary estimates with more detailed designs completed in April in order to establish a GMP by the beginning of June 2022 for a March 2023 Bond Vote. Upon a successful bond vote in March 2023, final design will be completed over the summer/fall of 2023 with construction completion September 2024.

THE PROCESS:

Issue RFQ/RFP	Date:
Questions Deadline	December 16, 2021
RFQ/RFP due date	January 5, 2022 at noon
Shortlist CM's	January 18, 2022 at noon
Interview shortlisted CMs	January 21, 2022
CM Selection	January 26, 2022 (between 1 and 4 pm)
Prebond work:	February 7, 2022
March 2022 – March 2023	
Postbond work: March 2023 – September 2024	

PROPOSAL:

Each Construction Manager's written proposal shall address the following:

1. Project experience of projects similar in scope. A minimum of 5 projects and maximum of 10.
2. Identification and qualifications of key personnel to be used, including Project Managers, Superintendents, Estimators and any other key project personnel. Submission of names shall be a commitment on the part of the Construction Manager to retain stated personnel on the Project throughout its duration. It is a specific requirement that each Project Manager and Superintendent attend the presentation to the Owner.
3. Narrative description of the firm's philosophy of Construction Management. Include a complete listing of Construction Management services proposed to be provided by the firm prior to the commencement of construction.
4. Identification of Work, if any, proposed to be performed by the Construction Manager's own work forces for this particular job.
5. Proposal to acknowledge that pre-construction services for pre-bond work will not be charged to the owner and "at- risk".
6. Proposed Construction Manager's fees for the base contract expressed as a percentage of construction cost, and fees for Owner authorized changes expressed as a percentage of construction cost. Identify what percent of savings is returned to the owners. Identify amount of retainage held as part of your construction contract.
7. Financial references and current bonding limitations. It is expected that 100% Payment and Performance Bonds will be required. Current and complete financial statements may be required.
8. Other information, qualifications and/or exceptions as each Construction Manager may consider appropriate to the selection process.

Following the submission of proposals and completion of presentations/ interviews and review of references, the Owner will consider all available information and select one Construction Manager.

RESPONSIBILITIES

The Construction Manager shall be expected to perform all professional services consistent with the industry accepted roles of a Construction Manager. In general they shall include, but shall not necessarily be limited to:

1. Attending meetings with the Owner and/or Architect as necessary, throughout the design and construction processes.

2. Providing recommendations regarding potential design improvements, materials, equipment selections, and cost savings.
3. Assuming charge of, and responsibility for all Project scheduling, including but not limited to, all construction activities as well as integrating the schedules related to equipment and furniture systems as provided by others. The Construction Manager's preparation and maintenance of a master project schedule shall not imply responsibility for the performance of contractors separately employed by the Owner. Note: It may be necessary to construct portions of the work outside of normal business hours.
4. Assuming charge of, and responsibility for, all Project cost estimating. Such estimating shall be accomplished by the Construction Manager, without creating obligations to prospective sub-bidders. It shall be the Construction Manager's responsibility to satisfy him or herself that they have acquired an understanding of the Project adequate for the proper preparation of such estimates. The accuracy of construction estimating shall be of utmost importance. The Construction Manager shall prepare estimates of construction cost for all conceptual designs, at each phase of project development, and at such other times as shall be required to adequately inform the Owner and the Architect of the estimated cost of the work.
5. Construction Sub-bidding, including the pre-ordering of long lead items.
6. Construction phase management, coordination, inspection, supervision, safety and quality control services.
7. Construction phase records and accounting.

SELECTION CRITERIA

Selection criteria to be used by the Owner shall include, but not necessarily be limited to:

- A. Prior experience with construction and renovation of public school buildings with specialized spaces similar to this project and renovating during the academic year (while open).
- B. Prior construction service experience with projects of similar scale and complexity.
- C. Prior experience with public-sector clients and processes for projects of similar type (educational facilities).
- D. Clear understanding of the functional and operational aspects of elementary schools.
- E. Professional qualifications of individuals assigned to the project.
- F. History of effective schedule and budget management for projects of similar scale and complexity.
- G. Use of methods that creatively engage all stakeholders in the design process.

- H. Dedicated pre-construction services staff with specialized knowledge in MEP design/ construction.
- I. Proposed personnel for the project
- J. Fees

QUALIFICATIONS

1. The Owner retains the right to waive any informalities, to reject any or all Proposals, or to accept any Proposal they may determine to be in his/her best interest.
2. It is the Owner's intent that as much of the Work as practical be competitively sub-bid by not less than three (3) pre-qualified sub-bidders for each trade or bid package. All subcontractors shall be subject to the acceptance of the Owner. All mechanical and electrical sub-bidders shall be pre-qualified and must have directly related experience. **Preference will be given to local subs whenever possible.**
3. All designs, concepts, information and cost saving alternatives presented by Construction Managers during the selection process shall become the property of the School District and shall thereafter be used at its sole discretion.
4. The Construction Manager Request for Proposal, Selection Process, and Schedule as outlined herein shall be considered subject to change as required by the Owner. Terms and conditions of the Agreement between Owner and Construction Manager shall take precedence over all prior understanding and/or Agreements, if any, including this Request for Proposal.
5. The Owner may at any time terminate the services and/or contract with the Construction Manager for the Owner's convenience and without cause. In case of such termination for the Owner's Convenience, the Contractor shall be entitled to receive payment from the Owner limited to actual documented expenses of the Construction Manager as of such date.
6. It is expected that the Construction Manager will submit requisitions for completed work on a monthly basis and that an average of 5% retainage will be withheld. There will not be a shared savings clause, all savings will revert to the Owner. Monthly "Waiver of Liens" will be required prior to payment of the following month's invoice.

Questions shall be in writing and directed to:

Brad Prescott

**Banwell Architects
6 South Park Street
Lebanon, NH 03766
(603) 448-3778**

brad@banwellnh.com

copy to

Rose Harris

Monroe School District

77 Woodsville Rd

Monroe, NH 03771

603- 638-2800 ext 14

RHarris@monroeschool77.com

Submissions shall be emailed to Rose Harris (RHarris@monroeschool77.com) with Copy to Brad Prescott (brad@banwellnh.com). Submitters shall call Rose Harris (603-638-2800 ext. 14) before the submission deadline and verbally confirm receipt of the submission.

Attachments:

Project Schedule 10/28/21

Existing Site/ building drawings dated 5/21/1990

Proposed Schematic Option 1 Plans and renderings: 10/04/21