

**Request for Proposals for
CONSTRUCTION MANAGEMENT AT RISK SERVICES
Issued: November 29, 2024**

for

**Hamilton Township - New Public Works Facility
7780 South State Rout 48
Hamilton Township, Ohio 45039**

MSP Project No. 24486.01



**Request for Proposals for
CONSTRUCTION MANAGEMENT AT RISK SERVICES**

Issued: November 29, 2024

Hamilton Township Board of Trustees (Owner) requests Proposals from Construction Management Firms to provide construction management at risk services for the new Public Works Facility on property located between the Hamilton Township Fire Station and the Administration/Police Station along South St. Rt. 48, Hamilton Township, Ohio 45039.

GENERAL INFORMATION

Owner:

Hamilton Township Board of Trustees
7780 South State Rt. 48
Hamilton Township, Ohio 45039

Project Title:

Hamilton Township Public Works Facility
7789 South State Rt. 48
Hamilton Township, OH 45039

Submission Deadline:

Digital Submittal Deadline:

2:00 P.M. Friday, December 20, 2024

No hard-copies required.

Submission Requirements:

MSP Design

Attn: Randal G. Merrill, AIA
Executive Vice President
3700 Park 42 Drive, Suite 190B
Cincinnati, Ohio 45241

Transmit a digital copy of the Proposal with all required supporting documentation and information in a single PDF to: Randal G. Merrill, Rmerrill@mspdesign.com

The transmittal (email or cover page) of the RFP package must include the following information: "RFP for Construction Management Services," the Project Title, and CM firm's name, business address, telephone number, email address and phone number for the primary contact person. See below for specific requested information.

Up to three contractors will be invited to participate in shortlist Interviews to be scheduled for the week of **January 6th -10th, 2025**. Exact dates and time are to be determined.

The Owner reserves the right to modify any or all of the above dates.

Status of Request for Proposals

This Request for Proposals does not represent an offer by the Owner nor does it confer any rights on any respondent. The Owner shall not be responsible under any circumstances for any costs incurred by any respondents to this RFP. The Owner reserves the right to modify, suspend or cancel this selection process at any time at its sole discretion.

No obligation or liability shall be imposed on the Owner by issuance of this RFP. The Owner reserves the right at its sole discretion to refuse any proposal submitted. The Owner reserves the right to request additional information from any applicant, to qualify or disqualify applicants, to reject any or all proposals, to waive any irregularities in any proposal should it be in the Owner's best interest. The owner shall select the proposal that is in the best interest of the Owner and not necessarily the lowest cost proposal.

Use of Information

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Owner to the proposer in connection with this RFP shall remain the property of the Owner.

Project Delivery Method

It is the Owner's intention to construct this project utilizing the Construction Manager at Risk Delivery Method. The selected CMR firm will also be required to provide preconstruction services that include design assistance with emphasis on general constructability.

Based on the Concept Design, the CMR shall develop a Rough Order of Magnitude cost analysis and with collaboration from the Design Team and the Owner, develop necessary cost reduction ideas that can be further developed into the design of the project to ensure the Owner's budget expectations are being met.

Time shall be allotted for bi-weekly collaboration meetings, MEP and Structural systems evaluation and recommendations, developing sequencing scenarios, , schedule refinement, cost modeling, cost model check at the point of Design Development completion. Benchmark Cost Model updates will be required per the schedule below.

A Guaranteed Maximum Price (GMP) shall be developed when the design documents are approximately 90% complete. Please submit CMR experience, including the number of years you have been offering CMR services, approximate number of projects, project types, project budgets, etc.

Presentation Outline

Each CMR firm will be given 45 minutes to present their proposals, and 15 minutes for questions and comments from the Owner and Architect. AV projection equipment will be available. The Owner is planning to hold presentations at the offices of MSP Design, but this may change. In that event, MSP will follow up with the new location for the presentations.

Project Description

The project is a new Public Works Facility that will be positioned between the existing Fire Station and Administration/Police Station at the Hamilton Township Campus along South State Route 48, Hamilton Township, Ohio 45039. The project is a new one (1) story 25,300 SF building that contains 3,300 SF of office space, a 1,500 s.f. Wash Bay, a 17,200 SF drive-through garage and a 3,300 sf. Maintenance Shop. There will be three mezzanines included as follows: Mezz. No. 1 – 432 s.f., ;Mezz. No. 2 – 900 s.f. and mezz. No. 3 – 526 s.f. The Site includes approximately 3.50 acres positioned between the Hamilton Township Fire Station and the Administration/Police Station along St. Rt. 48 in Maineville, Ohio. The building construction is planned to be a pre-engineered metal building frame with a masonry veneer wainscot with cement board siding.

Detailed design for this project will be advanced once the CMR has been selected and a “Control Estimate” has been established based on the Concept Design Documents. Through a collaborative effort between the Owner, Design Team and the CMR, the necessary Concept Design adjustments will be defined and approved by the Owner allowing the Design Team to begin the Design Phase. The Design Phase is anticipated to be completed by June 2025 with construction to begin in July 2025. The anticipated project completion date is July 2026.

The current preliminary project budget is set between \$6,000,000 to \$7,000,000.

Attached Project Documents

- Preliminary New Service Department Concept Design Drawings:
 - Site Plan
 - Overall Floor Plan
 - Mezzanine, High Bay & Roof Plan
 - Building Elevations
 - Building Perspective Views

Target Project Timeline

December 2024	CMR RFQ/RFP Submittals
January 2025	CMR Interviews and Contract Negotiations
Jan//Feb. 2025	Initial Project Evaluation w/ Cost Modeling/Budget Balancing
Feb/March 2025	Schematic Design Phase / Cost Model Update
March/May 2025	Design Development Phase / Cost Model Update
May/June 2025	Construction Documents Phase
June/July 2025	GMP
July 2025	Permitting
August 2025 to July 2026	Construction Phase
August 2026	Grand Opening

Selection Process

The method for the selection of the Construction Manager at Risk (CMR) is being conducted as a one-step process. The Selection Committee will evaluate the submitted proposals and interviews of each invited firm that submits their RFP Response. The proposing CM firms will then be scored by the selection committee, and The Owner will then commence negotiations with the highest ranked Firm.

In the event negotiations with the highest ranked firm does not result in a contract acceptable to the owner, negotiations will be terminated and commence with the next highest ranked firm. The process will continue until the Owner can complete an acceptable contract with one of the CM firms submitting an advantageous proposal.

Treatment of Information Submitted to the Owner

The Owner shall have no obligation to treat any information submitted in or in connection with a Proposal as proprietary or confidential. The Owner shall have the right to use all or portions of the Proposals and accompanying information, as it considers necessary or desirable. By submission of a Proposal, the respondent thereby grants to the Owner an unrestricted license to use all materials submitted in connection with the CMR selection process.

SUBMISSION REQUIREMENTS

Proposals received later than the submission deadline specified above will be considered non-responsive and rejected. Respondents are cautioned to allow sufficient time for mailed materials to be received. Proposals will not be opened or read publicly.

Content

The respondent must submit all of the information and documentation listed below. Do not include superfluous material. Respondents must give complete and accurate answers to all questions and provide all of the information requested.

Provide a written evaluation and recommendations for each of the following:

- Preliminary Project Schedule
- Assessment of proposed Owner overall project Budget of \$6,000,000 to \$7,000,000 Project cost.
- Statement of Project Understanding with an emphasis on constructability, cost and schedule.
- Project Logistics Outline of your proposed approach to the execution and completion of this project
- Notable issues or challenges
- Scope of Pre-construction Services
- How shared savings will be handled
- How contingency funds will be established and handled

Fee Proposal

Utilize the included CMR Proposal Form to provide the requested fees consisting of Costs for General Conditions, Pre-construction Fee, and Fee as a percent of construction.

Your proposal should be based on the attached project information and include the following as part of you Pre-Construction Services:

- Pre-Construction Design Assistance related to architectural, site, MEP and Structural. Periodic drawing and specification reviews to assess completeness and buildability with written feedback and recommendations, building product and systems recommendations, and other recommendations throughout the design, bidding and construction phases.
- Project planning (pre-construction as well as construction).
- Project Scheduling. Schedules are to include all proposed pre-construction, GMP development, construction and post construction phases.
- Cost Estimating. At minimum the construction manager shall prepare an Initial Cost Model based on the Concept Design documents with updates at the end of the Schematic Design Phase and Design Development Phase plans and project understanding. One Preliminary Guaranteed Maximum Price

(GMP) and One Final Guaranteed Maximum Price (GMP) should adjustments to the design be necessary to comply with budget.

- Written constructability reviews at Schematic Design, Design Development and GMP project milestones.
- Life-cycle costing of infrastructure systems if requested by the owner at the Control Estimate and GMP.
- Identification, planning and preparation for all bid packages.
- Coordination with the owner on the preparation of all bidders' lists.
- Bid procurement.
- Facilitating owner review of all bids.
- Contracts for construction.
- Resume and background of the Project Director and all other assigned staff as identified by the Construction Management firm.
- Method of Tracking costs against budget.
- Project Meetings (specify quantity and schedule of Pre-construction phase meetings).

Questions and Clarifications

Questions regarding this project should be directed to:

McGill Smith Punshon, Inc
Attention: Randal G. Merrill, AIA
3700 Park 42 Drive, Suite 190B
Cincinnati, Ohio 45241
513-759-3237
Rmerrill@mspdesign.com

CMR COST PROPOSAL FORMAT

General Notes:

1. All cost are to include ALL associated expenses that related to the item in question.
2. Contractor shall plan adequate staffing to account for clerical, management, field supervision, and routine estimating time to process, implement and complete all construction change directives and change proposal requests that may be issued by the Architect of requesting by the Owner. Should the Owner request a substantial scope of work change, the estimating support that may be required of the Contractor's home office staff and additional supervision, if warranted, would be considered as an additional cost.
3. Positions and staff listed below are not intended to reflect any specific staffing level, only to convey that the list has to be complete and sufficient to support the required level of service.

CONSTRUCTION PHASE STAFFING AND SUPPORT \$ _____
Includes full time and support staffing, office and all non-construction overhead expenses:

TEMPORARY FACILITIES \$ _____
Includes on-site project office and facilities, temporary water, power and sewer for all CMR operations through substantial completion.

PROTECTION AND SAFETY \$ _____
Includes all Site-security and safety measures including but not limited to first aid, fire extinguishing, OSHA requirements, Temporary fencing and barricades, noise and dust control.

CLEAN-UP \$ _____
Includes general site trash collection and removal, dumpsters, pickup and dump fees, labor, final cleanup at project completion

FEES, LIABILITY AND INSURANCE \$ _____
Includes workers compensation, comprehensive general liability, auto liability, construction signage, builder's risk insurance, environmental pollution and professional insurance.

GENERAL CONDITOINS AND OVERHEAD GRAND TOTAL \$ _____

MISCILLAENEIOUS RATES

1. Payment and Performance Bond _____ %
2. Rental Equipment billing rate _____ %
3. Labor burden as a percent of wages, salaries, etc. _____ %

PRECONSTRUCTION SERVICES

Pre-Construction Fee

\$ _____

CONTRACTING FEE (OVERHEAD + PROFIT)

Profit/Fee as a percentage of construction. All General Conditions/Overhead costs are to be included above. Cost for all home office staff and expenses shall be included within this Fee.

_____ %

SCHEDULE

Preliminary estimate of the duration of the project (in calendar days) from date of commencement of construction to substantial completion of the entire work.

_____ Calendar Days