

# CROWLEY INDEPENDENT SCHOOL DISTRICT

## FEE PROPOSAL – STEP 2 CONSTRUCTION MANAGER AT-RISK

### MULTIPLE BID PACKAGES



September 26, 2017

#### REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGER AT-RISK SERVICES

*Note; Step 2 Proposal Form Draft is being provided for information only during the Step 1 evaluation process. Step 2 Proposal Forms will be re-issued to short-listed firms on September 26, 2017.*

#### Multiple Bid Packages

The Crowley ISD (the District) intends to select a Construction Manager At-Risk for the purpose of constructing Multiple Bid Packages. The selection shall be accomplished in a two-step process as provided for in the Texas Government Code, Chapter 2269, Contracting and Delivery Procedures for Construction Contracts, Subchapter F, Construction Manager At-Risk Method. The District's Board of Trustees may select multiple Construction Managers At-Risk for these projects.

Responses shall include the information requested in the sequence and format prescribed. In addition to and separate from the requested information, submitting organizations may provide supplementary materials further describing their capabilities and experience.

Sealed submittals shall be identified on the cover as follows;

**CMAR Request For Proposals – Step 2  
Multiple Bid Packages  
Crowley Independent School District  
October 10, 2017**

Sealed submittals (four hard copies and one digital copy in .pdf format) of the Proposals shall be submitted to:

**Mr. Randy Reaves  
Executive Director of Non-Instructional Services  
Crowley ISD Vehicle Maintenance Facility  
2205 North Crowley-Cleburne Road, Crowley, Texas 76036**

**No later than 2:00 PM (local time) on Tuesday, October 10, 2017**

The District shall receive, publicly open, and read aloud as the proposal is opened the name of the firms submitting and the fees and prices in each proposal. Upon conclusion of the interviews and submission of the Step 2 Proposals, the firms will be evaluated and ranked in accordance with the criteria contained in the Request for Qualifications and determined to provide the best value for the District.

Queries about the project and the Request for Proposals should be addressed to:

**Mr. Richard Jaynes, AIA**  
**VLK Architects, Inc.**  
**2821 West 7<sup>th</sup> Street, Suite 300**  
**Fort Worth, TX 76107**  
**Phone: 817.307.1355**  
**Email: rjaynes@vlkarchitects.com**

#### **CONSTRUCTION MANAGER SELECTION SCHEDULE**

- First Advertisement Wednesday, September 6, 2017
- Request for Qualifications Released Wednesday, September 6, 2017
- Second Advertisement Sunday, September 10, 2017
- Pre-submittal Conference  
CISD VMF Conference Room,  
2205 N Crowley-Cleburne Rd.  
Crowley, TX 76036 **10:00 AM** - Thursday, September 14, 2017
- Receive Statements of Qualifications (Step 1) **10:00 AM** - Thursday, September 21, 2017
- Establish short list of firms and notify for Step 2 Tuesday, September 26, 2017
- Conduct Interviews (if elected) Thursday/Friday, October 5/6, 2017
- Receive Proposals (Step 2) **2:00 PM** - Tuesday, October 10, 2017
- Evaluate Proposals and Rank Selections Thursday, October 12, 2017
- CMAR Recommendation/s in Board Packet Wednesday, October 18, 2017
- Recommendation to Board of Trustees Thursday, October 26, 2017

## PROPOSAL RESPONSE GUIDELINES

Proposer's response to this Request for Proposal shall include:

- **Fee Proposal Form for Work** as Prime CMAR, completed and executed on the attached Form. The Fee will be a fixed dollar amount based on a percentage of the estimated construction cost.
- Duplicate Proposal Forms and provide a separate Proposal Form for each Bid package. Circle the appropriate Bid Package number at the top of page 5.
- **List of Anticipated General Conditions Costs**, completed and executed per the attached Form. This list is an estimate only based on your understanding of scope and schedule. General Conditions will be invoiced at the actual cost incurred with an agreed not-to-exceed amount established at such time as the schedule is fully defined. Proposers are to estimate General Conditions on the anticipated job schedule, scope and conditions, rather than a specific construction cost. Do not anticipate downloading General Conditions into Subcontractors to artificially lower this estimate. For costs tied to a fixed construction amount (such as bonds), use construction budget identified in each bid package.

General conditions costs that are schedule dependent, should assume construction services start per the construction dates identified in the RFQ, the job trailer/project team moves on-site as determined by the evaluation of the proposed project schedule and construction is substantially complete as described on project schedule. The job trailer and project team would move off-site after assisting the Owner with construction related move-in issues and punch list completion.

An on-site Field Office is to be established by the CMAR using a trailer office on site as required by project definition. This Field Office will hold offices for the CMAR's field team and a workspace for the Architect.

The project team utilizes "Project Mates" as the district-wide standard Bond Program tracking and information collection database for all of the projects coordination. The selected CMAR shall provide four hours of training for their selected PM and Superintendent to be accustomed to this software package. All communication for this project including submittal of detailing pay applications between the Owner, Architect, and CMAR shall be on this web based construction program.

The CMAR's site staff during construction is anticipated to include as a minimum a full time Superintendent on-site. The CMAR will provide on-site telephone, copier, fax, wi-fi and email to the Owner's on-site representatives as needed. CMAR shall not change the team staffing of this project without the consent of the Owner.

## **FEE PROPOSAL FORM**

### **For Work under a "Construction Manager At-Risk" Contract**

Proposal from \_\_\_\_\_, organized and existing under laws  
of the State of \_\_\_\_\_.

Gentlemen:

The undersigned hereby proposes to furnish all labor, materials, tools, and necessary equipment to perform the work required to construct as described in the Request for Proposal.

The undersigned further agrees to provide a Final Guaranteed Maximum Price (FGMP) based upon complete construction documents. Upon approval of the FGMP, the Agreement shall be executed with the FGMP establishing the Final Contract Amount.

This Proposer agrees this Proposal will remain good and in effect for a period of 90 days after receipt.

#### **Warranty**

All work will be warranted for one year from Substantial Completion or longer if specifically required of certain components in the final technical specifications.

#### **Basis of Fees and General Conditions**

The Fee will be a fixed dollar amount based on a percentage of the estimated construction cost.

## FEE PROPOSAL FORM

**Multiple Bid Packages**

**CISD BP2018-1**

**CISD BP2018-2**

**CISD BP2018-3**

*A separate Proposal Form must be submitted for each Bid Package that the CMAR is submitting a Step 2 Proposal. Duplicate the Proposal Form in its entirety and circle the appropriate Bid Package number above for each proposal.*

While not the final contract form at this time, AIA Document A133-2009 is the basis for definitions of Fee, General Conditions as modified.

### **PROPOSED COST FOR PRE-CONSTRUCTION SERVICES**

Total Cost for developing cost estimates based on "Pre-Construction Services, Budgeting/Cost Estimating," described above.

\$ \_\_\_\_\_

### **PROPOSED "FEE" FOR CONTRACTOR**

Contractor "Fee" expressed as percentage of Cost of Construction for labor, equipment, materials and related costs of the work provided by the Contractor. (The primary fee on the project.)

\_\_\_\_\_ %

### **FEES PROPOSED FOR CHANGE ORDERS**

Subcontractor mark-up fee (10% maximum allowed for overhead and profit)

\_\_\_\_\_ %

Construction Manager mark-up fee

\_\_\_\_\_ %

General Conditions costs per month should the Construction schedule exceed the estimated construction Duration (Assume the General Conditions costs can be translated to a per diem after one month extension. Billing to the Owner shall not exceed actual costs incurred by the Construction Manager).

\$ \_\_\_\_\_

## GENERAL CONDITIONS

The percentage proposed below will be fixed in the contract. Actual correlating dollar amount should additionally be shown in the attached schedule of General Conditions Costs based on the Anticipated Construction Budget identified on page 4 of the Request for Qualifications, Step 1. Final General Conditions Costs for any item with a fixed percentage will be based on percentage times actual cost of construction.

**Contractor Insurance** – includes Contractor's general liability and other insurance required by Article 11, AIA General Conditions A201 attached - expressed as percentage of the Total Construction Cost. \_\_\_\_\_%

What is your Insurance Rate Modifier? \_\_\_\_\_

Amount of Commercial General Liability (Limit) that can be furnished by CMAR without increase in insurance rate proposed. \$ \_\_\_\_\_ M

Can you add the Owner, Architect, and Engineers on your policies as additional insured without additional cost to the Owner? (Circle one) Yes No

### Subcontractor Bonding

Do you require your subcontractors to furnish payment and performance bonds? (Circle one) Yes No

Will you use sub-guard insurance on this project? (Circle one) Yes No

How will you manage your risk of subcontractor default on this project?

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### General Conditions

Provide a cost for General Conditions based upon the schedule furnished expressed as dollar amounts. Complete the enclosed form, including specific project reimbursable field staff cost data.

Please indicate "n/a" (not applicable) for any items that, in your opinion, do not apply to this project.

Please indicate with a "0" (zero) for any items that are included in your fee and will not be billed as General Conditions.

The following items are to be included in your "Fee" percentage rather than as General Conditions:

Safety Supervisor inspections

Personal computers/computer charges  
 Mobile or two-way communication devices  
 Vehicle rental, repair, insurance, and maintenance  
 Project scheduling services (except for time of field office staff)  
 Project accounting services (except for time of field office staff)

### List of General Conditions

Weekly rates are to be based on actual labor cost are to be fully burdened as complete rate that will be charged to the project, without additional multipliers, factors, or supplemental costs.

#### On-Site Field Office Staff

Position	Weekly Rate	% Ea. Week On Project	# of Weeks	Total Cost
Project Manager	\$ _____	x _____ %	x _____	=\$ _____
Superintendent	\$ _____	x 100 %	x _____	=\$ _____
Asst. Superintendent	\$ _____	x _____ %	x _____	=\$ _____
Others	\$ _____	x _____ %	x _____	=\$ _____
Others	\$ _____	x _____ %	x _____	=\$ _____
Others	\$ _____	x _____ %	x _____	=\$ _____
Others	\$ _____	x _____ %	x _____	=\$ _____
Others	\$ _____	x _____ %	x _____	=\$ _____
Others	\$ _____	x _____ %	x _____	=\$ _____

**Total On-Site Field Office Staff Cost** = \$ \_\_\_\_\_

1. Field Project Office = \$ \_\_\_\_\_
2. Office Furniture = \$ \_\_\_\_\_
3. Office Equipment = \$ \_\_\_\_\_
4. Internet, Telephone and Fax Services = \$ \_\_\_\_\_
5. Temporary Storage = \$ \_\_\_\_\_
6. All Risk Builder's Insurance = \$ \_\_\_\_\_
7. General Commercial Liability Insurance = \$ \_\_\_\_\_
8. All other Insurances in addition to CGL required = \$ \_\_\_\_\_
9. Contractor's Bond = \$ \_\_\_\_\_
10. Building Permit Fees = \$ \_\_\_\_\_ by Owner
11. Independent Testing and Inspection = \$ \_\_\_\_\_ by Owner
12. Construction Clean-Up, including dumpsters & hauling = \$ \_\_\_\_\_
- Other (list separately)
13. \_\_\_\_\_ = \$ \_\_\_\_\_
14. \_\_\_\_\_ = \$ \_\_\_\_\_
15. \_\_\_\_\_ = \$ \_\_\_\_\_
16. \_\_\_\_\_ = \$ \_\_\_\_\_
17. \_\_\_\_\_ = \$ \_\_\_\_\_
18. \_\_\_\_\_ = \$ \_\_\_\_\_
19. \_\_\_\_\_ = \$ \_\_\_\_\_
20. \_\_\_\_\_ = \$ \_\_\_\_\_

**Total General Conditions including On-Site Field Office Staff** = \$ \_\_\_\_\_

The total of all items included in the General Conditions are to be listed above. No exclusions are allowed.

Acknowledge receipt of Step 2 Addenda; #1 #2 #3  
*(Circle number to acknowledge receipt of addenda)*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Organized as a: (Mark One)

Proprietorship \_\_\_\_\_

Partnership \_\_\_\_\_

Corporation \_\_\_\_\_

Under the law of the State of Texas

Legal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.:

\_\_\_\_\_

Fax No.:

\_\_\_\_\_

Email:

\_\_\_\_\_