



# FIRE STATION CONSTRUCTION MANAGEMENT SERVICES

Village of Suamico, Wisconsin  
Troy Noe, Fire Chief

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## 1. Advertisements for Proposals

### **Request for Statement of Proposal and Qualifications Village of Suamico, Wisconsin**

#### **Fire Station Construction Management Services**

Proposals will be received by Village Administration, 12781 Velp Avenue, Suamico, WI, 54313. Proposals will be evaluated by Village of Suamico Fire Station #1 Review Committee.

#### Proposals Due:

All submittals by mail, email or in person must be received no later than 4:30 p.m. on Monday, April 22, 2019. Hand carried proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays observed by the Village.

Electronic proposals may be submitted via [RFP@suamico.org](mailto:RFP@suamico.org). PDF format shall be utilized in this format.

**Project: The Village of Suamico is requesting proposals from construction management firms interested in providing professional construction Management services for the new fire station project, location at West Deerfield Avenue, Suamico, WI. The Village of Suamico has an interest in construction management throughout the design, construction and start up phases.**

All proposals must be prepared in accordance with the instructions, to include the forms provided, and submitted to the Village of Suamico by the listed deadline and location listed above.

The Village of Suamico encourages the participation of minority, women-owned and disadvantaged business enterprises.

The Village of Suamico reserves the right to reject any or all proposals, to waive irregularities, or to accept such proposals, as in the opinion of the Village, will be in its best interests. The Village reserves the right to select, and subsequently award the proposed service to the provider which best meets the Village's needs, quality levels and budget restraints. The final cost of construction of the fire station has not been fully approved by the Village Board.

Proposals delivered after the deadline will be returned without consideration in an unopened format.

Troy Noe, Fire Chief  
Village of Suamico Fire Department

## 2. Schedule of Activities

<b>Subject: Fire Station Construction Management Services</b>		
	<b>Due Date: Monday, April 22, 2019</b>	<b>Time Due: 4:30 p.m.</b>

<b>DATE</b>	<b>EVENT</b>
<b>Monday, April 1, 2019</b>	RFP Released
<b>Monday, April 22, 2019</b>	Sealed Proposals Due: 4:30 p.m.
<b>Week of May 13, 2019</b>	Potential Interview(s) – Fire Station #1 Review Committee
<b>Monday, May 20, 2019</b>	Selection of Construction Management Firm with notification

### **3. Information for Prospective Service Consultant**

1. Electronic and sealed proposals will be accepted until 4:30 p.m. on Monday, April 22, 2019 proposals received after this time may not be considered. The proposal packet shall be placed in an envelope and shall be sealed. On the envelope shall be plainly written: the date of the opening, the title of the project and the name of the proposer. Respondent shall submit one (1) unbound original and five (5) bound copies of qualifications documents.
2. This is a qualifications based selection. The Proposal, Statement of Qualifications, Qualifications Reference Form, Qualification Evaluation Checklist, reference checks, and interviews (at the option of the Village) will be used to identify the most competitive firm(s). The Village reserves the right to identify competitive firm(s), as in its opinion, will be in its best interests.
3. The Village of Suamico Fire Department and its designees will review the proposals and select the most highly qualified and cost competitive firm(s) to contact for further screening as it deems appropriate.
4. The RFP will detail costs, terms, and conditions. The Village reserves the right to amend the Request for Proposal. The Village will provide written responses to all submitted questions. Proposers shall acknowledge receipt of this information by completing and submitting the form provided titled "Question Acknowledgement".
5. Firms must submit a proposed cost in accordance with the specifications. Proposed cost must be written out in words and also entered in figures. In case of conflict, the written word prices will prevail. In case figures do not match, the figure resulting in the lower price shall be deemed the price intended and applicable.
6. Firms not returning the completed RFP within the specified time frame may be disqualified. Irregularities in the completed RFP documents may be considered sufficient cause for disqualification.
7. Subsequent to the RFP deadline, the Village of Suamico Fire Station #1 Review Committee will prepare a recommendation as to which proposal to award, if any. The recommendation of the Village of Suamico Fire Station #1 may be subject to the approval of the Village of Suamico Village Board.
8. The Consultant will be required to sign a standard agreement satisfactory to the Village.

9. Proposals may be amended and/or withdrawn prior to the proposal opening time. Proposals may not be withdrawn for a period of ninety (90) days after the submission deadline.
10. Proposals are prepared and submitted at the sole cost and expense of the respondent, and shall become the property of the Village of Suamico; proposal documents will not be returned.
11. Respondents will indemnify the Village of Suamico from any and all debts, claims, and liabilities arising out of the proposal or the performance of the project as a result of the consultant's error, omissions, neglect, etc.
12. The Village reserves the right to negotiate with respondents on the scope of the project, fees, timelines, and all other components of the project, whether or not the proposal was deemed the lowest cost to the Village.
13. This shall in no way bind or prevent the Fire Department from performing, requesting quotes or proposals, bidding, or contracting any services separately.
14. During this Proposal process, questions should be addressed in writing to the Fire Chief via e-mail at [troyn@suamico.org](mailto:troyn@suamico.org).

## **4. Statement of Qualifications Requirements**

Respondent shall submit one (1) unbound original and five (5) bound copies of qualifications documents.

4.1 State the name, address, and a company profile, including size, qualifications, technical capabilities, etc.

4.2 Attach a list of the largest contracts completed by your firm.

4.3 Include a list of the key personnel and manager of the firm. Provide a summary of the project team, field staff, and their capabilities and experience. Also note their ability to meet the project workload within the timelines established.

4.4 Provide examples of related experience performed by the firm during the previous three (3) years (projects with services similar to those outlined in the Section 5, General Scope of Services). The firm and key personnel must have no less than three (3) years actual business experience in the services to be provided.

4.5 Provide a statement describing your approach to the project and overall project management including: timeline, cost control, quality assurance, documentation process, construction bid and award administration and other factors that impact the project. Provide a brief explanation of your ability to coordinate and communicate with multiple end users. Describe your approach to on-site construction supervision. Describe any process used to creatively engage fire department staff and other stakeholders in all stages of construction.

4.6 Complete the Statement of Qualifications Reference Form. Provide at least three (3) references of current or recent clients familiar with your project team. Respondents shall provide an indemnification and hold harmless statement protecting the reference for comments and opinions provided.

4.7 Complete the Qualification Evaluation Checklist. Reporting false, inaccurate, or misleading information shall be sufficient grounds for disqualification or contract termination. When in doubt, attach a detailed answer or call for clarification.

4.8 The respondent shall include a statement that he/she made their own examination, investigation and research regarding the method of doing the work, all conditions affecting the work to be done, the labor, equipment and materials, and the quantity of the work to be performed. The Proposer agrees that it has satisfied itself by Proposer's own investigation and research regarding all of such, conditions, and that Proposer's conclusion to enter into the

Service Agreement based upon such investigation and research, and that Proposer shall make no claim against the Village because of any of the estimates, statements or interpretations made by an officer or agent of the Village which may prove to be erroneous in any respect.

4.9 There is no specified limit to the amount of material submitted in response to 4.1 through 4.8, however portions of submittals not clearly referencing the respective section may not be considered in the evaluation of the firm.

## 5. Scope of Services

### 5.1 Purpose

The Village of Suamico (Village) is proposing to build a new fire station on West Deerfield Avenue, Suamico. The Village is requesting proposals from qualified Construction Management (CM) firms, for the new Fire Station project, to perform professional services for the construction management.

The Construction Manager is viewed as part of the design team and the Village has an interest in the Construction Manager participating throughout the design, construction and start up phases. The Village of Suamico Fire Department officials will participate in the management of design and design reviews with the architectural team. The project is funded by the Village. The Construction manager firm is **Not Allowed** to self-perform work throughout the process.

The Village anticipates construction plans set and specifications to be completed prior to October, 2019, from an Architectural/Engineering (A/E) team retained for this project. Construction will begin fall of 2019 or Spring of 2020 with an estimated completion date in late 2020 or early 2021.

### 5.2 Background

The Village of Suamico, Wisconsin, is currently developing plans for a new Fire Station that will replace the existing fire station at 1745 Riverside Drive, Suamico.

A preliminary space needs analysis has been completed. The total inclusive budget is \$5,000,000 to \$6,000,000.

### 5.3 Codes and Best Practices

Your firm will need to comply with federal, state and local codes, restrictions and processes throughout the project and be inclusive in any recommendations.

### 5.4 Meetings/Public Participation/Progress Reporting

The CM will be responsible for organizing, scheduling, assisting and attending meetings necessary to expedite project delivery, progress meetings, council and public meetings and post project evaluation meetings.

### 5.5 Tasks

This project is comprised of three tasks. Available data, consultant deliverables, and assumptions for bidding purposes are specified in the following outline which should be utilized to determine a project cost for this proposal.

1. Design Phase Services

- a. Work with the A/E to develop Project Cost Estimating; develop a project cost cash flow projection and provide plan review
- b. Establish Construction Schedule, including phasing and sequencing of the construction work, with approval milestones
- c. Value Engineering recommendations for building systems, products and materials; suggest ways to coordinate trade contractors to ensure smooth organization and optimum efficiency
- d. Contract Document/Specification Coordination
- e. Write all Division 1 Specification and coordinates with A/Es on specific sections
- f. Assist and attend progress meetings and public presentations of the proposed design and related costs as necessary

2. Bid Phase Service

- a. Assist with identification of vendor services; determine availability of trades and materials; encourage participation from a wide variety of trade subcontractors to ensure that a large number of competitive bids are obtained
- b. Assist with preparing scope of work document for construction bid packages, issue, review and make award recommendations
- c. Assist and attend pre-bid conferences
- d. Review and analyze all bids, determine the validity of such bids, conduct thorough scope review and prepare written analyses, comparisons, and recommendations

3. Construction Phase, Start-Up

- a. Develop a process for quality control for on-site construction, defines roles and responsibilities, efficiently processes change orders
- b. Progress reports, including periodic financial disposition and timeline of the project
- c. Provide regular, timely and necessary on-site supervision as deemed necessary by owner during construction of the entire project, managing sub-contractors appropriately and coordinating with A/E and Owner on everyday construction related activities

## 6. Deliverables

All deliverables will be submitted to the Village in Adobe Acrobat electronic format. All technical specifications shall be provided in Microsoft Word format (Version 6.0 or later). All drawings shall be delivered in PDF format. All drawings shall be formatted to be printed and viewable on 11x17 size or D sized paper as required by owner. All work produced for this project will become property of the Village of Suamico.

Included deliverables:

- On-site Construction Management of Civil, Structural, Mechanical, and Electrical
- Equipment Procurement and Fabrication Progress Tracking
- Detailed Project Schedule Tracking
- Detailed Project Budget Tracking
- Constructability Reviews
- Value Engineering Reviews
- Monitor/Coordinate Daily Construction
- Construction Quality Control
- Change Order Administration
- Progress Meetings, Communications and Meeting Minutes
- Village Update Meetings
- Punch list tracking
- Review and provide electronic copies of all files at project close out, including as-builts, guarantees, warranties, maintenance and procedure manuals for new equipment, lien waivers and other necessary construction close out documents

### Project Timeline

The Village of Suamico proposed start date is the week of June 3, 2019 and design completion by August 5, 2019 in preparation for construction bids. This project is scheduled for construction during the fall of 2019 or Spring of 2020 with completion late summer of 2020 or early 2021.

## **7. Fee Proposal**

The Consultant shall submit a total fee for the above referenced services. Consultants should break apart pre-construction services separate from construction services. The total shall include all direct and indirect costs, including travel expenses. The enclosed Construction Management Fee Proposal must also be completed and submitted.

## 8. Evaluation Criteria

Proposals shall be evaluated by the Village of Suamico Fire Station #1 Review Committee and any other deemed appropriate by the Village.

Evaluation of Proposals shall be based on the following criteria:

1. Project Team qualifications, relevant experience and demonstrated ability to manage projects of similar size, scope and complexity (20 pts)
2. Approach to Project Scope (30 pts)
  - a. Proposed methodology and technical approach to each Phase
  - b. Understanding of the scope of the work and defined responsibilities
  - c. Proposed timeline and examples of budget and schedule management
  - d. Explanation of the ability to coordinate and communicate with multiple end users
  - e. Ability of the consultant in terms of its workload and availability of qualified personnel, company resources, and facilities to perform the required services competently and expeditiously
3. Reference's satisfaction with quality, timeliness, budget management (10 pts)
4. Completeness of proposal and adherence to RFP requirements (5 pts)
5. Responses to Qualification Evaluation Checklist (10 pts)
6. Total Proposed Price (25 pts)

*Village reserves the right to include any other items that is deemed appropriate at the time of evaluation.*

## 9. Fire Station Construction Management Services

Date: \_\_\_\_\_  
Village of Suamico, Wisconsin

I/we, the undersigned, being familiar with your local conditions, having made a field inspection and investigation that I/we deemed necessary, having studied the plans and specifications for the work and being familiar with all the factors and other conditions affecting the work, are hereto attaching the following documents:

1. Subcontractors & Suppliers List
2. Question Acknowledgment
3. Qualification & Evaluation Checklist
4. References

I/we, the undersigned, hereby propose to furnish all labor, tools, materials, skills, equipment and all else necessary to execute the work, in accordance with the specifications and are hereby submitting the following proposal:

**The purpose of this project is to provide Fire Station Construction Management Services for the new Fire Station project, location on West Deerfield Avenue, Suamico, WI**

**Pre-Construction Services (Not-to-Exceed):** \$ \_\_\_\_\_

**Construction Services (Not-to-Exceed):** \$ \_\_\_\_\_

**Total Cost (Not-to-Exceed):** \$ \_\_\_\_\_

**Amount in Written Figures:** \$ \_\_\_\_\_

**Completion Date:** \_\_\_\_\_ (date)

Interested firms may, at their discretion, suggest additional services not explicitly requested by this RFP. Proposals should include line item costs for additional services. Please note that additional services may or may not be awarded by the Village and that costs for additional services are excluded from the base proposal.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Construction Management Fee Proposal

Project Assumptions

\$5,000,000-\$6,000,000

23,460-29,860 square foot facility

Fall of 2019 or Spring of 2020 construction start; Fall of 2020 or Spring of 2021

### Construction Management Fee Breakdown

<b>Pre-Construction</b>	<b>Quantity</b>	<b>Hours/Weeks</b>	<b>Rate</b>	<b>Sub Total</b>	<b>Total</b>
Project Director					
Project Manager					
Project Superintendent					
Other					
<b>Total Pre-Construction</b>					
<b>Construction Phase</b>	<b>Quantity</b>	<b>Hours/Weeks</b>	<b>Rate</b>	<b>Sub Total</b>	<b>Total</b>
Project Director					
Project Manager					
Project Superintendent					
Safety Coordinator					
Project Superintendent Truck					
Site Office Expenses					
Other					
<b>Total Construction Phase</b>					
<b>Other Costs</b>	<b>Quantity</b>	<b>Hours/Weeks</b>	<b>Rate</b>	<b>Sub Total</b>	<b>Total</b>
Insurance and Bond					
CM Fee					
Other					
<b>Total Other Costs</b>					
<b>TOTAL FEES</b>					

## 10. Qualification Evaluation Checklist

Owner: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Instructions:

1. When filling out the checklist check “YES” only to those services provided “in-house” by your firm (or prior experience of key personnel anticipated to perform a substantial amount of the project work) and check “SUB” for services you intend to subcontract out. List the subcontracting firm in the “Comments/Explanation” area.
2. Respondents are encouraged to add comments and to attach more detailed information where appropriate in response to checklist items. Such clarification can greatly assist the evaluation process. **Firms may include other information as they deem appropriate.**
3. Attach to this checklist any appropriate licenses, certification, degrees, or appropriate training that will assist in qualifying you firm for these services.
4. Consideration will be given to consultants with experience working with fire station builds. References are recommended throughout the checklist.
5. Consultant Qualifications will be determined using this checklist along with the information provided as outlined in the “Requirements for Statement of Qualifications”.
6. Firms are expected to answer “YES” to some of the checklist items, but not all of them.
7. False, inaccurate or misleading information shall be grounds for disqualification at any time during and after the selection process. When in doubt attach a detailed answer or call for clarification.

<b>Yes</b>	<b>Sub</b>	<b>No</b>	<b>#</b>	<b>Question</b>
			1.	Has your firm ever failed to complete any work awarded to you? Comment/Explanation:
			2.	Has your firm ever defaulted on a contract? Comment/Explanation:
			3.	Has your firm ever had claims filed for errors and omissions or been sued for services you provided? Comment/Explanation:
			4.	Is your firm willing to provide (at no cost to the Village) and on-site presentation to representatives of the Village of Suamico regarding your firm's qualifications? Comment/Explanation:
			5.	Does your firm have experience developing construction costs and ongoing maintenance costs for recommendations made? Comments:
			6.	Does your firm have Construction Management experience specifically with Fire Station Builds?
			7.	Does your firm possess all of the necessary licenses and credentials to perform the work as specified? Is your firm licensed in Wisconsin? Comment/Explanation:
			8.	Have you reviewed Section 13 = "Agreement" and are you in agreement? Comment/Explanation:
			9.	How many years has your firm been engaged in the consulting business under the present firm name?
			10.	Describe your experience, talent or ability to bring a project in at or under budget while employed as a construction manager.

## 11. Statement of Qualifications Reference Form

Applicant Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Reference #1

Owner or Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service(s) Provided: \_\_\_\_\_

Calendar Year(s) of Service(s) Provided: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Reference #2

Owner or Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service(s) Provided: \_\_\_\_\_

Calendar Year(s) of Service(s) Provided: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Reference #3

Owner or Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service(s) Provided: \_\_\_\_\_

Calendar Year(s) of Service(s) Provided: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

## **12. Agreement**

The STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AS ADVISER (AIA Document C132-2009 edition) will be used as the basic contract for construction management services. The Owner reserves the right to make modifications to this document. In the event of any conflict between the terms and conditions stated in any amendments and those in any part of the AIA Document C132-2009, the amended document shall supersede the AIA Document and shall govern in all respects. The Construction Manager will separate the bid packages for competitive bidding.

## Exhibit A

### Scope of Services

This project is comprised of three tasks. Available data, consultant deliverables, and assumptions for bidding purposes are specified in the following outline which should be utilized to determine a project cost for this proposal.

#### **1. Design Phase Service**

- Work with the A/E to develop Project Cost Estimating; develop a project cost cash flow projection and provide plan review
- Establish Construction Schedule, including phasing and sequencing of the construction work, with approval milestones
- Value Engineering recommendations for building systems, products, and materials; suggest ways to coordinate trade contractors to ensure smooth organization and optimum efficiency
- Contract Document/Specification Coordination
- Write all Division 1 Specifications and coordinates with A/Es on specific sections
- Assist and attend progress meetings and public presentations of the proposed design and related costs as necessary

#### **2. Bid Phase Service**

- Assist with identification of vendor services; determine availability of trades and materials; encourage participation from a wide variety of trade subcontractors to ensure that a large number of competitive bids are obtained
- Assist with preparing scope of work document for construction bid packages, issue, review and make award recommendations
- Assist and attend pre-bid conferences
- Review and analyze all bids, determine the validity of such bids, conduct thorough scope review and prepare written analyses, comparisons, and recommendations

#### **3. Construction Phase, Start-Up**

- Develop a process for quality control for on-site construction, defines roles and responsibilities, efficiently processes change orders
- Progress reports, including periodic financial disposition and timeline of the project
- Provide regular, timely and necessary on-site supervision as deemed necessary by owner during construction of the entire project, managing sub-contractors

appropriately and coordinating with A/E and Owner on everyday construction related activities

### **Deliverables**

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