

## REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER

The Town of Trumbull is requesting qualification statements leading to proposals for Construction Management Services for the construction of the Town of Trumbull Community Center. All qualification statements must be submitted in accordance with Town requirements, as set forth in the Request for Proposals documents, which are available in the Office of the Purchasing Agent, 5866 Main Street, Trumbull, CT 06611 and on line at the Town's website, [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under Purchasing Department Bid Invitations.

BID 6233 Request for Qualification / Proposal for Construction Management Services will be received until 2:00 P.M. on May 11, 2017 in the Office of the Purchasing Agent. The Town of Trumbull reserves the right to reject any or all proposals.

Purchasing Agent  
Kevin Bova

RFP No. 6233

TOWN OF TRUMBULL  
REQUEST FOR QUALIFICATION /PROPOSAL  
CONSTRUCTION MANAGER  
FOR THE TOWN'S COMMUNITY CENTER

**RFP: # 6233 DUE: May 11, 2017 @ 2 pm**

The Town of Trumbull, Connecticut requests statements qualifications leading to proposals from experienced, qualified contractors and construction management firms for services related to the construction of the Town of Trumbull Community Center.

**I. PROJECT DESCRIPTION**

The basic components of the Project are:

- A. Single point responsibility for all aspects of the project delivery including management of all Owner soft costs, site investigations, permitting, design, construction, commissioning, and within the estimated project budget and within the proposed time schedule.
- B. Oversight of the project by the Town will be under the direction of the Project Building Committee. Other Town staff will be assigned to the project as needed.
- C. A conceptual design has been completed by Quisenberry Arcari Architects, LLC, dated March 2017. Conceptual Cost Estimates have been completed by the design team to establish a preliminary baseline cost. Pursuant to an engagement the Construction Manager will provide/execute the following guideline services/tasks:

**Preconstruction / Pre-referendum services**

Review Design Work carried out to date  
Review construction budgets established to date  
Elicit additional design information as necessary to reinforce/confirm the estimates  
Establish the project budget  
Prepare for Referendum or Submission to Town Council  
Provide PR/Referendum Assistance

**Post-referendum / Preconstruction services**

Work with the Design Team in developing the SD/DD & CD Phases  
Review and confirm the project estimates and budget  
Value engineer the project as or if necessary  
Prepare project for Bidding

The Town of Trumbull reserves the right at this point to enter into negotiations with the CM for either a CM-at-Risk or a CM-Adviser project delivery method. The corresponding scope of work will be adjusted appropriately at that time.

## **Construction / Post Construction Services**

Bid the project sub trades in accordance with Town of Trumbull Procurement Guidelines

Negotiate and Establish a GMP – if CM-at-risk

Prepare Appropriate Contracts/Agreements

Town of Trumbull to issue a notice to proceed with the Construction

CM to Execute Construction of the Project and full CM services – either delivery method

Oversee Post construction, commissioning, and project close-out services

- D. Following the Town's formal notice to proceed with construction, the Town expects to have construction completed within sixteen months.
- E. The Town and Building Committee will review and evaluate each response for Construction Manager Services. Respondents should expect that a short list will be developed based upon qualifications. The short-listed firms will then be interviewed and asked to submit fee proposals for preconstruction services, CM Adviser services, and guideline fee structure for CM at-risk services. It is the Town's goal to ultimately establish a Guaranteed Maximum Price.

## **II. SCOPE OF SERVICES**

- A. The Town seeks a firm to successfully complete phased pre-construction, construction, and construction management services for a Community Center, in accordance with all applicable local, state and federal requirements.
- B. Services specified shall include design pre-construction, construction, and post-construction services.
- C. The firm selected shall keep records of all activities, bids, construction documents, change orders, submittals, inspections and tests, related to these projects and shall furnish all reports to the Town and any appropriate state officials.
- D. It shall coordinate both its activities and the specifications with architectural, engineering, testing, industrial hygienist.
- E. The successful respondent (hereinafter the Contractor) will be engaged to provide pre-construction services, working with the building team to develop the project budgets and cost estimates based on documents prepared by Quisenberry Arcari Architects. The Town will need to establish a realistic project *pro forma* as this project will be required to be presented to the Town's Board of Finance and Town Council for approval and funding.
- F. During the design process, the Contractor shall be responsible for vigilantly monitoring the project costs, working with the design team to ensure compliance with the intended design and offering Value Engineering advice on issues of construction and appropriate alternative methodologies if budget line items could be compromised. The Contractor shall perform drawing and specification review for completeness, coordination and clarity.
- G. The Contractor shall work with Quisenberry Arcari and the building team to develop a project timeline. This timeline shall minimize the down time during the demolition, and construction elements associated with the Town's Community Center. The Contractor's

timeline shall also include the coordination of any site development, new construction, and occupancy of the new building.

- H. After the drawings and specifications have been completed (sufficiently to describe the work in graphic and written form and approved by the Town), and not more than sixty calendar days after the Construction Manager has received subcontractor bids for the project elements, the Construction Manager shall propose a Guaranteed Maximum Price (GMP).

The Construction Manager shall then meet with the Town and its agents within two weeks and either mutually approve the proposed GMP, or negotiate a revised GMP. This process shall continue until both the Town and its Building Committee and the Construction Manager agree on the GMP. The Town will then issue a written acceptance and Notice to Proceed. An AIA contract will then be issued by the Town's Attorney. The written GMP proposal shall contain the following items that show its basis:

1. A list of the drawings, specifications and addenda
  2. A list of allowances
  3. A list of clarifications and assumptions
  4. The proposed GMP, including the developed cost organized by trade categories, allowances, contingency, other verified costs, and the construction manager's fee
  5. Costs for site preparation ,long lead time items, and estimated costs for any items for which bids have not been received
  6. A list of all project elements for which bids have been received
  7. The date of substantial completion on which the GMP is based
  8. The date of acceptance upon which the GMP is based and a confirmation of the liquidated damages assessment
- I. The sum of the cost of the work and the Construction Manager's fee shall be guaranteed by the Contractor not to exceed the amount provided in the accepted GMP proposal, subject to additions and deductions by changes in the work as provided in the contract documents. Such maximum sum as adjusted by approved changes in the work shall be referred to in the contract documents as the GMP. Costs which would cause the GMP to be exceeded shall be paid by the Contractor without reimbursement by the Town.
  - J. The Construction Manager shall provide the Town with performance and labor & material payment bonds for the full amount of the GMP, covering faithful performance of the contract and payment of all obligations arising thereunder.
  - K. Site logistics plans shall show placement of temporary driveways, power locations, water outlets, site drainage, trailer placement, materials storage, etc.
  - L. General conditions provided by the Construction Manager shall consist of the following:
    1. Project executive
    2. Cost manager
    3. Project Superintendent
    4. Clerical support
    5. Field office/trailer
    6. Field office furniture
    7. Computers, fax machine, printer, copier, and office equipment
    8. Office supplies

9. Postage and courier service
10. Telephone, fax and internet service
11. Toilets
12. Small tools and equipment
13. Signage

- M. Once contracts are awarded the Construction Manager shall monitor all work during the construction phases, overseeing all quality control and safety efforts, managing all trade subcontractors to ensure effective and timely adherence to the schedule, managing the construction meetings and the expedient processing of all shop drawings, correspondence, and requests for information from the design team. The Contractor shall also coordinate and manage all subcontractors, sub-subcontractors, etc., as well as special inspectors and the activities and requirements of the Town's.
- N. The Construction Manager shall be responsible for coordinating all punch list activity and for providing all project close out paperwork, i.e. warranties operation manuals, certifications, final inspections, and other post-construction items. The Construction Manager shall coordinate, monitor and resolve all warranty issues to the satisfaction of the Town that arise within a period of one year from substantial completion and acceptance by the Town. The Construction Manager shall provide on-site staff to address commissioning issues, and shall schedule all Owner training for all facility systems installed. The Construction Manager shall cause the Mechanical, Electrical and Plumbing (MEP) subcontractors to provide commissioning support services and testing services per the Town's Agent's requirements.

### **III. PROPOSAL**

- A. In order to provide the requested service to the Town, the respondent must be able to demonstrate that it has the expertise, flexibility, and personnel available to successfully complete these projects.
- B. The proposal shall contain a detailed listing of the qualified individuals who will be assigned to this project. The listing shall also reflect the method of internal management necessary to insure efficient, cost effective use of staff. Resumes of all individuals to be associated with this award shall be provided. Resumes shall include similar experience and responsibility for that activity to be performed under this award.
- C. The proposal shall demonstrate the ability of the firm to rapidly respond to the needs of the Town. If the proposal contains a joint-venture approach, overall responsibility must be clearly identified, as well as a detailed plan of delineation of work assignments. The Town will only contract with one principal firm.
- D. The proposal format should contain a letter of transmittal, an executive summary and the skill and experience of the firm with municipal projects. The proposal should respond to and document the specific requests for information included in items F through M below.
- E. Fees should not be included in the respondent's initial submittal. **Only finalists invited for interviews by the Town shall provide fees.** Those who are interviewed shall be requested to identify the fees that will be charged to the Town. This shall include fees for pre-construction, construction services, insurances, bonding, post construction services, and general conditions. All charges for normally reimbursable items and any

other miscellaneous expenses shall be included in the rates and fees for services requested above.

- F. Respondents shall provide a history of the firm, identify the type of legal entity that they are, provide any proof of incorporation in the State of Connecticut, and list the officers/directors/owners.
- G. Respondents shall describe the firm's capabilities, including the number of employees, the number and location of offices, etc.
- H. Respondents shall provide their relevant construction management experience, including the number and dollar value of projects within the past five years.
- I. Respondents shall identify the project team that they propose to provide for this project, including resumes of key personnel. The proposed project team shall be present at any interviews with the Town.
- J. Respondents shall provide evidence of their current bonding capacity. They shall also provide a copy of the declarations page of their current insurance policies that pertain to the requirements of item II D. above.
- K. Respondents shall provide an overview of their performance over the past five years with respect to project delivery, i.e. delays, cost over runs, legal suits, percentage of the dollar value of change orders of the original contract sum, etc.
- L. Respondents shall provide at least three references from completed projects as a Construction Manager, contact information, current title, current telephone number, current e-mail, and identification of the project or projects referenced should all be included.

Respondents shall state what they feel is unique about their firm that, in their opinion, would give them "an edge" and have them stand out as the firm that the Town of Trumbull should hire to be a partner on their building team

#### **IV. SELECTION PROCESS**

##### **A. PREPARATION OF PROPOSALS**

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and Three (3) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

##### **B. BID SUBMISSION**

Bids are to be submitted in sealed in an envelope clearly marked and addressed as follows:

Purchasing Agent – Kevin J Bova  
Bid #:6233 Construction Manager  
**Due: MAY 11, 2017 @ 2pm**

Town of Trumbull  
5866 Main Street

The individual signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

No oral, telephonic, or faxed proposals will be considered. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

**V. GENERAL REQUIREMENTS**

**A. INSURANCE**

The successful proposer shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town and State of Connecticut shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$2,000,000	\$5,000,000
Property Damage Liability	\$1,000,000	\$5,000,000
Personal Injury Liability	\$1,000,000	\$5,000,000
Comprehensive Auto Liability	Each Occurrence	Aggregate
Including coverage of owned, non-owned & rented vehicles	\$2,000,000	\$5,000,000

The insurance policy must contain the additional provision wherein the company agrees, that Thirty (30) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Purchasing Agent, Town of Trumbull.

Additionally the successful proposer (Contractor) shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage "B"). The successful proposer (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor's and each Subcontractor's insurance.

**B) FREEDOM OF INFORMATION**

All proposals and any related submittals to the Town are subject to the requirements of the State of Connecticut Freedom of Information Act, regardless of whether they are marked as confidential, proprietary, or in any other manner. By the act of submitting a bid, bidders agree that they will be subject to Connecticut General Statutes §1-200 et seq.

**C) AWARD**

The Town intends, but is not required, to make one award as a result of this RFQ. The Purchasing Agent from Town Hall will issue notification of award in writing along with AIA contract and a Purchase order

D) WORK PRODUCT OWNERSHIP

All responses and submittals received as a result of this Request for Qualification /Proposals shall become the property of the Town upon receipt. All work products provided to the Town following award shall also be the sole property of the Town upon receipt.

E) FUNDING SUNSET PROVISION

Failure to obtain funding authorization by the passage of a referendum within one year of the due date for Qualification Statements will result in any contract between the Town and the Construction Manager to either be terminated or re-negotiated.

F) PROPRIETARY INFORMATION

The Town will not disclose any portion of the proposals except to members of an Evaluation Team prior to contract award. The Town retains the right to disclose the name of the successful consultant, the financial considerations, and any other information in the proposal that is pertinent to the selection of the Consultant.

G) CONFLICT OF INTEREST

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest And Public officials cannot circumvent the intent of this ordinance by receiving town work through a bid waiver, as proscribed by the Trumbull Town Charter.

H) INCURRING COST

The Town will not be held responsible for any costs incurred by the firm for work performed in the preparation and production of the proposal or for any work performed prior to the issuance of a contract.

I) TAXES

All purchases made by the Town, and associated with the award of this requirement, shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

J) AMBIGUITY IN THIS REQUEST FOR PROPOSAL

Prior to submitting a response to this request, it is the responsibility of the CM to bring to the attention of the Town any ambiguity in this request. Not to do so shall result in the CM forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent CM.



## **VII. INQUIRIES & ADDENDUMS**

All inquiries regarding this request may be directed to KEVIN BOVA 203-452-5042 or email to: Kbova@trumbull-ct.gov.

- A) Answers to questions the Town deems to be in the interest of all proposers will be made available in writing, email or by Fax as appropriate to all proposers or posted as an addendum on the Town web site.
- B) No inquiries shall be responded to that are received after May 3, 2017 by close of business at 5pm.
- C) It is the sole responsibility of a proposer to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website ([www.trumbull-ct.gov](http://www.trumbull-ct.gov)) in the Purchasing Department Section (Bid Notices) and from Digiprint. Submission of a response that does not address any changes or addendums may result in a disqualification of a proposal submission.

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REQUEST FOR QUALIFICATION /PROPOSAL  
CONSTRUCTION MANAGER  
FOR THE TOWN'S COMMUNITY CENTER

**RFP: # 6233 DUE: May 11, 2017 @ 2 pm**

**STATEMENT OF QUALIFICATIONS** (To be submitted with proposal)

**Submitted by:**

Name of Organization \_\_\_\_\_

Name of Individual \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

**General Business Information**

Check If:  Corporation  Partnership  Joint Venture  Sole Proprietorship

**If Corporation:**

a. Date and State of Incorporation

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

b. List of Officers

Name Title

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

**If Partnership**

a. Date and State of Organization

\_\_\_\_\_

b. Names of Current General Partners

\_\_\_\_\_

c. Type of Partnership

General Publicly Traded

Limited other (describe \_\_\_\_\_)

**If Joint Venture:**

a. Date and State of Organization

\_\_\_\_\_

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk\*)

\_\_\_\_\_

\_\_\_\_\_

**If Sole Proprietorship:**

a. Date and State of Organization

\_\_\_\_\_

\_\_\_\_\_

b. Name and Address of Owner or Owners

\_\_\_\_\_

\_\_\_\_\_

1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).

2. On Schedule B, attached, list current projects under construction by this organization. (If joint venture, list each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

\_\_\_\_\_

\_\_\_\_\_

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes\_\_\_\_ No \_\_\_\_

If yes, show names and addresses of affiliated companies.

\_\_\_\_\_

5. Furnish on Schedule C, attached, details of the construction experience of the principal individuals of your organization directly involved in construction operations.

6. Has your organization ever failed to complete any construction contract awarded to it?

Yes\_\_\_\_ No \_\_\_\_

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes\_\_\_\_ No \_\_\_\_

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes\_\_\_\_ No \_\_\_\_

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_

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

Dated: \_\_\_\_\_

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**EXPERIENCE**

**Schedule A: Prior Experience (Add Additional Pages as Needed)**

<b>Project</b>	<b>Owner</b>	<b>Design Professional</b>	<b>Contract Price</b>	<b>Amount Completed</b>	<b>Date of Scheduled Completion</b>

**Schedule B: Current Experience (Add Additional Pages as Needed)**

<b>Project</b>	<b>Owner</b>	<b>Design Professional</b>	<b>Contract Price</b>	<b>Amount Completed</b>	<b>Date of Scheduled Completion</b>

**Schedule C: Key Personnel (Add Additional Pages as Needed)**

<b>Name</b>	<b>Position</b>	<b>Date of Hire</b>	<b>Date Started in Construction</b>	<b>Prior Positions &amp; Construction Experience</b>

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REFERENCES

*(To be submitted with proposal – attach additional pages as necessary)*

List references for similar services provided for at least four (4) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

CLIENT 2:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

CLIENT 3:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

CLIENT 4:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_



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**THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS (to be submitted with proposal)**

**PROPOSED SUBCONTRACTORS**

If none, write "None" \_\_\_\_\_.

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\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

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\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

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\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

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\*Description of Work \_\_\_\_\_

Proposed Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

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\*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above-mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors has any conflict of interest as respects this contract.

**Proposer:** \_\_\_\_\_  
(Fill in Name)

**By:** \_\_\_\_\_  
(Signature and Title)