

A New Facility for:



Thrift Store, Evaluation and Training Center  
Gunnison, Colorado

## **Construction Manager/General Contractor** **Request for Proposal**

Issue Date: **January 6, 2011**

Letter of Intent Due By: **January 31, 2011**

Responses Due By: **February 17, 2011, 4:00 pm MST**

### **Table of Contents**

1. Introduction
  2. Project Description
  3. Overview of the RFP
  4. Submittal Information
  5. CM/GC Scope of Services
  6. CM/GC Qualifications
  7. CM/GC Fee Proposal
  8. Evaluation Criteria
- Attachment 1 – Preliminary Plans & Elevations
- Attachment 2 – AIA A134 Draft
- Attachment 3 – AIA A201 Draft

## 1. Introduction

Six Points Evaluation and Training, Inc. (the “Owner”) is soliciting Proposals for a **Construction Manager/ General Contractor (CM/GC)** for construction of a new Retail and Training Center (the “Project”). The intent of the CM/GC approach is to bring a qualified contractor on board to assist in Pre-construction coordination of design with the Six Points Capital Campaign Building Committee (the “Owner’s Representative”). The Capital Campaign’s goal is to raise sufficient funds and collect donated or discounted goods and services to meet the project goals. The contract types will be *Fixed Fee* for Pre-Construction CM Services and a *Cost Plus Fixed Fee* Contract for Construction Services.

## 2. Project Description

The new Six Points Retail and Training Complex will consist of 8,600 gross square feet of new construction. The complex will include 500 square feet of receiving and sorting, 4,100 square feet of thrift store retail, and 4,000 square feet of office and training space. The facility will include five offices, three restrooms, a laundry room, a break room/kitchen a client activity area, and associated site improvements.

The new building will sit on land owned by Six Points located off North Colorado Street between North Main Street and the Gunnison Recreation Center. (Lots 8D and 8E) Construction is proposed to be slab on grade with continuous footings, framed walls with decorative CMU and metal siding. The roof will be wood or metal trusses with a standing seam metal roof. Insulation is proposed to be rigid and blown. Windows will be aluminum with aluminum storefront doors and windows. Interior finishes will be painted drywall, flush wood doors, vinyl or wood base, suspended and hard ceilings. Floor finishes will consist of carpet and/or finished concrete with resilient surfaces in restrooms and kitchens.

Specialty systems will include a roll-up garage door, signage and laminated counter tops.

The mechanical system will be natural gas fired boilers with a two-zone radiant in-floor heat. Energy Recovery Ventilators located in the attic space will operate on CO2 detectors to control ventilation and indoor air quality. Lighting will be suspended fluorescents and area lighting for the retail portion. The plumbing, electrical, and tele/data systems will be design-build by the General Contractor. No fire suppression system is proposed at this time.

### 3. Overview of the RFP

A.) RFP Advertisement: **Published January 6, 2011**

**RFP available January 6, 2011 at <http://sixpointsgunnison.org/>**

B.) “Letter of Intent Due”

Deadline: **January 31, 2011**  
To: Six Points Capital Campaign Building Committee  
Via: email letter to: [newbuilding@sixpointsgunnison.org](mailto:newbuilding@sixpointsgunnison.org)  
For: Inclusion on the “List of Interested Parties”

C.) RFP Questions Due

Deadline: **February 7, 2011**  
To: Six Points Capital Campaign Building Committee  
Via: email questions to: [newbuilding@sixpointsgunnison.org](mailto:newbuilding@sixpointsgunnison.org)

D.) Addendum Issued

Publication: **February 10, 2011**  
To: “List of Interested Parties”  
Via: email distribution

E.) RFP Submittals Due

Deadline: **February 17, 2011, 4:00 pm MST**  
To: Six Points Capital Campaign Building Committee  
Mail To: PO Box 1002 (USPS) / 320 South 14<sup>th</sup> Street (FedEx or UPS)  
Gunnison, CO 81230

F.) Short List of Candidates (No More Than 5 Firms)

Published: **February 28, 2011**  
To: “List of Interested Parties”  
Via: email distribution

G.) Final Candidate Interviews

Approx: **March 1 through March 11, 2011**

H.) Anticipated Date of Award and Start of Pre-Construction Services

Approx: **March 15, 2011**  
*(Contract preparation and negotiations approx. 3.15 – 4.1.2011)*  
Start: **April 1, 2011**

#### 4. Submittal Information

##### A.) Letter of Intent

Submission of a “Letter of Intent” is **mandatory** and will provide an email contact with each prospective respondent. Please include **ONLY** the following information within the body of the email:

- Company Name
- Point of Contact Name
- Email address
- Physical Address
- Phone Number

##### B.) RFP Questions

Please submit all questions pertaining to this RFP process or technical questions regarding the project via email. No phone calls please.

##### C.) RFP Submittal shall consist of the follow:

(4) Four 8 ½ x 11 Bound Copies consisting of a maximum of 20 pages:

- General Information
- References

(1) Electronic copy of packet described above to [newbuilding@sixpointsgunnison.org](mailto:newbuilding@sixpointsgunnison.org) in PDF format 5MB or less

(1) One SEPARATE SEALED ENVELOPE labeled “Confidential Information” containing:

- Fee Proposal

Address the RFP Submittal to:

Six Points Capital Campaign Building Committee  
PO Box 1002 (USPS) / 320 South 14<sup>th</sup> Street (FedEx or UPS)  
Gunnison, CO 81230

***Owner will not reimburse any respondent or potential respondent for costs associated with responding to or negotiating this RFP.***

If you desire to submit additional information above and beyond the scope of this RFP, please address such literature under separate cover to the above address. Additional information shall be received before the submission deadline.

This will be a private opening by the Owner and the Owner's representatives. The Owner anticipates choosing a CM/GC which, in the Owner's sole opinion, is the best qualified and will best serve the interests of the Project. *The Owner reserves the right to waive informalities or irregularities and to reject any and all bids.*

## 5. CM/GC Scope of Services

The following is a **proposed** general scope of services to be provided by the CM/GC, as further described in the AIA A134-2009 and the AIA A201-2007 contracts.

### A.) Pre-Construction Services

- Review conceptual design and recommend alternative solutions;
- Advise on selection of materials;
- Recommend building systems and equipment;
- Provide recommendations on construction feasibility;
- Advise on availability of materials and labor;
- Local construction activity as it relates to schedules;
- Provide a preliminary Construction Schedule;
- Establish Bidding and Construction Contingencies;
- Assist in Value Engineering Services for the Project;
- Coordinate and track donations of material and labor (in concert with Owner);
- Assist and review Design Development Documents;
- Provide a Control Estimate for the cost of construction;
- Establish a minimum capital amount to begin construction. (i.e. shell only)

### B.) Construction Manager / General Contractor Services

- Prepare necessary bidding information and pre-qualification criteria for bidders;
- Develop subcontractor interest in the Project;
- Define any self-performing work;
- Coordinate and track donated or discounted bids;
- Shall receive and award subcontractor bids;
- Shall supervise and direct the work of subcontractors;
- Shall provide a Project Superintendant on a full-time basis for the duration of the Project;
- Coordinate the Work with the Owner to complete the Project in accordance with the Owner's objectives of cost, time and quality;
- Coordinate with the Work of all Owner's Separate Contractors;

- Provide and maintain a Construction Schedule;
- Provide and maintain a Schedule of Values;
- Schedule and conduct weekly progress meetings;
- Provide the Owner with the post construction services, including but not limited to, operations and maintenance training and warranty inspections for the Project.

## 6. CM/GC Qualifications

Please provide a brief statement of qualifications. Please include:

- Firm Name and Address.
- Primary Point of Contact.
- Number of years in operation - *Minimum 5 years of operation.*
- List key personnel and resumes if available.  
List of comparable projects of similar size and scope - *Minimum 2 Projects of Similar Size and Scope.*
- List Experience with Pre-Construction Services.
- List Experience with Construction Management citing references as examples.
- Explain brief approach to cost estimating and value engineering.
- Explain any experience working with a nonprofit organization or a “committee as owner”

Please list at least (2) two client references with the following information:

- Organization,
- Current Point of Contract,
- Point of Contact, Phone or email,
- Project Title,
- Project Size and Cost.

## 7. CM/GC Fee Proposal

Provide the following in a SEPARATE SEALED ENVELOPE with your RFP Submittal. Based on a preliminary Control Estimate of \$ 1,100,000.00 to \$ 1,300,000.00, defined as the dollar amount available for the total cost for construction including CM/GC fees, insurance premiums, state and local fees, tap fees, and testing and inspections. Bonding is not anticipated.

*Please provide fee proposals in the following order:*

### A.) Pre-Construction Services Fee

Provide a *Fixed Fee* for Pre-construction Services. This fee is to include all indirect, direct, traceable costs, overhead, profit, etc. It is to be a lump-sum fee based on 18 month duration from April 1, 2011 to September 30, 2012. Respondents shall also provide hourly rates for extended contract time under Pre-Construction Services. Notice to Proceed with construction is anticipated to be mid-March, 2013.

### B.) CM/GC Fee

Due to the unknown cost of work and potential discounts and donations expected for the Project, please provide a *Fixed Fee* for CM/GC Services during the Project Construction Phase. During the Construction Phase, the CM/GC shall manage the construction, provide and pay for all materials, tools, equipment, labor, professional and non-professional services, and shall perform all other acts and supply all other items necessary to fully and properly perform and complete the work as required by the contract documents. The CM/GC shall be responsible for performing work defined in the contract documents as well as those services defined in "CM/GC Scope of Services" of this RFP and other services as may be contractually agreed upon between the CM/GC and the Owner. All other work will be competitively bid and awarded by the CM/GC.

### C.) General Conditions Fee

Provide an *Estimated Sum* for the Project's General Conditions fee. This fee is to include Direct Personal Expenses of on-site CM/GC staff, and reimbursable expenses.

*Fee Proposals Shall Read as Follows:*

- A.) Fixed Fee for Pre-Construction Services: \$ \_\_\_\_\_  
Proposed Hours Allocated per Month \_\_\_\_\_ hours  
Unit Hourly Rates for Contract Extension: \$ \_\_\_\_\_ per hour
- B.) Fixed Fee for CM/GC Services: \$ \_\_\_\_\_
- C.) Estimated Sum for General Conditions: \$ \_\_\_\_\_

***(If applicable, please provide a separate line item for any deductions or donations of CM/GC time or materials. Any such dedication or donation may be considered a "charitable contribution" and therefore tax deductible per CO and Federal tax laws. )***

## 8. Evaluation Criteria

Proposals shall be evaluated on the following criteria, not necessarily listed in order of importance:

1. Qualifications & Experience,
2. Company Background and References,
3. CM/GC Fees and How Fees are Structured,
4. Value Added (*including ability/experience working with a nonprofit organization and a “committee as owner,” and an understanding of the unique nature of this project*),
5. Quality of Proposal,
6. Responsiveness of Proposal to RFP.

END OF RFP

**Thanks for your consideration of our exciting project!**

