



SUNMAN-DEARBORN COMMUNITY SCHOOLS

REQUEST FOR PROPOSAL  
For Construction Manager as  
Constructor

ADDITIONS AND RENOVATIONS

**RESPONSE DUE: 4:00 PM (local time) ON  
SEPTEMBER 12, 2019**

Sunman-Dearborn Community Schools  
1 Trojan Road, Suite B  
St. Leon, IN 47012

Sunman-Dearborn Community Schools is seeking a Construction Manager as Constructor as allowed under Indiana Code 5-32 , for the construction of additions and renovations to East Central High School, Sunman-Dearborn Middle School, Bright Elementary School, North Dearborn Elementary School, and Sunman Elementary School. Below are project descriptions, selection criteria and submittal requirements for interested parties wishing to submit their qualifications and responses for consideration.

## Section I – Project Description:

### **Project Scope:**

- A. The project includes: East Central High School; security systems, roofing, masonry repair, replace bleachers, interior renovations, and replace the pool. Sunman-Dearborn Middle School: security systems, roofing, masonry repair, air-conditioning, kitchen cafeteria enlargement, interior renovations, and replace mechanical equipment. Sunman Elementary School; security systems, roofing, masonry repair, air-conditioning, playground repairs, interior renovations, and electrical upgrades. North Dearborn Elementary School; security systems, roofing, masonry repair, access drives, interior renovations, playground upgrades, and electrical upgrades. Bright Elementary School; security systems, roofing, exterior masonry repair, interior renovations, playground renovation, replace mechanical equipment and electrical upgrades.
- B. The School Corporation is currently working with Lancer + Beebe, LLC as their Architect for the project.
- C. The construction budget for the project is approximately 41 million dollars.
- D. The project delivery method shall be Construction Manager as Constructor (CMc).

## Project Design and Construction Schedule:

- A. The preliminary project schedule is shown below:

Schematic Design	Sept. – Nov. 2019
Design Development	Dec. – Jan. 2020
Construction Documents	Feb. – March 2020
Bidding	April 2020
Begin Construction	June 2020
Construction Completion	June 2023

## Section II – Firm Information, Relevant Project Experience and CMC Approach:

### **Firm Identification:**

Name of Contact Person, email and phone number:

Name of Firm:

Year Established:

Address:

Phone:

Website Address:

### **Business Organization:**

- A. Business structure:      Individual      Partnership      Corporation
- B. Number of years your firm has provided Construction Management services.
- C. Number of full-time employees in your organization.
- D. Provide a brief history of your firm.
- E. List principals/officers of the firm.
- F. Describe the bond capacity of the firm available for this project. The selected Construction Manager as Constructor will be required to provide a payment and performance bond in the amount of the Guaranteed Maximum Price.
- G. Provide a statement confirming your firm will meet the minimum insurance requirements for this project identified in this Section.

### **Relevant Project Experience/References:**

- A. List the K-12 Projects your firm has completed as a Construction Manager as Constructor or Design-Builder within the last five years.
- B. Provide a list of five (5) K-12 educational client references with contact names and information whom your firm has worked within the past five years.
- C. Provide a list of three (3) architectural partners with contact names and information whom your firm has worked on public K-12 projects within the past five years.
- D. List the private Projects your firm has served in the role of Construction Manager as Constructor in last five years.
- E. For each project listed above for experience, list the key people from your company who were involved in the project and a main Owner's representative with contact information.
- F. Provide information detailing your firm's history on the following related to

diversity:

- a. Firms hiring practices and programs related to increasing opportunities for minorities and women in the construction industry.
- b. Contracting practices and programs that your firm uses for increasing involvement opportunities for minority, women, and veteran business enterprises.

Staffing:

- A. Provide a proposed project team chart.

Provide resumes of team members highlighting relevant project experience.

Project Approach:

Please address the following questions as they relate to this project:

- A. Briefly describe your project approach to Pre-Construction Services with regard to Estimating, Value/Cost Management and Bidding for this project based on their current stage in design process.
- B. What is your project approach to managing communications during design and construction?
- C. What is your approach to involving the School Corporation in the decision-making process?
- D. How would you manage and staff this project during construction?
- E. For this project, the Owner would like to set a "GMP" since they have a fixed budget for the project. Provide your recommendation on how the contract might be structured with a GMP to provide a fair balance of risk between parties. This could include the "cost-plus with GMP" or "GMP" options available under Indiana Code 5-32. Also, state when you would recommend to set the GMP and why.
- F. Describe your process for working with the Owner to assist them in establishing a prequalifying program for first tier subcontractors as allowed under the CMC statute.
- G. Describe your contracting practices and programs that your firm would use on this project to ensure involvement opportunities for minority, women, and veteran business enterprises.
- H. Would your firm seek to self-perform any of the work? If so, describe your process for this.
- I. Describe your recommendation for handling construction contingencies.
- J. Describe your approach to punch lists and project completions.

Insurance Requirements:

A. The Construction Manager shall carry the following minimum Insurance policies and limits:

- a. The limits for Worker's Compensation Insurance shall meet statutory limits mandated by State and Federal Laws. If (1) limits in excess of those required by statute are to be provided or (2) the employer is not statutorily bound to obtain such insurance coverage or (3) additional coverages are required, additional coverages and limits for such insurance shall at a minimum be as follows:
- b. The limits for Employer's Liability shall be as follows:

Bodily Injury by Accident \$1,000,000/each  
accident Bodily Injury by Disease  
\$1,000,000/policy limits Bodily Injury by  
Disease 1,000,000/each  
employee

The limits for Commercial General Liability insurance including coverage for Premises-Operations, Independent Contractors' Protective, Products-Completed Operations, Contractual Liability, and Personal Injury shall at a minimum be as follows

\$1,000,000 Each Occurrence  
\$2,000,000 Job Site Aggregate  
\$1,000,000 Personal and Advertising Injury  
\$2,000,000 Products-Completed Operations Aggregate

- i. The policy shall be endorsed to have the Job Site Aggregate apply to this Project only. Provide a \$5,000,000 General Aggregate.
  - ii. The Contractual Liability insurance shall include coverage sufficient to meet the obligations in AIA Document A201-2007 under Paragraph 3.18.
  - iii. Products and Completed Operations insurance shall be maintained for a minimum period of at least two (2) years after either 90 days following Substantial Completion or final payment, whichever is earlier.
- c. Automobile Liability insurance (owned, non-owned and hired vehicles) for bodily injury and property damage shall at a minimum be as follows:

\$1,000,000 Each Accident

d. Umbrella or Excess Liability coverage shall at a minimum be as follows:

\$5,000,000 over primary insurance.

\$10,000 retention for self-insured hazards each occurrence.

### Section III – Compensation Proposal:

Include separate fees for Pre-Construction and Construction Phase services for Construction Management (CMc) based on the proposed project scope.

A. Preconstruction Services Fixed Fee:

- a. The proposed fixed fee for Pre-Construction Services to include: Planning and Scheduling, Estimating, Value Management, Quality Review, Preparing Contracts for Construction, Life-Cycle Costing, Front End Specifications, Bid Procurement, Tracking Costs Against the Budget, Design Meetings and all Staffing Costs.

B. Construction Services:

- a. Provide a fixed fee for Construction Services to include: Cost of all on-site and off-site CM staff that will be working on the project. Provide an Effort Schedule that identifies the estimated man hours charged each month by each staff position over the course of the project. These hours should be multiplied by an hourly billing rate that includes wages and customary fringes per the attached Effort Schedule example.

Provide a fee percentage for overhead and profit that will be multiplied by the Cost of the Work.

- C. The proposal does not need to identify the predicted costs for the following (these items will be considered reimbursable expenses). Items to be included in the General Conditions will be: safety equipment, first aid supplies, handrails and toe boards, opening protection, fire extinguishers, temporary fencing, storage rental, temporary toilets, temporary stairs, temporary enclosures, temporary barricades, project signs, bulletin boards, on-site equipment, printing, telephone expenses, temporary power service, temporary water service, temporary heating service, heating energy charges, temporary wiring, temporary lighting, periodic clean-up, trash dumpsters, dump permit and fees, traffic control, temporary roads, roadway maintenance, job trailer/trailer utilities and all other jobsite

construction-related miscellaneous expenses excluding construction manager staffing costs. The Construction Manager's employee expenses shall be included within the fixed CMc Fee as previously noted above in Item B, a.

- D. Items to be completed by other Consultants (Paid directly by the Owner):
- Architecture and Engineering, Special Testing, Site Surveys, Soil Explorations, Material Testing, Permits for Construction
- E. The proposal shall be based on the modified AIA A133 – 2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price and the modified AIA A201 – 2007 General Conditions of the Contract for Construction, which are both attached to this RFP.

#### Section IV – Selection Process:

##### **Selection Criteria:**

- A. The Owner Evaluation Committee will evaluate proposals based on the following criteria:
- a. K-12 experience
  - b. CMc experience
  - c. Key personnel and relevant experience
  - d. Project approach and alignment with the School Corporation's mission and vision
  - e. Firm's financial and staffing capacities.
  - f. References
  - g. Firm's history of contracting with or hiring minority, women, and veteran business enterprises, and good faith efforts to fulfill the state's goals for contracting with or hiring minority, women, and veteran business enterprises.
  - h. Fee Proposal
  - i. Interviews, if any

##### **Selection Schedule:**

- A. The following is the selection process schedule:
- |                       |  |
|-----------------------|--|
| August 15, 2019       | RFP issued                                 |
| September 4, 2019     | Questions due from CMc                     |
| September 12, 2019    | RFP submissions                            |
| September 16-30, 2019 | Responses evaluated by Selection Committee |

October 1-15, 2019  
October 17, 2019

Conduct Interviews, if any  
CMc approved by board

### Section V - Submittal Format:

Please submit one electronic copy in PDF format and 8 hard copies.

- A. Hard copies shall not exceed 8 ½" x 11" and shall be bound.
- B. Deadline -
  - a. **RFP submittals must be received no later than 4:00 PM, local time, on September 12, 2019.** Submittals shall be addressed to Andrew Jackson, Superintendent, and delivered to the Sunman-Dearborn Community Schools at 1 Trojan Road, Suite B, St. Leon, IN 47012.
  - b. Any late responses to the RFP will be disqualified. Any non-compliant response to the RFP's will be disqualified in the sole discretion of the evaluation committee for Sunman-Dearborn Community Schools.
- C. Please contact Terry Lancer at Lancer + Beebe, LLC ; email: [tlancer@lancerbeebe.com](mailto:tlancer@lancerbeebe.com) phone: 317-797-6595 for all questions regarding the RFP submittal prior to September 5, 2019. Only answers issued by Lancer + Beebe, LLC in writing will be considered valid.

### Section VI – Miscellaneous Provisions:

- A. The School Corporation reserves the right to terminate the RFP process for any reason, to be the sole judge of the responses submitted, to reject all responders to this RFP, and to waive any informalities or irregularities in any of the responses.
- B. The School Corporation creates no obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a response. Neither this RFP nor the response shall be construed as a legal offer.
- C. The School Corporation and Lancer + Beebe, LLC assume no responsibility or liability for any expenses incurred by the selected or prospective Construction Managers as Constructor, in connection with the preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this RFP.
- D. Prospective Construction Managers as Constructors shall, if requested by the Selection Committee, provide a fully completed Financial Statement



specific enough for the Owner's governing body to make a proper determination of the Bidders' capability for completing the project if awarded.

**Attachments:**

Modified AIA A133 and A201 Contract Documents  
Effort Schedule Example