

REQUEST FOR PROPOSALS CONSTRUCTION MANAGEMENT SERVICES

The Board of County Commissioners of Santa Rosa County Florida, requests proposals from qualified professional construction management firms to provide construction management services for a **128 bed Dormitory Expansion to the Santa Rosa County Jail**.

Selection will be pursuant to Chapter 287, Florida Statutes.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., December 11, 2007.

Only proposals received by the aforesaid time and date will be considered. All proposals shall be clearly labeled, "**RFP- Construction Management Services.**" Please provide one original and eleven (11) copies of the document.

Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1833.

Questions concerning this proposal may be directed to the Santa Rosa County Administrator, Hunter Walker at (850) 983-1855.

The Board of County Commissioners reserves the right to waive irregularities in proposals, to reject any or all proposals with or without cause, and to award the proposal that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or the provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

Legal Notice

One Issue – November 10, 2007 – Press Gazette, November 14, 2007 - Navarre Press

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith,
6495 Caroline Street, Suite G, Milton, Florida 32570

November 10, 2007

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Construction Management Services

The Board of County Commissioners of Santa Rosa County Florida, requests proposals from qualified professional construction management firms to provide construction management services for a **128 bed Dormitory Expansion to the Santa Rosa County Jail.**

Selection will be pursuant to Chapter 287, Florida Statutes.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., December 11, 2007.

Only proposals received by the aforesaid time and date will be considered. All proposals shall be clearly labeled, "**RFP- Construction Management Services.**" Please provide one original and eleven (11) copies of the document.

Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1833.

Questions concerning this request should be directed to Mr. Hunter Walker, County Administrator, at (850) 983-1855.

The Board of County Commissioners reserves the right to waive irregularities in proposals, to reject any or all proposals with or without cause, and to award the proposal that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or the provision of service.

CONSTRUCTION MANAGER SERVICES

***THE INTENT OF THIS RFP IS FOR CONSTRUCTION MANAGER SERVICES FOR AN
APPROXIMATE
128-BED MEDIUM/MAXIMUM SECURITY INMATE HOUSING POD TO BE LOCATED
AT THE EXISTING JAIL SITE IN EAST MILTON, FLORIDA***

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT SERVICES**

The Board of County Commissioners of Santa Rosa County Florida, requests proposals from qualified professional construction management firms to provide construction management services for a **128 bed Dormitory Expansion to the Santa Rosa County Jail**.

Selection will be pursuant to Chapter 287, Florida Statutes.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570, and must be received by 10:00 a.m., December 11, 2007.

Only proposals received by the aforesaid time and date will be considered. All proposals shall be clearly labeled, "**RFP- Construction Management Services.**" Please provide one original and eleven (11) copies of the document.

Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1833.

Questions concerning this request should be directed to Mr. Hunter Walker, County Administrator, at (850) 983-1855.

Santa Rosa County reserves the right to award the contract to the firm submitting a responsive proposal that is the most advantageous and in the best interest of Santa Rosa County; and to waive any irregularity or technicality in proposals received. Santa Rosa County shall be the sole judge of the proposals and the resulting negotiated agreement, and its decision shall be final.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

**REQUEST FOR PROPOSALS (RFP)
CONSTRUCTION MANAGER**

Santa Rosa County, a political subdivision of the State of Florida, (the County), is seeking proposals from qualified construction managers for the project hereafter described. All proposals must meet the terms and conditions of this RFP.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570; and must be received by 10:00 AM, December 11, 2007. Responders shall submit one (1) original and eleven (11) copies of their proposal, each in a separate loose-leaf binder, with labeled dividers. All proposals received after the stated time and date will be rejected and returned to the submitter unopened. Proposers using the mails assume all risks of late or non-delivery.

SECTION ONE

1.00 Definitions

1.01 County means Santa Rosa County, a political subdivision of the State of Florida.

1.02 Architect and Engineer means:

1.03 Project means the project defined in Section Two of this RFP.

1.04 Construction Manager means the successful proposer with whom the County negotiates an acceptable contract. The Contractor must be properly licensed by the State of Florida or the County.

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER**

SECTION TWO

2.00 Project Description

2.01 This project is a 128-bed Medium/Maximum Security Inmate Housing Pod.

Project Contact:

SECTION THREE

3.00 Construction Management Services. The Construction Manager will be required to perform the following services:

3.01 Perform budgeting, programming and scheduling and revising as necessary for the Owner (Santa Rosa County).

3.02 Perform value management on building systems and equipment, specifications and criteria requirements and alternative designs.

3.03 Suggest new materials, technology, methods, constraints and sequencing.

3.04 Prepare and periodically update a project budget for the Owner's approval and prepare trade-by-trade cost estimates or bid package cost estimates.

3.05 Analyze procurement requirements and responsibilities for safety precautions, temporary site facilities, and equipment, materials, and services for common use of contractors and insure that these are included in the construction documents.

3.06 Advise on the method to be used for selecting contractors and awarding contracts.

3.07 Prepare bid list for approval by the Owner (Santa Rosa County) and Architect and make certain that contractors are qualified and capable to perform.

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER**

- 3.08 Assist the Owner (Santa Rosa County) in pre-bid conferences, bid evaluation and development of construction contract documents.**
- 3.09 Solicit bids from subcontractors and enter into subcontracts with successful bidders, as approved by the County and the Architect and administer construction contracts.**
- 3.10 Coordinate in the Owner's (Santa Rosa County) interest the work of contractors with activities and responsibilities of the County and Architect/Engineer.**
- 3.11 Schedule and conduct progress meetings.**
- 3.12 Provide a realistic detailed schedule for operation of construction.**
- 3.13 Provide regular monitoring and frequent inspections of work to determine progress and conformance with design documents.**
- 3.14 Revise and refine the approved estimates of construction cost, developing cash flow reports and forecasts as needed and maintain accurate cost accounting records.**
- 3.15 Process all shop and as-built drawings.**
- 3.16 Provide project office administration and supervise construction of project.**
- 3.17 Provide site security.**
- 3.18 Process all pay requests from sub-contractors and make payments in accordance with requisitions approved by the Architect and the County.**
- 3.19 Process all requests for change orders, time extensions and claims.**
- 3.20 Schedule and coordinate all required inspections.**
- 3.21 Maintain project progress records.**
- 3.22 Perform, or cause to be performed, all required remedial work identified during various inspections.**
- 3.23 Assist the Owner (Santa Rosa County) in checking out utilities, operational systems and equipment prior to occupancy.**

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER**

- 3.24 Determine final completion and notify the Owner (Santa Rosa County) and Architect/Engineer.**
- 3.25 Secure a certificate of occupancy.**
- 3.26 Provide a 100% labor, performance and material bond with sureties acceptable to the County.**
- 3.27 Provide and maintain an adequate insurance program, as determined by the contract documents, including liability, builders' risk and workers' compensation coverage.**
- 3.28 Provide all other services generally provided by Construction Management on a project of like magnitude and complexity.**

SECTION FOUR

- 4.0 Contents of Proposal. You are invited to submit background data with respect to your qualifications for performing services of the nature that will be required under this request. Please submit information, responsive to the questions set out in this RFP, in the same order as the questions. Responses should be specific and precise, with as much detail as will accurately disclose your capabilities for performing the services to be required of the successful proposer. You may submit additional information or data, not called for by the questionnaire, which you believe would be pertinent to the evaluation of your qualifications or performing the services required. Your ability to organize and present your firm's proposal shall be indicative of your interest and ability to organize and develop this project. The exclusion of any of the following items may be grounds for rejection of the proposal at the sole option of the Selection Committee.**

The information and data submitted by proposers will be evaluated competitively as specified in the questionnaire.

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER**

SECTION FIVE

5.00 Evaluation/Selection of Proposals:

- 5.01 Each of the firms will be required to execute the Truth-In-Negotiation certificate as defined in Florida Statutes 287.055. Selection as best qualified will be based on the following considerations:**
- a. Responsiveness of the proposal in clearly stating an understanding of the work to be performed for the County.**
 - b. Competence, including technical education and training, experience in jail projects, availability of adequate personnel, equipment and facilities, the extent of repeat business of the firm and, where applicable, the relationship of cost estimates by the firm to actual costs on previous projects.**
 - c. Current workload.**
 - d. Financial responsibility.**
 - e. Ability to observe and advise whether plans and specifications are being complied with.**
 - f. Past record of professional accomplishments.**
 - g. Proximity to the project involved.**
 - h. Ability to design an approach and work plan to meet the project requirements.**

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER
PROPOSAL NO.: DOC 7-02**

IMPORTANT NOTICE: The Board of County Commissioners reserves the right to waive any informalities and to accept or reject any and all proposals. The information requested shall be a part and in addition to any previously accepted by or prepared for the Owner.

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER**

**CONTENTS OF PROPOSALS
CONSTRUCTION MANAGEMENT QUESTIONNAIRE**

1. Present Organization (Important Factor: Not Scored)

If proposal is a joint venture, supply requested information on each involved firm.

A. Firm:

- 1) Name, Address, Telephone, Contact Person

B. Types of Services Provided by Firm:

- 1) Construction Management
- 2) Project Management
- 3) General Construction Contracting
- 4) Design/Build
- 5) Other, Explain

C. Legal Form:

- 1) Individual, Partnership, Corporation, Joint Venture
- 2) Date incorporated under present firm
- 3) Former names, locations and dates (if any)
- 4) Names, titles and addresses of firm owner, partners or officers

2. Present Organization (Important Factor: Not Scored)

A. Employee Qualifications:

Describe the capabilities of personnel of your firm or joint venture or consultants in the following areas to provide the technical services required:

- 1) Quality Control
- 2) Construction Superintendence
- 3) Estimating
- 4) Construction Inspection
- 5) Safety
- 6) Management
- 7) Construction Management Control Systems
- 8) Computer Technology

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER**

B. Expertise

In which of the above technical services do you consider your staff to be exceptionally strong? Why? What are the names and specifications of the particular experts?

3. Construction Management Organization:

- 1) Team, departmental, combination, permanent, temporary
- 2) Leadership and decision making
- 3) Top management involvement
- 4) Personnel recruitment, within firm or from outside
- 5) Number of personnel normally assigned to project during design, during construction, relationship to cost
- 6) How do you propose to control overall construction quality and quality of sub-contractors workmanship?

B. Design Related Operations:

- 1) Extent
- 2) Personnel Involvement
- 3) Working procedures, coordination, follow-up and cooperation with contractors, A-E and Owner
- 4) Inputting construction know-how
- 5) Market analysis
- 6) Interfacing construction contracts
- 7) Bid packaging and solicitation
- 8) Long range procurement

C. Construction Related Operations:

- 1) Extent
- 2) Personnel involvement, full or part-time
- 3) Working procedures, coordination, follow-up, checking and cooperation with contractors, A-E and Owner
- 4) Superintendents
- 5) Inspection
- 6) Technical support and consultants
- 7) Administration
- 8) Handling change orders, shop drawings, materials approval, samples, as-built drawings and claims
- 9) Labor relations
- 10) Construction facilities, equipment, materials and manpower

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER**

D. Overlap of Design and Construction:

Describe your experience in managing phased construction activities, with particular emphasis on its special problems and their resolution.

E. Responsibilities and Liability:

Discuss your review of the extent of your responsibility and liability as a Construction Manager under a proposed contract.

F. Associations:

With respect to joint ventures or associations with other firms, please describe in detail previous associations on construction projects in sufficient detail to demonstrate your ability to effectively work with and manage a combination of firms. Indicate who the firms were if they were different from the ones proposed on this project.

G. Improvements:

What changes have been instituted in the last five (5) years to improve your operations? Why were they needed? Have they been successful?

4. Construction Management Control System

Describe your firm's competence in the implementation and maintenance of network-based construction management control systems and in the application of systematic cost control methods. Give answers to the following:

A. Do you use computer-generated schedules for construction management?

B. What is your method of estimating construction requirements in pre-construction planning?

C. To what extent do you rely upon the capabilities of your subcontractors to provide estimating know-how?

D. Do you employ computer accounting systems in your work?

E. How do you use your computer systems to forecast work-in-place, manpower requirements, productivity, cash flow and budget overruns?

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER**

5. Innovation

Discuss your familiarity, involvement and application of any of the following techniques or systems?

- A. Project Management**
- B. Conceptual Estimating**
- C. Life Cycle Costing**
- D. Specification System**
- E. Building Systems**
- F. Value Management**

6. Workload

- A. Present Projects: List work your firm is responsible for (giving names of projects, locations, and owners, estimated construction costs), percent of design completion and construction completion, and firms associated with (if any).**
- B. Capacity: Describe in today's construction dollar, the volume of work that your firm can handle at this time with 1) your present workforce and 2) with readily available augmentation (i.e., give number and types of additional personnel required).**
- C. Long Term Record: List in today's construction dollars, the volume of work your firm has handled for each of the past five (5) years. Discuss reasons for any major fluctuations.**

7. Local Knowledge

Show recent knowledge and experience with local construction conditions in the proposed project area.

8. Financial Statement

Attach statement of financial condition, including regular dated statement or balance sheet.

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER**

9. Reputation

Give name, address, telephone number and person to contact for any of the following references you wish Santa Rosa County to contact concerning your firm's ability:

- A. Owners**
- B. Bonding Companies**
- C. Financial Institutions**
- D. Public Officials**
- E. Architect-Engineers**
- F. General Contractors**
- G. Major Subcontractors**
- H. Major Suppliers**

PROJECT DATA

General Note: Base your written answers to the following searching questions on the actual experience of your firm or joint venture during the last five (5) years. The replies should be detailed and informative and cover all facets of the questions.

10. Project Experience - General

Describe your experience on completed construction projects giving the following information on each project reported:

- A. Project name and location**
- B. Project description**
- C. Construction cost**
- D. Design start and completion dates**
- E. Construction start and completion dates**
- F. Actual work you performed**
- G. Owner's name, address, telephone number and person to contact**
- H. Architect-Engineer's name, address, telephone number and person to contact**

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER**

11. Project Experience - Specific

For one or more of the above completed construction projects (maximum of three) which you consider similar to, or equivalent to, the proposed project. Provide the following additional information:

- A. Discuss any original or unique thinking or judgement exercised by your staff during the design development or construction.**
- B. Number and subject of addendum issued during bidding; why they were needed.**
- C. Number and subject of change orders issued during construction; why they were needed and how they affected the construction progress.**
- D. The total construction award amount compared to the final pre-bid estimate.**
- E. Completed construction cost compared to the initial construction award amount and to the construction estimate when design was initiated.**
- F. The initial schedule, in months, for design and for construction compared to the actual time spent.**
- G. Extent of your involvement in project problems during both design and construction, including any design or construction omissions, errors, other deficiencies or changed conditions.**
- H. Discuss your relationships with the Owner, the Architect-Engineer, and the constructing contractors (prime or sub).**
- I. Describe any post-construction problems in start-up, operation or maintenance.**
- J. If you were doing the project again, would you do anything different? Why?**