

**Union County
Community Center
Request for Proposal
October 7, 2009**

Union County is soliciting Proposals (RFP) for Construction Management at Risk services for upcoming work related for the construction of a new Community Center. This construction management selection process is anticipated to involve a review of qualifications, fee proposals for fee and general conditions.

Project Overview

This project is a new county services facility serving several departments. The building includes office space for secondary agencies with multipurpose space to serve the general needs of the community. This facility will be approximately 23,500 square feet and the estimated construction budget range is \$2,750,000 – \$3,000,000. It should also be noted that all or a portion of this project may utilize Federal funds. Therefore federal procedures will exist and should be taken into consideration when tendering a proposal.

Schedule

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| 10- 14 -2009 | RFP Advertisement Period Begins |
| 10- 27-2009 | Pre-Proposal Meeting 2:00p |
| 11-04-2009 | Deadline for Questions |
| 11-11-2009 | Proposals Due by no later than 4:00 pm |

Project Team Approach

This project will be competed by using the Project Team Approach. Using this approach, the contractual relationships between the Owner, Architect, and Construction Management are different than in the traditional design-bid-build approach.

The A/E firm will be responsible for the design of the facilities. The Construction Manager will function as advisor to the Owner and the A/E during the design phase, advising with respect to constructability, schedule, cost, detailing, value engineering, and any other areas in which construction expertise is valuable.

In conjunction with the Owner and Design Team the Construction Manager will develop a detailed schedule/plan for the Project that may include the concept that some elements of construction may commence before all design is concluded.

The Design Team will provide the design of the facilities. The Construction Manager will participate in the process as advisor, providing the design team with information as appropriate to keep cost and schedule within established project parameters. Before the completion of construction documents, the Construction Manager will provide a Guaranteed Maximum Price (“GMP”) for the Project based upon documentation available at that time, including drawings and descriptive specifications prepared by the Design Team. If recommended by the Construction Manager and approved by the Owner, early construction packages will be bid and administered by the Construction Manager. The Construction

Manager has the responsibility of insuring that all construction, whether in separate early packages or not, is provided within the GMP. The basis of the Construction Management contract will be reimbursement of Actual Costs, plus a fixed Fee, the total of both not to exceed the GMP. Any savings will belong to the Owner, who may reinvest them in the Project during construction. The Construction Management as a member of the Project Team, will work with the Owner and Architect to establish and maintain, through the complete duration of the project, a GMP that does not exceed the Owner's Construction budget, including contingencies.

Based on the contents of this RFP, information provided in the Pre-Proposal meeting, and issues discussed during the site visit, please prepare a qualifications packet and proposal addressing the following:

QUALIFICATIONS SUBMITTAL (Submit 5 copies)

PART A – GENERAL INFORMATION / APPROACH (40 points possible)

1) PROPOSER OVERVIEW

a. Proposer's Name, Address, and Primary Contact for this Proposal.

2) FINANCIAL INFORMATION

a. Provide a copy of your latest financial statement and the name/phone/contact of your primary banker.

b. Provide the name of your bonding company and name/phone/contact of the local agent. Provide a letter from the surety indicating your current bonding capacity and their willingness to bond the work under consideration. Indicate the A.M. Best rating for your surety and its status to do business in Georgia.

3) PRE-CONSTRUCTION SERVICES

a. Describe how you provide Pre-Construction Services and the special methods/techniques you employ to maintain the budget. Provide a description of the process to develop an early GMP while holding sub-contractors accountable for a complete scope of work based upon incomplete documents.

b. Provide a list of the documentation required from the Design Team to assure a meaningful GMP that the proposer will endorse. Indicate a recommendation as to the percentage of contingency that you would recommend be carried for completion of the construction documents.

4) SCHEDULE CONTROL

a. Please describe your approach to schedule control and methods/techniques that you utilize. Please address specifically the approaches used when the schedule falls behind.

5) QUALITY ASSURANCE / CONTROL

a. Please describe how you provide QA and QC. Who is responsible for QA and QC? Does your company have a formal Quality Program?

PART B – RELEVANT EXPERIENCE / MANAGEMENT (40 points possible)

1 RELEVANT EXPERIENCE

a. Provide a description of three (3) comparable projects in which your firm has been involved over the past five years. Projects should be similar in scope, size and complexity. Work shown must include projects on which key team members that are being included in this proposal had a significant role. Graphic presentation of the work should be included.

The following must be included for each project:

- Name of project, location and general project description.
- Project size (GSF) and construction costs.
- Services provided.
- Completion date.
Key personnel included in this proposal and the role they have with this project.
- References: owner (with name and phone number of contact) and architect (with name and phone number of contact).

2. PROJECT MANAGEMENT

a. Describe how you will organize and manage this project. Provide a general staffing plan. (Indicate whether personnel are job cost or home office cost.).

b. Clearly identify the personnel that will fill the staffing plan provided above in 2(a).

c. Provide resumes of key personnel.

PART C – OTHER INFORMATION/LOCAL PARTICIPATION (20 points possible)

- a. Include any additional or supplementary information that you believe is relevant to this project.
- b. Clearly describe your approach and success in utilizing local participation throughout the construction phase.

FEE PROPOSAL (Submit in separate sealed envelope)

Please provide the following for your Fee Proposal:

- a. A Total Price for General Conditions as listed in Attachment A.
- b. General Contractor's Fee as a percent of the cost of the work

Reference Attachment "A" for General Conditions Categories to be included in the General Conditions Fee above.

SUBMITTALS / QUESTIONS

Submit five (5) copies of your proposal to:

RFP – Union County Community Center
Union County, Georgia
Attention: Pam Hawkins
65 Courthouse Street
Blairsville, GA 30512

Contact Name: Kevin Hamby
Contact Phone 706-215-1364
Email address: khamby@cha-llp.com

All questions should be directed to Kevin Hamby in writing by email

Site Visits

If you wish to visit the site, please contact Kevin Hamby at the above phone number.

Interviews

The RFP outlines the information to be included in your response as well as some criteria to be discussed as part of the selection process. Union County reserves the right to select solely on proposal submissions. However, in the event that an interview process is required, it is essential that the project manager and project superintendent participate in the interview. Should the interview process be initiated you will be contacted individually to schedule an interview time within two (2) weeks of the RFP due date.

OTHER CONSIDERATIONS

Union County reserves the right to cancel or modify the selection process at any time, waive technicalities, reject any or all proposals and not to proceed with the project.

All costs incurred in responding to this Request for Qualifications / Proposal are the Proposer's alone and Union County does not accept any liability for any such costs.

END OF REQUEST FOR QUALIFICATIONS/ PROPOSAL