

Request for Proposal For Construction Manager at Risk Services for the STEM Building

1.1 SUMMARY OF REQUEST

Western Carolina University (WCU) is soliciting proposals for Construction Manager at Risk (CMR) services for pre-construction of the new Science, Technology, Engineering, and Math (STEM) Building located on the Main Campus in Cullowhee, North Carolina. The project will consist of the construction of approximately 185,000 square foot multi-storied building to replace the Natural Sciences Building (NSB). The project will be phased to allow for the existing laboratories in NSB to stay operational until they are relocated to Phase I of the new building. After existing operations are relocated to Phase I, NSB will be demolished for the construction of Phase II. It is expected that construction will be completed by January 2021.

It will be the responsibility of the successful CMR firm to deliver pre-construction services during late Programming and the Design phases, including but not limited to cost estimating; constructability review; advanced material procurement projections; site access/utilization; and construction project scheduling. The successful CMR will also provide a Guaranteed Maximum Price (GMP) based on **50%** Construction Documents prior to award of final CMR contract. The scope of work for CMR services required is described further in this document.

The CMR firm selected for this project will report directly to the WCU Project Manager assigned to this project, and assume full responsibility for facilitating all aspects of pre-construction management services. It may be required to co-habitat the Pre-Construction staff with the Design Team to provide ongoing review and commentary. This requirement will be negotiated with the successful CMR and Design Team leadership.

The purpose of this document is to provide the detail of the CMR services required for this project and establish the basis for the contract agreement between WCU and the CMR service provider. Although unforeseen circumstances may require departures from this directive; any deviations require prior written approval or direction from WCU or the WCU Project Manager.

1.1.1 WCU Background

Western Carolina University is a coeducational public university located in Cullowhee, North Carolina, United States. The university is a constituent campus of the University of North Carolina system.

The fifth oldest institution of the sixteen four-year universities in the UNC system, WCU was founded to educate the people of the western North Carolina mountains. WCU now serves more than 10,000 full-time undergraduate and post graduate students, providing an education to students from 48 states and 35 countries. Enrollment for the Fall 2014 semester was 10,382 students.

1.2 PROJECT

1.2.1 Project Confidentiality

The CMR service provider will be required to: 1) Maintain strict confidentiality of all oral, written and otherwise documented information pertaining to this project; 2) Limit distribution of such information to only individuals necessary to prepare your proposal; 3) Return all materials provided by WCU during the Request of Proposal (RFP) process to the WCU Project Manager, within ten (10) calendar days of notification, if you are not awarded the contract; and 4) Include an acknowledgement that all copies made have been destroyed. If you are awarded the contract, do not distribute any project related information at any time, except as required to complete the project, without written permission or direction from WCU.

1.2.2 Pre-Construction Scope of Services

A. Programming

- a. Participate in design meetings with Owner and their consultants near the completion of the Programming phase (2 meetings)
- b. Provide review and commentary on the proposed program
- c. Provide commentary for building systems appropriate for construction for the region

B. Schematic Design

- a. Participate in design meetings with Owner and their consultants
- b. Review Geo-technical report
- c. Review existing building conditions
- d. Review asbestos abatement report
- e. Review constructability of building systems and site constraints
- f. Prepare a project schedule to meet WCU's milestone dates.
- g. Review Architectural and Engineering space/system plans
- h. Prepare conceptual site access/utilization layouts.
- i. Prepare conceptual cost estimate and reconciliation with Design Team's estimate
- j. Present final preliminary constructability report for WCU's review.

C. Design Development Phase

- a. Participate in design meetings with Owner and their consultants
- b. Review constructability of building systems and site constraints
- c. Revise SD project schedule to meet WCU's milestone dates.
- d. Review Architectural and Engineering space/system plans
- e. Prepare conceptual cost estimate and reconciliation with Design Team's estimate
- f. Update final preliminary constructability report for WCU's review.

D. Construction Document Phase

- a. Participate in design meetings with Owner and their consultants
- b. Review constructability of building systems and site constraints
- c. Revise DD project schedule to meet WCU's milestone dates.
- d. Review Architectural and Engineering space/system plans
- e. Present final constructability report for WCU's review.
- f. Prepare GMP at 50% CD completion.

E. Guaranteed Maximum Price

- a. Provide GMP to WCU for review and recommendation to SCO

1.2.3 Changes in CMR Scope or Criteria

During the design and/or construction phase, it may be necessary for WCU to make modifications or additions to the project scope or criteria. In such cases, the WCU Project Manager will request a Proposal Request (PR) from the appropriate party. In either case, do not proceed with the changes until receipt of a change order or contract alteration signed by an authorized WCU representative and SCO. If verbal instructions are received from one of the members of the WCU project team that would result in changes to the original scope or criteria and have an impact on the total costs or schedule of your contract, notify the WCU Project Manager. Unless otherwise directed by WCU, submit detailed break out quotations for Proposal Request.

Change Notice with details of CMR hour's, certified payroll rates, labor burden (not to exceed 40%), reimbursable, etc. to be provided. There may be times when the WCU Project Manager will request that you prepare one or more of the following, to be included in an ASP:

- Description of the change
- Estimated hours, by trade, to accomplish the change
- Proposed duration for the completion of design revisions and notification of whether or not the modifications will result in additional duration to the established contractual delivery dates, if applicable
- Net change in fee to complete the change, broken down by drawing and specification revisions, document distribution, construction cost estimate preparation, and additional shop drawing reviews resulting from the change

1.1.4.1 Changes Initiated by the CMR

WCU encourages you to submit recommendations for procedures or design changes that will reduce project cost, improve functionality of the completed facility, and/or shorten the project schedule. However, any such changes are subject to approval by WCU and must meet the same functional and technical requirements that are included in this RFP. Identify and submit recommended changes separately from other project correspondence and documentation. Provide all information and materials necessary to satisfy the WCU project team that recommended changes do not adversely affect cost, functionality, or schedule.

1.1.5 Kick-Off Meeting

The WCU Project Manager will schedule a kick-off meeting with the A/E and CMR. It is mandatory that your project organization chart be established by the day of this meeting and that your Project Manager and all assigned pre-planning staff be in attendance. The CMR shall require that all the people that will be attending the kick-off meeting read the entire document and formulate questions regarding the parts of it that they will be responsible for and do not fully understand.

At this kick-off meeting the following items will be completed/reviewed:

- Review of project scope.
- Review of, and the identification of, specific people from each organization for the items, services, tasks, etc. indicated including roles and responsibilities.
- A preliminary schedule, by A/E - CMR, indicating functional review meeting dates, coordination meeting dates, completion of engineering dates, issue of bid dates, award of contract dates, and construction duration periods for each bid package.

1.2 SCHEDULE

1.2.1 Project Summary Schedule

Anticipated milestone dates that are critical to the delivery of this project are as follows:

Posting of RFP	June 28, 2016	5:00 PM
Initial Question Period	June 29 – July 11	
Site visit	July 11, 2016	1:30 PM
Final Question Period Ends	July 18, 2016	1:00 PM
Issue of Addendum	July 19, 2016	5:00 PM
Proposals due	July 26, 2016	5:00 PM
Review of Proposals by WCU – A/E	August 1- September 8	
Issue of selected firms list (Short List)	September 9, 2016	
Interview of Short List	September 22, 2016	
Recommend Selection List to SCO	September 26, 2016	
Negotiate/Award Pre-Construction Contract	October 2016	30 days
Kick-off Meeting	November 3, 2016	1:30 PM
Programming Phase	July – November 2016	Estimated
SCO Review and Comment Period	December 2016	15 days
Schematic Design Phase	January – April 2017	Estimated
SCO Review and Comment Period	April 2017	30 days
Design Development Phase	May – August 2017	Estimated
SCO Review and Comment Period	August 2017	30 days
Construction Document Phase	September – January 2018	Estimated
50% Construction Document Plot	November 2017	Estimated
GMP submitted to WCU for review	January 2018	Estimated
SCO Review and Comment Period	January 2018	60 days
Negotiate/Award CMR for Construction Contract	February 2018	30 days
SCO re-submittal	March 2018	15 days
SCO Final Approval	April 2018	15 days
Start of Construction	April 2018	Estimated
Completion of Construction	January 2021	

2.1 PROPOSAL REQUIREMENTS

Please address all of the items noted in this section in your proposal. Failure to do so may result in your proposal not being considered. Proposals will be evaluated based on demonstration of meeting the requirements of this RFP.

2.2 QUALIFICATIONS

2.2.1 Organization

Please submit general statements about your organizations qualifications and other information deemed necessary. Include at least the following:

- Refer to SCO – Construction Manager at Risk Qualifications Questionnaire form
- Firm name, business address, telephone, email address, website address and fax numbers

- Contact person(s) with title(s)
- Professional history and affiliations
- Current staff size and professional registrations
- Range of Construction Management service capabilities
- Impact of current workload on ability to meet the requirements of this RFP
- Previous experience with WCU

2.2.2 Relevant Project Experience

Provide descriptions of at least three projects that have been executed within the past five years. The projects described shall be similar in scope and complexity to the project described within this RFP. Please include at least the following:

- Project size (square feet)
- Construction value
- Basic project program
- Project delivery approach
- Project owner with current address and telephone number
- Principal Tenant Organization contact with current address and telephone number

2.2.3 Key Personnel

Please submit resumes for key personnel proposed for the project form. State their proposed project responsibilities. Include the following:

- Project Manager
- Signatory Licensee who will be professionals of record
- Discipline leaders (site, building, plumbing, mechanical, electrical, etc.)
- Project Managers and licensed engineers of consulting firms
- Field representative(s)
- Other specialists

2.2.4 Project Planning

Please submit resumes for key personnel proposed for the project form. State their proposed project responsibilities. Include the following:

- Pre-Construction and Construction project management methods
 - Value Engineering
 - Constructability Issues
 - Cost Model/Estimates
 - Project Tracking/Reporting
 - Request for Information (RFI) and Shop Drawings
 - Quality Control
 - Schedule and Staffing Plan
- Minority Participation Program
- Describe the Discipline leaders (site, building, plumbing, mechanical, electrical, etc.)
- Project Managers and licensed engineers of consulting firms
- Field representative(s)
- Other specialists

2.2.5 Proposal Submittal Information

Please submit your proposal with all of the requirements of this RFP to the following email and/or postal address:

Matthew J. Ketchum, AIA
Director of Capital Projects
Office of Facilities Management
Western Carolina University
3476 Old Cullowhee Road
Cullowhee, NC 28723
mjketchum@email.wcu.edu