

Request for Proposal

Construction Management Services

Public Notice is hereby given that Delaware State University (DSU) is seeking a Construction Management (CM) firm during the design, pre-construction, and construction of the University's Applied Optics Research building.

I. Introduction

Key role for the Construction Manager will be assisting in cost estimating, scheduling, value engineering, constructability review and working with the program and design teams to ensure quality and timely construction while staying within the authorized scope and budget.

During the construction phase, the University may elect to break the work into component bid packages. The successful responder must document experiences in preparation, administration, and coordination of multiple bid packages as part of a successfully completed, comparably complex project.

II. Project Description

The building when complete will house the Optical Science Center for Applied Research and its associated laboratories, a clean room, imaging facilities, offices, and seminar rooms. A business incubator with laboratory and office space for high technology entrepreneurs is also envisioned.

III. Selection Process

- A. Selection of a Construction Manager will comply with Delaware Code, Title 29, 6982 (2)
- B. After receipt of proposals, a committee will review the credentials of each firm and "shortlist" those firms deemed most qualified to deliver the required construction management services.
- C. The selected firms will be invited to make oral presentations to the Review Committee which will evaluate and select the firm deemed best qualified to undertake the project. This selection will be based on both the written proposal and interview presentation. Interviews are tentatively scheduled for November 28, 2011 at DSU.

Key staff members of the construction management firm will be expected to participate in the interview. These will include but not limited to the project executive, project managers, field superintendents, etc.

IV. Proposal Requirements

A. Understanding of the Project

State in succinct terms your firm's understanding of the project and the issues surrounding the successful delivery of this project.

B. Firm Capabilities

Provide a brief description of your firm, joint venture and sub-consultant(s). At a minimum, include the following for your team: company history; the level of available resources; the total number of professional and technical personnel by discipline; and, a statement as to why your team will be best qualified to deliver the project. If a joint venture, briefly state the length of your relationship and prior experience as a team.

C. Relevant Experience

1) Describe five (5) construction management projects of similar size and scope that you have completed in the past five (5) years and five (5) projects of the past five (5) years specifically related to educational facilities. Provide at a minimum:

- a. Project name and location
- b. planned vs. actual completion date
- c. planned vs. actual budget
- d. brief description of project
- e. owner and architect (include reference for both)

2) If a joint venture or association, provide the same information as shown above for work completed previously as a team. Provide no more than four (4) project examples.

D. Team Organization and Experience

Provide an organizational chart identifying all of your key staff members and demonstrate how each team member will interact with other staff

members assigned to this project. Provide a brief resume of key individuals describing at a minimum:

1. role on the project
2. education
3. professional registrations
4. relevant experience

E. Work Plan and Management Approach

Describe your scope of services for design, pre-construction and construction phases. Also provide your methodology for interacting with the Owner, user groups, architect/engineer, consultants and other team members during all phases of work to ensure successful completion of the project.

It is understood that this work plan will be preliminary in nature but it should be illustrative of a realistic work plan for a project of this scope and type.

F. Financial Capability

Provide a copy of your most recently audited annual financial statements. Bonding will be required for the work the CM is associated with.

G. Appendix

Provide any supplemental information in support of your team's qualifications (corporate brochures, articles, and awards).

H. Scope of Services

The CM firm selected shall provide the University with the following:

1. Basic services during the pre-construction phase include but are not limited to:

Review of design(s) during their development; making relevant recommendations in the best interest of the University; value engineering; presentation of a detailed estimate of construction cost; development of a construction schedule; assistance in preparation of bid packages; conducting pre-bid meetings and

general assistance in the administration of construction contract(s); and, interfacing with the architect, as necessary.

2. Basic services during the construction include but are not limited to:

Cooperation with architect, coordination of the contractors with the various phases of the project; conducting pre-construction and progress meetings; receiving and reviewing shop drawings and related submittal before forwarding to the architect; assuring compliance with contract drawings and specifications; maintaining current cost data and reporting to the Owner on a regular basis in order to maintain accountability for project cost; maintaining and updating the current project schedule; and assisting in the processing of requests for payment.

V. Submissions Requirements

DSU will accept submissions of qualifications until 3:00 p.m., on Monday, November 14, 2011. Bearer assumes the risk of late delivery; and late submissions shall be returned unopened. Please provide one (1) original and five (5) copies of your proposal. Requests for additional information and submission of proposal must be directed to:

Jessica Wilson
Director of Purchasing
Delaware State University
1200 N. DuPont Highway
Dover, DE 19901
302-857-6272

The total length of the proposal shall not exceed 50 pages inclusive of all components, but exclusive of the following: firm's annual reports, appendix, and confirmation of receipt of all addenda.

The University reserves the right to accept or reject any or all proposals, to make partial awards and to waive any requirements of this RFP. Any firm not meeting the minimal submittal requirements will be summarily eliminated.