



**Request for Proposals –Construction
Management Services**

**Central Administration Building
Expansion and Renovation Project at
the Terry Campus**

**Delaware Technical & Community College
Central Administration Building Renovation and Expansion
Construction Management Services
Request for Proposal**

Delaware Technical Community College (DTCC) is seeking the professional services of a construction management firm for the renovation and expansion of the Central Administration Building located on the Terry Campus.

There will be a pre-proposal meeting at the Central Administration Building located on the Terry Campus for the purpose of fielding questions from interested firms and taking a tour of the existing facility. The meeting will be held at 10:00 am on Friday, June 8, 2012 in the Board Conference Room in the Central Administration Building. The meeting is not mandatory but attendance is highly encouraged.

DTCC will accept submission of proposals until 4:00 p.m. on Monday, June 25, 2012. Bearer assumes the risk of late delivery and late submissions shall be returned unopened. Please provide one (1) original and six (6) copies of your proposal. Proposal should be submitted to:

Office of the President
DTCC Terry Campus
100 Campus Drive, Dover, DE 19903
Attention of Gerard M. McNesby, Vice President for Finance

DTCC reserves the right to accept or reject any or all proposals and waive any requirements of this RFP.

A. Introduction

Delaware Technical Community College is proposing to expand the Central Administration Building located on the Terry Campus of approximately 4,500 square feet to add capacity for both the existing functions that currently existing within the building— Academic Affairs, Human Resources, Legal, Finance, Accounting and Payroll—and relocate the International Education, Center for Creative Instruction and Technology, Planning & Assessment and College-wide Articulation areas that currently exist on the Terry Campus to this centralized facility to allow for more instructional capacity at the campus. In addition to the expansion, the project will also include renovating approximately 8,000 square feet of existing space to upgrade building systems and modify the existing office layout.

The Central Administration Building was originally constructed in 1985 and houses the Office of the President, Academic Affairs, Human Resources, Legal, Finance, Accounting and Purchasing. In order to consolidate college-wide functions and add instructional capacity at the Terry Campus, an additional 4,500 square feet will be needed. These additional functions include International Education, Center for Creative Instruction and Technology, and College-wide Planning, Assessment and Articulation. Renovations to the existing heating and cooling systems plus existing offices and work areas will be made to 8,000 square feet of existing space.

DTCC is interested in obtaining proposals from construction management firms experienced in public work for the State of Delaware.

B. Scope of Services

The construction management firm selected shall provide DTCC with the following:

1. Basic services during the pre-construction phase including, but not limited to, review of design(s) during their development making relevant recommendations in the best interest of DTCC, preparation of detailed estimates of construction cost, development of a construction schedule, preparation of bid pacs, conducting pre-bid meetings, and general assistance in the administration of the construction contract(s), and interfacing with the architect as necessary.
2. Basic services during the construction phase including, but not limited to, cooperation with the 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 submittals before forwarding to the architect, assuring compliance with contract drawings and specifications, maintaining current cost data and reporting to DTCC on a regular basis in order to maintain accountability for project cost, maintain and update the current project schedule, assisting in the processing of requests for payment, recording the daily progress of the project and maintaining an accurate set of "as-built" drawings.

C. General Information

1. **Revisions and/or addendum to the Request for Proposals.** In the event it becomes necessary to revise and/or add addendum to any part of the request for proposals, revisions and/or addendum will be provided to all firms that have received the original Request for Proposal from DTCC.
2. **Acceptance of proposal Contents.** The contents of the proposal submitted by the successful firm will become a part of any contract awarded as a result of these specifications.

3. **Responsibilities.** The selected firm will be required to assume sole responsibility for the complete effort as required by this request. The selected firm will be considered the sole point of contact by DTCC regarding contractual matters.
4. **Rejection of Proposals.** DTCC reserves the right to waive any informality in proposals received and to accept or reject any or all proposals. DTCC shall have the authority to award contracts to the firm best meeting specifications and conditions.
5. **Government Regulations.** The successful firm shall strictly comply with all state and county laws and city ordinances and regulations in any manner affecting the delivery of the project completed. The firm shall comply with appropriate Delaware law to conduct business in the State of Delaware.

D. Proposal Requirements

The following information is to be provided by the construction manager about the firm.

1. Firm History

- a. Name of Firm
- b. Location of principal and branch offices
- c. Length of time in business
- d. Firm ownership structure

2. Personnel

- a. As a part of its proposal each firm should list its reasonable, good faith determination of (1) the number of employees reasonably anticipated to be employed on the project; (2) the number and percentage of such employees who are bona fide legal residents of the State; (3) the total number of employees of the firm; and (4) the total percentage of employees of the firm who are bona fide residents of the State. Also to the extent subcontractors or consultants are a part of the AE team, the firm shall further disclose its reasonable, good-faith determination of the number and percentage of employees of such subcontractor or consultant who are bona fide residents of the State. For purposes of this proposal "a bona fide legal resident of the State" shall mean any resident who has established residence of at least 90 days in Delaware. Any proposal not containing this information will be considered not responsive and will be eliminated from further consideration.
- b. List total number of firm's personnel, other than secretarial /clerical, by professional or skill group (i.e. architects, electrical engineers, mechanical engineers, cost estimators, etc.)

3. Experience

- a. List only construction management agent projects which you have constructed during the past five years. The following information is requested on each completed project:
 1. Project name and owner
 2. Year completed
 3. Type of project (new, renovation, addition, replacement)
 4. Construction cost
 5. Architect's name

- b. List current construction management agent projects you are constructing. The following information is requested on each completed project:
 1. Project name and owner
 2. Year completed
 3. Type of project (new, renovation, addition, replacement)
 4. Construction cost
 5. Architect's name

- c. List higher education projects with a sciences focus that you have constructed. The following information is requested on each completed project:
 1. Project name and owner
 2. Year completed
 3. Type of project (new, renovation, addition, replacement)
 4. Construction cost
 5. Architect's name

4. Project Staffing

- a. Please identify your company's proposed management staff for the project. Provide an Organizational Chart identifying all of your key staff a member, showing how each interacts with the other staff members assigned to this project.

- b. For each key staff member, please include a detailed resume which summarizes:
 1. Education, including name of institution, field of study, degree(s) earned and year(s) received.
 2. Professional registration(s) and/or professional society membership(s)
 3. Construction experience
 4. Construction management project experience

5. Services

- a. Describe your scope of preconstruction phase services and how they are provided with specific attention to the first budget estimate, methods of cost control, scheduling, value engineering and the method or reporting project status and schedule updates.
- b. Describe your scope of construction phase services and detail how they are to be provided.
- c. Describe your firm's method of working with all of the project team members.
- d. Describe your firm's method of coordinating the work of all of the trade contractors.

6. Basis of Compensation

Please answer the following questions regarding your method of compensation. Dollar amounts are not required at this time. Compensation will be negotiated with the successful firm.

- a. Describe in detail the basis of your construction management fee including how your fee is derived (percent of construction cost, multiple of DPE, etc) List what is included in your fee (field overhead, office overhead, office staff cost, profit, etc).
- b. Provide a sample list of General Condition Items your firm will provide. Indicate if the General Conditions will be provided at cost or with a mark-up. If with a mark-up, indicate what the mark-up is.
- c. Indicate what labor will be reimbursable and whether or not it is reimbursable at direct cost or direct cost plus a mark-up. If with a mark-up, indicate what the mark-up is.
- d. Indicate if there will be any other reimbursable expenses in your compensation and indicate whether or not they will be provided at cost or with a mark-up. If with a mark-up indicate what the mark-up is.
- e. Indicate if change orders will be processed at cost or with a mark-up. If with a mark-up, indicate what that mark-up is.
- f. Indicate if there is any other form of compensation you have in your compensation package.

7. Litigation

- a. Describe the status of any legal claims pending or asserted within the last three years.

8. Financial Ability

- a. Provide a copy of your most recent audited financial statement.
- b. Provide a letter from your bonding company stating your aggregate bonding capacity and your current available bonding limit.

9. Approach to the project.

- a. Outline the overall technical approach to complete the project including how you will handle the phased construction.

10. References

- a. DTCC may wish to contact any current references listed in the experience section of the proposal.

11. Appendix

- a. Any supplemental information may be submitted as an appendix.

E. Procedure for Evaluation of Applicants

- 1) After the receipt of the responses to the request for proposal the selection committee will review the credentials of all firms. Firms deemed best qualified will be selected for an interview. No more than four firms will be selected for interviews.
- 2) Selected firms will make presentations to and will be interviewed by a committee which will evaluate, select and recommend the firm deemed best qualified to undertake a project of this size and scope. Key staff members, in addition to principals, are expected to participate in the interview.
- 3) DTCC will negotiate with the firm selected for professional services at compensations that DTCC determines to be fair and reasonable. If negotiations with the selected firm cannot be consummated to the satisfaction of DTCC, then the firm will be so notified in writing, and negotiations may be initiated with other firms recommended by the committee.

- 4) Firms will be evaluated for both interviews and final selection based on: demonstrated experience on similar projects (15%), experience with public works projects in Delaware (10%), recent project experience; professional reputation (15%), defined approach to the project and project schedule (20%), firm's organization structure relative to the project; experience of individuals proposed for the project (20%), recent experience working with other project team members (10%) and firm's location relative to the project (10%).

In support of the Governor's Supplier Diversity Initiatives, all minority and/or women-owned businesses should refer to the OMWBE website at: <http://gss.omb.delaware.gov/omwbe/index.shtml>.

END OF REQUEST FOR PROPOSAL