

Legislative Hall HVAC Renovations
Construction Management Selection
Supplementary Information

I. Proposal Requirements

A. Understanding of the Project (2 page limit)

State your firm's understanding of the project and the issues surrounding the successful delivery of renovations to an HVAC system in an occupied facility. Discuss your firm's experience working for public sector clients.

B. Firm Capabilities (3 page limit)

Provide a brief description of your firm, joint venture and subconsultant(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 (10 page limit)

1. Describe five (5) construction management projects of similar size and scope that you have completed in the past ten (10) years and any projects of the past ten (10) years specifically related to HVAC renovations in an occupied facility and/or working for public sector clients. 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 (5 page limit)

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 (8 page limit)

Describe your scope of services for design review, pre-construction and construction phases on completed CM projects. 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

If you are a joint venture and not submitting combined information, each firm must submit information.

Provide a copy of your last audited annual financial statement.

Provide a letter from your bonding company (on bonding company letterhead) stating your maximum bonding capacity and your bonding capacity currently available.

G. Appendix

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

II. Selection Process

A. Members of the selection committee will review the credentials of each firm and shortlist those firms deemed qualified to deliver the required construction management services.

B. The shortlisted firms will be invited to make oral presentations to the selection 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. Selected firms will be provided current architectural/engineering plans and specifications.

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.

C. The State will then enter into negotiations with the preferred firm. If negotiations cannot be completed to the satisfaction of the Owner, then the firm will be so notified in writing, and the Owner will enter into negotiations with the next highest ranked firm. The intended form of contract will be the AIA C132 2009 – "Standard Form of Agreement between Owner and Construction Manager as Adviser" including any amendments deemed necessary. AIA 201 2007 "General Conditions of the Contract for Construction" will also be utilized.

III. Scope of Services

The CM firm selected shall provide the State of Delaware with the following:

1. Basic services during the pre-construction phase may include but are not limited to: review of design; making relevant recommendations in the best interest of the State; value engineering; presentation of a detailed estimate of construction cost; development of a construction schedule based on the State's funding availability; preparation of bid packages; conducting pre-bid meetings; administration of construction contract(s); and, interfacing with the engineer, as necessary.
2. Basic services during the construction include but are not limited to: cooperation with engineer, 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 engineer; 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; coordination of commissioning activities with the State's commissioning agent; project completion and closeout; post-construction activities will include warranty responsibilities, project training and coordination of move-in activities. *Note- the CM will coordinate and provide HVAC testing and balancing services as part of their proposal.*