



**REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT AT RISK SERVICES
FOR PLATTEVILLE FIRE STATION CONSTRUCTION PROJECT**

1. INTRODUCTION

The City of Platteville invites firms to submit a Construction Management at Risk (CM@R) Services proposal for the Platteville Fire Station Construction Project. The CM will be part of an integrated team to assure that the scope of work and the goals of the city are properly aligned through the design process.

Interested firms must submit their proposals by **4:00 p.m. on Friday, February 17, 2023.**

RFP Dates of Importance (subject to change)

- Proposals due 4:00 p.m., February 17, 2023
- Interviews Held February 22-24, 2023
- Council to Award February 28, 2023

2. PROJECT DESCRIPTION

The City of Platteville is proposing to build a new fire station at the current OE Gray Learning Center building located at 155 W. Lewis Street, Platteville, WI 53818. The City of Platteville, WI is currently developing a new Fire Station that will replace the existing Fire Station located at 275 E Main Street, Platteville, WI 53818. In 2021 the City of Platteville received a Fire Department Comprehensive Analysis report which indicated the current OE Gray Learning Center Building at 155 W. Lewis Street, Platteville, WI 53818 as the most suitable location for an updated/new fire station. A space need analysis indicated an anticipated facility size between 28,000 to 32,000 square feet. The intent of the city is to retain a Construction Management at Risk firm to assist the city and the architectural/engineering firm Wendel/Five Bugles Design in managing bidding and construction of the project and to provide input on the design development, construction documents and specifications.

3. CONSTRUCTION MANAGEMENT AT RISK (CM@R) – Scope of Services

Contract Type: The contract for the project will be AIA A133-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.

The Platteville Fire Station project will require multiple bid packages, and some with complicated scheduling and coordination issues which are expected to benefit from the Construction Management method.

It is expected that communication will be maintained through regularly scheduled meetings with written meeting minutes to keep everyone apprised of the activities of the projects from early planning meetings to the final punch list item. Communication skills are essential since many of the materials in the planning and in the implementation, phases are funneled through two points of contact: the CM, manager of the construction team, and the Architect, manager of the design team. Both entities are hired as the City's agents and will endeavor as a team to guard the City's interests.

It is not intended that the CM team and the Architect partner but that they provide independent services to the City and thereby offer checks and balances in the interest of maximizing facility improvement funds while retaining buildings of high quality.

The approach to Construction Management services (CM) anticipated for this work include the following concepts:

- The CM offers a perspective on cost, quality, and value to provide the city with the best information possible in the development of building programs
- The CM acts as Owner's agent in the field and contractually during construction
- Allows the inclusion of smaller, local contractors since the project is broken down into numerous small projects
- Multiple bid packages can be implemented and managed
- Added experience helps identify lead time concerns and cost control methods during the design process
- The CM retains the primary responsibility on the budget and project delivery schedules during the implementation phases

More specifically, the scope of the service will include the following:

1. Assist in managing the overall planning and processes for the project.
2. Develop detailed cost estimates for all phases.
3. Track costs against budgets on a timely basis.
4. Assist and manage team meetings with the Owner and design team
5. Prepare a detailed project schedule, including sites and phasing.
6. Provide regular schedule updates.
7. Provide services to the City that include project advertising, securing bids, bid results analysis and recommendations on awards of contracts.
8. All scopes of work to be competitively bid out.

9. Provide comprehensive construction phase administration which would include on-going, full-time supervision, project management and inspection of work, review of shop drawings, preparation of change orders and contractor payment estimates, final inspections and submission of project completion reports.
10. Perform CM@R services as detailed in the A133– 2019 Contract.
11. Adhere to all requirements for bidding and contractual obligations that pertain to USDA Rural Development requirements.

The architect identified and selected for this work is: Wendel/Five Bugles Design, www.fivebuglesdesign.com, Main Contact: Laura Eysnogle, Project Manager/Architecture/Interior Designer, 715.832.4848 or 608.449.3182

4. SUBMISSION REQUIREMENTS

Interested firms shall submit 3 bound copies, 1 unbound copy or an electronic version of the submittal by 4:00 p.m., Friday, February 17, 2023, to the attention of Ryan Simmons, Fire Chief at 75 N. Bonson Street, Platteville, WI 53818. Questions shall be directed to Chief Ryan Simmons by phone at (608) 348-7826 or via email at firechief@platteville.org.

The submission shall include the following:

A. Cover Page:

- i. Identify the name of the project.
- ii. Company Name, Address, Phone & Fax Numbers, Contact Person, voice telephone, and e-mail address.

B. Business Organization and History

- i. Brief history of the firm, including listing of principal officers, corporate structure, and ownership type. Identify the number of years the firm has provided similar construction manager at risk services.
- ii. Identify other services your firm presently provides, besides construction management, under the name stated above or any other name. Identify construction services and/or other services, you provide as agency construction manager.

C. Team Identification

- i. Identify key staff, consultants, and positions for each of the phases proposed for this work. Include basic and brief resume' information focusing on project experience that enhances qualifications for this work.
- ii. Identify project availability during the work and any project conflicts based upon other work or project commitments.

D. Key Qualifications and Approach

i. Identify CM@R experience for fire stations and/or public safety facilities within the last ten years not to exceed five project examples. Please include the following information:

- a. Project type and location
- b. Square footage and cost
- c. Project delivery method
- d. Owner contact information

ii. Identify CM@R experience, if any, on projects that were funded in part by the State of Wisconsin or Federal Government through an appropriation process.

ii. Based upon your knowledge of the proposed work, describe why the City of Platteville should team with your firm for these projects. Key reasons may include some of the essential process items listed below in Part E.

iii. Briefly, how do you propose to administer this project.

E. Supplemental Information

i. Briefly, utilize this portion of the proposal to identify those “value-added” qualities, conditions, services, or attributes of your proposal that enhance or support the proposal document.

F. Cost Proposal

While price and fees are a factor, this is not a price competition. The City of Platteville’s selection will be based upon qualifications and experience with similar projects.

The cost proposal must include the following elements:

i. Please outline your firms not to exceed staff cost, not to exceed CM Fee expressed as a percentage or lump sum, and not to exceed reimbursable expenses expressed as a lump sum.

ii. Please note the number of hours you will allocate per week toward onsite supervision during the construction phase.

iii. Please separate the costs as stated in F.i. above into two phases; preconstruction/bidding services and construction/post construction services.

iv. In order to assist in comparing proposals, please fill out the attached Construction Manager at Risk Fee Summary

Please provide estimated fees and cost schedules and a sample completed AIA A133-2019 agreement with all applicable attachments in a separately marked envelope as part of the submittal package.

5. METHOD OF SELECTION

The city intends to retain the services of the firm evaluated to be best qualified to perform the work for the city, cost and other factors considered. The firm will be selected upon the basis of the information provided as requested in this proposal.

The review committee will undertake a preliminary review of all proposals submitted and shall determine which firms it will call for interviews. Follow-up with any or all firms submitting proposals may occur to gather additional information upon which to decide. Any other pertinent data generated by the city will be considered.

The City Council reserves the right to reject all proposals, in whole or in part, to waive any or all informalities, to disregard all non-conforming, non-responsive or conditional proposals, to request additional information from a proposer, or to expand the period for submitting proposals.

6. OTHER

Proposer understands and acknowledges that this proposal is subject Wisconsin Open Records Requirements. Proposals are private or nonpublic until they are opened by the city. Once the proposals are opened, the name of the proposer becomes public. All other data in a proposal are private or nonpublic data until the completion of the evaluation process. After the City has completed the evaluation process, all remaining data submitted by all proposers are public except for trade secret data as defined and classified in Wisconsin Statutes. Data always will be governed by the Wisconsin Open Records Requirements. Proposer agrees to maintain all data obtained by the City consistent with the requirements of Wisconsin Open Meeting laws. Proposer agrees to defend/indemnify the City from any claim, liability, damage or loss asserted against the City as a result of the Proposer's failure to comply with the requirements of Wisconsin Open Meetings laws.

Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the City to reimburse any individual or company for any costs incurred in preparing or submitting proposals, providing additional information when required by the City or for participating in any meetings or interviews.

CITY OF PLATTEVILLE FIRE STATION PROJECT NARRATIVE

In February of 2021, Five Bugles Design along with Public Administration Associates presented during a Common Council Work Session at the Broske Event Center a finalized Platteville Fire Department Operational Overview as well as a space needs analysis for a new City of Platteville Fire Station. The presentation provided several organizational recommendations about considering the needs of the Platteville Fire Department for the next 50 years. Within the Space Needs Analysis portion of the Fire Department Comprehensive Analysis the study projected the need for a facility of around 31,900 square feet. The study reviewed three locations, the current site of the fire station, OE Gray Learning Center, and the Platteville Armory.

Here is a breakdown of each of the sites from the study:

1. Current Fire Station

- 6 Apparatus nearly fills the site, 8 bays would completely take up the site.
- No room for Apparatus Support
- No drive-through capabilities
- No on-site parking
- Structure would be several stories to accommodate program needs.

2. Platteville Armory

- The site does have good access to Water Street
- Potential room for training on site
- 6 apparatus bays nearly fill the site, 8 bay would completely take up the site.
- Would require a three-story concept facility.
- Challenges with parking
- Challenges with pedestrian traffic
- No room for future growth
- Limited or no room for additional training spaces

3. OE Gray Learning Center

- Meets all program goals.
- Has additional space for a community room.
- Has space for additional training on site.
- Expressed existing facility will need to be razed due to age of building, decontamination.
- requirements, cost to retrofit plumbing, electrical, HVAC, load requirements would be cost prohibitive.

When the Council made the official motion to purchase OE Gray Community Learning Center located at 155 W. Lewis Street in June of 2021 it was with the understanding the Fire Department Comprehensive Analysis report completed in February of 2021 identified the property as a location for a new fire station with the possibility for the property to serve other recreational or civic uses.

In May of 2022, the Common Council authorized the approval of Five Bugles design to be the architectural firm to provide professional designs services which would include schematic design, design development, construction documents, and bidding and construction administration services for a new fire station to be located at the current location of the OE Gray Community Learning Center. One aspect of the design was to consider whether the fire station could have additional training/spaces for service-based

organizations. A Community Room space with a commercial kitchen has been proposed within the concept plan we will be discussing in more detail.

During the summer of 2022 City Staff have been working with Five Bugles Design on a concept plan for the new fire station. Wendel/Five Bugles Design presented the results of those efforts at the Tuesday, November 8 Council meeting, and provided an opportunity to garner feedback from Council Members, Staff, and the community regarding the proposed concept plan.

During the winter of 2023 City Staff have been working with Wendel/Five Bugles Design on the schematic design for the new fire station. It is anticipated the CMAR will review the finalized plan with staff and Wendel/Five Bugles Design before it is presented to the common council.

City of Platteville Fire Station Project **Construction Manager at Risk Fee Submittal**

February 17, 2023

Contract to be AIA 133-2019

Assumed Construction Budget \$13.5M

Note: Assumes a construction duration of 10 months when filling out this fee schedule, which does not include the preconstruction and estimating timeframe. The CMAR is to be engaged with the Owner and Design Team on or about March 3, 2023, for preconstruction and estimating services.

Preconstruction & Bidding Phase		10 Months		
Description	Quantity	Unit	Unit Cost	Total
Project Principal/Director	0	HRS	\$ -	\$ -
Senior Project Manager	0	HRS	\$ -	\$ -
Project Preconstruction Manager	0	HRS	\$ -	\$ -
Project Administrator	0	HRS	\$ -	\$ -
Project Engineer	0	HRS	\$ -	\$ -
Chief Estimator	0	HRS	\$ -	\$ -
Estimator	0	HRS	\$ -	\$ -
Project Scheduler	0	HRS	\$ -	\$ -
MEP Coordinator	0	HRS	\$ -	\$ -
BIM Specialist	0	HRS	\$ -	\$ -
Document Quality Control Team	0	HRS	\$ -	\$ -
Other	0	HRS	\$ -	\$ -
Subtotal Preconstruction & Bidding				\$ -

Project Reimbursable Expenses		10 Months		
Description	Quantity	Unit	Unit Cost	Total
Project Principal/Director	0	HRS	\$ -	\$ -
Senior Project Manager	0	HRS	\$ -	\$ -
Project Manager	0	HRS	\$ -	\$ -
Project Engineer/Assistant Project Manager	0	HRS	\$ -	\$ -
General Superintendent	0	HRS	\$ -	\$ -
Superintendent	0	HRS	\$ -	\$ -
Assistant Superintendent	0	HRS	\$ -	\$ -
Cost Estimator	0	HRS	\$ -	\$ -
Project Scheduler	0	HRS	\$ -	\$ -
MEP Coordinator	0	HRS	\$ -	\$ -
BIM Specialist	0	HRS	\$ -	\$ -
QAQC Director	0	HRS	\$ -	\$ -
Safety Director	0	HRS	\$ -	\$ -
Project Accountant	0	HRS	\$ -	\$ -
Project Assistant	0	HRS	\$ -	\$ -
Other	0	HRS	\$ -	\$ -
Subtotal Reimbursable Expenses				\$ -

GC's/Project Reimbursable Expense Costs***10 Months**

Description	Quantity	Unit	Unit Cost	Total
Project Management Software	0	MO	\$ -	\$ -
Cell Phone	0	MO	\$ -	\$ -
Printing	0	MO	\$ -	\$ -
Postage & Delivery	0	MO	\$ -	\$ -
Temporary Toilets	0	MO	\$ -	\$ -
Field Office Equipment	0	MO	\$ -	\$ -
Site Trailer	0	MO	\$ -	\$ -
Small Tools	0	MO	\$ -	\$ -
Internal Equipment	0	MO	\$ -	\$ -
Superintendent Truck	0	HRS	\$ -	\$ -
Progress Cleanup	0	HRS	\$ -	\$ -
Other	0	HRS	\$ -	\$ -
Subtotal General Conditions				\$ -

General Liability Insurance

General Liability Insurance	1	LS	0.000%	\$0
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Builder's Risk Insurance

Builder's Risk Insurance	1	LS	0.00%	\$0
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Construction Manager Fee

Proposed Construction Manager Fee	1	LS	0.00%	\$0
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Total Fee Including Preconstruction/Bidding, Project Reimbursable expenses, General Conditions, General Liability and Builder's Risk Insurance, and CM Fee				\$0.00
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**Expenses listed above reflect the total anticipated CMaR compensation, including any portion of the General Conditions that the CMaR expects to self-perform, and/or equipment that will be provided to the project by the CMaR.*



Addendum to RFP Documents

Date: 02/10/2023

Addendum: #01

Request for Proposal: Construction Management at Risk Services for Platteville Fire Station Construction Project

All Addenda can be found at the City of Platteville RFP website page at <https://www.platteville.org/rfps>.

Addendum No. 1- The following changes to the Request for Proposal and clarification are provided based on questions, received, and must be added/considered when completing your submittal. Acknowledgement of receipt of this **ADDENDUM** is required in the Statement of Proposal cover page. Please clearly note the addendum date and number.

1. Page 8 & 9 (Construction Manager At Risk Fee Submittal) shall be turned in only at the time of the interview by the shortlisted firms. After the interviews and the tentative selection of the CM is made, the CM submittals of pages 8 & 9 can be opened. At such time, the city will enter into an agreement with the chosen CM, or negotiate with the CM the terms that require negotiation to a successful conclusion as a condition of award.