

Council Action:	
Approved: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>
Date of Action: 12/10/18	
Verified by: <i>[Signature]</i>	

CITY COUNCIL ACTION MEMORANDUM

AM No. 18-47: Contract Award to Collins Construction in the amount of \$22,000 for the New Wasilla Police Station Pre-Construction Services.

Originator: Public Works Director
 Date: November 29, 2018

Agenda of: December 10, 2018

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	12/3/18
X	Police Chief	<i>[Signature]</i>	12/3/18
X	Finance Director	<i>[Signature]</i>	12-3-18
X	Deputy Administrator	<i>[Signature]</i>	12/3/18
X	City Clerk	<i>[Signature]</i>	11/29/18

Reviewed by Mayor Bert L. Cottle: *[Signature]* 12/3/2018

Fiscal Impact: yes **Funds Available:** yes \$22,000
Account name/number: New Police Station/110-4210-420.45-40
Attachments: RFP No. 1031-0-2018/AG (8 pages)

Summary Statement: This contract award is in response to the City's Request for Proposal No. 1031-0-2018/AG for Wasilla Police Station Construction Manager/General Contractor Services. Proposals were received from the following companies:

- | | | |
|---------------------------------|-----------------------|------------------------------|
| Axys, Inc. | F-E Contracting, Inc. | Roger Hickel Contracting |
| Collins Construction | Howdie, Inc. | Swalling General Contractors |
| Cornerstone General Contractors | Neeser Construction | Watterson Construction |

An evaluation committee reviewed and scored the nine proposals and advanced the three highest ranked proposals to an interview round of scoring that included; Collins Construction, Cornerstone General Contractors, and Neeser Construction. Collins Construction was determined to be the highest ranked respondent from the interview round of scoring. This contract award is for Pre-Construction phase services to assist McCool Carlson Green architects in the project design and provide actual project costing throughout the design phase as detailed in the RFP. This contract is intended to lead to a Guaranteed Maximum Price contract to construct the new police station, subject to City Council approval at a future council meeting.

Staff Recommendation: Adopt AM No.18-47.

REQUEST FOR PROPOSALS

RETURN PROPOSAL TO THE ISSUING OFFICE AT:

**City of Wasilla
Public Works Department
290 E. Herning Avenue
Wasilla, AK 99654**

**RFP No. 1031-0-2018/AG
COVER PAGE**

**RFP TITLE: Wasilla Police Station – Construction Manager/General Contractor Services
DATE RFP ISSUED: October 31, 2018**

**PROPOSALS MUST BE SUBMITTED TO THE PUBLIC WORKS DEPARTMENT AT THE ABOVE ADDRESS AND
MUST BE TIME AND DATE STAMPED PRIOR TO 4:00 PM ON November 21, 2018.**

IMPORTANT NOTICE: A company or individual that submits a proposal must be on the official City of Wasilla plan holders list which is maintained at: <http://www.demandstar.com>. Failure to be on the list will be cause for the proposal to be deemed non-responsive. In addition, any copies of this RFP, attachments, or addendums obtained from any source other than Demandstar or the City of Wasilla are not valid.

PROPOSER'S NOTICE: By signature on this form, the proposer certifies that:

- (1) the proposer has a valid City of Wasilla business license or will obtain one prior to award of any contract resulting from this RFP.
- (2) the proposer is complying with:
 - the laws of the State of Alaska;
 - the applicable portion of the Federal Civil Rights Act of 1964;
 - the Equal Employment Opportunity Act and the regulations issued thereunder by the State and Federal Government; and
- (3) the proposer has read, understands, and agrees to comply with the terms and conditions specified in this Request for Proposals.

If a proposer fails to comply with the notice above, the city may reject the proposal, terminate the contract, or consider the proposer in default.

COMPANY PROPOSING

FEDERAL TAX ID NUMBER

AUTHORIZING SIGNATURE

PRINTED NAME

DATE

EMAIL ADDRESS

TELEPHONE NUMBER

1) REQUEST FOR PROPOSAL

City of Wasilla is soliciting Request for Proposals (RFP) from interested, experienced and knowledgeable companies to provide Construction Manager/General Contractor (CM/GC) Services for a new Wasilla Police Station in Wasilla, Alaska.

This solicitation seeks a General Contractor to participate in the design process as a member of a team with the Owner, Architect, and other project consultants. The General Contractor should be skilled in developing schedules (design and construction), work plans, preparing construction estimates, performing value engineering & life-cycle costing, analyzing alternative designs, understanding labor conditions, construction methods and techniques, performing constructability reviews and sequencing of work. In addition, the General Contractor must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate viable pricing alternatives.

The selected company will establish a Guaranteed Maximum Price for Construction and construct the Project, assuming successful negotiations with the Owner. The General Contractor personnel participating in the pre-construction services may or may not be providing construction services. City of Wasilla intends to design and construct the work utilizing a CM/GC delivery process but reserves the right to execute some or all of the work using another delivery method.

2) COMMUNICATION AND DEADLINES

Questions regarding this project or RFP should be submitted in writing by email to: Archie Giddings, at agiddings@ci.wasilla.ak.us. Substantive issues will be addressed in a written addendum to the RFP. Questions related to this RFP are due no later than, 1:00 PM, AKST, November 16, 2018. City of Wasilla will only consider written e-mail questions submitted by respondents to Archie Giddings regarding the RFP. Oral requests, questions, or clarifications will not be considered. Questions received after the due date may not receive a response.

Proposals must be submitted to the Public Works Department at the above address and must be time and date stamped prior to 4:00 pm on November 21, 2018.

A pre-proposal conference with the owner for this RFP will not be held.

3) PROJECT INFORMATION

The City of Wasilla (City) requests proposals for CM/GC Services to design a new Police Station at 801 N. Wasilla-Fishhook Road, Wasilla Alaska, for construction beginning in the 2019 season. Design will include a fully functioning police station of approximately 20,000 square feet of office space that will also have a garage for police vehicles and storage for evidence with total project budget of \$12 million. Construction Budget will be established during the Design and CM/GC process.

The project will be delivered using the Construction Manager/General Contractor (CM/GC) delivery method. However, the City retains the right to use alternative delivery methods as

necessary. The Construction Manager/General Contractor will be included in the design process at approximately 35% design phase.

Project Schedule: Evaluation and selection of the CM/GC will occur in November 2018. The schematic design for the Police station will be completed concurrently in November 2018. The CM/GC will participate through the Design process and negotiate a GMP in Spring of 2019. Construction will begin Spring/Summer 2019. Construction completion is required before August 15, 2020.

4) REQUIRED SCOPE OF SERVICES

The services requested of the CM/GC contractor are anticipated to be provided in two phases. Some portion of these phases may overlap.

- Pre-Construction Services: Consultation to the City of Wasilla and its design team during the design documentation phases.
- Construction Services: Performance of the construction work as contracted.

1. Pre-Construction Services

- a) City of Wasilla will be using the AIA Contracts Document A133-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of Work Plus a Fee with a Guaranteed Maximum Price. Draft form is attached in the Appendix.
- b) Participate with the design team to advise, assist, and provide construction and constructability advice and recommendations in the design of the work.
- c) Advise the team on design concepts and schedules.
- d) Provide information, estimates, schemes, and advice. Advice will influence decisions on construction document sequencing, construction phases, and temporary access routes and detours.
- e) Develop information and advice regarding value engineering considerations. Provide information on construction materials, methods, systems, phasing, and costs to help provide the City of Wasilla with the highest quality facility consistent with the budget and design intent.
- f) Provide input regarding current construction industry practices, labor market, and material availability.
- g) Review in-progress design documents and advise with respect to completeness, clarity, construction feasibility, alternative materials/methods, and long-lead material procurements. Provide tangible feedback of information and recommendations to the design team (i.e. reports, charts, diagrams, etc.).
- h) Recommend a strategy that identifies the division of the work to facilitate bidding and award of trade contracts, considering such factors as the sequence of

construction, enhancing safety, minimizing disruption of existing facilities, improving or accelerating construction completion, and other related issues. This may include pre-purchasing and expediting long-lead materials in order to meet necessary delivery dates and avoid construction delays.

- i) Monitor and help refine the Project Design Schedule. Recommend adjustments to ensure project completion within approved construction schedule.
- j) CM/GC shall prepare construction cost estimates at 35%, 65% and 100% design completion milestones. Provide cost information on alternate design options. Help the City of Wasilla and design team aggressively manage the project costs. If the estimate exceeds the construction budget, make recommendations to reduce costs to within the budget. As the project progresses through Construction Drawings, the CM/GC shall continue to review the costs jointly with the design team, with the objective of maintaining the cost estimate within the budget through exploring alternatives and options. The Owner will continue to employ an independent Cost Consultant to review and participate in cost projections and determinations.
- k) Prepare a detailed Construction Schedule for monitoring progress and managing the work.
- l) Help establish procedures for expediting and processing all Shop Drawings, Submittals, Field Memos (FMs), Requests for Information (RFIs) and other documents.
- m) Prepare safety and quality control programs, including means of implementation.

2. Construction Services

- a) City of Wasilla will be using the AIA Contracts Document A201-2017 General Conditions of the Contract for Construction. Details of the contractual arrangements and specific scope of services will be negotiated but will generally follow the AIA Document. Draft form is attached in the Appendix.
- b) During the construction phase, the CM/GC is intended to act as the general contractor for the project, at the option of the City of Wasilla. As the design progresses, negotiations will be conducted to establish a Guaranteed Maximum Price (GMP) for the work. The negotiated GMP shall not be exceeded without approval by the City of Wasilla. Approval of the GMP will require that budget and schedule constraints are satisfied and that the GMP reconciles with the design team's independent cost estimate. If the City of Wasilla and the CM/GC cannot reconcile costs, the City of Wasilla reserves the right to terminate the CM/GC's services and procure the construction of the project with another procurement process, or take other action as they deem appropriate.
- c) The City of Wasilla project manager will review and approve the CM/GC's subcontractor list.

5) FORMAT, CONTENT & SELECTION CRITERIA:

The purpose of this RFP process is to identify the qualified company that is the most likely to lead the Project to a successful completion.

Proposals should address the selection criteria listed below. Submittals must adhere to the following requirements. Each submittal must have a cover letter signed by a company official authorized to represent the proposer. The entire proposal shall not exceed 20 pages, not including RFP cover page, cover letter, tabs, resumes of key staff and the sealed fee proposal. One page is defined as one side of a standard 8" x 11" sheet of paper, 10-point type minimum.

Pre-Construction Services Fee shall be submitted in a separate sealed envelope.

The RFP submittal should be organized to clearly address the following criteria which, among others, will be used in the selection process.

SELECTION CRITERIA:

1. Experience as a Constructor
 - a. Identify all of the construction projects performed by the proposer in the last 15 years where the proposer has acted as a constructor (either as a General Contractor or a Construction Manager). Describe your experience, providing details regarding your company's specific contractual roles and responsibilities also describe how this experience will benefit this project. Provide names, addresses and phone numbers of Owner and Architectural references on projects listed.
2. Company Experience with Alternative Project Delivery Methods
 - a. Provide a summary of projects completed in the last 15 years which are similar in size and complexity where your company worked with A/E teams in a non-traditional project delivery contract. For each project, list the project name, construction budget, construction period, the form of contract and the role your company played in the project, brief project description, the owner's name, owner contact and phone number, A/E company, A/E contact and phone number.
3. Approach to Pre-Construction Services
 - a. Provide a synopsis of your company's approach to the following pre-construction responsibilities; Design review and commentary, document coordination, constructability review and commentary, site logistics and permitting. Describe how your company approaches the preparation and packaging of subcontractor procurement. Describe your experience working on a team approach with the Owner, Architect and other consultants to achieve the best facility possible within the established

time frame and budget. Provide two specific examples of the pre-construction services scopes that your company has provided on recent projects. Describe the manner in which pricing and constructability services will be provided for work that you normally subcontract.

4. Project Estimating and Value Engineering

- a. Explain your method of estimating the costs of construction during the design process before design documents are complete. Describe your value engineering process and how you work with the design team to help reduce construction and life cycle facility costs.

5. Project Team and Key Personnel Experience

- a. Describe the proposed CM/GC team, including the specific roles and responsibilities of each member. An organization chart would be helpful. Identify the project team and highlight key personnel experience on CM/GC, value engineering, GMP and projects of similar type, complexity and size. Provide synopsis for the key personnel that will be assigned to this the project both for Pre-Construction Services and General Contractor for construction. For the CM/GC team, provide at least two owner and two A/E references.

6. Risk Management, Quality & Schedule Control, and Safety

- a. Provide a summary of your company's approach to risk management, quality, schedule control, and safety program. Include a description of the quality control organization, quality control plan, and the authority assigned to the different levels of quality control responsibility. Describe the processes your company uses to identify and resolve project quality issues as well as potential project risks. Include a description of your scheduling methods and controls to proactively manage the project. Also describe in detail your company's safety program and any enhancements you may undertake on this project.

7. Capacity

- a. Provide a summary of your annual construction volume (in dollars) for the past five years. Provide a summary of your company's current and anticipated workload during this project design and construction period. Include a description of projects, dollar values of construction for which you are responsible either as a prime or subcontractor, and bonding capacity available for the referenced period. Comment on any significant issues based on your review of the preliminary schedule as it relates to your capacity.

8. Pre-Construction Services Fee

- a. In a separate envelope, provide a lump sum fixed fee for Pre-Construction Services.

6) SUBMITTAL INSTRUCTIONS

To be considered, all Proposals must be delivered to the address above on the cover page, on or before the deadline, and in the number of copies required.

Submit one (1) original and four (4) copies of the Proposals, and in a separate envelope, the proposed lump sum fixed fee for Pre-Construction Services;

All in an opaque sealed envelope marked as follows:

REQUEST FOR PROPOSAL-WASILLA POLICE STATION CM/GC SERVICES DUE DATE:
November 21, 2018

Proposals shall include an executed RFP cover page. Proposals shall be received at the office of the Public Works Department until 4:00 pm on November 21, 2018.

Faxed and electronic proposals will not be accepted.

7) SCORING AND GENERAL NOTICES

A selection committee will evaluate the Proposals and make a recommendation to the Mayor and City Council based on the highest scored proposal.

Selection Criterion Scoring	Maximum Possible Points
Experience as a Constructor	20
Company Experience with Alternative Project Delivery Methods	15
Approach to Pre-Construction Services	10
Project Estimating and Value Engineering	10
Project Team and Key Personnel Experience	15
Risk Management, Quality & Schedule Control, and Safety	10
Capacity	10
Pre-Construction Services Fee	10
Total Possible Points	100

The maximum sum of the individual scores is 100 points.

Solely at the discretion of the City of Wasilla, interviews of the highest-ranking respondents may be requested. Interviewees will be scored based upon the quality and thoroughness of their interview responses. For the purposes of establishing new ranking, the scoring for the

written Proposals may be discarded and new rankings established based upon the interview responses.

The City of Wasilla intends to negotiate with the company submitting the highest scoring Proposal or, in the event that interviews are conducted, the best responding interviewee. Should negotiations not be successful, the City will negotiate with the second highest scoring or second-best responding company and so on.

The City of Wasilla reserves the right to reject or accept any or all Proposals, to waive irregularities or informalities in the statement, and to give particular attention to the qualifications of the Proposer. The City reserves the right to issue written addenda to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of the RFP. The City retains the right to cancel the RFP process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

A statement may be corrected or withdrawn by a written request received prior to the deadline for receipt of statements. All Proposals become part of the public record and no part of any statement may be confidential. All proposals and other material submitted become City property and may be returned only at the City's option.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

This RFP does not obligate the City or the selected proposer until a contract is signed and approved by all parties. The form of the contract will be reviewed and approved by all parties.

Appendix items:

- AIA Contracts Document A133-2009 Standard Form Agreement Between Owner and Construction Manager as Constructor (Sample)
- AIA Contracts Document A201-2017 General Conditions of the Contract for Construction (Sample)