

**Adams Central Community Schools**

**Request for Proposals for  
Construction Manager as Constructor Services**

**Project Location:** 222 West Washington St.  
Monroe, IN 446772

**Response Due Date:** Proposals are due in a sealed envelope clearly marked with, "Adams Central Community Schools – School Nurse Clinic Remodel/Renovation/Expansion Construction Project Manager as Constructor Services," by 2:00 p.m. (EST), March 14, 2023.

This Request for Proposals (RFP) is requested by Adams Central Community Schools for professional Construction Manager as Constructor ("CMc") services for the construction of the Adams Central **School Nurse Clinic Remodel/Renovation/Expansion Construction Project**. This RFP is to solicit interest from qualified firms to perform services for the above-mentioned project.

A response to this RFP is not a guarantee that the responding firm will be awarded a contract to perform CMc services, but only wishes to be considered for the project mentioned in this RFP.

Contact for questions regarding this RFQ: Joel Mahaffey  
Superintendent  
222 West Washington St  
Monroe, IN 46772  
(260) 692-6193  
mahaffey@accs.k12.in.us

**Submittal Requirements:**

1. Response to the RFP as outlined herein.
2. Five (5) copies of the response are to be submitted.
3. All submittals are to be made to the Superintendent's Office by 2:00 p.m. (EST), on March 14, 2023. Proposals received after this date and time will be returned unopened.
4. Responses shall be submitted to :  
Adams Central Community Schools  
c/o Superintendent, Joel Mahaffey  
222 West Washington Street  
Monroe, IN 46772

**Section 1: Project Information**

The Adams Central Community Schools Board seeks CMc services to assist in a project regarding the new School Nurse Clinic Remodel/Renovation/Expansion Construction Project

**Project Plan:**

- a. Will require some demolition and site clearing.
- b. Total site and utility development.
- c. Renovation and Remodel of existing of clinic areas.
- d. The new proposed **School Nurse Clinic Remodel/Renovation/Expansion Construction Project** is currently in development with detailed design projected to be completed by Design Collaborative.
- e. General Schedule: Construction of the new facility is expected to start in the spring/summer/and/or fall of 2023.

**Preliminary Schedule:**

The following is a preliminary schedule identifying major milestone dates.

2023	February	22	1st RFP Advertisement
	March	2	2nd RFP Advertisement
		14	Responses to RFP are due by 2:00 p.m. (local time)
		15	Interviews, if scheduled by the Owner

**CMc Project Scope:**

- a. The scope of work for the Construction Manager as Constructor will be to provide a detailed cost estimate to verify the project is within the School's construction budget of \$175,000.00.
- b. Provide other preconstruction services as identified in the AIA A133 CMc contract entered into by the parties.
- c. Upon entering into any GMP Amendment, provide the required construction services.

**Section 2: RFP Response Outline**

Address the following questions, in the order outlined below.

Name of Firm and Year Established: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website Address: \_\_\_\_\_

May provide an Informational letter or Executive Summary (maximum 2 pages.)

**1. Business Organization**

- A. Business structure: \_\_\_ Individual  
 \_\_\_ Partnership  
 \_\_\_ Corporation
- B. Number of years your firm has provided Construction Manager as Constructor services:
- C. List current or past projects (within 5 years) that your firm has provided public Construction Manager as Constructor (CMc) services in Indiana.
- D. Number of full-time employees in your organization:
- E. Provide the number of in-house staff in these categories:  
 \_\_\_\_\_ Administrative      \_\_\_\_\_ On-Site Superintendents  
 \_\_\_\_\_ Clerical/Finance      \_\_\_\_\_ Project Managers  
 \_\_\_\_\_ Clerical      \_\_\_\_\_ Registered Professional  
 \_\_\_\_\_ Estimators/Precon      \_\_\_\_\_ BIM/VDC  
 \_\_\_\_\_ Safety Managers      \_\_\_\_\_ Other (list)
- F. Provide a brief history of your firm.
- G. List principals/officers of the firm.

**2. Staffing**

- A. Provide a corporate organizational chart.
- B. Provide a proposed project team chart.
- C. Provide resumes of team members highlighting relevant project experience.

**3. Relevant Project Experience**

- A. List the relevant projects completed for which your firm served as a construction manager or general contractor within the last five years.
- B. List the relevant projects completed with architects and engineers as Construction Manager as Constructor. List any firms by name, contact person, and type of project.

**4. Project Approach**

- A. Briefly describe your project approach to Pre-Construction Services, including but not limited to: Estimating, Value Management and Bidding.
- B. What is your project approach to managing communications?

- C. How do you minimize interruptions to staff and students during the construction process?
- D. What is your approach to involving Adams Central Administration in the decision-making process?
- E. Based upon your knowledge of CMc project delivery, how would your team approach this project? Provide a short (one page) narrative explaining the approach that your firm has used successfully.
- F. Please describe your approach to contracting with minority, women and veteran business enterprises, and using good faith efforts to fulfill the state's goals for contracting with minority, women and business enterprises.
- G. Per IC-5-32, the CMc will be allowed to self-perform up to 20% of the total value of the project. Describe your firm's ability and intent to self-perform portions of the work.

**4. Project Schedule**

- A. Who in your company will be responsible for the construction schedule?
- B. Briefly describe your approach to schedule management during the construction phase of the project. What scheduling programs do you use?
- C. What strategies does your firm utilize to ensure sub-contractors adhere to the construction schedule?

**5. Fees**

- A. Preconstruction Phase Services: Pre-Construction phase services will be invoiced at hourly rates for the pre-construction services. In your response, please provide the hourly rates for each personnel providing pre-construction services.
- B. Construction Phase Services: Provide a fee percentage for overhead and profit that will be multiplied by the Cost of Work.

**6. References**

- A. Provide a list of at least three client references, with contact names and information, with whom your firm has worked within the past three years.
- B. Provide a list of three architectural partners with contact names and information, with whom your firm has worked on relevant projects within the past three years.

**7. Bonds & Insurance**

- A. Provide documentation from your surety or bonding agent regarding your firm's bonding capacity. The selected Construction Manager as Constructor will be required to provide a payment and performance bond in the amount of the Guaranteed Maximum Price.
- B. Provide a certificate of insurance showing your firm's insurance in compliance with the insurance requirements included in this RFP.

**8. Guaranteed Maximum Price (GMP)**

- A. Please describe your approach in establishing a GMP.

**9. Prequalification of Potential Bidders**

- A. Please identify whether you intend to seek the prequalification of potential first tier subcontractors and describe your recommendations regarding any such prequalification.

**10. General Items & Safety Qualifications**

- A. What is your current Experience Modification Rate (EMR) 3-year average? Please attach a copy of your most recent OSHA 300A log.
- B. What measures will you take to assure appropriate quality control of workmanship and materials for this project?

C. The contract between the Owner and the CMc (The "Agreement") for these services, 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 Work Plus a Fee with a Guaranteed Maximum Price (and Contract Time), and all associated or incorporated and documents including AIA A201-2017 General Conditions of the Agreement, and the Guaranteed Maximum Price and 2017 Contract Time Addendum to the Agreement, and any other amendments or changes to the Agreement. Provide a statement acknowledging your familiarity with this agreement and provide a list of 3 clients/projects where you have or are using this agreement.

**11. Please attach any additional information you wish to have considered.**

**Section 3: Additional Information**

1. The evaluation committee established by the Adams Central Community Schools Board will review the RFPs received, and will use the following criteria in that review:
  - a. General qualifications;
  - b. Relevant experience;
  - c. Project Approach;
  - d. Fee;
  - e. MBE/WBE/VBE participation, history and good faith efforts

2. The evaluation committee may select offerors to this RFP to meet with and interview. Those offerors that are selected for such interviews shall be given an equal opportunity to meet and communicate with the evaluation committee.

3. Should interviews take place, and after the conclusion of interviews, the evaluation committee will review information from the RFP and will use the following criteria for how the Construction Manager as Constructor will be selected:

- a. General qualifications;
- b. Relevant experience;
- c. Project Approach;
- d. Fee;
- e. MBE/WBE/VBE participation, history and good faith efforts;
- f. Interview

4. Adams Central intends to establish a GMP on this Project. Adams Central currently anticipates that the GMP will be established after bids have been received from the first-tier subcontractors and prior to construction commencing. The GMP will also identify the required date(s) of substantial completion of the Project.

5. Construction Manager as Constructor shall maintain the following minimum insurance:

- Commercial General Liability - \$1M per occurrence and \$2M in the aggregate
- Umbrella/excess insurance - \$5M
- Automobile Liability - \$1M per accident and \$2M in the aggregate
- Workers Compensation – statutory

6. ADAMS CENTRAL creates no obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a response. Neither this RFP nor the response shall be construed as a legal offer.

7. ADAMS CENTRAL assumes no responsibility or liability for any expenses incurred by the selected or prospective Construction Managers as Constructors, in connection with the preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this RFP.

We, the undersigned, understand that this document will become Exhibit 'A' of the Contract, if selected by the Owner, and we affirm, to the best of our knowledge, its accuracy.

Firm Representative: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Signature and Title \_\_\_\_\_ Date \_\_\_\_\_