

Request for Proposal – Project Management Services For Jefferson County Courthouse Annex, Rigby, Idaho



Prepared by:
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210 Courthouse Way, Rigby, ID 83442

SUMMARY OF KEY INFORMATION

RFP Title	The title of this RFP is: Project Management Services – Jefferson County Courthouse Annex
Contact Person	The Contact Person for this RFP is: Rebecca Squires, Exec. Asst. to the Commissioners Email: rsquires@co.jefferson.id.us Please direct all inquiries, in writing, to the above-named person. No telephone or fax enquiries, please.
Inquiries	Proponents are encouraged to submit enquiries no later than forty-eight (48) hours prior to submission time to the contact person.
Submission Time	Wednesday, November 23, 2016 at 5 p.m. Mountain Time
Submission Location	Jefferson County Courthouse 210 Courthouse Way, Ste. 130 Rigby, ID 83442 Attn: Rebecca Squires
Delivery Hours	Deliveries will be accepted at the Submission Location any time prior to 5 p.m.

Introduction

Jefferson County, Idaho, with its county seat at Rigby, seeks to design & build an annex building adjacent to the current courthouse at 210 Courthouse Way.

The purpose of this request for proposals (“RFP”) is to invite Proponents to prepare and submit proposals from project management experts for a Fixed Fee Project Management service based on the following criteria:



Section 1: General Scope of Project

1.1 Project Overview

It is anticipated that the building will be used to house the Departments of Probation and Prosecuting Attorney, but may also provide space to the Planning, Zoning & Building Department, Extension, and Food Bank.

Although not every office requires space in the annex building at the present time, it is anticipated that some of the building will consist of unfinished space that can be divided as needs occur over the next 20 years.

1.2 Project Methodology

Jefferson County wishes to engage a Project Manager to assist in the gathering of requirements for the annex building, interface with an architectural firm, and on-going management of costs and changes through the construction process.

It is expected that the project manager will participate in the development of cost estimates from inception to completion of the project, keeping the scope of the project within established budget parameters.

The development and updating of the project schedule will be carried out by the project manager from inception to completion of the project.

The project manager will provide updates and reports to the Jefferson County Board of Commissioners at each of its regularly scheduled meetings, normally the second and fourth Mondays of each month.

1.3 Construction Budget & Contract Price

The proposed budget for the Project is \$2 million, which includes all hard and soft costs attributable to the Project, including the project management fee.

1.4 Project Schedule & Construction Time

The overall period of performance should not be longer than 18 months from award of the General Construction Contract. The Contract Time shall be defined as the time of execution of the project management contract until satisfactory completion of building construction.

Section 2: General Project Management Services

2.1 Relationship of the Parties

The fundamental relationship of openness, trust and confidence between the project manager and the County is an inherent part of this RFP and the Project Management Agreement. The Project Manager shall covenant with the County to provide his/her skill and judgment in furthering and protecting the interests of the County during the execution of the Work. The Project Manager shall furnish services in accordance with the contract and accepted practices. The Project Manager shall perform Work consistent with the best interests of the County.

2.2 Scope of Services

The Project Manager shall provide services during the design, construction, and post-construction stages of the Project, within the Contract price and time outlined above, and shall include, but may not be limited to: requirements gathering and needs analysis; cost planning and forecasting; development of design options; scheduling; liaising with the construction contractor; initiating and controlling change orders or design changes; and filling other requirements of the Project as determined by the Board of Commissioners. (See Appendix D “Detail Scope of Work”.)

All bids, including subcontract bids, shall be solicited, opened, and awarded in accordance with the laws of the State of Idaho and Jefferson County Policy. Other expenditures shall be in accordance with law and County policy as well.

Section 3: Special Requirements

3.1 Form of Agreement

The Project Manager shall enter in to an agreement between the County and the Project Manager, yet to be developed. The proposal will form a part of the agreement, and the conditions of this RFP will be carried forward into the agreement. Upon execution of the agreement between the County and the Project Manager, the signed agreement shall supersede all other documents, including this RFP document.

The Project Manager shall not sub-contract any portion of the Work to other project managers or contractors without prior approval of the County. The County, at its sole discretion, may conclude the contract upon completion of each of the project phases. The Project Manager will receive payment for services performed and approved by the County up to that phase. The County's commitment would end without additional penalty or fee.

3.2 Governing Law

The Contract will be governed by the laws of the State of Idaho.

3.3 Fee for Service

The Project Management fee shall be quoted as a fixed amount and included in the fee form. The fixed fee shall be total compensation for personnel, systems, overhead and profit. The successful Project Manager shall provide a further breakdown of the fee for the Project indicating the proportional value of the Project Management Fee for pre-construction, construction, and post-construction phases of the Project.

3.4 Schedule of Payments

Monthly progress payments shall be made to the Project Manager based upon the actual progress of the Work. A schedule of payments will be agreed upon after award of the Contract.

Section 4: Inquiries and Submission

4.1 Proposal Inquiries

Any requests for clarifications or inquiries must be submitted in writing to Rebecca Squires, Executive Assistant to the Commissioners via e-mail only to rsquires@co.jefferson.id.us. Please reference the project name in the subject line.

Information obtained from any other source is not official and should not be relied on. A written response will be provided for questions received up to forty-eight (48) hours prior to the closing time for the Proposal submission. The County is not liable for any oral information

provided to any proponent. Responses to clarification requests will be provided to all interested parties.

Any and all changes to the RFP required before the proposal closing will be issued in the form of a written Addendum. If Addenda are issued, the Proponents must acknowledge their receipt in the appropriate section of the Addenda Form. The County will assume no responsibility for oral instructions or suggestions.

4.2 Submission Requirements

The County reserves the right, in its sole discretion, to change the dates or deadlines or to reject any or all of the proposals or to change the limits and scope or to cancel this proposal call, without incurring any cost or liability incurred by proponents.

No proponent shall modify or revise its Proposal Submission during or after the selection process without the approval of the County.

The evaluation committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration.

In submitting a proposal, the Proponents acknowledge and agree that the County will not be responsible for any costs, expenses, losses, damages or liability incurred by the proponent as a result of or arising out of submitting a proposal and for subsequent negotiations with the County, if any, or due to the County's acceptance or non-acceptance of its proposal.

The Proposal Submission should include all requirements listed in Appendix A. The Proposal Submission shall include the Project Management Fixed Fee or the Proposal Submission may be rejected.

4.3 Submission

Four (4) bound and signed and one (1) electronic proposals, to be delivered to the address below. It is MANDATORY that the submission be received no later than:

5 p.m. Wednesday, November 23, 2016

Mountain Standard Time

All proposals should be clearly addressed as follows:

PROPOSAL FOR PROJECT MANAGEMENT SERVICES

JEFFERSON COUNTY COURTHOUSE ANNEX

Attention: Rebecca Squires

Jefferson County

210 Courthouse Way, Ste. 130

Rigby, ID 83442

It is the responsibility of each interested party to deliver its proposal prior to close, to the address indicated above. Proposals received after this time will not be accepted. Faxed or e-mailed proposals are not acceptable.

Estimated Timeline:

Event	Timeline
Issue RFP	October 28, 2016
Receive Submission of Proposals	November 23, 2016
Proponent Interviews	November 28 – 30, 2016
Award Contract	December 12, 2016

Section 5: Proposal Acceptance

5.1 Proposal Acceptance

Proposals shall be open to acceptance by the County until:

1. The successful applicant has entered into a contract with the County for performance of the Work; or
2. 30 days after the specified proposal closing time, whichever occurs first.

This RFP should not be construed as an agreement to purchase goods or services. The County is not bound to enter into a Contract with the Proponent who submits the lowest-priced proposal, or with any Proponent. The County reserves the right to accept the Proposal which it deems most advantageous to itself, and, the right to reject any or all Proposals, in each case without giving any notice. The County will be under no obligation to receive further information from any Proponent.

5.2 Eligibility

Proposals will not be evaluated if the Proponent's current or past interests may, in the opinion of the County, give rise to a conflict of interest in connection with this project.

5.3 Award Notification

All proponents will be contacted, via e-mail, letter, or phone regarding the status of their proposals, whether successful or not.

Section 6: Additional Conditions

6.1 Liability for Errors

While the County has used efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the County, nor is it necessarily comprehensive or exhaustive.

6.2 Modification of Terms

The County reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent, without cost to the County and without obligation on the part of the County to acquire or purchase any or all of the services included in the proposals.

Appendix A – Proposal Submission Requirements

It is strongly recommended that the proposal be structured in the following sequence and submitted in the format outlined.

Section 1 – Executive Summary

1. Contact information, including name, address, e-mail address, and phone number.
2. Experience in project management, including:
 - i. Project Name
 - ii. Client
 - iii. Project Budget and Scope of Work
 - iv. Level of Involvement
 - v. Duration
3. Workload capacity, including a brief summary of current project workload.
4. References, including the name and telephone and/or e-mail addresses of at least two clients associated with projects of a similar nature.

Section 2 – Methodology and Approach

1. Describe your approach to the project. What tasks would you complete? How will you represent the interests of the County with the design firm and general contractor? What is your methodology in controlling costs and managing change orders? What is your role in developing and maintaining a project schedule?
2. Describe your quality control procedures and operations, including techniques for maintaining workmanship and material quality control.

Section 3 – Fees

1. The proposal submission shall include a Fixed Fee, as required in Appendix “B”.
2. Signature

Options and Alternatives

1. Submissions may contain creative options and/or alternatives other than those outlined in the RFP. Such options/alternatives must be clearly identified and appended to the main proposal submission, and any associated costs must be separately identified and excluded from the Fixed Fee. The County reserves the right to accept or reject any or all such options/alternatives. The project manager’s submission will not be jeopardized by inclusion of such options/alternatives.
2. Other pertinent information. Provide other information as deemed necessary.

Appendix B - Fixed Fee Proposal Form

1.0 PROJECT MANAGEMENT FIXED FEE

1.1 I, _____, having examined the Documents for the project, including Addendum Number(s) _____, agree to perform obligations under the Contract Documents at the TOTAL Project Management Fixed Fee of

\$ _____

Allocated as follows:

1.1.1 For services performed during the Pre-Construction Phase, estimated at _____ hours per week, a fixed fee of \$ _____, payable at the rate of \$ _____ per month.

1.1.2 For services performed during the Construction Phase, estimated at _____ hours per week, a fixed fee of \$ _____, payable at the rate of \$ _____ per month.

1.1.3 For services performed during the Post - Construction Phase, estimated at _____ hours per week, a fixed fee of \$ _____, payable at the rate of \$ _____ per month.

Submitted on this _____ day of _____, 2016 by:

Name: _____

Signature: _____

Appendix C: Selection Process and Criteria for Award

1.0 Evaluation Process

The project manager will be selected through a two-stage process that includes:

- 1 – Request for Proposal
- 2 – Interview, if required

Stage 1:

Submissions in response to the RFP will be submitted to the County by interested project managers for review and evaluation.

Stage 2:

The selection committee will review the Proposals submitted, determine the overall scores and ratings, and develop a short list of prospective project managers based on the evaluation ratings. The selection committee may interview the short-listed applicants. Final selection will be made by the Jefferson County Board of Commissioners.

2.0 Evaluation Criteria

2.1 The proposal will receive a weighted evaluation based on the following:

- | | |
|---|----------------------|
| - Experience, Certification, and References | Maximum of 45 points |
| - Methodology and Approach | Maximum of 25 points |
| - Professional Compensation | Maximum of 30 points |

2.2 Interviews will be evaluated on criteria yet to be determined.

Appendix D: Detail Scope of Work

The following General Responsibilities are provided as a guideline for proponents and is not meant to be an exhaustive list to be solely relied upon for the preparation of a proposal.

General Responsibilities

1. Define the requirements of the project, including scope, quality, overall budget and schedule of work.
2. Establish a protocol for all communication issues throughout the project.
3. Prepare project policies and procedures to be distributed to all team members.
4. Advise and assist the County in respect of approval process with statutory authorities and procurement of requisite permits.
5. Prequalify, recommend, select and negotiate contracts with consultants, contractors, vendors and suppliers on behalf of the County.
6. Manage the design for conformity with the agreed project requirements and budget, and administer design changes.
7. Provide project status reports and updates and support the Board at committee meetings, if required.
8. Project Cost Control and Tracking
9. Identify and document dates when user requirements and decisions or approval by the County are required and advise the County of the effect on the project of delayed decisions or approvals.
10. Identify to the County the impact (time, quality, and cost) of proposed changes, so that the Board may make informed decisions whether or not to proceed with the proposed changes.
11. Work with consultants to coordinate procurement, expediting and quality control of all required materials, equipment and services, including those supplied by the County.
12. Work with consultants to insure construction proceeds on time, including prequalification, contract negotiation, contract administration, and expediting as appropriate.
13. Manage construction implementation for conformity with the approved design, including detailed scheduling and coordination, management of inspection, administration of construction changes, approvals of progress claims, completion certificated, management of deficiency and warranty work, commissioning, operating manuals and record documentation.
14. Provide an onsite presence during all phases.
15. Conduct a “walk through” and issue a final deficiency report during each phase.
16. Assist project architect to conduct detailed meetings and interviews with department heads and other stakeholders.
17. Coordinate resolution of questions that arise during the bidding period and issue addenda as required.
18. Attend bid openings, prepare analysis, assemble and distribute results.

19. Arrange and attend regular site meetings to monitor construction and ensure that all issues are addressed promptly.
20. Manage all changes to the scope of project through the change notice/change order process. Review and approve submitted costs and track against both approved project budget and timeline.
21. Establish quality assurance program.
22. Receive applications for payment and process payment certificates for approval.
23. Upon Substantial Completion, in association with architect/engineer, prepare a detailed deficiency list, and ensure that deficiencies are completed in a timely manner.
24. Facilitate procurement of occupancy permit.
25. Assemble and review all necessary project close-out information, including as-built drawings, operations manuals, warranties, etc.
26. Advise on timing of final payment and release of holdback monies.