



**City of Lafayette**  
Request for Proposal  
*Construction Manager as Constructor (CMc) Services*  
*for a New Municipal Building*  
Lafayette, IN

**02/27/2020**

**Introduction/Background**

The City of Lafayette Redevelopment Commission (the “City”) is soliciting proposals from Construction Managers as Constructors (CMcs) for the redevelopment of the City-owned 6<sup>th</sup> Street surface parking lot site – See Exhibit A. The Site represents an opportunity to provide a new police station and parking garage to accommodate parking for police, general city staff, and also visitor/public parking.

**Project Description**

In 2017, the City engaged RQAW to provide a Police Department Feasibility Study, which was received in February 2018 (Exhibit B). The Police Training Center is excluded from this initial project and is assumed to remain in its current building. The architectural space programming and space standards from the Study will be used as the basis for the proposed Police Station; however, because the study is 2-years old, all assumptions from that study will be validated by the Architect/Engineer.

Currently, an easement exists on the city owned property (Exhibit A) for an underground storm sewer (Pearl River). This storm sewer will be re-routed and abandoned outside of the subject area and surrounding properties. Construction of this separate project is expected to be complete by the spring of 2021 and is excluded from this CMc scope of work.

At this time, the City anticipates bond funding, supported by both TIF and a recently approved local Public Safety Local Income Tax. The Construction Delivery Method is expected to be Construction Manager as Constructor (CMc) (Indiana Code Section 5-32-2-5).

The City wishes to engage a CMc to complete the following scope of work for this project, estimated at approximately \$40M total project budget (assumes a \$34,000,000 hard construction cost):

**Specific Building / Site Guidelines:**

- Parking Garage: To accommodate 500-600 spaces dedicated to city staff, police vehicles (including Sally port), and public
- Overhead bridge connector to City Hall: The overhead bridge to City Hall is expected to be enclosed and conditioned with both heating and air conditioning. The City Hall SE stair tower was designed to accommodate a future bridge connection. There is no intention to do any significant renovation of City Hall to accommodate the bridge.
- Police Station: size and programming details per RQAW Study (Exhibit B) with the exclusion of a Training Center. A Training Center will not be developed at this site.
- Maximum height: 100' or 10 stories per current zoning. Planned Unit Development or variance may support a higher structure.
- Design with Park Smart principles, however, final certification may not be sought.
- Police Station would likely face Columbia St.
- Site Description
  - The Site is located within the downtown Arts & Market District.
  - The Site is currently zoned Central Business (CB).
  - The Site is in a Tax Increment Financing (TIF) area (Consolidated Creasy/Central).
  - The Site is in an Opportunity Zone.
  - The City completed an ALTA/NSPS Land Title Survey, as well as a Phase I and Phase II Environmental Site Assessment last year and are included as Exhibits to this RFP.
- All project approvals are through the Lafayette Redevelopment Commission. Neither Area Plan Commission nor Historic Preservation Commission approval is anticipated.
- The Architect/Engineering design team is expected to be selected in March 2020. They will initially begin a conceptual design phase, including the following scope of work:
  - Validate Space Program
  - Project Narrative
  - Technical Site Plan, including site utilities, hard and soft surfaces, traffic
  - Rendered Site Plan
  - Floor plans (all floors)
  - Exterior Building Elevations
  - Building Section (one)
  - MEP/T (Mechanical, Electrical, Plumbing, and Technology) Narrative
  - Parking Controls Plan and Narrative
  - Potential art opportunities
  - 3-D Revit model and two rendered images
  - Probable Cost Estimate and Schedule
  - Community Engagement – participate in at least 2 outreach events



## **CMc Scope of Work**

Provide all standard CMc services outlined in a typical Owner/Construction Manager as Constructor A133-2009 Contract. If additional services are anticipated by your team, please outline them in your proposal, as well as associated costs. The selected CMc will be required to furnish an agreement including the City of Lafayette's standard contract terms. In the Proposer's response, each Proposer must affirm their ability to meet these terms shall be acknowledged in their proposal.

The City of Lafayette intends to establish a Guaranteed Maximum Price through the CMc contract. The intent is to establish a GMP at the earliest date possible. In no case shall this be later than after bids have been received from first-tier subcontractors and prior to construction commencing. The GMP will also identify a detailed construction schedule and the required date of substantial completion.

The Redevelopment Commission has established a 10 percent goal for XBE participation, including all minority, women, and veteran owned businesses. Companies certified as minority/women/veteran owned businesses by the City of Indianapolis or the Indiana Department of Transportation will be considered eligible for meeting this goal.

## **Schedule**

CMc RFP issued	February 27, 2020
Final Questions due	March 13, 2020
Proposals Due	March 26, 2020 by 10:45 a.m. (Redevelopment Commission meeting)
Shortlist Announced	On or after April 3, 2020
Interviews	April 15, 2020
CMc Award Target	April 23, 2020 (Redevelopment Commission meeting)
Design/Bidding Phase	Spring 2020 – Spring 2021
Construction Begins	Spring – Summer 2021

Pre-proposal walkthrough: a walkthrough is not planned since the site is physically visible from the public street.

## **Submission Requirements**

Proposer shall submit twelve (12) paper copies of their response along with one electronic version via flash drive. Emailed submissions will not be accepted. The response submittal must be received no later than the date and time listed above. Please seal all submittal documents in a separate envelope or box labeled as follows:

City of Lafayette  
Municipal Building (6<sup>th</sup> Street Lot Redevelopment) Proposal for CMc Services  
Attn: Dennis H. Carson, Director of Economic Development  
515 Columbia Street  
Lafayette IN 47901



The submittal shall include the following components, submitted in this order. The total submission shall not exceed 22 pages (including cover letter and cover page, excluding tabs). All responses must be submitted in 8 1/2" x 11" format, paginated, tabbed with the section titles listed below, bound with spiral binding and printed double sided.

To qualify for consideration of this proposal, one or more members or Proposer must be Indiana based. Additionally, the City of Lafayette reserves the right to reject any or all responses and to waive any informalities or irregularities in any of the responses.

Submitted Responses to Request for Proposal should include the following items:

1. Cover Sheet (Page 1)
2. Cover Letter (Page 2)
3. Section 1 – Company description (Pages 3-6)
  - a. Organization Chart identifying all team members and roles
    - i. Identify the main point of contact for the duration of the project
    - ii. Identify each team members' office location (by each team member)
  - b. Provide key resume highlights for each key team member
  - c. Please provide a brief history of the Proposer's company, including number of years in business and identify all previous business names.
  - d. What is the current capacity of the Proposer's and team members to complete this project in a timely manner?
4. Section 2 – Project experience and references (Pages 7-12)
  - a. Please describe your team's experience constructing and managing successful CMc projects (completed and in progress) and quantify and list size of the projects your team has constructed under the CMc construction delivery method. Please be specific on the CMc of record for each.
  - b. Does your team typically self-perform any of the construction work? If yes, please provide details.
  - c. Please share three similar projects of scope and complexity and identify if they were constructed as CMc. Projects should be completed within the last five-ten years; including the following information for each project:
    - i. Name and location of the project.
    - ii. Contact person and telephone number at the completed facility.
    - iii. Company name, contact person, and telephone number of the architect of record.
    - iv. General scope of the project and names of the individuals involved with this project.
    - v. Approximate total project budget, construction budget and schedule.

- vi. Was this project completed within the Owner's total project budget, without factoring in Owner-requested changes and unforeseen conditions? If no, please provide details.
    - d. What are your communications methods with the Owner and identify frequency?
    - e. MBE, WBE and VBE Participation (XBE Participation)
      - i. Proposer should provide a summary of the Proposer's history of contracting with or hiring minority, women and veteran owned business enterprises; and
      - ii. Proposer should provide a summary of good faith efforts to fulfill goals for contracting with or hiring minority, women and veteran business enterprises
- 5. Section 3 - Bidding & Construction (Pages 13-16)
  - a. Bidding:
    - i. When does Proposer establish a GMP for this type of project? If you use different levels for different projects, please identify how often you use each one. Please share why you may prefer one-time frame over another and what's the benefit to the Owner.
      - 1. Upon completion of Design Development
      - 2. At 50% Construction Documents
      - 3. Upon completion of Construction Documents.
    - ii. What safeguards do you utilize to prevent scope gaps between the bid packages?
  - b. Construction Processes:
    - i. Please describe your construction and management approach and how Proposer manages the budget, schedule, quality and safety on a project.
    - ii. What are your biggest concerns about completing this project?
    - iii. Please provide a description of the project management software
    - iv. Based on your experience with similar projects, please share Proposer's initial thoughts on schedule for this project.
- 6. Section 4 - Insurance, Claims, & Safety (Pages 17-18)
  - a. Claims:
    - i. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against the Proposer or its officers? If yes, please provide details.
    - ii. Please identify all judgments, claims, arbitration proceedings or suits pending against any of the submitting companies of your proposal.
  - b. Safety:
    - i. Please provide a report listing the number of recordable incidents and lost day incidents the Proposer has experienced over the past three years.
    - ii. Please list the Proposer's current experience modification rate ("EMR"), as well as the rate over the past three years.
  - c. Insurance:



- i. Please list your liability insurance and bonding company name and coverage limits. Please confirm your current limits are in compliance with the City's insurance requirements listed below.
- ii. Bonding:
  1. Provide documentation from your surety or bonding agent regarding the Proposer'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.
- iii. Certificate of Insurance Requirements:
  1. Construction Manager as Constructor shall maintain the following minimum insurance: Commercial General Liability (Occurrence Form)
    - a. Each Occurrence \$1,000,000
    - b. Products/ Completed Operations Aggregate \$3,000,000
    - c. General Aggregate (other than Prod/ Comp Ops Liability) \$3,000,000
    - d. Personal & Advertising Injury Liability \$1,000,000
    - e. CMc to purchase and maintain general liability and other insurance as specified and to cause The City of Lafayette, Indiana and Owner's Representative to be listed as Additional Insured with respect to such liability and other insurance purchased by CMc for Project.
    - f. Contractor's Professional Errors & Omissions
      - i. CMc shall carry Contractor's Professional Errors and omissions with a limit of \$1,000,000
    - g. Automobile Liability
      - i. Combined Single Limit \$1,000,000
    - h. Workers Compensation and Employer's Liability
      - i. Workers Compensation State Statutory Limits
      - ii. Employer's Liability
      - iii. Bodily Injury by Accident \$500,000 Each Accident
      - iv. Bodily Injury by Disease \$500,000 Policy Limit
      - v. Bodily Injury by Disease \$ 500,000 Each Employee
    - i. Umbrella Liability: Each Occurrence and Aggregate \$4,000,000 CMc to purchase and maintain general liability and other insurance as specified and to cause The City of Lafayette, Indiana and Owner's Representative to be listed as Additional Insured with respect to such liability and other insurance purchased by CMc for Project.
    - j. All coverages must be placed with an insurance company with an A.M. Best rating of A (Financial Size Category of VII or better).



7. Section 5 - Guaranteed maximum price (Pages 19-22)

- a. Fee: For the development of your proposed fee, please use an anticipated hard construction cost of \$34,000,000. An assumed breakdown: Garage: 40% or \$13,600,000. Police: 60% or \$20,400,000.
  - i. Provide your proposed fee percentage for construction phase services.
  - ii. Provide your proposed lump sum fee for pre-construction services.
- b. General Conditions
  - i. Identify the anticipated monthly general conditions cost.
  - ii. Identify specific line items proposed to be included in the general conditions (cost of each is not required)
  - iii. Describe how you would staff this project, through the Pre-Construction Phase and Construction Phases. Be specific in the types and quantities of people with anticipated hours per person per phase.
- c. Other:
  - i. How would the Proposer participate in cost savings? If any.
  - ii. Identify type and cost of any additional services proposed

**Selection Process**

The evaluation committee, in consultation with the City’s independent advisors, will review responses and may invite shortlisted teams for an in-person interview. The interviews will last 45-60 minutes and will consist of an opportunity to present your proposal followed by a question and answer discussion. At the interview, the City expects to meet with the actual team assigned to the project, including the project manager. After the interviews, the evaluation committee will review all information received and forward a recommendation to the Redevelopment Commission for formal action.

The evaluation committee reserves the right to meet and confer with one another and advisors for the Project as part of its evaluation process. All offerors are restricted from contacting the Committee during the selection process. The selection process will be facilitated by Deb Kunce, Managing Principal, CORE Planning Strategies. All Questions and Clarifications should be directed by phone or in writing to Deb Kunce, 317-447-5531 or [deb@coreplanningstrategies.com](mailto:deb@coreplanningstrategies.com)

The evaluation committee will consist of the individuals listed below (at a minimum):



Tony Roswarski, Mayor  
Patrick Flannelly, Chief of Police  
Brad Bishop, Deputy Chief of Police  
Tim Clary, Controller  
Jeremy Diehl, Deputy Controller  
Jeromy Grenard, City Engineer  
Jacque Chosnek/Ed Chosnek, City Attorneys  
Dennis Carson, Economic Development Director  
John Collier, Assistant Economic Development Director

The evaluation criteria for the project is as follows:

Evaluation Criteria	Maximum Points
General Experience and Qualifications	15
CMc Experience & Specific Experience of the Team	30
GMP and Construction Approach	20
MBE, WBE and VBE Participation, History and Good Faith Efforts	10
Compliance with RFP	5
Fees	20
TOTAL	100

### Exhibits

- A. Site Map (attached)
- B. Police Department Feasibility Study (RQAW)
- C. ALTA/NSPS Survey
- D. Phase I Environmental Site Assessment (IWM)
- E. Limited Phase II EAS Report

Exhibits B – E can be found in the link below.

<http://lafayette.in.gov/DocumentCenter/Index/619>

Exhibit A – SITE MAP

Exhibit A



Lafayette, IN

■ Lafayette Redevelopment Authority