

## **Request for Proposals - Construction Management Services**

**State College Area School District  
May 19, 2009**

Provide the information to the school district by responding to the following points, in the order stated below. Provide three (3) hard copies of the submitted materials, along with an electronic copy (preferably in .pdf format). The deadline for submission is June 9, 2009.

### **Introductory Scope:**

In July of 2008, the State College Area School District employed DeJong, Inc. to complete a District Wide Facilities Master Plan (more information, including the entire plan is available through the District web-site - SCASD.ORG). On April 20, 2009 the Board of School Directors received preliminary plan recommendations from the Steering Committee. In an effort to break ground on a project during the summer of 2010, an RFP for construction management services has been issued for the anticipated Phase 1 projects. The completed DWFMP is scheduled for final adoption in June of 2009.

As a result of the Steering Committee recommendations, the Board of School Directors has accepted the following recommendation from the CAC for Facilities as the Phase 1 projects:

- Consolidate the Boalsburg and Panorama Village Elementary schools in a New Elementary School at the Panorama Village site
- Replace the current Ferguson Township Elementary School through a combination Renovation/New Construction project
- Gray's Woods Elementary School Addition

Planning will begin on all projects simultaneously, with ground breaking targeted for the summer of 2010 and completion anticipated for August 2011 occupancy, the design intent will include the following objectives:

-Maintain the existing Panorama Village Elementary School

-Phase the Ferguson Project to maintain the students on site

If, through schematic design, it is determined that the Ferguson project cannot be phased in such a manner to allow for student occupancy during construction, it will be delayed 1 year. At this point, the new school at Panorama would be completed and the Ferguson students could then attend either the new school or a combination of the existing Boalsburg Elementary and Panorama Village Elementary buildings during construction at the Ferguson site.

This district plans on appointing an architect for these projects on June 8 and beginning the design process immediately thereafter.

**Request for Proposal:**

1) Please describe your approach to Value Engineering and provide a specific project as an example, including reports provided and a summary of the findings that were implemented as well as those rejected.

2) Please describe your strategies for managing change orders and provide a specific project as an example, including reports provided to the owner and a summary of the budget impact.

3) Fee: All fees will be stated as “fixed fees” rather than percentages. The district plans on utilizing AIA document B801/CMA as a basis for the final, negotiated contract. The district also has its own 30/60/90% review process (attached), which will be incorporated into the final contract. Included with the fixed fee should be all costs associated with a project cost estimate, value engineering, and a constructability report at each of the three above-mentioned reviews. During pre-construction, the Construction Manager will be a full participant in the integrated design process and be expected to attend all meetings to achieve this requirement. Development of a phasing plan will be part of this responsibility. During the Construction phase, the Construction Manager will lead and document bi-weekly project and phasing meetings for all 3 projects. Additionally, a full-time staff member, at a minimum, will be

allocated for both the Ferguson Township and Panorama Village projects, to provide on-site supervision. On-site staffing for the Gray's Woods project will be limited to general over-site, will vary depending on the stage of the project, and can be combined with the duties of staff members assigned to the other 2 projects. Finally, adequate participation in project closeout, punch list development, and commissioning will be expected. For the purposes of this fee, do not include the costs of the commissioning agent. No support for the Construction Manager in terms of job trailer or office supplies, services, and equipment will be provided for in the general bid contracts, so these costs must be reflected in the fixed fee as well.

**A) Panorama Village Elementary School: SCOPE-** Build 1, new, 400 Student, Elementary School on the Panorama Village/Mount Nittany Middle School site, while maintaining the existing building. The facility will be approximately 55,000 ft<sup>2</sup> and include: 18 - 900 ft<sup>2</sup> classrooms, 1- 5,000 ft<sup>2</sup> All Purpose Room, a full service kitchen, 1- 2,000 ft<sup>2</sup> library, 1 art room, 1 full size music room, 1 instrumental music space, 3 - 1,000 ft<sup>2</sup> Kindergarten rooms, 3 Small Group Instruction rooms, and administrative offices. While the building will be designed for 400 students, it should be situated on the site and built in such a manner as to allow for expansion to 500 students at a later date, the district is also considering bidding a dedicated cafeteria as an add alternate; the cost for this should be included in the fixed fee. LEED silver certification will be sought for the building. Total Project Cost is budgeted at a maximum of \$12.6 million. *\*these figures are estimates to be used for fee determination, final details of the building will be agreed upon during schematic design.*

A.1) Please indicate your fixed fee for this project. The fee will be all-inclusive for services from schematic development through project closeout. (including attendance at meetings of the CAC for Facilities, approving authorities, and the Board of School Directors)

A.2) Please list the number of meetings included in the above price and the cost for any additional meetings.

A.3) List any additional services or costs that could be incurred, including reimbursable expenses and include a fee schedule. (all indirect costs will be billed 1X, that is, no mark-up).

**B) Ferguson Township Elementary School: SCOPE-** Build 1 new, 400 Student, Elementary School on the current site. To the extent possible, without comprising the project, elements should be maintained that would retain the historical appearance. The project intent is to construct this project while maintaining the current student population on site. The facility will be approximately 55,000 ft<sup>2</sup> and include: 18 - 900 ft<sup>2</sup> classrooms, 1- 5,000 ft<sup>2</sup> All Purpose Room, a full service kitchen, 1- 2,000 ft<sup>2</sup> library, 1 art room, 1 full size music room, 1 instrumental music room, 3 - 1,000 ft<sup>2</sup> Kindergarten rooms, 3 Small Group Instruction rooms, and administrative offices. While the building will be designed for 400 students, it should be situated on the site and built in such a manner as to allow for expansion to 500 students at a later date, the district is also considering bidding a dedicated cafeteria as an add alternate; the cost for this should be included in the fixed fee. LEED silver certification will be sought for the building. Total Project Cost is budgeted at a maximum of \$12.6 million. *\*these figures are estimates to be used for fee determination, final details of the building will be agreed upon during schematic design.*

B.1) Please indicate your fixed fee for this project. The fee will be all-inclusive for services from schematic development through project closeout. (including attendance at meetings of the CAC for Facilities, approving authorities, and the Board of School Directors)

B.2) Please list the number of meetings included in the above price and the cost for any additional meetings.

B.3) List any additional services or costs that could be incurred, including reimbursable expenses and include a fee schedule. (all indirect costs will be billed 1X, that is, no mark-up).

C) Please indicate any fee adjustments (positive or negative) that would be incurred if bidding of the Ferguson Township project is delayed for 12 months.

**D) Gray's Woods Elementary School: SCOPE-** Add 4 classrooms to the existing Gray's Woods Elementary School. (see attached) These are intended to match the existing general-purpose classrooms. Additionally, the project will include the design of additional parking and associated site development as required by zoning. While LEED certification is anticipated to be unattainable for this project, every effort will be made to show sensitivity to sustainability. Total project cost is budgeted at a maximum \$1.2 million.

D.1) Please indicate your fixed fee for this project. The fee will be all-inclusive for services from schematic development through project closeout. (including attendance meetings of the CAC, approving authorities and the Board of School Directors)

D.2) Please list the number of meetings included in the above price and the cost for any additional meetings.

D.3) List any additional services or costs that could be incurred, including reimbursable expenses and include a fee schedule. (all indirect costs will be billed 1X, that is no mark-up).

4) Please identify the project team and structure. (The on-site staff members responsible for the construction phase will be expected to be present at the final interview and will be defined specifically in the final contract documents.)

5) As these will be the first LEED projects implemented in the State College Area School District, please detail your previous successes and involvement in the commissioning process and any advisement that would be applicable to the district at this juncture.

6) In order to evaluate the experience of the firm, please identify at least 3 but not more than 5 similar projects that you have performed within the last 5 years. Provide a brief self-appraisal of your performance with regard to the project meeting: budget, completion time, and customer requirements. Please also include contact information for each project. *(If applicable, this can be combined with items 1 and 2).*