



CONSTRUCTION MANAGEMENT SERVICES

SULLIVAN COUNTY COMPLEX
5 NURSING HOME DRIVE
UNITY, NH 03743

REQUEST FOR QUALIFICATIONS/PROPOSAL CONSTRUCTION MANAGEMENT SERVICES SULLIVAN COUNTY HEALTH CARE

ISSUE DATE: DECEMBER 18, 2018

PROPOSALS WILL BE RECEIVED UNTIL
Thursday, January 17, 2019 at 2:00 P.M.

Project Description:

Sullivan County seeks qualifications and proposals from well-qualified firms for construction management services for the renovations to the Stearns, MacConnell, and Sanders buildings at the Sullivan County Health Care facility in Unity, New Hampshire, as specified in the Attachment A of this Request for Qualification/Proposal.

Proposal Instructions:

Five (5) copies of the Qualifications must be submitted in a sealed envelope clearly labeled "RFP – CM Services".

One (1) separate sealed envelope containing the complete CM fee and general conditions for the proposed \$18M project executed over a 20-month construction schedule shall be included. This envelope will not be opened until after the short-listed CM interviews have taken place.

Qualifications and Proposals shall be sent to:
Mary Bourque, Director of Facilities and Operations
5 Nursing Home Drive
Unity, NH 03743

Attention: RFP – CM Services

Proposals must be submitted to the above address no later than 2:00 pm on January 17, 2019 to be eligible for consideration. If qualifications and proposals are being sent via USPS, FedEx, UPS, or other mail carrier, please ensure that the mailing envelope is clearly marked "RFP – Construction Management Services."

Envelopes/packages not marked with the name of the proposal may be misidentified and will be rejected. Other forms of submission (fax or e-mail) will be rejected. Proposals submitted after the deadline will be rejected.

Proposal Opening:

The deadline to submit a qualifications and proposal is 2:00 p.m. on January 17, 2019 at which time all submissions will be opened in the Facilities & Operations Director's Office. The public is welcome to attend, although a selection of Construction Manager will not be made at that time.

Proposal Award:

After consideration of the submissions, Sullivan County will invite finalists to interview. Only after the interviews will the proposed fee envelopes be opened and reviewed. After a final selection has been made, the Board of Commissioners will award this project during a regular public business meeting generally scheduled for the first and third Mondays of each month at 3:00 pm. Formal notification of proposal award to all proposers will occur the next business day, thereafter. Information on the Board of Commissioners meeting agendas and meeting locations is available on the County’s website at <http://sullivancountynh.gov>.

Proposal Prices:

Proposal prices shall include the construction managers fee and complete general conditions for the execution of an \$18M budget over 20 months of construction. Both are subject to change pending the final design solution. are to remain in effect for a period of forty-five (45) days from the opening date of the proposals and are to remain firm once proposal is awarded to the successful proposer(s).

Contractual Obligations:

The successful Construction Manager will be required to comply with all terms and conditions as set forth in this RFP and to execute a written two-part AIA-A133 2009 CMc Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price contract. Failure to execute a contract within 21 days of written notification from the County may constitute cause for cancellation of the proposal acceptance and award. Sullivan County reserves the right to review said contracts and amend to comply with county legal requirements prior to signing by the appointed representative of the Board of Sullivan County Commissioners.

Indemnification: To the fullest extent permitted by law, the Construction Manager shall protect, indemnify, save, defend and hold harmless the Owner and its officials, agents, volunteers and employees from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including but not limited to reasonable attorney and paralegal fees, which the Owner and its officials, agents, volunteers and employees may become obligated by reason of any accident, bodily injury, death of a person or loss of or damage to tangible property, which may in any way arise directly or indirectly in connection with or out of the services performed by Construction Manager or anyone directly or indirectly employed by Construction Manager or any other person or company retained in any way to carry on all or any portion of the services necessary to abide by the terms of the Agreement, including but not limited to any negligent, intentional, or wrongful act or omission by the Construction Manager or its officers, employees, or agents.

Insurance Requirements: Prior to commencing work, the Construction Manager shall demonstrate that it and its subcontractors or consultants, if any, carry:

Comprehensive General Liability: Construction Manager carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage applicable to the work performed under this Contract. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth in the contract agreement.

Motor Vehicle Liability: Construction Manager carries automobile insurance covering Construction Manager-owned and non-owned vehicles used by the Construction Manager with policy limits of not less than \$1,000,000 per claim and in the aggregate.

Workers’ Compensation: Construction Manager shall provide proof of workers’ compensation insurance that meets State of New Hampshire required limits. The Construction Manager’s workers’ compensation coverage must waive subrogation against the County and its officials, agents, volunteers and employees.

The Construction Manager will furnish to the County a Certificate of Insurance *and an endorsement* prior to executing the Contract or commencing work, demonstrating that the County and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage.

The County shall not be required to insure the Construction Manager, any subcontractor, or any professional service provider. A 30-day notice is required for cancellation and/or material change of coverage sent directly to Sullivan County at 14 Main Street, Newport, NH 03773.

Special Considerations:

- Sullivan County reserves the right to make an award in whole, or in part, and to accept or reject any and all proposals or parts thereof, which it deems to be in the best interest of the County and to waive any bid formality.
- The Sullivan County Delegation has approved preconstruction services for the development of the design through completion of construction documents. Construction is subject to approval and funding authorization by the Sullivan County Delegation.
- The Proposer shall sign the proposal correctly and proposals may be rejected if they show omission, alterations of form, additions not called for, conditional proposals or any irregularities of any kind.
- Proposers are expected to be thoroughly familiar and comply with applicable laws, rules and regulations pertaining to the work required as part of this project, including but not limited to federal and state laws regarding worker safety, life safety, building codes, and licensing requirements.
- Proposers shall assume all costs and expenses associated with the preparation and submission of a proposal.
- No provider of services under this RFP shall discriminate against any employee, applicant for employment, or recipient of services on the basis of veteran status, race, religion, color, gender, sexual orientation, age, disability, or national origin.

Sullivan County is aware of the time and effort required to prepare proposals and invites Proposers to let us know of any proposal requirements that are unclear and/or create difficulty in responding.

Sincerely,



Mary Bourque, Director of Facilities and Operations
Sullivan County

Enclosed:

- Attachment A: General Instructions and Requirements for Proposals
- Attachment B: CM Fee-General Conditions Overhead Profit Allocation Schedule

ATTACHMENT A

General Instructions and Requirements for Proposals

A. Introduction and Background

Sullivan County (County) is a public entity composed of general administrative offices, long term care, and correctional facilities. The focus of this project is Stearns, MacConnell, and Sanders buildings on the Unity campus.

Sullivan County Health Care (SCHC) is a 156-bed skilled nursing facility comprising of the 4-story Stearns Building (c. 1970, 57,707 gsf) and the one-story MacConnell Building (c. 1997, 15,707 gsf) connected at the ground level. Stearns is comprised of three care communities located on the upper floors, each consisting of approximately 40 beds. MacConnell is a memory care unit with 32 beds.

The Sanders Building (c. 1931, 28,263 gsf) was the original Sullivan County Hospital. It is a 3-story building that is currently used for various county department offices, SCHC offices, maintenance and operational support activities, and mothballed space. Sanders is connected to Stearns on the ground, first, and second floors.

Warrenstreet Architects has been selected as the Architect for this project. They are preparing to begin the schematic design phase. If approved, construction is expected to begin as early as Summer 2019 and the overall duration is expected to be approximately **20 months**.

B. Specifications

The County seeks the services of a qualified Construction Manager for a renovation of the project described below:

- Provide Preconstruction Services. The Construction Manager will be an integral part of the project team participating in the design process as it pertains to construction and phase planning. There will be at least (3) three complete detailed estimates required during the preconstruction phase of the project.
- Renovate Stearns building to address deferred maintenance and enhance the development of community and person-centered care including a proposed new 4-story addition.
- Update finishes in the MacConnell building.
- Renovate the Sanders building to meet current code, as well as address deferred maintenance, aesthetic standards, and improve employee work environment.
- Renovate physical plant and support systems of the affected buildings to meet current codes and improve energy efficiency and sustainability.
- The anticipated construction budget for the project excluding FF&E and other soft costs is **\$18M**.

The Sullivan County Delegation has approved preconstruction services for the development of the design through completion of construction documents. The construction is subject to approval and funding authorization by the Sullivan County Delegation.

C. Minimum Criteria

Each firm must demonstrate that it meets the following minimum criteria:

- Firms must be licensed in the State of New Hampshire.
- Firms must demonstrate Long Term Healthcare experience.
- Firms must demonstrate Long Term Healthcare construction/ renovation experience.

- Firms must demonstrate experience successfully working in an occupied Long-Term Healthcare facility.
- Firms must demonstrate Financial stability.

D. Submission Requirements

Provide five (5) copies of qualifications and (1) one copy of the fee proposal. Submissions shall be limited to a maximum of twenty-five (25) pages, including the cover letter, resumes, and schedule. At a minimum, proposals shall include the following:

- **Cover Letter**
- **Firm Profile:** Provide pertinent information concerning the background, experience, financial stability, and reputation of the firm.
- **Client Knowledge:** Demonstrate an understanding and familiarity with Sullivan County, its mission, this project, and its supporting facility systems.
- **Project Understanding:** Demonstrate an understanding of the project scope and an ability to manage complex scopes, schedules, and budgets. Demonstrate an ability to adapt to project difficulties and unknowns.
- **Project Approach and ability to provide accurate estimating during the design process to ensure an acceptable GMP at the end of that process.**
- **Scope of Services:** Highlight major tasks
- **Project Timeline:** Indicate earliest start date and start, finish, and key milestones for major tasks.
- **Key Staff Members:** Identification and qualification of professional staff to be assigned to this project. Identify the staff client manager, key project managers, and construction supervisor that will be assigned to work on this project, as well as each of his/her specific experience working on similar projects. One-page resumes shall be included for each of the key individuals. Particular attention will be given to the experience level of the proposed on-site supervisor.
- **Experience:** Demonstrate an understanding and familiarity with projects of the type outlined herein or similar by listing all previous construction projects of comparable type which firm has performed within the last five (5) years. A minimum of four (4) similar clients in New Hampshire where similar or related work was performed must be provided.
- **References:** Provide three (3) references, at a minimum, that will be checked. References should be projects performed of similar scope and shall include date, location, and budget of project as well as name and phone number of contact person. Information shall include contract duration with dates, services performed, and contracting agency name, address, and telephone number for verification purposes. References should be able to describe the firm's responsiveness, quality of work, and ability to complete projects in a timely and orderly manner.
- **Cost:** Include proposed fees to provide construction management services to accomplish the scope of services as outlined in the RFP and reviewed at the mandatory site visit. Preconstruction Services should be provided as separate service. Provide CM fee based on \$18M construction cost and based on a 20-month construction effort.

E. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Company Background Material (5%)
- Experience (20%)
- Key Staff Members experience (25%)

- Local Knowledge (5%)
- Quality of Proposals/Ability to Perform (5%)
- References (20%)
- Cost (20%)

F. Review of Proposals

Following the review and screening of all proposals, firms may be invited to participate in the final selection process which may include the submission of additional information as requested by the County. Select firms will be asked to interview with the County.

The CM Fee and General Conditions shall be based on the attached General conditions/ overhead/ profit allocation schedule.

NOTICE: Information provided in these specifications is to be used only for the purpose of preparing a proposal detailing costs and services provided to Sullivan County. It is expected that each Proposer will read these specifications with care. Failure to meet certain conditions may invalidate proposals.

The information contained herein is believed to be accurate but should not be considered as warranted in any way. Questions or requests for additional information should be directed to Mary Bourque, Director of Facilities at 603-542-9511, extension 273 or via email at mbourque@sullivancountynh.gov.

ATTACHMENT B

CM Fee-General Conditions Overhead Profit Allocation Schedule

Description	Fee	General Conditions	Cost of the Work	Owner Supplied	Not Required
Profit:					
Profit	X				
Overhead:					
Corp. Office, Lease, Maintenance	X				
Principal In Charge	X				
Debit/Credit Payments	X				
Office Supplies	X				
Project Administrations:					
Project Manager when on site only		X			
Shop Drawing Coordination		X			
Purchasing/Procurement		X			
Reporting		X			
Scheduling		X			
Expediting		X			
Production of Record Drawings and O&M Manuals		X			
Superintendent		X			
Assistant Superintendent/Foreman		X			
Routine Inspection		X			
Assistant Project Manager		X			
Administrative Staff	X				
Accounting Staff	X				
Safety Officer		X			
Field Engineering		X			
Site Survey				X	
Layout		X			
Travel		X			
Field Office Expenses:					
Job Office/Trailer		X			
Architect/Owner Office					X
Conference Room Facilities					X
Telephone/Fax/Computers		X			
Storage Areas and Shed			X		
Office Equipment		X			
Sanitary Facilities		X			
Copies		X			
Blueprints		X			
Messenger and Courier		X			
Photographs		X			
Drinking Water		X			
Insurance, Bonds, and Taxes:					
General Liability Insurance	X				
Builder's Risk				X	
Construction Permit and Fees (Based on Budget)		X			
Insurance/Tax/Benefits on G.C. Labor (Workers Comp.)			X		
Sales Taxes			X		
Performance and Payment Bond			X		
General:					
Security			X		
Police Details			X		
Construction Fence			X		
Temporary Protection			X		
Dust Control			X		
Temporary Heat Equipment			X		
Temporary Heat Fuel			X		
Winter Conditions and Temporary Enclosures			X		
Snow Removal			X		
OSHA Safety Requirements			X		
Off-Site Storage and Warehouse Support			X		
Testing/Inspections				X	
IBC Special Inspections				X	
Temporary Power			X		
Temporary Water			X		
Equipment Rental			X		
Temporary Guardrails		X			
Tools and Consumables			X		
Staging and Hoisting			X		
Clean Site			X		
Clean Building			X		
Clean Glass			X		
Rubbish Removal/Dumpsters			X		
Pest/Rodent Control			X		
Project Identification			X		