

**Request for Proposal
Lee County Conservation and Lee County Health Combined Facility**

March 6, 2010

The Lee County Conservation Board and Lee County Public Health Department, on behalf of the Lee County Board of Supervisors, is issuing a Request for Proposal (RFP). This RFP is being provided Construction Management teams to prepare and submit proposals for consideration by the aforementioned agencies. The RFP is for management services to assist in the development of a feasibility study for a combined facility for Lee County Conservation and Lee County Public Health. Services under this request include the completion of a functional space needs assessment, conceptual design and cost estimating. An interview process will be conducted during the selection process.

Interested firms will deliver two originals (**one copy unbound and suitable for photocopying**) and ten copies (10), to the following address:

**Geode RC&D, Inc.
"Lee County CCB/PH RFP"
308 N. Third St.
Burlington, IA 52601**

By 4:00 p.m. on Thursday, March 25, 2010

Proposals received after the above cited time will be considered late and are not acceptable unless waived by the Combined Facility sub-committee.

Please direct all questions in writing to rcm@geodercd.org. For questions about delivery please contact Rita Cangas-Marshall at (319) 752-6395.

Request for Proposal

Lee County Conservation and Lee County Health Combined Facility

Introduction

The Lee County Conservation Board and the Lee County Health Board are seeking proposals from specialized Construction Management firms for a consultant team to provide a complete existing facility assessment and future facility programming. The bound study will be presented to the Lee County Board of Supervisors for consideration.

Project Description

The goal of Lee County Conservation and Lee County Health Department is to determine the feasibility of collocating their services. The facility will consist of administrative spaces, public clinic areas, conservation display areas and integrated training / educational spaces.

Phase I will consist of the complete feasibility study and funding support which will commence upon award of Contract.

Phase II services shall be contingent upon funding approval. It is anticipated that funding could take up to 12 months. The Owner reserves the right to cancel Phase II services upon written notice. An AIA 801CMA contract will be issued to the successful firm. The Owner reserves the right to waive any informality in order to obtain the most qualified services.

Scope of Work

Phase I

Schedule

Assist in developing and providing a project development schedule. Schedule should include time frames for completion Assessment, Space Identifications, Architectural RFP, Schematic Development and Final Presentation.

Assessment

Document and assemble a complete assessment of all existing spaces and identify deficiencies for both existing facilities. Bound presentation should include photographic documentation where appropriate.

Space Identification

Meet with Board and staff members of both Agencies to identify space requirements. All meetings will be documented by the CM with Minutes for review. Requirements should include space descriptions including Function, Square footage, MEP, Furniture and any special requirements for each space. Possible shared spaces shall be identified.

Presentation of Findings

Provide all information in bound format for review and approval by Boards. Upon review CM will be required to revise and update as directed.

Request for Proposal

Lee County Conservation and Lee County Health Combined Facility

Conceptual Estimating

CM will provide an estimate based on the approved space identifications and requirements. Estimate will be presented to the Boards for approval. If the Boards determine the project to be cost prohibitive the following three steps will be cancelled and a reduction in fees will be negotiated with CM.

Architectural Request for Proposal

CM will assist the Boards with the issuance of an Architectural Request for Proposal. CM will provide complete analysis of proposals and provide recommendations to the Board. CM will assist Owner in negotiating final format of AIA B141 with Architect.

Schematic Development / Estimate

CM will provide approved Space Requirements and work with the selected Architect to develop Preliminary Schematic designs. CM will provide component estimates based on Preliminary Schematic design and review the estimate with Architect. CM and the selected Architect will then be required to present Schematic Design and estimate to Boards for review and possible approval. CM will update estimate based on changes requested by Board.

Final Findings

All final findings shall be added to Assessment and Space Identification and provided to Boards for use in the final County approval and Fund raising efforts. Format shall be presentable to the General public.

Phase II

Project Delivery Schedule

CM will provide a Design development schedule. Schedule shall include milestones for Design Documents, 50% Construction Documents, 100% Construction Documents, Bidding and start of Construction. Estimates shall be provided at each milestone to confirm project costs.

Design Development

CM will meet with representatives of the Owner to complete any additional changes on Schematic prior to proceeding with Design Development. CM will assist the Architect and Engineers in refining Design solutions so as to address all budget and space requirements established in Phase I. Upon completion of Design Documents the CM will provide a component estimate and review with Architect and Owner.

Construction Document Development

The CM will establish a Construction schedule for approval by Owner and Architect. They will work with the Architect to establish bid packages and contracts to be incorporated into plans and documents. CM will provide in coordination with the Architect fully integrated General Conditions and contract requirements containing appropriate terms with respect to scheduling, milestones, logistics, chain of command, communications, review and approval of change orders, request for payments, purchase of owner supplied equipment and other construction management and contract administration issues, such that the Owner's interests in cost, schedule and quality control are properly protected.

Request for Proposal

Lee County Conservation and Lee County Health Combined Facility

Value Engineering

The CM will provide Value Engineering services to assist the Architect, Engineers and Owner in obtaining the most cost effective systems and equipment for the project.

Estimating

The CM will provide estimates at completion of the Design Documents, 50% Construction Documents and 100% Construction Documents. Estimates will be reviewed and coordinated with the Architect and then presented to the Owner for approval.

Bidding

The CM will lead the Bidding process and provide active marketing to assist in the solicitation of qualified contractors. CM, in coordination with the Architect, will conduct the Pre-Bid conference, coordinate all Requests for Information, assist with the Bid Opening, provide evaluations of Bids and recommendations, assist in contract issuance and tracking, conduct pre-construction conference and issue notices to proceed.

Construction

The Construction Management Services associated with the construction phases of the project shall include the following specific tasks and all services reasonably inferable in order to provide the Owner with complete construction management services as per AIA 801CMa during this phase of work:

Provide full-time on-site agent construction management services using qualified personnel and sufficient resources to continuously monitor the progress of project and the compliance of each contractor with the terms of the construction documents. The Construction Manager shall schedule and conduct site progress meetings on not less than a weekly basis and issue minutes to all project parties and the Owner within five (5) work days of each meeting.

Maintain project files and records. [Examples may include: project correspondence, meeting minutes, progress documentation, pay requests, schedule reviews, schedule updates, change order log, logs of submittals, requests for information (RFI), record drawings, inspection reports, etc.]

Monitor and where appropriate assist in expediting response of A/E and other consultants to submittals, shop drawings, and RFI's.

Review contractor-supplied schedules and monitor the timely provision of updates to same in accordance with the applicable scheduling provisions of the Contract Documents.

Prepare Daily Construction Reports, which shall be maintained by the Construction Manager in its offices and available for inspection by the Owner.

Assist the Owner and the A/E in the evaluation and negotiation of contractor- and Owner-proposed change orders.

Request for Proposal

Lee County Conservation and Lee County Health Combined Facility

Review and approve contractor applications for payment and associated documentation. Provide Cost Re-caps listing all payments requested for the period.

Assist the Owner and the A/E in the prevention, evaluation, and resolution of contractor claims for increases in the contract price and/or time. Services pertaining to claims shall not be an Additional Service unless, and only to the extent, provided in connection with formal dispute resolution proceedings.

Monitor performance of closeout requirements contained in the construction documents.

Coordination of owner furnished equipment installation prior to Final Completion.

Prepare documents, attend meetings, submit reports and perform other services required to represent the Owner in securing approvals, licenses, permits and final Certificates of Occupancy from regulatory agencies.

Coordinate Owner training and system demonstrations with Owner's staff and contractor representatives. Deliver contractor-provided operation and maintenance manuals.

Procure and transmit contract closeout documentation: record "As Constructed" documents; Warranties in coordination with Transition teams needs; completed Punch list acknowledgment; Certificate of Substantial Completion; Affidavit of release of debts, claims, and liens; final contractor application for application.

Proposal

All interest parties shall submit a proposal with the following information in order:

1. Firm Background
2. Approach to Cost Control
3. Key Personnel for Phase I and Phase II
4. Similar Project--Description of the firms background and experience with work on similar projects including conservation facilities, health center, etc. Please include at least two project references.
5. Fee Structure
 - a. Fee for Phase I Services
 - b. Fee for Construction Management of Project – Phase II
 - c. Fee for On-Site services – Phase II