



REQUEST FOR PROPOSALS
FOR
CONSTRUCTION MANAGER-AT-RISK

For the
**Renovation and Additions to
Columbia High School**
For the
**Columbia-Brazoria Independent School
District**

**PBK Architects, Inc.
11 Greenway Plaza, 22nd Floor
Houston, Texas 77046**

Issued: November 18, 2022

**COLUMBIA-BRAZORIA INDEPENDENT SCHOOL
DISTRICT REQUEST FOR PROPOSAL
FOR CONSTRUCTION MANAGER-AT-RISK SERVICES**

Pursuant to the provisions of Texas Government Code Section 2267.253, it is the intention of the Columbia-Brazoria Independent School District (the "District" or "Owner") to select via the one- step Request for Proposal process a Construction Manager-at-Risk for the construction of the project described herein. Persons or entities submitting proposals are referred to herein as "Offeror(s)".

Proposals are to include the information requested in Section II of this Request for Proposals in the sequence and format prescribed. In addition to and separate from the requested information, Offerors submitting proposals may provide supplementary materials further describing their capabilities experience.

**PROPOSALS MUST BE RECEIVED NO LATER THAN
TUESDAY, JANUARY 10, 2023 AT 2:00 PM
LATE RESPONSES WILL NOT BE CONSIDERED**

Any proposal received after such time will not be considered and will be returned unopened. Proposals will be received by:

Ms. Julie Taylor
Chief Financial Officer
Columbia-Brazoria Independent School District
520 S 16th Street
West Columbia, Texas 77486

Submit and bound four (4) copies and provide one (1) digital copy of the proposal. Proposal envelopes must be plainly marked on the outside with the Offeror's name and address and the following:

**SEALED PROPOSAL – DO NOT OPEN CMAR PROPOSAL
DUE AT 2:00 PM, TUESDAY, JANUARY 10, 2023**

Following the deadline for receipt, the District's staff will receive, publicly open, and read aloud the names of the Offerors and all fees and prices stated in the proposals. Within forty-five (45) days following the date of the opening, the Selection Committee, consisting of representatives of the District and the District's Architect, PBK Architects, Inc., will evaluate and rank- each proposal submitted in relation to the selection criteria set forth herein. The District may also request additional information from Offerors at any time prior to final ranking of Offerors. The District may select all, some, or none of the Offerors for interviews by the Selection Committee. The interview, if any, will not be scored separately from the proposal, but may result in an adjustment in score. A recommendation will be made to the Board of Trustees as to the ranking of the proposals.

Following the Committee's ranking of the Offerors based on the published selection criteria, and recommendation to the Board of Trustees, the District will attempt to negotiate an agreement with the Offeror that offers the best value to the District. If the District is unable to negotiate an agreement with the selected Offeror, the District shall, formally and in writing, end negotiations with that Offeror and begin the negotiation process with the next ranked Offeror in the order of selection ranking until a contract is reached or negotiations with all ranked Offerors end.

Pursuant to the Texas Government Code Section 2269.254, the District will rank the proposals based on the following criteria and relative weights:

| <u>WEIGHT</u> | <u>CRITERIA</u> |
|---------------|--|
| 25/25 | The Construction Manager's Fee and General Conditions. |
| 25/25 | The reputation and experience of the Proposer and their services with similar school projects and conditions as a Construction Manager. |
| 10/10 | The Quality of the Construction Manager's work and services. |
| 15/15 | The Construction Manager's past relationship with the District. (Criteria will be graded with all proposers starting at 10 points. Good experience will increase from 10, while bad experience will decrease). |
| 10/10 | The experience and reputation of the Construction Manager's project team that would be assigned. |
| 5/5 | The Construction Manager's financial capacity appropriate to the size and scope of the project. (Provide the last fiscal year's financial report). |
| 10/10 | Safety Record. Provide information regarding EMR (Employee Modifier Rate) or OSHA incident rate. |

All responses in your proposal may be used to rank construction managers based on the criteria. The District reserves the right to verify the accuracy and completeness of all responses by utilizing any information available to the District without regard to whether such information appears in your proposal.

By submitting a Proposal, each Offeror agrees to waive any claim it has or may have against the District, the Architect/Engineer, and their respective trustees, agents and employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; acceptance or rejection of any Proposal; and award of a Contract.

The District shall have no contractual obligation to any Offeror, nor will any Offeror have any property interest or other right in the contract or Work being proposed unless and until the contract is unconditionally executed and delivered by all parties, and all conditions to be

fulfilled by the Construction Manager have either been so fulfilled by the Construction Manager.

A Pre-Proposal Conference will be held on Thursday, December 15, 2022 at 10:00 AM at the Columbia-Brazoria Independent School District Administration Building located at 520 S 16th St, West Columbia, Texas 77486.

Schedule (As Currently Planned by the Owner):

| | |
|---------------------------------------|---|
| First Advertisement | Friday, November 18, 2022 |
| Second Advertisement | Friday, November 25, 2022 |
| Pre-Proposal Conference | Thursday, December 15, 2022 at 10:00 AM |
| Deadline to Submit Proposals | Tuesday, January 10, 2023 at 2:00 PM |
| CMaR Interviews (If Needed)..... | TBD |
| Review of Proposals and Scoring | Thursday, January 10, 2023 |
| Board Recommendation/Ranking | Tuesday, January 17, 2023 |

I. SCOPE OF WORK, FORM OF CONTRACT

A. Scope of Work; A description of this projects is as follows:

Demolition of specific buildings, and construction of replacement facilities at Columbia High School as described in the 2022 Bond Referendum. Also included will be any additional projects as assigned.

The approximate construction cost for this project is \$65,237,253.00.

- B. Form of Contract.** The contract between the District and the Construction Manager shall be the "Standard Form of Agreement between Owner and Construction Manager as Contractor Where the Basis of Payment is the Cost of the Work plus a Fee with a "Guaranteed Maximum Price", AIA Document A133-2009, as amended by the District for this Project. The General Conditions shall be the General Conditions of the Contract for Construction, AIA Document A201-2007, as amended by the District for this project.
- C.** The Offerors, or any agent or representative of Offerors, shall not undertake any activities or actions to promote or advertise their qualifications or Proposal to any member of the District's Board of Trustees, the District's Administration or their respective staff persons, except as specifically requested in writing by the District, at any time between the date of submission of the RFP and the date of award of an Agreement by the District's Board of Trustees. This restriction extends to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by the Offerors.

II. INFORMATION TO BE PROVIDED BY OFFERORS

Please provide the following information concerning your firm:

A. Offeror Information

1. Name of Firm
2. Business Address
3. Telephone Number
4. Fax Number
5. Type of Organization (Individual, Partnership, Corporation, Association)
6. Number of Permanent Employees. (Employees hired for the duration of a specific project or under a fixed-term contract are not considered permanent employees for purposes of this proposal).
 - i. Home Office
 - ii. Field

7. Primary Contact Person for District inquiries.
8. Main Office Location (if different than above).
9. Describe any substantial changes in ownership of your firm during the past five years.
10. How many years has your firm operated under its current form of business organization?
11. List all professional or industry organizations in which your firm or its principals are members.
12. In order to assist the District in determining whether there exist any conflicts of interest, please describe any business or family relationships between any member of the District Board of Trustees and:
 - i. your firm;
 - ii. any principal of your firm;
 - iii. any subcontractor you are considering using to perform any portion of the project work; or,
 - iv. any principal of such subcontractor.

B. Personnel Information

Provide brief resumes (2-page limit) for the persons listed below:

1. Principals/Corporate Officers:
 - i. President
 - ii. Vice President
 - iii. Partners
2. Project Management Candidates
 - i. Project Manager
 - ii. Superintendent

For the Project Manager and Superintendent candidates, please list up to three persons you consider qualified for the positions. Please also provide a list of the principal duties and responsibilities you anticipate assigning to the Project Manager and to the Superintendent.

C. School Projects

List all school renovation projects your firm has completed within the past ten (10) years. Also indicate which projects you were designated as the Construction Manager-at-Risk. For each project list:

1. Project Owner
2. Brief description of the project
3. Client, client contact person, and telephone number
4. Date construction completed
5. Managing Principal
6. Project Architect or Engineer

For the ten (10) largest projects please also provide the following information:

7. Original contract amount
8. Final contract amount
9. Number of change orders

D. Organization

1. Describe the most common problem or challenge which you have encountered in school construction and your method for addressing the issue. (Maximum 2 pages).
2. Describe your firm's concepts for working in a team relationship with the Owner and the Architect during the design and construction of major projects. (Maximum 2 pages).
3. Explain in detail how your firm will handle warranty issues.
4. List the classifications of work or trades which you anticipate performing with in-house forces.

E. Claims and Litigation

1. Identify any claims or suits, if any, brought against your firm within the last five (5) years.
2. Describe all instances in which your firm was unable to complete the work under a contract.
3. Identify any judgments, claims arbitration proceedings or suits pending or outstanding against your firm or its officers.
4. Identify any lawsuits filed or arbitration requested by your firm with respect to construction contracts of your firm.

F. Current Work Load

Provide the following information for the five (5) largest projects you currently have under contract:

1. Project name
2. Location
3. Owner
4. Architect
5. Current contract amount
6. Percent complete
7. Specified contract completion date

G. Financial Information

1. Total amount of work performed as general contractor for each of the past five (5) years.
2. Bonding capacity
 - i. Per project
 - ii. Aggregate
3. Bank reference(s)
 - i. Individual, Title
 - ii. Name of Bank
 - iii. Address
 - iv. Telephone
4. Bonding Company reference(s)
 - i. Individual, Title
 - ii. Name of Bank
 - iii. Address
 - iv. Telephone
5. Dunn & Bradstreet rating, if available, or latest financial report.

H. Safety

1. Provide information regarding your OSHA rating.

PROPOSAL FORM
(Submit Proposal Form on January 10, 2023)

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Having examined the Request for Proposal, the following is a breakdown of all proposed fees and costs.

A. FEE PROPOSAL

1. FEE

For overhead and profit and all preconstruction services, list your proposed fee as a percentage of the cost of the work.

%
(Percent)

2. GENERAL CONDITIONS COST

For all General Conditions, list your proposed cost as a percentage of cost of the work. Refer to Schedule "A" for all required items to be included in the General Conditions cost.

%
(Percent)

3. PRECONSTRUCTION SERVICES NOT-TO-EXCEED COST

All costs for pre-construction phase services including cost estimating, scheduling, building systems and material cost analysis are included in the FEE, item 1 above. However, if the construction phase does not commence for any reason, payment to the Construction Manager for preconstruction services shall be the necessary and reasonable cost of such services, not to exceed the lump sum of:

Dollars \$ _____

(Amount in figures) If the amount is "zero", enter "0"; do not enter "no bid"

B. ADDENDA

Undersigned acknowledges receipt of Addenda Number(s):

C. CONSTRUCTION MANAGER'S PERSONNEL

The Offeror agrees to employ the following individuals for the entire duration of the Work at the positions indicated, and agrees not to remove them from the Work nor replace them with others except as otherwise allowed in the Contract Documents or approved in writing by the Owner:

Project Manager(s): _____

Superintendent(s): _____

D. REPRESENTATIONS

By execution and submission of this Proposal, the Offeror hereby agrees, represents and warrants to the Owner as follows:

1. Offeror will hold Proposal open for acceptance for ninety (90) days.
2. Offer accepts the Owner's right to reject any or all Proposals, to waive formalities and to accept the Proposal which the Owner considers most advantageous.
3. By signing this Proposal Form, the undersigned on behalf of the Offeror affirms that, to the best of his knowledge, the information concerning this Proposal has been arrived at independently and is being submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other respondents in the award of this Proposal.
4. All contingencies and savings shall be returned one hundred percent (100%) to the Owner.
5. Offeror has read and understands the Proposal Documents and the Contract Documents, and this Proposal is made in accordance with the Proposal Documents.
6. Offeror has carefully inspected the Project site, and that from the Offeror's own investigation, the Offeror has satisfied itself as to the nature and location of the Work within the scope of the Project and the character, quality, quantities, materials, and difficulties to be encountered; the kind and extent of equipment

and other facilities needed for the performance of the Work; the general and local conditions and other items which may in any way affect the Work or its performance; and the Offeror has correlated the Offeror's site observations with the requirements of the Contract Documents. The Offeror understands and accepts the difficulties and costs associated with the Work and the Project site and the potential delays, disruptions in work and costs associated therewith and has included such considerations in its construction schedule and the Proposal amount.

7. All information submitted by the Offeror to the Owner in response to this Request for Proposals is true and correct. The District, or any authorized representative of the District, is authorized by the undersigned to contact any firm, institution, or person to obtain information about our firm's services, financial condition, and any other information which the District might determine as being desirable.
8. To the fullest extent permitted by applicable law, the Offeror waives any claim it has or may have against the Owner, the Architect, and their respective trustees, officers, shareholders, directors, partners, agents, contractors, consultants and employees arising out of or in connection with the administration, evaluation or recommendation of any offers; waiver of any requirements under the Proposal Documents or the Contract Documents; acceptance or rejection of any proposals; and the award of a Contract.
9. The Project will be undertaken in accordance with the applicable provisions of Chapter 2269, Subchapter F of the Texas Government Code.

By: _____ (Signature)

(Printed Name)

(Title)

SCHEDULE "A"

GENERAL CONDITIONS

In our experience, general conditions consist of all materials, personnel, and services needed to equip the Construction Manager with the best resources to oversee the timely completion of the project. General conditions usually include everything that is not directly used in the construction project, as is listed below:

| | |
|---|-------------------------------|
| Project Manager | Vehicle Expenses |
| Project Superintendent | Gas, Oil, Grease |
| Payroll / Taxes / Insurance | Vehicle Repairs |
| Safety Equipment | Postage / Delivery |
| Safety Training and Programs | Mobilization / Demobilization |
| Project Dues / Safety Fees to AGC | Survey Supplies and Equipment |
| Fire Protection | Weekly Cleanup |
| First Aid Supplies | Trash Dumpster |
| Office Cleanup | Security of Building |
| Job Telephone, Cell Phones, DSL Data Line | Plan Reproduction Allowance |
| Ice, Cups and Water | Small Tools and Equipment |
| CPM Schedule and Project Controls | Small Equipment Rental |
| Job Sign | Final Building Cleanup |
| Job Photos | Close-Out Documents |
| Temporary Toilets | Builders Risk Insurance |
| Temporary Plumbing | OCP / GL Insurance |
| Office Trailer | Permit Fees |
| Fax Machine | Performance and Payment Bonds |
| Job Office Equipment | |
| Job Office Supplies | |
| Job Office Expenses | |
| Job Office Furniture | |
| Contractor's Computers / Software | |
| Field Office Utilities | |
| Any other items required for the Construction Manger to perform the work. | |

SCHEDULE "B"

EXAMPLE OF INSURANCE COVERAGE

| <u>'B. Comprehensive General Liability</u> | <u>Minimum Limits</u> |
|--|--|
| Bodily Injury | \$2,000,000/occurrence \$2,000,000/aggregate, products & completed operations \$1,000,000/occurrence \$1,000,000/aggregate or \$2,000,000 combined single limit for BI & PD Coverage shall include |
| 1. Premises - Operations; | |
| 2. Contractor's Protective Liability (if any work sublet); | |
| 3. Contractual Liability to cover indemnity agreement of "Hold Harmless" clause in contract; | |
| 4. Property Damage Liability insurance shall include coverage for the following hazards: | |
| a. Damage to completed or partially completed work. | |
| 5. Personal Injury Liability in a minimum limit of \$500,000 with employment exclusion deleted; | |
| 6. Broad Form C G L Endorsement shall be included: | |
| 7. Waiver of Subrogation Endorsement shall be included in favor of Columbia-Brazoria Independent School District/Agents; | |
| 8. Thirty-day notice of cancellation or material change endorsement in favor of, Columbia-Brazoria Independent School District/Agents. | |
| 9. The Owner to be named as additional insured on Contractor's policy. | |
| 10. The Owner shall be named additional insured on the Contractor's policy as to the subject job. | |

| | | |
|----|---|------------------------|
| C. | <u>Comprehensive Automobile Liability</u> | <u>Minimum</u> |
| | Bodily Injury | \$500,000/person |
| | | \$1,000,000/occurrence |
| | Property Damage | \$1,000,000/occurrence |

or

\$1,000,000 combined single limit for BI & PH.

Coverage Shall Include

1. All owned, hired and non-owned autos of the Contractor;
2. Waiver of subrogation Endorsement in favor of Columbia-Brazoria Independent School District/Agents;
3. Thirty-day notice of cancellation of material change endorsement in favor of Columbia-Brazoria Independent School District/Agents;
4. Columbia-Brazoria Independent School District/Agents to be named as additional insured on Contractor's policy.

| | | |
|----|---------------------------|-------------------------|
| D. | <u>Umbrella Liability</u> | <u>Minimum Limits</u> |
| | | \$25,000,000/occurrence |
| | | \$25,000,000/aggregate |

Coverage Shall Include:

1. Waiver of Subrogation Endorsement in favor of Columbia-Brazoria Independent School District/Agents;
2. Thirty-day notice of cancellation or material change endorsement in favor of Columbia-Brazoria Independent School District/Agents;
3. Columbia-Brazoria Independent School District/Agents to be named as additional insured on Contractor's policy

SCHEDULE “C”
PROPOSED CONSTRUCTION
SCHEDULES

The schedules shown below are preliminary and may change. They are to be used for reference only.

| | |
|---|-------------------------------------|
| Selection of Construction Manager | January 17, 2023 |
| Schematic Design | January 9, 2023 – February 28, 2023 |
| Design Development | March 1, 2023 – April 30, 2023 |
| Construction Documents | May 1, 2023 – October 27, 2023 |
| Release for Bidding | October 27, 2023 |
| Bid Opening | November 17, 2023 |
| Board of Trustees Awards GMP | December 13, 2023 |
| Construction Begins | December 14, 2023 |
| Substantial Completion | May 2025 |

Phasing of the project will be developed with the help of the CMAA.

SCHEDULE “D”
Scope of Work

Refer to attached drawings for scope of work.

Included is the following:

The demolition of select, existing high school building, and the construction of new, including the following:

- a. New competition gym
- b. New locker room
- c. New academic classrooms
- d. New concrete parking lots and drop-offs
- e. New tennis courts