

ARLINGTON PUBLIC SCHOOLS



Request for Proposal for Pre-Qualified Construction Manager “at Risk” Services

RFP Issue Date: November 9, 2017

Proposal Due Date: Prior to 2:00 PM on December 5, 2017, Local Prevailing Time

RFP Title: Construction Manager at Risk Services

Project Name: New Elementary School at the Reed Site (“Project”)

Project Number: 30FY18

Project Location: 1644 N. McKinley Road
Arlington, VA 22205

Owner Name: Arlington Public Schools

Owner Contact Information: David Webb, Purchasing Director
Purchasing Office, 4th Floor
1426 N. Quincy St
Arlington, VA 22207

This is Arlington County School Board, operating as Arlington Public Schools (APS or Owner) Request for Proposals (RFP) #30FY18, issued on November 9, 2017 for Construction Manager at Risk Services at the New Elementary School at the Reed Site (Project). Sealed Proposals must be received in hand by the APS Purchasing Office prior to the date and time stated above (collectively “Proposal Due Date”) and will only be accepted from those Construction Managers (Offerors) who have been pre-qualified under Request for Qualifications (RFQ) 19FY18. The time a Proposal is received in hand shall be determined by the time stamped on the Proposal receipt by the time clock in the APS Purchasing Office. The APS Purchasing Office is located on the fourth floor of the APS Education Center, 1426 N. Quincy Street, Arlington, VA 22207. Delivery to, or receipt by, any office other than the APS Purchasing Office shall not be deemed receipt by the APS Purchasing Office until actually received in the APS Purchasing Office. Offerors assume all risk of delivery to the correct office. Offerors are responsible for ensuring that the APS Purchasing Office receives their submission prior to the Proposal Due Date. In the event this time clock is not functioning, the time shall be determined by time displayed on the wall clock above Room 405. The time on the wall clock will be written on the Proposal receipt, by hand, by APS Purchasing Office personnel. **Proposals received at, or after, 2:00 P.M. (Local Prevailing Time) on December 5, 2017, shall not be considered.** If the APS Education Center is closed for any reason at the Proposal Due Date, the Proposal Due Date will be extended to the next business day the APS Education Center is open.

The APS Education Center is a secure facility and Offerors can only enter through Door # 1 on the 1st Floor near the David M. Brown Planetarium. Offerors will have to sign in with the receptionist before being allowed up to the 4th Floor. Offerors must allow sufficient time to clear the sign in process to reach the Purchasing Office prior to the Proposal Due Date.

PRE-PROPOSAL CONFERENCE:

A non-mandatory pre-Proposal conference will be held for this procurement on November 15, 2017 at 3:30pm (Local Prevailing Time). The conference will take place at the Facilities & Operations Conference Room located at 2770 S. Taylor Street, Arlington, Virginia 22206. Attendance at the conference is not mandatory, but highly recommended. Minutes of this pre-Proposal conference, including but not limited to questions and answers, will be prepared and answered in writing by the Purchasing Office.

QUESTIONS:

All questions and requests for information, other than those asked at the pre-Proposal conference, shall be submitted in writing to the APS Purchasing Office, Attention: David Webb, Purchasing Director, via email: david.webb@apsva.us with a copy to Ajibola Robinson, APS Project Manager, via email: Ajibola.robinson@apsva.us. To be assured consideration, **all questions must be received prior to Noon (Local Prevailing Time) November 17, 2017.** Any responses to questions or requests for information will be posted in the same manner as an Addendum as set forth below. After reviewing any questions submitted, the APS Purchasing Office will issue such Addenda to respond to questions as it deems necessary. Modifications or changes to this RFP will be made only by written Addendum issued by the APS Purchasing Office. A copy of the RFP and all Addenda will be posted on the APS Purchasing Office's website (www.apsva.us) and the bulletin board located on the 1st floor of 1426 N Quincy Street, Arlington, VA 22207; and on eVA, the Commonwealth of Virginia's on-line e-procurement system: (www.eva.virginia.gov).

SUBMITTAL:

Submit Proposals: **BY MAIL, HAND DELIVERY OR EXPRESS CARRIER TO:**

Arlington Public Schools Purchasing Office, 4th Floor, 1426 N. Quincy Street, Arlington, VA 22207

Three (3) original hard copies with all signatures in blue ink and three (3) copies of the entire original submission on separate Compact Disks or Thumb Drives, so marked, for a total of six (6) copies of the Proposal are required. Offerors are responsible for ensuring each copy of the Compact Disk or Thumb Drive is marked with the Offeror's name. **All Proposals must be submitted in a sealed package, with the RFP number, title, Proposal Due Date, and Class A Contractor's License, and its expiration date, on the outside of the package.** APS will not assume responsibility for reproduction where an insufficient number of copies have been supplied. In any such case, APS shall notify the Offeror of the deficiency and request that the appropriate number of copies are delivered by no later than the end of the second (2) business day following receipt of the request for additional copies. Failure to comply with this or other requirements of this RFP shall be grounds for APS to reject such Proposal as non-responsive. Email or facsimile submissions of Proposals are not acceptable and any such Proposal **shall not** be considered. Nothing herein is intended to exclude any pre-qualified Offeror or in any way restrain or restrict competition. All pre-qualified Offerors are encouraged to submit Proposals.

PRE-QUALIFIED OFFERORS:

APS has determined pursuant to RFQ #19FY18 that only the following Offerors are pre-qualified to submit Proposals in response to this RFP:

The Whiting Turner Contracting Co
14900 Conference Center Dr., Suite 550
Chantilly, VA 20151
Office: (703)817-0300
Randall Riesner

Hess Construction + Engineering Services, Inc.
804 West Diamond Avenue, Suite 300
Gaithersburg, MD 20878
Office: (301)670-9000
Andrew D. Hess, President & CEO

Gilbane Building Company
1100 Glebe Road, Suite 1000
Arlington, VA 22201
Emre Ozcan, Vice President
Office: (703)312-7262

MCN Build, LLC
1214 28TH St. NW
Washington, DC 20007
Joseph Khoury, Vice President (of Preconstruction)
Office: (202) 333-3424

Turner Construction Company
11413 Isaac Newton Square South
Reston VA 20190
Office: (703) 841-5200
Kevin Sharkey, Vice President and General Manager

ADDENDA:

Offerors shall ascertain prior to submitting a Proposal that all Addenda issued have been received and shall acknowledge receipt and inclusion of all Addenda here:

Addendum No. ___ Date: _____ Addendum No. ___ Date: _____ Addendum No. ___ Date: _____

Addendum No. ___ Date: _____ Addendum No. ___ Date: _____ Addendum No. ___ Date: _____

TRADE SECRETS OR PROPRIETARY INFORMATION:

Offerors shall confirm whether their Proposal contains any information the Offeror deems proprietary or a trade secret. Information considered to be proprietary or a Trade Secret is to be included in the Proposal at Tab 7, and shall include all information required by Va. Code Ann § 2.2-4342 in support of such designation. See Section IV Proposal Submission Requirements, D.

Please mark one:

- Yes, My Proposal contains information deemed to be proprietary or a trade secret. The information deemed to be proprietary or a trade secret can be located under Tab 7
- No, My Proposal does not contain information deemed to be proprietary or a trade secret.

ACCEPTANCE OF SCOPE OF SERVICES:

By submitting a Proposal, Offeror confirms that it can deliver all of the work contained in the Scope of Services

STATE CORPORATION COMMISSION (SCC) IDENTIFICATION NUMBER:

The Offeror agrees, if this Proposal is accepted by APS, for such services and/or items, that the Offeror has met the requirements of the Virginia Code Section 2.2-4311.2.

Please complete the following by checking the appropriate line that applies and providing the requested information. ***The SCC number is NOT your federal tax Identification number:***

1. Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC. The Offeror's identification number issued by the SCC is _____.
2. Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Offeror's identification number issued to it by the SCC is _____.
3. Offeror does not have an identification number issued to it by the SCC and such Offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain in further detail why such Offeror is not required to be authorized to transact business in Virginia.

DEBARMENT:

If you answer yes to any of the following, on a separate attachment, state the person or entity against whom the debarment was entered, give the location and date of the debarment, describe the project involved, and explain the circumstances relating to the debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information

- 1. Is your organization or any officer, director, project manager, procurement manager, chief financial officer, partner or owner currently debarred from doing federal, state or local government work for any reason?
Yes ___ No ___
- 2. Has your organization or any current officer, director, project manager, procurement manager, chief financial officer, partner or owner ever been debarred from doing federal, state or local government work for any reason?
Yes ___ No ___

TYPE OF BUSINESS:

Please check the following information relevant to your firm:

- Minority Owned Business:** YES _____ NO _____
- Small Business:** YES _____ NO _____
- Woman Owned Business:** YES _____ NO _____
- Service Disabled Veteran Owned Business:** YES _____ NO _____
- Employment Service Organization:** YES _____ NO _____
- None of the Above:** YES _____ NO _____

ETHICS IN PUBLIC CONTRACTING/CERTIFICATION OF NON-COLLUSION:

The Contract(s) awarded as a result of this RFP, if any, will incorporate by reference Article 9 of the APS Purchasing Resolution, as well as any state or federal law related to ethics, conflicts of interest, or bribery, including by way of illustration and not limitation, the Virginia State and Local Government Conflict of Interests Act (Code of Virginia § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq., and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, as amended (§ 18.2-438 et seq.). The undersigned certifies that its offer is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other person(as defined in Code of Virginia Section 59.1-68.6 et seq.) and that it has not conferred on any public employee having official responsibility for this purchase any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

In compliance with this RFP and all the conditions imposed therein, the Offeror identified below offers and agrees to furnish the goods/services in accordance with the attached Proposal or as mutually agreed upon by subsequent negotiations. By my signature below, I certify that I am authorized to bind the Offeror in any and all negotiations and/or contractual matters relating to this RFP. Sign in blue ink and type or print requested information.

My signature certifies that this firm or individual has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to APS, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest or a potential conflict of interest to APS, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with APS.

THIS PROPOSAL IS SUBMITTED BY:

Full Legal Name of Offeror: _____

Mailing Address:

Remittance Address (If Different):

Phone: (____) _____

Fax: (____) _____

Email Address: _____

Contact Person: _____

Tax Identification (FIN/SSN#): _____

Typed/Printed Name: _____

Signature: _____

Date: _____

(Person signing must be authorized to bind
the Offeror in contractual matters)

A W-9 Form should be attached showing correct Full Legal name for award of contract.

TABLE OF CONTENTS:

INTRODUCTION AND GENERAL INFORMATION (PAGES 1 THROUGH 5)

- I. DEFINITION OF TERMS IN RFP
- II. PURPOSE
- III. BACKGROUND
- IV. INSTRUCTIONS TO OFFERORS
- V. PROPOSAL SUBMISSION
- VI. PROPOSAL EVALUATION PROCESS
- VII. INTERVIEW
- VIII. CRITERIA FOR PROPOSAL EVALUATION

ATTACHMENT A: The following forms are to be submitted by each Offeror as indicated in the RFP documents herein:

- 1. Conflict of Interest Statement
- 2. Form of Proposal for Pre-Qualified Construction Manager at Risk Services
- 3. Pre-Construction Phase Team Work Plan
- 4. Construction Phase Team Work Plan
- 5. General Conditions Non-Personnel Breakdown Form

ATTACHMENT B: The following forms are to be submitted and/or signed by the successful CMR:

- 1. Construction Manager at Risk Certification Regarding Criminal Convictions Form
- 2. Standard Labor and Material Payment Bond Form
- 3. Standard Performance Bond Form
- 4. CMR Contingency Use Request Form
- 5. Release and Request for Final Payment Form

ATTACHMENT C: Construction Manager at Risk Standard Scope of Services

ATTACHMENT D: Selected APS Division 01 General Requirements

I. DEFINITION OF TERMS IN RFP

The definition of terms provided in **Section 00 7000 Standard General Conditions for Construction Manager at Risk** shall apply for terms included in this Request for Proposal (RFP), including, but not limited to:

- Construction Manager at Risk (CMR)
- Construction Manager at Risk (CMR) Contingency
- Construction Manager at Risk's (CMR) Fee
- Cost of the Construction Work
- Guaranteed Maximum Price (GMP)
- General Conditions Fee
- Insurance and Taxes Fee

II. PURPOSE

APS seeks to retain the services of a CMR for the Project. This RFP sets forth the minimum performance criteria. By choosing the CMR construction delivery method, it is intended that the CMR and the Architect shall work in the spirit of teamwork to assure the Project goals and timeframes are met to support APS's program. The CMR will be responsible for providing CMR services as required for the Design Phase, Procurement Phase, and Construction Phase for the Project. The Design Phase and Procurement Phase services, referred to hereinafter as the Pre-Construction Phase Services, will include, but are not limited to, scheduling, cost estimating, constructability analysis, construction phasing, facilitating the value management process, reviewing documents, and assembling a team of qualified Subcontractor partners to work directly for the CMR. Construction Phase Services will include construction administration and full responsibility for the successful completion of all construction on an at risk basis. The scope of services is set forth in Attachment C: Construction Manager at Risk Standard Scope of Services.

APS is interested in demonstrated experience in construction management at similar facilities. Ability to coordinate construction activities around a fully functional occupied building in a safe and efficient manner is of critical importance in this Project. Examples of similar previous work including cost control and scheduling management are important. The submitting pre-qualified Offerors should have demonstrated experience with utilizing BIM files to improve construction processes, reduce Project delays, reduce Project costs, reduce change orders and rework and improve overall project coordination.

The successful Offeror will also play a key role in working with the A/E to identify cost effective building systems that may benefit the Project from both the first cost and operational cost perspective.

III. BACKGROUND

A. Introduction

APS requires a Contractor on a Construction Manager at-Risk (CMR) basis for the New Elementary School at the Reed Site (Project).

The School Board approved FY 2017-26 CIP includes an expansion project at the Reed Site for a maximum cost of \$49 million to create a new elementary school for completion in time for the start of the 2021-22 school year that provides at least seven hundred and twenty-five (725) seats.

The existing Reed-Westover Building, located at 1644 N McKinley Road, Arlington, VA 22205, houses both Arlington County and APS programs. The existing building is approximately 61,000 square feet (SF) of which the Arlington County Westover Library Branch comprises approximately 16,000 SF and the APS portion consisting of both The Children's School (TCS) and Integration Station (IS) comprises the remainder. TCS and IS will be relocated prior to construction. It is expected that the library will continue operations throughout construction.

It is expected that following the expansion the total building square footage for the new elementary school (excluding the public library branch) will be approximately 110,000 SF. The facility will be a heavily used

community asset. In addition to expected use during regular school hours it will be used to support the APS Extended Day program, used most evenings and weekends by community groups, and used throughout the summer for various camps and summer school/enrichment programs. It is likely that structured parking will be necessary to accommodate the required parking while retaining adequate field and open space. Site construction will be required to meet current stormwater regulations and APS instructional requirements.

The following list of performance criteria shall be considered APS's project requirements, though the list is by no means to be considered exhaustive. The performance criteria listed are APS standards for new construction facilities. Since a portion of the Project includes an existing structure certain performance compromises may be necessary and shall be investigated and resolved during the initial design phases. The design shall:

- Integrate learning, design, sustainable design, and environmental stewardship so that it supports and enhances student learning and student success
- Deliver a balanced design that achieves **Zero Energy** status as defined by the United States Department of Energy
- Meet these measurable high performance criteria
 - Maximum Energy Use Intensity (EUI): 21
 - On-site renewable energy generation that exceeds the EUI via a solar photovoltaic array
 - Overall minimum insulation R-values: 30-roof, 25-wall, 10-under-slab
 - Thermally broken windows with insulated glass
 - Glazing percentage: 35-40%
 - Airtightness: 0.15 cfm/sf
 - HVAC System: ground source heat pump with dedicated outdoor air system
 - Lighting System: all LED
- Provide building systems that are durable, straightforward to operate/control, and are easily maintained
- Consider Indoor Air Quality, Thermal/Acoustic/Visual Comfort, and Universal Design standards beyond the minimums required by building code

B. Goals and Objectives

The provisions of this section set out the goals and objectives of APS and do not impose obligations, duties or responsibilities upon the CMR in addition to, or independent of, those set out in the other provisions of this RFP and CMR Contract. The CMR will exercise its best professional judgment and perform the Work in a manner that will conform to the accomplishment of these goals and objectives:

- Ensuring the Project remains safe.
- Ensuring the Project remains within budget.
- Ensuring the specific scheduling needs of APS are met.
- Ensuring Owner's Project Manager and Owner's Representative are kept apprised of work in progress, unusual disruptions, changes in schedules, etc. Continuous open communications will be essential to providing the information that will allow APS to plan and adjust incrementally.
- Ensuring the Project supports APS Strategic Goals, specifically Goal 4: Provide Optimal Learning Environments.
- Ensuring that all Project submittals and construction are in compliance with the design intent.

C. Cost

The maximum total Project cost is \$49,000,000 (approximately \$32,000,000 to \$36,000,000 for the GMP and the remaining for Owner contingency and soft costs). At the concept design phase the A/E will develop a minimum of three (3) design concepts representing a range of construction costs, namely a minimum, mid-range, and maximum cost. At the conclusion of the concept design phase a single design concept will be selected.

D. Schedule

For purposes of this RFP, Offerors must use the schedule in this section as a basis of TAB 6: Fees for Services. Offerors have the opportunity to discuss schedule modifications as part of TAB 4: Management Capability / Project Plan, item 4.a.

January 2018	Phase 1 Pre-Construction Services Contract Award
October 2017 to February 2018	Concept Design / Ed Spec / Site Survey
March to June 2018	Schematic Design
July to November 2018	Use Permit / Design Development / 65% CD
December 2018 to May 2019	Building Permit / 95% CD / 100% CD
▪ April 2019	Draft GMP due to APS
▪ May to June 2019	Phase 2 Construction Services Contract Award
July 2019 to April 2021	Construction
▪ July 1, 2019	Construction Starts (Enabling Work & Sitework)
▪ September 9, 2019	Construction Starts (Building Renovation & Expansion)
▪ March 31, 2021	Substantial Completion
▪ April 30, 2021	Final Completion

IV. INSTRUCTIONS TO OFFERORS:

Offerors shall review all available Project documents as listed or referenced in this RFP, visit and become familiar with the Project site, identify any requirements of APS and Arlington County (whether affecting performance of the Work or the authorization to conduct business in Arlington County). The Work is for CMR services for which the Contracts are structured in two phases:

Phase 1 – Pre-Construction Phase Services: Phase 1, Pre-Construction Phase Services, will be subject to the Terms and Conditions included in the Contract Between the Owner and Construction Manager at Risk Phase 1 – Pre-Construction Phase Services and will be performed for a stipulated or fixed amount. The Phase 1 Contract is associated with the Work of the CMR prior to the start of Construction Phase Services and includes providing a GMP for the construction of the Project and is available at the following link:

<https://www.apsva.us/wp-content/uploads/2015/09/Contract-for-CMR-Pre-Construction-Phase-Services-and-Terms-and-Conditions.pdf>

Phase 1 services shall include the following:

1. Construction Manager at Risk Pre-Construction Phase Standard Scope of Services described in Attachment C.
2. All Work shall comply with the requirements of the Contract Between Owner and Construction Manager at Risk Phase 1 – Pre-Construction Phase Services, the Virginia Public Procurement Act, and the APS Purchasing Resolution.

Phase 2 – Construction Phase Services: Phase 2, Construction Phase Services, will be contingent upon the CMR providing an agreeable GMP to the Owner. The Contract Between Owner and Construction Manager Phase 2 – Construction Phase Services will be used for this portion of the Work. The Phase 2 Contract is associated with the Work of the CMR during the construction portion of the Project and is available at the following link:

<https://www.apsva.us/wp-content/uploads/2015/09/Contract-for-CMR-Construction-Phase-Services-and-Standard-General-Conditions.pdf>

Phase 2 services shall include the following:

1. Completion of the Construction portion of the Work in strict conformance with the Contract Documents and the Construction Phase Services Scope of Work described in Attachment C.
2. All Work shall comply with the requirements of the Contract Between Owner and Construction Manager at Risk Phase 2 - Construction Phase Services, the Virginia Public Procurement Act, and the APS Purchasing Resolution.

Format and Content

Proposals should address the items included in the Scope of Services and in the Criteria for Proposal Evaluation. Failure to do so will result in a lowered evaluation. Incomplete Proposals may be determined nonresponsive.

Proposals shall be bound and tabbed and shall include the following components and be organized as follows:

TAB 1: General Information:

Offerors shall provide the following information under Tab 1:

1. The headquarters location of the organization (including physical address, mailing address, telephone number, facsimile number and main e-mail address or web site address) and clear identification of the location of the organization's local or regional office (if different from the headquarters location, including physical address, mailing address, telephone number, facsimile number and main e-mail address or web site address) to be used in delivering the requested CMR services to be provided on the Project.
2. The legal status of the organization (privately held corporation, publicly held corporation, joint venture, etc.). If the Proposal is being made by a joint venture, the Proposal must include the information listed within this section of the CMR RFP for both organizations that constitute the joint venture and a copy of the joint venture agreement.
3. The names and contact information for the President, Vice President of Operations, Chief Executive Officer (CEO) and Chief Financial Officer (CFO) of the organization, as well as the Office Manager of the organization's local office that will have primary responsibility for delivering the Project.
4. The name and title, direct telephone number (including extension), cellular telephone number and direct e-mail address of the highest ranking individual within the organization that will have oversight responsibility for the organization's involvement with the Project.
5. The number of years that the organization has been providing services similar to those requested by this CMR RFP, including a delineation of this information for both the headquarters location and the local or regional office that will be used in delivering the requested CMR services on the Project. Proposers must clearly identify the staffing and experience of the office from which the Project will be managed.
6. A fully executed Request for Proposals Pages 1, 2, 3, & 4 of this solicitation and include them as the first four (4) pages of your Proposal. The name stated on page 4 must be the full legal names of the Offeror and the address must be that of the office which will have the responsibility for the services provided. The following forms should be completed and provided:
7. The Conflict of Interest Statement included at Attachment A.1

TAB 2: Executive Summary (1 page)

Offerors shall provide the following information under Tab 2:

Provide a no more than one (1) page executive summary of your Proposal that highlights the strengths of your firm, factors that differentiate your firm from the other Offerors, and key elements that will contribute to the success of the Project.

TAB 3: Key Personnel Experience and Qualifications (note that the requirements below request more information than was required for the RFQ)

Offerors shall provide the following information under Tab 3:

The professional expertise of the proposed personnel will be a major factor in awarding the Contract. It is critical that the proposed personnel be of the highest caliber and have experience as similar to this type of work as possible. The following information requested is a minimum requirement. The information provided should be such that it conveys the relevant expertise, experience and qualifications concerning overall categories such as: Professional Construction Management, General Contracting, Planning and Project Control, Inspection, Value Management, and Constructability Analysis, Procurement, Scheduling and Estimating Methods, Design Knowledge, Accounting or Cost Analysis, Specialized Experience and Knowledge, and other relevant categories. Evidence that the proposed personnel have previously worked together as a team should be submitted, if applicable. The importance of your proposed staff, including staff that provides home office support, cannot be over-emphasized.

Provide the following information on each of the proposed personnel, Subcontractors (if any), and consultants (if any). Quantity and qualifications of proposed personnel must be sufficient to complete the Pre-Construction

Services Phase and Construction Services Phase of the Project. **Specific personnel required include a Quality Control Superintendent and Close-out Engineer as described at Attachment C.**

1. Name, title, proposed position:
2. Education - Institution(s) attended, year of graduation, specialty/degree earned:
 - a. Post-graduate and specialized relevant training - dates, institutions, courses, seminars, etc.:
3. Licenses - list current licenses by type and state:
4. State how many years each proposed staff member has been employed by:
 - a. Your organization:
 - b. Your organization in the position proposed:
 - c. Previous organizations in the position proposed:
5. Identify all the projects of similar nature, scope, and duration performed by the proposed personnel during the past five years in the same position as being proposed. State for each project the following information:
 - a. Name of the firm the individual was employed by, the supervisor's name, and telephone number:
 - b. Project data:
 - (1) Name and location:
 - (2) Project size (dollar value, square footage etc.):
 - (3) State whether the project was completed on time and on budget and if not explain:
 - (4) Type of CMR contract
 - c. Project description narrative explaining how it is similar to this Project:
 - d. List name, title, address, and phone number of the contact person your proposed personnel directly dealt with on the referenced projects for the following:
 - (1) Architect/Engineer:
 - (2) Owner:
 - (3) Prime Contractors or Major Sub Contractors (list at least MEP):

TAB 4: Management Capability / Project Plan

Offerors shall provide the following information under Tab 4:

This section deals with the overall management strategy and proposed plan for this Project. It should cover all aspects and periods of the Project. It should include, but not be limited to, overall operational concept, identification of problem areas considered most critical and the CMR's strategy for resolution of each potential problem, organizational plan and how the CMR's plan facilitates the accomplishment of APS requirements, and the organizational chart showing all individuals with direct or indirect involvement.

The Offeror is encouraged to provide work samples from completed or ongoing projects to demonstrate and/or support the firm's capability in executing the activities listed in the scope of services. Such high quality and applicable examples will be reviewed favorably.

Provide the following:

1. Provide an organizational chart showing all direct and indirect personnel, showing lines of authority, responsibility, and communication. This team includes APS, the A/E, and the CMR. The CMR shall propose an organizational chart showing how the three parts of the Project team will work together. Explain the nature of services to be rendered in the field office versus the home office. Indicate what percentage of each individual's time will be committed to the Project (e. g., 100%, 80%, etc.) by Project phase and identify the individual and what activities they will perform.
2. Present for approval, if known at this time, a list of proposed consultants and Subcontractors your organization will employ to carry out its functions as CMR.

3. Provide a narrative overall work plan setting forth details for the recommended approach to the Project. Include all phases of the Project from Pre-Construction Services Phase Contract Award through construction completion and any post completion/occupancy services. The plan should include the following, broken down into phases:
 - a. Review and comment on the conceptual schedule. It is the desire of APS to achieve Project completion/delivery as quickly as possible at the lowest cost. Use this section to provide any suggestions for accelerating the project schedule.
 - b. Discuss quality control procedures (CMR's inspection and internal approval process) to be applied to this project and list most recent project where these procedures were used. Describe the quality control organization reflecting authority and responsibility for key personnel.
 - c. Discuss local construction/labor market conditions and its impact on this Project.
 - d. Provide an explanation of how you plan to leverage BIM, as well as other progressive technologies, to improve project schedule, quality, and cost.

4. Provide project safety record and proposed plan that deals with the overall project safety record of the firm and proposed plan for this Project. The firm should present a current safety record and suggested safety plan that includes, but is not limited to:
 - a. Safety record including lost time accidents on recent projects (including Subcontractors, not just the firm);
 - b. Ability to ensure the safety of students, staff, construction workers, and visitors to APS property and their access to essential areas – identify personnel responsible; and
 - c. Description of how your organization will carry out its safety functions as Contractor. This entails planning for walkways and parking lots, barring entrance to construction areas, maintaining cleanliness within the surrounding facilities, and ensuring compliance with the Virginia Occupational Safety and Health Act (VOSHA) standards/regulations and the safety provisions of the Phase 2 - Standard General Conditions for Construction Manager at Risk Contract.

TAB 5: Cost Control and Value Management

Offerors shall provide the following information under Tab 5:

1. Explain methods for controlling costs and maintaining the Project Schedule, avoiding/minimizing material/labor/equipment shortages, labor problems, and other potential delays. Support your methods by providing deliverables from previously completed or ongoing projects such as Cost Models, Subcontractor Prequalification Forms, Subcontractor Scope Documents/Bid Evaluations, Cost Variance Logs, etc.
 - a. Discuss plans for marketing and generating interest in construction procurements to ensure adequate price competition and quality Subcontractors.
 - b. Provide a plan outlining how the Work will be divided into Subcontractor packages for procurement. Include information on proposed RFP / bid packages, pre-qualifying contractors and suppliers, timing, benefits of your plan, phasing and sequencing of the work, etc.

2. Discuss your approach to Value Management for this Project. Support your approach by providing deliverables from previously completed or ongoing projects such as Value Analysis Logs, Value Engineering Logs, Value Engineering Cost Estimate Backup, Wishlist Log, etc.

TAB 6: Fees for Services

Offerors shall provide the following information under Tab 6:

1. Provide a fully completed Form of Proposal for Pre-Qualified Construction Manager “at Risk” Services; form is included at Attachment A.2.

2. Provide a completed Pre-Construction Phase Team Work Plan included at Attachment A.3.
3. Provide a completed Construction Phase Team Work Plan included at Attachment A.4.
4. Provide a completed General Conditions Non-Personnel Breakdown Form included at Attachment A.5. The form grand total shall match the General Conditions Allowance provided on the Form of Proposal. The items listed are considered to be general conditions costs, not costs of the work. If an Offeror deems a cost to be included as cost of the work in a trade package an explanation must be provided.

A fully completed Form of Proposal will be considered in the rankings of Offerors for short listing firms for Interviews/discussions and the final rankings of Offerors for award of the Contract. Fees will be evaluated in conjunction with the contents of other tabs, specifically Tab 4.

The Owner will rely upon all Fee information set forth in the Form of Proposal in evaluating Proposals. All such Fee submissions shall remain binding upon the Offeror through the negotiation of an agreed GMP for the Phase 2 - Construction Phase Services, subject only to adjustment resulting directly from material changes to the design, Project Schedule, or Costs of the Construction Work as the product of the Phase 1 – Pre-Construction Phase Services.

TAB 7: Proprietary Information

Offerors shall provide the following information under Tab 7:

Trade secrets or proprietary information submitted by an Offeror in connection with this procurement transaction are subject to public disclosure restrictions and requirements of Va. Code Ann. § 2.2-4342. To the extent the Offeror seeks to exclude any document or information submitted as part of its Proposal from public disclosure the Offeror must comply with the requirements of Va. Code Ann § 2.2-4342. **Offerors shall submit, under Tab #7 of the Proposal, any information considered by the Offeror to be trade secrets or proprietary information, shall clearly identify the information as trade secrets or proprietary information and shall provide all information required by Va. Code Ann. § 2.2-4342 to establish why protection is necessary. Offerors may not declare the entire Proposal proprietary nor may they declare proposed pricing to be proprietary.** References may be made within the body of the Proposal to proprietary or trade secret information; however all information contained within the body of the Proposal not in the separate section labeled proprietary shall be public information to the extent so provided by Va. Code Ann. § 2.2-4342.

TAB 8: Other Relevant Information

Offerors shall provide the following information under Tab 8:

Proposals may include any other documentation deemed appropriate by the Offeror to convey to the Project CMR Evaluation Committee knowledge regarding the Offeror's organization. This may include brochures, photographs, letters of recommendation, awards, etc., that your organization believes will assist APS in evaluating its qualifications for this Project.

V. PROPOSAL SUBMISSION REQUIREMENTS

A. General Requirements

Three (3) original hard copies with all signatures in blue ink and three (3) copies of the entire original submission on separate Compact Disks or Thumb Drives, so marked, for a total of six (6) copies of the Proposal are required. Offerors are responsible for ensuring each copy of the Compact Disk or Thumb Drive is marked with the Offeror's name. The Offeror's Proposal shall address requirements of the RFP, not exceeding the stated page limitations. The Proposal shall be limited to a page size of 8 ½" x 11", single space and type size shall not be less than ten (10) point font for each response item. Note: for page-counting purposes, a page equals a one-sided sheet. If a page limit is not noted within the section below there is no page limit.

Proposals shall be submitted in sealed package, with the RFP number, title, Proposal Due Date, and Class A Contractor's License, and its expiration date, on the outside of the sealed package. Offerors are

responsible for having their Proposal received by Purchasing Office staff prior to the Proposal Due Date. APS will not assume responsibility for reproduction where an insufficient number of copies have been supplied. In any such case, APS will notify the Offerors of the deficiency and request that the appropriate number of copies are delivered by the end of the second business day following the request. Failure to comply with this or other requirements of this RFP shall be grounds for APS to reject such Proposals.

Emailed or facsimile submission of proposals are not acceptable and any such proposals will not be considered. Nothing herein is intended to exclude any responsible pre-qualified Offeror or in any way restrain or restrict competition. All pre-qualified Offerors are encouraged to submit proposals.

Modification of or additions to any portion or terms of the solicitation may be cause for rejection of the Proposal; however, APS reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a Proposal as nonresponsive.

Mandatory provisions of this RFPs are indicated by the inclusion of the words "shall" or "must" to identify the Offeror's obligations. Failure to comply with these requirements or with any other requirements stated as mandatory either in this RFP or in the Instructions to Offerors shall result in rejection of the Offeror's Proposal as not responsive, except to the extent the failure or omission either is not a mandatory statutory requirement or does not affect price, quantity, quality or time.

APS proposed Contract Documents and this RFP contain terms and conditions APS favors and intends to use for the resultant Pre-Construction Services Phase Contract and the General Conditions APS favors and intends to use for the resultant Construction Services Phase Contract. Any Offeror receiving a Contract award shall be required to execute a Contract in substantial compliance with APS standard Contract and will be required to furnish all other required information and documentation including tax identification or social security number within ten (10) days after receipt of the earlier of Notice of Award or Notice of Intent to Award; otherwise, APS may award the Contract to another Offeror.

Any erasures or corrections in a Proposal must be initialed by the Offeror in blue ink.

The Owner's Project personnel reserve the right to visit the office(s) of an Offeror to verify any claim(s) made by an Offeror regarding staff, facilities, capabilities, qualifications and any other reasonable concerns that may arise on the part of the Owner. In such an event, the Offeror must make every reasonable attempt to clarify any concerns expressed by the Owner's personnel at that time.

The Owner will not be responsible for any costs incurred by an Offeror in the preparation and submittal of a Proposal.

An Offeror may request to withdraw a Proposal at any time. In the event an Offeror discovers an error in its Proposal and desires to make a correction after the RFP Due Date, the Offeror shall submit in writing the requested correction, along with a written explanation and justification for the change, no later than one (1) business day following the RFP Due Date. If the Owner is satisfied that the identified error was the result of a clerical or mathematical error, the Owner may permit the correction. The Owner shall issue its written decision to the requesting Offeror within three (3) business days of receipt of the correction request. If the request is approved, the Proposal shall be deemed modified by incorporation of the correction requested. If the requested correction is denied, the Proposal shall be considered as originally submitted. The Owner may request additional information or clarifications from an Offeror at any time after the review process has begun.

B. Unnecessarily Elaborate Responses

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective Proposal to this RFP are not desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate or expensive art work, paper, bindings, and visual and other presentations are neither necessary at this time nor desired by APS.

C. Use of Information and Documents

APS and its officials, employees and agents will copy and use the Proposal of the Offeror and documents included with the Proposal, for various purposes related to analysis, evaluation, and decision to award a Contract. Proposals shall be the property of APS. Following award APS may be required to allow inspection and copying of documents, and may also use the Offeror's documents in connection with any resulting Contract with that

Offeror. The Offeror is responsible for obtaining any necessary authorizations for all such use of the documents and information, and for assuring that such copying and use is in conformance with laws related to trademarks and copyrights. Any documents or information for which the Offeror has not obtained such authorization, or for which such copying and use is not authorized, shall not be submitted. The undersigned Offeror agrees to indemnify, defend and hold APS, its officials, employees and agents harmless from any claims of any nature, including claims arising from trademark or copyright laws, related to use of information and documents submitted with the Offeror's Proposal.

D. Submission of Proprietary Information TAB #7

Trade secrets or proprietary information submitted by an Offeror in connection with this procurement transaction are subject to public disclosure restrictions and requirements of Va. Code Ann. § 2.2-4342. To the extent the Offeror seeks to exclude any document or information submitted as part of its Proposal from public disclosure the Offeror must comply with the requirements of Va. Code Ann. § 2.2-4342. **Offerors shall submit, under Tab #8 of the Proposal, any information considered by the Offeror to be trade secrets or proprietary information, shall clearly identify the information as trade secrets or proprietary information and shall provide all information required by Va. Code Ann. § 2.2-4342 to establish why protection is necessary. Offerors may not declare the entire Proposal proprietary nor may they declare proposed pricing to be proprietary.** References may be made within the body of the Proposal to proprietary or trade secret information; however, all information contained within the body of the Proposal not in the separate section labeled proprietary shall be public information.

E. Format and Content

The Proposal should address the items included in the Scope of Services and in the Criteria for Proposal Evaluation. The content of the Proposal copies submitted on CD-ROM or memory stick should mirror the content of the original hard copy and should be in pdf format. Failure to do so will result in a lowered evaluation. Incomplete Proposals may be determined nonresponsive.

F. Guaranty Bonds

1. The successful Offeror, at the time of the execution of the Construction Phase Services Contract, shall furnish a Performance Bond and a Payment Bond, each in an amount equal to one hundred percent (100%) of the Contract Price and the Contract shall not be deemed to have been fully executed until such Bonds are provided. Bonds shall be on the forms provided in Appendix A and shall be issued by a surety company licensed to conduct business in the state of Virginia and listed on the United States Treasury Department's latest Circular 570, and otherwise acceptable to APS. The Performance Bond and the Payment Bond shall be in effect as of the date the successful Offeror signs the Contract, and shall remain in effect through the later of the expiration of all applicable Warranty Periods or final conclusion of all third party claims against the Offeror, including all appeals. If executed prior to the date the successful Offeror signs the Contract the Bond shall include written certification from the surety that the bond is effective as of the date of the Contract. If the successful Offeror is a partnership or joint venture all partners or ventures shall execute the Bond as principal in a personal and not representative capacity, in addition to execution of the Bond by the Contractor as principal. Cost of said Bonds shall be included in the Contract Price.
2. APS reserves the right to request documentation from the surety company as to its financial capabilities, past experience, and other evidence of security's reliability. In the event that the CMR's surety company becomes insolvent, bankrupt or in any way is incapable of providing the services, the CMR shall, within ten (10) days' notice from APS, furnish new Payment and Performance Bonds to APS from a surety licensed to conduct business in Virginia, listed on the United States Treasury Department's latest Circular 570, and otherwise approved by APS Purchasing Agent. Any cost in securing new bonding will be the responsibility of the CMR.

VI. PROPOSAL EVALUATION PROCESS

The opening of the Proposals will not be conducted in public.

Offerors shall not include in their Proposal budget estimates of the Construction Phase Services. Offerors shall not include in their Proposal any exceptions to proposed contractual terms and conditions, unless such terms and

conditions are required by statute, regulation, or ordinance, until after the qualified Offerors are ranked for negotiations. Offerors providing a Proposal which contains exceptions will be deemed nonresponsive. Exceptions may be discussed in the negotiations stage. Any exceptions an Offeror may wish to submit shall be submitted during the negotiations stage, and any term or provision to which no exception is submitted at that time shall conclusively be deemed to have been accepted by the Offeror.

The Selection Advisory Committee shall evaluate each Proposal and select not less than two (2) Offerors and not more than five (5) Offerors deemed to be fully qualified and best suited among those submitting Proposals based on the criteria set forth in the RFP for further consideration, and giving consideration to the responses to the RFQ. The CMR Fee and the Pre-Construction Phase Services Fee shall be evaluated based upon the sum of those fees and not individually.

Negotiations shall then be conducted with not less than two (2) Offerors so selected, exercising care to discuss the same owner information with each Offeror. In addition, the Selection Advisory Committee shall not disclose any trade secret or proprietary information for which the Offeror has invoked protection pursuant to Article 4-110 of the APS Purchasing Resolution. Price shall be a critical basis for award of the contract, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, Arlington Public Schools shall select the Offeror which, in its opinion, has made the best Proposal, and shall award the contract to that Offeror. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one (1) Offeror.

The contract for Pre-Construction Phase Services must be initiated no later than the schematic phase of design. The GMP for Construction Phase Services must be established by the completion of the working drawings.

If the parties are unable to agree on a GMP for the Construction Phase Services during the Pre-Construction Phase Services, the Phase 1 contract is concluded and Arlington Public Schools would not enter into a Phase 2 contract with the Phase 1 CMR. In such event, any incomplete Early Release Contracts may, at the discretion of Arlington Public Schools, be terminated for convenience as provided in the Early Release Contract or the Phase I CMR may be directed to complete the Early Release Contract on the terms and at the price set forth therein. If the construction drawings and specifications are substantially complete, the Purchasing Agent may elect to proceed with the project using Competitive Sealed Bidding procurement procedures limited to the CMR proposers which were short-listed for negotiation, including the CMR proposer with which a GMP could not be agreed.

Alternatively, if factors remain which sustain the benefit of continuing with the CMR process, the Purchasing Agent may direct the Selection Advisory Committee to notify the Offeror which was ranked by the Selection Advisory Committee as having made the second best Proposal to submit a proposed GMP and attempt to negotiate an acceptable GMP for the Construction Phase Services. If an acceptable GMP is not reached with the Offeror which was ranked as having made the second best Proposal, then the Offeror which was ranked as having made the third best Proposal shall be notified and an attempt made to negotiate an acceptable GMP, and so on until an acceptable GMP for the Construction Phase Services is achieved. Each unsuccessful negotiation removes that Offeror from further consideration. If Arlington Public Schools is unable to negotiate an acceptable GMP for the Construction Phase Services with any of the Offerors to which the RFP was issued, Arlington Public Schools may in its sole discretion cancel the procurement or proceed with procurement for the construction on a Competitive Sealed Bidding basis. Procurement on a Competitive Sealed Bidding basis shall be deemed a new procurement, and having been a CMR Offeror shall not exclude any person or entity from submitting a Bid.

Rejection of Proposals. APS can reject a Proposal as "technically unacceptable" without considering price.

VII. CRITERIA FOR PROPOSAL EVALUATION

The Selection Advisory Committee will use the following criteria to evaluate and judge the Proposals (weighted as indicated below):

General organization, thoroughness, and continuity of Proposal	10%
TAB 3: Key Personnel Experience and Qualifications	25%
TAB 4: Management Capability / Project Plan	30%
TAB 5: Cost Control and Value Management	15%

TAB 6: Fees for Services
TOTAL

20%
100%

The contents of TAB 1: General Information, TAB 2: Executive Summary, TAB 7: Proprietary Information, and TAB 8: Other Relevant Information.

VIII. INTERVIEW

APS shall require interviews with those pre-qualified Offerors deemed to be fully qualified and best suited among those submitting Proposals based on the criteria set forth in the RFP. APS has tentatively scheduled the interviews for **January 5, 2018 at the APS Facilities and Operations Conference Room, located at 2770 South Taylor Street, Arlington, VA 22206, between 8:00 AM to 5:00 PM.** At the time these interview(s) are scheduled, APS will confirm in writing with each Offeror the specifics of these sessions. The interview will be forty-five (45) to sixty (60) minutes in duration.

Each Offeror is required to have the following personnel attend the interview: Project Executive, Project Manager, Superintendent, Chief Estimator, Quality Control Superintendent, and Preconstruction Project Manager (if different from overall Project Manager).

Selection of the Offeror which, in the opinion of APS, has made the best Proposal, and shall be awarded the Contract, will be based only upon the interview evaluations criteria. The scores from the Proposal evaluation will not be considered during the interview stage. The interviews will be evaluated upon the following criteria:

1. Demonstrated success in meeting the interview requirements and understanding of the RFP requirements. (25%)
2. Demonstrated knowledge of project methodology, understanding the scope of work, and APS' objectives. (15%)
3. Team composition and demonstrated cohesion within the team. (25%)
4. Previous Project Experience Providing Comparable Scope of Services to APS or other local jurisdictions. (15%)
5. Fees for services (20%)

Information supplied by references on capability and past performance of Offeror. References will only be checked for the Offerors interviewed.

The Proposal evaluation scores will not be considered during the interview stage.

Attachment A.1

To be included in TAB 1

CONFLICT OF INTEREST STATEMENT

I, whose name is subscribed below, a duly authorized representative and agent of the entity submitting this Proposal to Arlington Public Schools in response to its Request for Proposal #30FY18, and on behalf of the Offeror:

Certify that neither the Offeror nor any affiliated firm, parent corporation or subsidiary has, within the past five (5) years, been employed by or represented a deliverer of services, which services reasonably could be expected to be considered for purchase by the Arlington Public Schools as a result of this solicitation.

Affirm that if the Offeror is awarded a contract under this solicitation, and during the term of that contract prepares an invitation to bid or request for proposal for or on behalf of the Arlington Public Schools, the Offeror agrees that it shall not (i) submit a bid or proposal for that procurement or any portion thereof or (ii) disclose to any bidder or Offeror information concerning the procurement which is not available to the public.

Affirm that the Offeror further agrees that it shall not solicit or accept any commissions or fees from vendors who ultimately furnish services to the Arlington Public Schools as a result of services furnished by the Offeror under any contract award made as a result of this solicitation.

FIRM NAME (Offeror): _____

SIGNED BY: _____ DATE: _____

NAME/TITLE: _____

ACKNOWLEDGMENT

COMMONWEALTH OF VIRGINIA/STATE OF _____) CITY/COUNTY OF _____) to wit:

personally appeared before me this ____ day of _____ 20 ____ the undersigned a Notary Public in and for the State and County of aforesaid, _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to within the instrument as an agent of the Offeror and acknowledged that he/she has executed the same for the purposes therein contained.

(Seal)

Notary registration number: _____

My commission expires: _____, 20 ____

ARLINGTON PUBLIC SCHOOLS



**Form of Proposal for
Pre-Qualified Construction Manager “at Risk” Services**

Issue Date: November 9, 2017

RFP: 30FY18

Project: New Elementary School at the Reed Site (“Project”)

To: Arlington Public Schools
Purchasing Office
1426 N. Quincy St
Arlington, VA 22207
Attn: David J. Webb, C.P.M.

From: Offeror _____ Contact _____
Address _____ Phone _____
_____ Email _____

Proposal Due Date: **Prior to 2:00 PM on December 5, 2017, Local Prevailing Time**

In compliance with and subject to your Request for Proposal (RFP) and the documents therein specified, all of which are incorporated herein by reference, the undersigned proposes to furnish all labor, equipment, and materials and perform all Work necessary for Pre-Construction Phase Services for this Project as well as the associated CMR Fee, General Conditions Fee, General Conditions Allowance, Insurance and Taxes Fee, bonds, and other items listed below in accordance with the RFP inclusive of all Addenda, for the consideration of the following amounts:

1. Pre-Construction Phase Services Fee (lump sum) – Offeror shall also complete the **Pre-Construction Phase Team Work Plan** at Attachment A.3 and include in Tab 6. The staffing illustrated on the plan shall be the basis of the lump sum fee. Reference the RFP for instructions.

Pre-Construction Phase Services Fee (lump sum):

Phase	In writing	In figures
Concept Design	dollars	\$
Schematic Design	dollars	\$

Design Development	dollars	\$
Construction Documents	dollars	\$
GMP & Procurement	dollars	\$
Total	dollars	\$

2. Pre-Construction Phase Allowance (not to exceed) – Offeror shall include this specified not to exceed allowance for activities that may be required during the Pre-Construction Phase Services prior to an agreed GMP. These activities shall be for subcontractor pre-construction services and could include design assist and advanced buys for specialized/long-lead equipment.

Pre-Construction Phase Services Allowance (not to exceed):

Two hundred thousand dollars (\$200,000)

3. General Conditions Fee (lump sum) – Offeror shall provide a lump sum amount General Conditions Fee for CMR Project staff. Offeror shall also complete the **Construction Phase Team Work Plan** at Attachment A.4 and include in Tab 6. The staffing illustrated on the plan shall be the basis of the lump sum fee. It is essential that all anticipated staff General Conditions requirements are included in the lump sum entered below. If field staff are provided with a vehicle for use on site, costs associated with any such vehicle shall be included in this lump sum. No additional General Conditions Fee will be subsequently authorized unless there are compelling reasons for doing so.

Total General Conditions Fee (lump sum):

_____ dollars (\$_____)

The maximum amount per day that can be added or subtracted from the total General Conditions Fee for adjustment in the construction schedule when establishing the GMP or relative to change orders for adjustments in general conditions shall be the Total General Conditions Fee amount divided by the project duration: six hundred and forty (**640 days**) (time between start of construction and substantial completion as specified in the RFP).

Amount when Total General Conditions Fee is divided by Project duration:

_____ dollars (\$_____) / day

4. General Conditions Allowance (not to exceed) – provide a not to exceed amount for non-personnel General Conditions items. These items are to be reimbursed on an at-cost basis without any CMR mark-up. Offeror shall also complete the **General Conditions Non-Personnel Breakdown Form** at Attachment A.5 and included in Tab 6.

Total General Conditions Allowance (not to exceed):

_____ dollars (\$_____)

5. Insurance and Taxes Fee – stated as a percentage (%) of the cost of the Work, for general liability insurance, builders risk insurance, payment and performance bonds, local business licenses, and any local municipal taxes. (This is the amount that the Offeror will include in any estimates as full and complete payment for these items.)

_____ %

6. **CMR Fee (lump sum):**

dollars (\$ _____)

7. **Billable Hourly Rates for On-Site Staff:**

#	Position	Regular Rate	Overtime Rate	Second Shift Rate
1	Senior Project Manager	\$	\$ N/A	\$ N/A
2	Project Manager	\$	\$ N/A	\$ N/A
3	Assistant Project Manager	\$	\$	\$
4	Field Superintendent	\$	\$	\$
5	Assistant Superintendent	\$	\$	\$
6	Foreman	\$	\$	\$
7	Project Engineer (A/S/C)	\$	\$	\$
8	Project Engineer (M/E/P)	\$	\$	\$
9	Field Secretary/Clerk	\$	\$	\$
10	Clerk/Document Control Person	\$	\$	\$
11	BIM Manager	\$	\$	\$
12	Quality Control Manager	\$	\$	\$
13	Close Out Engineer	\$	\$	\$
14	Field Accountant	\$	\$	\$

Offeror: _____

Authorized Personnel Name Printed

Authorized Signature

Date Signed: _____