

CMAR REQUEST FOR PROPOSALS

Date: August 25, 2016

Project Identification

Project Name: College of Engineering Building, UNR

Project Address: University of Nevada, Reno

SPWD Project No.: 16-A046

Owner

State Public Works Division

515 E. Musser Street, Suite 102

Carson City, Nevada 89701-4263

(775) 684-4141

SPWD Project Manager: Robbie Oxoby

The CMAR shall be qualified to bid on public work in accordance with Nevada Revised Statutes Section 338.1379 prior to submitting a response to this Request for Proposals.

SPWD RFP/Interview Submittal Contact: Ward Patrick, Chief of Planning (775) 684-4102

All questions or comments pertaining to the RFP and/or the Interview Submittal shall be directed to the State Public Works Division RFP/Interview Submittal Contact listed above.

Using Agency: University of Nevada, Reno

Architect

Firm Name: H+K Architects

Address: 5485 Reno Corporate Drive, Suite 100

City, State, Zip Code: Reno, Nevada 89511-2262

Phone: 775-332-6640

Delivery Deadline for Proposals

Proposal packages (7 hard copies and one PDF required) from all interested parties will be accepted at the front desk of the State Public Works Division office (address listed above) until:

Date: September 15, 2016

Time: 2:00 PM (local time)

ARTICLE 1 PROJECT DESCRIPTION AND BUDGET

Building Name: College of Engineering Building

Gross Building Area: 86,000 square feet

Established Construction Budget: \$63,000,000

General Project Description:

The scope of this project will complete a four story 86,000 sf engineering lab building located on the east edge of the University of Nevada, Reno campus. The majority of the facility consists of 40 research laboratories for use by each of the departments in the College of Engineering (Chemical and Material, Computer Science, Biomedical, and Mechanical Engineering). The labs are a mix of dry research for computer based engineering and wet research labs. The building also includes a dedicated cleanroom allowing for tight tolerance experimentation, a computer lab, 3 Instructional Laboratories, 50 offices, and 150 graduate student workstations. The building's exterior finishes will be a combination of brick, metal, and curtain wall glazing which will complement the recently constructed adjacent campus buildings. The building is envisioned as two separate blocks along Evans Street which includes the demolition of 7 residences along Evans Street. .

ARTICLE 2 PAYMENT TERMS AND DEFINITIONS

See CMAR General Conditions of the Contract (Section 7.5).

ARTICLE 3 CMAR PRE-CONSTRUCTION SERVICES

See Owner-CMAR Pre-Construction Agreement for description of required services.

The CMAR's participation will commence at or near the date that the Schematic Design Phase documents are issued by the Architect.

ARTICLE 4 PROJECT AND RFP TIME SCHEDULE

See Baseline Project Schedule (Article 8). The Baseline Project Schedule includes a tentative schedule of events and dates. The Baseline Project Schedule is subject to change as deemed appropriate by the Owner.

ARTICLE 5 CMAR REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS

The submittal shall be bound and indexed, shall be separated into the following specific categories, and the information within each category shall be ordered to match those listed in this request for proposals.

A cover letter shall be included that addresses pertinent general information as deemed appropriate by the CMAR. The cover letter shall also include the appropriate contact person at the CMAR firm, along with their phone number and e-mail address, and a list of 3 references with their contact information.

CMAR Firm General Information

Firm Information

Provide firm name, business address, year established, type of firm ownership (i.e., single source, joint venture), name and address of parent company, former parent company names, name and contact information for principal personnel, areas of responsibility, and total number of personnel.

Firm Organizational Chart

Indicate lines of responsibility and/or communication.

Current Workload

Provide a list and a summary paragraph describing the firm's current workload, including a list of project names and the associated contract values.

1. Key Personnel Qualifications

- a. Provide a resume for each key person that will be assigned to this project. Include their name and title, project assignment, total years of construction experience, years of experience with CMAR, years of experience with this firm, education including degree(s), year and discipline, active registrations and licenses including the number and State, other qualifications, and experience. Also, provide a summary of any experience with CMAR pre-construction services.
- b. Describe the specific role performed on each project listed in the resume, highlighting projects of similar size and scope where the person's role was similar to their role on this project.
- c. As a minimum, provide resumes (that include qualifications and experience) for the Project Manager, Superintendent, Estimator, and Schedule Coordinator. Provide this information for both the Pre-Construction and Construction phases, if different personnel will be utilized.
- d. Provide a project-specific organizational chart.

2. Project Experience (Similar Projects)

- a. Include experience on up to 10 projects of similar size and scope in either public or private sector. Include project name, project description, client references for each project (including contact name, address, and telephone), completion date, project budget, type of services provided, and other pertinent information.
- b. Include any applicable experience in the State of Nevada.
- c. Include a statement as to whether the proposed key personnel were involved in any of the listed projects.
- d. Specify the delivery method utilized for each of the listed projects. Relevant project experience may include projects using any delivery method, including without limitation, CMAR, Design-Build, Design-Assist, Negotiated, or Value-Engineered work.

3. Past Performance

For each project listed under project experience (above) provide the following information:

- a. List the name, location, and a general description of each project.
- b. List your firm's record of cost performance (list contract award amount versus final construction cost). Explain any cost deviations.
- c. List your firm's record of schedule performance (list original schedule versus final completion date). Explain any schedule deviations.

4. Project Implementation Plan

- a. Describe your approach to performing pre-construction services.
- b. Describe your subcontractor qualification process.
- c. Describe how you will involve subcontractors in the Pre-Construction process.
- d. Describe how you will obtain subcontractor bids (in accordance with CMAR General Conditions of the Contract Section 3.17 and in accordance with Nevada Revised Statutes Sections 338.16991 and 338.16995).
- e. Describe your approach to performing construction administration and management.
- f. Describe your approach to controlling the project construction budget and schedule.
- g. Describe your approach to performing quality assurance/quality control during construction.
- h. Describe your approach to achieving project close-out (commissioning, punch-list completion, and warranty work).
- i. Describe your approach to achieving compliance with Nevada Revised Statutes Section 338.130 (which requires the preferential employment of honorably discharged veterans and citizens of the State of Nevada in the construction of public works).

5. Safety Program
 - a. Provide a summary description of your safety program including sample documentation/forms.
 - b. Provide a summary description of your safety program implementation plan, including assigned personnel and the percentage of their time that will be allocated to this project.
 - c. Provide your safety record for the last 5 years.

6. Miscellaneous Submittal Requirements
 - a. CMAR shall include a copy of his current Certificate of Eligibility (when/if applicable).
 - b. CMAR shall include a copy of the signed Affidavit of Compliance (when/if applicable).
 - c. CMAR shall include a copy of his current Nevada Contractor’s License.
 - d. CMAR shall include a copy of his current Qualified Bidder Status letter (per NRS 338.1379).
 - e. CMAR shall submit a statement as to whether his firm has been found liable for breach of contract with respect to a previous project, other than breach for legitimate cause, during the 5 years preceding the date of this Request for Proposals.
 - f. CMAR shall submit a statement as to whether his firm has been disqualified from being awarded a contract pursuant to Nevada Revised Statutes Sections 338.017 or 338.13895.

7. Insurance and Bonding Capacity
 - a. Submit evidence of ability to obtain all insurance as stipulated in the CMAR General Conditions of the Contract.
 - b. Submit evidence of the financial capability of your bonding company.
 - c. Submit evidence that your bonding company is listed by the United States Treasury.
 - d. Submit written certification or other appropriate evidence from your bonding company confirming that your firm will have bonding capacity if this project, estimated at the value listed in Article 1 of this Request for Proposals, is added to your current and anticipated workload.
 - e. Submit evidence that your firm is covered by workers compensation insurance as stipulated in the CMAR General Conditions of the Contract.

ARTICLE 6 CMAR SELECTION SCHEDULE

The following dates are tentative and are subject to revision by the Owner:

	<u>Date</u>
Notification Letter Issued to Short-Listed CMAR Firms	October 3, 2016
CMAR Interview Submittal due in SPWD Office	October 13, 2016
Board of Examiners Approval of Owner-CMAR Pre-Construction Agreement	January 10, 2017

ARTICLE 7 CMAR SELECTION PROCESS

The CMAR selection process will be conducted in accordance with all of the requirements stipulated in Nevada Revised Statutes Chapters 338 and 341 and Nevada Administrative Code Chapters 338 and 341.

A short-list of between 2 and 5 CMAR firms will be determined based on proposals only. Each of the short-listed firms will be asked to prepare and submit a CMAR Fee Proposal responding to the CMAR Interview Submittal. The final selection will be based on the interview and the CMAR Fee Proposal (see Final Selection Criteria and Weighting listed in Article 8).

ARTICLE 8 CMAR EVALUATION AND SELECTION CRITERIA

Evaluation of the CMAR firms will be based on the information requested and provided in the CMAR’s Proposal. The defined categories will be evaluated on a percentage score or on a pass/fail basis, as may be applicable. All proposers understand and accept that the weighted selection criteria are both subjective and objective by nature and that the weight factor of each category is intended to define its relative importance. The final ranking of each firm will be based on a combined evaluation of all applicable criteria. By submitting a Proposal, the proposer acknowledges that the State Public Works Division has sole and absolute discretion in determining the selection criteria and in evaluating the proposer based on the selection criteria in each category.

Short-List Selection Criteria and Weighting

1. Key Personnel Qualifications	25 Points
2. Project Experience (Similar Projects)	20 Points
3. Past Performance	20 Points
4. Project Implementation Plan	25 Points
5. Safety Program	5 Points
6. Certificate of Eligibility	<u>5 Points</u>
Short-List Selection Point Subtotal	100 Points
Nevada Licensed Contractor	Pass/Fail
Qualified Bidder Status	Pass/Fail
Prior Breach of Contract	Pass/Fail
Prior Disqualification	Pass/Fail

Final Selection Criteria and Weighting

1. Key Personnel Qualifications	20 Points
2. Project Experience (Similar Projects)	10 Points
3. Past Performance	10 Points
4. Project Implementation Plan	20 Points
5. Safety Program	5 Points
6. Certificate of Eligibility	5 Points
7. CMAR Fee Proposal	20 Points
8. Interview	<u>10 Points</u>
Final Selection Point Total	100 Points

The CMAR Fee Proposal will be evaluated and scored based on the costs and fees listed in Articles No. 2 thru 6 in the CMAR Fee Proposal.

Scores will be calculated by dividing the lowest Proposed Fee Arrangement by the applicant’s Proposed Fee Arrangement multiplied by the total possible 20 points.

ARTICLE 9 CMAR PROJECT SCHEDULE

	<u>Date/Duration</u>
<u>Professional Services Agreement Executed</u>	11-01-16
<i>Approximate Duration (between previous item and following item)</i>	1 week
<u>Begin Schematic Design Phase (Pre-Design Meeting)</u>	11-08-16
<i>Approximate Duration (between previous item and following item)</i>	81 days
Schematic Design Delivery (Sub-Consultants to Architect)	01-25-17
<i>Approximate Duration (between previous item and following item)</i>	1 week
Schematic Design Delivery (to State Public Works Division)	02-01-17
<i>Approximate Duration (between previous item and following item)</i>	3 days
Schematic Design Presentation Meeting	TBD
<i>Approximate Duration (between previous item and following item)</i>	2 weeks
Schematic Design Review Comments Issued	03-01-17
<i>Approximate Duration (between previous item and following item)</i>	0 days
<u>Begin Design Development Phase</u>	03-01-17
<i>Approximate Duration (between previous item and following item)</i>	168 days
Design Development Delivery (Sub-Consultants to Architect)	08-15-17
<i>Approximate Duration (between previous item and following item)</i>	16 days
Design Development Delivery (to State Public Works Division)	09-01-17
<i>Approximate Duration (between previous item and following item)</i>	3 days
Design Development Presentation Meeting	TBD
<i>Approximate Duration (between previous item and following item)</i>	2 weeks
Design Development Review Comments Issued	10-02-17
<i>Approximate Duration (between previous item and following item)</i>	0 days
<u>Begin 50% Construction Documents Phase</u>	10-02-17
<i>Approximate Duration (between previous item and following item)</i>	78 days
50% Construction Documents Delivery (Sub-Consultants to Architect)	12-18-17
<i>Approximate Duration (between previous item and following item)</i>	15 days
50% Construction Documents Delivery (to State Public Works Division)	01-03-18
<i>Approximate Duration (between previous item and following item)</i>	3 days
50% Construction Documents Presentation Meeting	TBD
<i>Approximate Duration (between previous item and following item)</i>	2 weeks
50% Construction Documents Review Comments Issued	02-01-18
<i>Approximate Duration (between previous item and following item)</i>	0 days
<u>Begin 100% Construction Documents Phase</u>	02-01-18
<i>Approximate Duration (between previous item and following item)</i>	75 days
100% Construction Documents Delivery (Sub-Consultants to Architect)	04-16-18
<i>Approximate Duration (between previous item and following item)</i>	14 days
100% Construction Documents Delivery (to State Public Works Division)	05-01-18
<i>Approximate Duration (between previous item and following item)</i>	3 days
100% Construction Documents Presentation Meeting	TBD
<i>Approximate Duration (between previous item and following item)</i>	0 days
100% Construction Documents Delivery (to Plan Checking Firms/Agencies)	05-14-18
<i>Approximate Duration (between previous item and following item)</i>	4 weeks
CMAR GMP Proposal Due	06-11-18
<i>Approximate Duration (between previous item and following item)</i>	2 weeks
Owner-CMAR Construction Agreement Signed/Ready for Board of Examiners	06-25-18
<i>Approximate Duration (between previous item and following item)</i>	4 weeks
Review Comments Received from all Plan Checking Firms/Agencies (and CMAR)	07-23-18
<i>Approximate Duration (between previous item and following item)</i>	53 days
Responses to Review Comments Incorporated and Documents Re-Issued	09-14-18
<i>Approximate Duration (between previous item and following item)</i>	2 weeks
Owner-CMAR Construction Agreement Executed	09-28-18
<i>Approximate Duration (between previous item and following item)</i>	0 days
<u>Notice to Proceed / Begin Construction</u>	10-01-18
<i>Approximate Duration (between previous item and following item)</i>	609 days
Substantial Completion / Certificate of Occupancy	06-01-20
<i>Approximate Duration (between previous item and following item)</i>	1 week
Agency Move-In	06-08-20
<i>Approximate Duration (between previous item and following item)</i>	2 weeks
Building Open for Intended Use	06-22-20