

Request for Proposal

FOR CONSTRUCTION MANAGEMENT SERVICES

CENTRAL CARLETON COMMUNITY COMPLEX

TOWN OF HARTLAND

DOCUMENT ID: RFP-2022-002-CMS



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1. OVERVIEW

The Town of Hartland seeks to hire a Construction Manager (CM) to support completion of its Central Carleton Community Complex project.

The Central Carleton Community Complex will replace the Town's current arena, which was built in 1967. The new Complex will include a hockey arena, a canteen, a community center, an exercise room, and a walking track, among other features. Based on a Class C estimate completed in January 2022, its total cost is approximately \$9,875,000.

For more than five (5) years, the Town has worked with Pearson Engineering of Glassville, New Brunswick to plan and design the Complex. The selected CM will work closely with Pearson Engineering and the Town to complete this project.

The Town's selection of a Construction Manager shall be based on qualifications, experience, fees, and record of performance on similar projects.

2. PROJECT BACKGROUND & DESCRIPTION

In 2016, Dillon Consulting prepared a Needs Assessment to determine if the Town of Hartland needed to develop a new community complex to replace its current hockey arena, which had been built in 1967. The Dillon report concluded that the Town did need to replace its arena for multiple reasons, including arena usage data, community and user input, and the condition and cost of the hockey arena.

After that report was released, the Town formed a committee to support the development of a new complex. After months of work, the committee engaged Pearson Engineering to design the new complex and engaged the provincial and federal governments, neighboring Local Service Districts (LSDs), and private donors, to provide financial support to build the arena.

In 2017, in coordination with the province of New Brunswick, representatives from five neighboring LSDs (Coldstream, Brighton, Wakefield, Somerville and Simonds) signed an agreement to provide funds for the new complex through a seven-and-on-half-cent (0.075) tax over a 20-year period.

In January 2021, the Town signed an Integrated Bilateral Agreement (IBA) with the province of New Brunswick and the Federal Government to fund the project for a total cost of \$9,000,000, with the province contributing \$2,999,7000 and the federal government, \$3,600,0000.

Under that agreement, to start the project, the Town would be required to meet several conditions (such as a duty to consult with aboriginal communities) and raise the balance of the \$9,000,000, or \$2,400,300, through approved loans and private donations. To date, the Town has raised approximately \$1,484,000 from private donations, with plans to raise more in coming months.

In November 2021, the Town had met all conditions required under the IBA, with one exception. The province required the Town to update its cost estimate for the project, in consideration of recent inflation and global supply chain issues. In response, the Town contracted Pearson Engineering to update its estimate, which was

finalized in January. The revised estimate included some cost cutting measures and summed to a new figure of approximately \$9,875,000.

To resolve the increase from \$9M to \$9.875M, the Town applied in February for a new loan through the province's Municipal Capital Borrowing Board (MCBB), which will review our application on March 14. The MCBB will decide to approve our application on March 28, with final approval by the Minister expected in the first two weeks of April. While the outcome is not certain, the Town expects to receive approval on its application, which would permit the Town to move forward with this project.

3. SCOPE OF RESPONSIBILITY

The Town seeks to hire a Construction Manager to provide management and administration services to ensure that all construction work is properly executed and meets the specifications and requirements. The Town also seeks a Construction Manager that will work collaboratively with the Designer and the Construction Committee to deliver a facility that is on-time and on-budget. The Construction Manager scope of responsibility will include, but will not be limited to, the following.

1. PRE-CONSTRUCTION.

- a. Review, verify and approve all design drawings and other work products provided by the design firm.
- b. Review, verify and approve all shop drawings and submittals provided by sub-contractors.

2. PROJECT MANAGEMENT.

- a. Create and maintain a detailed construction schedule that contains relevant information on tasks, phases, milestones, start and end dates, and dependencies.
- b. Authorize the payment of bills and invoices from subcontractors. Submit approved bills and invoices to the Finance Committee in a timely way for processing. Maintain a clear and current understanding of spend-to-date against the master budget. Forecast and report cost overruns and unplanned spending to the Project Manager and Finance Committee at first opportunity.
- c. Create and maintain an itemized risk and issues log.
- d. Provide a project status report to the Construction Committee to address the status of design and engineering work, procurement, and construction, as well as actual and potential risks and issues.
- e. Attend and host project meetings with key stakeholders, including representatives of the design firm, the Construction Committee, the Town, and as applicable, sub-contractors and other contributors.

3. PROJECT ADMINISTRATION.

- a. Ensure all required insurance (liability and construction) is secured.
- b. Obtain all required permits and ensure compliance with applicable codes and regulations.
- c. Manage all trade subcontractors and hold all trade sub-contracts.
- d. Approve all material invoices and subcontractor pay requests, in consultation with the Town and its designated authorities.

- e. Review and approve all Change Orders, in consultation with the Town and its designated authorities.

4. CONSTRUCTION MANAGEMENT AND QUALITY CONTROL

- a. Schedule all work and coordinate all construction activities.
- b. Supervise and manage activity at the construction site. Where appropriate, hire or assign a competent superintendent, who shall remain on-site continuously during construction activities and have the authority to act on behalf of the Construction Manager.
- c. Ensure all sub-contractors comply with applicable national and provincial standards with respect to site safety and security, including waste disposal and containment, worker protection, equipment and machine use, and site signage and fencing.
- d. Perform appropriate site and building testing or inspection procedures to ensure quality and conformance to specifications and standards.
- e. Take and log project photographs over the construction life cycle to document progress and confirm conformance to specifications and standards.
- f. Inspect and provide final acceptance of all services and work products.

5. TENDERING AND PROCUREMENT.

- a. Prepare tenders as required for products and services in consultation and coordination with the Construction Committee.
- b. Review tender response packages and approve the awarding of tenders in consultation and coordination with the Construction Committee.
- c. Order, and ensure the timely delivery of, all required materials.

4. EVALUATION CRITERIA

Each proposal should contain the following information for review and consideration. The Town of Hartland may reject proposals that are substantially incomplete or lack key information. The Town of Hartland reserves the right to reject any proposal or all proposals.

1. FIRM INFORMATION (10%). Provide the name of your firm and the location of its offices, specifically indicating the principal place of business. Briefly describe the history, the range of services offered, and the mission of your firm. Describe its officers and executive management. Include an organization chart. Describe its financial status, including financial statements (income statements and balance sheets). Include a reference from your firm's primary financial institution. Indicate the present level of your firm's professional and general liability and other insurance coverage. List and describe the projects that are currently under contract with your firm.
2. QUALIFICATIONS (20%). Summarize your firm's qualifications. At a minimum, address the following:
 - a. The education, training, licensing, and qualifications of the people you will assign to this project, including those responsible for the performance of the work described herein.

- b. The firm's approach to managing cost control, risk identification, and risk mitigation.
 - c. The firm's approach to budgeting, scheduling, and overall project management.
- 3. EXPERIENCE (20%). Provide the following information for three (3) completed Construction Manager or General Contractor projects. The projects should have been completed in the past ten (10) years and be similar in fundamental ways to the Carleton Community Center Complex project.
 - a. A brief project description.
 - b. Performance to schedule and budget, including your own tasks and fees.
 - c. Change Orders. If possible, provide a list. As well, summarize the total number and the total cost of all Change Orders relative to the total cost of the project.
 - d. Contact information of design or engineering firm.
 - e. Contact information of up to three (3) subcontractors.
 - f. The Project Owner's Statement of Reference.
- 4. FEE PROPOSAL (20%). Describe your proposed fee structure and compensation model (time and materials, fixed price, lump sum, etc.). Based on a total construction cost of \$9,875,000 and an estimated construction duration of ten (10) months, provide an estimated total cost or a Guaranteed Maximum Price (GMP). List all reimbursable expense items, with hourly rates or one-time fees for each item. Indicate any other fees or charges not included in your estimated total cost or GMP.
- 5. REFERENCES (20%). Provide contact information for three (3) clients that we may contact regarding your work history. References shall be from projects that have been completed in the past ten (10) years. References should be clients for whom your firm has worked as a Construction Manager or a General Contractor.
- 6. CLAIMS HISTORY (10%). List ALL litigations, arbitrations, and mediations in which the firm has been involved in the past ten (10) years. Provide a brief description of those involving an owner or a design professional.

5. SUBMISSION OF PROPOSALS

To be accepted and evaluated by the Town, your proposal must meet each one of the following requirements.

- 1. The Town must receive your proposal by 4 pm on Friday, March 25, 2022.
- 2. Two (2) complete copies must be submitted in one sealed envelope that is marked "**Response to RFP-2022-002-CMS**".
- 3. The envelope must be hand-delivered to Town Office at 31 Orser Street in Hartland, New Brunswick.

The Town intends to select the most qualified respondent based on the evaluation criteria listed above.

Should the Town and the first respondent selected fail to negotiate mutually acceptable fees for service, the Town shall abandon negotiations with the first respondent and initiate negotiations with the other respondents in rank order.

6. SCHEDULE OF EVENTS

1. RFP Posted – Friday, March 4, 2022
2. Final day to submit questions – Monday, March 14, 2022
3. Addendum Posted with Submitted Questions and Answers – Wednesday, March 16, 2022
4. Proposal Submission – 4 pm on Friday, March 25, 2022
5. Selection of Construction Manager by Town – Monday, April 4, 2022
6. Review and Approval by Town Council – Tuesday, April 8, 2022
7. Town informs Proposal Respondents – Wednesday, Apr 9, 2022

Questions concerning the RFP should be submitted via email to Gaby.Mann@TownofHartland.com. All questions and responses will be documented and will be made available to all bid participants in an addendum to be posted to the Town's website on Wednesday, March 9, 2022.

7. TERMS AND CONDITIONS

The construction completion date shall be defined as the completion of all punch-list items as well as building commissioning.

Where the Construction Manager has a monetary interest in any subcontractor's concern (for example, due to self-performed work or partnerships), such interest shall be disclosed to the Town.

This RFP outlines specifications and requirements but not all terms and conditions, which The Town of Hartland may incorporate into the contract with the successful bidder.

The Town reserves the right to change the deadline and/or cancel this request for proposal process at any time, with or without notice and without providing reasons for such cancellation.

All proposals received shall be considered confidential by the Town of Hartland.

The Town cannot award a contract for Construction Management until the Town's current application to borrow is resolved and the Town receives official approval to borrow from the New Brunswick Municipal Capital Borrowing Board. The Town expects to receive the Board's decision in April 2022.

By submitting a proposal, the applicant agrees to waive any claim it has, or may have, against the Town of Hartland and its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under

the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

A request to withdraw a proposal must be made in writing and filed with the Town of Hartland prior to the selection of the Construction Manager by the Town.

The Town reserves the right to reject any or all proposals if deemed to be in the best interest of the Town.

Bidders may be disqualified, and their proposals disregarded for reasons that include, but are not limited to, the following:

- The Town has reason to believe that the Construction Manager has engaged in collusion.
- The Construction Manager being interested in any litigation against any party to the proposal.
- The Construction Manager is in arrears on any existing contract or has defaulted on a previous contract.
- The Construction Manager has uncompleted work which, in the judgment of the Town, will prevent or hinder the prompt completion of this construction project, if it were awarded to the Construction Manager.

A applicant that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.