



The City of Memphis and Shelby County
Community Redevelopment Agency

CITY HALL 125 NORTH MAIN STREET SUITE 468, MEMPHIS TENNESSEE 38103-2084 (901) 576-6610

Request for Proposals

For

Construction Management Services

Uptown Community Infrastructure

November 6, 2017

Submission Deadline: 12:00 p.m. November 30, 2017

1. INTRODUCTION

The City of Memphis and Shelby County Community Redevelopment Agency (the “CRA”) is soliciting proposals from entities (the “Consultant”) with the qualifications and experience to provide Construction Management Services (CMS) for infrastructure improvements in the Uptown Community Redevelopment Area (herein noted as the “Project”), located in the Uptown Neighborhood of the City of Memphis, Tennessee.

The selected Consultant will direct the project, including functioning as the General Contractor. The Consultant will serve as the primary point of contract and responsibility for Project. The Consultant shall not be permitted to submit a bid for the Project or undertake the construction, nor shall any construction firm controlled or partially owned by the Consultant be allowed to bid on or perform work on the Project. The Consultant shall be allowed to provide basic General Condition services for reimbursement on the Project, as determined in the contract. The construction work for the Project shall be awarded through a request for proposals (RFP) process as outlined in the CRA’s recently adopted procurement policies and procedures.

Services will include coordination and consultation with the City of Memphis for any and all approvals on streets, alleyways, sidewalk, and other infrastructure improvements, utility coordination, and related work. In addition, the Consultant will compile bid packages including technical specifications provided by the Consultant, for various bid packages as construction progresses. The Consultant will be the single point of responsibility for the construction of this Project.

2. INVITATION FOR PROPOSAL

The CRA has proposed to retain a qualified firm to provide Construction Management Services required for infrastructure improvements in the Uptown Community Redevelopment Area. These improvements may include streets, alleyways, sidewalks, and other infrastructure projects.

1. To facilitate the selection of the Consultant for this Project, interested firms are invited to submit a proposal for consideration. The proposal should contain, at minimum, the information requested in this Request for Proposal, including completion of **Exhibit A**.
2. An electronic copy of the proposal should be e-mailed to Andrew.Murray@memphistn.gov and three (3) copies of the proposal, marked on the outside of the envelope “CRA Construction Management Services RFP” should be delivered to:

Andrew Z. Murray, AICP, LEED GA
Interim Executive Director
City of Memphis and Shelby County Community Redevelopment Agency
City Hall
125 N. Main Street, Suite 308
Memphis, TN 38103-2084

The proposals should be delivered no later than 12:00 p.m. November 30, 2017.

3. CRA staff will evaluate the proposals. Interviews with a short list of firms may be held. CRA staff will submit their recommendation to the CRA Board for approval.
4. Any inquiries concerning the proposal should be directed to Andrew Z. Murray, CRA Interim Executive Director at Andrew.murray@memphistn.gov.
5. Contact with CRA Board members during the submittal and review process is prohibited.
6. Proposals received after the date and hour of the proposal due date shall not be considered.
7. Any exceptions shall be stated by the Consultant in their proposal.
8. The CRA is not liable for any cost which the Consultant may incur in connection with the preparation or presentation of its proposal.
9. The CRA reserves the right to reject any or all proposals submitted.

3. DESCRIPTION OF PROPERTY

The Project includes those alleyways, streets, and sidewalks identified in the attached **Exhibit B** (please note that some of these have already been completed – Consultant should visit the area prior to submittal of response to RFP) as well as any other infrastructure projects identified by CRA staff, upon consultation with the CRA Board.

4. SCOPE OF SERVICES

A. Pre-Construction Phase Services:

The Consultant will assist the CRA during the pre-construction phase of the Project by providing services, including but not limited to the following:

1. The Consultant shall work with CRA staff to determine which alleys, streets, and sidewalks identified in Exhibit B require replacement and determine a phasing plan for their completion.
2. The Consultant shall draft an RFP for construction services for those infrastructure projects identified.
3. The Consultant will coordinate and manage the bidding process for selection of construction of the infrastructure projects. The Consultant will coordinate the notice to bidders and any advertisement the CRA will publish. The Consultant will coordinate all requirements for insurance, bonds, and other such financial and legal document requirements. Bids will be released and opened by the CRA.
4. The Consultant shall conduct pre-bid meetings. It is imperative that all bidder's questions and concerns be answered and that they are thoroughly familiar with the bidding

documents. The Consultant will compile a list of items and questions and will forward the documents to the CRA staff.

5. The Consultant shall assist the CRA in evaluating bids for content, area of responsibilities, and recommend a bid award(s) to CRA staff.
6. The Consultant shall assist with obtaining review and approvals by the City and other public agencies and approval authorities for all aspects of facility design and construction.
7. The Consultant shall participate and report to the CRA at scheduled meetings.
8. The Consultant shall coordinate acquisition of all permits for the project. The Consultant shall coordinate with the City of Memphis in filing documents required for the various approvals for the Project.

B. Construction Phase Services:

The Consultant will assist the CRA during the construction phase of the Project by providing the following services, including but not limited to:

1. The Consultant will provide continuous on-site management services, including being responsible for the coordination of all construction activity, including recommending various courses of action when construction contractors are not performing work in accordance with contract documents, conducting regular onsite coordination meetings and quality control.
2. The Consultant shall be responsible for controlling site access.
3. The Consultant shall provide administration of the contracts for construction in cooperation with the CRA and the City of Memphis.
4. The Consultant shall conduct a general pre-construction meeting prior to the start of construction and in-depth pre-construction meetings with all contractors prior to the start of their work activities.
5. The Consultant shall track construction costs and maintain a detailed construction cost records.
6. The Consultant shall review and monitor a comprehensive safety program for the Project.
7. The Consultant shall establish and maintain quality control and quality assurance standards.
8. The Consultant shall prepare and update the construction schedule so that it incorporates all parties' responsibilities, which will be used for monitoring and enforcing the Project's progress. This schedule will be updated monthly for the CRA and City's review.
9. The Consultant shall schedule and conduct regular construction team meetings to be attended by the City's representatives, CRA staff, all contractors who are working on-site

or starting in the near future to review construction progress, scheduling, problems, etc. The Consultant shall prepare and distribute meeting notes to all parties involved.

10. The Consultant shall review each contractor's application for payment based on observation and evaluation of performance and coordinate with each contractor as needed for modifications prior to submitting to the CRA staff for approval.
11. The Consultant shall determine in general that the work of each contractor is being performed in accordance with the requirements of the contract documents, endeavoring to guard the CRA against defects and deficiencies in the work. The Consultant in consultation with CRA staff may reject work that does not conform to the requirements of the contract documents.
12. The Consultant shall review proposal request changes, assist in negotiating contractor's proposals, submit recommendations to the CRA and City staff, and if the requests are accepted, prepare change orders.
13. The Consultant shall review the contractor's payroll and processes to ensure all state and federal requirements are being met.
14. The Consultant shall track construction documents for the Project. This will include all contract drawings, specifications, addenda, change orders and other modifications, in good order and clearly marked for all changes to submit to the City.
15. The Consultant shall assist CRA staff in determining when each contractor's work or a designated portion of that work is substantially complete. The Consultant shall prepare a list of items that are not complete or do not meet standards and a schedule for their completion. The Consultant shall conduct inspections to determine whether the work is complete and/or has been corrected, as well as conducting the final punch list and specifications.
18. The Consultant shall monitor, coordinate and resolve all complaints to the satisfaction of the City over a one-year period following substantial completion of the Project components.

5. STATEMENT OF QUALIFICATIONS & FEE PROPOSAL

Responses to the RFP should include the following general components:

A. General Company Qualifications

1. An overview of the company
2. The location of the firm's headquarters, and location, if different, from which the Project will be managed
3. Firm's organizational structure
4. The total number of local employees
5. References for the firm's Banks, Surety and Bonding Agent.
6. Any pending judgments, claims, arbitration or suits against your organization or its officers

B. Related Project Experience

1. List the projects your organization has completed in the last five years, or is currently working on as a Construction Manager, for a municipality, county, school district or other public entity. Specifically, experience related infrastructure including streets, sidewalks, and other neighborhood-level infrastructure. Include the following:
 - Project Name
 - Location
 - Brief Description
 - Year Completed
 - Project Contacts – City and General Contractor
 - Construction Costs
2. List other relevant or similar project experience completed in the last five years. Include the following:
 - Project Name
 - Location
 - Brief Description
 - Year Complete
 - Project Contacts – City and General Contractor

C. Project Management Plan & Key Personnel

1. Provide a written description of your management plan that sufficiently defines your management approach to the Project.
2. Provide resumes of your professional staff, including pre-construction and construction phase personnel, and descriptions of the roles and responsibilities they will assume for the Project.
3. Provide a description or chart of which professional staff that will be directly involved in the pre-construction and construction phases of the Project.

D. Construction Services & Systems

Please very briefly describe the following from your firm's approach:

1. Cost estimating capabilities, techniques and reporting methods during the pre-construction phase
2. Cost control capabilities, techniques and reporting methods during the construction phase
3. Scheduling capabilities, techniques and reporting methods throughout the project
4. Approach to value engineering analysis
5. Capabilities for reviewing the documents for completeness, clarity, and constructability.
6. Approach for resolving issues with the City and contractor team
7. Plan to provide Quality Assurance and Control for this Project throughout the pre-construction and construction phases
8. Bidding procedures and techniques for maximizing the trade contractors' response, including local and MWBE firms to bid opportunity(ies) related to the Project
9. Procedures for processing change orders, including review and auditing of contractor pricing
10. Approach to resolving problems with contractors
11. Safety program and procedures
12. Closeout procedures

E. Proposed Compensation

1. Your basis for compensation shall be based upon a projected construction over the next twelve months.
2. Please state your preferred Pre-Construction Phase Fee for all overhead, profit and home office staffing and support/reimbursable costs as a lump sum cost.
3. Please state your preferred Construction Phase Fee for all overhead, profit and home office staffing and support costs/reimbursable costs as a percentage (%) of the projected construction costs.
4. Please provide hourly fee rates for all staff you anticipate being involved in the Project.

F. Selection Process

The CRA will use the following process when selecting the Consultant:

1. The CRA intends to award the Construction Management Services Contract to that qualified firm which best demonstrates the commitment and application of experience, resources and methods to the unique construction requirements of the Project as well as the schedule objectives established by the CRA.
2. Your written response to this RFP will be used to evaluate your firm's or team's qualifications, those of your proposed team members and the suitability of your indicated approach or plan for the Project. A short list of firms or teams may be selected for follow-up interviews.
3. Each proposal will be scored on a scale of 1 to 100 points. If the CRA hosts oral presentations, submissions will be re-scored at the conclusion of the presentations. Each section of the proposal will receive the following points:
 - General Company Qualifications (25)
 - Related Project Experience (20)
 - Project Management Plan & Key Personnel (25)
 - Construction Services & Systems (15)
 - Proposed Compensation and Hourly Rates (15)
4. At each stage of the process, the CRA will consider any number of individual factors weighing on each firm or team's qualifications. The considerations will include but are not limited to the following:
 - The experience and capabilities of the firm involved. This will focus on projects of similar scope and experience with public entities.
 - The experience and capabilities of key personnel on the project team to projects of similar scope.
 - How well the approach or plan of the project team appears to integrate with the Project's specific needs.
 - How well the Consultant meets the MWBE goals as set in the CRA's policies and procedures.
 - The ability of the project team to interact and work with diverse public and private groups or representatives who may be concerned with the impact of the Project.
 - The financial stability and general reliability of the firm or team as indicated by documents, historic projects and references.
 - A demonstrated ability to see project completed on schedule and within budget.
5. The CRA reserves the right to reject any and all proposals, to waive any informality in them and to reject the lowest cost proposal for any reason.
6. The CRA reserves the right to negotiate any and all elements of this proposal.

7. ADDENDA TO REQUEST FOR PROPOSAL

If the Consultant has any questions concerning this RFP, the question shall be submitted to the CRA. A written answer will be given in an Addendum issued by the CRA which shall be made available on the CRA's website. All questions regarding this specification shall be directed no later than November 20th to Andrew Z. Murray, CRA Executive Director, in writing to: City Hall, 125 North Main Street, Suite 308, Memphis, TN 38103, or email at Andrew.murray@memphistn.gov.

8. INSURANCE

The insurance specifications shall meet the following minimum credentials:

Workers Compensation and Employers Liability (E.L. Each Accident)

A. General Liability

1. General Aggregate \$2,000,000.00
2. Product, Completed Operations Aggregate \$2,000,000.00
3. Personal injury \$1,000,000.00
4. Each Occurrence \$1,000,000.00
5. Fire Legal Liability Damage \$100,000.00
6. Medical Expense \$10,000.00

B. Automobile Liability

1. Combined Single Limit \$1,000,000.00

C. Excess Liability

1. Each Occurrence \$1,000,000.00
2. Aggregate \$2,000,000.00
3. Disease, Policy Limit \$500,000.00
4. Disease, Each Employee \$100,000.00

The successful contractor must provide a Certificate of Insurance and Endorsement satisfactory to the CRA naming the CRA as additional insured. This certificate shall remain in force for the length of the contract and extensions. The CRA shall be given (30) days written notice prior to cancellation.

9. REQUIRED AFFIDAVITS

Upon selection, the Consultant will be required to submit affidavits affirming compliance with local, state, and federal laws as well as the policies and procedures of the CRA. This requirement must be satisfied during the bid process and any future agreement. It is the sole responsibility of the Consultant to ensure that this requirement is satisfied, and the CRA assumes no responsibility or liability for the failure to comply.

EXHIBIT A
PROPOSAL FORM
CONSTRUCTION MANAGEMENT SERVICES
CITY OF MEMPHIS AND SHELBY COUNTY
COMMUNITY REDEVELOPMENT AGENCY

I, _____, hereby representing _____
(Advisor Submitting Bid) (Firm or Company)

have read and reviewed the Request for Proposal from the City of Memphis and Shelby County Community Redevelopment Agency (CRA). I state that the Construction Management Services hereby offered the CRA will meet or exceed all requirements as stated in the proposal

Signature of Representative

Please state your estimated fee for all Pre-Construction Phase overhead, profit and office staffing and support costs as a lump (\$) amount. Attach separate sheet detailing items included in the lump sum amount, including, but not limited to, Management and Support Services.

\$ _____

Please state your preferred fee for all Construction Phase overhead, profit and home office staffing and support costs as a percentage (%) of construction costs.

_____ %

Please state your hourly rate(s) by staff member. Attach separate rates for each service offered, including, but not limited to, Management Services, Management Supervision, and Site Services.

\$ _____ / **per hour**