

CONSTRUCTION MANAGER AT RISK
REQUEST FOR QUALIFICATIONS & PROPOSALS

by

OKLAHOMA MEDICAL RESEARCH FOUNDATION (OMRF)
825 NE 13th Street
Oklahoma City, Oklahoma 73104

for

Center Wing
Third Floor Build-Out
RFP-2024-001

RFP Issue Date: April 5, 2024

Site Tour: April 15, 2024, at 10:30AM CDT

Questions Due: April 16, 2024, Prior to 5:00PM CDT

RFP Response Due Date: April 19, 2024, Prior to 3:00PM CDT

Shortlist Notification: April 23, 2024

Interviews/CM Selection: May 2, 2024

Construction Manager at Risk Request for Qualifications & Proposals

Introduction

The full scope of this project is still being finalized; however, the following outline generally describes the intent and current thinking about the project's scope. The current construction budget is \$3,000,000. OMRF would like to start construction as soon as possible, based on the selected CMAR's recommendation. The project will need to be completed (final completion) by April 25, 2025.

This project consists of the renovation of the third floor of the center wing at the Oklahoma Medical Research Foundation campus located at 825 NE 13th St., Oklahoma City, OK 73104. Major demolition has already occurred under a separate contract; therefore, demolition is limited to exterior walls as needed for installation of new windows, and minor interior demolition of MEP systems as needed for connection of new building systems. New work includes the build out of the space to include offices, collaboration, areas, a conference room, and a training room. The new work also includes new men's and women's bathrooms and an expanded network closet. A portion of the space will be shelled out for future use. There is an existing research laboratory and support space above the project site, which will be occupied and in use during construction. Temporary shutdowns shall be coordinated with the OMRF Facilities' Staff at least two weeks prior to the expected work date.

A site tour will be held on Monday, April 15, 2024, at 10:30 AM CDT at 825 NE 13th Street, Oklahoma City, Oklahoma 73104. Attendance is mandatory. Visitor parking is available in the lot east of the Main Building off 13th Street (Push button for entry), as well as the north parking garage on 15th Street. Visitors to meet at the main entrance on 13th Street for access to the project site.

Questions will be accepted via email to Miles Architecture (omrf-rfp@milesarchitecture.com) until 5:00 PM CDT on April 16, 2024. Clarifications for questions received will be issued no later than 5:00 PM CDT on April 17, 2024, to all proposers who provide an email address for this purpose.

If required, shortlist interviews will be conducted on Thursday, May 2, 2024, between 8:00 am and 12:00 pm. Interviews will be 45 minutes in length, with a limit of 30 minutes for the presentation and a 15-minute question and answer period.

Professional Services Requested Are:

- Project administration
- Project cost management (including value engineering) and project budget
- Project schedule management
- Early validation of the owner's construction cost estimate and early target value design collaboration with the owner and design team
- Project safety coordination and management
- Construction management and quality monitoring
- Preparation of subcontractors' bids. *Note that OMRF will review all bids for final approval*
- Project close out, building systems owner training and punch list
- Coordination with AHJ and required inspections

Successful Firm Must Fulfill the Following Requirements:

- Experience in construction and renovation projects within relevant healthcare or research laboratory facilities.
- Experience managing construction work in the State of Oklahoma
- Experience managing complex renovation projects
- Experience facilitating early, pre-construction collaboration with the owner and the design team to include major subcontractors
- Experience bidding our work

- Must be knowledgeable of infectious control, asbestos and mold testing, clean air quality and abatement
- Must be a company with a minimum of five (5) years of experience
- Project specific team with experience working in relevant healthcare or research laboratory facilities.

Proposal Must Contain:

1. Project Statement

- a. Please provide a project statement that describes your firm's understanding and ability of construction management-at-risk services for the Center Wing - Third Floor Build-Out.

2. Experience

- a. Your team or team member(s)'s relevant experience on similar projects as follows:
 - i. Please provide the following information on three (3) construction projects in healthcare or research laboratory facilities, with preference given to renovation projects which are currently under construction or completed within the past five (5) years:
 1. Provide a brief written description
 2. Names and phone numbers of Building Owner and Project Architect
 3. List of subcontractors under your organization's direct supervision
 4. The final construction cost and project cost
 5. Cost per square foot build out cost
 6. Original timeline with actual completed timeline
 7. Project budget verses final budget
 8. A client reference from one of the relevant projects
 - ii. Please also provide the following information on up to three (3) construction projects in existing healthcare or research laboratory facilities that are a minimum of twenty (20) years old:
 1. Provide a brief written description
 2. Names and phone numbers of Building Owner and Project Architect
 3. List of subcontractors under your organization's direct supervision
 4. The final construction and project cost
 5. Cost per square foot build out cost
 6. Original timeline with actual completed timeline
 7. Project budget verses final budget
 8. A client reference from one of the relevant projects
 - iii. Please provide information on estimating values on projects in SD and DD phases in comparison to actual final costs for up to three (3) projects:
 1. Provide a brief written description
 2. Names and phone numbers of Building Owner and Project Architect
 3. Your organization's cost estimates on the SD phase and DD phase of the project along with the actual final project cost.
 4. Explanations for changes in your estimates over the SD phase, DD phase and actual final project cost.
 5. Provide examples of controls in place to attain budget compliance.

- iv. Please provide information on schedule compliance for up to three (3) projects:
 1. Provide a brief written description
 2. Names and phone numbers of Building Owner and Project Architect
 3. Your organization's construction schedule during the SD phase and DD phase of the project along with the actual final schedule.
 4. Explanations for changes in the schedule over the course of the project.
 5. Provide examples of controls in place to attain schedule compliance.
- v. Provide evidence that the CMAR is either a registered vendor with the State of Oklahoma and that they are not suspended or debarred from doing business with federal funds.

3. References

- a. Provide written references from two research laboratory clients, two architects, and two subcontractors that you have worked for or with within the past five (5) years. Preference given to references from research laboratory projects. References need to include the following.
 - i. Reference company name, address, and phone number
 - ii. Reference contact person name, email, and phone number
 - iii. Name and description of project(s) on which the reference worked with your organization
 - iv. Reference's overall experience with your organization during the project(s)

4. Project Team Members

- a. Provide an organizational chart and resumes for each key team member who will be involved in this project. Include two references for the lead project manager(s) and superintendent(s).

5. Safety Record

- a. Provide a copy of your organization's current safety policies and procedures including risk mitigation tools and examples.
- b. Please list and describe any safety-related incidents that have happened on the previous projects listed above including root cause analysis and countermeasures.
- c. Provide a certified copy of workers' compensation coverage.

6. Financial Stability

- a. Please provide the last three (3) fiscal years of audited financial statements
- b. Verify you will have the capacity to manage this project.

7. Claims and Suits

- a. Please provide all litigation and termination experience along with outcomes or settlements reached.
- b. Indicate if your organization currently has any judgements, claims, arbitration proceedings or suits pending or outstanding.

8. Insurance / Bonds:

- a. The following insurance will be required per contract and shall be included in Construction Manager's proposal:
 - i. General Liability Coverage w/ Limits no less than \$1,000,000 each occurrence with a \$2,000,000 Aggregate.
 - ii. Automobile Liability \$1,000,000 ea. occurrence.
 - iii. Umbrella Coverage \$5,000,000 ea. Occurrence
 - iv. Workers Compensation per statutory requirements.
 - v. Employers' Liability Coverage \$1,000,000 ea. Accident, \$1,000,000 ea. Employee, and \$1,000,000 policy limit.

- b. Provide the associated *additional* cost for each of the following bonds and insurance:
 - i. Bonding Requirements - CMAR to provide cost for 100% Performance and Payment Bond based on an estimated project budget.
 - ii. Subcontractor Default Insurance - CM/GC to provide percentage rate to provide subcontractor default insurance protection.
 - iii. Builders Risk Insurance - Provide the rate/cost to provide Builders Risk Insurance.

9. Contract / General Conditions:

- a. OMRF intends to use a modified AIA A133 Contract and AIA A201 General Conditions of the Contract for Construction.

10. For Reference:

- a. The following exhibits are available for the proposed Center Wing - Third Floor Build-Out at this link: <https://www.milesarchitecture.com/omrf-rfp>
 - i. Current Architectural Drawings
 - ii. DRAFT AIA A133 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price
 - iii. DRAFT AIA A201 General Conditions of the Contract for ConstructionPlease note that these documents are for reference only and final designs, schedule and programming are subject to change prior to project documents being issued for GMP and for construction.

11. Responses:

- a. Submit an electronic copy of your response to this RFP to omrf-rfp@milesarchitecture.com by RFP Due Date listed on the cover. Please use "OMRF Center Wing 3 RFP" as the subject line. Note that email confirmation will be sent upon receipt of the proposal.
- b. Include a completed AIA Document A305 Contractor's Qualification Statement (current edition.)
- c. Include a completed Form A – Free Proposal Form, attached herein.

Oklahoma Medical Research Foundation reserves the right to accept or reject any or all Proposals, to waive all informalities and irregularities, and to award the Proposal in the best interest of the organization.

FORM A - FEE PROPOSAL FORM

1. Preconstruction Services Fee

The preconstruction fee shall be based on a lump sum amount paid by the Owner, paid out incrementally during the pre-construction phase.

Proposed Total Fee

_____ DOLLARS

\$ _____ (Amount in Figures)

2. Construction Manager-At-Risk Fee

Construction Manager-at-Risk Fee shall be the percentage paid to the Construction Manager-at-risk based on the actual cost of work, general condition costs, and lump sum items.

_____ % (Percent)

3. Proposed Not to Exceed General Conditions

Payment for these costs will be based on actual expenses incurred. Attach a list of items included in the proposed General Conditions. Percentage.

Not to Exceed _____ % (Percent) of the Cost of the Work

PROPOSAL CHECKLIST

- Project Statement
- Past Project Experience
- References
- Organizational Chart
- Resumes and references for key team members
- Company's Current Safety Policies and Procedures
- List of Safety-Related Incidents
- Certified copy of Worker's Compensation Coverage
- Last Three (3) Fiscal Years of audited financial statements
- Written verification of capacity to manage the project
- Information Regarding Claims and Suits
- Costs for bonds and insurance listed in item #8.
- Completed Form A – Fee Proposal Form
- List of items included in the proposed General Conditions Percentage