

# NOTICE OF REQUEST FOR PROPOSALS

Adams Central Community Schools is requesting proposals for the services of a Construction Manager as Constructor in accordance with Indiana Code 5-32. Notice is hereby given that responses to this Request for Proposals will be received by Adams Central Community Schools for the 400 Wing Expansion/Remodel Construction Project:

VIA HAND-DELIVERY AT: Adams Central Community Schools  
ATTN: Joel D. Mahaffey  
222 W. Washington Street  
Monroe, IN 46772

OR VIA MAIL AT: Adams Central Community Schools  
ATTN: Joel D. Mahaffey  
222 W. Washington Street  
Monroe, IN 46772

UNTIL: Tuesday, June 27, 2023 at 2:00 P.M. (local time)

Responses received by Adams Central Community Schools after the stated time will be returned unopened. Any postal/courier service is the agent of the responder.

To obtain the Request for Proposal and its additional requirements, please email Joel Mahaffey at [mahaffey@accs.k12.in.us](mailto:mahaffey@accs.k12.in.us).

Dated this 9<sup>th</sup> day of June, 2023.

Board of School Trustees  
Adams Central Community Schools

**Adams Central Community Schools**  
**Request for Proposals for**  
**Construction Manager as Constructor Services**

**Project Location:** 222 West Washington St.  
Monroe, IN 446772

**Response Due Date:** Proposals are due in a sealed envelope clearly marked with,  
**“Adams Central Community Schools – 400 Wing  
Expansion/Remodel Construction Manager as Constructor  
Services,”** by 2:00 p.m. (local time), June 27, 2023.

This Request for Proposals (RFP) is requested by Adams Central Community Schools for professional Construction Manager as Constructor (“CMc”) services for the construction of the **Adams Central Community Schools – 400 Wing Expansion/Remodel Construction Project**. This RFP is to solicit interest from qualified firms to perform services for the above-mentioned project.

A response to this RFP is no guarantee that the responding firm will be awarded a contract to perform CMc services, but only wishes to be considered for the project mentioned in this RFP.

Contact for questions regarding this RFQ: Joel Mahaffey  
Superintendent  
222 West Washington St  
Monroe, IN 46772  
(260) 692-6193  
[mahaffey@accs.k12.in.us](mailto:mahaffey@accs.k12.in.us)

**Submittal Requirements:**

1. Response to the RFP as outlined herein.
2. Five (5) copies of the response are to be submitted.
3. All submittals are to be made to the Superintendent’s Office by 2:00 p.m. (local time), on June 27, 2023. Proposals received after this date and time will be returned unopened.
4. Responses shall be submitted to :  
Adams Central Community Schools  
c/o Superintendent, Joel Mahaffey  
222 West Washington Street  
Monroe, IN 46772

## Section 1: Project Information

The Adams Central Community Schools Board seeks CMc services to assist in a project regarding the **Adams Central Community Schools – 400 Wing Expansion/Remodel Construction Project**.

### Project Plan:

- a. The project will require building demolition of approximately 5,000 SF of existing classroom, corridor and restroom space and limited site clearing as required for any new addition.
- b. Site Utility work will include but not necessarily limited to the replacement of a new sewer line at to the public street.
- c. Once demolition is complete construction will include approximately 9,000 SF of new construction consisting of classrooms, corridor, locker and restroom space. This work includes the infill of an existing 1,600 SF outdoor courtyard, approximately 4,600 SF of addition and renovation of adjacent corridor space to remain.
- d. General Schedule: Construction of the new facility is expected to start during the spring semester of the 2023/24 school year.
- e. The design of the new facility is underway at this time, and the selected CMc will be expected to join the design and documentation process as soon as possible.

### Preliminary Schedule:

The following is a preliminary schedule identifying major milestone dates.

2023	June	09	1 <sup>st</sup> RFP Advertisement
		16	2 <sup>nd</sup> RFP Advertisement
	June	27	Responses to RFP are due by 2:00 p.m. (local time)
		28-29	Interviews, if scheduled by the Owner

### CMc Project Scope:

- a. The scope of work for the Construction Manager as Constructor will be to provide a preliminary project cost estimate at the completion of the Schematic Design phase and a detailed project cost estimate at the completion of the Design Development. Upon completion of Construction Documents, CMc shall conduct bidding with first-tier subcontractors as required to determine if the project can be constructed within the school's construction **budget of between \$7,500,000.00 and not to exceed \$10,000,000.00 or result in an overall tax rate of not more than one dollar.**
- b. Provide other preconstruction services as identified in the modified AIA A133 CMc contract entered into by the parties.
- c. Upon entering into any GMP Amendment, provide the required construction services necessary to complete the project.

## Section 2: RFP Response Outline

Address the following questions, in the order outlined below.

Name of Firm and Year Established: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website Address: \_\_\_\_\_

May provide an Informational letter or Executive Summary (maximum 2 pages.)

**1. Business Organization**

- A. Business structure:     \_\_\_ Individual  
                                  \_\_\_ Partnership  
                                  \_\_\_ Corporation
- B. Number of years your firm has provided Construction Manager as Constructor services: \_\_\_\_\_
- C. List current or past projects (within 5 years) that your firm has provided public Construction Manager as Constructor (CMc) services in Indiana.
- D. Number of full-time employees in your organization: \_\_\_\_\_
- E. Provide the number of in-house staff in these categories:
- |                        |                             |
|------------------------|-----------------------------|
| ___ Administrative     | ___ On-Site Superintendents |
| ___ Accounting/Finance | ___ Project Managers        |
| ___ Clerical           | ___ Registered Professional |
| ___ Estimators/Precon  | ___ BIM/VDC                 |
| ___ Safety Managers    | ___ Other (list)            |
- F. Provide a brief history of your firm.
- G. List principals/officers of the firm.

**2. Staffing**

- A. Provide a corporate organizational chart.
- B. Provide a proposed project team chart.
- C. Provide resumes of team members highlighting relevant project experience.

**3. Relevant Project Experience**

- A. List the relevant projects completed for which your firm served as a construction manager or general contractor within the last five years.



- B. List the relevant projects completed with architects and engineers as Construction Manager as Constructor. List any firms by name, contact person, and type of project.

**4. Project Approach**

- A. Briefly describe your project approach to Pre-Construction Services, including but not limited to: Estimating, Value Management and Bidding.
- B. What is your project approach to managing communications?
- C. How do you minimize interruptions to staff and students during the construction process?
- D. What is your approach to involving Adams Central Administration in the decision-making process?
- E. Based upon your knowledge of CMc project delivery, how would your team approach this project? Provide a short (one page) narrative explaining the approach that your firm has used successfully.
- F. Please describe your approach to contracting with minority, women and veteran business enterprises, and using good faith efforts to fulfill the state's goals for contracting with minority, women and business enterprises.
- G. Per IC-5-32, the CMc may be allowed to self-perform up to 20% of the total value of the project. Describe your firm's ability and intent to self-perform portions of the work.

**5. Project Schedule**

- A. Who in your company will be responsible for the construction schedule?
- B. Briefly describe your approach to schedule management during the construction phase of the project. What scheduling programs do you use?
- C. What strategies does your firm utilize to ensure sub-contractors adhere to the construction schedule?

**6. Fees**

- A. Preconstruction Phase Services: Pre-Construction phase services will be invoiced at hourly rates for the pre-construction services. In your response, please provide the hourly rates for each personnel providing pre-construction services.
- B. Construction Phase Services: Provide a fee percentage for overhead and profit that will be multiplied by the Cost of Work.

**7. References**

- A. Provide a list of at least three client references, with contact names and information, with whom your firm has worked within the past three years.
- B. Provide a list of three architectural partners with contact names and information, with whom your firm has worked on relevant projects within the past three years.

**8. Bonds & Insurance**

- A. Provide documentation from your surety or bonding agent regarding your firm's bonding capacity. The selected Construction Manager as Constructor will be required to provide a payment and performance bond in the amount of the Guaranteed Maximum Price.
- B. Provide a certificate of insurance showing your firm's insurance in compliance with the insurance requirements included in this RFP.

**9. Guaranteed Maximum Price (GMP)**

- A. Please describe your approach in establishing a GMP.

**10. Prequalification of Potential Bidders**

- A. Please identify whether you intend to seek the prequalification of potential first tier subcontractors and describe your recommendations regarding any such prequalification.

**11. General Items & Safety Qualifications**

- A. What is your current Experience Modification Rate (EMR) 3-year average? Please attach a copy of your most recent OSHA 300A log.
- B. What measures will you take to assure appropriate quality control of workmanship and materials for this project?
- C. The contract between the Owner and the CMc (The "Agreement") for these services, will be a modified AIA A133-2019 Standard Form of Agreement between Owner and Construction Manager as Constructor where the basis of payment is the Cost of Work Plus a Fee with a Guaranteed Maximum Price (and Contract Time), and all associated or incorporated documents including AIA A201-2017 General Conditions of the contract for Construction, and once agreed to by the parties the Guaranteed Maximum Price Amendment to the Agreement - and any other amendments or changes to the Agreement that may be agreed to by the parties. A copy of the modified AIA A133 CMc contract, A201 general conditions and AIA A133-Exhibit B (Insurance and Bonds) is attached to this RFP. Responders to this RFP shall base its response on entering into these modified AIA contract documents. Provide a statement acknowledging your familiarity with this agreement and provide a list of 3 clients/projects where you have or are using this agreement.

**12. Please attach any additional information you wish to have considered.**

**Section 3: Additional Information**

- 1. The evaluation committee established by the Adams Central Community Schools Board will review the RFPs received, and will use the following criteria in that review:
  - a. General qualifications;
  - b. Relevant experience;
  - c. Project Approach;

- d. Fee;
  - e. MBE/WBE/VBE participation, history and good faith efforts
2. The evaluation committee may select offerors to this RFP to meet with and interview. Those offerors that are selected for such interviews shall be given an equal opportunity to meet and communicate with the evaluation committee.
3. Should interviews take place, and after the conclusion of interviews, the evaluation committee will review information from the RFP and will use the following criteria for how the Construction Manager as Constructor will be selected:
  - a. General qualifications;
  - b. Relevant experience;
  - c. Project Approach;
  - d. Fee;
  - e. MBE/WBE/VBE participation, history and good faith efforts;
  - f. Interview
4. Adams Central intends to establish a GMP on this Project. Adams Central currently anticipates that the GMP will be established after bids have been received from the first-tier subcontractors and prior to construction commencing. The GMP will also identify the required date(s) of substantial completion of the Project.
5. Construction Manager as Constructor shall maintain the following minimum insurance:
  - Commercial General Liability - \$1M per occurrence and \$2M in the aggregate
  - Umbrella/excess insurance - \$5M
  - Automobile Liability - \$1M per accident and \$2M in the aggregate
  - Workers Compensation – statutory
6. ADAMS CENTRAL creates no obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a response. Neither this RFP nor the response shall be construed as a legal offer.
7. ADAMS CENTRAL assumes no responsibility or liability for any expenses incurred by the selected or prospective Construction Managers as Constructors, in connection with the preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this RFP.
8. Proposals shall be considered a public record and subject to disclosures under Indiana's public record laws. Should a responder to this RFP contend that its proposal includes information not subject to disclosure under Indiana's public records laws, responder shall clearly mark in its proposal such specific information as "Confidential" and further agrees that should any administrative or legal action be commenced against ADAMS CENTRAL including but not limited to complaints filed with the Indiana Public Access Counselor that relate to or arise out of ADAMS CENTRAL'S production of responder's proposal with the designated "Confidential" information redacted in response to any applicable public records request, the responder agrees to defend, indemnify and hold ADAMS CENTRAL harmless from and against such actions including reasonable attorney fees.

Enclosures to this RFP: Modified AIA A133 CMC contract, Modified AIA A201  
General Conditions and AIA A133 – Exhibit B (Insurance and Bonds)



We, the undersigned, affirm, that our proposals submitted in response to this RFP is to the best of our knowledge true and accurate.

Firm Representative: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title Date