



**Town of Johnstown**  
**Police Department Renovation and Expansion Project**  
**Construction Manager at Risk – Request for Proposals**

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Issue Date – June 1, 2023

RFP Questions Due – June 30, 2023

Submission Due Date – July 14, 2023

Point of Contact – Kyle Williams

[kwilliams@johnstownco.gov](mailto:kwilliams@johnstownco.gov)



## Police Department Renovation and Expansion Project Construction Manager at Risk – Request for Proposals

### 1. Introduction:

The Town of Johnstown (Town) is requesting proposals (RFP) from Construction Manager at Risk (CMAR) firms to provide construction services for the Police Department Renovation and Expansion Project (Project).

The Town is currently in the design phase of the Project and coordination with the selected firm would begin immediately following an agreement execution. Construction would then be scheduled to begin immediately after the completion of the design phase with a projected completion date of October 2024.

### Project Summary:

The Johnstown Police Department has its main headquarters located at 430 S. Parish Avenue in Johnstown Colorado. The project is to renovate and expand the footprint of the existing building to provide additional functionality, efficiency, and to accommodate growth in the department. The existing one-story building has a finished square footage of 9,860. The project, as designed, will add approximately 2,720 square feet to the existing building, bringing the finished square footage to approximately 12,580. The expansion portion of the project will include the construction of an expanded property evidence room and additional training space and the renovation portion will include interior remodeling, including demolition and construction. At this time, it is anticipated that the police department will remain in operation during the renovations and additions.

Contractors submitting a response to the RFP will be asked at a minimum to state their qualifications, understanding of and experience relating to the Project and offer their methodology for meeting the Town's goals.

### 2. General Instructions:

The selected CMAR will become a member of the Town's Project Team, which will consist of the selected CMAR Firm, Design Engineer (D2C Architects), and Town Staff. The selected CMAR Firm will provide design phase consulting services to assist the Town in developing a final Guaranteed Maximum Price (GMP). The services will include but are not limited to constructability evaluation of the facility, value engineering, cost evaluation, and project schedule determination. Upon completion of design phase services, the selected CMAR Firm will provide construction phase services. Refer to this RFP's attachments for additional details about the design and key project elements.



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### A. Qualifications

CMAR firms will be evaluated against the following qualification requirements:

- Project Experience:
  - CMAR firm shall have experience as a general contractor in the construction of at least three (3) municipal police departments, at least one of which has been completed in the last five (5) years.
    - Submit a minimum of two (2) featured project references. Firms may supplement project reference worksheets with project data sheets or other information deemed necessary for consideration in the evaluation.
    - The proposed Project Manager and Project Superintendent shall have worked on at least one of the featured projects, either individually or as a team.
  - Submitted applications that do not meet the above project experience requirements will be rejected.
- Track record of project completion based on feedback from project references regarding CMAR firm's construction quality, project management, communication, and scheduling management.
- Location of permanent place of business as it relates to potential mobilization costs.
- Experience and degree thereto with projects of similar size and scope.
- Key personnel committed to the project.
- Safety rating and history of compliance with Occupational Safety and Health Administration construction industry standards.
- Financial situation and having sufficient staff, resources, and technical experience to perform the work properly and expeditiously.

### 3. Pre-Bid Meeting and Submittal Deadline Requirements

No mandatory pre-bid meeting will be held, but responding firms may attend an optional site visit on June 9<sup>th</sup>, 2023, starting at 9:30 a.m. All attendees shall meet at Town Hall 450 S Parish Ave Johnstown CO 80534 to travel to the Police Department where the RFP will be discussed followed by a facility walkthrough.



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Proposals for the Project must be received by the Town by the proposal deadline of 2:00 p.m. on July 14h, 2023. Proposals received after this time will not be accepted. Town Representatives shall receive one (1) electronic (PDF) copy of the submittal by the deadline.

Proposal submittals are to be marked “[CMAR Firm Name] Proposal – Police Department Renovation and Expansion Project CMAR”.

Town Representative information is included below:

Town/Owner  
Brian Phillips, Chief of Police  
Town of Johnstown  
430 S Parish Ave  
Johnstown, Colorado 80534  
bphillips@johnstowngo.gov.

To ensure successful delivery of proposals, emailed PDF documents are recommended not to exceed 15 MB. Emailed links for larger files to Dropbox or other file transfer sites are acceptable.

### A. Questions and Contact Information

All questions relating to this RFP shall be directed to Kyle Williams, in writing, via email at [kwilliams@johnstowngo.gov](mailto:kwilliams@johnstowngo.gov). Deadline for questions is 3:00 pm on June 30th, 2023. Questions received after the posted deadline may not be answered.

### 4. Scope of Services – Construction Phase Services

Construction work will be contracted using an EJCDC Agreement based on the agreed-to GMP. The proposed construction phase services and activities are listed below. The executed construction agreement between the Town and CMAR firm along with the GMP shall include the following tasks:

- All construction management and construction services including necessary labor, supervision, equipment, tools, and materials required for construction.
- Project management and superintendent services.
- Subcontractor bid package preparation, advertisement, pre-bid meeting, bidding services, contracting, coordination, payments, and reproduction services.
- Self-performed construction work as elected after bidding processes.
- Preparing monthly payment applications.



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- Organizing weekly (or as required) construction progress meetings.
- Responsible for all temporary construction facilities, job site management, clean-up, access, deliveries, and safety.
- RFIs, potential contingency items, work change directives, Change Order preparation, coordination, and execution.
- QA/QC.
- Close-out documentation (O&M manuals, asset list for asset management program, as-built drawings/documents, Warranty, Mechanics Lien release and Bonds as required).
- Project permitting.
- Maintenance of performance and payment bonds during the project execution and maintenance of the performance bond through the warranty period following substantial completion.
- Maintenance of necessary and specified insurances during the project implementation and execution.
- Other required services for project completion outlined in the CMAR contract and general/supplemental conditions.

**5. Project Schedule and Key Dates**

The preliminary project schedule is generally outlined in the table below. Continuation of design, constructability review, and scheduling for the project is expected to begin immediately after a CMAR is selected and a construction agreement is executed with the Town. Key dates are summarized in the table below:

<b>Activity</b>	<b>Date</b>
RFP Release Date	June 1, 2023
Pre-Proposal Meeting (9:30 a.m.)	June 9, 2023
Final Written Questions (3 p.m.)	June 30, 2023
Proposal Due (2 p.m.)	July 14, 2023
CMAR Interviews	Week of July 24, 2023
Construction CMAR Selection	Week of July 28, 2023
Construction Start	January 2024
Project Substantial Completion	October 2024



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**6. Conditions of Proposal**

1. All proposing firms shall comply with the conditions and requirements of this RFP.
2. The proposal must be signed by an authorized official of the proposing firm.
3. Pricing in proposals should reflect the costs for construction beginning January 2024.
4. The Town reserves the right to reject any and all proposals or any part thereof. This right further allows the Town to award the proposal to the most responsive and best qualified proposing firm as deemed in the Town's best interest.
5. All costs, including travel, incurred to prepare proposals shall be borne solely by the proposing firm.
6. The Town reserves the right to negotiate a final scope of supply and services and terms with the selected CMAR that may vary from those included in this RFP.
7. The Town will not return proposals or other information supplied from proposing firms. The financial information that is provided will be confidential.
8. The Town may extend invitations to interview selected firms during the selection process.
9. Proposals shall follow the format prescribed below and will be evaluated by Town Staff. The Design Engineer, will not be included as part of the selection committee.

**7. Proposal Format and Content**

Proposals shall be concise and complete; and will exhibit the CMAR's understanding of the project, including identification of methods and resources to be used for completion of the CMAR services. Each proposal shall be in PDF format and submitted electronically by email. (Emailed links for larger files to Dropbox or other file transfer sites are acceptable.) Supplemental information, as necessary, can be included in an appendix. Please limit supplemental information to only relevant material as it pertains to the CMAR's related experience and qualifications. The proposals shall include a demonstration of personnel and professional qualifications together with proposed basis of pricing of all services to be provided by the firm.

Page Count: Maximum 40 pages (excluding covers, index, financials and resumes)

**Cover Letter:**

Provide proposal introduction and the following:



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- Legal name of firm and any previous names of firm in last 10 years, and date established.
- Contact person for this proposal, title, phone number, e-mail address, fax number, street, and mailing addresses.

### **Project Approach and Detailed Scope of Work:**

Describe your proposed Project Approach, addressing:

- Suggested procurement packages, construction sequences, means and methods.
- Value engineering ideas for the most cost-effective solutions.
- Input on factors such as cost, ease of installation, delivery schedule, quality, potential contracting, or construction issues.
- Partnering.
- Method of establishing a project contingency and who controls the use of the contingency and procedures for justifying use of contingency funds.
- Comments and suggestions regarding the proposed Contract Documents. If desired, propose alternate Contract Documents. The Town will consider other standard CMAR Contract Documents in lieu of the sample Documents included in this RFP.
- Provide the percentage and scope of work that will be self-performed vs. those elements of work that will be subcontracted out.
- Describe availability, bandwidth, and resources available to complete the project.

### **Cost Proposal:**

Prepare and submit a Guaranteed Maximum Price (GMP) Proposal for the Town's consideration reflecting the entire cost, scope of work and quality intent of the project. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire package. All construction costs must be clearly defined and included in the GMP Proposal. General Conditions, Overhead and Profit must be included in the GMP Proposal. All proposed allowances included shall be approved by the Town and shall include estimated quantities and values justified by the CM/GC. The CM/GC's proposed "self-performed work" shall be documented in the GMP Proposal with a detailed, quantified and unit priced cost estimate. Describe contingency, how it is managed and the use of contingency.



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Proposals MUST submit the above requested information. The selected firm is expected and required to have a completely open book policy on all pricing of work. Final consideration for awarding of contract will not be solely based on cost, but instead on a combination of qualifications, experience, demonstrated successes and references, capacity to fulfill all the requirements of the contract and other qualifying considerations.

### **Certificate of Good Standing:**

Include current Certificate of Good Standing with the State of Colorado.

### **Project Schedule:**

Provide a proposed project schedule, to include coordination with the design team and construction of the Project.

### **Project Team: Resource Commitment, Capabilities and Experience:**

#### **General**

- Provide a detailed response to the qualification requirements outlined above.
- Additionally, list current projects under construction including owner's name and contact information, contract price, percent complete, scheduled completion date and brief description of the work. Describe recent experience, completed in the last five years, by the firm in the State of Colorado, highlighting any partnering or CM experience which your firm was/is the lead, including experience of key staff with similar owner/engineer/construction manager teams.

#### **Staff**

It is expected that the CMAR's key personnel assigned to the project will remain fixed throughout the design and construction phase of the project, unless mutually acceptable arrangements are made otherwise.

- Submit the following information regarding staff that will be dedicated to the project:
  - Job descriptions of key positions (i.e., project manager, project superintendent(s).
  - Onsite project manager
  - Project engineer
  - Cost estimator
  - Others as appropriate.





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- Names and experience and qualifications of individuals proposed to fill key positions.

### Safety

- Provide the firm's OSHA reportable accident rate and current workman's compensation insurance multiplier for the last 3 years.
- Address your company's safety program and any additional information that would be useful in showing your approach to a safe work site.

### Subcontractors

- List subcontractors that you have working relationships with that might be used on this project.

### Construction Sequencing and Scheduling

- Describe the way in which your firm develops and maintains project schedules for projects of this size and nature.
- Describe process and frequency for updating project schedules and how your firm works to overcome challenges and works to maintain the original completion date.
- Describe process and software for managing short term duration schedule (i.e., two or three week look ahead schedules).
- Submit an example of a total and short-term project schedule for a similar sized project.

### Quality Assurance/Quality Control

- Provide details on firm's quality control program. Explain how firm administers a quality control program during construction, how performance measures are documented and how quality issues are addressed.
- Provide examples of when firm exceeded quality standards, gained industry recognition, or received quality awards.

### Financial Statement

- Attach a financial statement, preferably an audited statement, including your firm's latest balance sheet and income statement showing the following items: Current Assets, Net Fixed Assets, Other Assets, Current



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Liabilities, Other Liabilities, name of the firm preparing the financial statements and the date prepared.

### Bonding Company/ Insurance Company and Information

- Provide the name, address, and phone number of the firm’s bonding agent.
- Provide a letter from the bonding agent indicating the firm’s bonding capacity is adequate to undertake this work.
- Provide the name, address, and phone number of the firm’s insurance agent(s). Provide certificate of insurance outlining coverage and policy limits. Confirm that coverage can be extended for work on this project. Town and Engineer shall be listed as an additional insured. Note any current claims that will affect coverage limits available to the Town for this project.

### **References:**

- Provide three (3) client references (project name, contact person, and phone number) for projects that are similar in size and scope, and best demonstrates the firm’s ability to complete the proposed project successfully.

## **8. Evaluation Criteria**

The Town will be the sole judge of the Proposer’s qualifications and experience, including experience with similar projects, demonstration of ability to perform work, leadership structure, project manager’s experience, project team and experience working together, management approach, financial condition, project understanding and project schedule. Project understanding shall include the Town’s desired level of construction quality, building site improvements, police operations and general design intent as deemed appropriate for the Town. Evaluation factors are listed in no order of preference.

### A. Responsiveness to RFP

Only responsive proposals will be considered and evaluated. A responsive application must be completed according to the instructions and include all required attachments and requested information.

### B. Qualifications and Experience



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Experience with similar projects/ability/methods to perform work – during the evaluation of experience and ability to perform the work, emphasis will be placed on a Proposer’s performance on recent projects of a similar or larger size and nature to the Project, including the Proposer’s ability to manage costs within an established construction budget and to develop a comprehensive agreement. Other factors include, but are not limited to, delivery of a quality product and meeting scheduled completion dates. Preference may be given to firms with the following experience:

- I. Successful completion (on time, within budget, and per client’s specifications) of at least two (2) police department building construction projects in the last five (5) years by the general contractor with a similar or larger scope to the Project in this RFP.

C. Resources

Provide details explaining how the firm or firms involved have current resources available to perform this Project.

D. Leadership structure/key personnel experience

Provide resumes demonstrating that the qualifications of the persons proposed for the following positions have relevant experience on projects of similar size and scope. Proposer must dedicate all key personnel to the project and may not make changes without written approval from the Town. No substitutions of key personnel represented below will be accepted without prior approval from the Town. Request for approval to substitute may be submitted by the Proposer only for reasons beyond the Proposer’s control.

- I. Key Personnel include the following:
  - a. Construction Manager
  - b. Construction Superintendent

E. Management Approach

Provide a narrative explaining your approach to successfully manage the design and construction of the Project. Include a description and examples of how you will manage cost, quality, and schedule. Schedule shall begin at “Notice to Proceed” and end with “Owner Occupancy” and assume an interim agreement will be executed.

F. References



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The Town reserves the right to contact any reference listed or non-listed party it deems appropriate. By submitting a response to this Request for Proposals, the Proposer releases the Town and any references from all liability concerning the exchange of this information.

- I. Include a minimum of three (3) references. Preference will be given to references that are of police department construction projects.

G. Financial Condition

Financial data will be reviewed and compared to industry standards. Include your firm's most recent, preferably audited, income statement and balance sheet.

H. Safety Performance

Safety data will be reviewed and compared to industry standards.

- I. Provide the firm's OSHA reportable accident rate and current workman's compensation insurance multiplier for the last 3 years.
- II. Address your company's safety program and any additional information that would be useful in showing your approach to a safe work site.

- I. Debarment Status – By submitting a Proposal, the Proposer certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts by the federal government or by any governmental entity in Colorado or any other state.

At the discretion of the Town, the Town may interview one or more proposal respondents.

**END CMAR RFP INSTRUCTIONS**

**Attachments to this RFP:**

1. Johnstown Police Department Concept Design