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**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGER AT RISK SERVICES**

DATE ISSUED: _____

THE BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA

for and on behalf of

UNIVERSITY OF NEBRASKA – _____

REQUEST PROPOSALS FOR:

(PROJECT/CONTRACT NUMBER)

(PROJECT TITLE)

DUE DATE/ TIME: _____

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UNFP 6.3.7.1.1**

**REQUEST FOR PROPOSALS (RFPs)
FOR
CONSTRUCTION MANAGER AT RISK**

(PROJECT TITLE)

INFORMATION AND INSTRUCTIONS TO CONTRACTORS

1 GENERAL INFORMATION

- 1.1 The University of Nebraska intends to procure a qualified construction manager/general contractor to provide pre-construction services and construction services as the Construction Manager at Risk (CMR) for the _____ (Project). The estimated construction cost is \$ _____.
- 1.2 The Statement of Qualifications (SOQ) and Price Proposals must be submitted as outlined in Section 4 at the date and time described therein.
- 1.3 Questions and inquiries pertaining to the selection process should be directed to _____ at [email address]_____ by the date indicated in Section 5.
- 1.4 The University of Nebraska shall not be held responsible for any oral instructions. Any changes to this Request for Proposals (RFP) will be in the form of an addendum, which will be posted at [website]_____ [or alternately choose “furnished to all registered RFP holders.”]
- 1.5 The University of Nebraska reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
- 1.6 A pre-submittal conference for the Project will be held on the date indicated in Section 5 at the time and location specified therein. University staff will discuss the scope of work, general contract issues and respond to questions from the attendees. Because staff will not be available to respond to individual inquires regarding the project scope outside of this pre-submittal conference, attendance at this pre-submittal conference is highly recommended.
- 1.7 The Project description is:
- 1.8 The CMR services will be performed in three phases. Phase I will include an Initial Review. Phase II will include the pre-construction services and the preparation and submission of the Guaranteed Maximum Price (GMP). Phase III will include complete construction services for the construction of the Project.
- 1.9 The CMR will be selected on the basis of demonstrated competence and qualification for the type of services required with price as a factor, and thereafter the University will negotiate a contract with the firm evaluated to provide the best value to the University.

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UNFP 6.3.7.1.1

- 1.10 The CMR will be an integral member of the Project Team, consisting of the CMR, representatives from the University, the Architect, and key design assist subcontractors and other consultants as required. Generally, it will be the responsibility of the CMR to integrate the design and construction phases, utilizing skills and knowledge of general contracting, to provide value engineering and constructability reviews, develop schedules; prepare detailed project construction estimates; study labor conditions; and, in any other way deemed necessary, to contribute to the development of the Project during the pre-construction/design phase.
- 1.11 The CMR assumes construction risk and has direct authority over the subcontractors. The CMR will act as the University's fiduciary and have a relationship of trust and confidence between itself and the University. The Project will be an "open book" job whereby the University may attend any and all meetings of the CMR firm relating to the Project and have access to any and all books and records of the CMR relating to the Project.

2 - ANTICIPATED SCOPE OF WORK

- 2.1 After being selected, the CMR will execute a contract with the University to provide pre-construction services during the design phase of the project as follows:
- 2.1.1 CMR will be a part of the Project Design Team and participate with the University staff and the Architect during Project development. Participation may include leadership and overall team coordination.
 - 2.1.2 CMR will provide value analysis services, value engineering and offer cost savings suggestions and best value recommendations.
 - 2.1.3 CMR will provide Project planning and scheduling.
 - 2.1.4 CMR will provide constructability studies and reviews.
 - 2.1.5 CMR will provide construction cost models, estimates based on marketplace conditions, and cash flow development and analysis.
 - 2.1.6 CMR may be requested to manage a subcontractor design assist process during the pre-construction phase.
 - 2.1.7 CMR will assist in the coordination of Contract Documents
 - 2.1.8 At the completion of the design or at any earlier time as required by the University, CMR will submit a Construction Guaranteed Maximum Price (GMP) to the University.
- 2.2 After CMR has submitted a GMP acceptable to the University, CMR and University intend to execute a second contract for complete construction services for the construction of the project. The CMR will assume the risk of delivering the Project through a guaranteed maximum price contract. The CMR will be responsible for construction means and methods.

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Construction Manager at Risk RFP Template**

UNFP 6.3.7.1.1

3 - STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

- 3.1 The CMR will be selected through a best value selection process. The Technical Qualifications will be weighted at a maximum of ___% of the total evaluation. The Fee and General Conditions Price Proposal will be weighted at a maximum of ___% of the total evaluation.

Firms interested in providing construction manager at risk services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

- 3.2 Cover Letter (1-page) containing at a minimum:

Company name, contact name, address, fax number, and email address

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UNFP 6.3.7.1.1**

3.3 SOQ Submission Verification

THIS PAGE **MUST** BE INCLUDED AS THE LAST PAGE OF YOUR SUBMISSION

By signature below I verify that I have read and understand this request for qualifications, including:

- SECTION 1.8 – regarding willingness to perform work within the Board of Regents approved budget
- SECTION 3.4.6 – regarding workload, willingness to abide by the University’s standard form agreement, conflict of interest, and factors impacting quality and value of the work.
- SECTION 5.7 – regarding timely execution of the contract
- Confirmed number of Addendum issued: _____

I hereby submit these qualification for consideration.

SUBMITTING FIRM:

FIRM NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

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3.4 Technical Qualifications Criteria

3.4.1 **General Information**

Description of firm/team

Legal company organization; organization chart with names

List of applicable Nebraska licenses

3.4.2 Relevant Firm Experience (___ points)

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include: contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address (if available).
- c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
- d. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- e. Applicant's capacity and intent to proceed without delay if selected for this work.
- f. Type and amount of self-performed work.

3.4.3 Team Experience & Qualifications (___ points)

- a. Describe each team member's position within the firm. Provide resumes of each proposed team member in Appendix A. List professional continuing education.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.
- d. Identify proposed subconsultants/subcontractors, and your method of subconsultant/subcontractor selection, if applicable. Attach a proposed Subconsultant/Subcontractor Selection Plan as part of Appendix A.
- e. Explain your understanding of, and experience with, the CMR Delivery Method.

3.4.4 Project Understanding and Approach (___ points)

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.
- d. Describe the work you anticipate self-performing, and the work you anticipate being performed by subconsultants/subcontractors.

**University of Nebraska
Construction Manager at Risk RFP Template
UNFP 6.3.7.1.1**

3.4.5 Approach to Project Management (___ points)

- a. Describe your approach to change orders.
- b. Describe your planning, scheduling, estimating, and construction management tools.
- c. Describe your quality control plan, dispute resolution, and safety management.

3.4.6 Other Factors

- a. Current workload and ability to proceed promptly.
- b. Willingness to abide by the University's standard form Agreement.
- c. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- d. Relevant factors impacting the quality and value of work.

3.4 Price Proposal

3.4.1 Fee and General Conditions

The attached Fee and General Conditions Worksheet shall be completed and submitted as the Price Proposal. The Price Proposal shall become ___% of the total evaluation score. Contract award will include the proposed prices.

4 - SUBMITTAL REQUIREMENTS

- 4.1 The SOQ shall include a one-page cover letter plus a maximum of fifteen (15) pages to address the SOQ criteria specified in Section 3 (excluding Resumes, Subconsultant/Subcontractor Selection Plan, and Fee and General Conditions Price Proposal). Table of Contents, section dividers, and the 3.3 SOQ Submission Verification pages do not count towards the total page count. Resumes for each key team member shall be limited to no more than two pages. Resumes and Subconsultant/Subcontractor Selection Plan shall be attached as Appendix A.
- 4.2 **Price Proposal Submission:** One copy of the Fee and General Conditions Price Proposal shall be separately enclosed in a sealed envelope clearly marked as follows: "Fee and General Conditions Price Proposal, _____[project name], firm name, address, telephone number". Deliver the sealed Price Proposal by the date and to the address indicated in Section 5 below.
- 4.3 **Statement of Qualifications and Appendix A Submission:** One electronic PDF copy of the Statement of Qualifications and Appendix A must be uploaded by the date and in the location indicated in Section 5 below. The electronic file name should include the firm name.

**University of Nebraska
Construction Manager at Risk RFP Template**

UNFP 6.3.7.1.1

- 4.4 Failure to comply with the following criteria may be grounds for disqualification:
- Receipt of submittal by the specified cut-off date and time to the specified location/address.
 - Adherence to maximum page requirements.
- 4.5 Adherence to the maximum page criteria is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

5 - SELECTION PROCESS AND SCHEDULE

- 5.1 The evaluation will be scored in two parts. The first part is a point score for the Technical Qualifications, which has a maximum of ____% of the Total Score. The second part is the point score for the "Fee and General Conditions Price Proposal" which has a maximum of ____% of the Total Score. The total of the percentage achieved in each category becomes the Total Score.
- 5.2 The Project Evaluation Board will first evaluate the Technical Qualifications. A minimum 5-member Project Evaluation Board will evaluate each Statement of Qualifications (SOQ) and select a minimum of three finalists that will be Short Listed for the project. The Short List firms will meet with the Project Evaluation Board for interviews. The purpose of the interview will be to expand on the information provided in the SOQ, not to repeat information already provided. Those firms selected for the Short List will be provided additional instruction by the University. Those firms not selected for further consideration will be notified.
- 5.3 The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting date.

Pre-submittal conference: _____
Deadline for inquiries: _____

Statement of Qualifications due:

Due by 11:59:59 p.m. [day____], [date____], 2017

Upload PDF file to the link provided at:

<https://nebraska.edu/administration/business-and-finance/facilities/facilities-projects.html>

Price Proposal Due:

Sealed proposal must be received at the following address prior to 5:00:00 p.m. on [day____], [date____], 2017

Deliver to the attention of:

Rebecca Koller

University of Nebraska Administration

3835 Holdrege St

Lincoln, NE 68583

Firms notified for interview: _____
Interviews: _____

**University of Nebraska
Construction Manager at Risk RFP Template**

UNFP 6.3.7.1.1

- 5.4 The Project Evaluation Board will then determine a Technical Qualification score for each Short List firm based on the published criteria in this RFQ. Consideration will be given to both the written Statement of Qualifications and any oral presentations or interviews. No other factors or criteria will be used in the technical qualification scoring. The Project Evaluation Board will score Technical Qualifications prior to opening the Price Proposals.
- 5.4 The Price Proposal will be scored in accordance with the equation provided below. This will result in the percentage value for the Price Proposal.

Calculating Price Proposal

$$\text{Stipulated \% X } \left[1 - \frac{(\text{offeror's price proposal} - \text{lowest price proposal})}{\text{lowest price proposal}} \right]$$

- 5.5 The Total Score will be calculated by adding the Technical Qualification percentage and the Price Proposal percentage. The highest Total Score will be recommended for contract award.
- 5.6 Requests for debriefings or to review Statements of Qualifications submitted, shall be made in writing to the University. All information submitted by firms and related Project Evaluation Board evaluations and rankings shall be considered confidential until after contract execution and award by the Board of Regents.
- 5.7 The University will enter into negotiations with the highest ranking team using the University's standard form Construction Manager at Risk Agreement. If the selected team is unwilling to execute the University's standard form Agreement and/or the selected firm fails to execute the University's standard form Agreement within two weeks of notification, the University may then negotiate with the second or third ranked team until a contract is executed for Board of Regents approval. If the University is unsuccessful in negotiating a contract, the University may decide to terminate the selection process.
- 5.8 If the University is unsuccessful in negotiating a construction contract with the CMR, the University may decide to terminate the selection process and award construction through the competitive low bid process.

6 - ATTACHMENTS

- 6.1 Construction Services Contract
- 6.2 Fee and General Conditions Worksheet
- 6.3 Architectural Program
- 6.4 [Any University-required certifications, etc.]