

**Marion County, Kansas**  
**REQUEST FOR PROPOSALS**  
for  
Construction Manager At-Risk Services  
for the  
**Marion County Public Health Department Building Project**

**Introduction:** Marion County, Kansas is seeking proposals for Construction Manager At-Risk Services for pre-construction and construction phase services for the construction of a new Marion County Public Health Department.

The successful proposer for this project will be required to provide a Guaranteed Maximum Price (GMP) before construction of the project commences, and will require rigorous cost, quality, and schedule control throughout the project.

A payment and performance bond in the amount of one hundred percent (100%) of the Guaranteed Maximum Price (GMP) is required.

Alloy Architecture has been engaged by the County to provide architectural and engineering (AE) services for the project, and design has been initiated. The County, AE, and CM will work together and create a cooperative team environment to achieve the County's goals of fulfilling the best available quality, budget, and schedule on this project.

The County will use a two stage, qualifications based, selection process for the CM. Stage I shall be the solicitation of qualifications and prequalifying a short list of firms to advance to Stage II. Stage II may include an interview with each firm to present their qualifications and answer questions. Also included in Stage II will be a sealed envelope including the Guaranteed Maximum Price (GMP).

**Project Overview:** Construction of a new single-story metal building to serve as the new Marion County Health Department, including clinic rooms, conference room, small lab, and storage. The building will be approximately 5,000 square feet with an attached two-car garage and parking lot.

**Construction Budget:** A precise construction budget has not been finalized at this time. It is anticipated that the selected Construction Manager will assist the team in estimating a construction cost based on the overall defined scope; however, the estimated construction budget for the project is anticipated to be in the range of \$1.25 Million to \$1.5 Million.

**Construction Manager Selection:** Proposals will be sought from multiple firms. After responses are submitted, they will be evaluated and ranked based on selection criteria. Owner may opt to interview firms for further clarification, if needed. The Guaranteed Maximum Price (GMP) will be due AFTER the initial Proposals are reviewed and ranked (see proposed timeline, attached).

**Conditions:**

- All proposals will become the property of Marion County and will not be returned.
- Marion County is not liable for any costs incurred by proposers in the preparation of the proposals, or for any costs incurred relative to the presentation / interview process.
- Marion County reserves the right, at their sole discretion, to accept or reject any or all proposals and waive any irregularities in a proposal.
- The successful Construction Manager will be selected based upon the proposal deemed most advantageous by Marion County at its sole discretion as submitted in response to the RFP.

**General Requirements:** Submit your proposal in a PDF format to the Marion County Clerk's Office at [coclerk@marioncoks.net](mailto:coclerk@marioncoks.net), or submit in person at 200 S. Third St., Suite 104, Marion, Kansas on or before February 9<sup>th</sup> at 2:00 p.m.

**Scope of Services:** The basis of payment for Construction Manager services will be the cost of the work plus a fee, with a guaranteed maximum price. This is for site preparation (not including demolition of the current structure), and construction in accordance with architectural plans.

**Pre-Construction Services:** Construction Manager shall provide a preliminary cost estimate based on the Conceptual Design Documentation. The Guaranteed Maximum Price will be established on 60% Construction Documents.

**Bidding:** All bid packages over \$20,000.00, in accordance with State statutes, must be competitively bid. Please list any work that your company would likely bid to complete with your own personnel.

**Construction Phase Services:** Provide a complete turnkey project in accordance with all applicable contract documents (including but not limited to project budgeting and cost control, subcontractor selection and purchasing, scheduling, and planning).

**Proposal Requirements:** Provide a summary of each of the following points:

1. Project team and qualifications.
2. Experience with similar projects, especially related to medical clinics or facilities.
3. Project approach, including but not limited to subcontractor solicitation, cost control system, and scheduling.
4. Proposed project schedule, and confirmation that work can be completed within the owner's proposed timeline (attached).
5. Proven history of successfully delivering similar, cost-effective projects to other jurisdictions.
6. Provide at least three references for similar projects and delivery method within the past six years, including contact information.
7. Provide current proof of insurance showing liability and worker's compensation coverage.
8. Provide documentation of bonding capacity / ability demonstrated through a letter from the Surety, stating the bonding capacity of the Construction Manager for the entire amount of the project cost, and, the rating of Surety.
9. Provide documentation that proposer is licensed to provide CMAR services in the State of Kansas.
10. Disclose any potential conflicts of interest. A potential conflict of interest exists if the Construction Manager, or any team member, has any interest that would conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project.
11. Complete and include the attached "Overhead and General Conditions Description" form outlining fees in the requested areas. Pre-Construction services shall be included as a lump sum. General Conditions and Overhead shall be listed as percentages.

*Note: Guaranteed Maximum Price is to be submitted during Phase II of the selection process. Do not submit at this time. Stage II submissions will be due on March 4<sup>th</sup>. Marion County reserves the right to negotiate with selected CMAR following Phase II submission.*

Questions regarding this project should be directed to Chris Tillison of Alloy Architecture at [ctillison@alloyarchitecture.com](mailto:ctillison@alloyarchitecture.com).

**Approximate Project Timeline:**

|                                      |  |
|--------------------------------------|--|
| RFP released                         | January 18, 2024                                       |
| 30% Plans Available                  | January 18, 2024                                       |
| RFP due                              | February 9, 2024 at 2:00 p.m.                          |
| Proposal Review Period               | February 12 <sup>th</sup> to February 15 <sup>th</sup> |
| CMAR Selection                       | February 15, 2024                                      |
| 60% Plans Available                  | February 15, 2024                                      |
| CMAR Pre-Construction Services begin | February 19, 2024                                      |
| GMP Due                              | March 4, 2024  |
| 100% Plans Completed                 | March 18, 2024   |
| Construction Begins                  | April 1, 2024  |
| Substantial Completion               | October 11, 2024                                       |
| Move-In Date                         | October 25, 2024                                       |

# Overhead and General Conditions Description

|  |                                   | Pre-Construction Services* | General Conditions** | In Company Overhead** | In Job Cost |        | By Owner | Notes |
|--|-----------------------------------|----------------------------|----------------------|-----------------------|-------------|--------|----------|-------|
|  |                                   |                            |                      |                       | By Prime    | By Sub |          |       |
|  | <b>Personnel</b>                  |                            |                      |                       |             |        |          |       |
|  | Project Manager                   | X                          | X                    |                       |             |        |          |       |
|  | General Superintendent            |                            | X                    |                       |             |        |          |       |
|  | Superintendent                    |                            |                      |                       | X           |        |          |       |
|  | Estimating                        | X                          |                      | X                     |             |        |          |       |
|  | Assistant Superintendent          |                            | X                    |                       |             |        |          |       |
|  | Field Engineer                    | X                          | X                    |                       |             |        |          |       |
|  | Office Engineer                   | X                          | X                    |                       |             |        |          |       |
|  | Safety Officer                    |                            | X                    |                       |             |        |          |       |
|  | In-Office Support Staff           |                            |                      | X                     |             |        |          |       |
|  | Foreman                           |                            |                      |                       | X           | X      |          |       |
|  | <b>Safety</b>                     |                            |                      |                       |             |        |          |       |
|  | Guardrails, Lights and Barricades |                            |                      |                       | X           | X      |          |       |
|  | Trench and Excavation Safety      |                            |                      |                       | X           | X      |          |       |
|  | <b>Temporary Facilities</b>       |                            |                      |                       |             |        |          |       |
|  | Temporary Heat                    |                            |                      |                       | X           |        |          |       |
|  | Temporary Weather Protection      |                            |                      |                       | X           | X      |          |       |
|  | Storage Trailer(s)                |                            |                      |                       | X           | X      |          |       |
|  | Temporary Toilets                 |                            |                      |                       | X           |        |          |       |
|  | Temporary Water                   |                            |                      |                       | X           |        |          |       |
|  | Temporary Electrical              |                            |                      |                       | X           | X      |          |       |
|  | Waterboy, Ice and Cups            |                            |                      |                       | X           | X      |          |       |
|  | <b>Temporary Construction</b>     |                            |                      |                       |             |        |          |       |
|  | Temporary Access                  |                            |                      |                       |             | X      |          |       |
|  | Temporary Construction Fence      |                            |                      |                       |             | X      |          |       |
|  | Temporary Staging Areas - On Site |                            |                      |                       |             | X      |          |       |
|  | <b>Jobsite Offices</b>            |                            |                      |                       |             |        |          |       |
|  | Trailers                          |                            | X                    |                       |             |        |          |       |
|  | Furnishing and Equipment          |                            | X                    |                       |             |        |          |       |
|  | Phone & Fax                       |                            | X                    |                       |             |        |          |       |
|  | Copier & Supplies                 |                            | X                    |                       |             |        |          |       |
|  | <b>Layout and Survey</b>          |                            |                      |                       |             |        |          |       |
|  | Site Layout                       |                            |                      |                       | X           |        |          |       |
|  | As-builts                         |                            |                      |                       | X           | X      |          |       |
|  | <b>Miscellaneous</b>              |                            |                      |                       |             |        |          |       |
|  | Schedule                          | X                          | X                    |                       |             | X      |          |       |
|  | Testing                           |                            |                      |                       | X           |        |          |       |
|  | Storm Water Pollution Plan        |                            |                      |                       | X           |        |          |       |
|  | Trash & Debris Removal            |                            |                      |                       | X           |        |          |       |
|  | Cleaning                          |                            |                      |                       | X           | X      |          |       |
|  | Weather Protection                |                            |                      |                       | X           | X      |          |       |
|  | Hand Tools                        |                            |                      |                       | X           | X      |          |       |
|  | Equipment and Fuel                |                            |                      |                       | X           | X      |          |       |
|  | Bonds                             |                            |                      |                       | X           |        |          |       |
|  | Subcontractor Bonds               |                            |                      |                       |             | X      |          |       |
|  | Taxes - As appropriate            |                            |                      |                       | X           | X      |          |       |
|  | Liability Insurance               |                            |                      |                       | X           |        |          |       |
|  | Builder's Risk Insurance          |                            | X                    |                       |             |        |          |       |
|  | Permits                           |                            |                      |                       | X           |        |          |       |
|  | Fees                              |                            |                      |                       | X           |        |          |       |
|  | Licenses                          |                            |                      | X                     |             |        |          |       |
|  | Photography                       |                            |                      |                       | X           |        |          |       |
|  | As-Built Drawings                 |                            | X                    |                       |             | X      |          |       |
|  | O and M Manuals                   |                            | X                    |                       |             | X      |          |       |
|  | Additional Plans                  |                            |                      |                       | X           | X      | X        |       |
|  | Job Signage                       |                            |                      |                       | X           |        |          |       |
|  | Training                          |                            |                      | X                     |             |        |          |       |
|  | Project Closeout                  |                            | X                    |                       |             |        |          |       |
|  | Management Fee                    |                            |                      | X                     |             |        |          |       |
|  | Profit                            |                            |                      | X                     |             |        |          |       |
|  | <b>TOTALS</b>                     | <b>\$</b>                  | <b>%</b>             | <b>%</b>              |             |        |          |       |

\* Pre-Construction Services shall include attendance at 2 design meetings, 30% cost estimate and 60% GMP, and development of preliminary construction schedule.

\*\* Include proposed fee as a percentage of construction cost for general conditions and overhead.