

## PROJECT REQUIREMENTS

A formal Partnering Session will be held with the selected contractor PFA team members and Vaught-Frye Architects as soon as the selection process is completed

During the design phase(s) the contractor will be part of the design team with PFA and Vaught-Frye Architects participating in the final design effort by assisting in the following areas

- Review of designs for constructability
- Estimating costs of different alternatives and components
- Providing opinions and recommendations on suitable methods and approaches to accomplishing the work
- Provide input on construction sequences and schedules
- Offer value engineering suggestions to accomplish the desired objectives in the most cost-effective manner possible
- Provide on-going cost status of the project to the design team as the project proceeds

The contractor is required to commit key staff members to assist the project team by attending regularly scheduled project meetings and preparing information or responses to issues in advance of meetings. Normally attendance will be required by the contractor's project manager and superintendent. In the event key technical functions are subcontracted the subcontractor shall assist the general contractor firm in fulfilling its responsibilities under the agreement during the design phase(s) including participation in design discussions.

The PFA staff works very closely with the Architect/Engineer (Vaught Frye Architects) and the contractor on a day to day basis as part of a team during design and construction of projects. Traditional adversarial roles are not an acceptable way of doing business. You are encouraged to call or visit to discuss further or to ask any questions that you have about the process.

The Poudre Fire Authority utilizes the services of a general contractor on an as needed basis. The type and complexity of the work varies dependent upon the specific needs of the PFA at any given time. Several projects including a 25,000 gallon Pump Test Pit, a major addition to the administrative offices, additional fire stations and significant remodels and additions to existing fire stations and the replacement of the burn building are all possible during the terms of any agreement.

Currently none of these projects has approval so in an effort to clarify the potential scope several recent projects are listed below for reference and to help define the scope of services.

desired

- Prototype Fire Stations (Stations 12 & 14) -- ~10 500 sq foot fire stations with living quarters apparatus bays community rooms offices and support areas typically located on 1 to 1.5 acre sites 2 of these facilities completed in last 6 years
- Training Center Facilities -- ~13 000 sq ft classroom facility with offices for training staff added to the 27 acre training site
- Breathing Apparatus Service Center -- Significant remodel of existing space to accommodate a state of the art service and repair facility for self contained breathing apparatus
- Remodel Fire Station 7 -- Complete remodel of an existing facility Included replacement of all interior finish new HVAC duct work all new electrical service addition of a fire sprinkler system and a new roof structure
- Live Fire Training building -- Significant repairs to this structure to extend its useful life
- Flag Poles -- The installation of Flag Poles at several facilities
- Computer Room Remodel -- A remodel of space at the administrative offices to accommodate a computer room and small conference area

This list of projects is not exhaustive of the projects completed under the current agreement and is no guarantee of similar projects in the future. Most of these projects were completed using a team approach with the Authority's design firm however some projects were strictly design build by the contractor and others a combination of design build and design team approaches.

## PROPOSAL GUIDELINES

Qualified general contractors interested in the work described in this request should submit a minimum of the following information to the City:

Describe your approach to this project:

1 General information

Name of firm contact person for this proposal title phone number fax number street and mailing addresses any previous names of firm in last 10 years and date established

2 Key project staffing

Names and resumes of key project staff including proposed project manager construction superintendent and project cost estimator. Indicate pertinent work experience and any post high school construction management or engineering education. Include references from owners and consulting engineers for the last

3 projects for each assigned person and similar references for work on recent similar building projects for each (if not among last three projects) Detail the availability of staff assigned

**3 General company resources**

Indicate the resources available for cost estimating construction approach and methods construction sequencing and scheduling Provide descriptions, resumes organization charts and/or other indications of the degree expertise and qualifications available to this project Indicate location if not based in the office location in item 1 above

**4 Project experience**

Provide brief summary of similar construction project work performed by the firm in the last 5 years Highlight any participation by key staff proposed for this project Provide data on

- Bid cost
- Cost at completion and number of change orders
- Contractor subcontractor or owner initiated claims and their resolution
- Contract time for completion when bid
- Actual completion time

Brief discussion of any unusual factor is encouraged (e.g. owner initiated delays additions to the work etc.) Provide both an owner reference and consulting engineer reference for cited projects

**5 Partnering experience**

Describe any experience by the firm or key staff with similar owner/engineer/contractor teams Describe the firm's experience in Partnering both formal and informal Highlight any Partnering experience by key staff proposed for this project Provide references for cited experience

**6 Safety record**

Provide the firm's OSHA reportable accident rate and current workman's compensation insurance multiplier for the last 3 years Provide the OSHA reportable accident rate on projects managed by the proposed superintendent or project manager over the three year period (depending on who is assigned site safety responsibility in the contractor organization)

**7 Subcontractors**

Based on the description of the work in this request describe which portions of the work will be performed by subcontractors

**8 Design phase cost**

Provide hourly rates to be applied to the proposed key staff (and subcontractors if necessary) for assistance to the owner/engineer design team during the design phase. Anticipated hours and schedule are outlined in the Project Requirements above. Identify how expenses related to providing this assistance will be charged.

**9 Construction cost factors**

Establish in detail the factors which will be used in determining the negotiated maximum construction price. These factors shall be comprehensive in establishing all costs to be applied to direct project labor and materials in determining the construction cost. Commitments shall include:

- Overhead and profit (combined) margin for general office activities on the base bid cost
- Overhead and profit (combined) margin for field office activities on the base bid cost
- Subcontractor markup on base bid cost to General Contractor
- Materials and equipment markup on base bid cost
- Any additional factors applied to project labor or materials to determine the base bid cost
- Change order markup including supervision allowance, labor and material markups, and overhead and profit percentages as a percent of labor and materials cost for any changes in the work following contract award.

**10 Financial statement**

Provide a recent financial statement (audited if possible) including balance sheet and income statement showing:

- Current assets
- Other assets
- Current liabilities

- Other liabilities
- Fixed assets and equipment

11 Banking reference

Provide the name address and phone number of the firm s banking reference

12 Bonding company

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

13 Insurance company

Provide the name address and phone number of the firm s insurance agent(s)  
Provide certificate of insurance outlining coverage and policy limits Can this coverage be extended for work on this project? Can coverage be increased?  
Can City be listed as an additional insured? Are there any current claims that will affect coverage limits available to the City for this project?

14 List three (3) current references of similar work Include firm name address and telephone number

15 Prior to Construction the contractor will be required to sign the City of Fort Collins Standard Construction Contract This document is available for review in the Purchasing Office

## CONTRACTOR REVIEW AND ASSESSMENT

Construction firms will be evaluated on the following qualification criteria. Criteria will form the basis for rating of written proposals as well as oral interviews.

Rating scale will be from 1 to 5 (or 10 depending on maximum possible points) with 1 being a poor rating and the maximum possible points being an outstanding rating.

<b>POSSIBLE POINTS MAX-MIN</b>	<b>QUALIFICATION</b>	<b>STANDARD</b>
10 - 1	Scope of Proposal	Does the proposal show an understanding of the scope of the project methodology to be used in the design and construction phases and the results that are desired from the project?
10 - 1	Assigned Project Team	Does the proposed team have the necessary skills and experience to fulfill the requirements of the project? Are the key staff available to do the work?
5 - 1	Safety Record	OSHA Illness/Injury Rate "OSHA Lost Work Day Incidence Rate" and Workman's Comp Experience Modification Rate Insurance multiplier
10 - 1	Firm Experience -Design --Construction	Has the firm worked on projects similar in scope to this project? Has partnering been used as a basis in design and construction of other projects? Was this work of a high quality in nature?
5 - 1	Design Phase Cost	Are the proposed design cost rates reasonable and competitive?
10 - 1	Construction Cost Factors	Do the proposed construction cost factors compare favorably with industry standards and other firms construction cost factors?
10 - 1	Firm Capability	Does the firm have experience, equipment, manpower and finances to complete the work?
10 - 1	Construction Performance	Do the referenced projects reflect favorably in respect to completion within the contract schedule, cost and number of change orders and claims?
5 - 1	Motivation	Has the firm shown an interest in work and a commitment to the successful completion of the project?

## Reference Evaluation

The City of Fort Collins will check references for overall performance timetable completeness budget and job knowledge of selected projects/references A satisfactory/unsatisfactory rating shall be given to each reference contacted