



Boone County, Kentucky

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INVITATION FOR PROPOSAL # BCFY22-25

# **CONSTRUCTION MANAGER FOR BOONE COUNTY ANIMAL SHELTER PROJECT**

ACCEPTANCE DATE: November 30, 2021 at 2:00pm (Local Time)

MANDATORY PRE-PROPOSAL MEETING: November 16, 2021 at 10:00am  
Ferguson Center, Boone County Historic Courthouse  
2988 Washington St. Burlington, KY 41005

ACCEPTANCE PLACE: Boone County Fiscal Court  
2950 Washington Street  
PO Box 960  
Finance Department – Room #205  
2<sup>nd</sup> Floor Administration Building  
Burlington, Kentucky 41005

Requests for information related to this Invitation should be directed to:

Matthew Webster  
E-mail address: [mwebster@Boonecountyky.org](mailto:mwebster@Boonecountyky.org)

Issue Date: November 8, 2021

ANYONE IN NEED OF ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, SHOULD CONTACT THE HUMAN RESOURCES OFFICE AS SOON AS POSSIBLE

## **NOTICE**

The Boone County Fiscal Court will receive sealed proposals in the Finance Department, Second Floor, Administration Building, 2950 Washington Street, PO Box 960, Burlington, Kentucky 41005, until 2:00 p.m., November 30, 2021 from qualified Construction Managers to perform Pre-Construction and Construction Management services associated with its New Animal Shelter Project. Proposals will be opened at the time listed above in the Fiscal Courtroom, First Floor, Administration Building. Late, electronically submitted or facsimile proposals will not be accepted.

A **mandatory** pre-proposal meeting will take place on November 16, 2021 at 10:00 a.m. (local time) at 2988 Washington Street, Ferguson Center at the Boone County Historic Courthouse.

Proposal Envelope must be labeled: “Sealed Proposal: Construction Manager Services for Boone County Animal Shelter.” Envelopes must also be labeled with the name and address of the vendor submitting the proposal.

Specifications may be obtained in the Finance Department, 2950 Washington St, Second Floor, Administration Building, 2950 Washington Street, Burlington, KY 41005 or by visiting our website at [www.boonecountky.org/publicnotices](http://www.boonecountky.org/publicnotices)

Boone County reserves the right to reject any and all proposals, to waive any informalities and to negotiate for the modifications of any proposal or to accept that proposal which is deemed the most desirable and advantageous from the standpoint of customer value and service and concept of operations, even though such proposal may not, on its face, appear to be the lowest and best price. No proposal may be withdrawn for a period of sixty (60) days after scheduled time of receipt of proposal.

The Boone County Fiscal Court is an Equal Opportunity Employer. WBE/MBE firms are encouraged to respond to this Request for Proposals.



## **SPECIFICATIONS**

### **1. General Project Overview**

The development area for this project is located on the southern edge of England-Idlewild Park along Idlewild Road, 5550 Idlewild Road, Burlington Kentucky 41005. There are two parcels, each of approximately 10 acres, being considered for the location of the new facility. The first location is on the Southeastern part of the park, currently occupied by the Boone County Dog Park. The second location is on the Southwestern part of the park, on a newly acquired parcel.

The Project will consist of the following main elements:

- Public Areas
- Clinic
- Intake
- Staff Areas
- Animal Holding
- Support Spaces

The Current Program, as depicted in the completed Design Development, is provided as an attachment to this RFP. This program may be modified, evolve or change through the project development.

The core Project Design Team consists of SMP design and Woolpert Inc.

## 2. Project Delivery Method

The Owner-Developer Team has determined the appropriate Project Delivery Method to be used on this Project will be a Construction Manager with a GMP (Guaranteed Minimum Price). Specific Project parameters to be included will be:

- AIA document A133 – 2019, and associated referenced documents
- “Open book” method of project accounting
- Owner participation in the bidding process
- There will be a Local Inclusion goal
- Self-Performance of the Work by the selected Construction Manager, or related party, shall be limited to General Conditions and other negotiated work.

## 3. SCOPE OF WORK

The scope of work anticipated to be provided by the Construction Manager include, but are not limited to the following:

### I. Preconstruction Services

- a. Construction Scheduling
  - i. Coordination and collaboration with the Project Design Team and their Project Design Schedule
  - ii. Phased Construction Scheduling
- b. Cost Estimating
  - i. Detailed Line Item Estimates at Project Design milestones
    - 1. Completed Design Development
    - 2. 30% Construction Documents
    - 3. 75% Construction Documents
  - ii. GMP at the completion of 30% Construction Documents
  - iii. Projected Cash Flow Analysis coordinating estimates with any phased construction scheduling at each Project Design milestone
  - iv. Value Analysis: Work in conjunction with Design Team to evaluate design option costs during Design Phases
  - v. Life Cycle Cost evaluations
- c. Constructability Review and Planning
  - i. Coordination and collaboration with the Project Design Team

### II. Construction Services

- a. Management of the Construction Phase of the Project
- b. Manage Bidding process with prospective Subcontractors
- c. Construction oversight and supervision
- d. Conduct regular progress meetings with the Owner and Architect

- e. Schedule management and compliance
- f. Budget management, tracking, and forecasting
- g. Testing, Inspections, and Commissioning
- h. Project close-out, including submittal of operating and maintenance manuals

### III. Post Construction Services

- a. Warranty Service
- b. Warranty Close-out

Respondent should include a summary of suggested changes to the proposed Scope of Work in this Request for Proposal.

## **PROPOSAL REQUIREMENTS**

### **1. Eligibility**

To be eligible for award, the contractor shall possess all required federal, state and local licenses to perform required services.

### **2. Required Submittals**

**Submission Date and Time: November 30, 2021 at 2:00 p.m. “local time”**

One (1) original & three (3) copies must be submitted to the Finance Department, Second Floor, Administration Building, 2950 Washington Street, PO Box 960, Burlington, Kentucky 41005, by the above referenced submission date and time. Late, electronically submitted or facsimile proposals will not be accepted.

Questions regarding this Request for Proposals should be directed to:

Matthew Webster, Assistant County Administrator  
mwebster@boonecountyky.org/ 859-334-3509

Clearly mark the submittal with the title of this RFP and the name of the responding individual or firm. Only those RFP responses received prior to or on the submission date and time will be considered.

Proposers must submit a written narrative clearly demonstrating the ability to meet the services outlined in this RFP and any addendums issued by Boone County, Kentucky. The written narrative should provide a written response to this RFP that demonstrates the ability to provide all requested services and perform all required elements for execution of the services outlined herein.

In addition to the requested responses, submit the following:

- I. Based upon the current Program and Design Development drawings, provide a block construction schedule assuming a 100% Construction Documents package being issued on 1.19.22.
- II. Based upon the current Program and Design Development drawings, provide a basic construction estimate.
- III. Proposed fee for the Construction Manager's performance of Preconstruction Services.
- IV. Proposed fee for the Construction Manager's performance of Construction Services.
- V. Identify proposed limitations on a Subcontractor's overhead and profit for increase in the cost of its portion of the work.
- VI. Proposed rental percentage increase for Construction Manager's owned equipment over local standard rates.
- VII. Proposed contingency percentage at time of GMP
- VIII. Identification of all team members proposed to be assigned to the Boone County project with bio.
- IX. Provide schedule of hourly rates for all proposed staff and identify method for periodic increase.

All proposed team members must be available to be assigned to the work immediately upon notification of selection.

### **3. Insurance**

The respondent will be required to provide proof of insurance including general liability, automobile liability and workers compensation for the duration of the contract. General liability insurance shall be maintained in the amount no less than \$2,000,000 per incident for bodily injury and \$2,000,000 per incident for property damage with a minimum of one \$5,000,000 in excess liability coverage. Automobile Liability insurance shall be maintained in the amount of \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage. Workers compensation shall be consistent with statutory requirements.

The successful proposer shall provide professional liability insurance equal to or in excess of five (5) million dollars for professional services rendered by the respondent or their sub-contractors.

### **4. Selection Criteria & Process**

The selection process and timeline are outlined below:

Step 1 – Notify firms of upcoming RFP on November 4, 2021

Step 2 – Boone County Issues the RFP on November 8, 2021

Step 3 – Mandatory Pre-Proposal Meeting on November 16, 2021 at 10:00am. In the Ferguson Center at the Boone County Historic Courthouse, 2988 Washington Street in Burlington, KY 41005.

Step 4- Proposal Due to Boone County Procurement Office on November 30, 2021 at 2:00 pm “Local Time”

Step 5 – Review of Proposals by Evaluation Team

Step 6 – Interview of Finalists by Evaluation Team (optional)

Step 6- Recommended Candidate Presented to Boone County Fiscal Court for Award

Each respondent shall prepare a list of questions for the Pre-Proposal Meeting and present them to the Owner’s Representative by email, [mwebster@boonecountyky.org](mailto:mwebster@boonecountyky.org), no later than 2:00pm on November 15, 2021 to allow Boone County and Design team time to prepare detailed responses during the Pre-Proposal meeting. Written responses will be posted to the Boone County procurement website following the pre-proposal meeting.

Attendees of the respondent should include all members of the proposed team for which a resume will be submitted.

Final Request for Information must be submitted in writing via email to [mwebster@boonecountyky.org](mailto:mwebster@boonecountyky.org) by 5:00pm on November 23, 2021. Written responses will be posted to the Boone County procurement website.

## SELECTION CRITERIA

Boone County reserves the right to evaluate all submitted proposals and to recommend a candidate based on the submission deemed to be in the best interest of the county. The Review Committee will be assigned the task of reviewing, critiquing, scoring and recommending a preferred proposal. This solicitation is a Request for Proposal and thus the submitted proposal should demonstrate the ability and qualifications to deliver the required services and meet the stated goals in this RFP. The County, through the review committee, at its sole discretion, shall determine whether particular Proposers have the basic qualifications and experience to conduct the desired operating services for the Landing. The ultimate responsibility for determining the exclusive negotiating partner shall rest with the staff of the Boone County Fiscal Court. The Boone County Fiscal Court reserves the right to accept, accept in part or reject any or all proposals at its discretion.

The evaluation committee, when evaluating each proposal, will select the Construction Manager based on the following criteria:

- a. Relevant experience, including proven results (20%)
- b. Demonstration of an understanding of the particular project issues/limitations (5%)
- c. Commitment to collaborative process (10%)
- d. Ideas and creativity to improve value to owner (5%)
- e. Overall project approach and staffing plan (20%)
- f. Individual team member qualifications that demonstrate relevant experience working on projects with similar scope (15%)
- g. Proposed fees (25%)

### Terms and Signature Sheet

In compliance with this Proposal and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature certifies that the accompanying proposal is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. I hereby certify that I am authorized to sign this proposal for the Proposer.

NAME OF PROPOSER: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FEDERAL ID #: \_\_\_\_\_  
(Attach W-9)

SIGNATURE: \_\_\_\_\_

OFFICIAL TITLE: \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_