

**REQUEST FOR PROPOSALS
FOR THE
CONSTRUCTION MANAGER AT-RISK SERVICES FOR THE
GROVE CREEK 1.0 MGD WPCP
FOR
COMMERCE, GEORGIA
RFP NUMBER: WWC211-17**

1. INTRODUCTION

The City of Commerce, Georgia, is seeking Construction Managers to submit proposals for the opportunity to serve as a Construction Manager At-Risk (CMAR) for design review, preconstruction services, potential construction, and commission of the City's 1.0 MGD Water Pollution Control Plant (WPCP) discharging into Grove Creek.

The City of Commerce is proposing the construction of a WPCP to meet the growing demand for wastewater from both domestic and industrial users in the region. The City's strategic location near major highways is expected to bring significant economic growth, population increase, and job opportunities to the area. The proposed WPCP will provide a sustainable, long-term solution to supply the growing industrial and residential needs of the City.

The City owns and operates one (1) existing Northside WPCP permitted at 2.1 MGD.

The primary objective of this project is to relieve the future capacity stress from the existing WPCP by constructing a new 1.0 MGD WPCP in a second location with a separate discharge. A secondary objective is to modify the existing "Beck Road" pumping station. The vision of constructing a new plant and modifying the existing pumping station will address the capacity problem residential, commercial, and industrial wastewater treatment for several years. Overall, the project will support continued sewer connections to the City's Sewage Collection System, eliminating the need for a moratorium. The increased capacity will support the development of residential housing to accommodate the City's rapidly growing industrial workforce.

The objective of this Request for Proposals (RFP) is to provide additional information to enable Proposers to submit written proposals for the Project. Construction Managers must submit eight (8) hard copies of their proposal as well as one (1) flash media drive containing a single PDF copy of their proposal. Proposals must be received by City no later than **2:00 p.m. on August 28, 2025**, to:

City of Commerce, Georgia
Christy Case, Finance Director
110 State Street
Commerce, Georgia 30529

Prospective proposers are to attend the mandatory pre-proposal meeting on **August 7, 2025**, at

10:00 a.m. at Commerce City Hall, 110 State Street, Commerce, Georgia

The City intends to select the CMAR for the Project based on review and evaluation of the Proposals and shortlist interviews.

Proposers are encouraged to provide input on the overall project schedule and provide suggested improvements to reduce the construction schedule. The preliminary procurement schedule is as follows:

MILESTONE ACTIVITY	DATE
Issue RFP	July 29, 2025
Pre-Proposal Meeting	August 7, 2025
Final Date to Submit Questions	August 14, 2025
Questions to be answered	August 21, 2025
Proposals Due	August 28, 2025
Shortlist Interviews (approximate date)	September 2, 2025
Notice of Award (approximate date)	September 15, 2025

Proposals will be evaluated to select a CMAR with the requisite experience, qualifications, and resources to complete the Project successfully within an agreed Guaranteed Maximum Price (GMP) and construction schedule in accordance with the project requirements as specified by the City. The City will fund the project, with an estimated construction budget of \$38,000,000, using an ARPA grant and GEFA loan, which are subject to ARPA and GEFA loan requirements, including the Build America, Buy America (BABA) Act. Approximately \$30,000,000 of the funding must be expended by October 31, 2025. Considering this, the City will work with the contractor to procure as much of the equipment as practical within the early stages of the contract.

2. BACKGROUND

The Commerce City Council (CITY) is proposing the construction of a new wastewater treatment facility to meet the growing demand from both domestic and industrial users, driven by the CITY's residential and industrial expansion. These projects, along with the CITY's strategic location near I-85, are expected to bring significant economic growth, population increase, and job opportunities to the area.

- In October 2023, the CITY engaged Goodwyn Mills Cawood, LLC (GMC) to perform the design of a 2.0 MGD WPCP for the City. Numerous meetings were held throughout the design process to ensure that the design meets the City's expectations.
- In May 2025, bids were received for the construction of the WPCP. Unfortunately, the bids received exceeded the feasible funding for the City.
- The City consulted with both funding agencies involved in the project and the decision was made to solicit additional contract bids using the CMAR process.

The preliminary project schedule for Phase I from inception to proposed completion is presented in **Figure 2.1**. Design has begun, GMP Negotiation is to begin in **September 2025**, construction to begin in **December 2025** and completion by **December 2027**.

City of Commerce, GA - Grove Creek - Construction Manager at Risk (CMAR) Delivery Schedule

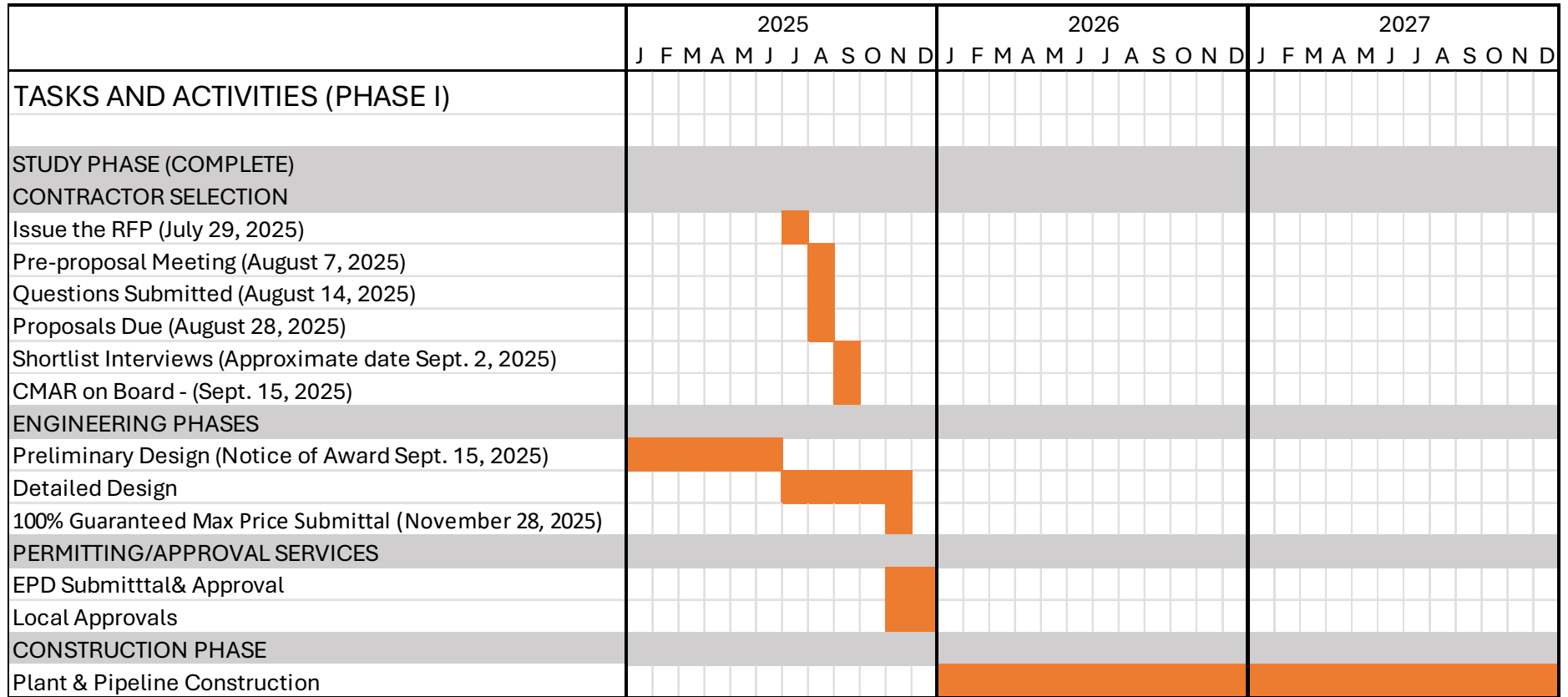


Figure 2.1. Preliminary Schedule

3. PROJECT NEED

The City is witnessing substantial economic growth and development, which has put pressure on their wastewater systems. The City's existing plant, Northside WPCP, was upgraded in 2003 to a total capacity of 2.1 MGD; the facility's flow has continued to rise since this upgrade. In just the last four years, the facility's average monthly flow has risen from 0.83 MGD to 1.12 MGD. During this time, residential and industrial growth in the service area has expanded the City's water and sewer customer base by an average of 11% per year. GMC has conducted a study projecting the City's growth until the year 2040 to determine the extent of the City's needs. To meet the growing demand, the City hopes to build a 1.0 MGD WPCP (Grove Creek) that is ultimately expandable to 4.0 MGD. This report will determine the most practical approach for ensuring reliable wastewater treatment capacity to meet the current and future needs of the sewer service area.

SITE DESCRIPTION

To select a suitable site for the proposed Grove Creek WPCP, GMC used an evaluation process involving multiple considerations and the development of a ranking system. Each potential site had to meet a minimum requirement for size to allow for future expansion up to 4.0 MGD, based on a maximum monthly average flow. Out of an initial list of 11 properties, GMC narrowed the selection down to 5, conducting a detailed analysis of each site's location, size, flood plain status, topography, and the presence of wetlands or waters of the state, among other factors. After evaluating all qualifying properties, GMC selected its preferred site. The chosen parcel is originally defined as agricultural land, with no areas within flood zones or wetlands. Additionally, it has no nearby residential developments, is conveniently located near the Beck Road LS, and encompasses a total of 41.87 acres. The selected site and floodplain map is shown below in **Figure 3-1**. The overall project includes the construction of the WPCP on the site shown as well as approximately 10,500 l.f. outfall, both shown in **Figure 3-2**.



Figure 3-1. Grove Creek WPCP Site in FEMA Floodplain Map



Figure 3-2. Existing Property Aerial Image for Proposed Grove Creek WPCP, Effluent Line and Outfall Location

DEMOGRAPHICS AND BRIEF HISTORY

Commerce, GA is a city located in Jackson County, northeast of Atlanta. The City was originally settled in the early 19th century as a small crossroads community. Since establishing its roots, the town has grown steadily, becoming an important trading center in the region due to its strategic location along the I-85 corridor and the routes between Athens and Gainesville. Over the years, Commerce has evolved from a predominantly agricultural community into a diverse city with a mix of industrial, commercial, and residential developments.

As of the 2020 census, the City has a population of approximately 7,000 residents. The city's demographic profile is predominantly White, accounting for about 70% of the population, followed by African Americans who make up around 20%. The Hispanic or Latino community has been growing, making up about 10% of the population, while smaller percentages are represented by Asian and other racial groups. The median age in Commerce is around 35 years, reflecting a mix of young families, working professionals, and retirees. The City's economy is diverse, with employment opportunities spread across manufacturing, retail, healthcare, and education sectors. Commerce still benefits from its location along major highways, which has attracted both new businesses and residents looking for a small-town atmosphere with access to larger urban centers.

SK Battery America, the largest contributor to the Northside WPCP, is a subsidiary of South Korea company SK Innovation that broke ground on its electric vehicle battery manufacturing plant in Commerce in early 2019. With production beginning in 2022, this plant has been part of a significant investment to produce lithium-ion batteries for EVs. The facility is one of the largest economic development projects in Georgia's history, driving significant job and economic growth, which has led to subsequent demand for residential and commercial development to the area. Therefore, the City's wastewater system must be designed to accommodate current demands and future growth, ensuring the City's infrastructure can support its continued expansion and attract further residential, commercial, and industrial investments.

4. DRAFT SUMMARY SCOPE OF SERVICES

A draft summary of Scope of Services is included below. The final Scope of Services will be negotiated with the selected CMAR. The proposal shall include any comments or suggested changes to the draft summary Scope of Services.

a. Preconstruction Phase Services:

- i. Value Engineering services shall include a thorough review of the completed design drawings and specifications and the identification of any alternative design components, construction methods, or pipe materials that could reduce the cost of the project without sacrificing project quality.
- ii. Scheduling Activities will take place in the Preconstruction Phase Services. The CMAR will aid GMC and the CITY with construction sequencing activities as to aid with reduction of time and costs.
- iii. GMP Development will occur at the 100% level of the design plans and

specifications. A pre-construction GMP development schedule shall be provided to be reviewed by GMC. The contractor is expected to work closely with GMC throughout detailed design to ensure cost-effective measures are implemented through design and budget goals maintained upon GMP development with intermediate plan reviews. The costs for each developed GMP shall be prepared in accordance with the project schedule using an open-book process. The CMAR may choose to perform some preliminary aspects of the GMP preparation prior to the acquisition of the permits; however, formal GMP development will not start until all permits have been acquired. CITY requires that for those components of the Project that the CMAR may want to self-perform, the CMAR will need to submit bill rates, overhead, markup on subcontractors, profit rates, and other similar financial information for that scope. The GMP will also include CMAR overhead costs and margin for all work under the Construction Phase Services Agreement, as described in the following outline of CMAR Construction Services, as well as any contingency allowances.

- iv. GMP Negotiation, if successful, will result in the execution of a contract between the CITY and Contractor to perform construction services. The CITY intends to use AIA A201 and AIA A133 or EJCDC documents for Standard General Conditions and Construction Contract once a final (100%) GMP negotiation is successful.

b. Construction Phase Services (if successful 100% GMP negotiation occurs)

- i. Construction Administration Services represent the management and administration of the CMAR's Construction Phase contract obligations including, but not limited to, the following activities:

1. Provide all requisite bonds and insurance for the construction of the project,
2. Possess the requisite license and assure that all subcontractors are also appropriately licensed and bonded for the tasks needed to complete the construction phase of the project,
3. Procure and manage all equipment, materials, and construction contractors to complete the Construction Phase scope of work for the project,
4. Hold monthly progress/construction meetings and submit meeting minutes for review and approval by CITY and GMC,
5. Develop and update a construction management plan that includes Construction Phase quality control procedures, safety programs, construction document management protocol, etc.,
6. Manage subcontractors (contracts, insurance, and bonds),
7. Prepare payment requests and maintain cash flow projection,
8. Submit and track shop drawings and equipment Operations & Maintenance (O&M) Manuals,
9. Track Request for Information and/or clarifications (RFIs),
10. Prepare record drawings,
11. Startup and commission facilities with operator training through

- completion of acceptance testing,
12. Facilitate project close-out, and
 13. Administer warranties throughout the warranty period.
- ii. Project Schedule requirements will include developing a detailed project construction schedule defining construction activities of each element of the project and their inter-relationships along with milestone dates relative to project completion and permit requirements using approved scheduling software. Monthly monitoring, updating, and reporting of the project schedule will be required to demonstrate an efficient and timely delivery of the project.
- iii. Project Budget Reporting requirements will include the preparation of a project budget monitoring protocol to provide monthly updates on the status of the following financial attributes of the project: update cash flow projections for the Construction Phase including actual construction costs; maintain a comparative assessment of actual costs relative to the GMP; and provide documentation of any resultant changes in the projected life cycle costs resulting from construction-related decisions and/or changes.
- iv. Design Compliance Review will include meetings with CITY and GMC to validate that the design requirements are being provided during the Construction Phase. The meetings shall occur as necessary but not less than every two weeks. One objective of these meetings will be to review the CMAR's documentation of any resultant changes in the projected costs resulting from construction-related decisions and/or changes.
- v. Operation and Maintenance (O&M) Manuals will include, but are not limited to, the following:
1. Supply a complete set of equipment O&M manuals that provide the requisite components;
 2. If required, supply an O&M manual for the instrumentation and control system, including a complete log of the programming and signal tagging list;
 3. Supply a custom prepared O&M manual for the operation of the overall facility that addresses, as a minimum, the startup and shutdown under normal and emergency conditions;
 4. Supply equipment summary reference sheets and maintenance schedules for all major equipment with interface references to equipment O&M;
 5. Supply a trouble-shooting section for normal and emergency conditions; and
 6. Supply O&M manuals for any additional elements necessary to acquire the operating permits for the facility.

O&M documents shall be in PDF format and created from the software in which they were produced or scanned at a resolution of 300 dpi or greater. Scanned documents shall be scanned with the "original image with hidden text" option.

Documents scanned at 300 dpi or greater provides for optical character recognition (OCR) and word search functionality. All text of the document must be text-selectable with the exception of pages which are in their entirety drawings or diagrams. Word searches of the PDF documents must operate successfully.

- vi. Startup and Commissioning of the constructed facility will include completion of the requisite startup and commissioning activities. As a minimum, the activities will include the following:
 - 1. Completion of equipment operational check-out and startup;
 - 2. Operational testing of the individual systems; and
 - 3. The operation of the overall facility under various configurations necessary to demonstrate compliance with the acceptance test requirements and the process performance criteria defined in the final contract documents.
- vii. Construction Document Management shall be implemented as defined in the construction management plan to collect and store the following data in a readily retrievable manner: correspondence, payment requests, schedule updates, test results, shop drawings, RFIs, change requests, record drawings, and miscellaneous submittals to CITY and GMC.
- viii. Project Closeout will include activities needed to complete final completion of the Construction Phase following the notification of Substantial Completion. Closeout activities will include, but not be limited to, the completion of all punch list items defined at the point of substantial completion, training, commissioning, final permit acquisition, and project document transfer.
- ix. Warranty Administration will be provided by the CMAR throughout the requisite warranty period and will include activities such as: warranty request tracking, event documentation and response monitoring, direct interface with suppliers requesting and monitoring all warranty service needs and corrective activities and providing any modification and/or updates to the project record drawings that may result from warranty activities.

5. PROPOSAL INFORMATION

Proposer must submit eight (8) hard copies of their Proposal as well as one (1) USB flash drive containing a single PDF copy of their Proposal. Proposals must be received by the CITY no later than **2:00 p.m. on August 28, 2025**, to:

Mail and Street Address:

City of Commerce, Georgia
Christy Case, Finance Director
110 State Street
Commerce, Georgia 30529

- a. The Proposal must be clearly marked:

PROPOSAL FOR THE CONSTRUCTION MANAGER AT-RISK SERVICES FOR THE

Commerce 1.0 MGD Grove Creek WPCP

(Name of Proposer's Authorized Official)

(Company Name of Proposer)

(Mailing Address of Proposer)

(Telephone Number of Proposer)

(Email Address of Proposer)

- b. Proposals received after the time and date specified will be considered nonresponsive and will be returned unopened. THERE WILL BE NO EXCEPTIONS.
- c. If it is later discovered that any material information given in response to this RFP or to any request for supplement, clarifying or additional information was provided by a Proposer, knowing such information to be false, it shall be grounds for immediate disqualification or for immediate termination or rescission by CITY of an agreement between CITY and the Proposer. CITY shall also have and retain any other remedies provided by law.
- d. Proposals received by CITY are considered public documents under provisions of the Georgia Freedom of Information Act (FOIA) unless it contains information that may clearly be considered excepted and excluded from disclosure according to State statute. All information that is to be considered confidential and/or proprietary must clearly be identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped as CONFIDENTIAL, in bold font of at least 12-point type, in the upper right-hand corner of the page.
- e. The bonding company that will provide the required bonds for a Proposer must meet advertised qualifications and have an AM BEST Rating of A- or higher. Proposers must list name(s) of bond or surety company providing bonds – not just the name of bonding agent. Separate performance and payment bonds, each in the amount of 100 percent of the awarded contract amount, will be required for the Project.
- f. Regarding work that is self-performed during Project construction, no limit on the percentage of self-performed work will be imposed. However, Proposers are expected to demonstrate, in their Project Approach, their plan to ensure competitiveness throughout Project construction. For all work included in the project, the Proposer will be required to provide labor rates, markups on subcontractors' work, markups on materials, equipment, and all other expenses; any other overhead rates to be applied to cost; and profit and markup. Throughout this process, GMC will perform parallel estimates in order to confirm the reasonableness of the Proposer's financial information.
- g. All questions must be answered completely and the data given must be correct, clear, and comprehensive. All information provided must pertain specifically to the Proposer that will bid for and construct the Project, not a Parent, Affiliate, Subsidiary or other

entity, except where information on such other entities is expressly requested. Questions may be answered on separate, attached sheets, and data submitted must be formatted as this RFP is formatted. The Proposer may submit additional information if desired. It should be noted that all additional sheets must be clearly labeled and cross-referenced to each section and question.

- h. CITY at its sole discretion, reserves the following rights:
 - i. To supplement, amend, substitute or otherwise modify this RFP at any time,
 - ii. To cancel the RFP with or without the substitution of another RFP or shortlist process,
 - iii. To take any action affecting the RFP that would be in the best interests of the CITY,
 - iv. To issue additional requests for information,
 - v. To require one or more Proposers to supplement, clarify or provide additional information for the CITY to evaluate any portion of a Proposal,
 - vi. To conduct investigations with respect to the qualifications and experience of each Proposer,
 - vii. To waive any defect or technicality in any Proposal received, and
 - viii. To reject any or all Proposals.
- i. By submitting this Proposal, Proposer acknowledges that a selection committee established by CITY will evaluate the Proposals and make a recommendation to the CITY, but the award of the CMAR contract for this project will be at the sole discretion of the CITY. Proposer understands and agrees that there is no statutory or legal entitlement to be awarded the CMAR Contract and hereby waives the right to object to CITY's methods of evaluation of submitted Proposals, as well as the right to object to the selection ultimately made by the CITY.
- j. Proposers shall submit any questions about this RFP in writing. CITY recognizes that a Proposer may need additional information about the RFP or existing infrastructure to prepare its Proposal. Proposers must prepare such information requests in writing for CITY's consideration as noted in this RFP. CITY, at its sole discretion, may or may not choose to provide such information. If a response is made, the response will be in writing with copies to all parties that received copies of this RFP. Except as noted herein, Proposers may not contact any officer or employee of CITY or GMC after the issue of this RFP. In the event that oral inquiries are made and substantive issues are addressed, only a written response to the inquiry may be relied upon by any party. Any oral responses made by CITY, GMC or other representative of CITY or GMC, shall be considered as informal, subject to change without notice at any time, and not binding upon CITY under any circumstances. Any unauthorized communications (or attempted unauthorized communication) by a Proposer, or anyone acting on behalf of Proposer during this evaluation process will be grounds for disqualification.

Should a Proposer find discrepancies in, or omissions from, this RFP and related documents, the Proposer shall immediately notify CITY, and any appropriate written addendum or bulletin of instructions will be sent to each Proposer. Each Proposer requesting an interpretation will be

responsible for preparing and delivering such requests to CITY in accordance with this RFP. CITY will not be bound by or be responsible for any explanation or interpretation of the RFP other than those given in writing. In no event may the Proposer rely on any oral statement by CITY or its agents, advisors or consultants. Any inquiries about this RFP must be submitted to the Owner's Engineer via email no later than **5:00 p.m. on August 14, 2025**. Inquiries should be directed to Charles Welch (charles.welch@gmcnetwork.com)

Responsiveness of Proposal: The Proposal shall be complete and accurate. Submission of incomplete, inaccurate, deceptive or misleading information may result in disqualification of the Proposer. Failure to provide requested information within the time frame established may result in a determination that the Proposer is non-responsive.

6. PROPOSAL FORMAT

The Proposal shall include the following information in the exact order listed. The Proposal shall be letter-sized (8.5 x 11) with a total page limit of forty (40) single-sided pages or twenty (20) double-sided pages and shall be submitted as outlined herein. Proposals may include ledger-sized pages (11 x 17), but each ledger-sized page will be counted as two pages. Divider pages do not count as part of the page limit. The Application Affidavit and requested surety information will not count as part of the page limit. All other pages or brochures will count in the page limit. The Proposal shall include the following sections:

1. Cover Letter
2. Proposal Requirements
3. Proposer Questionnaire
4. CMAR Project Approach
5. Preconstruction Phase Services Approach
6. Construction Phase Services Approach
7. Approach to Project Criteria of Significant Interest

The Cover Letter shall include the following:

1. A statement indicating that the Proposal is hereby submitted, signed by an authorized representative of the Proposer, and specifically acknowledge receipt of any addenda by date. The authorized representative must be able to bind the CMAR into an agreement with the CITY.
2. A statement indicating the Proposer's intent to execute an Agreement with the CITY if selected for the Project.
3. A statement from the Proposer acknowledging that a selection committee established by CITY will evaluate the Proposals and make a recommendation to the Board, but the award of the CMAR Contract for this project will be at the sole discretion of the Commission. The statement should also state that the Proposer understands and agrees there is no statutory or legal entitlement to be awarded the CMAR Contract and hereby waives the right to object to CITY's methods of evaluation of submitted Proposals, as well as the right to object to the selection ultimately made by the Commission.

Requirements for all other sections of the Proposal are included in the following Proposal Requirements.

7. PROPOSAL REQUIREMENTS

I. Proposer Questionnaire

A Pass/Fail Elements

Failure of Proposer to meet the requirements of any of the pass/fail elements listed below will result in a determination of “Not qualified” and the Proposer will be excluded from further participation in this solicitation.

1. Provide documentation verifying that Proposer possesses an appropriate and valid Georgia General Contractor’s license(Unlimited).
2. Provide documentation verifying the Proposer meets the minimum bonding capacity or a letter from a bonding company stating the Proposer can sufficiently meet the bonding capacity for the project.
3. Has the Proposer or any of its Officers (including any experience and time while employed by another firm) been convicted of criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, or prevailing wages over the past 10 years?
4. Has the Proposer or any of its Officers (including any experience and time while employed by another firm), Parent, Affiliates, or Subsidiaries had a judgement entered for contract default or been barred from bidding on public contracts over the last 10 years?

B General Background of Proposer (10%)

1. Proposer name, address, and contact information.
2. Has Proposer operated under the current name for the last 10 years? If not, attach a complete explanation for operating under a different name as well as previous name and address within the last 10 years.
3. Current Officers and length of time with the Proposer. Also, identify those authorized to sign contracts on behalf of the Proposer.
4. Name, address, and telephone number of Parent and each Subsidiary and Affiliate of the Proposer.
5. Has the Proposer, its Parent, or any of its Subsidiaries had a bankruptcy petition filed in its name, voluntarily or involuntarily within the last 10 years? If yes, list the number of bankruptcies.
6. Has the Proposer been found civilly or criminally liable for environmental non- compliance over the last 10 years?
7. OSHA Experience Modification Ratio for the past five years.
8. Lost Time Incident Rate (LTIR) for the past five years

C Proposed Project Personnel (10%)

1. Provide an overall organizational chart for the Proposer. In addition, include detailed information as indicated below.

2. Proposed Project Manager

- a. Provide the resume of the individual who is the best candidate for this position. List name, qualifications, and background. Include names and addresses of companies who have employed him/her during the last 10 years. The following statement shall be inserted in the bottom margin of the resume:

"This proposed individual shall be available to work full time on this Project for its entire duration and shall not be reassigned without the expressed written concurrence of the CITY."

- b. Provide a summary of the three (3) most similar projects by size, type, and duration that the proposed Project Manager has supervised/managed in the last 10 years for the Proposer or another company. At a minimum, the following information shall be provided:
 - i. Project Name
 - ii. Brief Description of Scope
 - iii. Constructed Value
 - iv. Project Duration and Completion Date
 - v. Candidate's Position and Duties
 - vi. Owner Point of Contact, Address, and Phone Number

3. Proposed Site Superintendent

- a. Provide the resume of the individual who is the best candidate for this position. List name, qualifications, and background. Include names and addresses of companies who have employed him/her during the last 10 years. The following statement shall be inserted in the bottom margin of the resume:

"This proposed individual shall be available to work full time on this Project for its entire duration and shall not be reassigned without the expressed written concurrence of the CITY."

- b. Provide a summary of the three (3) most similar projects by size, type, and duration that the proposed Site Superintendent has supervised/managed in the last 10 years for Proposer or other company. At a minimum, the following information shall be provided:
 - i. Project Name
 - ii. Brief Description of Scope
 - iii. Constructed Value
 - iv. Project Duration and Completion Date
 - v. Candidate's Position and Duties
 - vi. Owner Point of Contact, Address, and Phone Number

5. Proposed On-Site Assistant Project Manager

- a. Provide the resume of the individual who is the best candidate for this position. List name, qualifications, and background. Include names and addresses of companies who have employed him/her during the last 10 years. The following statement shall be inserted in the bottom margin of the resume:

"This proposed individual shall be available to work full time on this Project for its entire duration and shall not be reassigned without the expressed written concurrence of the CITY."

- b. Provide as a summary of the three (3) most similar projects by size, type, and duration that the proposed On-Site Assistant Project Manager has supervised/managed in the last 10 years for Proposer or other company. At a minimum, the following information shall be provided:

- i. Project Name
- ii. Brief Description of Scope
- iii. Constructed Value
- iv. Project Duration and Completion Date
- v. Candidate's Position and Duties
- vi. Owner Point of Contact, Address, and Phone Number

6. Subconsultants: Outline proposed scope of work and provide resumes and contact information for any proposed subconsultants. Resumes shall be a maximum of two pages and shall include: qualifications and pipeline/wastewater plant experience; professional registrations; and present and anticipated workload. Electrical and pipeline installers must have worked on projects of similar size and scope, including plant and pump station electrical and pipelines which include HDD and jack and bore operations, respectively.

- i. Project Name
- ii. Brief Description of Scope
- iii. Constructed Value
- iv. Project Duration and Completion Date
- v. Owner Point of Contact, Address, and Phone Number

7. Scheduling Capabilities: The Proposer shall have the capability of preparing and utilizing the Critical Path Method (CPM) scheduling technique specified herein. A statement of CPM scheduling capability shall be submitted with the Proposal to verify that either the Proposer's organization has in-house capability qualified to use the technique, or that the Proposer employs a consulting firm or contract individual who is soqualified.

8. Proposer Experience: Using the form included in **Attachment A** at the end of the RFP (reproduce as necessary), complete and provide the requested information for the Proposer for the satisfactory completion of a minimum of three similar projects within the last 10 years.

The CITY reserves the right if, in its judgment, the projects submitted under this section are not representative of the overall history of the Proposer's performance over the last 10 years to:

- a. Require the Proposer to submit relevant information for additional projects selected by the CITY from the Proposer's overall project list; and,
- b. Substitute these additional projects for those submitted by the Proposer under this Section so that, when combined with the remaining Projects submitted by the Proposer, the revised projects are more representative of the Proposer's performance over the last 10 years.

D. CMAR Project Approach (20%)

1. Describe your plan for implementing a CMAR methodology, including collaboration with the CITY and GMC.
2. Provide an outline of your health and safety plan. Describe how your approach applies to this Project. Describe the project staffing dedicated to the health and safety program.
3. Provide an outline of your quality plan for construction. Describe how your approach applies in a CMAR environment. Describe the project staffing dedicated to the quality program.
4. Provide a preliminary summary level schedule for the construction of the project. Schedule should reflect the Proposer's methodology for effectively managing and executing the work.
5. Provide documentation verifying that Proposer satisfies the CITY's Minimum Insurance Requirements which shall not be less than the following amounts:

Workers' Compensation, and related coverages:		
State		Statutory
Applicable Federal (i.e., Longshoreman's):		Statutory
Employer's Liability		
1) Each Accident:	\$	1,000,000
2) Disease Employee Limit:	\$	1,000,000
3) Each Employee:	\$	1,000,000
Contractor's General Liability under the General Conditions which Shall Include completed operations and product liability coverages and eliminate the exclusion with respect to property under the car, custody and control of Contractor:		
a. General per Contract Aggregate:	\$	2,000,000
b. Products - Completed Operations		
1) Contract Aggregate:	\$	2,000,000
2) Each Occurrence:	\$	2,000,000
c. Personal and Advertising Injury:	\$	1,000,000
d. Each Occurrence		
(Bodily Injury and Property Damage):	\$	1,000,000
e. Medical Expense Limit per person:	\$	5,000
f. Excess or Umbrella Liability (Occurrence Form):		
1) General per Contract Aggregate:	\$	10,000,000
2) Each Occurrence:	\$	10,000,000
3) Policy shall include Cross Liability (Separation of Insureds) coverage.		
4) Policy shall include endorsement that the policy is excess to the underlying coverage with any coverage exceptions identified		
g. Property Damage liability insurance shall provide Explosion, Collapse, and Underground coverages where applicable		
Automobile Liability under the General Conditions:		
a. Bodily Injury:		
1) Each Person	\$	1,000,000
2) Each Accident	\$	1,000,000
Property Damage		
1) Each Accident	\$	1,000,000
or		
b. Combined Single Limit		
(Bodily Injury and Property Damage):	\$	1,000,000
c. Include all owned vehicles, non-owned vehicles, and hired vehicles.		
The Contractual Liability coverage required by the General conditions shall provide coverage for not less than the following amounts:		
a. Bodily Injury:		
1) Each Accident	\$	5,000,000
2) Contract Aggregate	\$	10,000,000
b. Property Damage:		
1) Each Accident	\$	5,000,000
2) Contract Aggregate	\$	10,000,000

E. Preconstruction Phase Services (10%)

- a. Describe your plan to provide preconstruction services and incorporate value engineering services into the design of the project.
- b. Describe your approach to developing the GMP, including the level of effort and resources required to deliver the GMP.
- c. Describe your plan for a transparent procurement system with a wide variety of evaluation and selection methodologies that can be audited for fairness and competitiveness. List anticipated early procurement equipment and materials.
- d. Provide your proposed lump sum fee for the “Pre-construction” phase services listed in **Figure 7.1** broken down by intermediate plan review (2 total) with cost estimate and value engineering/constructability suggestions, biweekly meetings, and 100% GMP development.

F. Construction Phase Services (20%)

- a. Describe your general approach to constructing the project. Describe how your construction staff will interact with the design team to seek design clarifications and resolve design discrepancies in the field.
- b. Describe how you will document actual construction costs during the construction period and make these costs available to the CITY for verification and audit.
- c. Describe your approach to equipment and sub-consultant selections with GMC and the CITY. Describe how your construction staff will interact with the design team to ensure transparency. Please provide an example of this evaluation form that would be used during the construction phase.
- d. Describe your plan for delivering construction, including a percentage (%) of total work that will be self-performed. For subcontracted work, describe how you will select the best value subcontractors and oversee and guarantee their performance.
- e. Describe how you will manage sub-contractors to ensure they perform as expected.
- f. Provide a CMAR fee based on total “Cost of Work” in **Figure 7.1**. The CMAR fee shall be a percentage (%) of the total cost of work to be included in the GMP.
- g. Provide a general billing schedule for the “General Conditions” in **Figure 7.1**. The general conditions shall be a monthly amount to include, but not limited to, raw salary, complete benefits and percentage (%) of profit to be included in the billing rate, if any.

G. Project Criteria of Significant Interest (30%)

- a. Budget – Provide examples when a project budget was not met and why, and how the issue was resolved.
- b. Provide examples of cost saving measures successfully implemented through value engineering on similar projects.
- c. Schedule – provide examples if schedule was not met and why.
- d. What challenges do you see with meeting the overall budget and

schedule and how would you propose to overcome those challenges?

- e. Schedule – how soon would the Proposer be able to begin performing pre-construction services after award?

H. Allocation of Cost and Fees

The **Figure 7.1** as shown on the next page should be considered when preparing the proposal.

Figure 7.1. Allocation of Cost and Fees

Item	Pre-construction	General Conditions	Cost of Work
HOME OFFICE			
All costs related to the CMAR's home or regional office, including but not limited to, lease, utilities, maintenance, corporate management, administrative staff, office equipment, supplies, etc.		X	X
CMAR's Profit			X
PROJECT DEDICATED PERSONNEL			
All quoted rates will include salaries, fringes, autos, taxes and worker's compensation insurance			
Division Manager		X	
Senior Project Manager	X	X	
Project Manager	X	X	
Assistant Project Manager	X	X	
Project Estimating		X	
Project Superintendent(s)	X	X	
Mechanical and Electrical Coordinators		X	
Project Engineer(s)	X	X	
Scheduling	X	X	
Purchasing	X	X	
Secretarial / Clerk	X	X	
Field Engineer		X	
Time Keeper / Job Accounting		X	
Travel Costs	X	X	
Relocation / Temp Living		X	
Subconsultants	X		X
Safety Officer	X	X	
FIELD OFFICE EXPENSES			
Job Office/Trailer		X	
Owner / AE Trailer		X	
Storage Shed/Trailer		X	
Telephone/Fax/Computers		X	
Office Equipment		X	
Copies/Blueprints		X	
Messengers/Couriers/Postage		X	
Project Photographs		X	
Sanitary Facilities		X	
Drinking Water/Ice		X	
Job Office Power		X	
Temporary Roads and Laydown			X
Site Fencing			X
Dewatering			X
Generators			X
Travel Expenses for Project Specific Purpose		X	
Temporary Fire Protection			X
INSURANCE, BONDS AND TAXES			
Permits and Fees			X
General Liability Insurance			X
Builders Risk Insurance			X
Bond Premiums			X
Sales Taxes			X
Workers Compensation		X	
GENERAL			
Project Layout			X
Security			X
Temporary Enclosures			X
Dust / Traffic Control			X
Temporary Heat			X
Temporary Power/Light			X
Temporary Water			X
Tools and Consumables			X
Daily Cleanup			X
Trash Removal			X
Pest Control			X
Final Cleaning			X
Project Sign		X	
O&M Manuals			X
Progress Photographs			X
Testing & Inspections			X
CMAR's and Contractor's Licenses and Fees			X
Construction Labor			X
Construction Materials			X
Construction Equipment			X
Record Drawings			X

- a. Affidavits: The Proposers must complete the affidavit attached to the end of the RFP and submit the affidavit with the Proposal (**Attachment B**).

ATTACHMENT A

PROPOSER EXPERIENCE FORM

Project #: _____ (Reproduce as necessary for each submitted project)

A. General Information:

Name of project: _____

Name of owner: _____

Name of owner contact: _____ Phone #: _____

Position or title of contact: _____

Address of contact: _____

- B. Project Description Details: Provide a written project description sheet summarizing the overall project, including plant size and work self-performed and the work performed by subcontractors. The written description should also identify if the proposed project manager and the site superintendent were associated with the project submitted and the roles they performed. Projects selected for submission should be similar in nature to the proposed work.

Note:

1. *The project descriptions must clearly and specifically identify components similar to those outlined in the preliminary scope above. It will be assumed that any project components not specifically mentioned in the project descriptions are not included in the referenced project.*
2. *The project descriptions must clearly and specifically include the names of the proposed personnel mentioned above and their roles in the project. If the names and roles are not included in the description, it will be assumed that the proposed personnel did not participate in the referenced project.*

- C. Project Costs: (with complete explanation of cost overrun, if any, including change orders).

1. Total Bid Amount: _____

2. Final Cost: _____

3. Explanation of cost overrun, if any, including change orders: _____

- D. Liquidated Damages: Were liquidated damages assessed? If so, how much?

- E. Claims: Are there any claims or litigation still pending or that have occurred in the past 3 years? If so, provide complete explanation.

- F. Project Schedule:

1. Contract time as bid: _____

2. Actual time to complete: _____
3. Completion date: _____
4. Explanation of time overrun, if any: _____

G. Major Subcontractors: List major subcontractor names, contact information, scope of work, and total contract value.

ATTACHMENT B

APPLICANT AFFIDAVIT

The undersigned hereby attests under penalty of perjury and by personal knowledge to the following:

1. The contents of the Proposer Application (including all submitted attachments and other documentation) are true, correct and not misleading.
2. To the best of my knowledge neither the Applicant, nor its agents, affiliates, partners, employees, officers, directors or other associates of any kind, have colluded with any individual or entity on behalf of the Applicant, or themselves, to produce an unfair advantage over others or to gain favoritism in the award of any contract resulting from this RFP.
3. By responding to this RFP and submitting the Proposer Application (also referred to as the submittal), the Applicant agrees to indemnify and hold harmless all parties to this RFP, including, but not limited to, the Owner and Engineers for any conceivable damages arising therefrom; and affirms that no compensation is expected as a result of the preparation of said response.
4. Applicant agrees to use the submitted personnel for the duration of this project. Any changes in the submitted personnel must be approved in writing by the Owner.

Applicant Name:

Officer's Signature:

Printed name and title:

Telephone No:

Affix Corporate Seal

Witnessed by:

Witness printed name and title:

Date Signed:
