

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT SERVICES**

**PASSENGER SCREENING CHECKPOINT CONSOLIDATION PROJECT
PROJECT No. FY15-805-67**

Manchester-Boston Regional Airport is soliciting Proposals from qualified professional Construction Management Firms interested in providing Construction Management services related to the Passenger Screening Checkpoint Consolidation Project.

The Airport will do a Qualifications Based Selection (QBS) in accordance with the guidelines of the Association of General Contractors. The Airport will select the Construction Manager deemed most qualified for the project.

A pre-proposal meeting will be held in the Terminal Third Floor Administration Offices Boardroom at 1:00PM on Wednesday, May 6, 2015. Attendance is strongly encouraged.

THE PROJECT

Passenger Screening Checkpoint Consolidation: The Passenger Screening Checkpoint Consolidation project is anticipated to start construction in August 2015. The project is an interior renovation of the existing passenger screening area on the second floor within the Terminal Building. The scope of work includes demolition, coordination, relocation and installation of existing Passenger Screening check-point equipment, demolition of existing and construction of a new internal one story monumental stair, new lighting, glass partitions, architectural finishes, and HVAC upgrades as needed. A significant area of tile flooring will be replaced.

The Construction Manager will be asked to perform pre-construction services and establish a GMP by June 29, 2015 based on Design Development level documentation in preparation for a federal grant application. Final Construction Documents will be available in mid and to late July to allow construction to begin in August. Estimated construction cost for the Project as generally defined above, including Construction Manager's fees, is estimated to be in the be between One and Two Million dollars (\$1,000,000 - \$2,000,000).

The project is a federally funded (AIP) project and the successful CM and all subcontractors must comply with all applicable federal (AIP) contracting requirements. The Airport's DBE goal for this project is 5.3%.

THE PROCESS

Prospective Construction Managers are being invited to participate in the following selection process. Each is expected to prepare a written Proposal (6 copies required) and an electronic proposal in PDF format, to be submitted to the Airport not later than noon on Friday, May 8, 2015.

Proposals will be rated by an Airport Selection Committee based on the items below. Subsequently, the Airport may choose to interview the highest rated firms or may choose to select a firm directly from the Proposals if it determines this to be in the best interest of the Airport. In either case, the Airport shall rank the firms in order of preference and select the top rated firm.

After the firm is selected, negotiations will take place to determine the contract terms and conditions, fees, price, etc. and the Construction Manager shall then prepare a contract for the pre-construction services. Once construction pricing and a GMP is established, the second part of the contract shall be determined and a final Guaranteed Maximum Price contract for the entire scope of the work shall be executed, subject to acceptance by the Airport.

If a mutually-acceptable agreement cannot be reached with the selected firm, the Airport may terminate discussions and initiate discussions with the next-ranked firm. Negotiations will not be held with more than one firm at a time and will not be reopened with a firm once they have been terminated.

SELECTION CRITERIA

Each Construction Manager's written Proposals shall address the following:

1. Identification of principals of the firm.
2. Identification and qualifications of all key personnel to be used, including Project Executives, Project Manager, Project Engineer, General Superintendent, Superintendent, Assistant Superintendents, and Estimators. (Note: If more than one person is expected to be assigned to any position, i.e. two assistant superintendents, please provide name and qualifications of each.) Submission of names shall be a commitment on the part of the Construction Manager to retain stated personnel on the Project throughout its duration. It is a specific requirement that each Project Manager and Superintendent attend a presentation to the Owner, if one is required.
3. Identification of personnel and procedures related to the coordination of mechanical and electrical systems.
4. Specific construction management experience, on projects of similar program and scope. A complete list of related construction management projects of \$500,000 to \$5,000,000 completed during the past ten years shall be submitted, along with Owner and Architect references. Additionally, not less than three completed project case histories, with similar challenges and scope, shall be presented, including budget performance and schedule performance (actual vs. estimated costs and completion dates).
5. Total dollar volume of work completed during each of the past three (3) years.
6. Narrative description of the firm's philosophy of Construction Management. Include a complete listing of Construction Management services proposed to be provided by the firm prior to the commencement of construction.
7. Demonstration of successful management systems for the planning, organizing and monitoring of similar construction projects. Among these are conceptual estimating, budgeting, scheduling and cost controls.
8. Financial references and current bonding limitations.
9. Is your firm currently involved in, or are you anticipating, any litigation, arbitration or mediation? If so, please explain.
10. Description of the firm's construction safety program and safety record.
11. Proposed Fees:
 - Pre-construction Phases Services (Stipulated Sum)

- Construction Phase Services Fee (Percentage)

Note: Construction Phase fee is to be based on the attached Table indicating what item would be part of the “Fee” and what would be included in “General Conditions.”

- Construction Changes in the Work Fee (Percentage)

11. Other information, qualifications and/or exceptions as each Construction Manager may consider appropriate to the selection process.

The Airport Selection Committee shall utilize the above criteria, as well as any and all other considerations which the Airport deems to be in the best interest of the Airport in the ranking of the Construction Management Firms submitting Proposals. The Airport's decision with regard to the rankings and selection of a Construction Manager shall be considered final.

RESPONSIBILITIES OF THE CONSTRUCTION MANAGER

1. The Construction Manager shall be expected to perform all professional services consistent with the industry accepted roles of a Construction Manager. In general they shall include, but shall not necessarily be limited to:
 - Attending meetings with the Owner and/or Architect as necessary, throughout the design and construction processes, including public presentations as needed.
 - Assuming charge of, and responsibility for, all Project phasing and scheduling, including but not limited to, all construction activities as well as integrating the schedules related to installation of equipment as provided by others. The Construction Manager's preparation and maintenance of a master project schedule shall not imply responsibility for the performance of contractors separately employed by the Owner. Note: It may be necessary to construct portions of the work outside of normal business hours.
 - Assuming charge of, and responsibility for, all Project cost estimating. Such estimating shall be accomplished by the Construction Manager, without creating obligations to prospective sub-bidders. It shall be the Construction Manager's responsibility to satisfy himself that he has acquired an understanding of the Project adequate for the proper preparation of such estimates. The accuracy of construction estimating shall be of utmost importance.
 - The Construction Manager will be expected to work closely with the Owner and Architect and will be encouraged to propose cost and time saving alternatives including Value Engineering and pricing of alternates and allowances as needed.
 - Construction sub-bidding and sub-contracting, including the pre-ordering of long lead items.
 - Construction phase management, coordination, inspection, supervision, safety and quality control services.
 - Review and verification of additional costs, if any, as may be requested by subcontractors.
 - Construction phase submittal/shop drawing review, approval, processing and coordination.
 - Construction phase records and accounting, including the preparation of electronic record drawings.
 - Project close-out, and systems start-up management and coordination.

FORM OF AGREEMENT

The form of agreement between Owner and Construction Manager shall be AIA-A133 (2009). General Conditions shall be AIA-201, General Conditions of the Contract for Construction (Compatible Edition), with Supplementary Conditions to be prepared by the Owner and Architect.

SCHEDULE

The Airport expects to complete its review of the submitted Proposals on or before May 15, 2015. If interviews are warranted, firms to be interviewed shall be given a minimum of one (1) week notice prior to the interview date. Additional information, including drawings and specifications shall be provided to firms to be interviewed. After a firm is selected, the next steps shall be as outlined in "THE PROCESS" section above.

OWNER'S CONDITIONS:

1. The Owner retains the right to waive any informalities, to reject any or all Proposals, or to accept any Proposals he may determine to be in his best interest.
2. It is the Owner's intent that as much of the Work as practical be competitively sub-bid by not less than three (3) pre-qualified sub-bidders for each trade or bid package. All subcontractors shall be subject to the acceptance of the Owner. All mechanical and electrical sub-bidders must have directly related experience.
3. All designs, concepts, information and cost saving alternatives presented by Construction Managers during the selection process shall become the property of the Airport and may thereafter be used at its sole discretion.
4. The Construction Manager Request for Proposals, Selection Process, and Schedule as outlined herein shall be considered subject to change as required by the Airport. Terms and conditions of the Agreement between Owner and Construction Manager shall take precedence over all prior understandings and/or Agreements, if any, including this Request for Proposals.
5. The Airport may at any time terminate the services and/or contract with the Construction Manager for the Airport's convenience and without cause. In case of such termination for the Airport's convenience, the Construction Manager shall be entitled to receive payment from Owner limited to actual documented expenses of the Construction Manager as of such date.
6. It is expected that the Construction Manager will submit requisitions for completed work on a monthly basis and that 10% retainage will be withheld. There will not be a shared savings clause. All savings will revert to the Owner. Monthly "Waiver of Liens" will be required prior to payment of the following month's invoice.
8. Questions related to preliminary plans or the construction management selection process shall be directed to:

LAVALLEE BRENSINGER ARCHITECTS
155 Dow Street, Suite 400
Manchester, New Hampshire 03101
Tele: (603) 622-5450
Fax: (603) 622-7908

Attn: Sean Landry
sean.landry@lbpa.com

9. Proposals (6 copies) shall be delivered to:

Richard Fixler, Assistant Airport Director
Manchester-Boston Regional Airport
Engineering and Planning Department
6 Industrial Drive, Suite 2
Londonderry, NH 03053

An electronic copy (PDF) shall be sent via email to the Architect.

END OF REQUEST FOR PROPOSALS

TABLE OF FEES AND COSTS

For the purposes of preparing fee proposals, Construction Managers are advised that the following itemization of fees and costs shall be considered complete and final.

Note: This Table shall not apply to services performed during the pre-construction phase. All costs related to pre-construction phase services shall be included in stipulated sum fee proposed for the pre-construction phase.

	FEE	GENERAL CONDITIONS	COST OF WORK	COMMENTS
HOME OFFICE				
All costs related to the Construction Manager's home or regional office, including but not limited to, lease, utilities, maintenance, corporate management, administrative staff, office equipment, supplies, etc.	X			
PROJECT DEDICATED PERSONNEL				
(including labor burden)				
Project Executive	X (office)	X (job site)		
Project Manager	X (office)	X (job site)		
Assistant Project Manager	X (office)	X (job site)		
Project Estimating		X		
Project Accounting		X		
Project Clerical		X		
General Superintendent	X (office)	X (job site)		
Superintendent		X		
Assistant Superintendent		X		
Field Engineer		X		
Time Keepers		X		
Safety Officer		X		

	FEE	GENERAL CONDITIONS	COST OF WORK	COMMENTS
FIELD OFFICE EXPENSES				
Job office / trailer		X		
Owner's representative's office / trailer		X		
Storage shed and trailers		X		
Telephone / fax / computers		X		
Office equipment		X		
Copies / blueprints			X	
Messengers / couriers / postage			X	
Project photographs			X	
Sanitary facilities		X		
Drinking water		X		
Project travel expenses		X		
Project vehicle expenses		X		
Project meals / lodging		X		
Temporary fire protection		X		
FEES, INSURANCE, BONDS AND TAXES				
Construction permits and fees			X	
General liability insurance			X	
Builders risk insurance			X	
Bond premiums			X	
Sales taxes			X	
Worker compensation	X		X	

	FEE	GENERAL CONDITIONS	COST OF WORK	COMMENTS
GENERAL				
Project layout		X		
Project security		X		
Temporary protection / enclosures		X		
Dust control		X		
Traffic control		X		
Temporary heat		X		
Temporary power / light		X		
Temporary water		X		
Snow removal		X		
Tools and consumables		X		
Daily clean-up		X		
Trash removal		X		
Pest control		X		
Final cleaning		X		
Project sign		X		
Record drawings		X		
Manuals, operating instructions,		X		
Punch list		X		

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