

# MSD of Wayne Township

Request for Proposal 1712CM

## Addendum #4

Item Description: Construction Manager Services

Response Due Date: January 24, 2018 @ 4:00 PM EST

This Addendum forms part of the contract documents and modifies the original documents published on the December 27, 2017, & January 3, 2018 advertising date

### A. Summary of Changes to the Request for Proposal Notification:

None

### B. Responses to the following questions have been posted.

Question 1: To clarify from the previous meeting, we are assuming the following:

Chapel Glen Elementary renovation will be completed on a year round schedule; 7<sup>th</sup> & 8<sup>th</sup> Grade Learning Center will be renovated during the summer breaks 2018 & 2019; Ben Davis renovation will be completed during the summer 2018

Response: Yes, per the meetings – the above referenced work timeframe opportunities were emphasized due to scale of project scopes – with the addition that the successful Construction Manager may assist in improving these opportunities and hopefully improve on the time frames.

Question 2: All work will be conducted during normal working hours regardless of whether school is in session or not. Is this correct?

Response: The 11th paragraph within the Item Work Description in the Item Details portion of the RFP Instructions was updated in Addendum #2 to communicate it is estimated there will be seven (7) weeks during the summer months and two (2) weeks during October in which there will be no students present and the buildings will be available for the work. The RFP asks for responses to include a proposed plan for performing the work. If the Construction Manager believes work will need to be performed outside those weeks and/or normal business hours, a responsive proposal would include solutions that are innovative, creative and importantly, feasible.

Question 3: The project management portion of the RFP and proposed contract does not specifically state that we are required to have full time field supervision for the project, therefore are we to assume that we are required to have full time field supervision for each project or full time field supervision for all of the projects, or are we not to include full time field supervision of any of the projects?

Response: The RFP communicates the Construction Manager's crew will need to regulate its work week to conform to the contractor's hours in accordance with the directions of MSD of Wayne Township's architect, engineer, or PE/S. The Construction Manager's Basic Services consist of those described in Sections 3.2 and 3.3 present in the draft of the Standard Form of Agreement Between Owner and Construction Manager as Adviser and include usual and customary construction coordination and scheduling, constructability review, cost estimating, and allocation of construction activities among the Multiple Prime Contractors. § 3.3.2 indicates the Construction Manager is required to provide a staffing plan to include one or more proficient representatives who shall be in attendance at the Project site whenever the Work is being performed. § 3.3.20 communicates the Construction Manager is required to keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as the Owner may require. The RFP communicates a responsive proposal would include solutions that are innovative, creative and importantly, feasible.

Question 4: What is the Owner's anticipated duration for Pre-Construction Services?

Response: This has not been specifically discussed between GDI and Wayne Township – however, we would anticipate at least two (2) weeks, from the award date, for the successful CM to review the documents for each project, seek additional clarifications as necessary from either Wayne Township Staff or GDI, and provide confirmation as to duration of scopes and costs for each project.

Question 5: What is the Owner's anticipated duration for Construction Services?

Response: This is to be determined/confirmed by Wayne – based on the sequences already stated above in Question #1, with the last project Lynhurst being completed at the end of the summer of 2019.

Question 6: Based on the terms of the contract, it appears the timeline for completion is to be 12 months from the signing of the contract and everything after that, is considered Additional Services. Is this the time frame anticipated by the Owner?

Response: No – the CM Services is for the durations of all the projects, as noted above, which is at least until Summer of 2019, or possibly longer if the CM responds convincingly of insufficient time to perform all of the work indicated by the time frames noted in Question #1.

Question 7: RFP does not specifically state if the subcontracts are to be direct with the Owner or the successful contractor. Which way are the contracts to be written?

Response: It is anticipated all public work will be performed by a contractor under one contract with the MSD of Wayne Township. The Construction Manager will oversee and supervise contractors who have entered into contracts with the MSD of Wayne Township for the public work. A contractor may need to enter into contracts with subcontractors to meet its responsibilities under a Standard Form of Agreement Between Owner and Contractor. The MSD of Wayne Township will not be entering into a general contract or any separate trade contract with the Construction Manager for the Construction Manager to perform work on a public construction project. § 3.2.20 in the draft of the Standard Form of Agreement Between Owner and Construction Manager as Adviser also indicates the Construction

Manager will receive bids, prepare bid analyses and make recommendations to the MSD of Wayne Township for the MSD of Wayne Township's award of Contracts or rejection of bids by contractors who are responsible for the construction, reconstruction, alteration, or renovation of a building, facility, and other structures.

Question 8: What type of subcontract agreement is the Owner anticipating on using for this project?

Response: It is anticipated MSD of Wayne Township will be using the AIA Standard Form of Agreement Between Owner and Contractor and modifying it as necessary to reflect the construction, reconstruction, alteration, or renovation of the particular building, facility, or other structure.

Question 9: In the pre-bid meeting on January 18<sup>th</sup>, it was understood that the design drawings will be completed on or around February 6<sup>th</sup>. Is this still the anticipated date?

Response: Yes.

Question 10: The "NOTICE OF REQUEST FOR PROPOSALS" states that the proposals are to be hand delivered, however RFP Instructions Section VII, states the LOI is to be submitted in both physical and electronic form. Which of these statements is correct?

Response: A letter of interest must be submitted in both paper and electronic form. The paper and electronic copy (e.g. CD, flash drive, thumb drive) of the proposal must be received by Mrs. Amy Eaton, Director of Finance, MSD of Wayne Township, at its offices located at 1220 S High School Rd, Indianapolis, IN 46241 by the January 24, 2018 @ 4:00 PM EST deadline identified in Addendum #2. Due to size limitations and risk of non-delivery, a letter of interest or proposal should not be sent via email.

Question 11: What is the anticipated pre-construction services commencement date?

Response: This is required to be defined by Wayne, however, GDI believes it is important to start as soon as possible in order to comply with ordering materials for this summer's work, thus, we would believe that the day following the award to the CM and delineation of the Contract with the CM.

Question 12: As mentioned in the 2<sup>nd</sup> pre-bid walkthrough, there were discussions of moving furniture, furnishings, and other miscellaneous items. Are we to assume that this will be handled as one of the bid packages for these projects?

Response: Yes, will be a requirement either through the CM or the GC for the projects requiring the effort.