

**REQUEST FOR QUALIFICATIONS
SF1-12-007**

Construction Manager
for
Renovations to the Pepsi Coliseum

NOTICE TO RESPONDENTS

The Indiana State Fair Commission (“Commission”) is issuing a Request for Qualifications (RFQ) for Construction Manager (“CM”) for the Renovations to the Pepsi Coliseum at the Indiana State Fairgrounds. The RFQ details the requirements necessary to adequately submit a proposal.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

PROPOSAL SUBMISSION: Proposals should be submitted to
Rich Trombley,
Project Manager
Indiana State Fair Commission
Administration Building
1202 East 38th Street
Indianapolis, IN 46205

Questions may be directed to the Mr. Trombley by email at rtrombley@indianastatefair.com or by phone at 317-927-7571.

1. PROPOSAL SUBMISSION DATE:

Six (6) copies of the proposal are required to be submitted by ***February 3rd, 2012 at 12 o'clock noon*** (Indianapolis) to be considered (hardcopies – will not accept CD or DVD). Final candidates may be requested to personally appear to interview and discuss the features of their proposals as part of the final selection process. The time for interviews will be established by the review committee.

Upon selection of the best proposal, the specific terms will be negotiated between Commission and CM.

2. PROPOSAL INFORMATION REQUIREMENTS:

The construction management firm should consist of in-house estimators, project managers and site superintendents. Each firm should provide the following minimum information:

Section A - Background

1. List firm name.
2. State the length of time the firm has been in business as presently organized.
3. Give a brief history of the firm.
4. State the firm's ownership structure (corporation, proprietorship, partnership, etc) and if registered to do business in the State of Indiana.
5. List the firm's in-house disciplines and the number of employees in each discipline.
6. Confirm that the firm has commercial general liability insurance (including automobile liability coverage) and workers compensation insurance coverage as required by Indiana law.

7. Does the firm carry professional liability insurance?
 - a. Total amount of protection provided
 - b. Amount of deductible
8. Does the firm perform any work with in-house trades? If so, list trades.

Section B - Experience

1. List at least four (4) recent ice arena renovation projects for which the firm was the CM. Include the following:
 - a. owner name, address and phone number
 - b. architect's name
 - c. square footage
 - d. estimated cost
 - e. actual cost
 - f. completion date
 - g. brief description
2. List similar projects in the last five (5) years in which the firm has been the general contractor or design/builder.
3. Provide a list of other community/work the firm has completed.
4. Provide a listing of client references including at least three from the public sector.
5. Describe the firm's past performance relative to achieving cost and schedule goals.
6. Describe previous experience in working with building committees.
7. Has the firm been involved in any litigation, arbitration or mediation during the last five (5) years?

Section C - Project Team

1. Describe the project team and provide resumes of key members (those that will specifically be assigned to this project) stating their experience and qualifications.
Note: A superintendent or person(s) running the job on a daily basis must be in attendance at the interview.
2. State whether outside consultants will be used. If so, provide resumes stating experience and qualifications and indicate your past experience working with these professionals.
3. State the firm's ability to adequately staff this project. Attach other pertinent information which will help in the evaluation of each firm involving a list of similar construction management projects that the firm has directed.

Section D - Proposed Fees

The CM shall provide estimates and separate fees for the pre-construction phase and the construction administration phase.

The Commission will reserve the right to adjust the payment schedule to fit the cash flow requirements for this project.

The Commission will reserve the right to include provisions for termination, suspension or cancellation, which will be described in the contract for services.

Provide detailed outlines of any additional fees such as general conditioning and reimbursables that are not included in the base fees or general conditions.

Note: the current engineers working estimate for this work is \$34.6 million, with a 7.5% estimating contingency and a 5% change order contingency.

The State of Indiana has in place a Minority and Women Owned Business Enterprises Program and requests that those doing business with the State make good faith efforts to include MBEs and WBEs as subcontractors or suppliers when possible. The Indiana State Fair Commission supports this program and encourages you to consider including MBE and/or WBE subcontractor(s) as subcontractors under this agreement.

3. PROJECT SCHEDULE

TASK	TIMELINE
Request for qualifications due	February 3, 2012, 12:00pm, Indianapolis time
Administrative interviews of top-ranked firms	February 4th through 8 th , 2012
Select and present the CM to Commission	February 9, 2012
Negotiate and award CM Contract	TBD
Prepare bid documents and advertise (Estimated)	March through August 2012
Awards bids to subcontractors (Estimated) Site preparation and construction	September through October 2012
Open facility	July 2014

4. DUTIES OF THE CONSTRUCTION MANAGEMENT COMPANY: Populous has entered into a contract with the Commission and the project design process will be a collaborative effort among Populous, the CM and the Commission. The CM shall participate in this process and, shall, upon completion of the design phase, set the guaranteed maximum price. The CM will be responsible for the following activities:

Task 1: Pre-Construction Phase Activities

- Based on conceptual program, prepare detailed project budget baseline for all cost categories, along with performance measurements.
- Prepare and maintain master project schedule. This should be a critical path type schedule and include all construction and facility start-up activities as well as project milestones.
- Assist in developing drawing package issuance schedules to meet requirements of the schedule.
- Assist the architect to ensure that the project design and construction documents meet the budget and schedule goals outlined in the approved program for the facility and site work.
- Assist AE addressing applicable codes, standards and/or restrictions and interpretations (building code, handicap accessibility, ADA and other applicable codes).
- Review and recommend necessary changes to design drawings, specifications and construction documents for scope and constructability.
- Investigate alternate solutions, systems, materials, finishes or techniques to achieve project requirements economically and consistently with the Commission's objectives.

- Develop and implement a value-engineering program for all major facility and site elements, systems and materials.
- Advise the architect and Commission on the cost and availability of building systems and materials and identifying long lead-time items and recommending pre-purchase for these or other items subject to expected price volatility.
- Review documents at the conclusion of design development for value-engineering options.
- Promptly identify any costly design elements; facilitating the decision to eliminate or modify such items before valuable time is spent pursuing them.
- Submit value-engineering recommendations/benefits to the Commission and architect.
- Identify decisions the Commission must make to keep the project on schedule.
- Provide a comprehensive plan stating the objectives, scopes, organization and reporting guidelines for effective quality, schedule and cost controls.
- For contract purposes, define schedule requirements, insurance requirements, payment schedules, claims control, alternates and bond requirements.
- Draft the guaranteed maximum price proposal for approval by the Commission.
- Other duties as mutually agreed to by the Owner and CM.

Task 2: Construction Administration

Further, the CM will handle the day-to-day administration of the project, along with certain post-construction activities set forth below. In fulfilling these responsibilities, the CM will:

- Provide daily on-site administration of the project.
- Review the contractor's schedule of all shop drawings that must be submitted.
- Monitor the architect's and contractor's follow-through on submittal of critical shop drawings.
- Identify problem areas and proposed solutions with the parties responsible for them.
- Coordinate project utility requirements with utility companies.
- Make timely submittals or drawings to city, county and other regulatory agencies to secure required permits for construction.
- Schedule weekly project meetings to review progress and resolve construction issues. Maintain and distribute minutes of meetings to all parties.
- Monitor and maintain project schedule and provide biweekly report on status of construction cost and schedule to all project participants.
- Determine subcontractor markups allowed on change orders, overtime charges required to meet project schedule requirements, alternates for the city to select after award, realistic payment schedule that eliminates interest charges and payment submittal requirements to protect the city from overpayment.
- Thoroughly review and recommend approval or rejection of proposal requests, change orders and contractor claims.
- Recommend approval or rejection of pay requests based upon percentage of project completion. Including scale and wage submission for the common wage.
- Review the safety programs of each of the subcontractors and make appropriate recommendations (The performance of such services by the CM shall not relieve the subcontractors of their responsibilities for the safety or persons and property).
- Develop and implement a performance monitoring system.
- Conduct field monitoring and audit procedures and review testing and inspection reports.
- Monitor construction progress to assure that work does not proceed beyond specified points without the appropriate inspections and required authorizations.
- Establish and implement a system for preparing, reviewing and processing requests for changes.
- Review change requests and their impact on the project schedule.
- Identify charges for items already included in the contract document.

- Determine if the changes resulted from omissions discovered in construction, field conditions or from other factors.
- Evaluate whether the change or claim is appropriate.
- Support the negotiation and resolution of change proposals and claims.
- Maintain a competent full-time staff at the project site (staffing plan to be included within the proposal) to coordinate and provide general direction of the work and progress on the project.
- Communicate construction management procedures and requirements to the architect and Commission's vendors.
- Coordinate the requirements and scheduling of vendors and Commission's work (FF&E).
- Coordinate the submission of insurance certificates and payment and performance bonds.
- Provide project accounting services including all ledgers and records for the project.
- Track budgeted and paid amounts for each project expense.
- Prepare, review and submit the Application for Payment.
- Maintain an accurate set of as-built drawings throughout the course of construction - recording all field changes and conditions.
- Timely prepare a punch list and schedule for completion of punch list items and monitor completion of those items.
- Monitor testing of all equipment and systems and review testing and inspection reports.
- Facilitate project and contract closeout.
- Coordinate facility turnover.
- Determine substantial completion of the work or designated portions thereof.
- Determine final completion and provide written notice to the city and architect that the work is ready for final inspection. Secure and transmit to the architect required guarantees, affidavits, releases, bonds and waivers.
- With the Commission's (maintenance) personnel, direct the checkout of utilities, operations systems and equipment for readiness and assist in their initial start-up and testing by the contractors.
- Verify submittal to the Commission of operating and maintenance manuals and as-built drawings.
- Resolve all contractor claim issues.
- Expedite the delivery of all warranties and guarantees required at the conclusion of the project.
- Provide administration and technical support for maintenance of guarantee and warranty agreements and completion of remedial work during first full year of operation.
- Review all systems one year after substantial completion.
- Provide final accounting of all project costs and preserve for five years after final payment.
- Other duties as mutually agreed to by the Owner and CM.