

**Request for Proposals for  
CONSTRUCTION MANAGEMENT AT RISK SERVICES**

Issued: March 27, 2024

for

**Goshen Township Fire & Rescue, Station 18**



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Goshen Township Board of Trustees (Owner) requests Proposals from Construction Management Firms to provide construction management at risk services for the new Goshen Township Fire and Rescue Headquarters Station #18.

**GENERAL INFORMATION**

Owner:

Goshen Township Board of Trustees  
6757 Goshen road  
Goshen, Ohio 45122

Project Title:

Goshen Township Fire & Rescue, Station 18  
1849 OH-28  
Goshen, OH 45122

Submission Deadline:

Digital Submittal Deadline:  
2:00 P.M. Friday, April 10, 2024

No hard-copies required.

Submission Requirements:

MSP Design

Attn: Zoe Gizara, AIA  
3700 Park 42 Drive, Suite 190B  
Cincinnati, Ohio 45241

Transmit a digital copy of the Proposal with all required supporting documentation and information in a single PDF to: Zoe Gizara, [zgizara@mspdesign.com](mailto:zgizara@mspdesign.com)

The transmittal (email or cover page) of the RFP package must include the following information: "RFP for Construction Management Services," the Project Title, and CM firm's name, business address, telephone number, email address and phone number for the primary contact person. See below for specific requested information.

Up to three contractors will be invited to participate in shortlist Interviews to be scheduled for Monday, April 15, 2024.

- Interview A 8:00 AM – 9:00 AM
- Interview B 9:30 AM – 10:30 AM
- Interview C 11:00 AM - 12:00 PM

The Owner reserves the right to modify any or all of the above dates and times.

### **Status of Request for Proposals**

This Request for Proposals does not represent an offer by the Owner nor does it confer any rights on any respondent. The Owner shall not be responsible under any circumstances for any costs incurred by any respondents to this RFP. The Owner reserves the right to modify, suspend or cancel this selection process at any time at its sole discretion.

No obligation or liability shall be imposed on the Owner by issuance of this RFP. The Owner reserves the right at its sole discretion to refuse any proposal submitted. The Owner reserves the right to request additional information from any applicant, to qualify or disqualify applicants, to reject any or all proposals, to waive any irregularities in any proposal should it be in the Owner's best interest. The owner shall select the proposal that is in the best interest of the Owner and not necessarily the lowest cost proposal.

### **Use of Information**

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Owner to the proposer in connection with this RFP shall remain the property of the Owner.

### **Project Delivery Method**

It is the Owner's intention to construct this project utilizing the Construction Manager at Risk Delivery Method. The selected CMR firm will also be required to provide preconstruction services that include design assistance with emphasis on general constructability. Time shall be allotted for bi-weekly collaboration meetings, MEP and Structural systems evaluation and recommendations, developing sequencing scenarios, , schedule refinement, early cost modeling, cost model check at the point of Design Development completion. . Benchmark Cost Model updates will be required per the schedule below. A Guaranteed Maximum Price (GMP) shall be developed when the design documents are approximately 90% complete. Please submit CMR experience, including the number of years you have been offering CMR services, approximate number of projects, project types, project budgets, etc.

### **Presentation Outline**

Each CMR firm will be given 45 minutes to present their proposals, and 15 minutes for questions and comments from the Owner and Architect. AV projection equipment will be available. The Owner is planning to hold presentations at the offices of MSP Design, but this may change. In that event, MSP will follow up with the new location for the presentations.

### **Project Description**

The project is a new Fire and EMS facility in replacement of the existing Station 18 building on the same site. Project scope is as follows:

1. Demolition of existing building & surrounding sidewalks
2. Existing utility line modifications to accommodate new building
3. Repair or replacement of existing asphalt drive and parking area
4. New approximately 15,000 s.f. Fire and EMS station

- a. See attached preliminary floor plan for approved program, and arrangement and programmatic features. Adjustments may be made during the Design Development process as building details are finalized and costs assessed.
- b. PEMB structure with conventionally framed and skinned exterior on 3 sides. See attached exterior elevations.

The area of site work covers approximately 2/3 of the site's 5.2 acre parcel. There may be some required expansion of the existing parking/driveway footprint. Existing utilities are to be re-routed to the new building.

The new Station 18 is intended to have similar exterior finishes and colors as the existing Goshen Township Administration building to the east, which is comprised of brick and cast stone veneer, EIFS and standing seam metal roofs.

Design will be completed in June 2024, with Construction starting in August 2024. Proposals should include assessment of critical-path scheduling benchmarks including but not limited to demolition, foundations, PEMB ordering and delivery, site work, dry-in and substantial completion.

#### **Attached Project Documents**

- Preliminary Site Plan
- Preliminary Floor Plan, Roof Plan & Exterior Elevations

#### **Target Project Timeline**

May	Initial Cost Model (SD level)
June	Cost Model Update (DD level)
July	GMP
August	Construction Start

#### **Selection Process**

The method for the selection of the Construction Manager at Risk (CMR) is being conducted as a one-step process. The Selection Committee will evaluate the submitted proposals and interviews of each invited firm that submits their RFP Response. The proposing CM firms will then be scored by the selection committee, and The Owner will then commence negotiations with the highest ranked Firm.

In the event negotiations with the highest ranked firm does not result in a contract acceptable to the owner, negotiations will be terminated and commence with the next highest ranked firm. The process will continue until the Owner can complete an acceptable contract with one of the CM firms submitting an advantageous proposal.

#### **Treatment of Information Submitted to the Owner**

The Owner shall have no obligation to treat any information submitted in or in connection with a Proposal as proprietary or confidential. The Owner shall have the right to use all or portions of the Proposals and accompanying information, as it considers necessary or desirable. By submission of a Proposal, the respondent thereby grants to the Owner an unrestricted license to use all materials submitted in connection with the CMR selection process.

## **SUBMISSION REQUIREMENTS**

Proposals received later than the submission deadline specified above will be considered non-responsive and rejected. Respondents are cautioned to allow sufficient time for mailed materials to be received. Proposals will not be opened or read publicly.

### **Content**

The respondent must submit all of the information and documentation listed below. Do not include superfluous material. Respondents must give complete and accurate answers to all questions and provide all of the information requested.

### **Provide a written evaluation and recommendations for each of the following:**

- Preliminary Project Schedule
- Assessment of proposed Owner overall project Budget of \$6,000,000 for construction and \$1.5M for FFE, fees and owner costs.
- Statement of Project Understanding with an emphasis on constructability, cost and schedule.
- Project Logistics Outline of your proposed approach to the execution and completion of this project
- Notable issues or challenges
- Scope of Pre-construction Services
- How shared savings will be handled
- How contingency funds will be handled

### **Fee Proposal**

Utilize the included CMR Proposal Form to provide the requested fees consisting of Costs for General Conditions, Pre-construction Fee, and Fee as a percent of construction.

### **Your proposal should be based on the attached project information and include the following as part of you Pre-Construction Services:**

- Pre-Construction Design Assistance related to architectural, site, MEP and Structural. Periodic drawing and specification reviews to assess completeness and buildability with written feedback and recommendations, building product and systems recommendations, and other recommendations throughout the design, bidding and construction phases.
- Project planning (pre-construction as well as construction).
- Project Scheduling. Schedules are to include all proposed pre-construction, GMP development, construction and post construction phases.
- Cost Estimating. At minimum the construction manager shall prepare an Initial Cost Model based on Schematic Design plans and project understanding, A Cost Model Update shall be conducted at the conclusion of Design Development, one Preliminary Guaranteed Maximum Price (GMP) and One Final Guaranteed Maximum Price (GMP) should adjustments to the design be necessary to comply with budget.
- Written constructability reviews at Design Development and GMP project milestones.
- Life-cycle costing of infrastructure systems if requested by the owner at the Control Estimate and GMP.
- Identification, planning and preparation for all bid packages.
- Coordination with the owner on the preparation of all bidders' lists.
- Bid procurement.
- Facilitating owner review of all bids.
- Contracts for construction.

- Resume and background of the Project Director and all other assigned staff as identified by the Construction Management firm.
- Method of Tracking costs against budget.
- Project Meetings (specify quantity and schedule of Pre-construction phase meetings).

### Questions and Clarifications

Questions regarding this project should be directed to:

McGill Smith Punshon, Inc  
 Attention: Zoe Gizara, AIA  
 3700 Park 42 Drive, Suite 190B  
 Cincinnati, Ohio 45241  
 513-759-3275  
 zgizara@mspdesign.com

### CMR COST PROPOSAL FORMAT

#### PRECONSTRUCTION SERVICES

Includes CMR design-assist activities as listed in the above proposal request outline.

\$ \_\_\_\_\_

#### CONSTRUCTION PHASE STAFFING AND SUPPORT

Includes full time and support staffing, office and all non-construction overhead expenses:

\$ \_\_\_\_\_

#### CONTRACTING FEE (OVERHEAD + PROFIT)

Profit/Fee as a percentage of construction. All General Conditions/Overhead costs are to be included above. Cost for all home office staff and expenses shall be included within this Fee.

\_\_\_\_\_ %

#### SCHEDULE

Preliminary estimate of the duration of the project (in calendar days) from date of commencement to substantial completion of the entire work.

\_\_\_\_\_ Calendar Days