

March 24, 2021

**EASTERN IOWA COMMUNITY COLLEGES (EICC)
REQUEST FOR PROPOSAL - CONSTRUCTION MANAGER – AGENT (CM-A) SERVICES**

PROJECT BACKGROUND

A \$40 million bond referendum was passed by voters on March 3, 2021 for building improvements and expansion at Eastern Iowa Community Colleges. These funds are to be used for the design, construction, and equipment required to expand Career Technical Education (CTE) facilities (new buildings, additions, and remodel projects) at the Blong Technology Center, Clinton Community College, Muscatine Community College, and Scott Community College Campuses. EICC has selected Studio 483 Architects of Davenport as the Architect, with engineering support by IMEG Engineering, and will now select a Construction Manager as Agent, to work closely with EICC, Studio 483, and IMEG, on the design and construction of the projects. They are planned to be implemented in 2 phases over the next 3 years.

SCOPE OF SERVICES FOR EACH PROJECT

The successful Construction Manager will be asked to provide pre-construction phase and construction phase services including:

- Detailed construction cost estimates for schematic design, design documents, and construction document phases of work
- Cost analysis of alternative design decisions
- Value engineering
- Recommendations for energy conservation/sustainability items
- Construction phasing and scheduling

The construction manager will administer the subcontract bid process and will provide the comprehensive management and coordination of all pre-construction and construction activities.

A more complete detail of the scope of services requested is contained in Appendix A.

CONTRACT

An AIA Agreement will be used as the contract for CM-A services.

Should the Iowa legislature permit public entities to enter into a contract for CM-R (Construction Manager at Risk) services, EICC would request an amendment to the currently proposed CM-A contract to a CM-R contract as of July 1, 2021.

Any objections or concerns regarding these contracts and conditions forming the basis for an agreement should be articulated in the submission made in response to this RFP.

PROJECTS

See attached Appendix B for a list of proposed projects and scope of work.

SCHEDULE

RFP issued to CM-A firms	Wednesday, March 24, 2021
Proposals due by 1:30 p.m.	Monday, April 5, 2021
*Interviews with selected CM-A firms	Wed-Fri, April 7-9, 2021
CM-A/CM-R selection and recommendation	Wednesday, April 14, 2021
EICCD Board approval	Monday, April 19, 2021

**Interviews will be scheduled as possible on April 7 or 8, with April 9 as a non-preferred back-up date. Principals of the project team are expected to participate in the interviews. Interviews will be limited to 60-minute interviews, with presentations not to exceed 30 minutes.*

PROPOSAL REQUIREMENTS

- Cover letter expressing interest, signed by an officer of the firm
- General overview of your company, including name and address, contact person, establishment date, current ownership and date of last change of ownership, and bonding capacity and amount of liability coverage.
- Describe the firm's capacity to provide construction management services for this project, including experience and results achieved in design review and cost estimating, bidding and negotiations, and construction management. Identify internal resources and all proposed consultants.
- List three to five projects in the past five years for which the firm has provided construction management services. Projects list should be as similar as possible in size, scope and public/private ownership to the CTE projects planned for EICC. Include:
 - Name and location of each project
 - Project scope—square feet, budget, etc.
 - Length of project, initial timeline, completion date
 - Initial construction budget and final construction contract amount
 - Contract type
 - Ownership type (public/private)
 - Percentage use of union labor or impact agreement.
 - Client/owner references and telephone numbers.
- List of other contracts on hand with schedules that overlap this project and explanation that the firm has the capability to complete the project in the required time frame.
- Resumes and references for your proposed contract management team, including but not limited to project manager, estimator, and project superintendent(s).
- Qualifications for making recommendations for energy conservation/sustainability items.
- Proposed fee for CM-A and/or CM-R services.

SUBMISSION REQUIREMENTS

Please submit five (5) copies of your proposal together with a flash drive, no later than 1:30 p.m. on Monday, April 5, 2021 to:

Eastern Iowa Community Colleges
Attn: Suteesh Tandon
Chief Financial Officer
101 W. Third Street
East Building, 3rd Floor
Davenport, Iowa 52801

Questions regarding your proposal should be submitted to Suteesh at either 563-336-3344 or standon@eicc.edu.

SELECTION CRITERIA

Proposals will be evaluated on the following criteria:

- Clarity, completeness and responsiveness of the proposal
- Demonstrated experience in providing construction management services, including in design review and cost estimating, bidding and negotiations, and construction management
- Demonstrated recent successful experience with projects of similar size and scope
- Demonstrated recent successful experience with publicly funded projects in the State of Iowa
- Demonstrated recent successful experience with secondary and postsecondary education construction projects, including with laboratory and hands-on training facilities
- Experience and expertise of key personnel designated for this project
- Client references
- Review of other information submitted
- Interview results
- Fees proposed

NOTE TO CM-A/CM-R CANDIDATES

Eastern Iowa Community Colleges reserves the right to accept any proposal, to waive any irregularities or informalities in any proposal or in the proposal procedures, or to reject all proposals. The college reserves the right to request clarification of information submitted and/or request additional information regarding any of the proposals received. All proposals are subject to negotiations. EICC assumes no cost by the prospective construction managers/general contractors in preparation of its proposal.

We look forward to receiving your response.

APPENDIX A

SCOPE OF SERVICES

The selected Construction Management firm will provide management services as an agent of Eastern Iowa Community College District for the construction of Career Technical Education (CTE) Facilities. Multiple bid packages are anticipated to accommodate the schedule.

Services of the construction management firm shall include, but may not be limited to:

PHASE ONE: Pre-Construction and Design

1. Assist the Owner and Architect with demolition requirements to clear the site, where applicable.
2. Preparation of a construction management plan for the project and make recommendations to improve the plan throughout the duration of the project, as may be appropriate. In preparing the construction management plan, the CM shall consider the Owner's schedule, budget and design requirements for the construction of the CTE Facilities.
3. The construction management plan shall include a description of various bid packages recommended for the project. Revisions approved by the Owner shall be incorporated into the construction management plan.
4. The construction management shall work with the Designer and Owner to provide estimated costs of various design and construction alternatives including assumptions. In addition, a variance analysis between budget and estimated costs shall be provided with recommendations for adjustments to budgets or construction alternatives.
5. Estimated costs shall include a contingency acceptable to the Owner and appropriate for the construction type, project location and extent of design progress.
6. The CM shall recommend revisions to the project and construction budget that may result from design changes.
7. Coordinate all permitting requirements and regulatory agency plan review compliance with local and state officials.
8. Transmittal of documents to regulatory agencies and utility providers for review and shall advise the Owner and Designer of potential conflicts resulting from such reviews.
9. The CM shall conduct a minimum of weekly progress meetings attended by the Owner, Designer and others as required. Meetings shall serve as a forum for information exchange and progress review through design and construction. Each meeting shall have an agenda prepared, minutes recorded and minutes distributed to the Owner, Designer and others as necessary.
10. Review of design documents with recommendations to the Owner and Designer as to the constructability, scheduling, clarity, consistency and communication of documentation to contractors.
11. The CM shall provide recommendations to the Owner and Designer on major construction components, including cost evaluations of alternative materials and systems.

PHASE TWO: Contractor Bidding and Awarding

1. The CM shall conduct an information campaign to increase awareness and interest in the project from qualified bidders.
2. The CM shall assist the Owner and Designer with preparation and notification of advertisements to solicit bids for the project.

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3. In conjunction with the Owner and Designer, the CM shall host pre-bid conferences as necessary to inform qualified bidders of project requirements and answer questions they may have.
4. The CM shall develop and coordinate procedures to provide answers to bidder's questions.
5. The CM shall receive from the Designer a copy of all addenda. Each addendum shall be reviewed for constructability, effect of project and construction budget, scheduling and time of construction and for consistency with related provisions as documented in the Construction Documents. Each addendum shall be made available to each bidder and plan holder.
6. The CM shall assist the Owner with bid opening procedures and tabulation of submitted bids. The CM shall also assist with evaluation of bids for responsiveness, qualifications and price. Recommendations for acceptance or rejection of bids shall be included in the CM's services.
7. The CM shall provide a recommendation to the Owner regarding contract award for each bid package.
8. The CM shall assist the Owner with assembly, delivery, review and execution of contract documents for each contractor. The CM shall issue to each contractor a Notice of Award and Notice to Proceed on behalf of the Owner.

PHASE THREE: Construction

1. Schedule and conduct a kick-off or pre-construction meeting with the Owner and Designer to discuss the work plan and special concerns. The pre-construction meeting will include all interested and affected parties including utilities, contractors for major components, sub-contractors, etc.
2. Maintain at the project site a current record copy of all contracts, drawings, specifications, addenda, change orders, shop drawings, product data, samples, submittals, purchases, materials equipment, applicable handbooks, maintenance and operating manuals and instructions and other documents relevant to the scope of the project.
3. Provide weekly status report to the Owner and Designer.
4. Review laboratory and special inspection reports and coordinate as required with the Owner and Design Team.
5. Facilitate and review contractor pay applications and make recommendations to the Designer and Owner for progress payments.
6. Conduct weekly construction progress meetings with the Owner, Design Team, Contractors, affected outside Agencies and other consultants to discuss matters such as safety, procedures, progress, problems and scheduling. Prepare and distribute meeting agenda and minutes for progress meetings.
7. Review and process all shop drawings, project data, samples and other submittals. Establish and implement a procedure for expediting the processing and approval.
8. Coordinate submittal review the Owner and Design Team.
9. Document all claims and maintain account for records.
10. Coordinate and schedule construction surveying.
11. Coordinate and schedule required material testing and special inspections.
12. Review and analyze the construction schedule including activity sequencing and durations, submittal review and delivery of products, especially long lead time items.
13. Work with contractors to maintain the project schedule to show current conditions and suggest revisions as required.

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14. Monitor and enforce safety on the jobsite applicable to construction industry standards and guidelines.
15. Review and determine that all the various contractors' work is being performed in accordance with the requirements of the contract documents, plans and specifications. Endeavor to guard Owner against defects and deficiencies in the work. Recommend special testing or inspections to the Owner to verify compliance with specified requirements.
16. Provide and maintain a digital photographic history of the project. Photos shall also be taken of the following:
 - a. Existing conditions prior to construction
 - b. Disputed work items
 - c. Work that has to be duplicated, replaced or removed
 - d. Completed work
 - e. Deficiencies
17. Keep daily logs containing a record of the weather, contractors work on site, number of workers, work accomplished, problems encountered and other relevant data.
18. Maintain copies of all permits needed to construct the project and enforce special requirements of each.

PHASE FOUR: Construction Close Out

1. Assist the Owner and Designer in administering and conducting final inspections.
2. Assist the Owner and Designer with determining when the project or designated portion thereof is substantially complete.
3. Review any submitted paperwork for request of early release of retainage and make recommendation to Owner on same.
4. Review final payment applications and recommend to Designer and Owner appropriate retainage withholdings.
5. Obtain all 573 claim releases from all contractors.
6. Obtain and submit all operations and maintenance manuals and any other required closeout documents and provide to Owner.
7. Coordinate startup and Owner staff training events for appropriate equipment and systems.
8. Recommend to Designer and Owner final completion and retention release as appropriate.

Eastern Iowa Community College District intends to utilize an Owner-modified AIA C132 CM-A - 2009, Standard Form of Agreement Between Owner and Construction Manager as Advisor Edition as the formal contract document between the parties. The Construction Management firm will be expected to sign the Owner-modified agreement with little to no negotiation of the terms. Failure of the CM to enter into the proposed agreement on the terms proposed may be grounds for rejections by the Owner of the selected Construction Management firm.

As noted earlier, EICCD strongly prefers CM-R contract if approved by the state legislature effective July 1, 2021. The proposal should state whether the contractor will agree to operating under a CM-A contract from April 20, 2021 through June 30, 2021, until which time a CM-R contract will become effective without interruption on July 1, 2021.

APPENDIX B

CLINTON COMMUNITY COLLEGE

DEWITT CENTER – NEW CTE BUILDING 22,630 SF

- Advanced Manufacturing
- Construction Technology
- Agricultural Science
- Information Technology
- Business
- Health Academies

MAIN CAMPUS – NEW CTE BUILDING 24,330 SF

- Advanced Manufacturing / Welding
- Engineering Technology
- Automotive Technology
- Culinary Arts / Hospitality
- Agricultural Science
- Construction Technology

BLONG TECHNOLOGY CENTER

CTE ADDITION 5,810 SF

- Construction Technology
- Robotics / Mechanicals
- Polymer Manufacturing

MUSCATINE COMMUNITY COLLEGE

NEW CTE BUILDING 30,735 SF

- Automotive Technology
- Construction Technology
- Criminal Justice
- Engineering Technology
- Health Academies

WELDING / ADVANCED MANUFACTURING ADDITION & REMODEL 30,735 SF

- Welding
- Advanced Manufacturing

SCOTT COMMUNITY COLLEGE

BELMONT CAMPUS – ALLIED HEALTH WING ADDITION & REMODEL 31,090 sf

- Nursing
- Dental Technology
- Surgical Technology

It is the policy of Eastern Iowa Community College District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status, as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Debora J. Sullivan, Equal Employment Opportunity Officer/Equity Coordinator, Eastern Iowa Community College District, 101 West Third Street, Davenport, Iowa 52801, 563-336-3487, dsullivan@eicc.edu or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661-7204, phone number 312-730-1560, fax 312-730-1576, OCR.Chicago@ed.gov.