

December 3, 2012

Prospective CM/GC

RE: Request for General Construction Services Proposals for the Renovation of the Historic Mansion at Marcella Vivrette Smith Park

To Whom It May Concern,

The City of Brentwood will be renovating the historic mansion on the grounds of the Marcella Vivrette Smith Park (all site work to be awarded under separate contract). The building is an old residence built over 185 years ago. The building sits on a 320 acre site across from Ravenwood High School on Wilson Pike. The work will include the renovation of the mansion, bringing it up to applicable codes as required.

The City of Brentwood has engaged Centric Architects, to provide design services as follows:

- (1) Full architectural construction documents
- (2) Minimal Civil Engineering (tie into services being brought in by others to within 5' of the mansion).
- (3) Structural Engineering
- (4) Mechanical, Plumbing, Fire Sprinkler and Electrical (MPE) Engineering
- (5) Specifications
- (6) Construction administration:

Centric Architects' address and contact information are as follows:

Centric Architects
35 Peabody Street Suite 305
Nashville, TN 37210
Phone: 615-385-9600

Principal in Charge: Jim Thompson (jthompson@centricarchitecture.com)

Centric Architects has completed the construction documents. Attached to this request for proposal are the following:

- (1) Basement Floor Plan
- (2) Ground Floor Plan
- (3) Second Floor Plan

Although we are not requesting project budgets or costs at this time, your written proposal should explain your methodology for calculating your fee structure for both the pricing and construction portions of the services you will be providing. We would like to understand how you will go about establishing the guaranteed maximum price. We would also like to understand what portions of the work (if any) you anticipate doing with your own employees vs. subcontract labor. Construction work is anticipated to start in April of 2013. We have developed a preliminary budget for the work of Seven Hundred and Fifty Thousand Dollars (\$750,000)

We are writing this letter to request a proposal for construction services, including value engineering (VE) services during the establishing of the guaranteed maximum price (GMP) and as the design is finalized as a result of this VE service. The architect has completed the design and has submitted to codes for permitting. As this project is a renovation of an old existing building, with little as built information, we anticipate the selected general contractor will work as an integral team member with Centric Architects to provide investigation of existing conditions during the establishing of the GMP. Sealed proposals with all required information shall be submitted by 5:00 P.M. on January 7, 2013. Proposals shall be received at the City of Brentwood, 5211 Maryland Way, Brentwood TN 37027, Attention: Kirk Bednar; interviews will be conducted at the same location.

The tentative schedule for the overall selection process is as follows:

November 26, 2012	Submit drawings to codes for permitting
December 3, 2012	Issue RFP for general construction services
December 13, 2012	Mandatory pre-proposal meeting (1:30 pm on site)
January 7, 2013	Receive proposals (5:00 pm)
January 31, 2013	Award GC
February 11, 2013	City Commission Approval of GC award
February/March 2013	Subcontractor solicitation; establish GMP
March 29, 2013	Submit GMP
April 8, 2013	City Commission approval of GMP
April 9, 2013	Issue Notice to Proceed

The City reserves the right to withdraw this RFP at any time for any reason and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate. Receipt of a proposal by the City or a submission of a proposal to the City offers no rights upon the Offeror nor obligates the City in any manner.

The City reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the City. Any such waiver shall not modify any remaining RFP requirements or excuse the Offeror from full compliance with the RFP specifications and other requirements if the Offeror is issued a contract.

The City of Brentwood's renovation of the historic mansion is part of its continuing efforts to provide sufficient and interesting facilities to the citizens of Brentwood. We appreciate your interest in this project. Please refer any questions in writing to Dan Brodbeck at the offices of Compass Partners LLC, 8205 Maryland Lane, Brentwood, TN 37027. He can be reached at 429-1783, or email at dan@compasspartnersllc.org We thank you in advance for your interest, time and effort in preparing this proposal.

Sincerely,

Dan Brodbeck



Request for Proposals
Construction Management
Services

Historic Ravenswood House
Renovation Project

REQUEST FOR PROPOSAL

The City of Brentwood wishes to retain the services of a General Contractor for the following tasks:

- (1) To provide general construction services, including coordination with Leatherwood who will be doing the historic renovation, for the renovation of the historic mansion on the property of the new Marcella Vivrette Smith Park.
- (2) To provide budgeting and scheduling of the project.
- (3) To participate with Owner and Architect during the completion of the construction drawings.
- (4) To develop the project cost, including participation in “value engineering” exercises as necessary during design to optimize the project cost.
- (5) To prepare a schedule of draws for Owner’s cash flow projections.
- (6) **To sign a contract (AIA A111) with a specific price to construct the entire facility on time with the quality of the design intent in complete coordination with Leatherwood who will be handling the historic renovations. Leatherwood will be a subcontractor to the selected general contractor. The exact scope of Leatherwood's contract to be determined after award and in coordination with the Owner and the Architect.**

The following outline describes generally the information you should address in your proposal. Please submit four bound copies of your request for proposal for review to include but not limited to the following information.

A. Firm(s) General:

- Firm size (\$ volume) and financial status.
- Company history.
- Client references.
- List of firm’s personnel by types

B. General Project Information

- List similar project types (restoration of historic buildings, including all projects on the National Register of Historic Places) and projects utilizing similar contracting methods, dollar amounts and client contact, constructed within the last five years.
- Proposed key personnel for this project, relevant experience, etc. (Note: these personnel cannot be swapped out once the award has been made)
- Describe firm’s approach to value engineering, quality control and scheduling for this project.
- What work do you anticipate self performing vs. Subcontractor participation

C. Pre-construction services to be furnished:

- Schedule Development – Develop overall project goals (milestone dates) from design to completion of construction and a detailed preliminary construction schedule.
- Project Cost: Provide owner a not to exceed price for the construction of the entire project
- Attend project meetings as required. Provide input on constructability, cost, budget/schedule impact to allow owner to evaluate options.
- Owner Furnished Equipment – detail installation costs of Owner's equipment to be furnished to project.

D. Fees and costs: Since the owner will be selecting its contractor prior to establishing a final cost for the project, please explain how fees and overhead will be charged to the project, including but not limited to the following:

- General Conditions/Overhead Costs/Construction Fees
- Miscellaneous costs including document printing and production, etc.

E. Licensing and Business Requirements: Offeror is responsible for complying with all licensing requirements and associated business regulations whether local, state or federal.

F. Ambiguity, Conflict or Other Errors in the RFP: If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals, it shall immediately notify the City of such problem or concern in writing and request modification or clarification of the document. If appropriate, the City will make modifications by issuing written addenda to be posted to the "Current Bids and RFP's" page of the City's website (<http://brentwood-tn.org/currentbids>).

The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the Request for Proposals prior to submitting the proposal, or it shall be waived.

G. Drug Free Affidavit: the selected contractor will be required to provide a drug-free affidavit per TCA 50-9-113 and 50-9-114 (attached).

H. Consideration of Proposals: The City shall consider all proposals that are submitted properly. However, the City reserves the right to request clarifications or corrections to proposals. Any proposal that is determined to be non-responsive or incomplete may be rejected without further consideration. The unreasonable failure of an Offeror to promptly supply information in connection with, or with respect to, reasonable requests may be

grounds for a determination of non-responsiveness. The City reserves the right to accept, in whole or in part, any proposal determined to be in the City's best interest.

I. Validity of Proposals: All proposals shall be valid for a period of **120 days** from the submission date.

J. Public Records: All proposals submitted are public record. Submission of a proposal shall constitute an official waiver of any confidentiality statements.

K. Indemnification: The firm whose proposal is accepted by the City must agree to indemnify and hold harmless the City, its officers, employees, and agents from and against all damage, liability or cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the firm's work on this project or the performance under any agreement between the firm and the City, except only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the City, its officers, employees, and agents.

L. Selection Criteria:

- The Owner will evaluate the general contractor on the basis of the following criteria.
 - Relevant construction experience
 - Proposed project construction personnel and relevant experience.
 - Firm's understanding and commitment to the requirements of pre-construction services.
 - Construction Fee amounts
 - General Conditions/Overhead Cost.

M. Proposal and Presentation Costs: The City will not be liable in any way for any costs incurred by any Offeror in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions, negotiations or protests.

N. Mandatory Pre-Proposal Site Visit: The Ravenswood house is located at 1825 Wilson Pike, just south of Split Log Road. The house will be open for viewing by interested contractors from 1:30 pm. – 3:00 p.m. on Thursday, December 13. City representatives and the project architect will be available onsite during this time period.

O. Delivery of Proposals: All proposals are to be **delivered** before **5:00 p.m.**, Central time, on Monday, January 7, 2013, to:

Kirk Bednar, Assistant City Manager

Mailing Address:

P.O. Box 788

Brentwood TN 37027-0788

Physical (Shipping) Address:

5211 Maryland Way

Brentwood, TN 37210

Note: The City will not consider any proposals received after 5:00 P.M. and, at its option, will dispose of such late proposals or make them available to the Offeror at its expense. The City will not accept any responsibility for late proposal responses being delivered by third party carriers, including the United States Postal Service.

Proposers must submit **one (1) original** and three **(3) copies** of the proposal **(total of 4)**. The envelope should clearly state on the front "Ravenswood House Construction Proposal". Proposals will not be opened publicly.

DRUG AND ALCOHOL TESTING REQUIREMENTS:

Pursuant to *Tennessee Code Annotated* §§ 50-9-113** and 50-9-114, bids or proposals for construction services submitted to the City of Brentwood must include an affidavit attesting that the bidder or proposer has in effect, at the time of submittal, a drug-free workplace program that complies with Title 50, Chapter 9, *Tennessee Code Annotated*; and further, that the bidding entity’s drug and alcohol testing program is operated pursuant to requirements at least as stringent at those of the program operated by the City of Brentwood, as described below.

The City of Brentwood has a drug and alcohol testing program for its employees. The program subjects employees and certain applicants, after an offer of employment has been extended, to testing as follows:

Type of Testing	Drug Testing	Alcohol Testing
Pre-Employment	CDL*, POLICE, FIRE, DISPATCH	N/A
Transfer	CDL, POLICE, FIRE, DISPATCH	N/A
Post-Accident	ALL	ALL
Reasonable Suspicion	ALL	ALL
Random	CDL, POLICE, FIRE, DISPATCH	CDL
Return-To-Duty	ALL	ALL
Annual Physical	POLICE, FIRE	N/A

* CDL – Commercial Driver’s License

More information concerning the City’s drug and alcohol testing program may be obtained from the Human Resources Department at 371-0060.

** *T.C.A.* § 50-9-113 applies to employers with no less than five employees.

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF TENNESSEE

COUNTY OF _____

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for _____ (“the bidding entity”);
2. That the bidding entity has submitted a bid to the City of Brentwood for the construction of _____;
3. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with Title 50, Chapter 9, *Tennessee Code Annotated*; and further, that the bidding entity’s drug and alcohol testing program is operated pursuant to requirements at least as stringent at those of the program operated by the City of Brentwood, as described in the construction specifications.
4. That this affidavit is made on personal knowledge.

Further Affiant saith not.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__.

NOTARY PUBLIC

My commission expires: _____