

**STAR OF HOPE**  
**Construction Management and General Contractor (CM/GC)**  
**Request for Proposals**

**REQUEST FOR PROPOSALS**  
**FOR CONSTRUCTION MANAGER / GENERAL CONTRACTOR**  
**SERVICES (CM/GC)**

**FOR**

**STAR OF HOPE**  
**BUILDING RENOVATION & ADDITION**

**Published:**

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**Mandatory Pre-Proposal Meeting / Walk-through:**

Thursday, September 5<sup>th</sup>, 2:00 p.m., Pacific Time

**Proposals are due:**

Thursday, September 26<sup>th</sup>, 4:00 p.m., Pacific Time

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COST PROPOSAL FORM

- Exhibit A: HGE Architects - Schematic Design Report
- Exhibit B: AIA A133 - 2019 Standard form of Agreement Between Owner and Construction Manager as Constructor
- Exhibit C: AIA A201 - 2017 General Conditions of Contract for Construction
- Exhibit D: Supplemental Conditions

## I. INTRODUCTION AND INVITATION TO PROPOSE

### STAR OF HOPE, COOS BAY, OREGON REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING (CM/GC) SERVICES

Star of Hope (“Owner”) is soliciting the submittal of proposals from qualified Construction Management/General Contracting (CM/GC) firms to provide services for construction of the remodel and addition to an existing building at 1875 N. 6<sup>th</sup> St., Coos Bay, OR 97420, as follows:

**MINIMUM REQUIREMENTS:** Notice is hereby given to all interested parties that all firms will be required to meet minimum qualifications to be considered for this project. To be considered qualified, interested firms shall have, as a minimum:

Provided General Contracting services within the last ten (10) years for at least four projects, each in excess of \$2 million (hard costs), utilizing their expertise in the Pacific Northwest; and

Demonstrated specific Construction Management and General Contracting experience in project types of similar scale and complexity, renovations and upgrades in existing facilities;

Demonstrated Performance Bonding capability up to \$3 million for an individual project coincidentally with current and anticipated workloads; provide letter from surety that affirms this capability.

**SCOPE OF SERVICES:** The scope of services will include assistance to the Owner during the process of design, construction, and warranty period. Specific tasks to be performed by the Construction Manager/General Contractor (CM/GC) include those generally performed by the CM/GC construction community where the Construction Manager is also the Constructor. A sample copy of the Owner’s CM/GC contract is contained within the RFP as Exhibit A. General Conditions and Supplementary General Conditions are attached as Exhibits B and C. A Guaranteed Maximum Price (GMP) will be required at an agreed upon time during the Construction Document preparation phase.

The project consists of the remodel of an existing 15,000 square-foot, pre-engineered metal building on 6<sup>th</sup> street in Coos Bay, one block off Highway 101. Improvements include creating offices and day-use spaces with a large lounge area. Approximately 1,900 sq. ft. is to remain unfinished for future improvements. Exterior metal siding to be replaced and additional windows and entries installed.

This will require preconstruction services to assure budget compliance and a multi-phase construction services format with a GMP to be negotiated for the entire project. Schematic Design has been completed by **HGE Architects, Inc. (HGE)**. Preconstruction services will include consultant assistance with design development, constructability advice, and value engineering, among other related and typical GM/GC services.

**PRE-PROPOSAL CONFERENCE:** A mandatory on-site meeting and project walk-thru will be held on Thursday, September 5<sup>th</sup>, 11:00 a.m., Pacific time. CM/GC

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Construction Management and General Contractor Request for Proposals

companies will have the opportunity to familiarize themselves with the project, staff managing this project, and the project site. CM/GC companies intending to submit and who meet the minimum requirements for qualifying must attend this meeting to qualify for submitting a proposal. Any firm submitting a proposal who did not have representatives attend the pre-proposal meeting will automatically be disqualified. CM/GC representatives shall meet in the project site at 1875 N. 6<sup>th</sup> St., Coos Bay, OR 97420.

**PROCESS:** Firms meeting the minimum qualification requirements stated above may request the RFP. The RFP will be available by contacting:

STAR OF HOPE  
c/o HGE ARCHITECTS, INC.  
333 S. 4<sup>th</sup> Street, Coos Bay, Oregon 97420  
Telephone: (541) 269-1166 / Fax: (541) 269-1833  
Email: general@hge1.com

The final time and date for submittal of proposals is: **4:00 p.m. Pacific Time, Thursday, September 26th.**

By:

LouAnn Dewater, Director  
Star of Hope

## II. GENERAL INFORMATION

### A. INTRODUCTION

Star of Hope (“Owner”) is soliciting the submittal of proposals from firms to provide Construction Management/General Contracting (CM/GC) services for the Star of Hope Building Renovation & Addition Project.

Background: Star of Hope is a nonprofit which *provides community support services in Oregon to individuals with developmental disabilities in a manner which encourages independence, productivity, and physical integration*. They have outgrown their existing office building and seek to replace it with a vibrant, new building that better meets their staff’s needs and provides space to serve more people in the community.

Work on this project consists of the full renovation of a 20,035 square-foot, pre-engineered metal building, including the expansion of an existing mezzanine/second floor. The building will serve as a day-use facility to serve adults with special needs, while also housing office facilities for the administrative and support functions of the operating organization. Work includes the addition of an elevator to serve the second floor, alterations to the building envelope, new mechanical system, two entry lobbies with canopies, and minor site improvements.

Estimated total project cost is \$3-5 million. Local planning department approval process is underway.

The Owner intends to select a Construction Manager/General Contractor who will manage and construct the project as described herein. Owner has elected to use a competitive Request for Proposal (RFP) process to select a Construction Manager/General Contractor to provide construction services to construct the Building Remodel. The process to be used in the selection of firms is described in detail in Section IV, SELECTION PROCESS. In summary, a panel of individuals will form a Contractor Selection Team (CST). Subsequent to this screening, a limited number of firms may be invited to oral interviews.

The Design Team consists of the following:

Architect: HGE Architects, Inc, Coos Bay, Oregon  
Structural Engineer: KPFF, Portland, Oregon  
Mechanical/Electrical/Plumbing Engineer: Interface Engineering,  
Portland, Oregon

### B. MINIMUM REQUIREMENTS

All firms will be required to meet minimum qualifications to be considered for this project. To be considered qualified, interested firms shall have, as a minimum:

1. Provided General Contracting services within the last ten (10) years for at least four projects, each in excess of \$2 million (hard costs), utilizing their expertise in the Pacific Northwest;
2. Demonstrated specific Construction Management and General Contracting experience in project types of similar scale and complexity, including renovations and upgrades in existing facilities;
3. Demonstrated Performance Bonding capability up to \$3 million for an individual project coincidentally with current and anticipated workloads; provide letter from surety that affirms this capability; and
4. Attended the PRE-PROPOSAL CONFERENCE.

### **C. STATEMENT OF WORK**

The Construction Manager/General Contractor is expected to provide management services consistent with those performed by the Construction Management/General Contracting construction community where the Construction Manager is also the Constructor, as contained herein as Exhibit A (AIA A133 – 2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor); Exhibit B (AIA A201-2017, General Conditions of Contract for Construction), and Exhibit C (Supplementary Conditions).

## **III. GUIDELINE FOR SUBMITTALS**

### **A. GENERAL INFORMATION**

1. All respondents accept the conditions of this RFP, including, but not limited to, the following:
  - a. All submittals shall become the property of the Owner and will not be returned.
  - b. Late submittals will not be evaluated.
  - c. Any restriction as to the use of submitted materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary submittals will not be honored. Fee proposals will be considered proprietary.
  - d. The Owner reserves the right to reject any or all proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information.

- e. The Owner shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.
- f. The respondent has reviewed Exhibits A, B, & C (CM/GC Agreement, General, and Supplementary Conditions) and by responding has agreed to the terms and conditions of this sample Agreement without reservation. Any exception taken should be noted in the written proposal.
- g. Owner reserves the right to seek clarifications of each proposal from proposers and other relevant sources, and the right to negotiate a final contract which is in the best interests of the Owner, considering cost effectiveness and the level of time and effort required for this project.
- h. The Owner may reject any proposal not in compliance with all prescribed public contracting procedures and requirements and may reject for good cause all offers upon the Owner's finding that it is in the public interest to do so.
- i. All proposers must be registered with the Oregon Construction Contractor's Board at the time of submission. Failure to register will be sufficient cause to reject a proposal as non-responsive.

## **B. SCHEDULE**

**A.** The overall schedule is as follows:

Issue RFP	Aug. 22
Mandatory Pre-Proposal Meeting	Sept. 5, 11:00 am
Written Questions (Clarifications)	
Deadline	Sept. 12
Written Addendum	Sept. 19
Proposals Due	Sept. 26
Review of Proposals	Oct. 3
Interviews, if conducted	Oct. 8
Award to Contractor	Oct. 17

The above schedule is tentative and could change per the Owner's discretion. Responding firms shall be notified of revisions in a timely manner.

## **C. CLARIFICATIONS**

1. Owner-initiated changes to this RFP will be issued under numerically sequenced addenda. Addenda generally consist of the following items:
  - a. Corrections
  - b. Clarifications
  - c. Scope Changes
  - d. Time and/or Date Changes

Respondents must acknowledge all issued addenda in their submittal and proposal.

2. Respondent initiated requests for clarification will be received any time prior to **5:00 p.m., September 12, 2024**. All questions shall be directed to HGE, by email at [general@hge1.com](mailto:general@hge1.com). Respondents shall not contact other employees, officials, or members of Star of Hope or the Design Team. Email and facsimile transmissions are acceptable means of correspondence in this matter. All Owner responses will be issued by written addenda on or before **September 19, 2024**.
3. Requests for clarification shall be accompanied with statements that the respondent meets the minimum requirements specified in this RFP.

#### **D. SUBMITTALS**

1. Respondents must comply with the following submittal requirements. The Owner retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the Owner.
  - a. Submit three (3) complete hard copies of all materials.
  - b. Submit 1 electronic pdf copy of all materials.
  - c. Submittals shall be formatted in the exact form and alphanumeric sequence of the proposal submittal requirements.
  - d. Response to all items shall be complete.
  - e. All references shall be current and relevant.
  - f. Modifications or changes to the Cost Proposal Form are prohibited.
2. Respondents shall submit sealed Proposals by Thursday, September 26<sup>th</sup>, 4:00 p.m., directly to the

STAR OF HOPE  
c/o HGE ARCHITECTS, INC.  
333 S. 4<sup>th</sup> Street, Coos Bay, Oregon 97420  
Email: [general@hge1.com](mailto:general@hge1.com)

3. The envelope must be clearly marked: “PROPOSAL FOR CM/GC SERVICES FOR STAR OF HOPE BUILDING RENOVATION & ADDITION.”

#### **IV. SELECTION PROCESS**

##### **A. SHORT LIST**

From the submittals received, a short list of qualified respondents may be identified using the scoring criteria below.



## B. SELECTION SCORING CRITERIA

The submitted proposals will be reviewed by a selection panel and ranked according to the following selection criteria:

1. Key Individual Experiences	15
2. CM/GC Experience	30
3. Approach and Schedule	15
4. Cost Control Experience	20
5. Fee Proposal	<u>20</u>
TOTAL	100 points

Reference checks shall not be scored individually, but may be used to supplement all categories.

Firms failing to meet the minimum required qualifications will not receive further consideration.

The Contractor Selection Team (CST) may invite a small group of the highest scoring proposers to a face-to-face interview.

The CST will give notice to all proposers of the determination of the competitive range based on the evaluation.

## V. PROPOSAL SUBMITTAL REQUIREMENTS

Proposers must respond to the following, in the order listed. Your proposal must be signed by an officer of your firm with the authority to commit the firm. Please limit this response to fifteen (15) single-sided pages (not including covers), including pictures, charts, graphs, tables, and text your firm deems appropriate to be part of the review of the firm's qualifications.

### 1. Introductory cover letter:

- a) Per OAR 137-049-0230 Contractor to make a statement that they are registered with the Construction Contractors Board or is licensed by the State Landscape Contractors Board.
- b) Certify nondiscrimination in obtaining required subcontractors in accordance with ORS 279A.110(4)
- c) State compliance and licenses as required under ORS 468A.720 regarding asbestos abatement projects.

2. **KEY INDIVIDUALS.** List the key individuals who will make up the team for this work, identify their roles, and describe their relevant qualifications and experiences with the CM/GC process. This information is required in addition

to any detailed resumes that proposer submits. The contract will require that the CM/GC commit these individuals to the project for its duration. **(15 points)**

3. **CM/GC EXPERIENCE.** Describe the relevant experience of the CM/GC firm as it relates to involvement in planning and design, and to execution of construction for projects of similar size and complexity. **(30 points)**

Identify three (3) projects of similar size and complexity. Describe those projects, including contract type, client, project budget, construction budget, final construction costs, number of change orders, and number of claims. See layout below for format of budget analysis. Provide names and telephone numbers for the Owner’s representative and the architect on these three (3) projects.

Owner Cost Budget	Prelim. Early Cost Model	Cost Change to Early Cost Model During Construction	Final Cost of Project
\$0.00	\$0.00	\$0.00	\$0.00

4. **APPROACH.** Describe your understanding of the project and your firm’s role as CM/GC, your overall approach and proposed construction schedule, and how you will ensure the project schedule is met. At a minimum discuss the firm’s planning, scheduling, phasing, and project monitoring skills and processes. **(15 points)**
5. **COST CONTROL.** Describe your cost accounting procedures and how you will regularly update the Owner on project status from a cost standpoint. Describe your firm’s methodology and experience with Value Engineering including particularly successful experiences and/or unique services in this area. Describe your firm’s process for managing change orders and claims, including efforts to minimize both. **(20 points)**
6. **FEE PROPOSAL (20 points)**
- a) Cost Proposals shall be submitted on the form provided herein (Attachment A), without modification, filling all the blanks. Percentage of the cost of work is not an acceptable value. The Cost Proposal should be prepared independently in accordance with the following:
    - i. Any specific services requested in the RFP and its appendices that are not included should be clearly identified. Exclusion of any required service may result in the Proposal being found non-responsive.
    - ii. Detailed estimate of reimbursable costs including breakdown of direct salaries and payroll fringes for on-site CM/GC personnel

associated with the services. Reimbursables shall be provided at direct cost.

- iii. Detailed estimate of non-reimbursable expenses.
- iv. The Owner reserves the right to reject any Cost Proposal not prepared in the above manner. Proposals that exceed the available funds may be rejected outright but the Owner reserves the right to negotiate a reasonable fee for service within the available funds. The CM/GC Contract will be bonded lump sum contract with a Guaranteed Maximum Price to encompass all construction work; some allowances may be included.

b) This cost proposal is a binding offer to perform the services associated with the Statement of Work described in this RFP. Estimated reimbursables will be used for qualifications reference purposes only, and not considered as a cost consideration in proposal evaluation. The Owner, however, reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

7. **REFERENCES.** Provide five (5) professional references from similar projects within the past five (5) years, including the project name, the name of the design team members for whom this reference is relevant, the contact name, and telephone number. At least two (2) of these references shall be subcontractors; at least two (2) of these references shall be owners; and at least two (2) of these references shall be architects. **(scoring validation)**

## VI. CM/GC CONTRACT INFORMATION

- A. Carefully review the CM/GC Contract sample (Exhibits A, B, and C) before initiating your response submittal. Any exceptions to the contract must be communicated formally in accordance with the written questions schedule in III.A.
- B. The Owner reserves the right to make non-material changes to the appended contract, including additions and/or modifications that may be necessary to more completely describe the services defined or implied herein.
- C. Any approved reimbursable expenses made under the terms of the final agreement shall be a direct pass-on cost with no adjustment to the fee described therein.

## VII. OTHER INFORMATION

- A. This RFP document, its Exhibits, and any written addenda issued prior to the submittal of proposals, and written clarifications prior to the interview shall serve as the only basis for proposals.
- B. The respondent, by submitting this proposal, does hereby accept that minor changes by the Owner to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.
- C. Upon due consideration and review of this document along with its exhibits, written addenda, and written clarifications prior to the interview, the respondent does hereby submit the following proposal for Construction Management/ General Contracting pre-construction fees, consistent with the schedules provided in the Statement of Work. Respondents are hereby advised that it is the Owner's desire to accelerate design and construction schedules where reasonably possible, without adverse cost impact.
- D. Respondents shall recognize that public policy requires that public improvements be constructed at the least overall cost to the Agency.

**End of RFP**

**Attachments/Exhibits:**

- Exhibit A: Schematic Design Report
- Exhibit B: AIA A133 - 2019 Standard form of Agreement Between Owner and Construction Manager as Constructor
- Exhibit C: AIA A201 - 2017 General Conditions of Contract for Construction
- Exhibit D: Supplemental Conditions

## COST PROPOSAL FORM

Name of Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

(Assume \$3-5 million construction cost: Site and Building.)

1. **The CM/GC Not to Exceed Preconstruction Fee Allowance** \$ \_\_\_\_\_  
Please provide a detailed breakdown to adequately describe the CM/GC staff provided, term of their services, and associated, anticipated reimbursable and non-reimbursable costs so as to demonstrate as complete an understanding as possible of the services provided. Provide billing rates of all associated services related to pre-construction phase. Refer to Article 4 of AIA A133-2019.
2. **General Conditions (Lump Sum) not to exceed cost** \$ \_\_\_\_\_  
General condition expenses include project manager, job superintendent, field engineer, on-site CM/GC construction phase staff, other general conditions office and on-site staff, plus those on-site materials, equipment and facilities to support the work of the CM/GC staff and construction subcontracts, including temporary site office and utilities and document control labor and materials. It is understood that the general conditions fee above does not include bonds and insurance since these costs are based on the contract value. These items will be determined when the project GMP is established and subsequently billed at cost upon Contractor submittal of invoices.
3. **Contractor's Contingency** \$ \_\_\_\_\_  
With the AIA A133-2019 agreement, it is understood the Contractor shall include a contingency with the Guaranteed Maximum Price proposal. Contractor to state the contingency he will use at the time the GMP is determined. Refer to AIA A133-2019, Article 3.2.4.
4. **CM/GC Construction Manager's Fee** \_\_\_\_\_ %  
To be added to the costs of pre-construction services, general conditions, materials, labor and subcontracts. The elements within this fee consist of corporate overhead, general expenses and profit.
5. **Bond Cost Rate** as a percentage of total project cost \_\_\_\_\_ %
6. **Liability Insurance Rate** as a percentage of total project cost \_\_\_\_\_ %
7. Submit a letter from Bond Company affirming bonding capacity of \$4 million for an individual project coincidentally with current and anticipated workloads. **(required)**

Acknowledge receipt of Addendum No(s). \_\_\_\_\_

\_\_\_\_\_  
Proposer or Corporate Officer Signature

\_\_\_\_\_  
Printed Name and Title