

REQUEST FOR PROPOSALS

For

**CONSTRUCTION MANAGEMENT SERVICES
FOR
THE MARQUETTE PARK LAKEFRONT EAST**



**CITY OF GARY
BOARD OF PUBLIC WORKS & SAFETY
401 Broadway, Suite 300
Gary, Indiana 46402**

MAY 26, 2010

BACKGROUND

Construction Management Services, where the Construction Manager is not a contractor, are being sought for the Marquette Park Lakefront East project. Qualified firms are invited to submit sealed proposals, subject to the conditions and instructions as specified, for Construction Management Services. The City of Gary (the City) is currently planning the renovation and restoration of Marquette Park in Gary, Indiana.

Located along the South Shore of Lake Michigan, the 241-acre Marquette Park is one of Northwest Indiana's most admired and historic regional parks. The Lakefront East Master Plan identifies improvements that will enhance access to and circulation within the park, preserve and strengthen the park's natural features, provide new recreational and educational amenities, and restore the park's signature historic facilities. Collectively, when construction is completed in December 2011, the rehabilitation and new improvements will help to re-establish Marquette Park as one of Northwest Indiana's premier lakefront destinations, enhancing the quality of life for citizens of Gary and residents of Northwest Indiana.

The Marquette Park Lakefront East initiative was made possible when the City of Gary was awarded, in June 2009, a grant for \$28,190,000 from the Northwest Indiana Regional Development Authority (RDA) for planning, design, engineering, and selected capital and operational improvements.

Hitchcock Design Group is assisting the City in the selection of a construction manager(s) for the projects. Hitchcock Design Group is project manager and is the prime consultant responsible for planning and landscape architecture. Other project team members include: BauerLatoza Studio and Kil Architecture Planning for restoration architecture, DLZ for survey, civil and electrical engineering, JFNew for restoration ecology and Hugh Lighting for lighting design. Additional subconsultants will be added to the team as needed to complete the proposed scope of work. The successful construction manager(s) will work together with the project team in order to meet the forecasted budgets and scheduled milestones.

The City of Gary will also contract directly with an independent testing services firm for testing throughout construction. The construction manager will be responsible for coordinating these services.

debris and selective dead tree and stump removal, and recommended plant species for installation. Paths and other “built” improvements are not included in this phase of the project.

The proposed project limits for Father Marquette and the Oak Savanna are shown on the attached drawings.

Budget:

The preliminary construction budget for Project 2 - Father Marquette and Oak Savanna Restoration is \$894,138. Budget numbers are approximate and subject to change. Budget does not include contracting and general requirements.

Schedule:

Planning & Design Phase

June – August 2010

Bidding

September 2010

Construction

October – January 2010

Project 3 - Phase 2B and others – Marquette Park Lakefront East Projects

Description:

Marquette Park Lakefront East includes the remaining seven projects identified in the master plan. These projects include the restoration / rehabilitation of the Recreation Pavilion, children’s playground and special event area, Lake Street beach, lagoon, Beach Parking facilities, natural areas and shoreline and beach. Further project descriptions are available in the park master plan document available at: www.hitchcockdesigngroup.com/marquette.html. The project team envisions that additional breakdown of the identified projects will occur during the project, the construction manager should be prepared for handling multiple planning / design, bidding and construction phases for this project.

The proposed project limits for Marquette Park Lakefront East are shown on the attached drawings.

Budget:

The preliminary construction budget for Project 3 - Marquette Park Lakefront East is \$19,728,342. Budget numbers are approximate and subject to change. Budget does not include contracting and general requirements.

Schedule:

Planning & Design Phase

Varies by project – throughout 2010

Bidding

Varies by project – throughout 2010

Construction

September 2010 – December 2011

Project 4 – All Projects

Description:

Project 4 is a combination project. The RFP team shall provide a separate fee for services assuming the CM receives Projects 1 – Phase 2A Aquatorium, Project 2 – Phase 2A Father Marquette and Oak Savanna and Project 3 – Phase 2B and others, Marquette Park Lakefront East Projects. It is assumed that by receiving all three projects will result in a lower fee.

The proposed project limits for Marquette Park Lakefront East are shown on the attached drawings.

Budget:

As noted in Projects 1, 2 and 3.

Schedule:

As noted in Projects 1, 2 and 3

8. Assist the project team in resolving questions or interpretations during the bid process.
9. Assist the owner with a formal public bid opening.
10. Evaluate and analyze the bids as to the adequacy and completeness.
11. Conduct scope reviews with the apparent low bidders and make recommendations for contract award.
12. Review the availability of labor and the capabilities of the trade contractors to perform the work as defined in the contract documents.
13. Assist the City with the preparation of contracts for each trade or category of work between the owner and the trade contractors.

Construction Phase Services

1. Provide office and jobsite administration of the contract process.
2. Provide full time, on-site coordination and supervision of all trade contractors and construction activities.
3. Monitor contractor compliance with City of Gary Business Promotion Ordinance, Minority Business Enterprise / Women Business Enterprise Program Requirements, Buy Indiana and Buy Northwest Indiana throughout the project.
4. Review work as completed to assure compliance with contract documents.
5. Procure and coordinate all general layout services, temporary facilities, utilities, and other general condition items as required or specified for the project.
6. Coordinate the submittals and review process.
7. Coordinate with the independent testing service.
8. Manage and coordinate the flow of project information. Develop and submit requests for information and responses.
9. Prepare costs from trade contractors for the owner's request for proposals and the designer's field orders.
10. Hold and chair weekly coordination meetings with the trade contractors and weekly progress meetings with the owner and project team.
11. Provide monthly progress reports addressing any costs or scheduling changes.
12. Recommend corrective action to the owner should the project fall behind schedule. Implement the actions as required to minimize delay.
13. Review, consolidate, prepare, and transmit monthly pay requests from the trade contractors and various vendors for review by the owner and the Lakefront East Board and the Board of Public Works and Safety. The owner is to distribute funds to the appropriate trade contractors and vendors.
14. Obtain required insurance certificates and lien waivers from the contractors and the major materials suppliers and subcontractors.
15. Assist in obtaining and scheduling inspections of governmental authorities having jurisdiction over the project.
16. Obtain, review, and transmit closeout documents such as record drawings, guarantees, warranties, and operations and maintenance manuals.
17. Assist the owner in preparing punch lists and expediting completion of all outstanding or substandard work.

Post Construction Phase

1. Coordinate and expedite resolution of all construction related problems.
2. Coordinate the owner instruction meetings between the owner representatives and the trade contractors for all the building systems.
3. Issue for review and approval the Substantial Completion Forms, collection of these forms, and submit them to the owner for their record.

Although this Scope of Services represents our understanding of the Construction Management work required for the project, we request that you evaluate the enclosed project information and recommend any modifications or additions to the Scope of Services as may be necessary.

SELECTION CRITERIA

A Selection Committee will review all the proposals and rank the firms accordingly based on the firm's qualifications, ability of professional personnel, past experience, ability to undertake each part of the project, cost of services, conformity with the RFP, and other factors. The recommendation of the Selection Committee will be subject to approval by the City of Gary, Board of Public Works & Safety.

Each submittal will be evaluated to determine the ability of each firm to provide the required services. Proposals shall be broken down into the following respective sections:

1. General information about the Firm

- a. List the firm's address, telephone number and branch office handling this program.
- b. Give a brief history and description of your firm, type of ownership, type of organization, and size of firm.
- c. What percentage of the total construction cost of your projects do you perform on a:
 - i. Construction Management (as owner's agent) basis?
 - ii. Construction Management (holding trade contracts) basis?
 - iii. Bid General Construction basis?
 - iv. Negotiate General Construction basis?
 - v. Design Build basis?
- d. Certify that your firm's professional and general liability insurance coverage, and workmen's compensation meet City of Gary's required coverage listed below. The successful firm will be required to name City of Gary, Hitchcock Design Group, and the RDA as additionally insured. Include current certificate as an attachment.
 - i. General Liability - \$1,000,000 each occurrence, \$2,000,000 aggregate
 - ii. Automobile Liability - \$1,000,000
 - iii. Excess / Umbrella - \$5,000,000
 - iv. Workers Comp - \$500,000
 - v. Professional Liability - \$1,000,000 per claim, \$2,000,000 aggregate
- e. If the organization has operated under other names, list names and dates of operation or change of identity.
- f. Is the organization delinquent in the payment of any tax administered by the Indiana Department of Revenue? If yes, indicate when and explain the circumstances on a separate sheet attached to this form.
- g. Has the organization ever sought protection under bankruptcy or receivership laws? If yes, indicate when and explain the circumstances on a separate sheet attached to this form.
- h. Has the organization had any predecessor or principal ever failed to undertake or complete any work that it was awarded? If yes, indicate when and explain the circumstances on a separate sheet attached to this form.
- i. Has the organization, any predecessor, or principal ever been named in litigation or any proceeding involving past or present job performance or any other related construction issues? If yes, indicate when and explain the circumstances on a separate sheet attached to this form.

2. Firm Experience

- a. Submit descriptions of public projects the organization has participated in as a construction manager. Identify owner, project description, estimated cost and design team.
- b. Submit descriptions for similar projects your firm has worked on and list your firm's role for each project. Identify owner, project description, estimated cost and design team.

FEE PROPOSAL

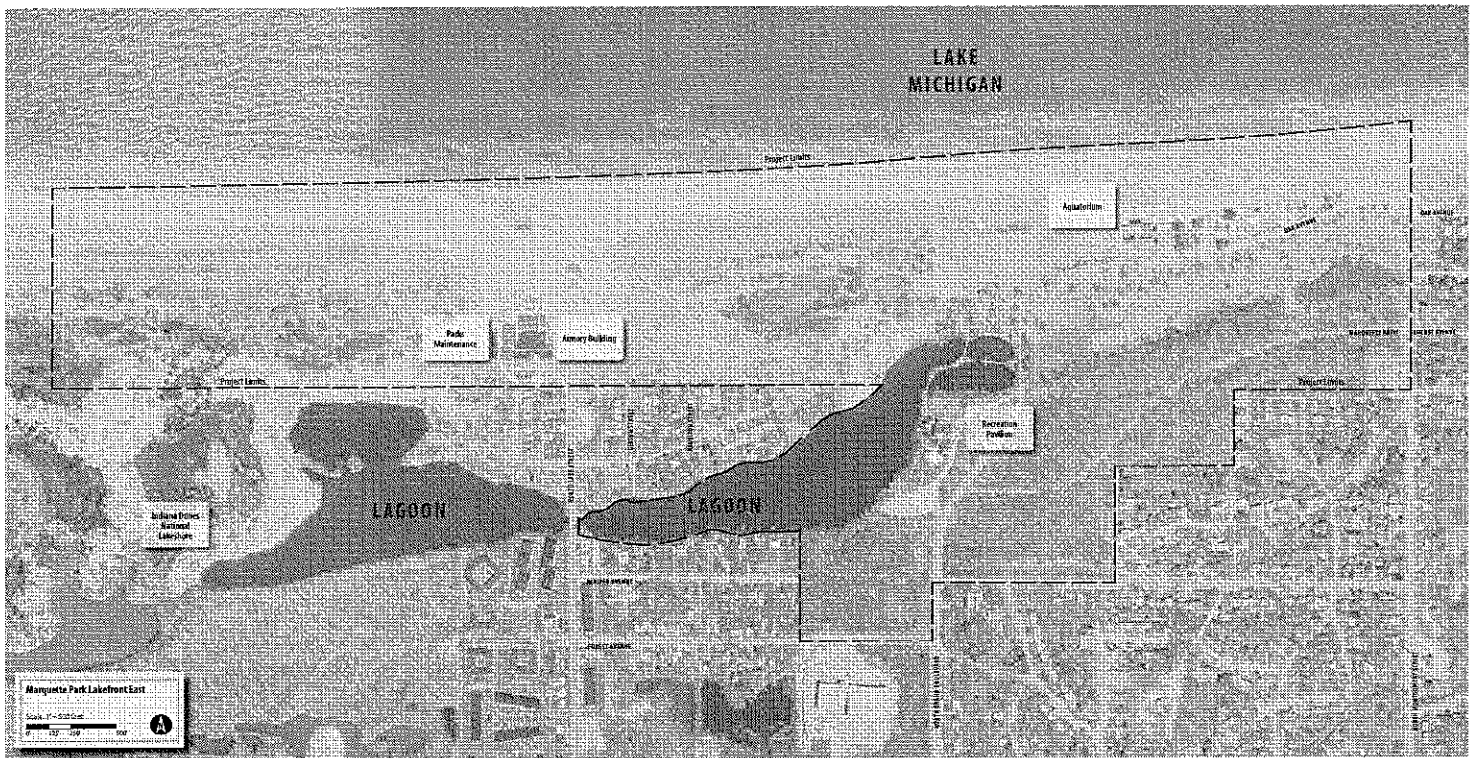
1. Based on the information and the proposed schedules, provide separate fee proposals for Project 1 - Phase 2A Aquatorium, Project 2 - Phase 2A Father Marquette and Oak Savanna, Project 3 - Phase 2B and others – Marquette Park Lakefront East Projects and Project 4 – All Projects that indicate the following:
 - a. Planning and Design Phase – expressed as a lump sum cost.
 - b. Construction Phase Services – expressed as a percent of construction cost. Indicate your willingness to convert the fee into a lump sum amount.
2. Describe the components that comprise the construction manager's fee and indicate the assumptions regarding project staffing and time durations does this proposal includes.
3. Provide a description of what will be included in the construction manager's general conditions. Provide an estimate of general conditions given the possible scenarios outlined regarding project award. Indicate any other costs that are a part of your standard construction management services that are not included in this fee.

If accepted, you will be required to enter into a Contract with the City of Gary based on the terms and conditions negotiated with the City of Gary and the Northwest Indiana Regional Development Authority.

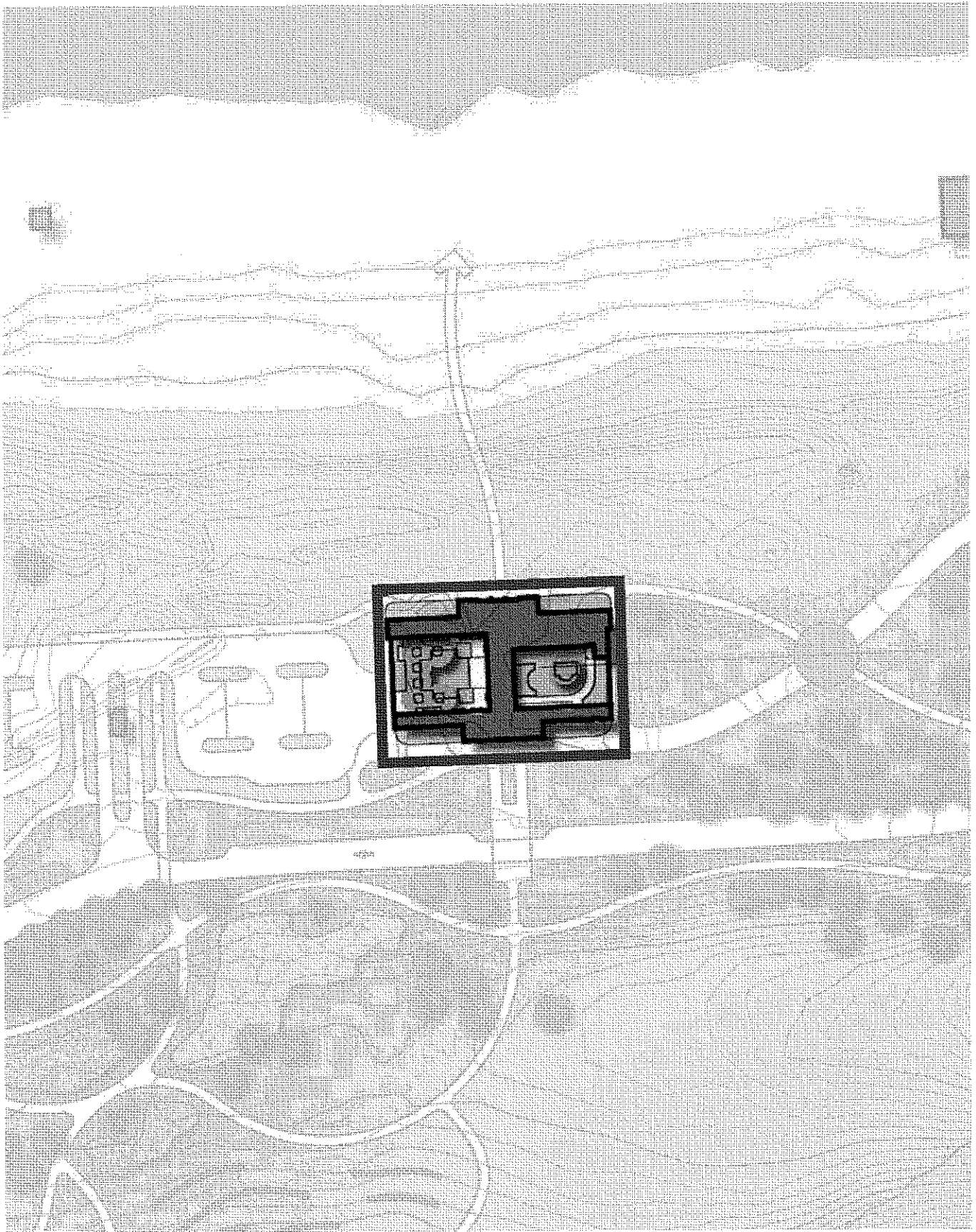
LIST OF EXHIBITS

Provide the following exhibits with your proposal:

1. Firm Qualifications
2. Proposed Scope
3. Fee Proposal
4. Comprehensive Schedule
5. General Conditions List
6. Insurance Coverage Certificates
7. City of Gary Business, W/MBE, Buy Indiana, and Buy Northwest Indiana Compliance Statements



Attachment A - Site Location Map



Attachment C - Project 1 Location Map
Scale 1"=100'

1. Recreation Pavilion

The pavilion is the architectural focal point of the park. The renovation will improve operations and increase market opportunities for the facility.

2. "Aquatorium"

The "Aquatorium" will undergo an extensive renovation to improve the aesthetics and also the operations of the facility and draw greater visitation to the building.

3. Children's Playground

Designed to provide a unique play environment for children, renovation is necessary to provide a playground compliant with safety standards.

4. Father Marquette

The Father Marquette memorial is an emblem of and gateway to Marquette Park. Over the years, Father Marquette has fallen into disrepair, and needs renovations.

5. Lake Street Beach

Improvements at Lake Street Beach will make this portion of the park as desirable and hospitable as other destinations along Lake Michigan.

6. Armory

The Armory offers significant potential for redevelopment to be explored when funding is available

7. Lagoon

The lagoon has always been a unique and noteworthy natural resource. Restoration, maintenance and management are crucial to the preservation of this unique ecosystem.

8. Beach Parking / Special Event Area

The redesigned and reconfigured beach parking for Marquette Park will provide consolidated parking amenities with higher visibility and better service.

9. Infrastructure

Proposed infrastructure improvements to the 90 year old system will extend the longevity of this historic park asset and help to enhance the overall experience for park users and visitors.

10. Natural Areas

The primary focus of the natural areas projects will be restoring the unique natural resource of the existing site and providing access to park users.

11. Shoreline & Beach

The shoreline and beach are the collective focal points of the community, preserving and enhancing these areas will attract new users and offer new amenities to local residents.

