



**REQUEST FOR PROPOSAL ("RFP") CONSTRUCTION  
MANAGEMENT SERVICES**

**RFP 2022-01**

**PULASKI COMMUNITY SCHOOL DISTRICT**

**NOVEMBER 11, 2022**

**Responses are due no later than 12:00 p.m. CST on Tuesday, November 22, 2022**

Dear Sir or Madam:

The School District of Pulaski (the "District") invites proposals from your company to provide construction management services as a Construction Manager at Risk for the following projects:

**Project Scope #1** – Expansion of Sunnyside Elementary and Hillcrest Elementary schools including building additions, renovation, site improvements, and replacement of existing major building systems.

**Project Scope #2** – Upgrades to Fairview Elementary, Glenbrook Elementary, Lannoye Elementary, Pulaski Middle School, and Pulaski High School. Scope includes updates/replacement of plumbing, heating/ventilation, electrical, parking lot replacement, and updates to interior and exterior building finishes.

**Project Scope #3** – Site reconfiguration to Fairview Elementary and Lannoye Elementary schools to better separate pedestrians and traffic to improve safety.

**Project Scope #4** – Expansion and renovation of Pulaski High School Tech. Ed. Space

The budget for all costs relating to the design, construction and equipping of the Project is Sixty-Nine Million Eight Hundred Thousand and N0/100 Dollars (\$69,800,000.00), which was approved by a referendum in November, 2022.

Part One of your response to this RFP shall describe your qualifications as required by Section 5 below and Part Two of your response, which shall be in a separate sealed envelope, shall describe the details of your compensation as required by Section 6 below (collectively the "Response to RFP"). Please limit the length of the Response to RFP to the page requests (one-sided) not including dividers and attachments stated in Section 5. Submit: five (5) hard copies and one (1) electronic copy of the Response to RFP to:

**Mark Logan, Director of Business Services**

**Pulaski Community School District: PO Box 143, Pulaski WI 54162**

**mdlogan@pulaskischools.org**

The Response to RFP is due no later than 12:00 p.m. CST on Tuesday, November 22, 2022 at the above address and email. Responses to RFP received after this deadline will not be considered.

## **1. INTRODUCTION**

The District is seeking a Response to RFP from qualified firms for Construction Manager-At Risk services in support of the planning and construction of the referendum approved projects. The budget for all costs relating to the design, construction and equipping of the Project is Sixty-Nine Million Eight Hundred Thousand and NO/100 Dollars (\$69,800,000.00), which was approved by referendum in November, 2022.

The District will permit the selected Construction Manager to self-perform work on the project if you are the lowest qualified bidder. The District will require at least two competitive bids for all trades the selected Construction Manager is interested in self performing. Both the selected Construction Manager and the competing trade contractors will be required to submit their bids directly to the District and Bray Architects.

The District will be utilizing a "team approach." The purpose of utilizing the team approach is to (i) avoid the need for change orders and requests for information during the construction phase because the Construction Manager will have clarified any issues with the design and specifications during the pre-construction meetings and (ii) design the Project at the best cost because the Construction Manager will continually refine the Project budget during the pre-construction meetings. The purpose of this RFP is to identify experienced Construction Management firms with the best combination of qualifications, experience with projects of a similar type and scope, experience with intensive collaboration with an architect and owner during pre construction and proven practices in construction management services to develop and deliver the project efficiently and effectively with respect to time and cost The District may accept the bids as may be required by law or reject all bids.

The Project sites will be located at the following schools in the Pulaski Community School District:

Pulaski High School  
1040 South St. Augustine St.  
Pulaski, WI 54162

Pulaski Middle School  
911 South St. Augustine St.  
Pulaski, WI 54162

Glenbrook Elementary School  
145 West Green Bay St.  
Pulaski, WI 54162

Hillcrest Elementary School  
4193 Hillcrest Rd.  
Oneida, WI 54155

Lannoye Elementary  
2007 County U  
Green Bay, WI 54313

Sunnyside Elementary  
720 County C  
Sobieski, WI 54171

Fairview Elementary  
2840 Highway 32  
Krakow, WI 54137

The Pulaski Community School District has partnered with Bray Architects as the Architectural Firm for these projects.

## 2. RFP PROCESS

It is the District's intention to select a construction manager based on the Proposal. The anticipated schedule for the process, as well as the Project, is as follows:

- |  |              |
|--|--------------|
| • RFP issuance   | Nov 11, 2022 |
| • On-site tour of the facilities, if interested in participating<br>1:30 pm-Meet Nick Phillips and Bray Architects at Hillcrest Elementary | Nov 17, 2022 |
| • Response to RFP, no later than 12:00 p.m. CST  | Nov 22, 2022 |
| • Interviews for finalists   | Nov 30, 2022 |
| • Recommendation to school board for approval  | Dec 7, 2022  |
| • Estimated commencement of construction   | Spring 2024  |
| • Estimated Substantial Completion Date  | Fall 2025    |

Evaluation criteria for Qualified Bidder. Final Evaluation will include, but not be limited to, the following from the Proposal:

- Experience
- Strength of proposed project team and general project approach
- Safety/EMR Rating and quality controls
- Fees and other costs

## 3. CONSTRUCTION CONTRACT

The District is currently working with their legal counsel on American Institute of Architects (AIA) A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor and the AIA A201-2017 General Conditions of the Contract for Construction. These documents will be provided as soon as they are available.

Prior to formal approval by the School Board, the selected Construction Manager will be required to review and accept the District-provided contract terms.

#### **4. PROJECT STAFFING REQUIREMENTS**

Describe the Proposed Project Team, including the Team Members, the organization, and the responsibilities of each team member. Provide an organization chart showing the staffing proposal for the key individuals assigned to the Project Team. List the title of the position, the name and qualifications of the individuals to be assigned and the level of involvement of the individuals assigned (Full-time or Part-time).

#### **5. RESPONSE TO RFP SUBMISSION REQUIREMENTS**

Please submit the following information in the order and format indicated below.

a. Cover Letter: 2 page maximum

Provide a cover letter introducing your firm and proposal.

b. Company Overview: 3 page maximum

Provide an overview of the company detailing the total number of professional staff, the history of the company, the percentage of company's work completed as a construction manager, the ownership structure, and the office responsible for this project as a minimum.

c. Construction Management Experience: 15 page maximum

Provide five examples of the project types which you feel best represent your firm's experience with construction management and collaboration with an architect and owner as a team during pre-construction. Include project size and description, type of construction delivery used, design phase involvement and all other pertinent project facts. Include the owner, as a reference, with each of the referenced projects. At least five projects for a school must be included.

d. Project Staffing Proposal and Key Personnel: 7 page maximum.

Describe the proposed Project Team, including the Team Members, the organization, and the responsibilities of each team member. Provide an organization chart showing the staffing proposal for the key individuals assigned to the Project Team. List the title of the position, the name and qualifications of the individuals to be assigned and the level of involvement of the individuals assigned (Full-time or Part-time). Identify which individuals will be Key Personnel per Sec.

1.7. Identify the name and contact information for the Construction Manager's Representative.

e. Management Approach: Provide your approach to the management of the following critical Project parameters 10 page maximum.

- i. Cost Control/Value Engineering
- ii. Constructability Review
- iii. Schedule
- iv. Quality Control
- v. Safety- Include EMR for the past three years.
- vi. Partnering/Teamwork
- vii. Communications Management
- viii. Purchasing

f. Insurance - 3 page maximum

The minimum insurance requirement is as follows:

Commercial General Liability (no deletion of XCU coverage and provides coverage for consequential damages and contractual indemnities; primary and non-contributing):

Per occurrence limit	\$1,000,000
Products and completed operations	\$1,000,000/2,000,000
Personal and Advertising	\$1,000,000
Medical expense (per person)	\$10,000
General aggregate	\$3,000,000

Auto liability (owned and non-owned vehicles):

Combined single limit	\$1,000,000
Worker's Compensation	Statutory limits
Employer's liability	\$500,000/\$500,000/\$500,000
Contractor's Pollution Liability	\$1,000,000/1,000,000
Umbrella	\$5,000,000

The District must be listed as an additional insured to the Commercial General Liability Policy, Automobile Policy and Umbrella Policy as depicted on the ACORD Certificate of Insurance. A Waiver of subrogation in favor of the District must be added on General Liability and Work Comp policies.

Please attach your ACORD Certificates of Insurance.

g. Exceptions:

Once the Construction Manager has been provided the A133 and A201 by the District, you will have seven (7) days to state any exceptions you have to the terms of the Construction Contract and your proposed changes. If your Response to RFP varies from the requirements of the RFP, clearly mark those differences. Your Response to the RFP is a certification that you have thoroughly read the RFP.

h. Confidentiality:

If any of the material you provide is confidential or is a proprietary trade secret mark that material with a "Confidential" stamp. While the District will attempt to keep such information confidential, as a public body it cannot guarantee that it will remain confidential. The District will inform you of a public records request to see such information. You may contest such a request at your sole expense. The District assumes no responsibility for any liability whatsoever in relation to its compliance with the Public Records Law.

## **6. COMPENSATION PROPOSAL**

In a separate envelope as described in the opening remarks of this RFP provide the following information:

- Construction Manager's Fee for the Construction Phase (expressed as a percentage of the Cost of the Work).
- All-in hourly rate schedule for self-performed Work.
- Cost of General Conditions (include the hourly rate of each of the supervisory and administrative personnel, the estimated number of hours that will be worked during the construction phase; the reimbursement rate for each of the general conditions to be supplied to the Project site, the estimated monthly cost of the reimbursables)



- Cost of insurance expressed as a percentage of the Cost of the Work.
- Cost of payment and performance bond for Construction Manager.
- Rental rate schedule for equipment

Firms are encouraged to direct any questions via email to [mdlogan@pulaskischools.org](mailto:mdlogan@pulaskischools.org) by 2:00 pm CST on November 18, 2022. Such inquiries, with the necessary responses, will be shared with all known submitting firms via email by 10:00 am CST on November 21, 2022. Please do not directly contact District employees or officials by phone or in person. Direct contact with any member of the District Board, the District Committees or any officials concerning this Project may be grounds for rejection of your proposal.