



Family Health

Request for Proposals Construction Management Services

HOPE Family Health Services invites construction management vendors to submit proposals to perform construction management services for an upcoming capital project.

The preliminary scope of work for this project includes:

Turnkey completion of 40x80 annex conference building (located at 1124 New Highway 52E Westmoreland, TN 37186) to include:

- Blueprint services (proposed layout available upon request)
- Permits and local municipality/utility fees
- Plan and coordinate needed work with other external vendors (IT, security, etc.) as appropriate.
- **Exterior:**
 - Concrete broom finish to exterior concrete 10x80 on back of building, 4x40 on sides, and 4x80 on front
 - 20x20 covered porch on front of building with soffit ceiling, recessed LED canned lighting, and broom finish concrete
 - Exterior of building to be metal cladding roof and sides
 - (10) 3x6 exterior windows
 - (1) 3x3 exterior window
 - (4) 3x6'8" exterior doors
 - (1) 3x6'8" double exterior door
 - External motion activated security lighting located at each corner and rear doors of the main structure
- **Interior:**
 - Concrete smooth finish to subfloor in main building
 - 12' wood framed walls 24" on center (producing a 10' ceiling throughout) and insulated.
 - (2) Restrooms to include portions allowing for (1) handicap stall in each restroom with (2) elongated toilets in each restroom, (1) 36" vanity with fixtures and (1) floor drain in each restroom.
 - Kitchen with top and bottom cabinets and Formica countertops; space and hookups for two refrigerators, range, and microwave rangehood.
 - (8) 3' x 6'8" solid core doors
 - (3) 2'6" x 6'8" solid core doors
 - (1) 34' vinyl accordion separation wall (acoustic)
 - (1) 31' vinyl accordion separation wall (acoustic)
 - LVT finished floor in foyer, bathrooms, kitchen, and storage areas. Kinetex textile composite flooring in meeting spaces and chapel room.
 - 2x4 white acoustic grid ceiling
 - Interior lighting – high efficiency, motion activated LED that is dimmable.
- **Electrical/Plumbing:**
 - 200-amp electrical service from nearest pole to building
 - 50-gallon electric water heater



- Sewer line to be connected to the current lift station located at the side of the building.
- **HVAC:**
 - Propane HVAC unit(s) sufficient to properly maintain climate control, vented to the ceiling grid and internal components mounted above ceiling.

The minimum qualifications that will be considered by the HOPE Family Health Executive Committee of the Board of Directors as a basis for selection of the construction manager are as follows:

1. Responding vendors must have a minimum of five years' experience providing professional construction management services to clients.
2. Vendor's experience as a general construction site manager should include at least ten projects in Tennessee valued at over \$250,000 each.
3. Vendor must be bonded and insured.
4. Must be eligible to do work on Federally funded projects and pass a Federal and State Office of Inspector General (OIG) exclusion and debarment check.

Only vendors that meet or exceed the above minimum selection criteria will be seriously considered. The selected vendor shall not bid or perform any of the trade construction work.

Construction Manager (CM) SERVICES OUTLINE

For contract purposes, HOPE Family Health anticipates using the AIA Document C132 - 2009 contract for construction management services. This document is to be used as a guide for defining services to be provided by the Construction Manager. The following is an outline of those services – it is not meant to be all-inclusive.

Preconstruction Phase

- Document/building plan(s) preparation for review and approval by HOPE
- Master scheduling
- Value engineering
- Construction logistics planning
- Obtaining necessary permits
- Initiating procurement and purchasing processes for all goods and services
- Cost estimating

Construction Phase

- Provide full-time field coordination
- Ensure construction is proceeding according to specifications and timelines



- Manage all construction contractors in the field
- Construction scheduling
- Conduct all progress meetings
- Prepare and attend monthly status report meetings with HOPE
- Review the safety programs of the contractors and ensure a safe working environment is maintained at all times
- Track and review permits and approvals as well as inspections
- Minimize disruptions to health center activities
- Coordinate HOPE's occupancy requirements
- Coordinate all close out documentation

PROPOSAL REQUIREMENTS

The respondent's proposal shall include the following:

- a. Title page showing the proposal is for construction management services, the vendor's company name, main contact name, address and telephone number, and the date of the proposal.
- b. Table of Contents
- c. Information described in the Proposal Format Section as outlined below.
- d. All bids should be received by HOPE Family Health by **5:00 pm on October 13, 2022**. A proposal will not be considered if received after this date.

Please send your proposal to:
HOPE Family Health Services
Attention: Freddie Fuqua
1124 New Highway 52 E Westmoreland, TN 37186
OR
freddiefuqua@hopefamilyhealth.org

- e. HOPE will use a standardized approach to assess all proposals and select the best vendor for the capital project.
- f. Proposals will be reviewed, and a vendor will be selected by the HOPE Board of Directors on Wednesday October 26, 2022.
- g. Vendors will be notified of the outcome no later than October 31, 2022.

PROPOSAL FORMAT

1. *Company Profile*

This section should state the size of the company, the type of company, company background, the location of the office from which the work on this project is to be performed.

2. *Experience*

The proposal should include details of experience with projects of similar size



and complexity to the project described in this RFP. Please list **only those projects where your company was the general construction site manager of record**, in which your company's role was that of a pure Construction Manager and not a prime contractor, general contractor, architect/engineer, sub consultant, or subcontractor.

- List your experience with new construction projects. Include project details including Owner's name; contact's name, title, and phone number; a brief description; contract amount; and completion date.
- List your firm's current CM projects including project names, contract amounts and completion dates.

3. *References*

A list of references who may be contacted should be included in the proposal. This list should include past and present clients where your company is/was the Construction Manager.

4. *Specific Project Approach*

Please provide details regarding your preconstruction and construction phase services and the approach your company would use to achieve HOPE's objectives.

5. *Proposed Staff*

Indicate the proposed team organization and identify key personnel including the project manager and field superintendent. Please include resumes for all key staff, outlining their roles on similar projects.

6. *Compensation*

Please propose a fee for performing the Scope of Services as identified in AIA Document C132 - 2009 Agreement between Owner and Construction Manager. Assume the following steps when proposing a timeline and associated fee structure:

- Bid Awarded
- Preconstruction Services Complete
- Construction Start
- Exterior Construction Complete (In the dry)
- Interior Construction Complete
- Occupancy date

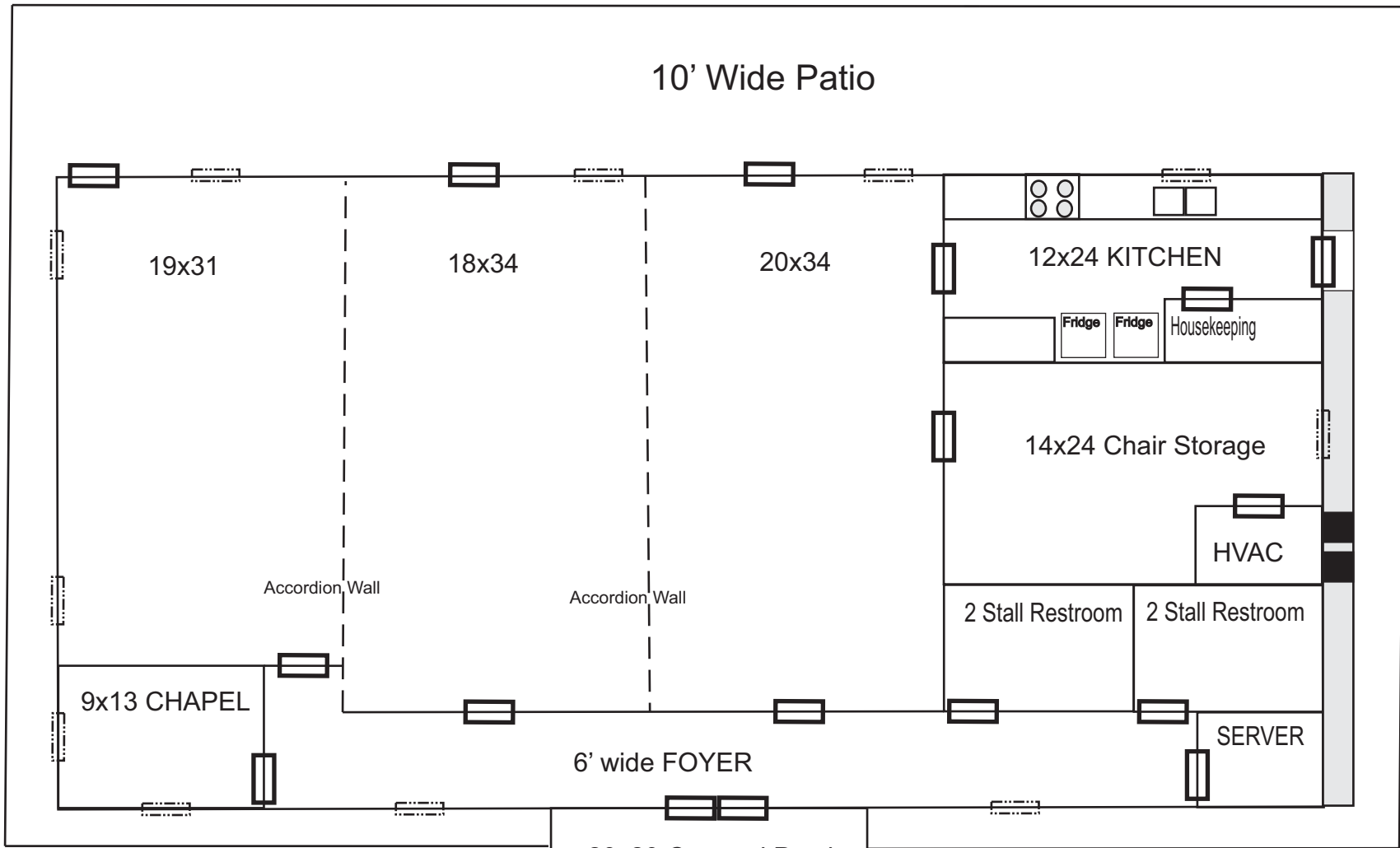
Please provide separate quotes for preconstruction and construction phase services.

TERMS AND CONDITIONS

1. The project outlined in this proposal shall be awarded by HOPE Family Health Services.
2. HOPE is not liable for costs incurred in the preparation of this proposal and any other subsequent proposals or presentations.
3. The contents of the successful company's proposal may become part of the contractual obligations if deemed appropriate by HOPE.



4. HOPE reserves the right to accept or reject any proposal when it is considered to be in the best interest of HOPE.
5. The successful Construction Manager shall not discriminate against any individual or subcontractor in accordance with applicable federal, state, or local law.
6. The contracts entered into as a result of this Request for Proposal, shall be between the selected vendor and HOPE Family Health Services.



Sidewalk from door to covid parking lot

-  = Door
-  = Window
-  = Landscaping

40x80 3,200 sqft
 4' sidewalk around building
 10' patio across the back of building
 4' sidewalk to parking lot to right of building