

**CONSTRUCTION MANAGER AT RISK
REQUEST FOR PROPOSAL (RFP)**

**TOWN OF JOHNSTOWN
CENTRAL WASTEWATER TREATMENT PLANT EXPANSION PROJECT
CMAR DESIGN PHASE SERVICES**

1. INTRODUCTION

The Town of Johnstown (Town) is requesting proposals (RFP) from Construction Manager at Risk (CMAR) firms to provide design phase and potentially construction phase services for the Central Wastewater Treatment Plant (WWTP) Expansion Project (Project) design phase services.

The Town is almost complete with 60% design of a WWTP expansion project. The existing WWTP is a municipal lagoon rated for 0.99 mgd. The facility will be expanded to 2.5 mgd with an A²O (anaerobic-anoxic-oxic) secondary biological treatment process and Membrane Bioreactor (MBR) treatment system achieving Biological Nutrient Removal (BNR).

Design phase CMAR services would commence immediately following notice of award in October 2022. Assuming the Town and the selected design phase CMAR firm reach agreement on a Guaranteed Maximum Price (GMP) and associated Contract Terms with the selected design phase CMAR firm, the Town will proceed with the CMAR firm to construction of the proposed improvements. Construction is desired to begin immediately following the design phase. Design phase is expected to be complete in November 2022. Construction completion of the project shall be achieved by April 30, 2025.

2. PROJECT SUMMARY

The Town is experiencing rapid growth and needs additional treatment capacity at the Central WWTP and is therefore proceeding with a facility expansion and upgrade project. The Project is summarized below:

- Facility expansion from 0.99 mgd to 2.5 mgd.
- Town Pre-Selected Equipment: Ovivo Fine Screens and Hydro International Grit Removal, Suez MBR, Trojan In-Vessel UV Disinfection, Aerzen blowers, and Fournier Dewatering Equipment.
- New self-cleaning wet well and submersible pump lift station to convey flows from new North Interceptor to Headworks Building.
- Intercept the facility's existing influent pipe to the lagoons and divert flows by gravity to the new Headworks Building
- Construct new headworks, including new CMU building, influent flow monitoring flume, fine (2-mm) screens, vortex grit chamber and washer, automatic sampler, and odor control.
- Construct new equalization basin and associated pumping system that will provide a homogenous and constant flow to the secondary treatment process.

- Construct new cast-in-place concrete secondary treatment basins for an A2O (anaerobic-anoxic-oxic) treatment process. Provide aeration piping, diffusers, mixers, and submersible pumps. Basins will be designed with provisions to accommodate a future 5-stage Bardenpho process (anaerobic, pre-anoxic, oxic, post-anoxic, oxic) if required by future more stringent discharge limitations.
- Construct new MBR Building (pre-engineered metal building) including MBR cassettes, MBR permeate pumps and backpulse tank, chemical, UV disinfection, blowers, return activated sludge (RAS) pumps, waste activated sludge (WAS) pumps, non-potable water pumps, dewatering equipment and polymer feed, electrical room, and bathroom.
- Construct new concrete at-grade, circular aerated sludge holding tank.
- Potential remodel the interior of the existing DAF Building to Administration Building (see Cost 2 Alternate herein). Work may include removal of the DAF units and associated equipment, construct new locker rooms, SCADA office, Supervisor's office, laboratory, break room, and storage space.
- Replace the existing chlorination and dechlorination disinfection with new ultraviolet disinfection to be housed in the MBR building.
- Decommission the existing lagoon system.
- Project Construction Budget
 - The Project is currently planned to be funded by the Town.
 - There is potential that alternative funding sources for the Project may become available through the Federal Infrastructure Bill, State Revolving Fund (SRF), and/or United States Department of Agriculture (USDA). Town may pursue these funding sources and as a result be required to publicly bid the construction services for the Project. Respondents to this RFP are made aware that the CMAR selection, construction schedule, funding, and other services may be revised per the outcomes of the Infrastructure Bill or regulatory requirements of SRF and/or USDA.
 - CMAR will work with design team to value engineer costs that meet the Town's budget.

3. GENERAL INSTRUCTIONS

The selected CMAR will become a member of the Town's Project Team, which will consist of the selected CMAR Firm, Contract Operations (Ramey Environmental), Professional Engineer (AQUA Engineering), and Town's staff. The selected CMAR Firm will provide design phase consulting services to assist the Town and AQUA Engineering in developing a final GMP and project schedule. Upon completion of design phase services, and if an agreement is reached between the CMAR and Town on the GMP and Schedule, the selected CMAR Firm will be contracted to provide construction phase services. Refer to this RFP's attachments for additional details about the design and key project elements.

3.1. QUALIFICATIONS

CMAR firms will be evaluated against the following qualification requirements:

- Project Experience:
 - CMAR firm shall have experience as a general contractor in the construction of at least five (5) municipal wastewater treatment plants through substantial completion within ten (10) years prior to the date of this RFP.
 - These projects shall have a minimum construction contract amount of \$10,000,000 and a minimum treatment capacity of 1.5 million gallons per day (MGD).
 - ◆ Submit a minimum of three (3) featured project references. Firms may supplement project reference worksheets with project data sheets or other information CMAR firm deems necessary for consideration in the evaluation.
 - ◆ The proposed Project Manager and Project Superintendent shall have worked on at least one of the aforementioned featured projects, either individually or as a team.
 - Submitted applications that do not meet the above project experience requirements will be rejected.
- Track record of project completion based on feedback from project references regarding CMAR firm's construction quality, project management, communication, and scheduling management.
- Location of permanent place of business as it relates to potential mobilization costs.
- Experience and degree thereto with projects of similar size and scope.
- Key personnel committed to the project.
- Safety rating and history of compliance with Occupational Safety and Health Administration construction industry standards.
- Financial situation and having sufficient staff, resources, and technical experience to perform the work properly and expeditiously.

3.2. PRE-BID MEETING AND SUBMITTAL DEADLINE REQUIREMENTS

No mandatory pre-bid meeting will be held, but responding firms may attend an optional site visit on September 15, 2022 starting at 9 a.m. at Town Hall (450 S Parish Ave, Johnstown, Colorado 80534).

Proposals for the Town of Johnstown Central WWTP Expansion Project, Design Phase Services must be received by the Town and AQUA Engineering by the proposal deadline of **2:00 p.m. September 27, 2022**. Proposals received after this time will not be accepted. Town Representatives shall receive one (1) electronic (PDF) copy of the submittal by the deadline. No hardcopies of the proposal are required.

Proposal submittals are to be marked "[CMAR Firm Name] Proposal – Johnstown Central WWTP CMAR".

Town Representative information is included below:

Town/Owner	Engineer
Ellen Hilbig, Utilities Director	Craig Matsuda, PE, Project Manager
Town of Johnstown	AQUA Engineering
ehilbig@johnstownco.gov	craig.matsuda@aquang.com
450 S Parish Ave, PO Box 609	5325 S. Valentia Way
Johnstown, Colorado 80534	Greenwood, Colorado 80111

To ensure successful delivery of proposals, emailed PDF documents shall not exceed 10 MB. Emailed links to Dropbox or other file transfer sites are acceptable for larger files.

3.3. QUESTIONS AND CONTACT INFORMATION

All questions relating to this RFP shall be directed to Craig Matsuda, P.E. in writing via email at craig.matsuda@aquang.com. Deadline for questions is 3 p.m. on September 19, 2022.

4. SCOPE OF SERVICES

4.1. DESIGN PHASE SERVICES

The selected CMAR will be provided a contract for professional design phase services with the Town. That agreement will provide for specific services and compensation for project team activities other than construction phase services. The proposed Design Phase services and activities are listed below, in addition to requirements included in the attached sample CMAR Contract.

- Participate as a member of the project team in evaluating alternative facility arrangements, construction materials, and sequencing of construction which may affect the selection, design and arrangement of project components.
- Provide input and feedback regarding comparative cost of implementation of required facilities as defined by the project team.
- Provide value engineering assistance to determine options that may reduce the total construction costs of the project (for example, help determine if locating the proposed headworks on top of the proposed equalization basin will reduce total costs).
- Identify appropriate subcontractors and material suppliers that will be invited to participate/bid in the pricing and/or construction of the project. Suitability will be determined by concurrence of the entire project team.
- Assist and participate as a member of the project team through completion of construction documents providing a revised estimate of probable costs at approximately one or two additional intervals during completion of the drawings and specifications.
- Participate as a member of the project team in evaluating Building Code compliance issues for proposed construction. This will be a responsibility of the CMAR who shall meet the contractor licensing requirements of the Town.

- Prepare final construction project costs in the form of a Final Guaranteed Maximum Price (GMP). The Town may accept the Final GMP and use it as a cost basis for the CMAR contract, or reject the final GMP, which would terminate the design phase agreement.

5. FUTURE POTENTIAL ADDITIONAL SERVICES

5.1. CONSTRUCTION PHASE SERVICES

Upon completion of the Design Phase and at the Town's discretion, the Town and CMAR Firm may enter a separate Construction Phase CMAR contract, on a cost-plus basis with a Guaranteed Maximum Price. These services may include the following, in addition to the requirements included in the attached CMAR Contract.

- All construction management and construction services required for construction, implementation and start-up of operation of the new facilities.
- Project management and superintendent services.
- Subcontractor bid package preparation, advertisement, pre-bid meeting, bidding services, contracting, coordination, payments, and reproduction services.
- Self-performed construction work as elected after bidding processes.
- Preparation of monthly payment applications.
- Organization of weekly (or as-required) construction progress meetings.
- Responsibility for all temporary construction facilities, job site management, clean-up, access, deliveries, and safety.
- Change Order preparation, coordination, and execution.
- QA/QC, materials testing, start-up, commissioning and training of desired Town staff on systems.
- Close-out documentation (O&M manuals, As-built drawings/documents, Warranty, Mechanics Lien release and Bonds as required).
- Project permitting of local authorities having jurisdiction (AHJs), for examples electrical, building/zoning, plumbing.
- Maintenance of performance and payment bonds during the project execution and maintenance of the performance bond through the warranty period following substantial completion.
- Maintenance of necessary and specified insurances during the project implementation and execution.
- Other required services for project completion outlined in the CMAR contract and general/supplemental conditions.

5.2. SCOPE OF WORK BY AQUA ENGINEERING

As part of the Project Team, AQUA (and its subconsultants) will be responsible for coordinating the design, progress review(s), preparing a coordinated set of Final Design Documents, and limited construction phase engineering services. Specifically, AQUA will provide the following services as follows:

- **Design Phase:** Organize design progress meetings, and produce progress drawings and specifications. Present detailed project scope, request and review CMAR's GMP, and participate in GMP negotiations as requested by the Town.
- **Construction Phase:** Attend periodic construction progress meetings; produce bid package drawing and specification sets; review schedules, pay applications and change orders; review submittals, requests for information (RFIs) and O&M data; perform periodic construction inspection services, recommend Substantial and Final completion; other related duties to support the contract between the CMAR and the Town.

6. PROJECT SCHEDULE AND KEY DATES

The preliminary project schedule is generally outlined in the table below. It is anticipated that design work, equipment and material procurement and construction work may proceed in phases. Continuation of design, constructability review, and scheduling for the project is expected to begin immediately after a CMAR is selected and a design phase agreement is executed with the Town. Key dates are summarized in the table below.

Activity	Date
RFP Release Date	September 6, 2022
Optional site visit (9 a.m.)	September 15, 2022
Final Written Questions (3 p.m.)	September 19, 2022
Proposal Due (2 p.m.)	September 27, 2022
Anticipated Design Phase CMAR Award	October 3, 2022
Design Completion / Submit Final GMP	November 2022
Construction Start (at latest)	April 2023
Project Substantial Completion (at latest)	March 2025
Project Final Completion (at latest)	April 2025

7. CONDITIONS OF PROPOSAL

- All proposing firms shall comply with the conditions and requirements of this RFP.
- The proposal must be signed by an authorized official of the proposing firm.

- Pricing in proposals must be valid for (90) days after the proposal due date.
- The Town reserves the right to reject any and all proposals or any part thereof. This right further allows the Town to award the proposal to the most responsive and best qualified proposing firm as deemed in the Town's best interest.
- All costs, including travel, incurred to prepare proposals shall be borne solely by the proposing firm.
- The Town reserves the right to negotiate a final scope of supply and services and terms with the selected CMAR that may vary from those included in this RFP.
- The Town will not return proposals or other information supplied from proposing firms.
- The Town may extend invitations to interview selected firms during the selection process.
- The selected CMAR firm will be required to enter a CMAR Contract with the Town for design phase Professional Services. Selected CMAR will also be required, if selected by the Town for construction, to enter a separate Construction Services agreement. See the attached status set of specifications for an example CMAR construction phase agreement. Submitting CMARs are required to review this agreement and shall indicate their willingness to execute this Contract. The Town will consider other forms of agreement or requests to modify the Contract language only if such requests are presented with your proposal.
- Proposals shall follow the format prescribed below and will be evaluated by AQUA and the Town.

8. PROPOSAL FORMAT AND CONTENT

Proposals shall be concise and complete; and will exhibit the CMAR's understanding of the project, including identification of methods and resources to be used for completion of the CMAR services. Each proposal shall be organized using dividing tabs/bookmarks labeled per the tab list below. Supplemental information, as necessary, can be included in an appendix, located after the tabbed sections; please limit supplemental information to only relevant material as it pertains to the CMAR's *related* experience and qualifications. The proposals shall include demonstration of personnel and professional qualifications together with proposed basis of pricing of all services to be provided by the firm.

TAB A: Cover Letter

Provide proposal introduction and the following:

- legal name of firm and any previous names of firm in last 10 years, and date established
- contact person for this proposal, with contact person's title, phone number, e-mail address, street and mailing addresses

TAB B: Project Approach and Detailed Scope of Work:

Describe your proposed Project Approach and Scope, addressing:

1. Suggested bid packages, construction sequences, means and methods
2. Value engineering ideas

3. Input on factors such as cost, ease of installation, delivery schedule, quality, potential contracting or construction issues
4. Uninterrupted operation of existing treatment system during construction
5. Partnering
6. Coordination with operational staff
7. Method of establishing a project contingency and who controls the use of the contingency and procedures for justifying use of contingency funds.

Comments and suggestions regarding the proposed Contract Documents. If desired, propose alternate Contract Documents. The Town will consider other standard CMAR Contract Documents in lieu of the sample Documents included in this RFP.

TAB C: Cost Proposal:

As part of the CMAR Construction Phase Contract negotiations the scope of the work and GMP will be established. The project is being funded by Town reserves and a municipal bond. It is the Town's intention to minimize the final cost to complete project. Any savings will be accrued to the Town.

▪ Design Phase Services:

Provide hourly rates for the proposed key project staff from your firm (and subcontractors if necessary) for assistance to the project design team during the design phase of a project. Present these rates in a unit pricing format for each of the CMAR's representatives, staff members, and/or subcontractors that are proposed to participate as members of the project team in the design phase activities.

Provide a total design phase budget and itemized scope based on the following:

1. Project team conferences: 10 virtual conferences (Teams, Zoom, or equal), two hours each, attended by CMAR's recommended project team members (identify members in proposal)
2. In-house project estimating and other design phase services: 120 hours total
3. Other costs if the CMAR considers inclusive of design phase services; e.g., reproductions, travel time, that it should be compensated.

▪ Preliminary and Final GMPs:

Provide 60% GMP with proposal. The 60% GMP shall be presented as two costs:

- Cost 1 - Base GMP: Includes all components of the project less the Administration Building
 - Includes generally, but not limited to, all work, equipment, and materials associated with the Influent Pump Station, Headworks, EQ Basin, Secondary Process Basins, MBR Building, SHT, and yard piping.
- Cost 2 – Alternate 1: Includes only the costs within the Administration Building footprint.
 - Excludes all components within Cost 1 above.

- Includes all work associated with the Administration Building (lab, offices, breakroom, locker rooms, plumbing, mechanical room, HVAC, etc).

Selected CMAR in the design phase services will also be required to develop a Final GMP for the Central WWTP Expansion Project in the format proposed for use in the project if awarded the construction contract. Final GMP may or may not include the Alternate 1 costs above. In the proposal, discuss how the Final GMP will be determined for construction phase of the project. At the Town's discretion, the Town may have the Final GMP evaluated by a third party of the Town's choice. In addition, included in or as a supplement to the Final GMP; provide the following:

1. Itemized unit labor cost for personnel on the CMAR's staff expected to be involved in the project; i.e., cost per hour by job title or labor classification. Itemize for each labor category the unit payroll cost and the direct labor overhead cost applicable to each labor hour charged.
2. Provide the factor, percentage or lump sum, or other manner of pricing of the CMAR's general overhead required to be compensated during the construction phase.
3. Provide a detailed description and manner of determination of the CMAR's fee and/or profit factor desired to be attained and priced in the GMP.
4. Describe your approach to developing a cost to complete this project. How will this affect your firm's design input?
5. Describe contingency, how it is managed, and use of contingency.
6. Describe your approach to developing value engineering ideas through construction delivery to enhance the work product while potentially saving cost.
7. Provide an itemization, if any, of CMAR's overhead, fee, and/or profit to be applied to both materials and subcontractor costs incorporated into the project.
8. Provide an itemization of the CMAR's proposed equipment and temporary facilities to be used and/or installed at the project site together with applicable unit pricing proposed for compensation throughout the project. Examples include company owned vehicles, field office, storage facilities, toilet(s), dumpster(s)/ debris disposal. Include any project specific operation and maintenance costs (communication services/equipment, employee accommodations. When describing equipment, address owned, leased or rented equipment. Include a description and example of the way a "small tool allowance" and expendable tools and parts will be compensated.
9. Describe the approach, general facilities, and basis of compensation for construction and maintenance of a temporary power system during construction.
10. Describe any additional cost elements or factors applied to project labor, materials, equipment or subcontractor's costs to determine the final GMP.
11. Itemize and describe the rates and/or other cost factors in providing comprehensive general liability, auto liability, and builders risk insurance during the construction period.
12. Describe and itemize the rate applicable to this project which will be utilized to determine the payment and performance bond premiums for the project.

13. Itemize those factors involved in change orders, contract modifications order and/or adjustments to the GMP including supervision allowance (i.e., percentage of direct labor hours, cost or other approach), labor and material markups and overhead and profit percentages if they are different than the factors used in determining the initial GMP.

Proposals **MUST** submit the above requested information.

The selected firm is expected and required to have a completely open-book policy on all pricing of work.

TAB D: Project Schedule:

Provide a proposed project schedule, including major activities for each task for design phase, GMP preparation and review, Bid packages preparation, bidding and award, equipment procurement, construction, programming, testing and startup. Identify critical path elements of the project in the schedule.

TAB E: Project Team: Resource Commitment, Capabilities and Experience:

General

- Provide a detailed response to the qualification requirements outlined in Section 3.1 above.
- Additionally, list current projects under construction including owner's name and contact information, contract price, percent complete, scheduled completion date and brief description of the work. Describe recent experience completed in the last ten years by the firm, highlighting any partnering or CM experience, including experience of key staff with similar owner/engineer/construction manager teams.

Staff

It is expected that the CMAR's key personnel assigned to the project will remain fixed throughout the design and construction phase of the project, unless mutually acceptable arrangements are made otherwise.

- Submit the following information regarding staff that will be dedicated to the project:
 - Job descriptions of key positions (e.g., project manager, project superintendent(s))
 - Onsite project manager
 - Project engineer
 - Cost estimator
 - Others as appropriate
- Names and experience and qualifications of individuals proposed to fill key positions.

Safety

- Provide the firm's OSHA reportable accident rate and current workman's compensation insurance multiplier for the last 3 years.
- Address your company's safety program and any additional information that would be useful in showing your approach to a safe work site.

Subcontractors

- List subcontractors that you have working relationships with that might be used on this project.

Construction Sequencing and Scheduling

- Describe the scheduling software firm typically uses for sequencing tasks and scheduling subcontractors, materials and equipment. The Town will require that an industry recognized software (e.g., Microsoft Project, Primavera P6 or other equivalent) is used to develop and manage the project schedule; fully baselined, critical path shown and float managed.
- Describe the way in which firm develops and maintains project schedules for projects of this size and nature.
- Describe process and frequency for updating project schedules and how your firm works to overcome challenges and works to maintain the original completion date.
- Describe process and software for managing short term duration schedule (i.e. two or three week look ahead schedules)
- Submit an example of a total and short-term project schedule for a similar-sized project.

Quality Assurance/Quality Control

- Provide details on firm's quality control program. Explain how firm administers a quality control program during construction, how performance measures are documented and how quality issues are addressed.
- Provide examples of when firm exceeded quality standards, gained industry recognition or received quality awards.

Financial Statement

- Short listed firms may be required to submit a financial statement upon request.

Banking Reference

- Provide the name, address and phone number of the firm's banking reference.

Bonding Company/ Insurance Company and Information

- Provide the name, address and phone number of the firm's bonding agent.
- Provide a letter from the bonding agent indicating the firm's bonding capacity is adequate to undertake this work.
- Provide the name, address and phone number of the firm's insurance agent(s). Provide certificate of insurance outlining coverage and policy limits. Confirm that coverage can be extended for work on this project. Town and Engineer shall be listed as an additional insured. Note any current claims that will affect coverage limits available to the Town for this project.

TAB F: References:

- Provide three (3) client references (project name, contact person and phone number) for projects that are similar in size and scope, and best demonstrates the firm's ability to complete the proposed project successfully.

9. EVALUATION CRITERIA

CMAR firms will be evaluated on the following qualification criteria.

1. Scope of Proposal - Does the proposal show an understanding of the scope of the project and methodology to be used in the design and construction phases to achieve desired results for the project?
2. Assigned Project Team - Does the proposed team have the necessary skills and experience to fulfill the requirements of the project? Are the key staff members and subcontractors, if applicable, available to do the work?
3. Safety Record - OSHA Illness/Injury Rate, OSHA Lost Workday Incidence Rate and Workman's Comp Experience Modification Rate Insurance multiplier.
4. Firm Experience - Has the firm provided CMAR services on projects similar in scope to this project? Was this work of a high quality in nature? Does the firm have experience, equipment, manpower and finances to complete the work?
5. Design Phase Cost - Are the proposed design cost rates reasonable and competitive?
6. Construction Cost - Do the proposed construction cost factors compare favorably with industry standards and other firms' construction cost factors?
7. CMAR and Construction Performance / References - Do the referenced projects reflect favorably in respect to completion within the contract schedule, cost, and number of change orders and claims? The Town will check references for overall performance, timetable, completeness, budget and job knowledge of selected projects/references.
8. Schedule - How quickly can the firm dedicate resources to complete the work? Ability to meet desired schedule is very important.

The Town may interview one or more proposal respondents as finalist(s) for consideration.

END CMAR RFP INSTRUCTIONS

Attachments to this RFP:

1. Pre-Selected equipment proposals and Notices of Awards
2. Site photos
3. Current design drawings and specifications (approaching completion of 60% design)
4. Site Application and Engineering Report (includes geotechnical report and other project background information that will inform CMAR proposals)