



LOCAL GOVERNMENT HEALTH INSURANCE BOARD

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Michael Gillespie
Chairman

William L. Ashmore
CEO

March 8, 2021

REQUEST FOR PROPOSALS – NEW CONSTRUCTION – OFFICE BUILDING

Dear Prospective Vendor:

The Local Government Health Insurance Board (LGHIB) is a state agency that administers a health insurance plan for various counties, municipalities and other local government related entities throughout the state of Alabama. Currently, the LGHIB shares office space with another state agency. The LGHIB is investigating the feasibility of the design and construction of its own, stand-alone office building to house its operations. This office building is envisioned as a project of momentous importance that will serve as the LGHIB's residence for many decades.

The LGHIB is soliciting proposals from qualified firms to provide Construction Manager as Agent services for the project. The LGHIB is seeking a firm that will work hand in hand with both the LGHIB and the design team to form a strong relationship over the entire design, bidding, construction and closeout process so that all parties will be effective team players that understand the project needs and have a vested interest in the project's outcome.

The information contained in this Request for Proposals is organized as follows:

1. Project Information
 - a. Project Description
 - b. Preliminary Project Budget
 - c. Preliminary Project Schedule
 - d. Schedule Development

2. Required Proposal Information
 - a. Company Information
 - b. Relevant Experience
 - c. General Approach
 - d. Specific Approach
 - e. Staffing and Organization
 - f. Contract Type
 - g. Fee

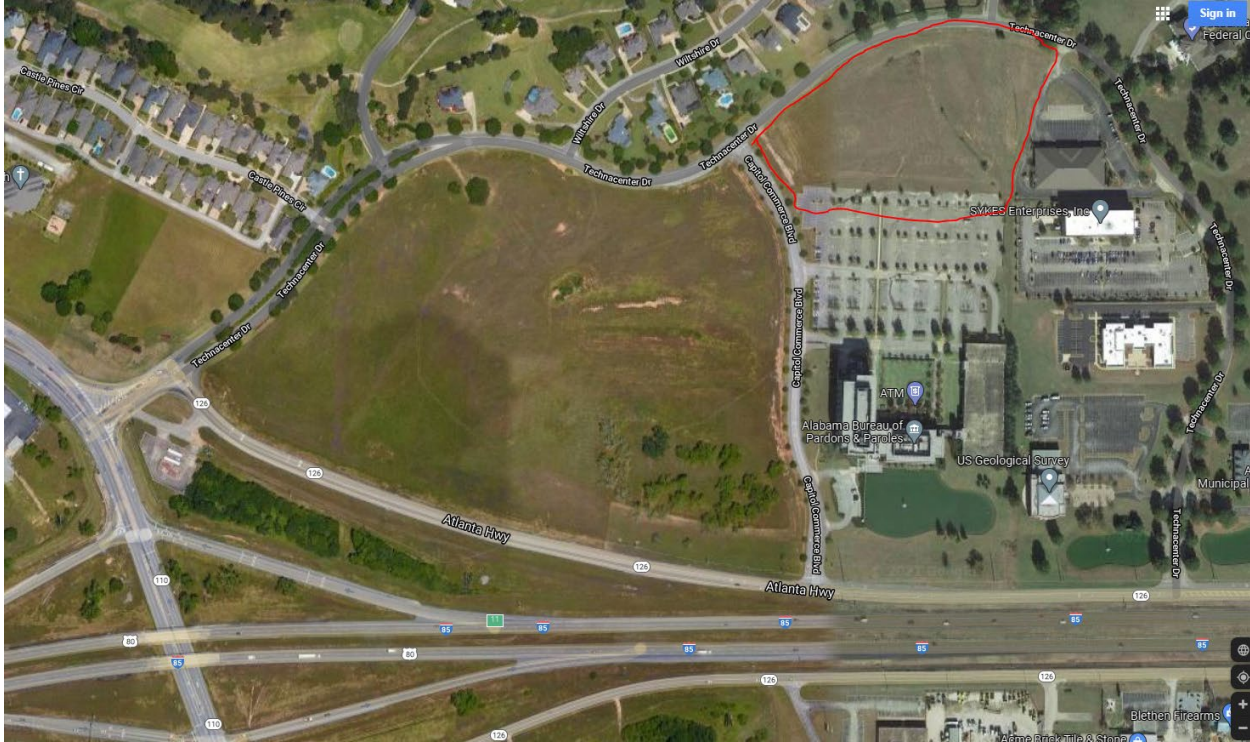
3. Instructions, Proposal Format, Schedule, Inquiries
 - a. Proposals Due
 - b. Pre-proposal Conference
 - c. Inquiries
 - d. Interviews

4. Reserved Rights and Opportunity

1. Project Information

A. Project Description:

1. Site: The site is located on approximately 7.4 acres of land off I-85 (Exit 11) at the corner of Capitol Commerce Boulevard and TechnaCenter Drive.



Project Site (shown outlined in red)

Program: The new LGHIB office building will be approximately 20,000 to 30,000 square feet in a new multi-story facility that will primarily include: Board conference room (capacity of 50), executive offices and various workstations, conference rooms, kitchen/break room and IT infrastructure.

Sustainability: The project will be designed and constructed with sustainable principles that will be investigated and researched during the design process, but at this time the project will not pursue LEED Certification.

B. Preliminary Project Budget: An overall project budget has not been fully defined at this time until the final space programming process has been completed to determine the exact size and needs of the project.

C. Preliminary Project Schedule:

- a. **Current Status:** The LGHIB has had a preliminary meeting with architectural firm Seay Seay & Litchfield to discuss in broad terms the LGHIB's needs. No preliminary designs or drawings have been started. A Phase I Environmental Site Assessment and Geotechnical Subsurface Investigation have been completed.

- b. **Schedule Overview:** A preliminary design and construction schedule has been developed by the LGHIB staff that includes general overview timeframes. The preliminary schedule anticipates finalizing the design phase in the Spring of 2021 followed by the bidding and construction process with complete occupancy envisioned for early 2023.
- c. **Schedule Development:** The Architect and the Construction Manager will work together to develop the schedules; however, it is currently anticipated that the Architect will be primarily responsible for the Design phase schedule and the Construction Manager will be primarily responsible for developing the bidding and construction schedule.

2. Required Proposal Information

Provide specific responses to the following information. In an effort to reduce your preparation time and the LGHIB's review time, additional marketing information of a general nature should not be provided if not applicable to the items listed below.

A. Company Information:

- 1. Provide a general company overview.

B. Relevant Experience:

It is important to understand your experience with the Construction Manager as Agent approach for state agencies or other clients because this will be a working relationship that will span 18-24 months. Your track record for successful projects of a similar approach is important.

1. Examples:

- a. Provide no more than three examples of projects with a similar Construction Manager as Agent approach.
- b. These examples can, but do not have to, be state projects that are similar in scope. Rather, it is important to provide effective examples that are similar in size and the approach to the number of multiple bid packages.
- c. Explain your general strategy for the number and type of bid packages for each of these projects.

2. References:

Provide client reference contact information for the project examples, as well as any other applicable references.

C. General Approach:

- 1. Describe your general approach to this project.
- 2. You may propose a level of service commensurate with the size of the project. (i.e. more hours in pre-construction and less hours for construction inspection)

D. Specific Approach:

Describe your specific approach to:

1. Preconstruction Services:

- a. Scheduling
- b. Constructability Reviews
- c. Collaboration with Design Team to complement their supervision and responsibilities of the design and construction documents phases.

2. Cost Estimating:

- a. The Construction Manager will be responsible for cost estimating during the design phase, with minimum reviews at SD, DD, 50% CD, and 90% CD as the project design progresses.
- b. Describe your approach and proposed frequency and number of estimates.
- c. It will be the responsibility of the Construction Manager to work with the LGHIB and design team to review product and system options at each phase of design to help determine the best decision for each. Cost studies of options will be required as part of this process.

3. Contractor Management:

- a. Describe your approach to managing multiple contractors on a jobsite to ensure quality, maintain the schedule and foster positive relationships between all parties.
- b. Describe your approach to reducing or eliminating potential Contractor arguments concerning scope and responsibility between packages.

E. Staffing and Organization:

1. Staffing:

- a. General: Describe how the project will be staffed through each phase (design, bidding, construction, closeout).
- b. By Phase: Understanding that each phase may not require the same amount of staff, specifically describe the number of staff envisioned for each phase of work (design, bidding, construction, closeout), and how they will be organized.
- c. Construction: Describe your staff quantity and roles during the construction phase, and who will be devoted on-site.

2. Key Personnel:

A successful team relationship is key to the LGHIB. Describe who will be fully devoted to this project as the primary (and secondary, etc) contact on a daily/weekly basis with the LGHIB and Design Team, throughout all phases of the project. If there are changes in key staff envisioned in your approach between phases of the project please describe your strategy.

3. Resumes: Provide for key personnel.

F. Contract Type:

1. The contract type is planned to be the AIA C132 Standard Form of Agreement Between Owner and Construction Manager as Adviser.
2. The LGHIB will work with the selected company to finalize details.
3. Before a contract is signed, the Contractor awarded the contract must submit the following completed forms (see attachments):
 - Certificate of compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Ala. Code § 31-13-1 *et seq.*)
 - Immigration Status Form
 - State of Alabama Disclosure Statement - §41-16-82 of the Code of Alabama requires a disclosure statement to be completed and filed with all qualifications, proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of \$5,000.00.

G. Fee: The selection of a Construction Manager will not be made solely on the basis of fees as the relationship and effectiveness of all team members is of critical importance to the success of this project.

Submit a total, lump sum "not to exceed" fee proposal for your services based on the scope required to complete the project with full participation of the Construction Manager.

1. Identify fees vs job costs
2. Provide direct personnel expenses
3. Outline reimbursable costs (in-office, job site costs, include cost of a job trailer for CM and space for meetings, other costs), with a not to exceed estimate.
4. Outline any services not covered in your cost that may be required to provide full Construction Management services.

3. Instructions, Proposal Format, Schedule, Inquiries

A. Proposals Due: Please submit three (3) bound hard copies (8.5x11) and one (1) electronic copy of your proposal addressing the above information no later than 5:00pm, Monday, March 22nd to: David Hilyer, General Counsel, Local Government Health Insurance Board, 201 S. Union Street, Suite 200, Montgomery, AL 36104 or PO Box 304900, Montgomery, AL 36130.

B. Inquiries: Any questions you may have must be submitted via email to David Hilyer at dhilyer@lghip.org on or before Monday March 15th at 5:00 p.m. Responses will be posted on the LGHIB website (www.lghip.org) on or before Wednesday, March 17th at 5:00 p.m.

C. Interviews: Based on the proposal submissions the LGHIB may decide to conduct shortlist interviews prior to making a selection. If interviews are conducted they will occur within two to three weeks of the proposal submittal date. Interviewees will be contacted ahead of time to coordinate interview dates, times and preparation needs.

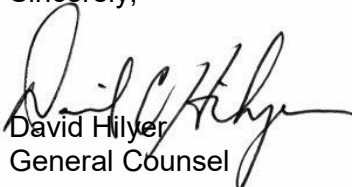
4. Reserved Rights and Opportunity

The LGHIB reserves the right to reject any and all proposals submitted in response to this RFP, in whole or in part, and to not award a contract pursuant to this RFP or cancel this RFP if it is considered to be in the best interests of the LGHIB. In addition, the LGHIB will make all final decisions about the design and construction of the project, after consultation with the architect and construction manager. The LGHIB further reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendment(s) or clarification(s).

The selected Construction Manager shall be an equal opportunity employer that encourages participation in the project from Contractors and vendors regardless of race, color, national origin or sex.

The LGHIB is excited about this project and its value to the members and employer units we serve, as well as our employees. We thank you in advance for your time and consideration of this effort in an effort to help us find the best fit for our specific needs.

Sincerely,


David Hilyer
General Counsel