

Center City PCS
Request for Proposals (“RFP”) for
Owner’s Rep/Construction Management Services

Mission and Project Overview

Center City PCS (“Center City”) serves approximately 1,400 students in Pre-Kindergarten through 8th grade at six campuses nestled in neighborhoods across the city. Center City empowers our students for lifelong success by building strong character, promoting academic excellence and generating public service throughout Washington D.C.

Center City recently purchased a two-story 20,000/sf facility with a plan to re-develop the facility into a science center and a hands-on maker space. Page Architects has been selected as the design firm for the project. The general contractor will be selected via a competitive bidding process later in 2022 or early in 2023. The existing building is a former warehouse with an open floor plan, Center City is designing the space with an eye on managing the build out budget to no more than \$400/sf with the overall (architect/engineering/permit/construction) project budget anticipated to be \$8M.

Center City has engaged The Elevate Group to assist in overall project management. Per this scope, Center City has already led all activities tied to site acquisition, project team assemblage and early draft hard and soft cost budget development. Further note that the design team has produced what is close to 50% construction documents and that Page Architects is working to actively refine the drawings and the final GMP construction budget. Any respondents to this RFP should propose pricing (or a basis for pricing) that considers the above context relative to project activity and progress to date.

Project Schedule

Present to December 2022 – finish permit set of drawings,

January 2023 – TBD - file for permit at DCRA.

Balance of schedule to be developed in coordination with the Construction manager selected via this RFP process, the architect and Center City based upon best estimates of permit acquisition timeline.

SCOPE OF ENGAGEMENT

Immediately Upon Selection:

1. Immediately upon selection the Construction Manager will work closely with Center City and its architects and consultants to become familiar with the specific requirements and background details of the Project and help finalize design and budget

development. As needed, the Construction Manager will coordinate with the GC and Architect to identify any necessary value engineering opportunities, as well as identify a set of elective add-alternate scopes of work that would be included in the Project if project savings are realized and/or contingencies are successfully preserved.

2. Upon being selected, Construction Manager will actively manage the budgeting of all soft and hard costs to ensure that overall Project activities stay within what is already a close to final total Project Budget as determined by the Project Team.
3. Construction Manager will be responsible for ensuring that all Project consultants timely produce any lender-requested documentation regarding the Project, including information relating to design, schedule, permits, contracts, and total costs.
4. As directed by Center City, Construction Manager will participate in all negotiations with public and regulatory bodies with respect to construction of the Project. Construction Manager will review and lead the efforts of Architect and/or the GC as needed to obtain all necessary governmental and quasi-governmental approvals, permits and authorizations necessary to timely complete the Project, including but not limited to, building permits and certificates of occupancy.
5. Construction Manager will coordinate with the GC to determine a final site management plan that supports safe and efficient construction activity and will monitor this closely throughout construction.
6. While Center City will lead all necessary community outreach efforts, Construction Manager will be required to support such efforts and, upon request, participate in meetings with representatives of community organizations and governmental agencies. Project Manager will participate in meetings with Center City leadership and/or its Board of Directors to deliver project updates as needed.

During Construction and Project Close-out:

1. Upon commencement of construction, Construction Manager will oversee and facilitate the GC's construction of the Project, attending regular construction and progress meetings with the GC, its subcontractors, the Architect, other Project consultants, and any Center City designated representatives. It is expected that the Project Manager attend meetings weekly and be on-site weekly during all of construction (at an agreed upon stage of the Project, these weekly on site meetings could be made less frequent).
2. Construction Manager will prepare or cause to be prepared by the GC monthly reports with respect to all construction activities.
3. Construction Manager will prepare management reports for Center City's review, which will compare actual expenses to the current Budget, along with schedule-related

updates and trends. In the event of any cost overruns, change order costs in excess of Project contingencies, or schedule delays, construction Manager will propose and execute on mitigation strategies.

4. Construction Manager will review all invoices submitted to Center City, confirm their accuracy, confirm that required lien waivers and other supporting documentation in connection with such invoices have been obtained and make recommendations regarding payment of such invoices. Project Manager will also prepare monthly draw requests for Center City to review in advance of transmission to Project lender(s).
5. Construction Manager will review the GC's quality control procedures throughout the construction process. Project Manager will recommend to Center City necessary or desirable construction, design and/or scope changes, participate in the negotiation of change orders (subject to Center City's approval), and review the records of executed change orders. All change orders will be subject to the approval of Center City; however, Center City may elect to delegate authority to Project Manager to execute certain change orders not exceeding a specified dollar amount without any Center City prior approval.
6. Construction Manager will review the construction work as it is being performed until final completion and acceptance by Center City and will work with the Architect to inform Center City whether the construction work complies with all terms and conditions of the Construction Contract. Project Manager will review the construction process to ensure that the actual construction schedule is consistent with the Schedule and will recommend to Center City adjustments to the Schedule with respect to any remaining construction work.
7. Construction Manager will participate in the inspection of the construction work for the purposes of facilitating any lender draw requests and work with the Architect to determine the date(s) of substantial completion of the construction work.
8. Construction Manager will work with the Architect to compile the GC's list of incomplete items and shall recommend modifications to such list in accordance with observations of the construction work. Project Manager shall consult with Center City relating to a schedule for completion of "punch list" items and other incomplete construction work. Once such list and schedule has been finalized, Project Manager will be responsible for maintaining the master list of punch list items and monitoring the correction of the construction work to be performed by the GC and/or its subcontractors. Project Manager will work with the Architect in the participation of inspecting the construction work to determine the date of final completion.
9. The Construction Manager will ensure and manage thorough operational testing of utilities, operational systems and equipment to assure their readiness for start-up and operation. Construction Manager will ensure that the GC (a) obtains and submits to Center City any guarantees, warranties, affidavits, releases, bonds and waivers required under the Construction Contract, and (b) turns over to Center City all keys, manuals

and other materials necessary or appropriate to the functioning and operation of the Project.

10. The Construction Manager, as needed, will support in the development of Center City budget for FF&E, low-voltage / security, and technology infrastructure needs and help to evaluate project needs with Center City staff and consultants, secure bids from service providers and coordinate with the general contractor and project team for a seamless installation before project delivery.

Submittal Requirements*

Any response to the RFP should be concise and clear. The response must be presented in the same order as the elements listed below. Respondents should submit their completed response electronically to:

- aprsmith@centercitypcs.org

Center City will apply the following objective selection criteria to determine the selected construction firms:

- Firm Qualifications - 30%
- Staff Qualifications - 20%
- Project Approach - 15%
- Price - 15%
- Minority Participation - 20%

The scoring will consider all material submitted in response to this RFP.

DUE DATE:

Responses are due on Friday November 4, 2022.

Requests for Clarification(s):

* On or before Friday October 28th questions or requests for clarification (“RFC”) regarding any information set out in this RFP may be submitting via email to aprsmith@centercitypcs.org

Deliverables

Proposals should be submitted with clearly corresponding sections to the following items below:

1. Cover letter summarizing your proposal.
2. Firm name, address, phone number, web address, and point of contact email.

3. Statement of Qualifications and history of the firm, including background of firm's executive management, number of employees, previous relevant educational experience inclusive of any charter school experience, and any previous experience in Washington DC.
4. Firm's approach to diversity and representation of people of color within its firm and on this proposed project team, inclusive of firm's overall and project team's diversity metrics.
5. Respondents will provide a scope of work and their proposed fee compensation structure for the Project, along with the basis for such compensation. If the respondent intends to use any outside consultants or services, please include the compensation structure for the use of such consultants or services in your response. Please be sure to include estimated fees (or proposed set fees) for any travel and reimbursements.
6. Provide a narrative of your firm's management approach and philosophy toward providing project management / owner's rep services, and how such an approach would apply to this Project. Providing Project-specific insights where applicable, please briefly discuss the following (and any other service components you feel are relevant to this Project):
 - a. Project schedule tracking,
 - b. Project Budget-to-Actual cost comparison, including an example
 - c. Invoice / Draw processing process
 - d. Project reports / updates
 - e. GC supervision and measures to ensure quality work and project management
 - f. Change order processing: managing assignment of costs and resolving any related disputes
7. Identify the key members of your proposed project management / owner's rep services team. Describe their respective roles and responsibilities and include a resume for each team member with a list of related/similar projects for which each team member has provided services. Provide a list of other projects to which each of the individual team members is scheduled to provide services throughout the duration of this Project (i.e., availability to dedicate requisite time to Project).
8. Contact information for a minimum of three references

Selection Process and Criteria

The Center City team will review the responses to the RFP. The final candidates may be invited to present to and interview with Center City's review panel. If warranted, interviews will be 45 minutes in length and will focus on the proposed project scope and timeline. If warranted, Center City will evaluate interview finalists, request any necessary additional information, and quickly make its selection.

Center City will develop and apply objective selection criteria, which will consider all material submitted in response to this RFP, along with all additional information gathered during the interview process.

Anticipated Selection Schedule (*subject to change if needed):

- **Response to RFP due: Friday November 4th**
- **Interviews/Presentations with Finalist Firms (if needed): November 9th or 10th**
- **Selection/Contraction Negotiation: Week of November 14th**