

# ASHLAND RURAL FIRE PROTECTION DISTRICT 1



## REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGER AT RISK

### Ashland Fire HQ/Station No. 1

**THREE (3) SIGNED COPIES AND ONE (1) ELECTRONIC COPY  
MUST BE RECEIVED BY:  
2:00 PM, JANUARY 9, 2025**

### **PROPOSALS SHALL BE LABELED AS SUCH AND ADDRESSED TO:**

Request for Proposals for Construction Manager at Risk  
Ashland Fire HQ/Station No. 1

Stan Smith, Fire Chief, Ashland Rural Fire Protection District 1  
Ashland City Hall  
2304 Silver Street, Ashland, NE 68003  
Attention: Jessica Quady

Questions will be received until **December 19, 2024** and should be directed to:  
Dalyn Novak, WSKF Architects  
dnovak@wskfarch.com

## **PART I: INTRODUCTION AND PROCESS**

### **1. Purpose**

Ashland Rural Fire Protection District 1 (hereinafter referred to as “the Fire District”) is requesting proposals from firms to provide a full range of services as Construction Manager at Risk (CMr) during the design and construction of Ashland Fire HQ/Station 1. The Fire District has selected WSKF Architects to provide design and construction administration services, and the CMr will work with the Fire District and WSKF Architects during the design phase, construction document preparation, and the construction process.

This Request for Proposals (RFP) is the first step in a three-step competitive process by which the Fire District will engage a CMr firm to provide construction management services. Step One will consist of a request for proposals, review of qualifications, and selection of a shortlist of firms who will proceed to step two. Step Two will consist of interviewing shortlisted firms and Step Three will be to review proposed fees only of those selected to interview, post-interview.

Ownership of all data, materials, and documentation originated and prepared for the Fire District pursuant to the RFP shall belong exclusively to the Fire District and be subject to public inspection. If any portion of the submittal is considered proprietary please note such in the submittal.

### **2. Project Information**

- a. The Ashland Rural Fire Protection District 1 in Ashland, Nebraska is dedicated to providing for the highest quality fire protection for the citizens and visitors in our community. Founded in 1911, the members of the Ashland Rural Fire Protection District 1 are dedicated to providing for the safety and welfare of the public through preservation of life, health, property, and the environment.

The Ashland Rural Fire Protection District 1 currently has 34 active members who volunteer their time to respond to emergencies for the City of Ashland as well as providing mutual aid emergency response to surrounding communities. Members attend monthly training sessions and officers also attend department and city meetings. For more information: <https://www.ashlandfiredept.org/>

- b. The Fire District and WSKF Architects have completed a preliminary design phase which determined the station will be approximately 25,322 SF. The building will likely be a pre-engineered metal building (PEMB) structure. Refer to Exhibit A for the preliminary design documents created by WSKF Architects.
- c. The project budget has not been set at this time. The Fire District would like for the selected CMr to provide a cost estimate as the first step of the project after selection to help set the project budget. WSKF Architects has provided a cost estimate to the Fire District but that estimated cost will not be shared with the prospective bidders at the fire board’s request.
- d. The project will be funded through a general obligation bond.
- e. The following is WSKF Architects’ Representative for the project:  
Dalyn Novak, RA NCARB LEED AP  
WSKF Architects  
110 Armour Road, North Kansas City, MO 64116  
816.300.4101, ext. 217

- f. Estimated Project Timeline: WSKF Architects envisions the following design schedule for the project:
- o Design Phase (SD, DD, CD phases)      January 2025 – Sept 2025
  - o Bidding / GMP      September 2025 – October 2025
  - o Construction      November 2025 – October 2026 (12 mos.)

### 3. Project Delivery System

The Fire District is seeking a Construction Manager at Risk (“CMr”) to provide preconstruction and construction services for Fire HQ/Station 1. The Fire District, WSKF Architects, and the CMr team (collectively the “Project Team”) will coordinate services in order to complete the project design and construction. The Fire District intends to enter into a Cost of Work plus a fixed fee and fixed portions of the general conditions with a Guaranteed Maximum Price (GMP) contractual arrangement with the selected firm. The Fire District anticipates using the AIA Document A133 – Standard Form of Agreement Between Owner and Construction Manager as Constructor and AIA Document A201 – General Conditions of the Contract for Construction. Final terms of the agreement will be negotiated with the selected CMr firm.

### 4. CMr Scope of Services

The following summary is intended to provide a general understanding of the Fire District’s expectations and is not all inclusive.

1. Preconstruction Services & Activities: Generally, Preconstruction Services will include working collaboratively as part of the Project Team on A) project scope, and B) materials selection, constructability reviews, cost estimating, and schedule input as the design proceeds from schematic design to final construction plans and development of the GMP. More specifically, the CMr will be expected to provide the following preconstruction services and activities as part of the Project Team:
  - a. Provide input to the Project Team during project scoping regarding the cost and schedule implications of constructing a new facility.
  - b. Review and consult regarding the selection of project materials, building systems, and equipment.
  - c. Provide analysis of the project plans, including input regarding constructability and feasibility of proposed conceptual design and schedule, phasing, and sequencing of construction.
  - d. Provide ongoing cost estimating support throughout the design process, more specifically cost estimates are to be provided, at a minimum, at the end of each design phase.
  - e. Develop an overall project schedule, including all activities from design through project completion. Design activities will be provided by WSKF Architects.
  - f. Provide construction cost cash flow projections.
  - g. Provide ongoing value engineering and constructability reviews, including input regarding means and methods.
  - h. Conduct a complete constructability and coordination review of the GMP package prior to finalizing the GMP.
  - i. Consult regarding the permits and governmental approvals that will be necessary for the construction of the Project.
  - j. Obtain required Permits.
  - k. Provide a proposed GMP when the Project Team determines that the drawings and specifications are sufficiently complete, at the end of Construction Documents Phase.

2. **Construction Phase Services:** After the GMP amendment is approved by the Fire District, the CMr may proceed with Construction Phase Services. The selected CMr shall incorporate the following elements into construction phase activities, along with all typical tasks associated with managing a project of this scope and scale.
  - a. Complete a final quality, coordination, and constructability review of the Construction Documents prior to issuing plans and specifications to bidders.
  - b. Manage the bidding process and evaluate proposals with the involvement of the Project Team.
  - c. Implement a formal project safety plan.
  - d. Provide on-going cost and schedule management throughout the construction process.
  - e. Conduct job site meetings with appropriate participants to review open issues, schedule work, and resolve pending or upcoming issues.
  - f. Prepare a monthly report with each progress billing that details project work status, pending issues, contingency status, schedule status, and project progress commentary with applicable job-site photos.
  - g. Complete construction of the work in strict accordance with the quality requirements established by the contract documents.
  - h. Maintain a record of “as-built” conditions throughout construction, which includes all field revisions. This includes .dwg and BIM formats.
  - i. Provide timely submission of operation and maintenance manuals, warranties, completed punch lists, submission of as-built field documents, and financial close out of the Project.
  - j. Provide on-site operational training to the Fire District for all major building systems.
  - k. Enforce and document compliance with current prevailing wage requirements and all other required federal, state, and local laws, rules, and regulations.

**5. Selection Timeline**

The timeline below is an estimation of activities required to complete the selection process. (Dates listed are subject to change.)

Distribute Request for Proposal	December 12, 2024
Deadline for Questions	December 19, 2025
Distribute Addenda (w/ Answers to Questions)	December 26, 2025
Proposals Due	January 9, 2025 by 2 PM
Notification to Shortlisted Firms	January 16, 2025
Interviews	January 30, 2025
Notification of CMr Award	February 6, 2025

**6. Evaluation Criteria**

Proposals shall be evaluated based on the criteria listed in Part II Submittal Requirements.

Following the deadline for Proposals, the Selection Committee shall evaluate each teams’ qualifications. The period of evaluation of the qualifications may be extended. Firms will be evaluated according to their response to the RFP. Based on the review, the most qualified firms will be short-listed and invited to in-person interviews. A maximum of three firms will be short-listed.

The Fire District reserves the right to reject any or all proposals determined to be nonresponsive. Any proposal that is not responsive to all of the material and substantial terms, conditions, and performance requirements of the RFP may be rejected. The Fire District also reserves the right to discontinue the selection and/or negotiation process if it determines it is not in the fire district's best interest, or to refrain from entering into an agreement with any of the responding or interviewed firms.

Questions and Addenda: Questions regarding this RFP shall be submitted by email to: Dalyn Novak, [dnovak@wskfarch.com](mailto:dnovak@wskfarch.com). If deemed necessary, addenda to the RFP will be issued by email from WSKF Architects to those who receive a copy of this document. No responses will be provided to questions submitted after the date and time indicated in the RFP schedule. No addenda will be issued after 5 p.m. on the date indicated in the schedule for this RFP.

## **PART II. SUBMITTAL REQUIREMENTS**

The following information shall be organized as follows and addressed in the Proposals. The Selection Committee will rely on the qualitative information contained and presented in the proposals, interviews, and reference checks in making the decision to select the most qualified firm to provide services. Selection criteria will be based on:

### **1. Cover Letter**

- a. Provide a one-page cover letter on company letterhead. Identify the primary contact for the CMr including telephone number and e-mail address. Include a statement about why Ashland Fire District should select your firm.

### **2. Firm Profile & Philosophy**

- a. Provide your company's background including, but not limited to, firm's history and ownership, firm's philosophy/mission/vision/values, office locations, years in business, and number of employees, etc.

### **3. Project Team**

- a. Provide a one-page organizational chart of key personnel including but not limited to the Project Executive, Project Manager, Superintendent and Preconstruction Manager.
- b. Provide a resume for each key individual detailing their name, title, description of their role and responsibilities, similar project experience, years of relevant experience, education, credentials, awards, and training relevant to the proposed project.

### **4. Relevant Project Experience**

- a. Provide a list of fire station projects the CMr has completed in the last 5 years.
- b. Submit relevant projects similar to the proposed project and include the following details for each: client, project name, description, construction cost, size, delivery method, client references, and photos.

## 6. Project Approach

- a. Preconstruction Services: Describe your firm's approach to project management, cost estimating/value engineering, current construction climate, schedule development, technology, and constructability review with the selected A/E partners.
- b. Construction Services: Describe your firm's approach to working with the fire district and design team; overall project communications, trade partner selection and bidding process including supplier diversity and local participation, budget management, change order management, schedule management, self-performed work, quality assurance/quality control program, safety, and closeout/warranty.

## 7. References

- a. Provide contact information (name, company, title, phone number and email address) for at least three recent clients and three architects/engineers whom your firm has worked with on similar CMr projects.

## 8. Financial Strength and Litigation

- a. Bonding capacity; provide a letter from your Surety indicating your firm's total and available bonding capacity.
- b. Certificate of Insurance outlining coverage and policy limits.
- c. Copy of your most recent audited financial statement.
- d. Arbitration & litigation claims history for the past five years.

## 9. Proposed Fees

- a. Provide the following information in a separate sealed envelope from the proposal. The sealed envelope with this information will only be opened by those selected for interviews after each interview.
  - i. Estimated Preconstruction Lump Sum Fee (including management staff time, overhead and profit beginning at the time of contract award and ending at the execution of the GMP amendment, \$).
  - ii. CMr Fee – Percentage of Cost of the Work (%).
  - iii. General Conditions (total cost for construction length of 12 months, \$).

## SUBMISSION

In submitting a Proposal in response to this RFP, the Respondent agrees to provide the services in accordance with the project scope. The Proposal shall follow the outline above and be concise. Failure to follow instructions may nullify the Proposal from consideration.

The submission will be sent to two locations, the Fire District as well as the Architect:

- MAIL or HAND DELIVER: Three (3) Signed Hard Copies with an Electronic Copy on a Flash Drive to the Ashland City Hall address noted on the front page.
- EMAIL: One (1) Electronic Copy emailed to Dalyn Novak at [dnovak@wskfarch.com](mailto:dnovak@wskfarch.com)

The deadline for submitting the Proposal shall be **January 9, 2025 by 2:00 pm**. Proposals received after the date and time will not be considered. The Fire District is not responsible for lateness or non-delivery by any carrier.

The time and date recorded by the Fire District shall be the official time of receipt. Proposals are to be prepared at no cost to the Fire District and will become the Fire District's property upon submittal.

The Fire District and selected Construction Manager shall agree to enter a mutually agreeable contract based on and including standard forms AIA A133 and A201. Should the firms not mutually agree on contract terms once selection is made, the firm will negotiate a contract with the next most qualified firm.

### **PART III. INTERVIEW & SELECTION PROCESS**

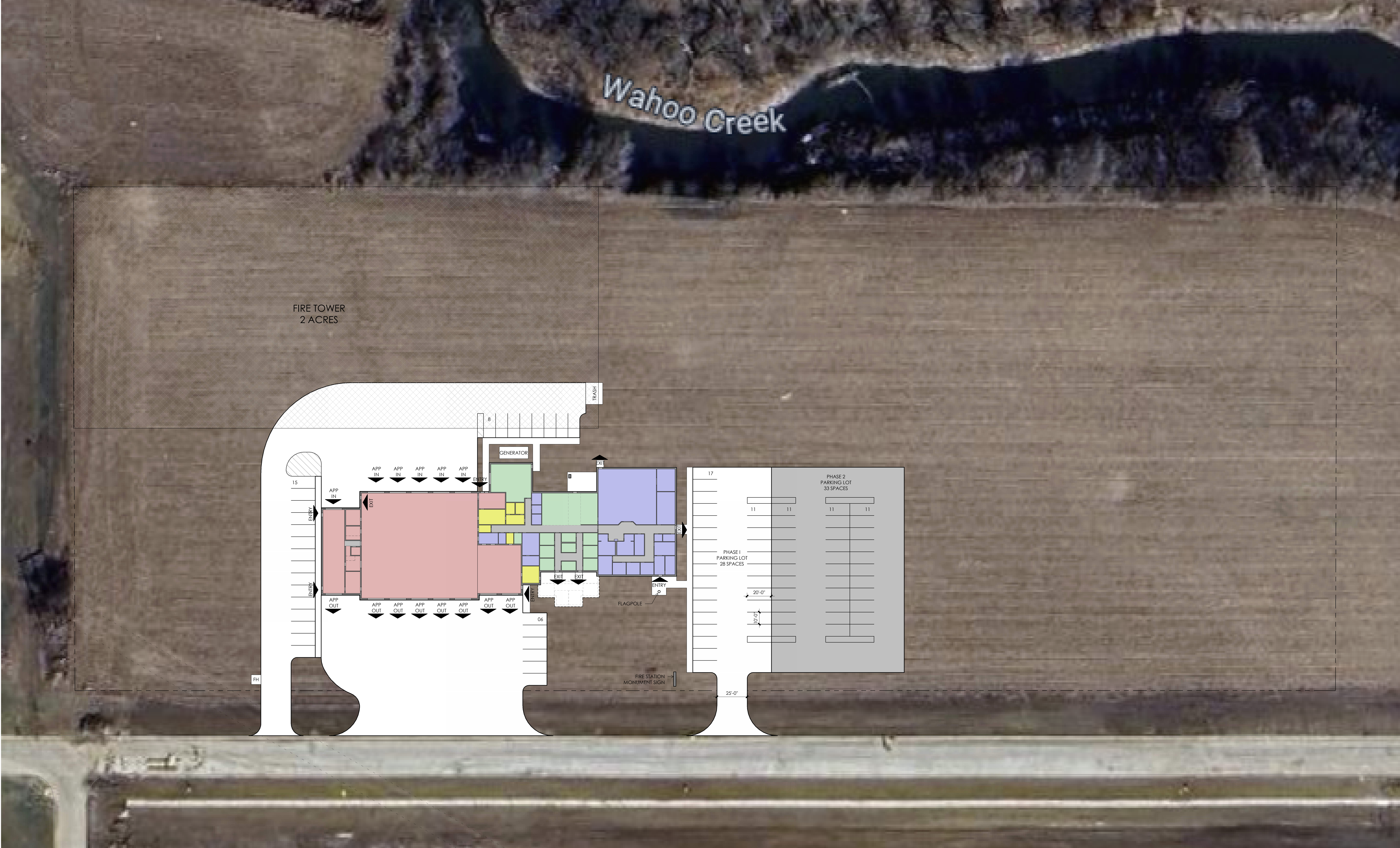
After the evaluation of the proposals, and as part of the evaluation process, the Selection Committee will interview shortlisted firms. Proposers will have 60 minutes (40 mins. for presentation and 20 mins for questions from the Selection Committee.)

Proposers may arrive 10 minutes before their interview time for set up of equipment and materials used for presentation purposes. Proposers are requested to present their project understanding and approach to the design and construction of the Project.

Proposers are required to bring those members of their team that will occupy key positions on the project such as, but not limited to: project executive, preconstruction manager/lead estimator, project manager, superintendent, and other team members you deem necessary to ensure the Fire District is interviewing individuals that will work on the project as primary contacts and managers.

Interviews are expected to be held on **January 30, 2025** at the Ashland Fire Department, 2402 Silver Street Ashland, NE 68003.

Upon completion of the interviews, the firms will be ranked. Unless all proposals are rejected, the Fire District will commence contract negotiations with the highest-ranking firm based on qualifications and proposed fees. If an agreement for services cannot be reached with the highest ranked firm, the Fire District will move to the second-ranked firm. The same process will be repeated with the other ranked firms if no such agreement can be reached. Upon successful negotiations with a firm, the Fire District may enter into a contract with the selected firm.



Wahoo Creek

FIRE TOWER  
2 ACRES

GENERATOR

FLAGPOLE

FIRE STATION  
MONUMENT SIGN

PHASE 2  
PARKING LOT  
33 SPACES

PHASE 1  
PARKING LOT  
28 SPACES

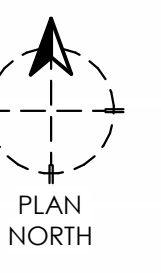
SITE PLAN  
1" = 30'-0"

WSKF, Inc. © 2024

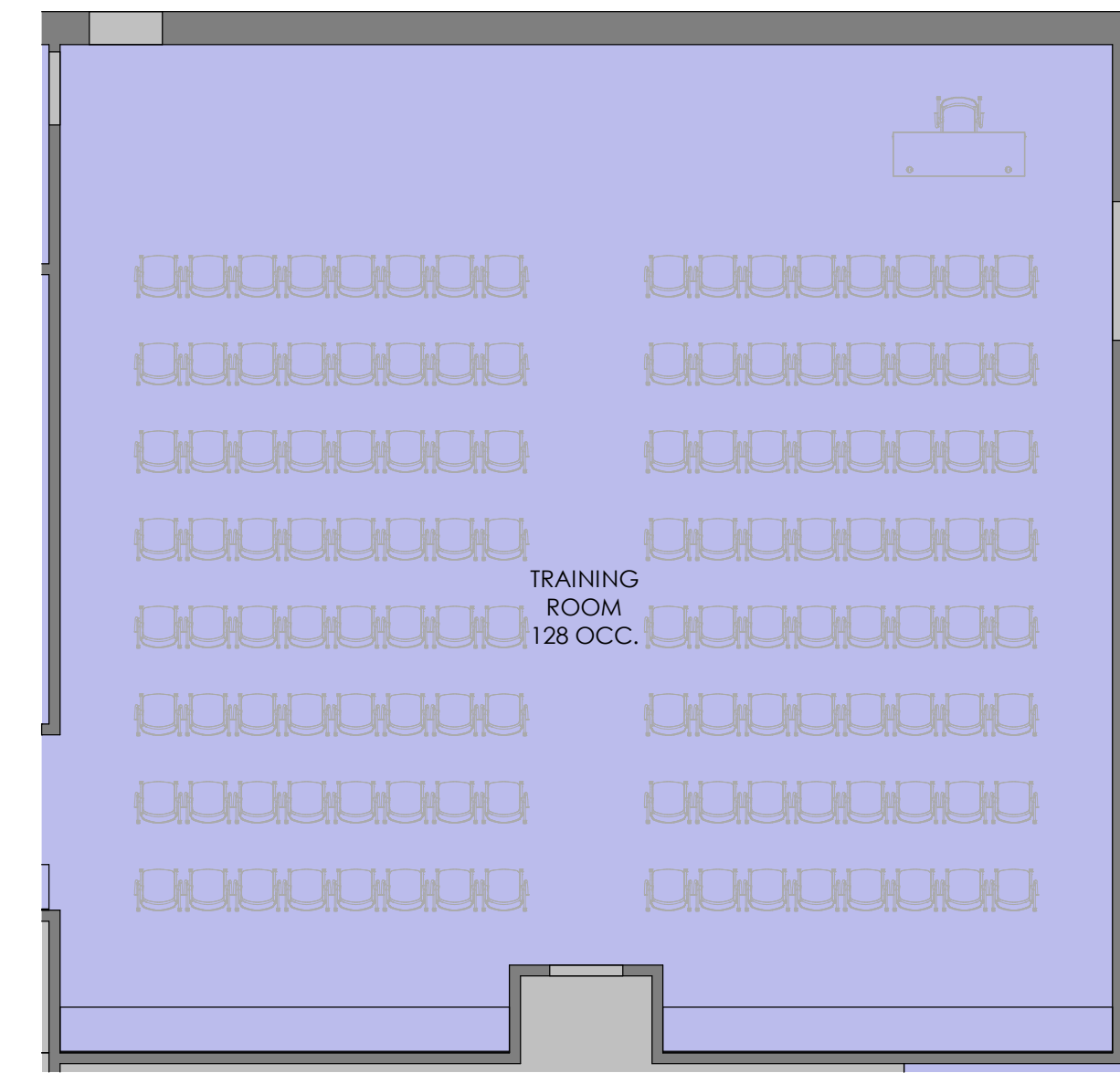


ASHLAND FIRE

11/05/2024







TRAINING ROOM  
OPTIONAL LAYOUT  
1/8" = 1'-0"



FLOOR PLAN  
1/8" = 1'-0"



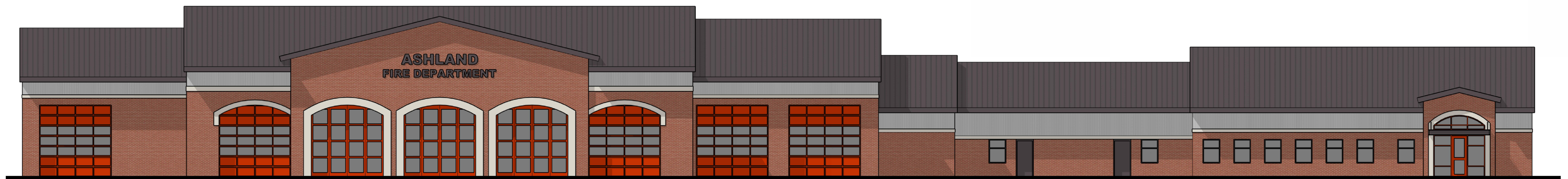
PLAN NORTH



SOUTHWEST PERSPECTIVE



SOUTHEAST PERSPECTIVE



FRONT ELEVATION