Request for Proposal and Qualifications
Campbell County Hospital Clinic Expansion and Radiology Renovation Addition
(4-26-13)

Campbell County Hospital District ("Owner") is seeking proposals from construction managers ("Proposers") to provide construction management services as a construction manager at risk with a guaranteed maximum price for the construction of the following projects at Campbell County Memorial Hospital in Gillette, Wyoming.

1. Construction of a new clinic of approximately 20,000 sq. ft. converting a covered parking area to a clinic and
2. Remodeling current medical records and other first floor areas into radiology and imaging space.

Proposers are asked to provide proposals for one or both of the projects. If a Proposer submits a proposal for both projects, the Proposer must provide separate proposals and separate pricing for each Project. If a Proposer submits a proposal for both projects, the Proposer may qualify its proposal by noting that it will not separate their proposal and that the Owner must accept both proposals.

Proposals must be delivered no later than May 23, 2013 2:00 p.m. MST to Blaine Greer at Campbell County Memorial Hospital, 501 S. Burma Avenue, Gillette, WY 82716.

A pre-proposal meeting will be held at Campbell County Memorial Hospital on May 9, 2012 at 2:00 p.m. MST at the ground level conference rooms next to the cafeteria.

Project Description

Schematic design and outline specifications prepared by the architect are available at the following website: www.christensoncorporation.com then click on “Projects” at the bottom of the page and go to “#1301 CCMH Clinic” and “#1302 CCMH Radiology”. Click on either heading and this will bring you to the “Schematic Design Documents” for that project.

The architect for the projects under agreement with the Owner is CTA Architects, 204-1/2 South Gillette Avenue, Gillette, WY 82716. The mechanical and electrical engineers under contract to the architect are Beaudin Ganze Consulting Engineers, Inc., 1626 Cole Blvd., Suite 300, Building 7, Lakewood, CO 80401.

Budget

The Owner’s overall budget for both projects is approximately $4,900,000 for the Radiology Remodel and $4,400,000 for the Clinic. This estimated budget is based on the schematic design and outline specifications for the project prepared by the architect.
Project Schedule

Use the following schedule as the basis for your proposal:

<table>
<thead>
<tr>
<th>Event</th>
<th>Clinic</th>
<th>Radiology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-bid Meeting</td>
<td>05-09-13</td>
<td>05-09-13</td>
</tr>
<tr>
<td>Receive CMAR Proposals</td>
<td>05-23-13</td>
<td>05-23-13</td>
</tr>
<tr>
<td>Award CMAR Agreement</td>
<td>06-09-13</td>
<td>06-09-13</td>
</tr>
<tr>
<td>Design Development Phase Complete</td>
<td>05-17-13</td>
<td>06-18-13</td>
</tr>
<tr>
<td>Contract Document Phase Complete</td>
<td>08-09-13</td>
<td>11-04-13</td>
</tr>
<tr>
<td>Sub-trade Bids Due</td>
<td>09-06-13</td>
<td>12-03-13</td>
</tr>
<tr>
<td>Construction Start</td>
<td>09-17-13</td>
<td>12-12-13</td>
</tr>
<tr>
<td>Construction Complete</td>
<td>04-11-14</td>
<td>11-28-14</td>
</tr>
</tbody>
</table>

A bar chart schedule is also attached for your review and use.

You proposal must include the following information required by Wyoming law:

1. The location of your primary place of business;
2. The name and identification of the individuals to be assigned to the project;
3. Information showing your experience with similar projects;
4. Information demonstrating your qualifications for this project;
5. Information demonstrating your ability to protect the interests of the Owner during the project;
6. Information showing your ability to meet the project budget and time schedule requirements;
7. Information demonstrating that you will comply with W.S. 16-6-101 through 16-6-107.

Fee Proposal and Guaranteed Maximum Price

Your proposal must include the completed proposal form or forms which are attached, and the following:

1. The construction manager’s preconstruction phase fee which shall be a lump sum dollar amount for all labor, costs and expenses for the preconstruction phase services.

2. Your project guaranteed maximum price for the construction phase. The Proposer will include in the guaranteed maximum price (1) the cost of work as defined in paragraph 5.2.3 of the Construction Manager at Risk Agreement, (2) the Construction Manager at Risk’s construction phase fee as defined in paragraph 5.2.4 of the Construction Manager at Risk Agreement, and (3) the Contingency as defined in paragraph 5.2.5 of the Construction Manager at Risk Agreement. The guaranteed maximum price will exclude acquisition of medical equipment, furniture and art work purchased and installed by Owner’s separate suppliers and other costs indicated to be excluded from the guaranteed
maximum price by the Construction Manager at Risk Agreement. The guaranteed maximum price will be adjusted after approval of the design development documents and upon completion of the contract documents as provided in the Construction Manager at Risk Agreement.

3. An initial contingency amount as a percentage of the cost of work and a reduced contingency amount as a percentage of the cost of work at various design stages.

4. The CMAR construction phase fee as a percentage of the cost of work.

5. Your proposed mark up on change orders as a percentage of the change order cost for added work performed by your own forces and for added work performed by subcontractors.

6. The construction duration in terms of the number of days from commencement of construction to substantial completion and the start and completion dates.

Additional Proposal Requirements

Your proposal must also include the following:

1. A staffing plan indicating the personnel you intend to assign to the project during the design/preconstruction phase and during the construction phase, the responsibility/function of each, and the percentage of time each person will devote to the project throughout the anticipated project duration. Your proposal must include resumes and references for all key personnel included in the proposed staffing plan and must include direct hourly rates, direct labor multiplier (with a breakdown of the multiplier cost) for each person proposed for the project.

2. A line item budget to your proposal for your personnel and other cost items included in the proposed cost of work;

3. A proposed project schedule, including completion date and milestone’s for Owner’s approvals and all other significant project activities;

4. If you propose to perform portions of the construction work for the project with your own forces, the proposal must indicate which portions of the work are proposed to be self-performed and the proposed process for bidding and oversight of such work by an independent consultant, at no cost to the Owner, to assure the proper management and evaluation of any self-performed work activities and to assure that competitive pricing for the project can be maintained;

5. The current premium being charged by your surety for 100% payment and performance bonds for the project;
6. Certificates of insurance showing your professional liability coverage, general liability coverage, automobile liability coverage, and umbrella excess liability coverage maintained and a copy of the exclusion list for each policy;

7. Your five year annual volume in dollars of your construction projects;

8. A detailed description of all lawsuits and arbitration proceedings filed by or against you during the previous five years;

9. Evidence of all required licenses to perform work in the State of Wyoming;

10. A statement of your experience in work similar in nature to the work of this contract including a list of projects performed in the last three years that are similar in scope to this project;

11. A statement of the construction manager’s total bonding capacity and current level of commitment;

12. A statement of the construction manager’s employee and job site safety programs;

13. A record of any citations or violations issues by any regulatory agency concerning your performance on construction projects in the last three years; and

14. A list of all occasions in the last three years in which you have been issued a stop work order or has been terminated due to negligence or non-compliance with construction projects.

Owner may request a Proposer to deliver to Owner additional information with respect to the experience or qualifications of the Proposer and its consultants and personnel proposed for the project. If requested by Owner, Proposer shall provide copies of its audited 2010, 2011 and 2012 financial statements.

Residency and Preference Requirements

If your proposal is accepted, you will be required to comply with the residency and preference requirements imposed under W.S. 16-6-101 through 16-6-107 in the procurement of subcontractors and materials.

Proposals must anticipate compliance with W.S. 16-6-203 requiring resident labor in the project.

W.S. 16-6-106 states that all requests for proposals shall state, “Preference is hereby given to materials, supplies, agricultural products, equipment, machinery and provisions
produced, manufactured or grown in Wyoming, or supplied by a resident of the state, quality being equal to articles offered by competitors outside of the state."

Prevailing Wage

Proposals must anticipate compliance with all applicable Wyoming statutes, including, without limitation, the Wyoming Prevailing Wage Act of 1967 (W.S. 24-4-401, et seq).

Bonding

Proposals must anticipate providing performance and payment bonds in the amount of the guaranteed maximum price.

Bidding

Proposals must anticipate compliance with W.S. 16-6-708 which provides that any Construction Manager at Risk shall comply with any reporting and administrative requirements as required by the Owner of the recipient of a design, bid and build contract, including retainage, payment and performance bonding and default of the contract and that all bids received under the section including subcontractor bids shall be opened in public following reasonable public notice.

Miscellaneous

Proposals may not be withdrawn for a period of sixty (60) days after the time established for receipt of proposals. Proposals may be modified, withdrawn or canceled only by written notice delivered to Owner before the time and at the place for delivery of proposals designated above. The Owner will notify the successful Proposer of the award of the CMAR Agreement within sixty (60) days after the date and time set for the delivery of proposals. Proposals will automatically expire if not accepted within such sixty (60) day period.

The Owner reserves the right in its sole discretion to reject any or all proposals, to cancel the project at any time, to cancel the request for proposal at any time, to alter the selection process, to postpone the selection process for its own convenience at any time, to waive any defects or irregularities in any request for proposal, and to negotiate the terms of the agreement with any Proposer.

The Owner shall have no obligation to pay any compensation to any Proposer for submitting a proposal. The Owner shall have no obligation to pay any costs incurred by any Proposer in the preparation or submission of a proposal in response to this Request for Proposals.

The request for proposal and any interview process shall not create a binding contract or agreement between the Owner and the Proposer.
RFP Documents

The following documents are provided on the website for this Request for Proposal and are incorporated here:

- Schematic Design and Outline Specification
- Form of Construction Manager at Risk Agreement
- Architect Contract Proposal Schedule

These documents are available at the project website at [www.ChristensonCorporation.com](http://www.ChristensonCorporation.com) under Project #1301 – Campbell County Memorial Hospital – Clinic and Radiology.

**Additional Information**

All questions regarding the project or this Request for Proposal should be stated in writing and addressed to the Owner through the Owner’s representative.

Additional contact information is as follows:

**Owner’s Representative:**
Christenson Corporation
12 South Sixth Street, Suite 715
Minneapolis, MN 55402
Attention: Ron Christenson
Phone: (612) 338-7173
Fax: (612) 338-7236
Ron@ChristensonCorporation.com

**Architect:**
CTA Architects
204-1/2 South Gillette Avenue
Gillette, WY  82716
PROPOSAL FOR ONLY NEW CLINIC CAMPBELL COUNTY MEMORIAL HOSPITAL
GILLETTE, WYOMING

1. Pre-construction phase services ........................................ $________

2. Cost of work ..................................................................... $________

3. CMAR construction phase fee ........................................... $________ _____ 
   (Percentage of cost of work)

4. Initial Contingency ......................................................... $________ _____ 
   (Percentage of cost of work)

5. Guaranteed Maximum Price ........................................... $________ 
   (Sum of 2, 3 & 4)

Contingency at end of Design Development 
(Percentage of cost of work) .................................................. _____

Contingency at end of Contract Documents 
(Percentage of cost of work) .................................................. _____

Mark up on change orders (% change order cost)

-For added work performed by Proposer's own forces ............. _____

-For added work performed by subcontractors ...................... _____

Construction duration ....................................................... _______ days

Start date ........................................................................... _______

Substantial completion date ................................................ _______

Project Personnel 
(attach list with % of time allocated to project and resumes)
PROPOSAL FOR ONLY RADIOLOGY AND IMAGING SPACE CAMPBELL COUNTY MEMORIAL HOSPITAL GILLETTE, WYOMING

6. Pre-construction phase services $________

7. Cost of work $________

8. CMAR construction phase fee $________ _____%
   (Percentage of cost of work)

9. Initial Contingency $________ _____%
   (Percentage of cost of work)

10. Guaranteed Maximum Price $________
    (Sum of 2, 3 & 4)

   Contingency at end of Design Development
   (Percentage of cost of work) __________%

   Contingency at end of Contract Documents
   (Percentage of cost of work) __________%

Mark up on change orders (% change order cost)
  - For added work performed by Proposer's own forces __________%
  - For added work performed by subcontractors __________%

Construction duration __________ days

Start date __________

Substantial completion date __________

Project Personnel
   (attach list with % of time allocated to project and resumes)
PROPOSAL FOR COMBINED CLINIC AND RADILOGY AND IMAGING SPACE
CAMPBELL COUNTY MEMORIAL HOSPITAL GILLETTE, WYOMING

11. Pre-construction phase services $__________
12. Cost of work $__________
13. CMAR construction phase fee $__________ _____%
   (Percentage of cost of work)
14. Initial Contingency $__________ _____%
   (Percentage of cost of work)
15. Guaranteed Maximum Price $__________
   (Sum of 2, 3 & 4)

Contingency at end of Design Development
(Percentage of cost of work) _____________%

Contingency at end of Contract Documents
(Percentage of cost of work) _____________%

Mark up on change orders (% change order cost)
- For added work performed by Proposer's own forces _____________%
- For added work performed by subcontractors _____________%

Construction duration _____________ days

Start date _____________

Substantial completion date _____________

Project Personnel
(attach list with % of time allocated to project and resumes)