**REQUEST FOR PROPOSALS**

**CONSTRUCTION MANAGEMENT SERVICES**

The City of Gentry, Arkansas, hereafter referred to as the City, is soliciting written proposals from qualified firms and individuals to provide Construction Management Services for Phase I of the Gentry Parks construction project.

Phase I of the project will include site improvements on property totaling approximately 27 acres. Planned improvements are expected to include sports fields, utility infrastructure, and surface parking as determined through the design process.

Additional information regarding the City’s Parks Master Plan may be obtained at the City’s Parks website, [www.gentryarkansas.us/parks](http://www.gentryarkansas.us/parks), which will be updated periodically during this process.

Any requests for clarifications, questions, and comments must be submitted via email to [tcarney@cityofgentry.com](mailto:tcarney@cityofgentry.com) and be received no later than 2:00 PM on February 3rd, 2020.

Important Dates:

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| RFP Issue Date: 01/26/2020 |  |
| Request for Clarification Closing Date:02/03/2020 |  |
| RFP Closing Date: 02/07/2020 |  |
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Construction Manager services may include, but are not limited to, the following:

1. Design-phase services:
   1. performing design and constructability reviews
   2. preparing cost estimates at each design-phase milestone
   3. preparing schedules
   4. conducting cost-control and reporting
   5. attending meetings
   6. advising of problems including but not limited to materials sourcing and long lead times
2. Bidding of all phases:
   1. soliciting qualified bidders
   2. analyzing bids
   3. recommending qualified bidders
3. Construction-phase services:
   1. conducting inspections to ensure contract compliance
   2. preparing daily logs
   3. reviewing submittals
   4. overseeing project safety
   5. handling claims
   6. attending meetings
   7. reviewing contractor’s schedules
   8. preparing progress reports
   9. writing and negotiating change proposals on behalf of the City
   10. reviewing contractor invoices
   11. construction materials testing
4. Post-construction-phase services:
   1. preparing as-built drawings
   2. performing warranty inspections
5. Other related services as required.

Proposals shall include at minimum:

1. Cover Letter – introduction and summary of qualifications
2. Description of Proposed Services – outline of approach to construction management, including pre-construction and construction services; recommended scope of services; and detailed timeline
3. General Description of Firm – profile; history; types of services provided; office location; and state of incorporation
4. Description of Experience
   1. Experience in the construction of projects of similar scope and size using Construction Management as the project delivery method
   2. Qualifications, certifications, education, and experience of the proposed project management team, as well as other supporting personnel
   3. Current work-load and production resources
   4. Five-year history of claims and litigation related to the services routinely provided
5. References – list at least three (3) clients (include names of contact persons, telephone numbers, and a brief description of the work performed) for whom you have performed construction management services
6. Proof of insurance, bonding capacity, and State of Arkansas Contractor’s License

Proposals will be evaluated by a selection committee comprised of City residents and outside experts. A maximum of five applicants will be selected for interviews, at times and dates designated by the committee. Following interviews, the committee will recommend to the City Council the firm or individual it deems to be in the best interest of the municipality.

The Committee’s method of selection will be based on the quality and responsiveness of the proposal to the criteria set out above, and the following considerations:

1. Demonstrated competence and professional qualifications necessary for satisfactory performance of the services required by the City
2. Background, experience and past performance in performing construction management and inspection services related to parks, recreational facilities, and similar projects
3. Understanding of the work required by the City and proposed approach for scope of work
4. Verified references

A contract award will be negotiated on the basis of demonstrated competence and qualifications for the services required and at a fair and reasonable price, without the use of competitive bidding. After evaluating the proposals, the City reserves the right to request additional information or to further negotiate the proposed scope of work, method of delivery and amount of compensation.

Respondents shall submit seven (7) copies of their proposal to City of Gentry, c/o Mayor Kevin Johnston, 101 West Main St., Gentry, AR 72734 no later than ***5:00 p.m***. on ***February 7th, 2020.*** Proposals received after the aforementioned date and time will not be considered. Proposals may be hand delivered or mailed to the above address.

This RFP does not commit the City to any contract. The City may suspend or terminate this RFP at any time. Costs incurred in responding to the RFP are borne by the responding party. The City reserves the right to reject any and all responses. Any agreement is contingent on the execution of a professional-services agreement in a form acceptable to both parties. Any agreement is contingent on the execution of a professional services agreement in a form acceptable to both parties. All responses to this RFP are public documents.