

CENTRE REGION PARKS & RECREATION AUTHORITY



Request for Proposals

Construction Management Services for the
Whitehall Road Regional Park Phase I Project.

Centre Region Parks and Recreation Authority
State College, Centre County, Pennsylvania

ISSUE DATE: February 13, 2023

**CENTRE REGION PARKS & RECREATION AUTHORITY /
CENTRE REGION COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS

CONSTRUCTION MANAGEMENT SERVICES

The Centre Region Parks and Recreation Authority (CRPRA) invites the submission of proposals from qualified professionals to complete Construction Management Services for the Whitehall Road Regional Park Phase I Project.

A. INVITATION TO PROPOSE

The Centre Region Parks and Recreation Authority (CRPRA) invites the submission of proposals for Construction Management Services for the Whitehall Road Regional Park. Sealed proposals must be submitted in a sealed envelope plainly marked "PROPOSAL FOR WRRP CONSTRUCTION PROJECT MANAGEMENT SERVICES" from Friday, February 13, 2023, to Friday, March 3, 2023, at 12 PM prevailing time to the Centre Region Council of Governments office, located at 2643 Gateway Drive, Suite 3, State College, PA 16801. Proposals will be publicly opened at the same location on March 3, 2023, at 12:30 PM.

Proposers should specify all proposed monthly charges for each month, plus a total for the contract. Only fees specified in the proposal will be paid during the term of the contract. The Authority expects to award the contract to the lowest qualified proposer. The Authority reserves the right to add or subtract from the estimated quantities shown in the proposal as provided. The Agency reserves the right to reject any or all proposals, to waive irregularities in any proposal, and to accept any proposal which is deemed to be the most favorable to the Authority.

B. INQUIRIES & SUBMISSIONS TO:

All project-related inquiries shall be directed to:

Ms. Kathy Bisko
Facilities Project Manager
2643 Gateway Drive, Suite 3
State College, PA 16801
814-231-3077, Ext 2311
kbisko@crcog.net

It is important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email, no later than Tuesday, February 28, 2023, at 12 PM, and an addendum will be issued on March 2, 2023. Responses to all submitted questions will be posted on the [Centre Region Council of Governments website](#). The contract will be awarded after final approval by the Centre Region Parks and Recreation Authority in March 2023.

Respondents should not communicate with other Centre Region Council of Governments Staff, Centre Region Parks and Recreation Staff, Centre Region Parks and Recreation Authority members, or Millbrook Marsh Nature Staff or Millbrook Marsh Nature Center Advisory Committee members during the Request For Proposal submission process except as described above. In addition, no communications should be initiated by a respondent to any officials or persons involved in evaluating or considering the Request For Proposal. Communication with any parties for any purpose other than those expressly described herein may cause an individual or firm to be disqualified from participating.

Additional Information:

Whitehall Road Regional Park Project Location: 1954 Blue Course Drive Extension (behind The Yards at State College), State College, Pennsylvania, 16801, Ferguson Township, Centre County.

Authority's Representative: Kristy Owens, Interim Director, Centre Region Parks and Recreation, 2040 Sandy Drive, Suite A, State College, PA 16803. Phone: (814) 231-3071.

Centre Region Council of Governments (COG) Representative: Kathy Bisko, Facility Project Manager, Centre Region Council of Governments, 2643 Gateway Drive, Suite 3 Phone: (814) 231-3077.

Site/Civil/Structural Design Engineers: Stahl Sheaffer Engineering, LLC., Josh Collins, P.E., Project Manager., 301 Science Park Road, Suite 333, State College, PA 16803. Phone: (814) 689-1562. Fax: (814) 689-1885.

Electrical Engineer (Mechanical and Electrical): Peno Engineering, Frank Peno, P.E., 2746 West College Avenue, State College, PA 16801. Phone: (814) 234-7366.

Architect: Fernsler Hutchinson Architecture, LLC, Nathan Hutchinson, AIA, NCARB, Director of Design, 521 East Beaver Avenue, State College, PA 16801. Phone: (814) 234-6806. Fax: (814) 234-0256.

C. SCOPE:

The title for this independent contractor on-site project Construction Manager. For this contract, the on-site project construction manager shall provide all labor and services necessary to complete the scope of work outlined below for project construction management.

- 1. Scope Review:** Review the scope of work for each trade including General Construction, Plumbing, Mechanical HVAC, Electrical, Landscaping, Playground Equipment, Playground Surfacing, and Playground Fencing Installation, and Sports Field Lighting.
- 2. Schedule:**
 - a.** On a weekly basis, review the project schedule prepared by the Contractors for adherence to contract timelines and contractor coordination. Provide comments and suggestions to the Facilities Project Manager and Site/Civil/Structural Design Engineers.

3. **Contractor Payment Requests:** Review each Prime Contractor payment request. Ensure that work requested for payment has been completed and provide recommendation to the Facilities Project Manager, who will process payment(s).
4. **Change Orders:** Review each Prime Contractor change order request. Seek input from the appropriate Design Professional, as necessary. Provide a recommendation to the Facilities Project Manager and Site/Civil/Structural Design Engineers. Track all Change Orders for each Prime Contractor, in sequential order with a net plus/minus to the original contract amount.
5. **Meetings:** Schedule, attend, and document biweekly progress meetings and other on-site meetings required for project inspection and coordination and provide input. Meet with the Facilities Project Manager weekly to review project schedule, costs, quality, and goals. Provide monthly progress photos documenting construction progress consistent with progress outlined in construction schedule.
6. **Trade Inspections:** Conduct general inspections of construction work for all trades. Document progress of work, staff, and equipment, weather conditions, quantities of work complete, etc. Obtain copies of all independent test reports and ensure that deficiencies are properly adjusted and re-tested to confirm compliance.
7. **Submittals and Shop Drawings and Inspections:** Maintain a copy of all architectural- and engineering-approved construction drawings and submittals.
8. **Construction Management:** While the Contractor is required to manage and supervise the work, the Construction Manager is expected to understand construction documents and confirm to the Facilities Project Manager that the project schedule, goals, budget, and quality levels are being met and in compliance with the Contract Documents, or if improvement is needed, provide recommendations.
9. **Coordination:** Provide written coordination and communication services between the Facilities Project Manager, Site/Civil/Structural Design Engineers, and Contractors.
10. **Punchlist:** Attend final inspections and punch list meetings and follow-up to ensure work is completed in compliance with the Contract Documents.
11. **As-Built Plans:** Verify that each Prime Contractor maintains a record set of red line as-built building plans and provides to the Facilities Project Manager at the end of the project. Verify that each Contractor includes all Bulletin, ASI, and CCD revisions in the record set along with any changes from field observations or unforeseen conditions discovered during construction.
12. **Certified Payrolls:** Review certified payrolls for compliance including any required prevailing wage rates. Conduct payroll interviews as needed. Ensure that certified payrolls are current for the pay period during which the Contractor is requesting payment. Maintain certified payrolls and submit them to the Facilities Project Manager at the completion of the project.
13. **Project Hours:** The Authority anticipates approximately 20 hours/week by the Contract Manager will be needed to complete this project.

The Authority anticipate remaining construction will be substantially complete by June 23, 2023, and all contracts closed-out by July 2023.

This project entails mostly rough grading, utilities, parking/driveway, playground, playground surface, and fencing installation, landscaping, and field detailing. There are two small buildings on the site as well.

Remaining work includes:

- 1) Completion of internal utilities for the restroom building
- 2) Completion of remaining underground work for site utilities
- 3) Installation of playground equipment
- 4) Erection of pole building (concrete pad is complete)
- 5) Installation of fencing, netting, backstops, etc. for playing fields

The RFP response should include an hourly rate table for any additional incidentals or for additional time requested to be on-site.

MILESTONES AND INITIAL AND TENTATIVE TIMELINE (REVISED):

February 13 through March 3, 2023	Solicit Statements of Qualifications
March 16, 2023	Anticipated Award of Contract
June 23, 2023	Substantial Completion for all construction contracts
July 2023	All construction is complete.

D. PROPOSAL / STATEMENT OF QUALIFICATIONS REQUIREMENTS:

Statements will be evaluated based upon the following criteria (described below):

- 1) Project Understanding
- 2) Overview of Firm/Individual
- 3) Qualifications of Individuals assigned to the Project
- 4) Estimated Cost
- 5) Experience working with municipal and public works projects. (Knowledge and experience working with non-profit organizations, parks and recreation-related projects, state grants' purchasing requirements, the PA COSTARS, PA KPN purchasing networks, PennBid, and First Energy Rebate Program also desired.)
- 6) Ability to Complete Work in the Initial Project Timeline noted above.

- 1) Project Understanding: Provide a demonstrated understanding of the project including site development and stormwater management, the coordination of various installations for different amenities, natural grass and synthetic turf installations, playground and safety surfacing installations, energy rebate programs, multiple and varied funding sources, governmental approval processes, and the functions of a Professional Construction Manager/Team for a large park development project.
- 2) Overview of Firm/Individual: Provide an overview of your firm including history, ownership, staff, capacity, and office locations. State the office location for which the work for this project will be performed. If an individual, provide overview of your work history, capacity, and office location.

Provide examples of Professional Construction Management services for other similar park / park facility projects.

- 3) Qualifications: Provide resumes/qualifications of the professional project manager and key personnel assigned to this project that demonstrate experience with the work specified herein. Provide a list of similar projects successfully completed by key individuals in the past five years. List two references for whom the consultant has performed work in the past five years.

Indicate any sub-consultants that will be utilized on the project. To be considered for this selection, the professional construction manager overseeing the work for this project should have a background in construction, project management, various trade work, and an understanding of various purchasing and bidding options.

- 4) Projected Time to Complete Work: Given the remaining work to be completed and your understanding of the project, provide a projected number of hours to complete the work.
- 5) Estimated Cost: Provide a maximum Not-to-Exceed cost based on the estimated 20 hours per week for the professional services work along with subtotals for anticipated major work tasks and billing rates for each classification of employee working on the project. It shall be understood that no additional payment over the Not-to-Exceed fee will be paid without prior approval from Centre Region Parks and Recreation.
- 6) Acknowledgement: Please acknowledge the Appendix A Non-Discrimination/Sexual Harassment Clause required by DCNR as part of any grant project.

Submit one electronically signed and dated PDF of the Statement of Qualifications to Kathy Bisko, Facilities Project Manager, Centre Region Council of Governments, 2643 Gateway Drive, Suite 3, State College, PA 16801. **Please submit by March 3, 2023 as outlined in section A, above.**

Attachments: Whitehall Road Regional Park Phase I Site Plan

Appendices - Appendix A

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
4. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
5. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
6. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

7. The Granter's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
8. The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 Amended (5/11/17)

SIGNATURE

DATE

DCNR-2018-Gen
Gen-GPM – 1 Rev. 5/18

