

Eagle Mountain-Saginaw Independent School District  
**REQUEST FOR PROPOSALS (RFP) – TWO STEP PROCESS**

**RFP Number: 2324-021-0-S2**

**CONSTRUCTION MANAGER-AT-RISK (CMAR) SERVICES**

**STEP 2**

**Roofing and RTU Replacement Projects 2024-2025**

**Due Date: April 19, 2024**

**Prior to: 2:00 P.M. CDT**

Sealed Proposals will be received in accordance with the attached specifications. The sealed envelope containing your Proposal should be plainly marked with the RFP title, number, and opening date and time. RFPs are publicly opened. You are invited to attend. **PLEASE NOTE: Late RFPs WILL NOT be accepted.**

**Mail or deliver 1 original and 3 copies of the complete RFP package, plus 1 digital copy to:**

Eagle Mountain-Saginaw Independent School District  
Attn: Taylor Shaw, Senior Buyer  
1600 Mustang Rock  
Fort Worth, Texas 76179

All questions must be submitted in writing (email preferred) and received on or before **Wednesday, April 10, 2024, 2:00 pm CDT. No verbal responses will be provided.** Please note that RFP Rankings will be available on our website ([www.emsisd.com/Departments/Purchasing/Bid Awards](http://www.emsisd.com/Departments/Purchasing/Bid Awards)) no later than the 7<sup>th</sup> day after the date the contract is awarded. Address questions to:

Taylor Shaw  
Email: [tshaw@ems-isd.net](mailto:tshaw@ems-isd.net)

**PROPOSER IDENTIFICATION: (Please print information clearly.)**

Firm Name: _____	Date: _____
Address: _____	Phone: _____
_____	Fax: _____
City/St/Zip: _____	Email: _____
<b>You <u>MUST</u> sign the RFP Response form (page 4) in order for your RFP to be accepted.</b>	

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**SECTION I – BACKGROUND AND PROJECT INFORMATION**

**1. BACKGROUND**

The Eagle Mountain-Saginaw ISD (the District) intends to select a Construction Manager At-Risk (where the Construction Manager is also the Contractor) for the purpose of constructing Roofing and RTU Replacement Projects. The selection shall be accomplished in a **TWO-STEP PROCESS** as provided for in the Texas Government Code, Chapter 2269, Contracting and Delivery Procedures for Construction Contracts, Subchapter F, Construction Manager-At-Risk Method.

Responses shall include the information requested in the sequence and format prescribed. In addition to and separate from the requested information, submitting organizations may provide supplementary materials further describing their capabilities and experience.

Sealed submittals shall be identified on the cover as follows:

**CMAR Request for Qualifications – Step 1  
Roofing and RTU Replacement Projects 2024-2025  
Eagle Mountain-Saginaw Independent School District**

Sealed submittals (1 original, 3 hard copies, and 1 digital copy in .pdf format) of the Qualifications Statements shall be submitted to:

**Ms. Taylor Shaw  
Senior Buyer  
Eagle Mountain-Saginaw ISD  
Administration Building  
1600 Mustang Rock | Fort Worth, TX 76179**

*Prior to 2:00 PM (local time) on Tuesday, April 16, 2024.*

**The clock located in the EMSISD Purchasing Department is considered the official time for receiving and opening solicitations.**

The District shall receive, publicly open, and read aloud the name of the firms submitting a Statement of Qualifications. The District shall elect no more than five firms for Step 2 – Proposals solely on the basis of Step 1 – Qualifications. The selection criteria shall include the firm’s experience, past performance, safety record, proposed personnel and methodology, and other appropriate factors that demonstrate the capability of the Construction Manager-At-Risk. The District’s Board of Trustees has delegated the authority of selecting and ranking firms to a committee composed of members of the EMS ISD administration and facilities representatives.

Interviews may be conducted with the short-listed firms prior to submission of Step 2 – Proposals. The interview shall be considered a part of the Step 2 evaluation process. In accordance with the schedule, interviews may be conducted April 18, 2024. The firms to be interviewed should include the project managers and job superintendents identified in the qualification proposal. Upon conclusion of the interviews and submission of the Step 2 – Proposals, the firms will be evaluated and ranked in accordance with the criteria contained in the Request for Qualifications and determined to provide the best value for the District.

Queries about the project and the Request for Qualifications should be addressed via e-mail to:

**Ms. Taylor Shaw  
Senior Buyer  
Email: tshaw@ems-isd.net**

**2. CONSTRUCTION MANAGER-AT-RISK SELECTION SCHEDULE**

First Advertisement Request for Qualifications Released	March 26, 2024
Second Advertisement	April 1, 2024
Pre-Submittal Conference <i>EMS ISD Administration Building 1600 Mustang Rock Rd Fort Worth, TX 76179</i>	10:00 AM CDT, Tuesday, April 9, 2024
Deadline for Questions	2:00 PM CDT, Wednesday, April 10, 2024
Addendum Posted	April 12, 2024
<b>Receive Statement of Qualifications (Step 1)</b> <i>EMS ISD Purchasing Department 1600 Mustang Rock Rd Fort Worth, TX 76179</i>	<b>2:00 PM CDT, Tuesday, April 16, 2024</b>
Establish short list of firms and notify for Step 2	April 17, 2024
Conduct Interviews (if elected)	April 18, 2024
<b>Receive Proposals (Step 2)</b> <i>EMS ISD Purchasing Department 1600 Mustang Rock Rd Fort Worth, TX 76179</i>	<b>2:00 PM CDT, Friday, April 19, 2024</b>
Evaluate Proposals and Rank Selections	April 23, 2024
CMAR Recommendation in Board Packet	May 15, 2024
Recommendation to Board of Trustees	May 28, 2024

**3. PROJECT INFORMATION**

3.1 **Project Name:** Roofing and RTU Replacement Projects 2024-2025

3.2 **Locations:**

- Boswell High School; 5805 W Bailey Boswell Rd, Fort Worth, TX 76176
- Gilliland Elementary School; 701 Waggoman Rd, Fort Worth, TX 76131
- Bryson Elementary School; 86901 Old Decatur Rd, Fort Worth, TX 76179

3.3 **Scope of Work:**

- Boswell High School: Partial Roof and RTU Replacement
- Gilliland Elementary School: Partial Roof and RTU Replacements
- Bryson Elementary School: Partial Roof Replacement

The owner reserves the right to award the bid package to a construction manager or reject all proposals.

3.4 **Project construction budget:**

- \$15,000,000.00 estimated construction budget

3.5 **Proposed Construction Schedule:**

Package 1-Early Procurement of RTU Equipment and Curb:

- March 18, 2024 – June 3, 2024 – Design/Construction Document Phase
- June 4, 2024 – July 22, 2024 – Proposal Phase
- July 23, 2024 – November 14, 2024 (3.5 months) – Construction Phase

Package 2 – Roofing, MEP and Architecture:

- May 9, 2024 – July 11, 2024 – Design/Construction Document Phase
- July 15, 2024 – August 26, 2024 – Proposal Phase
- August 27, 2024 – August 9, 2025 – (11.5 months) – Construction Phase

3.6 **Special schedule considerations are as follows:**

- Package 1 – GMP approval in July 2024 is due to the phase out deadline of R-410A Freon used in the current generation of RTU’s. This deadline occurs on December 31, 2025. After approval of all submittals, this allows the CMAR to procure all RTU’s and Curbs before this date. Then, with all RTU’s and Curbs procured, install as part of the construction phase in 2025.
- Package 2 - GMP approval is in the third quarter of 2024 and allows the CMAR to procure all other materials with long lead times to meet the construction phase schedule.

3.7 **Project team consists of:**

- Eagle Mountain – Saginaw ISD, VLK Architects, RWB Engineers, and LAFP Engineer

**4. PRE-CONSTRUCTION SERVICES**

The Construction Manager shall provide the following:

- Attend regular design meetings with EMS ISD and Architect to review the project status and to develop an understanding of the project scope.
- Consult with EMS ISD and Architect regarding on-site and off-site development, building systems selection, material selection, and identification of long-lead items impacting the project schedule.
- Provide recommendations on construction feasibility.
- Provide alternative design solutions, including cost and schedule impacts, for determination of best value for EMS ISD.
- Prepare and periodically update a preliminary project schedule for the Architect’s review and EMS ISD’s approval. The Construction Manager shall coordinate and integrate the preliminary project schedule with the services and activities of EMS ISD, Architect, and Construction Manager.

- Develop multiple proposal packages as necessary in order to achieve occupancy, efficiency of general conditions cost, and the greatest economy for EMS ISD. The Construction Manager shall assist EMS ISD and Architect in determining phasing, packaging, and the associated definition of scope.
- Prepare a comprehensive probable cost estimate. If any estimate submitted to EMS ISD exceeds the agreed upon budget, the Construction Manager shall make recommendations to EMS ISD and Architect to reduce the cost of the project.
- Recommend to EMS ISD and Architect a schedule for procurement of long-lead items that will constitute the work as required to meet the project schedule.

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**SECTION II – PROPOSAL RESPONSE GUIDELINES**

Proposer’s response to this Request for Proposal shall include:

- **Fee Proposal Form for Work** as Prime CMAR, completed and executed on the attached Form. The Fee will be a fixed dollar amount based on a percentage of the estimated construction cost.
- **List of Anticipated General Conditions Costs** completed and executed per the attached Form. This list is an estimate only based on your understand of scope and schedule. General conditions will be invoiced at the actual cost incurred with an agreed not-to-exceed amount established at such time as the schedule is fully defined. Proposers are to estimate General Conditions on the anticipated job schedule, scope and conditions, rather than a specific construction cost. Do not anticipate downloading General Conditions into Subcontractors to artificially lower this estimate. For costs tied to a fixed construction amount (such as bonds), use construction budget identified in Request for Qualifications – Step 1.

General conditions costs that are schedule dependent, should assume construction services **start per the construction dates identified in the RFQ (Step 1)**, the job trailer/project team moves on-site as determined by the evaluation of the proposed project schedule and construction is substantially complete as described on project schedule. The job trailer and project team would move off-site after assisting the Owner with construction related move-in issues and punch list completion.

An off-site Field Office is to be established by the CMAR using a trailer office on site as required by project definition. This Field Office will hold offices for the CMAR’s field team and a workspace for the Architect.

The project team utilizes “Newforma” as the district-wide standard Bond Program tracking and information collection database for all of the projects coordination. The selected CMAR shall provide four hours of training for their selected PM and Superintendent to be accustomed to this software package. All communication for this project including submittal of detailing pay applications between the Owner, Architect, and CMAR shall be on this web-based construction program.

The CMAR’s site staff during construction is anticipated to include as a minimum a full time Superintendent on-site. The CMAR will provide on-site telephone, copier, fax, wi-fi and email to the Owner’s on-site representatives as needed. CMAR shall not change the team staffing of this project without the consent of the Owner.

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**SECTION III – FEE PROPOSAL FORM**

**For Work under a “Construction Manager-At-Risk” Contract**

Proposal from \_\_\_\_\_, organized and existing under laws of the State of \_\_\_\_\_.

Gentlemen:

The undersigned hereby proposes to furnish all labor, materials, tools, and necessary equipment to perform the work required to construct as described in the Request for Proposal.

The undersigned furth agrees to provide a Final Guaranteed Maximum Price (FGMP) based upon complete construction documents. Upon approval of the FGMP, the Agreement shall be executed with the FGMP establishing the Final Contract Amount.

This Proposer agrees this Proposal will remain good and in effect for a period of 90 days after receipt.

**Warranty**

All work will be warranted for one year from Substantial Completion or longer if specifically required of certain components in the final technical specifications.

**Basis of Fees and General Conditions**

The Fee will be a fixed dollar amount based on a percentage of the estimated construction cost.

*This space intentionally left blank.*



**PROPOSAL FORM A – FEE PROPOSAL  
ROOFING AND RTU REPLACEMENT PROJECTS 2024-2025  
FOR CONSTRUCTION MANAGER-AT-RISK**

(TWO-STEP PROCESS)

Project: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_

Having examined The Proposal prepared by: \_\_\_\_\_

Dated \_\_\_\_\_ the following is a breakdown of all proposed fees.

In submitting this proposal, the undersigned agrees to the following:

- a. Hold proposal open for acceptance 90 days.
- b. Accept right of Owner to reject any or all proposals, to waive formalities and to accept proposal, which Owner considers most advantageous.
- c. By signing, the undersigned affirms that, to the best of his knowledge, this Proposal has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over respondents in the award of this proposal.

**A. FEE PROPOSAL**

**1. PRECONSTRUCTION FEE**

For all preconstruction services outlined, the lump sum amount of:

Dollars \_\_\_\_\_ (\$\_\_\_\_\_).

**2. CM FEE**

For Overhead and Profit, list your proposed fee as a percentage of the cost of the Work.

\_\_\_\_\_ %

**3. GENERAL CONDITIONS (next page)**

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**PROPOSAL FORM B – GENERAL CONDITIONS  
ROOFING AND RTU REPLACEMENT PROJECTS 2024-2025  
FOR CONSTRUCTION MANAGER-AT-RISK**

**GENERAL CONDITIONS**

*The percentage proposed below will be fixed in the contract. Actual correlating dollar amount should additionally be shown in the attached schedule of General Conditions Costs based on a Total Estimated Construction Cost of \$15,000,000.00. Final General Conditions Costs for any item with a fixed percentage will be based on percentage times actual cost of construction.*

**Contractor Insurance** – includes contractor’s general liability and other insurance required by the attached Article 11, AIA General Conditions A201 –  
expressed as percentage of the Total Construction Cost. \_\_\_\_\_%  
What is your Insurance Rate Modifier? \_\_\_\_\_

Amount of Commercial General Liability (Limit) that can be furnished by CMR without increase in insurance rate proposed. \$\_\_\_\_\_M

Can you add the Owner, Architect and Engineers on your policies as additional insured without additional cost to the Owner? (Circle one) Yes No

**Subcontractor Bonding**

Do you require your subcontractors to furnish payment and performance bonds?  
(Circle one) Yes No

Will you use subguard insurance on this project?  
(Circle one) Yes No

How will you manage your risk of subcontractor default on this project?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Conditions**

Provide a cost for General Conditions based upon the schedule furnished expressed as dollar amounts. Complete the enclosed form, including specific project reimbursable field staff cost data.

Please indicate “n/a” (**not applicable**) for any items that, in your opinion, do not apply to this project.

Please indicate with a “0” (**zero**) for any items that are included in your fee and will not be billed as General Conditions.

The following items are to be ***included in your “Fee”*** percentage rather than as General Conditions:

- Safety Supervisor inspections
- Personal computers/computer charges
- Mobile or two-way communication devices
- Vehicle rental, repair, insurance, and maintenance
- Project scheduling services (except for time of field office staff)
- Project accounting services (except for time of field office staff)

**List of General Conditions**

Weekly rates are to be based on actual labor cost are to be fully burdened as complete rate that will be charged to the project, without additional multipliers, factors, or supplemental costs.

<b>Onsite Field Office Staff</b>	Weekly Rate	% Each Week on Project	# of Weeks	Total cost
Project Manager	\$ _____	x _____ %	x _____	= \$ _____
Superintendent	\$ _____	x _____ %	x _____	= \$ _____
Asst. Superintendent	\$ _____	x _____ %	x _____	= \$ _____
Others	\$ _____	x _____ %	x _____	= \$ _____
Others	\$ _____	x _____ %	x _____	= \$ _____
<b>Total Onsite Field Office Staff Cost</b>				= _____

- 1. Field Project Office = \$ \_\_\_\_\_
- 2. Office Furniture = \$ \_\_\_\_\_
- 3. Office Supplies = \$ \_\_\_\_\_
- 4. Postage/Overnight/Courier Services = \$ \_\_\_\_\_
- 5. Copy Machine and Paper = \$ \_\_\_\_\_
- 6. Office Equipment = \$ \_\_\_\_\_
- 7. Telephone and Fax Services = \$ \_\_\_\_\_
- 8. All Risk Builder's Insurance = \$ \_\_\_\_\_
- 9. General Commercial Liability Insurance = \$ \_\_\_\_\_
- 10. All other Insurances in addition to CGL required = \$ \_\_\_\_\_
- 11. Contractor's Bond = \$ \_\_\_\_\_
- 12. Building Permit Fees (by owner) = \$ \_\_\_\_\_
- 13. Independent Testing and Inspection (by owner) = \$ \_\_\_\_\_
- 14. Construction Clean-Up, including dumpsters & hauling = \$ \_\_\_\_\_
- 15. Other (list separately) = \$ \_\_\_\_\_

**Total General Conditions including Onsite Field Office Staff** = \_\_\_\_\_

The total of all items included in the General Condition are to be listed above. No exclusions are allowed.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Organized as a (mark one):

Proprietorship \_\_\_\_\_

Partnership \_\_\_\_\_

Corporation \_\_\_\_\_

Under the law of the State of Texas

Legal Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

If Proposal is by a corporation, affix seal in space above legal address.

**THIS PROPOSAL FORM MUST BE SUBMITTED PRIOR TO: 2:00 PM (Local Time), April 19, 2024**

*This space intentionally left blank*

B. ADDENDA

Undersigned acknowledges receipt of Addenda Nos.: \_\_\_\_\_

Dated: \_\_\_\_\_

It is understood that the right is reserved by the Owner to reject any or all proposals or waive any informality in proposal process.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

(Seal, if a Corporation)

\_\_\_\_\_  
State whether Corporation, Partnership or Individual

\_\_\_\_\_  
Name of Contracting Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date