

May 16, 2019

ADDENDUM NO 1. TO RFP NO. 2019-18

Commodity: Project Management and Contract Administration

RFP Issued: May 15, 2019

Proposal Due Date: June 27, 2019 at 2:00 p.m. Local Richmond Time

The above solicitation is hereby modified as follows:

Item #1:

“General Requirements:

The successful Offeror(s) shall provide Professional Project Management and Contract Administration for Capital Improvement Program in accordance with the requirements as stated in **Attachment A**”

Change:

The successful Offeror(s) shall provide Professional Project Management and Contract Administration for Capital Improvement Program in accordance with the requirements as stated in **Attachment J**”

Item #2:

Attachment J was omitted from the procurement package


Change:

Attachment J is attached to this addendum

NOTE: The Closing date will not change as a result of this addendum.

Note: A signed acknowledgement of this Addendum must be received at the submission location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal.

Very truly yours,



Kerry L. James
Director of Procurement and Contract Administration
Phone: 804-780-4444

Name of Firm

Signature / Title

Date

ATTACHMENT J

Request for Qualifications Richmond Redevelopment and Housing Authority Capital Projects – Project Management and Administration

The overall objective of the work to be performed is to provide Capital Project Management (PM) Services potentially encompassing: Planning, support, design management, construction project management, field inspection services, project controls, administration of funds, project documentation or other related professional services for identified Capital Fund projects Mas deemed necessary by the Richmond Redevelopment and Housing Authority (RRHA). It is imperative that the implementation of all projects be completed on schedule and within budget.

There are multiple capital projects at RRHA and these projects vary in size and scope that fall within the RRHA five (5) year Capital Plan. It is anticipated that we will have various projects in progress at any given time and it is the goal of the RRHA to get these projects under way as soon as funding will allow.

The Request for Qualifications (RFQ) seeks to identify potential providers for the scope of services listed herein. Successful Respondents shall include one or more project team members who is a Program Management Professional certified by the Program Management Institute or other recognized professional societies.

1. Tasks

The Program Manager shall serve as a representative of the Richmond Redevelopment and Housing Authority (RRHA). However, the Program Manager will not be allowed to perform architectural or engineering design services, or construction services (unless specifically provided for within the scope of services outlined in this RFQ).

The primary objective of the work to be performed by the Program Manager is to ensure that identified projects meet scope and quality requirements and are accomplished on time and within budget. The successful respondents will demonstrate highly qualified abilities to accomplish the objectives of this RFQ. Additionally, the successful respondents will demonstrate a deep understanding of those strategies necessary to realize high-performing facilities and infrastructure while operating within established budgets. RRHA is particularly interested the respondents' successes with various project delivery methodologies such as design-bid-build, design-build and construction manager-at- risk.

2. Scope of Required Services

- Management of Design Phase: The Contractor shall be responsible for providing project design management of the design phase of all assigned projects.
- Management of Construction Phase: The Contractor shall be responsible for providing project construction management of the construction phase of all assigned projects.
- Field Inspection Services: The Contractor shall be responsible for providing field inspection services as necessary to ensure compliance to schedule, budget, and quality contractual requirements.
- Project Controls: The Contractor shall be responsible for coordinating with the appropriate staff persons to manage invoices, contracts, change orders, and amendments to develop systems that result in the delivery of projects/professional services on time and on budget.
- Project Documentation: The Contractor shall be responsible for documenting projects from beginning to end.
- Project Close Out: The Contractor shall be responsible for assisting in the preparation of documentation for close-out. Close-out includes the set-up of preventive maintenance programs, management of warranties and asset preservation for each project executed.
- Risk Assessment and Management: The CONTRACTOR shall be responsible for assessing and managing risk during all phases of the project to ensure, to the extent possible, that potential impacts to budget, quality and schedule are mitigated.

3. Responsibilities

The overall objective is to assist RRHA in managing Capital Improvement Program (CIP) projects. The Responsibilities for this effort may include, but are not limited to the following:

- Manage projects to ensure delivery within the established schedule and cost parameters and in compliance with quality assurance requirements; provide timely communications with project/professional service providers; develop and implement appropriate recovery strategies when management objectives are at risk.
- Work with RRHA staff to develop and implement various project delivery methods that would enhance the Capital Improvement Program (CIP) goals of delivering high quality, energy efficient facilities on time and within budget.
- Recommend and implement project delivery strategies and schedules in order to increase construction market competition and realize efficiencies.
- Provide regular written reports to RRHA staff. See Attachment I for reporting documents and reporting time frames.
- Assist RRHA staff as required in project/program financial or programmatic audits.

- Manage professional design consultants' contracts and implement design to budget requirements in all RFP's and contracts for design services. Monitor and report on compliance with design to budget requirements.
- Evaluate and review design errors and omissions, rendering professional opinions to RRHA staff and assisting in recovery efforts if necessary.
- Monitor and manage the process of compliance with all applicable regulatory requirements, permitting and necessary approvals.
- Manage the submittal of all required documents for approval by Federal, State, City and other local agencies.
- Validate cost estimates and provide value engineering and constructability reviews throughout the design of projects to ensure compliance with project budget and schedule.
- Provide document quality assurance and quality control reviews.
- Verify that all addenda have been incorporated into the final plan set prior to start of construction.
- Assist in the competitive bidding process for the procurement of construction, including participating in pre-bid conferences.
- Participate in pre-construction meetings, including the effective use of partnering strategies. RRHA will schedule pre-construction meetings with successful contractor for CIP projects.
- Provide project construction management services to include: conducting regular jobsite meetings, overseeing quality assurance testing and inspection programs; monitoring contractor and subcontractor work for deficiencies, maintaining a copy of all contract documents, change orders, and other documentation; and overseeing contractor and subcontractor safety programs.
- Identify long lead items to facilitate the earliest feasible date for project completion.
- Be on call after normal business hours (800am-5:30pm, Monday-Friday) based on individual projects.
- Expedite communication, processing and documentation of all contractors' submittals including RFI's, product data, payments requests, change orders, etc.
- Report potential budget and schedule variances, prepare recovery plans, and oversee implementation of recovery plans to achieve on-time project completion.
- Ensure that all contract drawings, terms and conditions are adhered to during the construction phase.

- Validate accuracy of requested entitlements and appropriate supporting documentation; and ensure processing of contractor's payments in a timely manner.
- Monitor contractor's adherence to safety plan and ensure that contractors are providing adequate site security.
- Document Non-Conformance Reports (NCR) reports in case of non-conformance and monitor corrective actions.
- Maintain a daily project diary of all the details of the work, equipment and labor on site.
- Provide coordination and supervision of hazardous materials abatement.
- Ensure that work by other RRHA departments is coordinated with on-site construction contractors.
- Manage and facilitate the implementation of all commissioning processes and guidelines through-out the project/professional service duration.
- Assist in coordinating furnishings, fixtures and equipment installation as requested by RRHA staff.
- Administer post construction close-out, start-up, and transition to operation including ensuring receipt of all operations and maintenance manuals and as-built drawings.
- Expedite final project close out and approval for final contractors' payments and assist in all post construction dispute resolution as necessary.
- Implement RRHA procedures for document management of construction documents and record drawings.
- Execute other tasks and matters reasonably relating to the foregoing.

4. Functional and Technical Requirements

The respondents must have a working knowledge of the various building codes required by the City of Richmond and the State of Virginia and all applicable design guidelines for the concerned facilities and infrastructure.

The respondents shall include one or more project team members who shall be a Program Management Professional certified by the Program Management Institute or possessed of other comparable Project Management experience.

The respondents should include one or more project team members with LEED Certification and a demonstrated experience with energy conservation principles, sustainability, maintainability and constructability.

- A. Statement of Qualifications - RRHA will pre-qualify firms prior to accepting sealed proposals. Only those firms who meet the pre-qualification requirements shall be allowed to submit proposals on this project. The award of the contract will subsequently be made to the most qualified proposer. RRHA reserves the right to hold interviews or conduct further investigation as RRHA deems necessary prior to pre-qualification.
- B. The information herein will be used to determine if a firm is qualified for each specific project. RRHA will review all submittals and determine the pre-qualification status of all respondents. A list of pre-qualified firms will be prepared and posted at the completion of this review and sent to all RFQ respondents.
- C. To be considered, each firm must submit one (1) unbound printed and signed original of its proposal, five (5) printed copies of its proposal, and one (1) electronic copy. "Statement of Qualifications" should be clearly written on the outside of the envelope, along with the project name, company name and event number. All information must be actually received before the indicated deadline. Additional pages may be attached as needed but responses shall be in the order as listed in the request and numbered accordingly. The submittal must be signed by a corporate officer or principal.
- D. Incomplete proposals and non-compliance with submittal instructions will eliminate proposals from further consideration.

4.1 Information regarding the business entity and Principals:

Firm Name: _____

Address: _____

Phone: _____

Fax: _____

Year Firm was established: _____ Specify Type of Entity: _____

State in which entity is Organized: _____

Name of Two (2) Principals to Contact:

Principal 1: Name & Title: _____

Phone Number: _____

E-Mail Address: _____

Principal 2: Name & Title: _____

Phone Number: _____

E-Mail Address: _____

4.2 Total dollar value of all projects successfully completed over the past 5 (five) years:

\$ _____

4.3 Number of persons currently employed:

Total: _____

Management: _____

Clerical: _____

Professional: _____

Common Labor: _ Skilled Labor: _____

Technical: _____

- 4.4 Complete Attachment XX Statement of Qualifications, listing projects currently under contract with the office or group that will perform the proposed work. Provide all information requested in the attachment.
- 4.5 Attach evidence of insurability for a project of this type. Include current certificate of insurance including worker's compensation coverage.
- 4.6 Complete Attachment xx Statement of Qualifications, listing projects completed by the proposed project manager(s). Please limit number the number of projects to five (5). The project manager must be an employee of the respondent. Include a resume or list of qualifications.
- 4.7 Disclose any refusals by an insurer to renew an insurance policy issued to the Respondent within the proceeding five (5) years.

- 4.8 Disclose any claims against the Respondent that remain outstanding at the time of this response to this RFQ.

- 4.9 Disclose any current litigation: _____

- 4.10 Describe your firm's Minority and Women-Owned Business Participation Plan by completing Attachment E Insert Minority Business and Section 3 Plan (required).

A project specific goal for utilization of Section 3 implementation for suppliers and/or sub-contractors will be established for this project and set forth in the Request for Proposal. The Respondent shall submit a Section 3 and MWBE Compliance Plan to demonstrate their corporate policy regarding Section 3 and MWBEs.