



Project Management Services for Community Center/Library Design and Construction

ISSUE DATE: December 8, 2017, REVISED: December 19, 2017

RESPONSE DEADLINE: December 29, 2017

SECTION 1: SYNOPSIS

As part of the Envision Ada Plan for redevelopment in the Ada Village area, Ada Township plans to construct a 20,000 sf – 27,000 sf Community Building/Kent District Library branch building in downtown Ada, to be completed by late 2019. The Township will use a Construction Manager/General Contractor at-Risk (CM/GC at-Risk) project delivery method for completion of the project. The Township is seeking the services of a contracted Project Manager to oversee the completion of this project as the Township's representative, from procurement of the CM/GC and Architect through project completion and closeout.

SECTION 2: SCOPE OF SERVICES

Apply effective program management tools and techniques to initiate, plan, execute, monitor, control, and close out the community building/library project.

Be an effective hands-on program manager who demonstrates accountability for the success of the project, is open to new challenges, and is adaptable to changes in project scope and direction.

Administer the project contract and budget, including negotiation of project guaranteed maximum price, change order requests, sub-contractor Requests for Information, and project contingency.

Establish and implement regular communications and consultation with Township officials and the Township Board regarding project progress and key project decisions.

Oversee relationship between the architect and the CM/GC, including resolution of any disagreements/disputes between parties.

Monitor the progress of work performed by the CM/GC.

Establish schedule and requirements for regular progress meetings with the CM/GC and Architect, and preparation of regular progress and budget status reports.

Establish and maintain essential project documentation.

Prepare and manage formal solicitations, including preparation of Request for Qualifications and Proposals.

SECTION 3: DESIRED QUALIFICATIONS AND EXPERIENCE

A proven track record of successfully managing and delivering capital projects, activities, and tasks on time, within scope, and within budget.

Demonstrated high level of project accountability and ownership from inception through completion.

Demonstrated ability to analyze and interpret plans, specifications, calculations, and cost estimates and prepare and administer contracts and budgets.

Knowledge of building codes and construction means and methods.

Experience in preparing and managing formal solicitations for design and construction services using a CM/GC-at risk delivery method.

Excellent analytical, organizational, presentation, customer service, collaboration, and written and verbal communication skills, and the ability to prioritize work and pay attention to detail.

Demonstrated skill and ability in understanding stakeholders' needs and meeting them within policy guidelines and in building collaborative team relationships.

Experience with project management systems such as E-Builder, Prolog, Primavera, Smartsheet or other project management or construction management tracking software.

A valid driver's license and satisfactory driving record is required.

One or more of the following education/certification credentials are preferred:

- Bachelor's Degree in Construction Management, Architecture, Engineering, or related field.
- Certified Associate in Project Management (CAPM)
- Construction Manager in Training (CMIT)
- Project Management Professional (PMP)
- Certified Construction Manager (CCM)

At least five years of relevant skilled experience in a project management role, including experience in managing building projects completed through a CM/GC at-risk delivery method.

Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

SECTION 4: DEADLINE FOR PROPOSAL/APPLICATION SUBMITTAL

Proposal/application due: Friday, December 29, 2017

SECTION 5: REQUIRED PROPOSAL CONTENTS

Include the following information in your proposal:

1. A cover letter.

2. A resume containing the following information:
 - a. educational background and credentials.
 - b. employment/business ownership history for the last 10 years.
 - c. summary of your key competencies and significant career accomplishments.
 - d. project experience relevant to the Ada Township Community Building/Library project.
 - e. List of employers/consulting clients for whom you have provided project management services.
 - f. Names and contact information for no more than 3 individuals as references on projects for which you have provided services similar to those solicited in this RFP during the last 10 years.
3. Your desired method and amount of compensation.
4. A proposed contract setting forth the terms of the proposed engagement of your services.

SECTION 6: CONFLICT OF INTEREST AVOIDANCE

1. The individual or business entity providing the services described herein will not be eligible for selection as the CM/GC or Architect for the Community Building/Library project.

SECTION 7: QUESTIONS

All questions pertaining to this solicitation must be in writing and sent by email to:

SECTION 8: SUBMISSION

Proposals must be received by 5:00 pm, Friday, December 29, 2017 to be considered.

Proposals may be submitted by either of the following means:

- Delivery of hard copy to Ada Township Office, Township Clerk's Counter, 7330 Thornapple River Dr. SE, Ada, MI
- Mailing by first class mail to: George Haga, Township Supervisor
Ada Township
PO Box 370, Ada, MI 49301
- Emailed in PDF format to: ghaga@adatownshipmi.com