

**REQUEST FOR PROPOSAL  
RFP 1-23**

**FOR**

**CONSTRUCTION MANAGER AT RISK  
RENOVATION OF DOWTOWN WEST**

**FOR**



**HealthWorks  
Cheyenne, Wyoming**

November 13<sup>th</sup>, 2023

Proposals due:  
**4:00 PM**  
**December 4<sup>th</sup>, 2023**  
at:



**TDSi - The Design Studio, inc.**  
**Attn: Amber Conwell, AIA**  
**1610 Pioneer Avenue**  
**Cheyenne, WY 82001**

## **PROJECT BACKGROUND**

Established in 2005, HealthWorks (formerly Cheyenne Health and Wellness Center) is an independent 501 (c)3 non-profit healthcare entity dedicated to providing premier medical, dental, behavioral health, and pharmacy services to all residents of Cheyenne and Laramie County, regardless of ability to pay. HealthWorks provides acute (sick, minor injury), chronic, and preventative health care services. All services have the ability to utilize translation services to meet the language needs of all patients. As a Community Health Center, HealthWorks welcomes everyone into a health care home with exceptional, comprehensive, patient centered care. With caring providers, convenient hours, and outreach services, HealthWorks strives to be the family's doctor for life and a community health resource.

## **PROJECT DESCRIPTION:**

All project information included in this RFQ is to be considered preliminary and expected to be evaluated with and by the firm(s) selected.

Overall Project Scope: The Downtown West Building, located at 504 and 506 W 17th in Cheyenne, is approximately 28,974 SF. The west side is a single story roughly 6,809 SF and the east side is 3-stories of roughly 7,410 SF each level. Preliminary project goals include incorporating offices, outpatient medical, behavioral health, dental operator, basic x-ray, and pharmacy services. Renovations will include complete interior renovation including new partitions, finishes, and overhaul of HVAC systems, addition of a fire suppression system, and evaluation of existing electrical systems. The work includes potential additions to the building for drive up pharmacy, additional elevator, and garage for mobile units. HealthWorks' objective is to occupy the Downtown West Building by the first quarter of 2025.

To complete the above project, there is a construction budget in the range of \$5,500,000 – \$7,000,000. The selected Construction Manager at Risk (CMAR) will perform pre-construction services, and upon approval of a final scope of work, and acceptable Guaranteed Maximum Price (GMP). HealthWorks will contract with the CMAR to complete project construction within a Guaranteed Maximum Price (GMP) based upon previously published design documents, subject to revision to incorporate cost savings measures approved by Owner.

### **A. HealthWorks, Construction Manager at Risk Renovation of Downtown West – Selection Process**

*Round I – Qualifications & Fee* - The first phase of the Construction Manager at Risk HealthWorks selection process will be based on qualifications and fee proposal. HealthWorks (“Owner”) will determine, based upon each proposer’s submittal, whether or not they believe proposer possesses the qualifications to perform the services required for the project. Only the most qualified proposers will be asked to participate in the next phase of the selection process. It will be important for proposers to demonstrate their past experience completing equivalent projects utilizing a similar delivery method on time, on budget, and in a collaborative environment. All costs incurred by proposers choosing to participate in the RFP process shall be borne by the proposer. –

The responses will be reviewed by a Selection Committee consisting of representatives from HealthWorks and The Design Studio, inc. (TDSi). The Selection Committee may also consult with additional resources for subject matter expertise. Those proposers the committee determines are most qualified to perform the services required for the project will be scheduled for an interview.

*Round II – Interviews* - Selected proposers will be asked to prepare for an interview with the Selection Committee. Interviews are an opportunity for proposers to communicate to the Selection Committee their understanding of renovation of Downtown West building, present their methodology for meeting the stated criteria, state how they will interface with the Owner and design team, and present ideas for the successful implementation of this project based on the project location, available construction trades, and market volatility.

The interviews will be conducted by an Interview Committee consisting of representatives from HealthWorks and The Design Studio, inc. (TDSi). The proposer the committee determines is the most qualified to perform the services required for the project will be the selected CMAR for the project.

At the end of the interview process, HealthWorks may select a proposer and initiate negotiations toward a final contract containing a detailed scope of work and budget. If negotiations with the first selected proposer are unsuccessful, negotiations with the second highest ranked proposer will be pursued, followed by the third proposer if necessary to secure a CMAR. In the event HealthWorks is unable to secure an agreement with any of the qualified proposers this procurement may be terminated at HealthWorks's option. HealthWorks reserves the right to delay making an award as necessary to permit proper study and analysis of all proposals received, to reject any or all proposals received, and to make a pre-award survey to determine the capability of any or all proposers. HealthWorks reserves the right to reject any or all proposals if it believes there is a sound business reason for doing so and to negotiate matters of performance, project schedule and other issues not directly related to the proposal price submitted prior to awarding a contract. HealthWorks further reserves the right to cancel the procurement process at any time during the evaluation process if it appears that the proposals received are not suitable for any reason whatsoever.

*Round III -Final Selection – Owner/ Construction Manager Agreement* -Upon the selection of a CMAR, the Owner and selected CMAR will enter into the negotiation of an Agreement. The form of agreement will be an AIA Document A133® – 2019 - Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, with AIA® Document A133® – 2019 Exhibit A - Guaranteed Maximum Price Amendment, and AIA® Document A133® – 2019 Exhibit B - Insurance and Bonds. If negotiations with the first selected proposer are unsuccessful, negotiations with the second highest ranked proposer will be pursued, followed by the third proposer if necessary to secure a CMAR.

**B. Proposal Submittal**

To be considered, proposals must be received by TDSi at the following location before 4:00 p.m. MDT on Monday, November 30<sup>th</sup>, 2023, at:

TDSi - The Design Studio, inc.  
Attn: Amber Conwell, AIA  
1610 Pioneer Avenue  
Cheyenne, WY 82001  
Copy sent via email: Amber Conwell (amber@tdsi.us)

Any proposal received after that time will not be considered but will be returned unopened to the proposer.

Telegraphic or fax submittals will not be considered.

**Qualifications and Fee Proposal:** One (1) original of the qualification’s proposal and fee, bound with all required attachments, one (1) electronic copy of the qualification’s proposal and fee; and five (5) additional copies shall be submitted in an envelope and clearly marked with the following information:

- (a) the phrase: “CONSTRUCTION MANAGER AT RISK HEALTHWORKS RENOVATION OF DOWNTOWN WEST QUALIFICATIONS PROPOSAL”
- (b) the date specified for receipt of proposals; and
- (c) the name and address of the proposer.

*Proposers are advised that proposal content and completeness are most important, and that clear and effective presentations are preferred, without unnecessarily elaborate, decorative or extraneous materials. Each section within the proposal shall be clearly defined for easy reference. All blank spaces must be filled in (e.g., the number “0”, the word “None” or the words “Not Applicable” or “NA” are to be inserted, where appropriate, on the forms).*

**C. Qualifications Proposal Format**

*Qualification Proposals shall be limited to a maximum of thirty-five (35) pages (8-1/2” x 11”) single sided, no type smaller than 11pt. The page limit does include the required form packet, the Table of Contents or tabs. Schedules may be larger than 8-1/2” x 11” for ease of reading. Schedules, photos, and project sheets are included in the page limit. Proposals exceeding the page limits may be considered non-responsive.*

The proposer shall complete the attached Proposal Form Packet and attach other information deemed necessary.

## **D. General Conditions and Fees Proposal**

The signer of the proposal must declare that the person(s), firm or parties interested in the contract as principals are named therein; that it is, in all respects, fair and in good faith without collusion or fraud; and that signer of the proposal has the authority to bind the principal proposer.

1. General Scope of CMAR Services - The CMAR's services during the Pre-Construction Phase include, but are not limited to cost estimating, value engineering, cash flow projections, scheduling, logistical planning, constructability analysis, bid package administration, bidding of trade contracts, and the submittal of a Guaranteed Maximum Price (GMP) proposal for the construction work. The CMAR's services during the Construction Phase include, but are not limited to construction management, administration, field supervision, coordinating subcontractors, maintaining quality, meeting schedules and providing the general conditions work for the Project.

2. Preconstruction Services Fixed Fee - The CMAR shall participate in the evaluation of the design as an integral member of the Project Team and shall perform preconstruction phase services which, in general, shall include but not be limited to the following:

- a) Attend all necessary work sessions with the Owner and design team to gather and distribute information on the project as required. This includes a minimum of two presentations of the estimate to the Board.
- b) In conjunction with the Owner and the design team, identify the project requirements and prepare a total project budget that properly allocates all costs for the various elements of the work intended for the project.
- c) Develop and continue to refine a comprehensive project schedule. Identify, decision dates, and make recommendations to the Owner and the design team on procurement of long-lead delivery items. Update and monitor the project schedule with the Owner and the design team regularly to identify deviations and changes.
- d) Provide value engineering and life-cycle costing for materials, equipment and systems mutually agreed upon to determine the best possible value to the Owner. Conduct formal value engineering work sessions with the Owner and the design team and recommend design detail alternatives.
- e) Prepare and monitor estimates of the construction cost during the Pre-Construction Phase based on detailed quantity surveys of the drawings and specifications. Advise the Owner and the design team if it appears that the construction budget will not be met and make recommendations for corrective action. Prepare and update with each cost estimate a reconciliation report comparing the cost estimate with the approved budget, accompanied by an updated construction billing and cash flow forecast.
- f) Review the drawings and specifications as they have been prepared and recommend alternate solutions whenever design details affect budget, schedule, constructability, and consistency with local and traditional trade practice.
- g) Review the proposed design concepts, layouts, dimensions, clearances and provide advice to the Owner and design team of possible conflicts of the mechanical, electrical, and plumbing building systems with the adjacent structure and finishes.

h) Recommend a strategy for bid packaging the drawings and specifications relative to the project approach and other pertinent considerations. Administrate the various bid packages for the project.

i) Recommend and prequalify subcontractors and suppliers to develop a bidder's list for review and approval by the Owner and the design team. It is the Owner's policy that only prequalified subcontractors and suppliers shall be invited to bid on certain procurement packages on the project and, further, that awards may then based upon the lowest responsible and conforming bids received; as well as other factors. All subcontractor and contract supplier bids shall be opened in the presence of the Owner and the design team unless other arrangements are agreed to by Owner and the design team in advance.

j) Prepare a detailed approach to phasing of the work, mobilization, logistics, quality control and safety for review and approval by the Owner and the design team.

k) Assist the Owner and the design team as necessary in interfacing with the City of Cheyenne Building Department, Fire Department and other authorities having jurisdiction over the project in order to obtain the building permit(s) on a timely basis for the construction activities.

l) Prepare and submit for the Owner's optional acceptance a final Guaranteed Maximum Price (GMP) Proposal as the refined design documents are developed and before any construction funds are committed. The final establishment of the GMP shall occur within twenty-one (21) days of the receipt of the final full scope of the refined design drawings and specifications, including all associated addenda. The GMP shall include the entire cost, scope of work and the quality intent of the project. The GMP Proposal shall be supplemented with a complete and detailed breakdown of costs for the entire project. All construction costs shall be clearly defined and included in the GMP Proposal, and as such, allowances for work scope will not be allowed.

The CMAR's Pre-construction Services Fixed Fee shall be based on the attached nine (9) page document entitled "CMAR FEE STRUCTURE." This document shall be attached to the Agreement. All items checked in the first column identified as "Pre-construction Services Fixed Fee" shall be included without exception in Preconstruction Services Fixed Fee. The Pre-Construction Services Fixed Fee shall also include the preceding scope of required pre-construction phase services. The CMAR's Pre-construction Services Fixed Fee shall be stated on the CMAR Fee Proposal Form.

Compensation for expenses in connection with the pre-construction phase services shall be included in the total CMAR Fixed Fee. And shall be paid in accordance with the terms set in the Agreement. In the event the project or the CMAR's services are cancelled for any reason whatsoever, the CMAR shall be reimbursed for actual verifiable costs incurred during preconstruction phase services up to the amount stated in the CMAR Fee Proposal Form

3. Construction Services Fixed Fee - The CMAR's Construction Services Fixed Fee shall be based on with the attached nine (9) page document entitled "CMAR FEE STRUCTURE." This document shall be attached to the final Agreement. All items checked in the second column identified as "Construction Services Fixed Fee" shall be included without exception in Construction Services Fixed Fee.

All general conditions costs, CMAR's field overhead costs, and CMAR's overhead and profit margin shall be included in the Construction Services Fixed Fee. All items checked in the second column identified as "Construction Services Fixed Fee" shall be provided and performed by the CMAR as required to complete the Project. Assigning any of these costs to the Direct Cost of Work trades is not

acceptable and will penalize the Proposal. Cost reimbursement will not be allowed for general conditions or general requirements unless specifically provided in the "CMAR FEE STRUCTURE." The Construction Services Fixed Fee shall be stated on the CMAR Fee & Schedule Proposal Form.

This Fee will not be subject to reduction through the efforts of the design team via design refinement, or by the CMAR via value engineering, procurement, or by construction efforts. However, abandonment or a significant reduction in the scope or magnitude of the Project would result in a negotiated reduction of the fee.

4. Cost Savings - To the extent the actual cost of the work may be reduced through the course of design refinement, procurement or construction, the reduction in cost shall revert entirely to the benefit of the Owner. There shall be no "shared savings" compensation to the CMAR.

5. Construction Change Order Mark-Up - For Owner-directed changes to the scope of the work, the CMAR shall propose a percentage fee for additive change orders to the Guaranteed Maximum Price (GMP) Contract amount. The additive change order mark-up shall be based in strict accordance with the attached "CMAR FEE STRUCTURE". Deductive change orders will be credited only to the direct cost of work.

The CMAR's Construction Change Order Mark-up for additive changes to the scope of the work that do not involve an extension to the contract completion time shall be stated as a percentage rate on the CMAR Fee Proposal Form

The CMAR'S Construction Change Order Mark-up for additive changes to the scope of the work that do involve an extension to the contract completion time shall be stated as a percentage rate on the CMAR Fee Proposal Form

The maximum amount to be paid to the CMAR or any subcontractor for change orders overhead and profit shall be as follows:

<u>Overhead</u>	<u>Profit</u>
5%	5% to the CMAR for work performed by others at a tier immediately below them.
5%	5% to any subcontractor for work performed by others at a tier below them.
10%	5% to the CMAR for the portion of work performed with their own forces.
10%	5% to the subcontractor for the portion of work performed with their own forces.

CMAR must specify on the CMAR Fee Proposal Form the direct cost "free zone" dollar amount (if any) on Owner directed changes for which CMAR change order mark-up would be exempt.

6. Project Schedule

Schematic Design	October – January 2024
Design Development	January - March 2024
Construction Documents	March - May 2024
Pre-Construction/Value Engineering	Completed May 2024
Construction Begins	June 2024
Substantial Completion	Q1 – March 2025
Certificate of Occupancy	March 2025
Owner Move-In	March 2025
Eleven Month Walkthrough	TBD

7. Bidding and Construction Contingency - All trade contracts shall be competitively bid and assigned to the CMAR's contract. The CMAR will be allowed to self-perform work that it traditionally performs with its own forces provided that the CMAR shall submit a bid proposal for subcontracted work (work not included in the CMAR's Construction Services Fixed Fee), and the bid proposal conditions used shall be the same as for all subcontractor proposals. The CMAR's bid proposals for subcontracted work shall be submitted in a sealed envelope to the Owner at least twenty-four (24) hours prior to receipt of other subcontractor bid proposals and be opened with the other bid proposals.

The CMAR shall abide by W.S. § 39-15-101 et seq., and W.S. § 39-16-101 et seq., relating to Sales and Use Taxes. In particular, the contractor shall abide by the guidance provided in State of Wyoming, Department of Revenue Bulletin, "Use Tax" issued December 5, 2012, revised July 1, 2013.

This Bulletin is available on-line through the Wyoming Department of Revenue's website. The CMAR's contingency shall be used to cover costs of unforeseen job conditions, omissions of the estimate (with the exception of subcontracted work), and discrepancies between subcontractor and supplier scopes of work, which are properly reimbursable as cost of the work but are not the basis for a change order. The CMAR's contingency shall be used with the Owner's and the design team's concurrence only, which shall not be unreasonably withheld. Requests for the use of the contingency shall be submitted by the CMAR within thirty (30) days of the event that caused such cost of work to be incurred, or as soon as the need is apparent. The CMAR's contingency shall not be used for repairing or replacement of the work due to the CMAR's negligence. The balance of the CMAR's contingency which has not been expended for the project according to the procedures set forth herein shall be refunded entirely to the benefit of the Owner, upon final invoicing. The CMAR shall also provide the Owner and the design team with a documented status of the contingency amount on a monthly basis with each payment application.

Specify on the CMAR Fee Proposal Form the percentage rate for contingency you propose to be applied to your proposed Guaranteed Maximum Price.

#### **E. Addenda**

Proposers may submit inquiries in writing (email) to TDSi at any time prior to 4:00pm on November 16<sup>th</sup>. Any written questions submitted by a proposer regarding the meaning or interpretation of the RFP, scope of work, specifications, etc., must be submitted to TDSi prior to the above written specified date. TDSi shall make reasonable efforts to provide copies of all written clarifications to all prospective proposers in summary form as an addendum to this RFP. No technical assistance shall be given by TDSi to any proposer in preparation of its proposal.

Written inquiries, via email transmittal only, shall be directed to:

amber@tdsi.us  
TDSi - The Design Studio, inc.  
Attn: Amber Conwell, AIA  
1610 Pioneer Avenue  
Cheyenne, WY 82001

Any or all changes, additions, or clarifications in connection with this RFP shall be issued by TDSi in the form of written addenda. Each proposer must sign the "Acknowledgment of Receipt of RFP Packet and Addenda" and submit the executed form with its proposal. Oral comments, responses and/or representations shall not be binding upon HealthWorks/TDSi.



## **F. Selection Process**

Each responsive proposal received by HealthWorks shall be evaluated in a consistent manner as described. A responsive proposal is one which complies with all material aspects of the solicitation, both as to the method and timeliness of submission, and as to the substance of any resulting contract. Prospective proposers are advised to submit all required forms, attachments, and other information as requested in the RFP. Proposals that do not comply with all the terms and conditions of the solicitation may be rejected as non-responsive.

### **I. Selection Process Schedule**

November 13 <sup>th</sup> , 2023	Invitation to Bid - RFP 1-23
November 17 <sup>th</sup> , 2023, 3:00pm	Pre - Proposal Walk-through , 504 West 17th Street, Cheyenne, WY
November 20 <sup>th</sup> , 2023, 4:00pm	Questions due
November 22 <sup>th</sup> , 2023	Addendum (if required)
December 4 <sup>th</sup> , 2023, 4:00pm	Proposals Due - RFP-1-23
December 5 <sup>th</sup> , 2023	Review Committee selects firms to participate in interview process
December 7 <sup>th</sup> , 2023	Firms notified of selection to participate in interview process.
December 14 <sup>th</sup> & 15 <sup>th</sup> , 2023	Interviews held
December 19 <sup>th</sup> , 2023	Interview committee selects firm to act as CMAR
January 3 <sup>rd</sup> , 2024	Agreements finalized with selected CMAR and HealthWorks
January 4 <sup>th</sup> , 2024	Notice to Proceed

**ACKNOWLEDGEMENT OF RECEIPT OF RFP PACKET AND ADDENDA**

*This form must be completed and attached to the outside of the submittal package.*

The undersigned hereby acknowledges receipt of the HealthWorks Request for Proposal (RFP 1-23) packet for the:

CONSTRUCTION MANAGER AT RISK  
HEALTHWORKS RENOVATION OF DOWNTOWN WEST, including the following  
addenda issued during the procurement process.

Addendum #1:

Dated:

Addendum #2:

Dated:

Addendum #3:

Dated:

Failure to acknowledge receipt of the proposal packets, sample agreement and all addenda may cause the proposal to be considered non-responsive to this solicitation.

Name of Proposer:
Proposer Contact Phone Number:
Firm Represented:
Authorized Signature:
Date:

**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

### **Executive Summary**

Provide a brief summary which highlights your firm's general qualifications, strengths, and reasons your firm is the best fit for this project. Attached additional sheets as needed.

**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

**Qualifications Form and Financial Statement  
for Construction Manager at Risk Services**

**Firm Information**

Name:

Address:

City/State:

Zip Code:

Phone Number:

Fax Number:

Email Address:

Website Address:

Submitted by:

a. How many years has the firm been in business as a contractor?

b. Under what other or former names has your firm operated?

c. Date of organizations or incorporation under the present name:

d. State of incorporation:

e. Name of owner, partners or corporation officers:

Name & Title:

Name & Title:

Name & Title:

Name & Title:

**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

**Project Team**

Identify the project team members and their positions with the firm, briefly outlining the responsibilities of each member. The office of each project team member not located in Cheyenne should be identified. Detailed resumes should be attached to the back of this section to identify the experience and qualifications of the individual team members. Provide an organizational chart.

**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

**Licensing**

Date first licensed in the City of Cheyenne. If not licensed, date you anticipate being licensed to do work in the City of Cheyenne:

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List type and/or class of license:

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List jurisdiction in which your organization’s partnership or trade name is filed:

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**Similar Project Experience**

Within the last five years, has your firm ever failed to complete any work awarded to it or has any officer or principal of your firm ever been an officer or principal of another firm when it failed to complete a construction contract? (If “yes,” explain):

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Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers? (If “yes,” explain):

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Has your firm filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? (If “yes,” explain):

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List the categories of work that your firm normally performs with its own forces:

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State the total worth of work in progress and under contract:           \$

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How many similar size and scope has your firm completed from Notice to Proceed to Substantial Completion. List the three most recent projects on the form on the next page.

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**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

**Similar Project Experience Statement  
for Construction Manager at Risk Services**

Project Name:		Project Location:	
Contact Name:		Architect/Design Team:	
Contact Phone:		Contact Email Address:	
Class of Work:	Contract Amount:	% Self Performed:	Estimated Completion:
Other Information:			

Project Name:		Project Location:	
Contact Name:		Architect/Design Team:	
Contact Phone:		Contact Email Address:	
Class of Work:	Contract Amount:	% Self Performed:	Estimated Completion:
Other Information:			

Project Name:		Project Location:	
Contact Name:		Architect/Design Team:	
Contact Phone:		Contact Email Address:	
Class of Work:	Contract Amount:	% Self Performed:	Estimated Completion:
Other Information:			

*Submit additional forms if necessary.*

**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

**Project Approach**

Include a brief overview of your firm’s experience, philosophy and processes in regard to working with a design team, cost estimating, phasing, value engineering, local subcontractor participation, quality control, safety, environmental management, project closeout and warranty. Included additional pages as needed.



**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

**References**

The firm grants permission for HealthWorks to contact all references named for further information, unless specifically stated.

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a. Financial Institution Reference:

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Name of Financial Institution:

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Contact Name:

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Address:

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City/State:

Zip Code:

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Contact Phone Number:

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b. Surety Information:

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Name of Bonding Agency:

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Contact Name:

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Address:

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City/State:

Zip Code:

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Contact Phone Number:

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Bonding Capacity:

---

Available Bonding Capacity:

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**Insurance Information**

Insurance Carrier:

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Name of Agent:

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Address:

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City/State:

Zip Code:

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Phone Number:

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**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

How long has firm been with this carrier?

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Has firm ever been denied a project policy?

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Have any major claims been filed against any Policy? (If “yes,” explain):

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**Financial Information**

Financial Statement – Attach a financial statement, preferably audited, including your firm’s latest balance sheet and income statement showing the following items. The financial information provided is considered confidential and is for the express use and purpose of determining the contractor’s abilities to qualify for proposed construction projects as submitted.

1. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses).
2. Net fixed assets.
3. Other assets.
4. Current liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).
5. Long-term liabilities (e.g., notes or mortgages payable).
6. Equity accounts (e.g., capital notes, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

Name and Address of firm preparing attached financial statement, and date thereof.

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Is the attached financial statement for the identical firm named on page 1? (If “No,” explain):

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Will the firm whose financial statement is attached act as guarantor of the contract for construction?

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**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

**Similar Project Experience Statement  
for Construction Manager at Risk Services**

Project Name:		Project Location:	
Contact Name:		Architect/Design Team:	
Contact Phone:		Contact Email Address:	
Class of Work:	Contract Amount:	% Self Performed:	Estimated Completion:
Other Information:			

Project Name:		Project Location:	
Contact Name:		Architect/Design Team:	
Contact Phone:		Contact Email Address:	
Class of Work:	Contract Amount:	% Self Performed:	Estimated Completion:
Other Information:			

Project Name:		Project Location:	
Contact Name:		Architect/Design Team:	
Contact Phone:		Contact Email Address:	
Class of Work:	Contract Amount:	% Self Performed:	Estimated Completion:
Other Information:			

*Submit additional forms if necessary.*

RFP #1-23

Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West

*DO NOT MODIFY PROPOSAL FORM – Any modification or alteration to this form from its original format will result in rejection of the proposal. Proposal form to be completed in its entirety, include firm name on each page where indicated, and signed in ink. Submit proposal form in its entirety.*

**CMAR FEE PROPOSAL  
FORM**

**PROPOSAL FOR:** HealthWorks – Downtown West  
**PROPOSAL DUE:** 4:00 p.m. MDT December 4<sup>th</sup>, 2023  
**TO: (Architect)** TDSi - 1610 Pioneer Avenue, Cheyenne, WY 82001

**PROPOSER:**

\_\_\_\_\_  
Legal Name of Firm

\_\_\_\_\_  
By

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Proposal Dated

\_\_\_\_\_  
City of Cheyenne Contractor's License No.

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
License Classification

**PERFORMANCE BOND AND PAYMENT BOND**

Note: A Performance and Payment Bond is not required to be submitted with the Preconstruction portion of this proposal. However, a Performance and Payment Bond is required once a Guaranteed Maximum Price has been agreed upon between the CMAR and the Owner.

Proposer's Firm Name: \_\_\_\_\_

**CONTRACT COMPLETION TIME:**

It is agreed by the undersigned, if awarded the contract to **SUBSTANTIALLY COMPLETE THE WORK IN ACCORDANCE WITH THE DATES SET IN THE REQUEST FOR REQUEST FOR PROPOSAL.**

The undersigned further agrees that in the event of failure to achieve substantial completion within the above stated time period, the contractor and the contractor's surety shall be liable for and shall pay the owner the sums hereinafter stipulated of \$1,000 as **LIQUIDATED DAMAGES** (Not a Penalty) for each calendar day of delay until the work is substantially complete.

The undersigned also agrees that he will not withdraw his proposal for a period of forty-five (45) days from the date of proposal opening.

In submitting this proposal, be it understood, the owner reserves the right to waive irregularities and informalities, to reject any or all proposals without further obligation, and to accept any proposal deemed desirable. It is also understood that the owner will use the proposal as a part of the evaluation criteria for selection of the project CMAR and this proposal is not a competitive bid.

If awarded the project the undersigned also agrees to furnish the following post-bid submittals to the owner within ten (10)calendar days of the acceptance of Guaranteed Maximum Price.

- a. Performance Bond
- b. Labor and Material Payment Bond
- c. Certificate of Insurance

The undersigned agrees to maintain Wyoming Workman's Compensation and Wyoming Unemployment Insurance in good standing throughout the duration of the project until final payment by the owner. The contractor shall submit copies of the certificates within ten days upon the owner's request.

By submission of this proposal the responder certifies:

**A. NON-COLLUSION AFFIDAVIT OF PRIME RESPONDERS**

- 1. He/She is the responder that has submitted this proposal, and that he has the authority to sign on its behalf.
- 2. He/She is fully informed respecting the preparation and contents of the attached proposal of all pertinent circumstances respecting such proposal. Such proposal is genuine and is not a collusive or sham proposal.
- 3. Such proposal is genuine and is not a collusive or sham proposal.

**Proposer's Firm Name:** \_\_\_\_\_

4. Neither the said responder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other responder, firm or person to submit a collusive or sham proposal in connection with the contract of which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any other responder, firm or person to fix the price or prices in the attach proposal or of any other proposal; to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other responder; or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the owner or any person interested in the proposed contract.

**B. CERTIFICATE OF NON-DISCRIMINATION**

The responder hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, or holding companies are treated equally by their firm without regard to or because of race, religion, ancestry, national origin or sex as required by federal and state anti-discrimination laws. The responder further certifies and agrees that it will deal with subcontractors, responders or vendors without regard to or because of race, religion, ancestry, national origin or sex. Violation of this certification may constitute a material breach of contract upon which the owner may determine to cancel, terminate, or suspend the contract.

**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

**Proposer’s Firm Name:** \_\_\_\_\_

**PROPOSAL SUMMARY**

DESCRIPTION	PROPOSAL
<b>1) Preconstruction Services Fixed Fee</b> (Refer to RFP-1-20, C.2.)	\$
<b>2) Construction Services Fixed Fee</b> (Refer to RFP-1-20, C.3.)	\$
<b>3) TOTAL – CMAR FIXED FEE (1 + 2)</b>	\$
<b>4) Construction Change Order Mark-Up For Changes Not Involving Completion Time</b> (Refer to RFP-1-20, C.5.)	%
<b>5) Construction Change Order Mark-Up For Changes That Extend Completion Time</b> (Refer to RFP-1-20, C.5.)	%
<b>6) Change Order Mark-Up “Free Zone”</b> (Refer to RFP-1-20, C.5.)	\$
<b>7) CMAR’s Contingency Rate</b> (Refer to RFP-1-20, C.7.)	%
<b>8) Umbrella &amp; General Liability Insurance Rate</b> (Refer to RFP-1-20, C.8.b.)	%
<b>9) Builder’s Risk Insurance Rate</b> (Refer to RFP-1-20, C.8.c.)	%
<b>10) Performance &amp; Payment Bond Rate</b> (Refer to RFP-1-20, C.8.d.)	%

**RFP #1-23**

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

**Proposer's Firm Name:**

\_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_

Signature of Proposer: \_\_\_\_\_

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

Name of  
Company: \_\_\_\_\_

Company Organization: \_\_\_\_\_

(Individual, Partnership, Corporation)

Incorporated in the State of: \_\_\_\_\_

Names of other partners or officers: \_\_\_\_\_

Company Address: \_\_\_\_\_

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

Company Fax No.: ( \_\_\_\_\_ )



**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

Proposer's Firm Name: _____							
<b>CMAR FEE STRUCTURE</b>							
<b>HealthWorks Renovation of Downtown West Project Cheyenne, Wyoming</b>							
		Preconstruction Services Fixed Fee	Construction Services Fixed Fee	Direct Cost of Work	By Owner	By Architect	Not In Contract (NIC)
<b>A.</b>	<b>PROJECT MANAGEMENT</b>						
1	Architectural Consultant Selection				X		
2	Civil Consultant Selection					X	
3	Structural Consultant Selection					X	
4	Mechanical Consultant Selection					X	
5	Electrical Consultant Selection					X	
6	Special Consultant Selection					X	
7	Review Design Concepts	X			X	X	
8	Develop Bid Packages	X				X	
9	Site Use Recommendations	X				X	
10	Material Selection Recommendations	X				X	
11	Building Systems Recommendations	X				X	
12	Building Equipment Recommendations (Movable)				X	X	
13	Building Equipment Recommendations (Fixed)	X			X	X	
14	Coordinate Owner-Supplied Fixed Equipment	X			X	X	
15	Coordinate Owner-Supplied Movable Equipment				X	X	
16	Construction Feasibility Recommendations	X					
17	Construction Scheduling Recommendations	X					
18	Life Cycle Costing Analysis	X				X	
19	Informal Value Engineering	X					
20	Formal Value Engineering	X					
21	Energy Use Analysis & Recommendations						X
22	Labor Availability Review (Subcontractors)	X					
23	Material Availability Review	X					
24	Equipment Availability Review	X					
25	Subcontractor Availability Review	X					
26	Construction Logistical & Execution Plan	X					
<b>B.</b>	<b>PROJECT COST CONTROL</b>						
1	Total Project Cost Budget				X	X	
2	Schematic Design (SD) Cost Estimate					X	
3	Review Architect's SD Cost Estimate & Verify Costs	X					
4	Design Development (DD) Cost Estimate	X					
5	Guaranteed Maximum Price (GMP) Cost Estimate	X					
6	GMP Proposal	X					
7	Bid Package Estimates	X					
8	Construction Cash Flow Projections (Monthly)	X	X				

Proposer's Firm Name: _____		Preconstruction Services Fixed Fee	Construction Services Fixed Fee	Direct Cost of Work	By Owner	By Architect	Not in Contract (NIC)
<b>CMAR FEE STRUCTURE</b>							
<b>HealthWorks Renovation of Downtown West Project Cheyenne, Wyoming</b>							
9	Material Surveys & Trade Contractor Estimates	X					
10	Set-Up Cost Accounting		X				
11	Set-Up Reporting Methods		X				
12	Set-Up Payment Procedure		X				
13	Set-Up Change Order Procedure		X				
14	Prepare Change Order Cost Estimates		X				
15	Verify Correctness of Quantities & Prices of All COs		X				
16	Continued Project Cost Monitoring		X				
<b>C.</b>	<b>PROJECT SCHEDULING</b>						
1	Preconstruction Activity Schedule (Bar Chart)	X					
2	Construction Activity Schedule (CPM Set-Up)	X					
3	Const Activity Schedule w/ Milestones (CPM Updates)		X				
4	Shop Drawing & Submittal Schedule / Procedure		X				
5	Mock-Up Schedule & Procedure		X				
6	Short-Interval Schedules		X				
7	Occupancy Schedules		X				
<b>D.</b>	<b>SUBCONTRACTOR SELECTION / PURCHASING</b>						
1	Set Prequalification Criteria	X			X	X	
2	Recommend Subcontractor Selection Methods	X					
3	Recommend Subcontractor Award Methods	X					
4	Develop Subcontractor Interest	X					
5	Prepare Bidding Schedules	X					
6	Issue Plans, Specifications & Addenda	X					
7	Receive Bids	X					
8	Analyze Bids	X					
9	Recommend Award	X					
10	Determine Local Manpower Availability	X					
11	Prepare Subcontracts & Supplier Contracts		X				
12	Prepare Change Orders		X				
13	Verify Correctness of Quantities & Prices of All CO's		X				
14	Coordinate Owner-Supplied Fixed Equipment		X				
<b>E.</b>	<b>CONTRACT DOCUMENT COORDINATION</b>						
1	Constructability Review & Recommendations	X					
2	Responsibility For Temporary Facilities	X					
3	Review For Jurisdictional Overlap	X					
4	Review For Inclusion of All Work	X					
5	Review For Adequately Phased Construction	X					
6	Review For Installation of Owner Supplied Fixed Equip	X					
7	Identify Long-Lead Items	X					
8	Identify Commodity Shortages	X					

Proposer's Firm Name: _____		Preconstruction Services Fixed Fee	Construction Services Fixed Fee	Direct Cost of Work	By Owner	By Architect	Not in Contract (NIC)
<b>CMAR FEE STRUCTURE</b>  <b>HealthWorks Renovation of Downtown West Project</b> <b>Cheyenne, Wyoming</b>							
9	Apply For Building Permits		X				
10	Obtain Building Permits		X				
<b>F.</b>	<b>CMAR OFF-SITE STAFF &amp; SERVICES (AS REQUIRED)</b>						
1	Corporate Executives	X	X				
2	Principal In Charge	X	X				
3	Project Executive	X	X				
4	Operations Manager	X	X				
5	Construction Manager	X	X				
6	Project Manager	X	X				
7	Project Engineer	X	X				
8	Mechanical & Electrical Coordinator	X	X				
9	Safety Manager / Field Audit	X	X				
10	EEO Officer	X	X				
11	Human Resources	X	X				
12	Secretarial	X	X				
13	Project Estimating	X	X				
14	Project Accounting	X	X				
15	Project Data Processing	X	X				
16	Project Scheduling	X	X				
17	Project Purchasing	X	X				
18	Basic Legal Services	X	X				
19	Home Office Operating Expenses	X	X				
20	Benefits for Above Personnel	X	X				
21	Vacations for Above Personnel	X	X				
22	Bonuses for Above Personnel (If Any)	X	X				
<b>G.</b>	<b>Project Manager(s)</b>		X				
1	Project Superintendent(s)		X				
2	Assistant Superintendent(s)		X				
3	Project Engineer(s)		X				
4	Field Engineer(s)		X				
5	Mechanical & Electrical Coordinator		X				
6	Quality Control Engineer		X				
7	Project Assistant / Clerk / Typist		X				
8	Safety Engineer		X				
9	Field Accounting		X				
10	Data Processing		X				
11	Field Engineering & Layout (Initial Line & Grade)		X				
12	Field Surveying & Layout for Trades			X			
13	Registered Surveyor		X				
14	Security Guard / Watchman Service		X				
15	Ground Transportation		X				

Proposer’s Firm Name: _____		Preconstruction Services Fixed Fee	Construction Services Fixed Fee	Direct Cost of Work	By Owner	By Architect	Not in Contract (NIC)
<b>CMAR FEE STRUCTURE</b>  <b>HealthWorks Renovation of Downtown West Project</b> <b>Cheyenne, Wyoming</b>							
16	Airline Transportation		X				
17	Meals & Lodging		X				
18	Personnel Moving & Relocation Expense		X				
19	Personnel Subsistence Costs		X				
20	Benefits for Above Personnel		X				
21	Vacations for Above Personnel		X				
22	Safety Incentives for Above Personnel (If Any)		X				
23	Bonuses for Above Personnel (If Any)		X				
<b>H.</b>	<b>QUALITY CONTROL / WARRANTY</b>						
1	Implement & Submit Construction Quality Control Plan	X					
2	Quality Control Responsibility		X				
3	Quality Control Inspection Responsibility				X	X	
4	Field Inspector				X		
5	Inspector's Office				X		
6	Inspector's Transportation				X		
7	Inspector's Equipment				X		
8	Testing & Inspections				X		
9	Special Inspection Consultants				X		
10	Special Testing Consultants				X		
11	Concrete Testing				X		
12	Masonry Testing				X		
13	Compaction Testing				X		
14	Welding Testing				X		
15	Soils Investigations / Geotechnical Reports				X		
16	Environmental Testing				X		
17	Environmental Inspection				X		
18	Environmental Cleanup Coordination / Govt Document				X		
19	Special Testing Services				X		
20	Drug Testing & Screening (Field Personnel)		X	X			
21	Safety & Quality Control Bonus Incentives		X				
22	Systems Mockups			X			
23	Systems Testing		X	X			
24	Project Progress Photographs		X				
25	Warranty Inspections Coordination		X				
26	Air & Water Balancing			X			
27	Operator On-Site Training			X			
28	Prepare Operation Manuals		X	X			
29	Prepare Maintenance Manuals		X	X			
30	Prepare Preventive Maintenance Manual			X			
31	Warranty Inspections Coordination		X				
32	Warranty Service Cost Reserves		X				
33	Prepare Punch List(s)		X				

Proposer's Firm Name: _____		Preconstruction Services Fixed Fee	Construction Services Fixed Fee	Direct Cost of Work	By Owner	By Architect	Not in Contract (NIC)
<b>CMAR FEE STRUCTURE</b>  <b>HealthWorks Renovation of Downtown West Project</b> <b>Cheyenne, Wyoming</b>							
34	Approve Punch List(s)				X	X	
<b>I. TEMPORARY FACILITIES</b>							
1	Temporary Field Office Facility		X				
2	Field Office Furniture & Equipment		X				
3	Field Office Copier(s)		X				
4	Field Office Fax Machine(s)		X				
5	Field Office Computer(s) & Software		X				
6	Field Office Supplies		X				
7	CMAR's Storage Trailers / Sheds		X				
8	Field Office Equipment Maintenance & Repairs		X				
9	Architect / Engineer Temporary Office						X
10	Project Sign		X				
11	Directional & Warning Signs (Including Maintenance)		X				
12	Bulletin Boards		X				
13	Potable Drinking Water / Ice / Cups		X				
14	Temporary Tree Protection			X			
15	Temporary Toilets / Sanitary Sewer		X				
16	Temporary Construction Fencing			X			
17	Barricades			X			
18	Covered Walkways (As Required)			X			
19	Safety Equipment		X	X			
20	First Aid Station & Supplies		X				
21	Handrails / Toe Boards / Opening Protection		X				
22	Safety Nets			X			
23	Temporary Stairs		X				
24	Temporary Scaffolding			X			
25	Fire Extinguishers		X				
26	Flagman / Traffic Control			X			
27	Temporary Foundation Dewatering (Incl Equipment & Fuel)			X			
28	Casual Dewatering			X			
29	Concrete Washout System (Incl Maintenance & Removal)			X			
30	Temporary Erosion Control System			X			
31	Stormwater Management / Inspections / Maintenance		X				
32	Temporary Access Road Construction			X			
33	Temporary Access Road Maintenance		X				
34	Street Closure Management Expense			X			
35	Temporary Storage Yard Rental			X			
36	Temporary Off-Site Parking Expense						X
37	Temporary Parking Lot Rental & Shuttle Service						X
38	Temporary Protect Interior Materials & Finishes		X				
39	Temporary Protect Exterior Materials & Finishes		X				
40	Temporary Construction Doors & Hardware		X				

Proposer's Firm Name: _____		Preconstruction Services Fixed Fee	Construction Services Fixed Fee	Direct Cost of Work	By Owner	By Architect	Not in Contract (NIC)
<b>CMAR FEE STRUCTURE</b>							
<b>HealthWorks Renovation of Downtown West Project Cheyenne, Wyoming</b>							
41	Job Hauling Charges		X				
<b>J.</b>	<b>TEMPORARY UTILITIES</b>						
1	Temp Telephone Install Equipment & Monthly Fee		X				
2	Telephone Expense (Internet Charges)		X				
3	Cellular Phone Charges		X				
4	Temporary Electrical Service / Distribution			X			
5	Temporary Electrical Wiring & Lighting			X			
6	Lightbulbs & Temp Electrical Maintenance			X			
7	Electrical Power Consumption Expense		X				
8	Temporary Water Service / Distribution			X			
9	Temporary Water Consumption Expense		X				
10	Temporary Gas Service / Distribution			X			
11	Temporary Gas Service Consumption Expense			X			
12	Temporary Heating Service (Permanent System)			X			
<b>K.</b>	<b>CLEAN-UP</b>						
1	Daily Clean-Up			X			
2	Final Clean-Up		X				
3	Final Glass Cleaning		X				
4	Street Sweeping / Cleaning			X			
5	Debris Hauling/Removal			X			
6	Trash Chutes			X			
7	Trash Dumpsters			X			
8	Dump Permits & Fees			X			
9	Dust Control			X			
10	Drainage Control			X			
<b>L.</b>	<b>WEATHER PROTECTION / TEMPORARY HEATING</b>						
1	Remove Snow & Ice (Site)		X				
2	Remove Snow & Ice (Buildings)		X				
3	Temporary Enclosures (Buildings)			X			
4	Temporary Weather Protection for Sub Trades			X			
5	Temporary Heating for Sub Trades			X			
6	Temporary Field Office Heating Energy Cost		X				
7	Fuel Cost for Heating (Permanent Heat System)			X			
8	Temporary Heating System Operation Fire Watch			X			
9	Permanent Heat System Filter Replacement			X			
10	Maintenance Cost (Permanent Heat System)			X			
11	Extended Warranty Cost (Permanent Heat System)			X			
<b>M.</b>	<b>ON-SITE EQUIPMENT / HOISTING (AS REQUIRED)</b>						
1	Automobile(s) & Fuel		X				

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

Proposer's Firm Name: _____		Preconstruction Services Fixed Fee	Construction Services Fixed Fee	Direct Cost of Work	By Owner	By Architect	Not in Contract (NIC)
<b>CMAR FEE STRUCTURE</b>							
<b>HealthWorks Renovation of Downtown West Project Cheyenne, Wyoming</b>							
2	Pick-Up Truck(s) & Fuel		X				
3	Dump Truck / Flat Bed Truck & Fuel		X				
4	Forklift / Fuel / Operator / Maintenance			X			
5	Skidsteer / Fuel / Operator / Maintenance			X			
6	Tires & Maintenance Cost for CMAR Equipment		X				
7	Air Compressor & Fuel			X			
8	Temporary Generator & Fuel		X				
9	Hoisting Equipment & Fuel			X			
10	Mobile Crane / Operator / Fuel / Maintenance			X			
11	Tower Crane / Operator / Fuel / Maintenance						X
12	Material/Personnel Hoist & Maintenance						X
13	Material/Personnel Hoist Operator						X
14	Material/Personnel Hoist Gates & Landings						X
15	Temporary Elevator Cab & Entrance Protection			X			
16	Temporary Elevator Maintenance Charges			X			
17	2-Way Radio Equipment		X				
<b>N.</b>	<b>INSURANCE &amp; BONDS</b>						
10	Completed Products Insurance			X			
11	Professional Liability Insurance						X
12	Workman's Compensation Insurance (CMAR's Only)	X	X				
13	FICA / Medicare Insurance (CMAR's Only)	X	X				
14	Federal Unemployment Insurance (CMAR's Only)	X	X				
15	State Unemployment Insurance (CMAR's Only)	X	X				
16	Performance Bond			X			
17	Payment Bond			X			
18	Subcontractor & Supplier Bonds			X			
<b>O.</b>	<b>PERMITS &amp; FEES</b>						
1	Foundation Permit			X			
2	Superstructure Permit			X			
3	Building Permit (General)			X			
4	Mechanical Building Permit			X			
5	Electrical Building Permit			X			
6	Plan Check Fees			X			
7	Street Use Permit			X			
8	Curb & Gutter Permit			X			
9	Sidewalk Permit			X			
10	Landscape Permit			X			
11	Street / Curb Design Charge			X			
12	Sign Permits			X			
13	Site Drainage Study				X		
14	Site Drainage Permit				X		

**Project Name: Construction Manager at Risk  
Healthworks – Renovation of Downtown West**

Proposer's Firm Name: _____		Preconstruction Services Fixed Fee	Construction Services Fixed Fee	Direct Cost of Work	By Owner	By Architect	Not in Contract (NIC)
<b>CMAR FEE STRUCTURE</b>							
<b>HealthWorks Renovation of Downtown West Project Cheyenne, Wyoming</b>							
15	Utility Development Fees				X		
16	Plant Investment Fees				X		
17	Electrical Primary Construction Fee				X		
18	Water Service Construction Fee				X		
19	Gas Service Construction Fee				X		
20	Water Tap (Inspection) Fee			X			
21	Sanitary Tap (Inspection) Fee			X			
22	Storm Tap (Inspection) Fee			X			
23	Special Tap Fees			X			
24	Contractor's Licenses		X	X			
25	Zoning Fees				X		
26	Construction Equipment Licenses			X			
27	Construction Equipment Permits			X			
<b>P.</b>	<b>OTHER COSTS</b>						
1	Sales & Use Taxes (As Required)			X			
2	Construction Labor Costs			X			
3	Construction Material Costs			X			
4	Construction Equipment Costs			X			
5	Cost of Design & Engineering				X		
6	Mechanical & Electrical Systems Design & Engineering					X	
7	A/E Cost for Bid Packages				X		
8	Preliminary Soils Investigation				X		
9	Title / Development Cost				X		
10	Land Costs				X		
11	Financing / Interest Cost				X		
12	Interim Financing Costs				X		
13	Building Operation After Move-In				X		
14	Building Maintenance After Move-In				X		
15	FF&E Coordination Services		X		X	X	
16	Owner Moving Transition Manual				X		
17	Owner Moving Costs				X		
18	GMP Financial Responsibilities				X		
19	Preconstruction Services	X					
20	Construction Management Services		X				
21	Guaranteed Maximum Price Proposal	X					
22	Weekly Project Team & Subcontractor Meetings		X				
23	Weekly Project Meeting Minutes & Distribution		X				
24	CMAR Overhead Cost	X	X				
25	CMAR Profit & Margin	X	X				



## **HEALTHWORKS RFP 1-23**

### **Enclosures**

#### **Attachment A- 1 - Proposal Form Packet**

- ACKNOWLEDGEMENT OF RECEIPT OF RFP PACKET AND ADDENDA
- EXECUTIVE SUMMARY
- FIRM INFORMATION - HEALTHWORKS QUALIFICATIONS FORM AND FINANCIAL STATEMENT FOR CONSTRUCTION MANAGER AT RISK SERVICES
- PROJECT TEAM
- SIMILAR PROJECT EXPERIENCE
- PROJECT APPROACH
- WORKS IN PROGRESS STATEMENT FOR CONSTRUCTION MANAGER AT RISK SERVICES
- CMAR FEE PROPOSAL FORM
- CMAR FEE STRUCTURE
- ATTACH OTHER INFORMATION

#### **Attachment B-1**

FIRST ROUND QUALIFICATION PROPOSAL EVALUATION CRITERIA WEIGHTING

#### **Attachment B-2**

SECOND ROUND CONSULTANT PROPOSAL EVALUATION (INTERVIEWS)  
CRITERIA WEIGHTING

**ATTACHMENT “B-1”  
FIRST ROUND QUALIFICATION PROPOSAL EVALUATION  
CRITERIA WEIGHTING**

<u>Criteria</u>	<u>Description</u>	<u>Weight</u>	<u>Score</u>
Applicable Experience	Quantity and type of experience with CMAR delivery projects.	15	
Approach to Project	Adequate description of philosophy and processes in regard to CMAR delivery projects.	15	
Technical Expertise	Quantity and type of experience with renovations, expansions and church facilities.	15	
Adequate Resources	Sufficient available staff, expertise and equipment to complete the proposed project.	15	
Jobsite Proximity	Physical location relative to the project site in order to minimize response time to project needs.	5	
Performance on Past Projects	Success on previous CMAR delivery projects in the way of project scope, schedule and budget.	20	
Familiarity with Project	Knowledge of project background, needs, goals, limitations and special considerations.	10	
Proposal Quality	Readability, completeness, brevity and organization of the proposal.	5	
<b>TOTAL</b>		<b>100</b>	

Firm Rated:
Date Rated:
Comments:

**ATTACHMENT “B-2”**

**SECOND ROUND CONSULTANT PROPOSAL EVALUATION (INTERVIEWS)  
CRITERIA WEIGHTING**

<b>INTERVIEW</b>		<b>SCORE</b>	<b>COMMENTS</b>
Completeness		<b>10</b>	
Method of presentation		<b>10</b>	
Professionalism		<b>5</b>	
Enthusiasm for project		<b>15</b>	
Innovative ideas/creative project approach		<b>20</b>	
Applicable Experience/Technical Expertise		<b>20</b>	
Familiarity with project		<b>20</b>	
<b>TOTAL</b>		<b>100</b>	

List reasons you have for recommending a particular firm:

.....  
 ..  
 ..  
 ..  
 ..

List reasons you have for rejecting a particular firm:

.....  
 ..  
 ..  
 ..  
 ..

General comments/clarifications/questions:

.....  
 ...  
 ...  
 ...  
 ...

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