

Hamilton Township
REQUEST FOR PROPOSALS
Hamilton Township Park
PRIME PROFESSIONAL/CONSTRUCTION MANAGEMENT SERVICES
Issued September 16, 2024

Section 1: Instructions

1.1 Purpose: This Request for Proposals (RFP) for Project Prime Professional and Construction Management Services is open to all interested firms to provide comprehensive project prime professional and comprehensive construction management services throughout preconstruction, construction, and post construction phases, as well as project reporting, and compliance. The Project Prime Professional shall prepare the plans, specifications and bid documents for the project, and oversee project construction.

1.2 Selection Process: Interested firms must respond to the requirements included herein. This technical proposal, as well as an interview (if determined necessary), will be evaluated to determine the lowest qualified bid to provide project prime professional and construction management services for this project. Hamilton Township reserves the right to reject any and all proposals and may stop the selection process for the project at any time.

1.3 Selection criteria: Submissions will be evaluated based on the following criteria.

Evaluation Criteria	<u>Points</u>
● Work Plan / Approach	30
● Cost	20
● Personnel (experience and qualifications)	20
● Capability (firm experience/references)	20
● Completeness of Response	10
<u>TOTAL Available</u>	<u>100</u>

Respondents scoring less than 70 points on all non-cost criteria may be determined unqualified.

1.4 Instructions for Proposal and Deadline: Bidders must submit a complete, straightforward response to this RFP. The proposal must be submitted via ameswright13@gmail.com. To be considered responsible and responsive, proposals must be received by 3pm on October 7, 2024. Please limit file sizes to 5mb or less. Bidder's failure to submit a proposal as required may result in being deemed non responsive. Hamilton Township reserves the right to extend the deadline for submissions of responses.

Schedule

Questions due: September 23, 2024

Responses to questions issued: September 30, 2024

Proposals due: October 7, 2024

Approval: October 14, 2024

- 1.5 **Contract Award:** Contract award will be undertaken by Hamilton Township with the firm whose proposal is determined to be the lowest qualified bidder. The interview, if needed, may be conducted in Hamilton Township or in a virtual format. In the event Hamilton Township and the successful candidate are unable to agree upon the terms and provisions of a definitive agreement, Hamilton Township reserves the right to negotiate with another firm or firms.
- 1.6 **Additional Information:** Hamilton Township reserves the right to require supplemental or clarifying information from any responding party, without having been deemed to have changed the terms of this RFP.
- 1.7 **Rejection of Proposals:** Hamilton Township reserves the right to reject any or all proposals, in whole or in part, received as a result of this RFP.
- 1.8 **Incurring Costs:** Hamilton Township is not responsible for any cost incurred by bidders prior to acceptance of a proposal and the award and execution of a contract.
- 1.9 **Responsibilities of the Project Prime Professional:** The Project Prime Professional is responsible for all services of the contract including development of design drawings, and managing bidding processes and overseeing the preconstruction, construction, and post construction phases, as well as project reporting, and compliance. The Project Prime Professional is responsible for permit owner occupancy at the earliest possible dates and to assure that the project costs will remain within the project budget. The construction management services shall include but are not necessarily limited to developing design documents, cost estimating, coordinating design modifications, assembling contract bidding documents, promoting bid opportunities to veteran, women, and minority owned businesses, taking bids, compliance with competitive bid requirements, and entering into contracts for all required construction phase services. Responsibilities also include the supervision of trade construction contractors in the performance of their contracts assuring efficient use of materials to provide quality construction at the lowest responsive, responsible cost in accordance with the architectural/engineering contract documents, drawings and specifications with owner approved modifications.
- 1.10 **Inquiries:** Questions may be directed to Amy Erskine Wright ameswright13@gmail.com; 757-377-5701. All inquiries must be submitted no later than September 23, 2024 by 3pm. Questions will be responded to Amy Erskine Wright ameswright13@gmail.com
- 1.11 **Public Information.** All information submitted in response to this RFP shall become the property of Hamilton Township, and as such, may be subject to public review as public records.

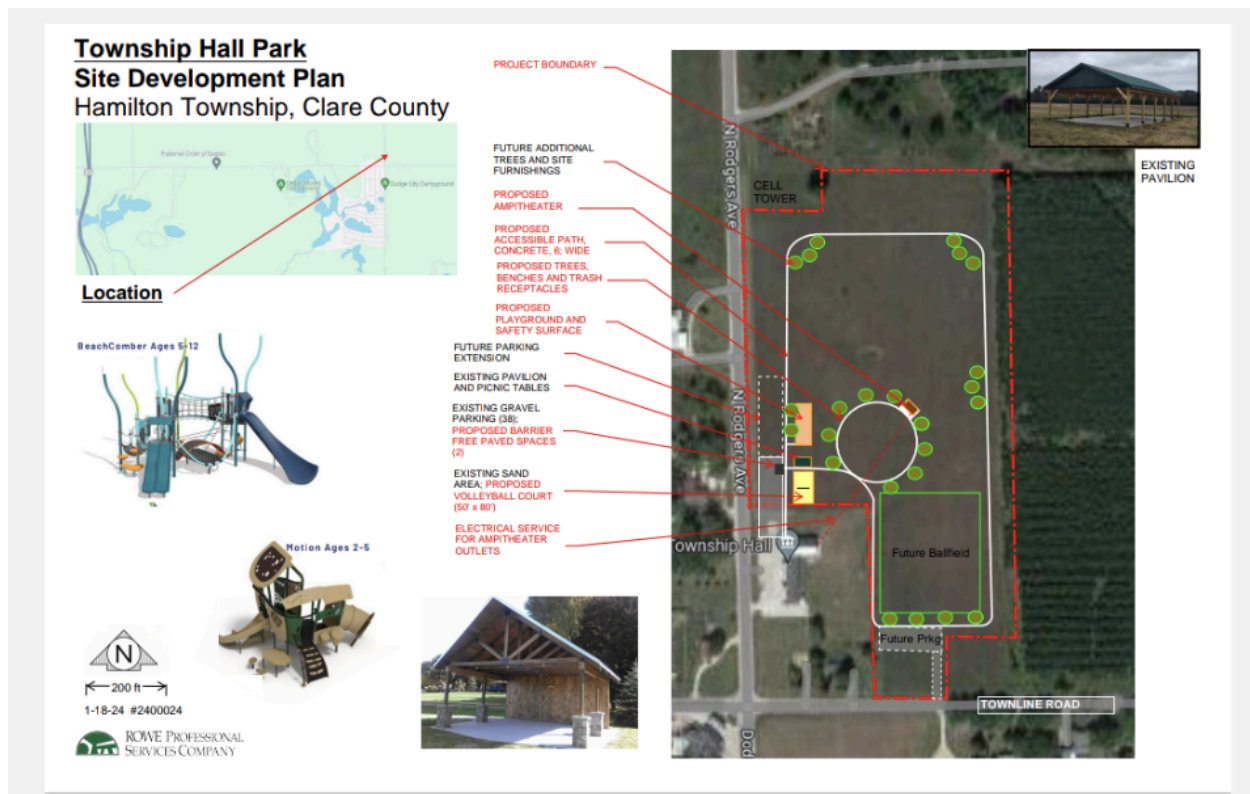
Section 2: Project Details

2.1 Project Description: Hamilton Township received Spark grant funding administered by the Council of Michigan Foundations through a partnership with the Michigan Department of Natural Resources to enhance recreation opportunities at Hamilton Township Park 3042 N. Rodgers Ave. Harrison, MI 48625 .

Approved Project Summary

The new Hamilton Township Park will be a multi-acre recreational facility consisting of an amphitheater, park, play area, walking paths, workout equipment, multi-sport field, picnic and pavilion area, restrooms, and parking.

The approved scope of work, and Hamilton Township's subrecipient agreement with the Council of Michigan Foundations is attached.



2.2 Project Budget: The dollar amount of this proposal is intended to cover the cost of project preconstruction, construction, and post construction phases, as well as project reporting, and compliance.

2.3 Anticipated Schedule: Construction may start at any time after construction documents have been completed. Funds are to be obligated by December 31, 2025, and fully expended by September 30, 2026. To meet the encumbrance deadline of December 31, 2025, the funds will need to be part of an executed contract and may be part of a contingency allowance amount. These deadlines are non negotiable and may not be extended because of federal requirements.

Section 3: Proposal Instructions

3.1 Proposal Preparation: The tables provided in Attachment A will assist you in determining the projected total cost for your company to provide the services that are outlined within this RFP.

The total cost is to include estimated not-to-exceed costs for project prime professional fees, reimbursable expenses including direct staffing and project operations expenses, project prime professional liability insurance expenses, Performance and Payment bond expenses for full construction cost, builders risk insurance, and any other general condition expenses. The contract will also include an allowance for trade contracts, construction general conditions items and construction contingency allowances Hamilton Township must approve all contingency allowance use. The allowance for trade contracts, construction general condition items and construction contingency shall be part of the contract but shall not constitute a guaranteed maximum cost; provided however that the Project Prime Professional recognized the Hamilton Township's fixed budget and shall endeavor in a relationship of trust with Hamilton Township to monitor and make recommendations to accomplish the project within the fixed project budget. All the terms listed on the tables must be included in your projected total cost and costs for each category must be completed. If we have overlooked a category or item in Attachment A that you deem pertinent, please include, and note that in your proposal.

3.2 Proposal Signature: Proposals must be signed by an official authorized to bind the company to its provisions.

3.3 Prime Responsibilities: The Project Prime Professional selected will be required to assume responsibility for all services offered in the proposal, regardless of who produces them. The selected firm shall be the sole point of contract regarding contractual matters, including payment of any and all charges resulting from the contract. In the event of a joint proposal, such firms shall be jointly and severally responsible for all services offered in the proposal, regardless of who provides/produces them.

3.4 Proposal Preparation Costs: All costs incurred for the proposal preparation presentation, or contract negotiations are the responsibility of the project prime professional. Hamilton Township shall not be responsible for, and will not pay, the cost for any information solicited or received.

3.5 Acceptance of Proposal Contents: The contents of the proposal of the selected company will be contractual obligations when a contract is issued, except regarding particular contents which may be rejected by Hamilton Township or conflicts with articles of the contract. Failure of the successful firm to abide by such obligations without the express consent of Hamilton Township will result in cancellation of the award.

3.6 Proposed Project Schedule Note: Hamilton Township and all consultants recognize that the anticipated schedule mentioned in Section 2 will be modified and developed once the Project Prime Professional is selected and has reviewed project requirements. However, the project end date of September 30, 2026, may not be adjusted because of federal grant requirements.

3.7 Scope of Services: It is assumed that any proposal submitted will include, but may not be limited to, performance of all the activities listed below, and in compliance with Hamilton Township's subrecipient agreement with the Council of Michigan Foundations. If a bidder objects to any aspect of this RFP, they must separately identify the objection, the basis for the objection, and a reasonable alternative in a separate written document attached to the RFP response and identified as "Exceptions to the RFP." Failure of any proposal to identify exceptions as required herein shall be an express and binding acknowledgment that all requirements of the RFP will be satisfied and have been included within the proposal. The Project Prime Professional will include but are not necessarily limited to the services identified below, and any other services described in Hamilton Township's subrecipient agreement with the Council of Michigan Foundations. Proposals must provide requested information and be submitted in the format outlined below. Paginate proposals and ensure that the proposals refer specifically to the project at hand. Proofread proposals for language and mathematical errors. The items shown below are considered in the review of technical qualifications.

3.7.A: Design and Pre-Construction Phase Services including bidding/awarding

1. Prepare a full topographic survey of the entire part of the park to be improved and develop the applicable project boundary map and legal description for submission to the Michigan Department of Natural Resources.
2. Provide as-needed value engineering and construction advice regarding materials, methods, systems, and other conditions as they affect the project constructability and cost.
3. Develop drawings and documents and prepare estimates at 50% and 90% of each phase so the scope of work and project costs can be aligned by the completion of each phase. Drawings should include the scale of the drawings prepared, and the seal of the professional who is overseeing the design.
4. Provide recommended improvements needed for compliance with the Americans with Disabilities Act.
5. Work with the project team to identify acceptable bid alternatives and provide budget estimates for the alternates for the project team's review.
6. Provide project support and coordination with governmental agencies having jurisdictional authority over the project.
7. Prepare a construction schedule including recommendations for appropriate bidding categories and phases, as well as contract coordination and sequencing.

8. Prepare and maintain a cash flow schedule for the project.
9. Provide as needed services in applying for, tracking, securing, and serve as a permit holder whenever possible for all required project permits. Pay all required permit and inspection fees necessary (reimbursable) for a fully permitted project.
10. Communication and coordination with relevant utility companies to the extent needed to execute the project.
11. Develop proposal forms and write work scope descriptions for each separate bidding category and trade.
12. Qualify contractors, as required to ensure financial solvency and labor availability.
13. Distribute and issue construction documents to bidders and receive bids following requirements outlined in the subrecipient agreement with the Council of Michigan Foundations. These include requirements regarding distribution of bid announcements to veteran, women, and minority owned businesses and details cost thresholds for competitive bid requirements.
14. Conduct pre-bid conference(s) with all bidders for all divisions of work.
15. Evaluate bids.
16. Conduct post-bid interviews for each bid package (as applicable) and make award recommendations to the project team for their review.
17. Prepare all trade contracts and associated documents, considering project specific issues including but not limited to dispute resolution and insurance matters as required in the prime project professional contract.
18. Provide a certificate of insurance for the coverage required for the project.

3.7.B Construction Phase Services

1. Maintain current detailed construction and occupancy schedules.
2. Provide part-time, on-site staff to plan, manage, and coordinate trade contractors' activities.
3. Coordinate and monitor all safety projects.
4. Monitor the schedule daily and take appropriate action with trade contractors that need encouragement to maintain schedule.
5. Coordinate and hire material testing services as required by the documents, recommended by the Project Prime Professional, and/or requested by Hamilton Township.
6. Provide project support and coordination with governmental agencies having jurisdictional authority of the project for trade inspections.
7. At a minimum, conduct weekly trade contractor's foremen meetings to review safety and project progress.
 - a. Update the project team of any activities which may affect operations/schedule.
 - b. Provide copies of meeting minutes and distribute them to appropriate staff, contractors, and the project team within 24 hours of the conclusion of the meeting.
8. Conduct project progress meetings for planning, coordination, and payments.
 - a. Meetings with the project team which will include status reports on the project, budget, change orders, and allowances for reimbursable expenses, etc. to be held every other week through substantial completion.

- b. The Project Prime Professional will be responsible to prepare and provide copies of meeting minutes distributed to appropriate staff and project team within 5 days of the conclusion of the meeting.
 - c. The Project Prime Professional will be responsible for review and validation of sub-contractor payment requests.
 - d. This project will require Davis Bacon Act (DBA) Wage rates and the bidder must include DBA provisions in all subcontracts and will be responsible for assuring all payment requests meet DBA requirements. Additional compliance requirements are detailed in the subrecipient agreement with the Council of Michigan Foundations that include compliance with the Contract Work Hours and Safety Standards Act, and various Civil Rights Acts.
9. Monitoring and reporting on trade contractor performance and contract compliance.
 10. Coordinate and report construction interfaces, methods, techniques, and sequences.
 11. Coordinate and monitor implementation of change orders.
 12. Collect, assemble, and provide to Hamilton Township as-built drawings and records, operating and maintenance manuals, warranties, guarantees, and project directories.
 13. Coordinate completion of punch lists, final inspections, Hamilton Township acceptance and occupancy.
 14. Acquisition and set-up of necessary construction support items, all in compliance with required bidding procedures and otherwise subject to Hamilton Township's approval.
 15. Manage and coordinate the commissioning process; assist the commissioning agent and project team with the commissioning of the project.
 16. Provide coordination of all construction trades/activities with any, and all "owner" provided Fixtures, Furniture and Equipment.

3.7.C: Post-Construction Phase Services

1. Conduct training sessions for appropriate employees regarding all operation and maintenance of any technical equipment. Document appropriate use in writing or through video recording as appropriate.
2. Prepare and deliver one paper and one electronic copy of all closeout materials, O&M manuals, etc. Provide one paper and one electronic as-built markup set of documents and final corrected Record Documents delivered to Hamilton Township in CAD and/or PDF formats.
3. Provide follow-up at eleven months after Substantial Completion in order to identify and correct any warranty items prior to the one-year Labor and Materials Warranty expiring.

3.7.D: Project Reporting, and Compliance

1. Consultant agrees that, if selected, it will comply with the attached terms and conditions of Hamilton Township's Subrecipient Grant Agreement with the Council of Michigan Foundations. This agreement includes multiple requirements regarding state and federal compliance.
2. Communicate and coordinate with Hamilton Township, the Council of Michigan Foundations, and other stakeholders to meet the requirements of the subrecipient grant agreement.
3. Support the development of Hamilton Township's financial and narrative progress reports and reimbursement requests to the Council of Michigan Foundations

3.8: Business Organization: State the full name, address, and federal I.D. number of the organization and if applicable, the branch office, consultants or other subordinate elements that will provide or assist in providing the service. Indicate whether you operate as an individual, partnership, or corporation. If a corporation, include the state in which you are incorporated. State whether you are licensed to operate and practice in the State of Michigan.

3.9: Statement of the Problem: State in succinct terms your understanding of the problem presented by this RFP.

3.10: Project Team/Personnel: The bidder must be able to staff a project team that has the qualifications and expertise necessary to undertake the project. Identify the number of full-time project managers, engineers, and support personnel within your company, and the number of each to be assigned to this Project. Include the full names of all personnel by classification that will be employed in the project. Indicate which of these individuals you consider to be “Key Personnel” for the successful completion of the project, identify them by name and position/classification, and provide their resumes. Each resume should include, at minimum: a) title and project assignment or role that person will be expected to fulfill for this project; b) educational background and professional registrations; c) a synopsis of experience, training or other qualities that reflect the individual’s potential contribution to the project, with specific emphasis or highlight to relevant and similar project experience/success. Limit resumes to not more than two pages. Provide an organization chart outlining authority and communication lines for each Key Personnel.

3.11 Project Approach, Management Summary, Work Plan: Describe in narrative form your unique project approach for this project. Bidders should also outline their work plan and methodology to ensure the success of this project. Describe what services and deliverables will be provided, quality of services and deliverables and unique aspects of your services which will add value to the project. Refer to Section 2.1 Project Description for additional detail.

3.12 Schedule Plan: Describe your project execution plan, including your recommended phasing/sequencing of bid packages to best benefit the project team, budget, and schedule. Provide, at minimum, a summary level critical path schedule based upon your understanding of the project and the program/design provided. Describe how you will develop this initial schedule with the project team from notice to proceed through design to detailed construction schedule. Describe the process and procedures you will use to monitor and control the schedule during construction. Identify challenges or opportunities related to Hamilton Township’s target schedule.

3.13 Cost Estimating and Control: Provide a preliminary cost estimate or cost model for the project as you deem appropriate per your understanding of the project and the program/design provided. Provide your analysis of the proposed project budget project program/design; identify any key items/conditions/areas of challenge and describe your initial suggestions and recommendation to mitigate each; describe potential value engineering opportunities and your process for evaluating the initial suggestions and developing additional opportunities with the team throughout the remaining design/construction process.

3.14 Project Risk Management: The selected bidder will provide a Performance and Payment bond covering the full value of the contract. Describe your recommended approach to management of subcontract performance and payment risk and the estimated cost to the project associated with that approach.

3.15: Statement of compliance. Describe your understanding of the terms and conditions of this RFP as well as the Subrecipient Grant Agreement with the Council of Michigan Foundations. Discuss your experience with similar grants and compliance requirements.

3.16 Additional Information and Comments: Include any other information, references of similar projects displaying your cost estimating, scheduling or other project prime professional services that is believed pertinent but not specifically asked for elsewhere or previously included in your response.

3.17 Insurance & Bond Coverage: Prior to beginning work, the selected firm will be required to provide copies of Surety Bonds and insurance certificates for liability and umbrella coverages as identified in Attachment B.

3.18 Payment of Fees: All fees, reimbursable expenses and general conditions expenses must be itemized on one invoice so that Hamilton Township may issue one monthly check to the Project Prime Professional. The cover page of each invoice shall be certified prior to delivery. The specific day of the month on which invoices are to be received and checks released will be determined during contract negotiations with the selected bidder.

3.19 Recent experience with related projects: Provide up to a half page description (for each project) of no more than five recent projects designed and constructed within the last five years. Include the location, owner's name, owner's contact information, engineering fee, and construction contract cost. Demonstrate experience in the design and construction of projects similar in nature.

3.20 Cost Proposal: For purposes of this cost proposal, assume that the budget for the Contract amount is as indicated on line (C) below which is inclusive of all Project Prime Professional fees, general conditions, overhead and profit. Note that the Contract Amount cost includes the construction contingency allowance. Project Prime Professional costs & % fees will be subject to negotiation and mutual agreement should the final approved scope or budget change substantially.

It is the intent of this cost proposal to obtain proposals that are priced utilizing the same criteria so an accurate evaluation can be performed. Please assume the anticipated schedule provided will be the schedule required to complete the project, do not make alternate schedule assumptions in the preparation of your proposal, accuracy will be as important as cost in the evaluation of your proposal.

Any adjustments to the total project costs varying provided in this RFP through no fault of the Project Prime Professional will be adjusted utilizing the information and rates provided in this cost proposal as mutually agreed upon in writing. Construction General Conditions will be reimbursed to the Project Prime Professional at cost with no mark-up.

The Project Prime Professional is to provide a fixed not to exceed price for the lines below denoted by "FIXED". The Project Prime Professional is to make their best attempt to accurately estimate the costs for the lines denoted by "ESTIMATED".

Recognizing the complexities involved with constructing the project with exact sequencing and phasing still to be determined, the Project Prime Professional will not be committed to the "ESTIMATED" amounts at this time, however, any changes are to be mutually agreed to and will only be allowable for items that differ from what is included in this RFP or should have been reasonably accounted for based on the information in this RFP and the Project Prime Professional planned schedule and project approach.

Hourly rates for the Project Prime Professional staff are to remain the same for the duration of the contract.

Please provide the following breakdown of your cost proposal and include Attachment A to provide a further breakdown of fees requested:

Preconstruction Services total (from Exhibit C of the subrecipient agreement) <i>FIXED</i>				\$ _____
Bidding Phase Services total (from Exhibit C of the subrecipient agreement) <i>ESTIMATED</i>				\$ _____
Construction Services total (from Exhibit C of the subrecipient agreement) <i>ESTIMATED</i>				\$ _____
Post Construction Services total (from Exhibit C of the subrecipient agreement) <i>ESTIMATED</i>				\$ _____
General Conditions total (from Exhibit C of the subrecipient agreement) <i>ESTIMATED</i>				\$ _____
Project Reporting, and Compliance total (from Exhibit C of the subrecipient agreement) <i>ESTIMATED</i>				\$ _____
Bond cost <i>FIXED</i>	\$ 906,200	X _____%	= \$ _____	
CGL Insurance <i>FIXED</i>	\$ 906,200	X _____%	= \$ _____	
Builders Risk Insurance <i>FIXED</i>	\$ 906,200	X _____%	= \$ _____	
Fee for Overhead & Profit <i>FIXED</i>	\$ 906,200	X _____%	= \$ _____	
Total Cost Proposal (sum of all costs above)				(A) \$ _____
Trade Contract, Construction General Condition & Contingency Allowance (Equals Total Project Prime Professional Contract (C) LESS Project Prime Professional Cost Proposal (A))				(B) \$ _____

Expected Total Not-to-Exceed Contract Amount (c) \$ 906,200

3.21 Proposal Certification

This proposal has been prepared to provide Hamilton Township with all the information requested in the RFP for Project Prime Professional and Construction Management Services. The undersigned certifies that the proposal contained herein meets or exceeds the scope of services as outlined in the RFP, and associated addenda. The proposal acknowledges the anticipated budget and anticipated schedule for the Project, which is acceptable to the bidder except unless otherwise noted in the Proposal.

The projected total cost (from Part 2) for our firm to provide the services outlined within the RFP are:

Signed this _____ day of _____, 2024.

Name

Firm

Address:

Phone Number: _____ Email: _____

If a corporation, indicate state of incorporation and affix seal.

Attest:

By:

Signature/Title

Section 4: Attachments

Attachment A: Staffing and General Conditions Tables

Attachment B: Insurance requirements

Attachment A: Staffing and General Conditions Tables

[Bidder]

The following tables are provided to assist you in determining the projected total cost for the Project Prime Professional to perform their Management Services as described in their proposal.

It is not a requirement for you to complete all of the line items in the table for your proposal to be considered. However, all of the items listed on the table must be included in your projected total costs and costs for each category must be completed. **The Project Prime Professional shall be limited to reimbursement for only those items priced below.** If the bidder requires items not listed in order to perform the services for the project please identify those additional items where indicated "Other - list as applicable" below. If an item listed below does not apply please mark it N/A.

PRE CONSTRUCTION PHASE COSTS					
NAME	ITEM	QUANTITY	UNIT	RATE	TOTAL
	Project Executive				\$0
	Sr. Project Manager				\$0
	Project Manager				\$0
	Project Engineer				\$0
	Project Superintendent				\$0
	Assistant Superintendent				\$0
	Field Engineer				\$0
	Layout Engineer				\$0
	Safety Officer				\$0
	Lead Estimator				\$0
	Estimator				\$0
	Civil Estimator				\$0
	Mechanical Estimator				\$0
	Electrical Estimator				\$0
	Secretarial & Clerical				\$0
	Accounting				\$0
	Other - list as applicable:				\$0
	General Superintendent				\$0
	Scheduler				\$0
					\$0
	Pre-Construction Phase Reimbursable Expenses				\$0
	Travel/Mileage/Meals				
	Electronic Plan Room				\$0
	Document Reproductions				\$0
	Postage & Expressage				\$0
	Other - list as applicable:				\$0
					\$0
					\$0
					\$0
TOTAL PRE CONSTRUCTION PHASE COSTS					\$0

BIDDING PHASE STAFF COSTS					
NAME	ITEM	QUANTITY	UNIT	RATE	TOTAL
	Project Executive				\$0
	Sr. Project Manager				\$0
	Project Manager				\$0
	Project Engineer				\$0
	Project Superintendent				\$0
	Assistant Superintendent				\$0
	Field Engineer				\$0
	Layout Engineer				\$0
	Safety Officer				\$0
	Lead Estimator				\$0

Estimator					\$0
Civil Estimator					\$0
Mechanical Estimator					\$0
Electrical Estimator					\$0
Secretarial & Clerical					\$0
Accounting					\$0
Other - list as applicable:					\$0
					\$0
					\$0
					\$0
Travel/Mileage/Meals					\$0
					\$0
TOTAL BIDDING PHASE STAFF COSTS					\$0

CONSTRUCTION PHASE STAFF COSTS					
NAME	ITEM	QUANTITY	UNIT	RATE	TOTAL
	Project Executive				\$0
	Sr. Project Manager				\$0
	Project Manager				\$0
	Project Engineer				\$0
	Project Superintendent				\$0
	Assistant Superintendent				\$0
	Field Engineer				\$0
	Layout Engineer				\$0
	Safety Officer				\$0
	Lead Estimator				\$0
	Estimator				\$0
	Civil Estimator				\$0
	Mechanical Estimator				\$0
	Electrical Estimator				\$0
	Secretarial & Clerical				\$0
	Accounting				\$0
	Other - list as applicable:				\$0
	General Superintendent				\$0
	Scheduler				\$0
					\$0
					\$0
	Travel/Mileage/Meals (INCLUDE IN STAFF RATE S)				\$0
					\$0
TOTAL CONSTRUCTION PHASE STAFF COSTS					\$0

POST CONSTRUCTION PHASE STAFF COSTS					
NAME	ITEM	QUANTITY	UNIT	RATE	TOTAL
	Project Executive				\$0
	Sr. Project Manager				\$0
	Project Manager				\$0
	Project Engineer				\$0
	Project Superintendent				\$0
	Assistant Superintendent				\$0
	Field Engineer				\$0
	Layout Engineer				\$0
	Safety Officer				\$0
	Lead Estimator				\$0
	Estimator				\$0
	Civil Estimator				\$0
	Mechanical Estimator				\$0
	Electrical Estimator				\$0
	Secretarial & Clerical				\$0

Accounting					\$0
Other - list as applicable:					\$0
					\$0
					\$0
					\$0
					\$0
Travel/Mileage/Meals					\$0
					\$0
POST CONSTRUCTION PHASE STAFF COSTS					\$0

PROJECT REPORTING, COMPLIANCE STAFF COSTS					
NAME	ITEM	QUANTITY	UNIT	RATE	TOTAL
	Project Executive				\$0
	Sr. Project Manager				\$0
	Project Manager				\$0
	Project Engineer				\$0
	Project Superintendent				\$0
	Assistant Superintendent				\$0
	Field Engineer				\$0
	Layout Engineer				\$0
	Safety Officer				\$0
	Lead Estimator				\$0
	Estimator				\$0
	Civil Estimator				\$0
	Mechanical Estimator				\$0
	Electrical Estimator				\$0
	Secretarial & Clerical				\$0
	Accounting				\$0
	Other - list as applicable:				\$0
	General Superintendent				\$0
	Scheduler				\$0
					\$0
					\$0
	Travel/Mileage/Meals (INCLUDE IN STAFF RATE \$)				\$0
					\$0
TOTAL PROJECT REPORTING, COMPLIANCE STAFF COSTS					\$0

REIMBURSABLE GENERAL CONDITION EXPENSES					
	ITEM	QUANTITY	RATE	UNIT	TOTAL
	GENERAL CONDITIONS - only those costs required for the Project Prime Professional to perform its management services				
	Temp Office Trailer Rental				\$0
	Temp Office Trailer Set Up				\$0
	Temp Office Trailer Furnishings				\$0
	Temp Office Trailer HVAC				\$0
	Temp Office Trailer Electric, Hook-up				\$0
	Temporary water to trailer(s)				\$0
	Temp Office Trailer toilets				\$0
	Site Office Supplies				\$0
	Site Office Water Cooler				\$0
	Postage				\$0
	Express Mail				\$0
	Digital Photography & Video				\$0
	Copy/Scan Machine				\$0
	Printers				\$0
	Computers				\$0
	Temp Office Equipment				\$0
	Printing				\$0
	Internet Set Up and Service Fee				\$0
	Software & Support				\$0
	Mobile Phone Expense				\$0
	Field Office Phone service				\$0
	Field Office Phone Equipment				\$0
	Site Two Way Radio				\$0
	On site Vehicle & Fuel Expenses				\$0
	Site Office Debris Removal				\$0
	Travel/Mileage/Meals				\$0
					\$0
	Other - list as applicable:				\$0

	Jobsite Set-up				\$0
	On-Site Signage				\$0
	On-Site Safety				\$0
	O&M Manuals and As-Builts				\$0
					\$0
	Performance/Payment Bonds (COST PER PROPOSAL SUMMARY PAGE)				
	CGL Insurance (COST PER PROPOSAL SUMMARY PAGE)				
	Builder's Risk Insurance (COST PER PROPOSAL SUMMARY PAGE)				
					\$0
	TOTAL Project Prime Professional GENERAL				\$0
	CONDITIONS EXPENSES				

Construction Support General Conditions shall be defined and estimated by the Project Prime Professional in conjunction with the Project Team as design develops. Project Prime Professional shall manage all construction support general conditions either as a reimbursable expense, at cost (no mark up), or assigned to a trade contract as recommended by the Project Prime Professional and mutually accepted by the Project Team.

Construction Support General Conditions may include, but not limited to, items such as the following with preliminary recommended assignment identified by the Project Prime Professional :

		Construction Support General Condition		
			Trade Cont	Prime Reimb
Quality Control & Testing				
	Construction Quality Control Testing Bldg/Site		x	
Permits & Special Fees (if applicable)				
	Driveway/Roadway Improvement Permits, Bond & Fees		x	
	Building Permits			x
	Specialty Permits		x	
	Water Connection Fees		x	
	Sanitary Connection Fees		x	
	Storm Connection Fees		x	
	Gas Service Charges		x	
	Electric Power Service Charges		x	
	Soil Erosion & Sedimentation Control (from DTM B)		x	
	Other permits/fees		x	
Barricades, Enclosure & Control Signs				
	Project Sign			x
	Safety Signage			x
	Opening Protection		x	
	Weather Enclosure		x	
	Control Signs		x	
	Temporary Fencing		x	
	Covered Walkways		x	
	Site Barricades / Fences		x	
On-Site Utilities				
	Temporary Electric		x	
	Temporary Water		x	
Winter Heat				
	Temporary Building HVAC		x	
	Temporary Building HVAC Energy/Costs		x	
Other On-Site Services				
	Layout Engineering/Surveying		x	
	Site Security		x	
	Site Webcam		x	
	Project Wide Hoisting (if applicable)		x	
	Safety and First Aid			x

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	Trade Contract & storage Trailers		x	
	Small Tools & Supplies		x	
	Temporary Toilets		x	
	Temporary Fire Protection		x	
	Weekly Clean-up		x	
	Final Clean-up		x	
	Dump Permits & Fees (RECYCLING preferred)		x	
	Debris Hauling/Removal (RECYCLING preferred)		x	
	Temporary Road Installation/Maintenance.		x	
	Temp Stair/lift		x	
	Roadway Maintenance		x	
	Storage Trailers		x	
	Dust Control		x	
	Snow Removal		x	
	Other (Specify)			

Attachment B: Insurance requirements

The selected bidder for this project will be required to submit proof of liability coverage as follows:

- i. General Liability Insurance each in the minimum amount of:
 1. Bodily Injury - \$3,000,000 each person / \$3,000,000 each occurrence, and
 2. Property Damage - \$3,000,000 per occurrence, or
 3. Combined single limit - \$3,000,000
- ii. Automobile Liability Insurance each in the minimum amount of:
 1. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 2. Property Damage - \$1,000,000 each occurrence, or
 3. Combined single limit - \$1,000,000
- iii. Excess/Umbrella and Employer's Liability Insurance in the minimum amount of:
 1. Combined single limit - \$2,000,000 each occurrence for bodily injury and/or property damage.
- iv. Workers' Compensation Insurance: Statutory-Amount and coverage required by the State of Michigan.
- v. Professional Liability Insurance in the minimum amount of \$1,000,000.
- vi. Waiver of Subrogation - All policies of insurance shall be endorsed to waive rights of subrogation in favor of Hamilton Township.
- vii. Additional Insured - All policies of insurance, endorsed to the Hamilton Township as an Additional Insured.
- viii. Primary Insurance - All policies of insurance shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by Hamilton Township.
- ix. Certificates of Insurance - Prior to commencement of the Work, Consultant shall deliver to the Hamilton Township certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above and shall deliver same and renewals thereof to Hamilton Township. The Certificates shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to Hamilton Township.