

KENTON COUNTY NEW PARK

CONSTRUCTION RFP

Located at:

604 Independence Station Rd, Independence, KY 41051



Request for Proposal (RFP)

for

Construction Manager at Risk Services

Issued By:



Day: 01/09/2026

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1. PROPOSAL SUMMARY AND DUE DATE

The intent of this RFP is to identify, qualify, and retain a qualified At-Risk Construction Manager as Contractor (CM), and to solicit contractor-controlled costs and related variable percentage of indirect costs (i.e. staffing, taxes, insurance, contingency, fee, etc.) and direct cost (Div 2-33). The CM will assist the design team with preconstruction efforts throughout the design phase, progressing towards the completion of design documents & permitting, in order to successfully manage the construction efforts. During the future design phase, if required, the CM will develop a Guaranteed Maximum Price (GMP) proposal for the construction costs.

The response to this Request for Proposal is due by **Thursday; 02/19 (2:00 PM EDT)** via email to **Rachel Ackerson**. **Contact info listed below.**

	<u>Day</u>	<u>Date (Time)</u>
• Project Schedule (Below)		
• RFP issued to CM	Thursday	01/15
• Mandatory Pre-Proposal Meeting	Tuesday	01/27
• RFI Period due from CM	Friday	02/06
• Addendum #01 published	Wednesday	02/11
• RFP responses due from CM	Thursday	02/19 (2:00 PM EDT)
• Ownership interviews of CM	Wednesday	02/25
• RFP best & final due from CM	TBD	TBD
• Award CM	Week of	03/02
• Kick Off Meeting with CM	Week of	03/09

ALL questions related to this RFP are to be submitted in writing and directed to:

Rachel Ackerson
 Purchasing Manager
 Kenton County Administration
 Via email: rachel.ackerson@kentoncounty.org
 Phone: 859-392-1429

2. GENERAL PROJECT DESCRIPTION

The Kenton County Fiscal Court is advancing plans for a new signature park that will serve as premier regional destination, an enduring space inspired by nature and shaped by the county's distinctive character and vision. The overall project site encompasses a 300+ acre parcel of land that once provided a picturesque setting for the former Fox Run Golf Course. The site landscape is defined by sweeping ridges, seamlessly connected by series of valleys and open meadows. The park's unique Kentucky topography, characterized by gently rolling hills, breathtaking overlooks and mature old growth forests, offers opportunities for recreation, education and community connection through a thoughtfully curated design that celebrates ecology and the natural landscape. The program elements to be included in the project are outlined in detail below.

This Project includes, but not limited to, the following:

Overall Site Work:

- Proposed 30% disturbance of the overall project site
- Tree and vegetation clearing
- Select tree preservation
- Invasive vegetation management
- Grading and earth work
- Two lane road access through out site
- Site lighting along newly design vehicle access
- Utility distribution throughout site (Electric, Water Supply, Storm & Sewer)
- Storm water management and detention

Ridge 1: Arrive & Gather

- Pond Expansion: located near the entrance of the park
- Pond Enhancements: Stone outcroppings, fishing pier, overlook, board walk over pond
- Walking loop: Concrete accessible walking path around the new pond
- Nature Play area: Nature-inspired or natural play features, topography mound, long hill slide
- Water Discovery Play area: water tunnel, boulders, manipulative elements for water discovery course, utilize hill side and existing topography
- Promenade: Braided promenade with plantings, interpretive elements, bookend plazas with opportunity for special features and local art
- All-Abilities Canopy Walk: Elevated ADA-accessible tree canopy walk
- Civic Lawn: Open lawn for events and civic gathering
- Dog Park: Fenced in area with multiple paddocks for different sized dogs
- Senior Area: Fitness equipment area, Bocce Ball courts, lawn games, wellness green
- Sledding hill
- Discovery Nodes: Local art & oversized art installation "Sleeping Giant"
- Structures: 55'-70' Observation tower, (1) Large shelter, (2) Shelters with restrooms, (1) Small shelter, Canopy at fishing pier, Lakeview Swings
- Paved Parking spaces serving all Ridge 1 activities
- Two lane access road

Ridge 2: Recreate & Explore

- Bike Skills Course: progression area with features like skinnies, rock gardens, drops, small jumps, balance elements
- Pump Track: graduated skill levels with small loops, rollers and berms for casual riders and additional lines for more intermediate and more advanced riders
- Bouldering / Climbing Area: (1) Large rock-climbing tower, (4) Smaller bouldering structures
- Ninja Skill Course: Warped wall, rings, cargo nets, balance elements and obstacles
- Sand Volleyball courts: (4) standard sand volleyball courts, perimeter buffer and space between courts for spectators
- Play Pocket: (2) small play areas with nature-play elements, engineered wood fiber (EWF) safety surface
- Meadow Maze: Meadow landscape with mowed paths
- Radio Controlled (RC) Course: Dirt track for radio-controlled cars
- Raised canopy walk
- Compacted dirt hiking trails
- Compacted dirt mountain bike trails
- Cross-Country Course & trails
- Structures: (1) Four season shelter with restroom, (3) Shelters with restrooms, (6) Small shelters, Maintenance building, Go Ape adventure hub shelter / Ticketing booth
- Paved Parking spaces serving all Ridge 2 activities
- Two lane access road

Ridge 3: Immerse & Meditate

- Concrete walking loop
- Concrete pads for art installations
- Installation of local artwork
- Structures: (1) Shelter with restrooms
- Paved Parking spaces serving all Ridge 3 activities
- Two lane access road

Existing Lincoln Ridge Park

- Clearing of trees and vegetation
- Reconfigure existing disc golf course
- (8-12) new pickle ball courts
- Structures: (1) Small shelter
- Paved Parking spaces serving all Lincoln Ridge activities

3. ROLE OF THE CM

For the purposes of this RFP the role of the CM is defined below; refer to contract language for additional information related to the CM's responsibilities. The successful CM will work cooperatively with the Project Team. The CM will provide, at a minimum:

- preconstruction planning
- cost estimating
- budgeting
- value engineering opportunities
- constructability evaluation
- scheduling

The responsive CM must have the ability to coordinate with the design team and professional consultants to meet the project goals and objectives.

When the drawings and specifications are at a stage of completion, which will be at the acceptance of the Design Development (DD's) Documents, these completed documents (the "Basis Documents") upon reaching this stage, shall be provided to the CM. To be successful, the CM will use these documents together with the A/E's detailed listing of any materially incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"):

- The CM shall submit to the Owner their proposed **Guaranteed Maximum Price** (the "GMP") along with qualifications and assumptions based upon the Basis Documents and the Design Intent Statement, list of drawings and specifications including all addenda, a list of allowances included, and the date of substantial completion upon which the GMP is based. The GMP shall include the statement of cost, allowances, contingency, and fee. The successful CM and Project Team shall meet to reconcile any questions, discrepancies, or disagreements relating to the qualifications and assumptions, the Basis Documents, or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Owner and the successful CM.
- The CM shall then submit to the Owner, for approval, the CM's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions, and the Design Intent Statement. Contingent upon the Owner's approval of the final Contract Sum (**GMP Amendment**), the parties will enter into an amendment to the Agreement establishing the Contract Sum (GMP Amendment). The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Owner may terminate the agreement with the CM and seek bids from other firms for completion of the Project.

The CM will be required to provide the following services at the appropriate stage of the Project:

Pre-Construction Phase:

1. Consult with Project Team to establish team responsibilities and to develop project flow charts, methods of approval, project procedures, schedule requirements, and tracking methods.
2. Consult with Project Team to determine project criteria and objectives regarding design quality and budget for the Project.
3. Attend weekly meetings with the Project Team to ensure overall project coordination.
4. Attend other, non-standing meetings as required by the Project Team.
5. Consult with the Project Team for design and/or programming requirements.
6. Participate with the Project Team in reviewing opportunities to incorporate sustainability options (solar, water reuse, using recycled materials, etc.) that might prove beneficial to the owner in regard to both construction cost and future maintenance.
7. Consult with the Project Team to assist in the development of general outline specifications.
8. Consult with Project Team on FF&E items included in the Work.
9. Prepare a Schedule of Key Milestone Dates for design and construction, as well as related items for the entire development known as The Project.
10. Perform a constructability review for the Project during the DD and CD phases
11. Prepare a GMP submission after the completion of the design development drawings.
12. Present all information to the Project Team for review and written approval.
13. Attend regular meetings with the Project Team during the development of conceptual and preliminary design documents.
14. Review design documents during development and advise on site use and improvements, selection of materials, building systems and equipment, lay down and staging areas, and methods of Project delivery.
15. Provide recommendations on feasibility of construction methods, construction sequencing, availability of materials and labor, time requirements for procurement installation and construction, and factors related to cost, including but not limited to, costs of alternative designs or materials, preliminary budgets, and possible economies.

Scheduling:

16. Coordinate with the Project Team to provide an initial detailed preconstruction and construction schedule. This schedule should coordinate and integrate the Project Team's efforts with the anticipated design schedule and construction schedule, all the while considering the owners' completion requirements.
17. The CM shall obtain the owners' and design team's approval for the portion of the preliminary Work Schedule relating to the performance of the design team services.
18. The CM's responsibility is to provide a schedule with a view toward the anticipated Work Schedule, developing a detailed schedule for the construction operations of the Project, including realistic activity sequences and durations, allocations of labor and materials, processing of shop drawings and samples, and delivery of products requiring long lead time procurement.

19. The CM shall prepare the Schedule within 10 days of award of CM services and shall be in a detailed precedence-style critical path method; submitted in both executable and PDF formats. The Progress Schedules shall also: (1) provide a graphic representation of all activities and events that will occur during performance of the Work; (2) identify each project and phase of construction; and (3) set forth dates that are critical in ensuring the timely and orderly completion of the Work in accordance with the requirements of the Contract Documents.
20. Upon review and acceptance by the Project Team of the Milestone Dates, the Work Schedule shall be deemed part of the Contract Documents and attached to the Agreement. If not accepted, the CM shall promptly revise the Work Schedule in accordance with the recommendations of the Project Team and resubmitted for acceptance.
21. The accepted Work Schedule shall be updated at least monthly to reflect actual conditions or updated more frequently if requested by the Project Team.
22. In the event any progress report indicates any delays, the CM shall propose an affirmative plan which will correct the delay, including overtime and/or additional labor, if necessary.
23. In no event shall any progress report constitute an adjustment in the Contract Time, any Milestone Date or the Contract Sum unless any such adjustment is agreed to by the Owner and authorized pursuant to a written, executed Change Order.
24. Monthly progress schedule updates will be required as a condition for monthly pre-construction and construction pay requests. Updates will be provided in PDF and executable formats.

Project Construction Budget:

25. The CM shall update and refine the estimate for Owner's approval as the development of the Drawings and Specifications proceeds.
26. The CM shall work with the owner to determine which format is best to provide the estimates, but it is presumed to include a statement of cost, allowances, contingency, and fee, and shall be further substantiated with a detailed/itemized listing of costs with units and unit rates in a CSI Format or Bid Package Format.
27. The CM shall provide estimates at appropriate design intervals during the DD and CD phases and at any point of significant design modification to defined scope items at the request of the Owner.
28. In the event cost estimates exceed the Project Cost Model, which will be defined once the CM has been awarded the project, the CM shall recommend alternative materials, methods, or designs which will reduce costs while maintaining the Owner's Project goals.
29. The Successful CM recognizes that the Owner will expect that the GMP proposal will follow the same format, content, and level of detail as the working progress estimates.

Bidding

30. Development of written scope packages that define the scope of each anticipated bid package.
31. Prepare construction bid packages in compliance with bidding requirement of funding source and with input from the Owner regarding size and scope to be respective of any inclusion goals set (published or not) for the project.
32. Secure a minimum of three bids for each bid package at the completion of Construction Documents. *The CM will maintain the right to select any subcontractor not found objectionable to the Owner.*
33. If the CM elects to self-perform any of the packages, CM will issue and receive bids for those packages from at least (2) subcontractors, including the bid from the CM, which shall be submitted to Owner earlier than the Subcontractor Bids are due. *Any self-performed packages must be identified in the response to this RFP and will be treated as Lump Sum packages (not subject to CM contingency usage among other things).*

Equal Employment

34. Determine all applicable regulatory, statutory, code, and other legal requirements applicable to the Project bidding documents and ensure such documents are in compliance therewith.
35. Bids will be solicited from qualified open shop and union trade contractors.
36. Ensure that all information regarding applicable requirements for equal employment opportunity laws, regulations, policies, and programs are included in the Contract Documents and implemented during all phases of the Work.
37. There are no prevailing wage requirements for this Project.
38. There are no inclusion requirements for this Project, but inclusion is strongly encouraged. Please identify any related efforts with the response to this RFP.

Review of Contract Documents:

39. Review the Drawings and Specifications, as they are being prepared and recommend alternative solutions whenever design details affect construction feasibility or schedules.
40. The CM shall advise owners and design team whenever the design details adversely affect constructability, cost or schedule.
41. The recommendations and advice of the CM concerning design alternatives shall be subject to the review and approval of the Project Team.

Construction Planning

42. Coordinate with the Project Team to expedite the purchase and procurement of long-lead items to ensure their delivery by the required dates.
43. Make recommendations to the Project Team regarding the division of Work in the Drawings and Specifications to facilitate the permitting, bidding, and awarding of Subcontractors; allowing for phased construction and taking into consideration such factors as time of performance, availability of labor and material, overlapping trade jurisdictions, and provisions for temporary facilities.

44. Review the Drawings and Specifications with the Project Team and eliminate areas of conflict and overlapping in the Work to be performed by the various Trade Contractors.
45. Prepare pre-qualification criteria for bidders.
46. Develop Subcontractors interest in the Project as working Drawings and Specifications are completed.
47. Solicit competitive bids on the Work of the various Subcontractors and conduct pre-bid conferences. The CM should be available throughout the bidding process to answer questions from the bidders.
48. Analyze the bids; make written recommendations to the Owners as to what Subcontractors should be awarded. All proposed Subcontractors will be subject to prior review by owners and design team and must be approved in writing before issuance by the CM. The CM shall hold all Subcontracts.
49. Divide the Project into individual Subcontractor scopes of work for the various categories of Work, including the method to be used for selecting Subcontractors and awarding Subcontractors. The CM shall review the Contract Documents and determine that: (1) the scope of Work of each Subcontractor is coordinated; (2) all requirements for the Project set forth in the Drawings and Specifications have been assigned to appropriate Subcontractors and all of the work required by the Contract Documents is included in the Subcontracts; and (3) proper coordination has been provided for phased construction.

Assigned Subcontractors

50. The awarded Construction Manager at Risk will contract with the Owner selected vendor "Apex Aerial Works" and include the purchase, installation, testing and warranty are to be included within the GMP submitted. Apex Aerial Works specializes in the Zip Line and Rope Course Installation.
51. Apex Aerial Works will provide the CM's with a construction estimate during the design process.
52. Contact Information:
Mike Staley
Mike.staley@apexaerialworks.com
(301) 325-6241

Project Control

53. The CM shall provide a web-based construction management software program granting permissions and access for the Project Team members to coordinate, collaborate, exchange, and administer the project, for such items as drawings, RFI's, submittals, logs, pay-apps, changes, photos, and file sharing.
54. The CM shall enter into contractual relationships with subcontractors for the timely provision of all supervision, labor, materials, construction equipment, tools, and subcontract items necessary for the completion of the Project.

55. Coordinate and administer the Work of the Subcontractors and coordinate the Work with the activities and responsibilities of the Project Team to complete the Project in compliance with the Work Schedule and Contract Documents, including all reasonable steps to avoid unplanned disruption of the operations of the Work.
56. Maintain a competent full-time staff dedicated to the Project to coordinate and provide general direction of the work and to monitor and coordinate progress of the Subcontractors on the Project.
57. Owner shall have the right to approve the staff members and shall have the right to require changes, additions, and/or deletions in the staffing on the Project.
58. The CM shall not change the staff assigned to the Project without the prior written consent of the Owner.
59. Establish on-site organization and lines of authority to carry out the expeditious and timely performance of the Work.
60. Establish procedures for coordination and communication with the owners, design team, Subcontractors, and CM with respect to all aspects of the Project. Work with ownership to determine an order chart for the project.
61. Coordinate the sequence of construction and assignment of space in areas where the Subcontractors are performing the work in a manner which causes the work to be completed without conflict and interference to the extent allowed by the Plans and Specifications and in accordance with the Work Schedule.
62. Schedule and conduct weekly progress meetings (or more frequently as requested by Owner) at which the Project Team can discuss jointly any and all matters concerning the Project, including, without limitation, procedures, progress, budget, problems and scheduling. The CM will prepare a typed agenda and promptly distribute minutes to the Project Team.
63. The CM shall update and monitor the Work Schedule incorporating the activities of the owners, design team, and Subcontractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery of products requiring long lead time and procurement.
64. The CM shall update and re-issue the Work Schedule as required, at least monthly, to show current conditions. If an update indicates the previously approved Work Schedule may not be met, the CM shall recommend corrective action to the owners and design team and shall then implement necessary action to have the Subcontractors bring the Work back on schedule. Notwithstanding the above, the CM shall enforce the Trade Contractors' performance in accordance with all requirements of the Contract Documents by no later than the completion date established in the original Work Schedule, unless delay is caused by a Change Order or by circumstances justifying an extension of the Contract Time (in which case the CM shall take all reasonable actions to minimize the duration of the delay).
65. The CM is responsible for maintaining a secure, well-maintained, and clean project site.

66. The CM and the Subcontractors shall always keep the Project free from accumulation of waste materials or rubbish caused by its operations or the Trade Contractors. At the completion of the Work, the CM shall remove, or cause to be removed, all waste materials and rubbish, tools, equipment, machinery, and surplus materials from and about the Project. All removal of waste materials or rubbish shall be handled, transported, and disposed of in accordance with the applicable laws, ordinances, codes, rules, orders, and regulations.

Cost Control:

67. Develop, maintain, and monitor an effective system of Project cost control. Project cost reports organized by Trade Contract must be updated at least bi-weekly and reviewed with Owners and Architect.
68. The CM shall maintain a schedule of values, established to satisfy accounting guidelines and to track asset segregation for the Owner throughout the process.
69. The CM shall keep, and shall require each Subcontractor to keep, accurate books of records and accounts, in accordance with sound accounting principles, of the Cost of Work and all other Costs incurred in connection with the Project. Without limiting the foregoing, the materials kept by the CM and/or the Subcontractors shall include all construction related materials generated or obtained by the CM and/or the Subcontractors in connection with the Project; written policies and procedures; any and all materials produced or obtained by the CM and/or Trade Contractors; original estimates; estimating worksheets; correspondence; invoices, lien waivers, change order materials (including documentation covering negotiated settlement); permit and approval materials; all materials relating to disbursements; all materials relating to inspections, observations and certifications; logs concerning construction progress and personnel on the site (all of the foregoing may hereafter be referred to as "Records"). "Records" also include those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with the Project. The CM and/or Subcontractors shall maintain all Records for a minimum of three (3) years following Project completion or longer if required by law ("Review Period").
70. The Records shall be available to Owner upon request for examination and audit at a mutually convenient time within 5 working days of such request. The Owner shall not be required to provide the CM with a basis for any audit or examination. Such audits may require inspection and copying from time to time of the Records. Owner's authorized representative shall have access to the CM's facilities and shall be provided with an adequate and appropriate workspace, in order to conduct audits in compliance with this Section.
71. Owner shall be allowed to interview any of the CM's employees throughout the term of this Agreement and the Review Period and the CM agrees to make its employees available for such interviews at reasonable times requested by Owner.
72. The CM shall require all Subcontractors to comply with the provisions of the agreement.
73. The CM will ensure that all Subcontractors cooperate fully in furnishing or in making available to Owner from time to time, whenever requested by Owner, and in an expeditious manner any and all such records.

Changes:

74. The CM shall be responsible for issuing bulletins to Subcontractors as generated by the owner and/or design team.
75. Provide timely, itemized, and detailed pricing from subcontractors on all changes, allowance authorizations, and contingency expenditures, including units & unit rates for labor, material, equipment, subcontractors, indirect costs, and mark-ups.
76. The CM shall require changes being tracked via Time & Material to be tracked with daily executed field tickets and processed weekly with costing information.
77. The CM shall provide a Change Log for coordination with owner at weekly progress meetings and with monthly progress reports and payment applications.

Permits and Fees:

78. The CM shall obtain the building permits. All other permits and fees for permanent improvements, including permits for inspection of required temporary facilities, are to be obtained directly by the various Subcontractors involved; provided, however, that the CM shall ensure the Subcontractors have obtained such permits as required in advance of their performance of Work.

Owner's Consultants:

79. The Owners will select and retain professional services of testing laboratories and special consultants. The CM will cooperate, coordinate, and schedule directly with any testing laboratories and special consultants retained by the Owner. Costs for mismanagement or repeat inspections and/or testing resulting from failure to perform shall be responsibility of the CM.

Review of Work:

80. The CM shall inspect the Work to guard the Owners against defects and deficiencies in the work. The CM shall promptly notify the owners and design team in writing if they observe work that is not in conformance with the Contract Documents.
81. The CM shall schedule and coordinate the sequence of construction in accordance with the Contract Documents and the latest Owner-approved Work Schedule.
82. The CM, with the approval of the owner and design team, may reject work, which does not conform to the requirements of the Contract Documents.

Safety Program:

83. Ensure the site safety of all Project participants, visitors, and public pedestrians.
84. Review and oversee the implementation of appropriate safety programs of each of the Subcontractors. The performance of such services by the CM shall not relieve the Subcontractors of their responsibilities for the safety of persons and property, and for compliance with all federal, state, and local statutes, ordinances, rules, regulations and orders applicable to the conduct of the Work.
85. CM shall always maintain a clean and orderly site.

Document Interpretation:

86. Refer to the Project Team for all questions for interpretation of the Contract Documents and assist in the resolution of questions that may arise.

Shop Drawings and Samples:

87. In coordination with the Project Team, the CM shall establish and implement procedures for expediting the processing and approval of Shop Drawings, Product Data, Samples, and other submittals. The CM shall provide a submittal schedule for review, approval and tracking.
88. The CM shall review for submission to the Project Team all Shop Drawings, Product Data, Samples, and other submittals from the Trade Contractors.
89. The CM shall coordinate submittals with information contained in related documents and transmit to the owners and design team those which have been reviewed by the CM.

Reports and Project Site Documents:

90. CM shall continually record the progress of the Project.
91. The CM shall submit written progress reports to the Project Team at least bi-weekly including information on the progress of work performed by each Trade Contractor, as well as the entire Project, showing percentages of completion. The CM shall keep a daily log containing a record of weather, each Subcontractors work on the site, number of workers per Trade, identification of equipment, work accomplished, problems encountered, and other similar relevant data expected of a CM of a large-scale commercial development project or as the Owner may otherwise require.
92. The CM shall take and maintain, at least bi-weekly, progress photographs depicting the progress of the Work.

Records:

93. Maintain at the Project office, on a current basis: records of all contracts (including, without limitation, Subcontractors), specifications, Change Orders and modifications, submittals, shop drawings, product data, drawings, samples, mockups, purchases, materials, equipment, maintenance and operating manuals and instructions, and other construction related documents and to include all revisions.
94. Obtain data from the Subcontractors and maintain a current set of Record Drawings and Specifications and Operating Manuals.
95. At the completion of the Project, deliver a complete set of all such records to the Owners in both paper and electronic formats (.Pdf, .Dwg, .Bim).

Start-up:

96. With the Owners' maintenance personnel (and any other personnel selected by Owner), direct the checkout of utilities, operations systems, and equipment for readiness and assist in their initial start-up and testing by the Subcontractors inclusive of equipment, manuals, training of initial operators, suggested preventative maintenance logs and thorough orientation.

97. The CM will provide all warranties, warranty service, product registrations, and other provisions; including but not limited to, a written narrative for the process for service and to log all warranty items during warranty period.

Final Completion:

98. Certify to the Owners, and assist the Owner in confirming, final completion and provide written notice to the Owner that the Work is ready for final inspection. Secure and transmit to the Owner required guarantees, affidavits, releases, bonds, and waivers. Turn over to the Owner all keys, manuals, records, drawings, and maintenance stocks and provide any explanations with respect thereto requested by Owner. Furnish to the Owner certified copies of all authorizations, certificates, licenses, and permits required by any governmental authority having jurisdiction with respect to the construction of the Project.
99. Obtain the required certificate of substantial completion from the architect and the owner.
100. At 11 months after the issuance of the certificate of substantial completion, the CM shall conduct a pre-warranty expiration inspection with the Project Team to review the status of the project related to all warranties.
101. Provide all closeout materials including manuals and warranties as defined in the project specifications which shall include multiple copies in both hard and electronic format. Provide multiple copies of project as-built drawings in both hard and electronic format.

4. SUBMISSION REQUIREMENTS

Please include the following items in the response to this RFP:

General Company Information:

- A. Legal name of proposer and state of incorporation (if applicable)
- B. Names of principals
- C. Office(s) with addresses, phone, and fax numbers
- D. Contact for proposal (with direct phone and e-mail)
- E. Firm organization (include total number of in-house, full-time employees, their professional disciplines and the number of employees in each discipline).
- F. Firm's insurance limits (GCL, worker's compensation, auto, umbrella coverage).
- G. Firm's bonding rate, capacity, proposed bonding agent and underwriter. Provide a surety reference letter which identifies capacity for the project.
- H. Firm's Builder's Risk Insurance rate.

Previous Experience of the Proposing Firm:

- I. Firm Resume for three (3) key projects of similar project size and type to this project completed in the last five (5) years in the local market.
- J. Firm References- minimum of three (3) with phone numbers and email address for completed projects in last three (3) years.

Project Team & Staffing Plan:

- K.** Provide resumes of key personnel who would be assigned to the project.
 - a. Pre-Construction Staff
 - b. Project Manager
 - c. Project Superintendent
 - d. Any additional relevant staffing expected to be on the project.

Budget & Costing:

- L.** Estimated Project Construction (Hard Costs) Budget is \$55-60 million dollars.
- M.** Provide detailed cost and/or percentages for Staffing, Contingency, Insurance (GL & BR), Bond (P&P), and Fee. Use the Cost Reporting Worksheet Template which can be found in section 6 (Documents).
- N.** Provide a detailed listing of qualifications and assumptions.
- O.** Costing for Construction is to be broken down into the following:
 - a. Ridges 1-4, separately.
 - b. Itemized features within each Ridge.
 - i. This is vital to Owner evaluation of each feature being individual for prioritization of acceptance.
 - ii. Clarify all assumptions made, ie utility costs which are of larger scale, but need to be accounted for certain features, what assumptions were made, in regard to breaking out the larger costs.

Milestone Schedule

- P.** Provide an overall development schedule that represents milestone, sequencing, and phasing strategies for design, preliminary project pricing, construction and related items for the entire development and describes your plan for phasing.
- Q.** Construction duration of the total project is assumed and estimated to be 18-24 months, but the successful CM will be required to confirm duration.
- R.** Make recommendations to the owners and Design Team to facilitate the permitting, bidding and phased construction taking into consideration such factors minimizing duration and costs, overlapping strategies.

Project Approach:

- S.** Personnel resource allocation and Project organizational chart.
- T.** Overview of firm's approach to this project.
 - a. Project accounting and cost control processes and procedures.
 - b. Propose a construction logistics plan. Describe the proposed project phasing plan, along with site security and material staging, route for site access / loading / unloading for the project.

5. MISCELLANEOUS

Contract Terms

1. Draft contract to be issued in an addendum, contract to be an AIA 133 or similar.

Site Access

2. All CM's must attend the mandatory pre-proposal meeting in order to submit a proposal.
3. All CM's must visit the proposed site prior to submitting a proposal. Access to the new site shall be coordinated through the Kenton County Administration office with Scot Gunning, Kenton County Assistant County Administrator, by appointment only. Coordination with Owner must be performed in order to confirm visitation, to make CM eligible to submit a proposal.

CMr Billing

4. Invoicing for all Pre-Construction Services is to be held in reserve until the GMP contract is fully executed.
 - a. At this point, or a maximum of 270 days from the date of awarding the CM, if the GMP contract is not completed, the preconstruction services can be invoiced for processing.

6. REFERENCE DOCUMENTS PROVIDED

- A. Schematic Design Plan from Human Nature, dated
- B. Cost Reporting Worksheet Template

7. SELECTION PROCESS

1. Process: Ownership will process all proposals as set forth below
 - a. Evaluation of RFP submittals
 - b. Interview selected firms
 - c. Evaluation and selection of a firm
 - d. Negotiate with selected firm and issue letter of intent
 - e. Contract with selected firm
2. Criteria
 - a. Experience with projects of similar nature and size.
 - b. Experience and competence of proposed personnel assigned to this project.
 - c. Timely & Complete Submission of RFP.
 - d. Cost of CM's controlled items (staffing, taxes, insurance, contingency, & fee).
 - e. Understanding of Project, logistics, schedule, budget, alternates, & VE options.

END OF RFP