



**FACILITIES DESIGN & CONSTRUCTION
PO BOX 550
RALEIGH NC 27602**

**Request For Proposal
For
Construction Scheduling Services**

I. Project

II. Project Summary

The Wake County Board of Commissioners has appropriated funding for the planning, design and construction of a new facility to house the Wake County _____. The Project is located on a portion of County-owned property at _____. Approximately _____ acres of this property will be developed, including construction of a building containing _____ square feet. The project budget is approximately \$_____.

III. Request

Wake County government hereby requests proposals from scheduling consultants for providing construction-scheduling services for the period _____ through _____.

IV. Consultant Qualifications

The Firm and staff proposed to be assigned responsibilities on this project must be highly qualified and have significant experience in all phases of the bidding and construction phases of similar facilities and have a proven capability of effectively and efficiently work with the project team.

V. Scope of Work

Refer to Attachment A for a general outline of the type of services required.

VI. Project Schedule

Refer to Attachment B for some of the key milestone dates for the project.

VII. Proposal Requirements

All proposals shall be submitted on 8 ½" X 11" paper, properly bound with reference tabs for key sections.

A. Project Organization and Staffing

1. Include a listing of all staff to be assigned to the project include detailed resumes for all persons on the list.
2. Discuss the responsibilities to be fulfilled by each staff member who will be assigned to the Project
3. Identify Current weekly contract commitments of staff to be assigned to the project.
4. Provide listing and brief description of similar projects completed by the firm; provide references and phone numbers for each project.

B. Approach to Scheduling

1. Describe, in detail, your approach to preparation of a preliminary CPM Schedule, Development of a Contract construction schedule, cost loading the contract construction schedule, schedule updating, as built scheduling, recovery schedules, periodic scheduling reports and other information regarding the approach to scheduling.
2. Identify specific software to be used to develop and update schedules.
3. Provide examples of typical scheduling reports that would be provided to the project team

C. Consultant Professional Fees

Provide a specific fee estimate for scheduling services for each of the following tasks:

1. Master CPM Schedule incorporating all construction activities; furniture, furnishings and equipment; government agency inspections and approvals; transition to the completed facility.
2. Preliminary CPM Schedule of construction and contractor submittals, including activity listing and network diagram.

3. Preparation, monitoring and updating Contract Construction Schedule.
4. Periodic Updates and reports (every 2 weeks).
5. Recovery Schedules and Change Order impact analyses.
6. As-built Schedule.

The scheduling consultant shall show the method used to calculate the fee estimate for each of the above tasks. Include manhour estimates, hourly rates and reimbursable expenses.

VIII. Selection Process

Procedures similar to those followed in the selection of design consultants will be followed. This will insure the scheduling consultants are selected in a fair and uniform manner and that those selected for work are qualified and experienced in similar projects.

The proposal packages submitted by scheduling consultant will be reviewed in detail. If the County staff deems it to be in the best interest of the County, interviews may be held with the finalists. County staff will collaborate with the County Manager on the final selection of the consultant with whom to enter contract negotiations. Following the County Manager's approval to negotiate with a specific firm, the Office of Construction Management will begin negotiations. In the event negotiations of specific contract terms and conditions proves unsuccessful with this firm staff will collaborate with the County Manager on selection of another firm with which to begin contract negotiations.

IX. Evaluation Criteria

A. The following criteria will be the basis on which consultants will be selected:

1. Expertise and past performance on similar projects.
2. Qualifications and experience of consultant's personnel to be assigned to the project.
3. Current workload of consultant's personnel.
4. Proposed approach to providing scheduling services for the project.
5. Proximity to and familiarity with the area where the project is located.
6. Scheduling consultant's fees for performing required work.
7. Other factors that may be appropriate for the project.

X. Submission of Proposals

Three (3) complete proposal packages must be received at the following address by 3:00 P.M. on Friday, June 12, 1992.

County of Wake
Facilities Design & Construction
336 Fayetteville Street, Suite 1100
Post Office Box 550
Raleigh, North Carolina 27602

XI. General Comments

- A. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- B. All responses inquiries of correspondence relating to this RFP will become the property of Wake County when received.
- C. Any questions regarding the RFP should be directed to the Wake County Facilities Design & Construction Office. If an important question of general concern is asked by any firm with regards to this RFP, a copy of the written response will be sent to all firms.