

BID SOLICITATION FOR CONSTRUCTION PROJECT MANAGEMENT

MULTI-PURPOSE HALL

College Station, Texas

January 17, 2015

A. PURPOSE

Islamic Community of Bryan-College Station, Texas (ICBCS) solicits bids for Project Management of the construction of a Multi-Purpose Hall (MPH) adjacent to its existing property. The bid is solicited as a percentage of the total cost of construction. The Project Manager (PM) will manage and oversee all aspects of the MPH construction subject to the terms and scope defined in this document, and according to the specifications of the attached MPH design.

A bid must be submitted using Attachment A and sending it to the address specified in Attachment A.

For more information related to design and construction plans, please contact us by email at expansion@icbcs.org, or phone at 979-820-0854.

B. LOCATION

The location of the MPH construction is 415 Stasney Street, College Station, TX 77845

C. DUTIES AND SCOPE OF WORK

PM will be required to manage all aspects of work required to complete construction of the MPH and obtaining approval and occupancy permit from the city of College Station. The scope of the work will include the following at minimum.

1. Develop a construction strategy in conjunction with ICBCS construction committee. This strategy shall include identification/list of key construction stages (demolition of existing structures, foundation, building of new structure, finishing, etc.), skills/subcontractors required to complete each stage, and inspection schedule.
2. Set up estimates, budgets and construction timetable for the MPH
3. Solicit and obtain at least three bids for performing each construction task
4. Evaluate bids with ICBCS and select sub-contractors with approval from ICBCS

5. Contract sub-contractors and supervise their work to ensure compliance with design specs, building codes, and any related city, state, or federal regulatory requirements
6. Provide required explanations for the builders and other professionals associated with the project, coordinating and collaborating with the architects, engineers and specialists as needed
7. Consult and advise ICBCS on matters pertaining to selection of various options
8. Obtain final approval and occupancy permit from the city of College Station

D. PROJECT SCHEDULE

All work defined in the scope (Section C) must be completed within one (1) year of the signing of the contract between the PM and ICBCS.

E. COST ITEMS

The bidder shall provide a fixed percentage for his project management services using Table 1 of Attachment A. This will be a percentage of the actual cost for construction, which will be paid to the PM according to the payment schedule described in Section F. Only services and purchases directly related to the construction of MPH will be included in the cost of construction. Costs incurred by PM for managing the project, such as travel of PM's personnel, housing, office space, utilities, etc., whether on construction site or offsite, will not be included in the cost of construction. PM shall be responsible of all such expenses incurred in managing the project.

F. PAYMENTS TO PROJECT MANAGER

Payments to PM shall be made during the course of the project as a percentage of the total cost of construction.

For each phase, seventy-five percent (75%) of the management fee due to PM will be paid after completion of the specific construction phase. The remaining 25% of the payment due to PM will be made at the completion of the project. It is expected that the construction of the MPH will require the following phases, which may be revised once a construction plan is developed (as described in Section C).

1. Demolition and Removal of Existing Structure
2. Foundation
3. Framing
4. Plumbing, Mechanical, Electrical
5. Insulation and Drywall

6. Exterior and Interior Finish
7. City Inspection and Approval

G. SUBCONTRACTOR SELECTION PROCESS

PM shall provide at least three competent bids, with a timeline, to ICBCS for each construction task or service to be sub-contracted, or any materials or items to be purchased. ICBCS may at its discretion reduce the minimum number of bids required for a particular service or purchase.

The PM shall assist ICBCS in explaining the bids received, discussing pros and cons of different methods or approaches proposed and selection of sub-contractors and vendors.

The PM shall select the final sub-contractor or vendor/supplier only after consultation and approval from ICBCS.

The PM shall contract, manage, and supervise the selected sub-contractor.

H. PAYMENT TO SUBCONTRACTORS

ICBCS will pay all sub-contractors and vendors directly, according to the bid contract.

I. PERSONNEL

PM shall staff the project with personnel acceptable to ICBCS provided they remain in the PM's employment. PM may make changes in this staffing or may hire or use independent consultants in connection with the work only with the advance, written consent and approval of ICBCS, which shall not be unreasonably withheld.

ICBCS may require the PM to remove from the work any of its approved personnel or consultants to which ICBCS develops a reasonable objection.

The PM, all employees of the PM and other personnel employed by the PM providing the services for this project, shall in no way stand to gain financially from this project and subsequent agreement except for the compensation provisions of the agreement or through wages, salaries, or bonuses paid by the PM; nor shall they own any interest in any contracting firm, subcontracting firm, or material supplier connected with the project.

J. RELATED EXPERIENCE AND REFERENCES

PM shall provide at least three references with the bid using Table 2 of Attachment A. These references must be from previous work performed by the contractor that is similar in nature and scope

K. TERMINATION

Any resulting agreement may be terminated by ICBCS without penalty or cause by giving sixty (60) days written notice of such termination to the PM. Upon award, an agreement is subject to termination, without penalty, either in whole or in part, if funds become unavailable. Unacceptable performance by the PM may be cause for cancellation if deemed necessary by ICBCS. ICBCS may terminate the agreement for cause based upon the failure of the PM to comply with the terms and or conditions of the agreement, provided that ICBS shall give the PM written notice specifying their failures. If within fifteen (15) days after receipt of such notice the PM shall not have corrected such failure and thereafter proceeded diligently to complete such correction, then ICBCS may, at its option, place the PM in default and the agreement shall terminate on the date specified in such notice. In no event shall such termination by ICBCS, as provided for under this Section, give rise to any liability on the part of ICBCS, including but not limited to, claims of PM for compensation for anticipated profits, unabsorbed overhead, or interest on borrowing. ICBCS's sole obligation hereunder is to pay PM for services received prior to the date of termination. If the termination occurs due to inability of the PM to have corrected a failure to comply with the terms and or conditions of the agreement after award, ICBCS will only be obligated to pay PM for the 75% of the management fee for the construction phases completed up till the date of receiving the notice of termination. The remaining 25% of the management fee for the completed construction phases will be forfeited.

PM may terminate any resulting agreement by giving sixty (60) days written notice of such termination to ICBCS. In this case, ICBCS will only be obligated to pay PM for the 75% of the management fee for the construction phases completed up till the date of receiving the notice of termination. The remaining 25% of the management fee for the completed construction phases will be forfeited.

L. INSURANCE AND LIABILITY

In the event the PM, its employees, agents or subcontractors enter premises occupied by or under the control of ICBCS in the performance of any resulting order, the PM agrees that it will be responsible to, and indemnify and hold harmless, ICBCS, its trustees, officers and employees from any loss, cost, damage, expense or liability by reason of property damages or personal injury of whatsoever kind or character, arising out of, as a result of or in connection with

such performance occasioned by the negligence or other fault, by act or omission of the PM, its agents, employees or subcontractors; and the PM shall obtain and maintain, for the duration of any resulting agreement or longer, the minimum insurance coverage set forth below. All coverage shall be written on an occurrence basis. All coverage shall be underwritten by companies authorized to do business in the State of Texas and currently rated A- or better by A.M. Best Company. By requiring such minimum insurance, ICBCS shall not be deemed or construed to have assessed the risk that may be applicable to the PM under any resulting agreement. The PM shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The PM is not relieved of any liability or other obligations assumed pursuant a resulting agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. Required insurance shall not be cancelable without thirty (30) days' prior written notice to ICBCS.

Coverage		Limit
Worker's Compensation		
Statutory Benefits (Coverage A)	Statutory	
Employers Liability (Coverage B)	\$500,000 Each Accident	
	\$500,000 Disease/Employee	\$500,000 Disease/Policy Limit
Automobile Liability		
Owned Vehicles	\$1,000,000	
Non-owned Vehicles	\$1,000,000	
Hired Vehicles	\$1,000,000	

**ATTACHMENT A
BID SUBMISSION FORM**

This form and is required for consideration. You may attach additional documents or information if necessary

Company Name:

Person In Charge:

Phone Number:

Email:

Website:

Fax Number:

Table 1: Project Management Service Fee

Please indicate your proposed fixed percentage of total construction cost	
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Table 2: References

Past Client 1:

Client Name:	Client Contact: Phone: Email: Address:	
Project Cost:	Project Duration:	Project No.:
Describe Nature of Work:		

Past Client 2:

Client Name:	Client Contact: Phone: Email: Address:	
Project Cost:	Project Duration:	Project No.:
Describe Nature of Work:		

Past Client 3:

Client Name:	Client Contact: Phone: Email: Address:	
Project Cost:	Project Duration:	Project No.:
Describe Nature of Work:		

Attach Following With Bid

_____ Proof of insurance policy as required in section I of the bid solicitation.

Acknowledgement

_____ (bidding company's name) is submitting this bid to conduct all work specified in the "Bid Solicitation for Construction Project Management" document (dated January 17, 2015) according to the terms and conditions specified therein. The undersigned acknowledge that they are capable of conducting the work specified in the bid solicitation and qualify according to the criteria specified therein. By submitting this form, the undersigned acknowledge giving ICBCS permission to contact past clients listed in Table 2 to verify the information provided and to obtain opinion regarding their work.

Name of Authorized Employee of Bidder

Signature of Authorized Employee

Date

Bid Submission

Send completed bid to the following address

Via Email: expansion@icbcs.org, OR
Via Mail: ATTN: Masjid Expansion Bid
417 Stasney St.
College Station, TX 77840

For more information, please contact us by email at expansion@icbcs.org, or phone at 979-820-0854.