

CITY OF SPRING VALLEY VILLAGE REQUEST FOR COMPETITIVE SEALED PROPOSALS

July 23, 2015

The City of Spring Valley Village, Texas is requesting Contractors to submit competitive sealed proposals to provide Construction Manager Services for the construction of a new combined city hall and police department building and demolition of the existing structure. The new combined city hall and police department building consists of approximately 21,000 square-foot two story building and related site work.

I. Definitions and Exhibits:

A. In this Request for Proposals:

City means the City of Spring Valley Village, Texas, or any of the representatives of its Project team specified in this RFP.

Construction Phase Services means the construction phase services of the Contract as generally described in Exhibit "B" except as otherwise agreed to between the City and the Contractor.

Construction Manager means the entity that will hold the contract for construction services to provide Preconstruction Phase Services and Construction Phase Services of the Contract.

Contract means the proposed contract described in Exhibit "B" or the contract entered into between the City and Contractor for Contractor Services.

Contractor means any person or entity that responds to, and is evaluated, ranked, selected for negotiations of a contract, or contracted with under this RFP acting as a Construction Manager at Risk.

Contractor Services means the Preconstruction Phase Services and the Construction Phase Services of the Contract as described in Exhibit "B."

Allowable General Conditions means the items, as specified in Exhibit "E," which are allowed to be included in the Contractor's calculation of its costs of supplies, equipment, and services incurred in the administration, support, and oversight of the Project (i.e., overhead) and which are not included as part of the Contractor's cost for construction materials and labor for the Project.

Guaranteed Maximum Price means the amount determined by adding together: (1) the Contractor's cost of the construction work for the Project; and (2) the Contractor's profit and overhead on the Project.

Preconstruction Phase Services means the preconstruction phase services to be provided by the Contractor under the Contract as generally described in Exhibit "B".

Project means the demolition of the existing facilities and construction of the new combined city hall and police station and related site work as described herein.

Proposal means a Contractor's written response to this RFP. **RFP** means this Request for Proposals.

B. The following described Exhibits are attached to and are a part of this RFP:

Exhibit A: Required Information for Response to RFP.

Exhibit B: Description of proposed contract to be executed between the City and the Contractor for Preconstruction Phase Services and Construction Phase Services.

Exhibit C: Project Concept Design Package.

Exhibit D: Project Schedule.

Exhibit E: Allowable General Conditions.

II. **Project Description**

A. Project Description

The City of Spring Valley Village is planning on constructing a new 21,000 square foot building to replace the existing building located at 1025 Campbell Road in the City of Spring Valley Village. The new building will replace the existing combined City Hall and Police Department located in Spring Valley Village, Texas.

The existing building will be demolished upon completion of the new facilities and successful relocation. Trees designated by the City will be required to be protected during construction.

The existing building may contain contaminated materials. If any contaminated materials are encountered, the City will abate these materials under a separate contract.

B. Project Team

The City has retained Kirksey as Architect, whose designated representative on the Project is Avian Caruso, AIA. The City's representative will be Stephen Ashley, City Administrator.

C. Contractor Services

The Contractor will provide Preconstruction Services and Construction Services for the Project, as those terms are defined in this RFP. The Contractor will perform the Construction Services under a Guaranteed Maximum Price serving as the Construction Manager at Risk.

D. Contractor Selection Method

As a governmental entity, the City is required by State law to follow specific procedures in selecting a Contractor for the Project. For this Project, the City intends to select the Contractor by "competitive sealed proposals," as set forth in chapter 2269 of the Local Government Code ("Selecting Contractor For Construction Services Through Competitive Sealed Proposals"). The selection method procedures are described later in this RFP.

III. **Project Concept Design Package**

The Project Concept Design Package is attached as Exhibit "C."

IV. **Estimated Budget**

The estimated construction budget for this project is approximately six million three hundred thousand dollars (\$6,300,000.00). The estimated budget does not include design costs and building furniture, fixtures and equipment (FF&E).

V. **Project Schedule**

The Project Schedule is attached as Exhibit "D".

VI. **Additional Professional Services**

The City will contract separately for materials testing services and other independent professional services that may be required for the Project.

VII. **Pre-Submittal Meeting**

A pre-submittal meeting will be held on Monday, July 27, 2015 at 2:00 p.m. CST at the CITY OF SPRING VALLEY VILLAGE CITY HALL COUNCIL CHAMBERS located at 1025 Campbell Road, Houston, Texas 77055.

VIII. **Submitting Proposals**

- A. Sealed Proposals shall be addressed and delivered to the City of Spring Valley Village City Secretary, 1025 Campbell Road, Houston, Texas 77055 on or before **10:00 a.m. CST Friday, August 07, 2015.**
- B. Proposals shall be submitted, in triplicate, in sealed envelopes. Sealed envelopes shall be marked in the upper left hand corner as follows: Spring Valley Village New Combined City Hall and Police Department RFP.
- C. **EACH PERSON WISHING TO SUBMIT A PROPOSAL MUST DO SO BY FULLY ANSWERING IN WRITING EACH OF THE QUESTIONS WHICH ARE ATTACHED TO THIS RFP AS EXHIBIT "A." FAILURE TO FULLY ANSWER ALL QUESTIONS IS REASON FOR REJECTION OF THE PROPOSAL.**

- D. To enable the City to efficiently evaluate the Proposals, Contractors **MUST** follow the required format in preparing their Proposals. **PROPOSALS THAT DO NOT SUBSTANTIALLY CONFORM TO THE PRESCRIBED FORMAT MAY BE DISQUALIFIED.**
- E. Each copy of the Proposal shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than one-half inch (1/2") thick. Pages shall be no larger than letter-size (8 1/2" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, etc. are **NOT** required and are discouraged. Each Proposal must be organized in the following order:
1. **Outside Cover and/or first page:** This shall contain the name of the RFP, ("Request for Proposal for General Contracting Services for the Spring Valley Village New Combined City Hall and Police Department") and name and contact information.
 2. **Table of Contents:** The next page shall be a table of contents
 3. **Section 1 Divider:** General Company Information and History
 4. **Section 2 Divider:** Project Personnel and Experience
 5. **Section 3 Divider:** Financial Information
 6. **Section 4 Divider:** Safety Program Information
 7. **Section 5 Divider:** Project Narrative, Testimonials and References
 8. **Section 6 Divider:** Fee Quotation
- F. Request for Proposal packages may be obtained from: **City Secretary, City of Spring Valley Village, 1025 Campbell Road, Houston, Texas 77055, (713) 465-8308 Attn: Roxanne Benitez, secretary@springvalleytx.com.**
- G. Each Contractor submitting a signed and certified proposal in response to this RFP agrees to waive any claim it has or may have against the City of Spring Valley Village, its representatives or the Architect, for the Project, as specified in this RFP relating to any of the following: the administration, evaluation, or recommendation of any proposal; the City's method, procedures, or process of soliciting or receiving proposals; the acceptance or rejection of any proposal; and the award of the Contract.

IX. **Opening of Proposals and Selection Process.** The following process will be used to enter into a contract with Contractor to provide the Construction Services requested under this RFP:

- A. The sealed Proposals will be opened at 10:00 a.m. CST on Friday, August 07, 2015 at City Hall, 1025 Campbell Road, Houston, Texas 77055 and the names of all Contractors submitting Proposals will be read aloud at 10:15 a.m. that same day. Proposals received after that time will be returned unopened.

- B. The City may short list and interview 1 or more firms, at their sole discretion, to clarify responses and receive additional information based on Criteria 1 through 6 listed below. The interviews are expected to be on or around August 12 through August 14, 2015 at City Hall. The interviews will focus on the project team, understanding of project scope, Contractor's approach to the project, project schedule, project budget, proposed fees and general conditions and other project related topics deemed appropriate by the City.

Proposal in relation to the following selection criteria and the weighted value given to each criteria:

<u>Selection Criteria</u>	<u>Weighted Value</u>
1. General Company Information and History	10 Points
2. Project Personnel and Experience	25 Points
3. Financial Information	15 Points
4. Safety	10 Points
5. Narrative, Testimonials and References	5 Points
6. Fee Quotation	15 Points
Total of Weighted Value for Short List	80 Points
7. Interview of Short Listed Firms	20 Points
Total of Weighted Value for Selection	100 Points

- D. The City will meet with the highest ranked short listed Contractor based on interviews to clarify any questions regarding the Proposal. The City will negotiate the final terms and conditions of the Contract for Contractor Services with the top-ranked Contractor submitting a Proposal.

- E. If negotiations fail, the City's representatives will attempt to negotiate the Contract with the next ranked firm, and so on until the Contract is negotiated or all proposals are rejected. If the Contract is successfully negotiated, the Contract will be submitted to the City's city council for approval.

- F. Within seven days after the City's city council approves the Contract, the City will document the basis for the selection and make the evaluation public.

X. **Questions**

Please address your questions concerning this RFP **no later than 4:00 p.m. CST, Monday, August 03, 2015**, in writing, to: **Kirksey Architecture, 6909 Portwest Drive, Houston, Texas 77024, Attn: Avian Caruso, AIA, avianc@kirksey.com.**

EXHIBIT A

EACH CONTRACTOR SUBMITTING A PROPOSAL MUST FULLY ANSWER IN WRITING EACH OF THE QUESTIONS AND SIGN AND CERTIFY THE ACCURACY OF THE INFORMATION PROVIDED. FAILURE TO FULLY ANSWER ANY QUESTION OR COMPLY WITH THE INSTRUCTIONS IS REASON FOR DISQUALIFICATION OF THE PROPOSAL.

A. General Company Information and History (10 Points)

1. General History

- 1.1 How many years has your organization been in business as a General Contractor and/ or Construction Manager?
- 1.2 How many years has your organization been in business under its present business name?
 - 1.2.1 Under what other or former names has your organization operated?
- 1.3 If your organization is a corporation, please provide the following:
 - 1.3.1 Date of incorporation;
 - 1.3.2 State of incorporation;
 - 1.3.3 President's name;
 - 1.3.4 Vice-president's name(s);
 - 1.3.5 Secretary's name;
 - 1.3.6 Treasurer's name.
- 1.4 If your organization is a partnership, please provide the following:
 - 1.4.1 Date of organization;
 - 1.4.2 Type of partnership (if applicable);
 - 1.4.3 Names of all partners.
- 1.5 If your organization is individually owned, please provide the following:
 - 1.5.1 Date of organization
 - 1.5.2 Name of owner
- 1.6 If the form of your organization is other than those listed above, please describe it and name all principals, partners, officers and/or owners.

1.7 What is the location of your organization's corporate office, that being defined as the office where the person or persons owning a majority interest in the company spend the majority of their work week?

2. Licensing

2.1 Please provide a list of jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

2.2 Please provide a list of jurisdictions in which your organization, partnership or trade name is filed.

3. Experience

3.1 Please provide a list of the categories of work that your organization normally performs with its own forces.

3.2 Claims and Suits. (If the answer to any of the questions below is yes, please provide details.)

3.2.1 Has your organization ever failed to complete any work awarded to it?

3.2.2 Please describe any judgments, claims, litigation, arbitration or mediation proceedings or suits pending, outstanding or closed against your organization or its officers within the last ten (10) years.

3.2.3 Please describe any lawsuits, requested arbitration or mediation with regard to construction contracts your firm may have filed within the last ten (10) years.

3.2.4 Please describe any outstanding unresolved claims.

3.3 Within the last ten (10) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (*If the answer is yes, please attach details.*)

3.4 Please state annual amount of construction work performed by this organization for each of the past five (5) years.

3.5 Describe the major construction projects your organization has completed in the past five (5) years, giving the name and location of project, owner, architect, original and final contract amount, scheduled and actual date of

completion and percentage of the cost of the work performed with your own forces.

- 3.6 Describe the major construction projects your organization has in progress, giving the name and location of project, owner, architect, staff assigned to the projects, construction contract amount, percentage complete and scheduled completion date.
- 3.7 Please provide total worth of work (1) in progress and (2) under contract.
- 3.8 Describe the projects, if any, of a similar scope that your organization has completed for a municipality or other government entity in the last ten (10) years, giving the name and location of project, owner, developer, architect, staff members and management assigned to projects, construction contract amount, date of completion and percentage of the cost of the work performed with your own forces.

B. Project Personnel and Experience (25 Points)

1. Personnel

- 1.1. Please provide an organizational chart that identifies, in detail, (1) key project personnel including project executive, project manager, assistant project manager(s), estimator, project superintendent and assistant superintendent(s) and (2) other company personnel that support the key project personnel. For key project personnel, indicate on or off site and what percentage of time you anticipate each person will devote to this project once construction begins.
- 1.2. Please provide resumes for key project personnel and include information regarding:
 - 1.2.1. Education
 - 1.2.2. Work History (by company), in reverse chronological order.
 - 1.2.3. Project experience, in reverse chronological order. Please list project name, contract amount, type and size of facility, owner, architect, engineer and capacity or position the key person served. Please note if the project was bid or negotiated.
 - 1.2.4. Please describe how your firm intends to maintain continuity between pre-construction and construction services.

2. Experience

- 2.1. Describe the experience of proposed key personnel with police departments and governmental, institutional buildings over the last five (5) years. Note role proposed key personnel performed with listed projects and whether the project was negotiated or bid.
- 2.2. Describe the experience of proposed key personnel working together on prior projects.
- 2.3. List project experience, both organization and key personnel, in Spring Valley Village, Texas and with the City of Spring Valley Village and Kirksey Architecture, in the last ten (10) years.
- 2.4. State briefly the most pertinent considerations and challenges that must be addressed in the construction of a project of this type. You may wish to include sketches, diagrams, analyses or other tools that will help you illustrate your firm's points.
- 2.5. Describe your organization's concepts for working in a team relationship with the Owner and Architect during the design and construction of major projects. State why you believe your team is best qualified to address the issues which are relevant to this project.
- 2.6. Briefly describe the methods and systems you will use to control the project in areas such as schedule, budget, information tracking and reporting, safety and quality.
- 2.7. Will your firm make all cost information available during design and construction available to the owner and architect?
- 2.8. Is your firm willing to sign a contract in which you guarantee a maximum price (GMP)?

C. Financial (15 Points)

1. Financial statement

- 1.1 Please provide a current financial statement, preferably audited, including your organization's latest balance sheet and income statement indicating the following information. This information will be kept confidential by the City if each page of the financial statement is clearly marked "confidential".

- Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);
 - Net Fixed Assets;
 - Other Assets;
 - Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);
 - Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings.)
- 1.2 Please provide name and address of firm preparing attached financial statement, and date thereof.
- 1.3 Please confirm that the included financial statement is for the organization named on page one. If it is not, please explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).
- 1.4 Please indicate if the organization whose financial statement is attached will act as guarantor of the contract for construction.
2. Surety:
- 2.1 Please provide name of bonding company.
- 2.2 Please provide name and address of agent.
- 2.3 Please provide maximum bond amount available at this time.
- 2.4 Please provide your bond premium rate.
3. Insurance
- 3.1 Please provide name of insurance carrier or carriers.
- 3.2 Please provide name and address of agent.
- 3.2.1 Please provide a Certificate of Insurance for all coverages.
- 3.3 Please provide total amount of excess liability insurance coverage in place.
- 3.4 Please provide your general liability insurance rate.

D. Safety (10 Points)

1. Describe, in detail, your safety program.
2. Please provide the name of your safety officer, contact information, resume and location at which they office.
3. Identify any violations of OSHA regulations your company has been found guilty of by OSHA within the past 10 years.

E. Narrative, Testimonial and References (5 Points)

1. Narrative

- 1.1 The Respondent shall provide, in 2000 words or less and on four (4) pages or less, a narrative that indicates their understanding of the Owner's needs, their knowledge of the elements involved in the project and the resources, methodologies and management philosophies that would be used for the project. Elements of the project construction such as timely scheduling, cost control, quality control and inspections, construction operations, logistics, and site safety should be addressed. The narrative should be concluded with a summary of the major features of their RFP and a statement analyzing the match between the Respondent's capabilities and the Owner's needs.

2. Testimonials

- 2.1 Respondents may include up to three (3) one-page letters from public owners (professional references) that they have worked with on previous projects. At least one copy of these letters shall contain the original signature of the person writing the letter. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the contractor or joint venture participants.

3. References

- 3.1 Respondents may include other references from owners, architects and/or engineers that they have worked with on other projects.

4. Remarks

- 4.1 The Respondent may include up to two pages to address those issues which do not fall into any of the above categories or to expand on previous answers.

F. Signed and Certified Fee Quotation and Contract Terms and Conditions (15 Points)

1. Preconstruction Phase Services Fee – provide the not-to exceed cost of performing Preconstruction Phase Services (design phase) in accordance with the proposed contract and the stated schedule. Include all associated costs such as travel, printing, consultant fees, general overhead, office supplies, etc.
2. Construction Phase Services Fee – indicate your fee (overhead and profit) stated as a percentage cost of the work, for providing Construction Phase Services in accordance with the proposed contract, the stated schedule, and any other terms, conditions, or qualifications that apply to the fee. If you charge a different fee for change orders, indicate what fee you charge (overhead and profit) for change orders as a percentage of the cost of the work to be performed under the change order or any other terms, condition, or qualifications that apply to the fee for change orders.
3. State any exceptions, qualifications, or revisions you would propose to a proposed contract based on AIA Document A133-2009 CMc.
4. The costs of the Allowable General Conditions shall be negotiated in conjunction with the compilation of the Guaranteed Maximum Price. Allowable General Conditions are listed in Exhibit “E”.

EXHIBIT B
PROPOSED CONTRACT

The proposed contract that will be offered to the successful Contractor will be based on the AIA Document A133-2009 for both preconstruction and construction services. The final terms and conditions will be negotiated between the City and the successful Contractor.



B Alternate

Spring Valley Village
City Hall and Police Facility



Spring Valley Village
 City Hall Departmental Space Program

Department / Room Name	Space Code	Size (SF)	No.	Notes	Total SF
Administration					
City Administrator's Office w/ lockable closet	PO5	240	1	small meetings in office	240
Administrative Assistant (Future)	WS4	70	1	assistant to serve City Admin., Finance, City Sec. as needed	70
Finance					
Treasurer's Office	PO4	180	1	restricted files in office	180
Utility Clerk I - Accounts Payable	WS5	81	1		81
Utility Clerk I - Utility Billings	WS5	81	1	located at public counter / cross trained to handle court traffic	81
City Secretary					
City Secretary's Office	PO4	180	1	meetings not in office / monitor early voting from office	180
Municipal Courts					
Court Administrator's Station	WS6	108	1	located at public counter	108
Assistant Clerk (1 Current / 1 Future)	WS5	81	2	visibility to public counter	162
Presiding Judge		-	-	utilize Flex Shared Office Space noted below	0
Associate Judges		-	-	utilize Flex Shared Office Space noted below	0
Presiding Prosecutor		-	-	utilize Flex Shared Office Space noted below	0
Associate Prosecutors		-	-	utilize Flex Shared Office Space noted below	0
Interpreter		-	-	utilize Flex Shared Office Space noted below	0
Courtroom / Council Chamber		1,850	1	seating for 98 in movable chairs / overflow in lobby	1,850
Chair / Table Storage		80	1	storage for training tables and chairs for flexible use in courtroom	80
Jury Deliberation Room		-	-	utilize medium conference room noted below	0
Warrant Officer Shared Workstation area	SO1	247	1	two stations - grouped office area, partitioned off for sound	247
					0
Inspections / Code Enf. / Planning and Zoning					
Director's Office	PO4	180	1	longer desk for dwg. reviews / ongoing residential files in office	180
					0
Public Works					
Public Work's Director's Office	PO4	180	1	meets with contractors in office or conf. room	180
<i>Note: Staff located in separate Public Works Pre-Engineered building</i>					
					0
Shared City Hall Departmental Support Spaces					
Small Conference Room		140	1	accessible via lobby and staff space (two entries) / seats 4-6	140
Medium Conference Room		330	1	conf. w/ pres. zone, council mtg. and jury deliberation / seats 10	330
Large Conference Room / Training		0	0	utilize Courtroom / Council via scheduling	0
Flex / Shared Workstation area	WS4	70	2	Mayor / Council / Judge / Interpreter / Prosecutor / Auditor shared use	140
Drawings / Layout Room		100	1	flat and rolled drawings with layout space	100
Central File Room		200	1	2 hr. fire rating, high density, some lockable cabinets, small cash vault	200
Central Storage Room		120	1	supplies, spare equipment	120
Copy / Work Room / Mail		120	1		120
Break Room		120	1	sink, coffee, refrigerator, dishwasher, microwave and seating	120
Staff Restrooms (Male / Female)		65	2		130
Uni-Sex Staff Restroom		65	1		65
Data / IT Room		100	1		100
Janitor's Closet		80	1	janitor's sink, storage	80
Public Lobby		425	1	three walk up windows - 2 court, 1 utilities	425
Public Restrooms (Male / Female)		180	2	male - 1 water closet, 1 urinal, female - 2 water closets / EWC	360
				Subtotal SF	6,069
		2,245		Departmental Grossing SF for interior walls / circulation	2,245

Subtotal City Hall Net SF 8,314

Building Grossing SF for exterior walls, central circulation, electrical and mechanical, etc. 2078

Total City Hall SF **10,392**

Spring Valley Village

Police Departmental Space Program

Department / Room Name	Space Code	Size (SF)	No.	Notes	Total SF
Administration					
Police Chief's Office	PO5	240	1	small meetings in office	240
Captain's Office	PO4	180	1		180
Administrative Assistant	WS5	81	1	located at public counter / records	81
Conference Room		350	1	conference w/ presentation zone / seats 12	350
				<i>note: if Police are in stand alone building, delete Conf. Rm. (-350 SF)</i>	
				<i>and add shared Training / Community Rm. for 40 p. (+2,700 SF Gross SF)</i>	
Criminal Investigation					
Lieutenant's Office	PO5	240	1	sized for shared future Lt., interview within office, covert camera / mic.	240
Soft Interview / Report Taking Room		120	1	accessible via lobby and staff space, covert camera / mic.	120
Hard Interview Room		100	1	covert camera / mic.	100
Evidence					
Evidence Bag and Tag / Processing		175	1	S.S. counter for processing, two sinks, double sided lockers w/ ref. unit	175
Evidence Property Room		300	1	high density evid. Storage / refrigerator	300
Drug Evidence Storage		50	1	direct vented outside, located inside Property Rm.	50
Vehicle Processing		-	-	see sally port below	0
Patrol					
Squad Room		400	1	seats 8 at report stations with central conf. table, copier	400
Sally Port / Vehicle Processing		-	-	see sally port below	0
Patrol Sergeants Room		360	1	four stations - grouped office area, visibility to Squad Room	360
Patrol Issue / Quartermaster / Armory		1	100	secure for ammunition, radios, gun locker, etc.	100
Bailiff / Warrant Officer					
Warrant Officer Shared Workstation area	SO1	247	1	two stations - grouped office area, partitioned off for sound	247
Dispatch					
Dispatcher's Station		130	2	dispatch furniture; main station with backup / training station	260
911 Equipment Room		100	1		100
Locker / Break Alcove		60	1	lockers for 4, coffee, seating for two; locate near staff restroom	60
Records					
Records Storage		240	1	high density file system	240
Holding					
Booking Area		250	1	desk, cuffing bench, property lockers	250
Laundry / Holding Storage		80	1		80
Food Prep. Room		80	1	galley type - refrigerator, microwave, sink	80
Adult Holding		75	5	combi-toilets, grouped four and one (male / female or seg.)	375
Multi-Occupancy Tank		100	1	drunk tank with flushing floor drain	100
Shared Police Support Space					
Breakroom		150	1	sink, coffee, ref., dishwasher, microwave and seating, two vending mach.	150
Lockers (Uni-Sex)		265	1	28 full height police lockers, vented	265
Restroom / Shower (Uni-Sex)		90	2	single user	180
Staff Restrooms (Male / Female)		65	2		130
Data / IT Room		100	1		100
Janitor's Closet		80	1	janitor's sink, storage	80
Copy / Work Room / Mail / Storage		120	1		120
Public Restrooms (Male / Female)		65	2	single user each	130
Public Lobby		180	1	two walk up windows - one for admin. / one backup to dispatch	180
				Subtotal SF	5,823
		2,154		Departmental Grossing SF for interior walls / circulation	2,154

Subtotal Police Main Building Net SF 7,977

Building Grossing SF for exterior walls, central circulation, electrical and mechanical, etc. 1994

Total Police Main Building SF 9,971

Sally Port / Vehicle Processing 950 1 one dedicated sally port and one vehicle processing / backup sally port 950

Total Police Main Building and Sally Port SF **10,921**

EXHIBIT E
ALLOWABLE GENERAL CONDITION COSTS

Project Management Personnel

Superintendent
Field Office Manager
Assistant Superintendent
Field Office Support Staff
Project Management
Field Engineering
Safety Manager & Safety Consultant

Bonds, Insurance and Payroll Taxes

All risk builder's Risk Insurance
General / Excess liability Insurance
Gen. Contr. Performance & Payment Bonds
Owner's & Contractor's Protective Liability Insurance
Payroll Taxes & Payroll Benefit Cost
Workmen's Compensation Insurance
Auto Insurance

Temporary Utilities and Services

Monthly Utility Cost (Water & Electricity)
Temporary Toilets (2 units)
Dumpster
Temp. HVAC / Electrical (for Testing)
Site Erosion Control
Temporary Construction Fencing / Barricades
Access Roads
Parking Areas
Traffic Control
Project Scheduling Services
Security Equip., Systems & Personnel

Field Office & Construction Supplies

Field Engineering Equipment & Supplies
Field Project Office
Safety Equipment
Office Furniture
Office Supplies
Office Equipment
Postal / Special Shipping / Delivery Service
Reproduction Services
Copy & Fax Machines and Supplies
Personal Computer Rental
Small Tools and Consumables
Storage Trailers

Progress Photos (Digital)
First Aid Supplies
Project Signage
Contract Closeout
Drinking Water & Accessories

Construction Equipment & Miscellaneous

Crane Rental
Construction Cleanup (Interim Cleanup)
Final Cleanup
Office Cleanup / Janitorial Services
Mock-ups
ABC Fees
Building Permit Fees
Vehicle Rental & Maintenance
Jobsite Radio / Communication Equipment