

SUMNER COUNTY PROJECT MANAGER RFQ
Questions and County Responses

1. The RFQ emphasizes that the request is for an individual and not a company. Is the intent of requesting an individual to insure that the County only has to communicate with one individual?

Response: The County hopes to find a qualified individual to serve as Project Manager rather than a program management or construction management company.

2. Is the individual that is ultimately selected going to be an employee of the County or remain an independent contractor?

Response: The selected Project Manager will be an independent contractor for the noticed projects. Whether the selected contractor could potentially become a County employee at some later date is unknown at this time.

3. If the individual is an independent contractor, is it acceptable that the individual be set up as a company that may or may not have other employees?

Response: Yes, the individual may be set up as a company or corporation.

4. Will there be County employees on the Owner's project management team?

Response: There are no County employees assigned to the project at this time.

5. For a project of this size and complexity to be successful, the Construction Management at Risk (CMR) delivery method is essential in order to receive the preconstruction involvement of the CMR and to establish a team approach to the construction phase. How committed is the County to utilizing the CMR delivery method for this project?

Response: The County has not yet made a decision as to the construction delivery method. The selected Project Manager will be expected to present pros and cons of both delivery methods to the County's leadership team. Applicants should have experience with both delivery methods.

6. The RFQ on page 6 states that the Project Manager will report to JPA and to the Owner, but the organization chart does not reflect that. Does the chart need to be changed?

Response: The organization chart is correct as shown.

7. The RFQ on page 6 states that JPA will continue to serve the County in the role of Owner's Representative, reporting directly to the Owner. JPA will be responsible for overall project leadership, focusing on strategic tasks, and for design consulting, focusing on outcome-related tasks, such as building functionality and appearance. When does this responsibility end? Does it continue to the completion of construction?

Response: JPA will have a reduced role during construction, and the selected Project Manager will be expected to manage, and to be responsible for, the construction process with minimal supervision. But, there are multiple projects involved, and planning and design for one project may commence while construction for another is ongoing. So, JPA will continue to serve in an overall project leadership role at the County's pleasure.

8. What role does the Design Advisory Panel play in relation to the General Operations Committee. How are the roles of these two groups different? Should they be shown on the organizational chart?

Response: The County is the Owner, and has designated the current Chairman of the General Operations Committee to act on the County's behalf for the various projects. That same individual will also chair the Design Advisory Panel which will meet regularly during the design process, in order to advise the Design Team, and in order to act as a sounding board for proposed design solutions. The Owner's Representative, Project Manager, and Design Team may occasionally brief committees of the County Commission, or the full Commission, at the County's direction. The organization chart is correct as shown.

9. I have a question regarding my application qualifications; under Section I: **AWARD**, the term "individual" and "partnership" are referenced, under Section I: **NO DISCRIMINATION** "firm(s)" is referenced, and then under Section II: **INTRODUCTION** "individual" and "person" are identified. My question is if my company would be disqualified from submitted because we are indeed a "company".

Response: Your company would not be precluded from submitting. Upon County review of submittals, if your company is shortlisted for an interview, the County would expect to meet individually with the specific person assigned to the project.

10. What will be the expected hours and time commitment for project management services?

Response: The expectation is to satisfactorily manage the proposed project from origination until completion. It will be up to the selected Project Manager to define the hours and time commitment required to do that. It is envisioned that Phase I services will require approximately four years to complete, from design to construction to move-in. Each step in the process will require varying amounts of time commitment from the Project Manager. It is also envisioned that the selected Project Manager would continue into Phase II.

11. Regarding Section 1.3 *Award*. Please define “partnership”. What are the expectations as to how Project Management services are staffed?

Response: There was some boilerplate language from previous RFQs. As explained in Questions #1, #3, and #9, the County is attempting to find a qualified individual to act as Project Manager. Others are not precluded from submitting their qualifications.

12. If any, what are minimum or desired insurance requirements for the provider of project manager services?

Response: The selected respondent agrees to maintain, and to keep in force during the life of any contract awarded pursuant to this RFQ, insurance policies with a minimum coverage of \$500,000 for general and professional liability insurance and for workers' compensation.

13. If desired, at what point in the selection process will Sumner County expect to receive information on fees/hourly rates from applicants?

Response: Shortlisted respondents may be asked to provide hourly rates as part of the interview process. Final fees will be negotiated with the selected respondent.

14. What is the desired start time for project management services?

Response: The County intends to conduct interviews with shortlisted applicants during the first week in October, and to have the selected Project Manager under contract and performing services by the end of October 2018.