



Request for Proposal (RFP)

Construction Management Services
RFP # PSOJ-2019

I. NAME OF SOLICITING BODY

The Private Sector Organisation of Jamaica (PSOJ)
39 Hope Road
Kingston 10

II. PURPOSE AND BACKGROUND

In December 2018 The PSOJ Council approved the proposal put forth by the Executive Committee to execute a Financial Sustainability Project. The objective of this project is to capitalize on the existing land currently occupied by the PSOJ and erect a structure no less than five (5) storeys. This building will continue to serve as the base for the PSOJ and provide an alternate earning stream for the Association. The project should be completed by September 2020.

The PSOJ is seeking proposals from qualified construction management firms to provide construction management services. These services may include but shall not be limited to: assistance with the bidding phase of architectural proposals; the development and implementation of a construction management plan for a new PSOJ structure; construction cost estimates; assistance with the bidding phase of construction work; construction administration services; and other services as may be required. A more detailed list of possible services to be provided by the successful proposer (Construction Management Contractor) is contained in RFP Section V, Building Construction Management Scope of Services.

The purpose of this RFP is to solicit proposals from construction management firms to support the PSOJ and set forth the terms and conditions whereby the PSOJ shall contract with the successful proposer to provide the services described herein.

III. INSTRUCTIONS TO PROPOSERS

A. Three (3) copies of the Proposal shall be submitted to:

Tracy LaCroix
Senior Manager – Finance & Operations
The Private Sector Organisation of Jamaica
39 Hope Road
Kingston 10

B. Questions related to this RFP and the Contractor selection process should be directed to:

Tracy LaCroix
Senior Manager – Finance & Operations
Phone: (876) 927-6238 ext. 2022
E-mail: tracyl@psoj.org

All responses to enquiries will be in writing and will be provided to all the prospective proposers who have received an RFP from the PSOJ. Questions from proposers must be received by the PSOJ by **12:00 p.m. on May 22, 2019** in order to ensure the questions can be addressed prior to the proposal due dates.

- C. All Proposals must be in a sealed envelope and clearly marked "RFP # PSOJ-2019, Construction Management Services." Proposals shall clearly indicate the legal name, address and telephone number of the Proposer. All Proposals shall be received by **12:00 p.m. on June 5, 2019**. Any proposal received after this time and date will not be considered.
- D. The selection process shall be governed by PSOJ's Financial Sustainability Committee (FSC) and selection shall be made based on professional qualifications and costing.

IV. PROPOSAL REQUIREMENTS

All Proposals should be accompanied by the following:

- a copy of the proposer's license or professional certification;
- resumes of staff and professionals participating in the services provided as described in this RFP;
- a copy of the proposer's TRN;
- a copy of the proposer's Articles of Incorporation;
- a copy of the proposer's TCC

V. CONSTRUCTION MANAGEMENT SCOPE OF SERVICES

A. Bidding Phase Services (Architectural Proposal)

- Assist with soliciting architectural proposals – designs/drawings and specifications
- Assist with evaluating architectural proposals
- Make recommendations to award contract

B. Planning

- Develop a master plan for construction to include coordination, scheduling and costing of the project

C. Bidding Phase Services (Construction Contractor)

- Issuance of RFP for Construction Contractor
- Distribution of drawings and specifications
- Respond to queries during bid period
- Assist in evaluating construction proposals
- Make recommendations to award contract
- Assist with development and issuance of contract documents

D. Contract Administration

- Monitor construction to ensure scheduling targets are being met
- On-site construction inspection
- Monitor construction to ensure compliance with plans and specifications
- Evaluate requests for equipment and materials substitutions
- Evaluate contractor pay requests
- Construction dispute resolution
- Conduct construction progress meetings with Contractor and PSOJ's FSC
- Provide progress reports to PSOJ's FSC
- Contract administration and close-out

E. Other Construction Management Services

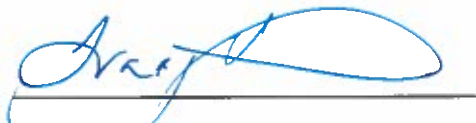
- Assist with sourcing and managing third party professional services such as Surveyors, Engineers, Real Estate Attorney (if required)
- Assist with the acquisition of the relevant approvals for construction
- Provide construction cost estimates and overall construction budget
- Construction master plan scheduling, coordination, monitoring, reporting
- Building project management
- Claims avoidance
- General consulting as required
- Other services as required

VI. CONTRACT AWARD

The PSOJ reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities and to request re-submission or additional information. The PSOJ reserves the right to award the contract to the most suitable proposer, resulting in a negotiated agreement, which is most advantageous to the organization. The PSOJ shall be the sole judge of the proposals and any decisions made shall be final.

VII. TERMINATION

The PSOJ reserves the right to terminate, at its convenience, with or without cause, any contract resulting from this RFP in a written notice. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed. All work produced shall become the property of the PSOJ.



Tracy LaCroix
Senior Manager – Finance & Operations

14.5.19

Date