

REQUEST FOR PROPOSAL  
FOR **CONSTRUCTION MANAGEMENT SERVICES**



*Issued By:*



**Valogic Bio Advisory Services.**

*On Behalf of:*

Advanced Regenerative Manufacturing Institute  
**PROJECT NO: 01-79-15319 & 01-79-15319**

DATE: 8 October 2025

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## SECTION 1 – BACKGROUND

The Advanced Regenerative Manufacturing Institute (ARMI) is pleased to consider your firm as a Construction Manager (CM) and requests a fee proposal to provide the required Construction Management services.

The CM is to provide technical consultation and budgeting during the design stage of the project, and also to provide the organization and direction of construction activities during the construction phase. Under this procedure, the CM, operating as a member of an ARMI – ARMI’s Representative - Architect - CM team, will be responsible for cost estimates and cost control, review of design for value engineering recommendations, consultation on the construction techniques, construction coordination and scheduling, and direction of all construction activities.

In the team approach, each member of the team will have precedence and exercise leadership in its own sphere of operations. In accordance with this principle, VaLogic, as ARMI's Representative, will have overall responsibility for directing the design and construction effort, coordinating all team members so they will provide their necessary services in a complete and timely manner. The Architect/Engineer, together with ARMI’s Representative, will have prime responsibility for design of the project within the scope approved by ARMI, including all mechanical and electrical systems. The CM’s role during the design stage will be as an advisor on labor and material costs, project phasing, site logistics and constructability. The CM will also assist with cost estimates for the building, square foot costs for program elements, detailed take-offs during Design development and various pricing activities as required. ARMI’s role is that of making decisions regarding the overall approval of final solution and assuring that sufficient funds are available to complete the project within current budget estimates.

The key design professionals selected to date include:

• Project Manager:	Valogic Bio Advisory Services
• Architect & Interior Designer:	DPS Group USA/Arcadis
• MEP Engineer:	DPS Group USA/Arcadis
• Structural Engineer:	DPS Group USA/Arcadis
• Equipment Planning Consultant:	DPS Group USA/Arcadis
• Civil Engineer:	DPS Group USA/Arcadis
• Landscape Architect:	N/A
• Tele/Data Consultant:	<i>To be determined</i>
• Security Consultant:	<i>To be determined</i>
• Commissioning Agent:	<i>To be determined</i>
• Testing & Inspection Agent:	<i>To be determined</i>

## SECTION 2 - SCOPE OF PROJECT

### A. Description of Project

ARMI has received federal funding through the U.S. Economic Development Administration (EDA) for construction of a state-of-the-art **Contract Bio-Manufacturing Organization (CMO) facility** (EDA Award 01-79-15319) (“Bio-Manufacturing Facility”) co-located with a **Bio-Manufacturing Training Facility and Innovation Center** (EDA Award 01-79-15305) (“Training Center”). With this funding, ARMI is looking to develop approximately 100,000 **square feet** across three floors of a former textile mill building located at **150 Dow Street, Manchester, NH 03101** to provide cleanrooms, labs, and ancillary facilities for biomanufacturing along with purpose-built training and innovation facilities. The plan is to include certain biomanufacturing- and cleanroom-related training aspects as part of the design of the Training Center that have a similar look and feel to the Bio-Manufacturing Facility, to permit students to more directly transition their skills from the Training Center to a position as an apprentice or employee of the Bio-Manufacturing Facility. ARMI anticipates awarding a contract for each project to the successful Construction



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Management Firm and both projects would be constructed simultaneously with the Training Center turned over prior to the Bio-Manufacturing Facility. The team is considering fast tracking the Bio-Manufacturing Facility with a phased GMP award consisting of demolition/enabling work, long lead procurement and remainder of construction.

### B. Project Specific Requirements

Since this project is federally funded, all aspects of the project are to comply with federal guidelines, including but not limited to scheduling, budgeting, accounting, design, and construction activities. As this is a renovation of a historical building, the project must also comply with both local Heritage & Planning Commission's regulations to maintain the building's historical integrity.

**Federal Funding Disclosure:** This project involves federal funds from the U.S. Economic Development Administration. CM must comply with the following (i) all reimbursable costs must be permitted by 2 CFR 200, and (iii) all other applicable Federal laws and regulations

**Records Retention:** In accordance with 2 CFR 200.334 and in preparation of any audit requirements under 2 CFR 200.337, all records pertinent to this contract must be retained for a period of five years from the date of final payment.

**Buy American Provision:** To the greatest extent practicable, CM is encouraged to purchase or recommend to purchase American-made equipment and products with funding provided under EDA financial assistance, in accordance with EO 13858, 31 January 2019, and 2 C.F.R. § 200.322.

**Davis-Bacon Act:** All laborers and mechanics employed by CM and subcontractors on projects assisted by the EDA and subject to the Davis-Bacon Act, must be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor. CM must comply with 40 U.S.C. §§ 3141-3144, 3146, 3147, and 42 U.S.C. § 3212.

**Contract Work Hours and Safety Standards Act:** In accordance with 40 U.S.C. §§ 3701-3708, no CM or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any laborer or mechanic in any workweek to work in excess of forty hours unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such week.

**Equal Employment Opportunity:** During the performance of a contract associated with this RFP, the CM agrees as follows: The CM will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CM will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin."

**Conflict of Interest.** Prior to entering into an agreement with ARMI, the CM agrees to disclose any known conflicts of interest with ARMI, ARMI representatives, or ARMI affiliates that may affect the CM's ability to execute the deliverables of this RFP. Throughout the duration of the agreement between ARMI and the CM, the CM agrees to safeguard against accepting any additional work that would create, or create an appearance of, a conflict of interest.

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**Termination for Cause and for Convenience:** ARMI may, upon delivery of written notice, terminate any contract associated with this RFP for cause or for convenience, in whole or in part, at any time. If said contract is terminated, the recipient shall be paid for all services satisfactorily performed up to the date of termination.

**Debarment and Suspension Clause:** CM certifies, by entering into this agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency in accordance with 2 C.F.R. Part 1326.

**Byrd Anti-Lobbying Amendment:** CMs who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352."

**Environmental Requirement Compliance:** CM's are required to at a minimum comply with (i) The National Environmental Policy Act (NEPA) and the Council on Environmental Quality regulations 40 C.F.R. Parts 1500-1508; (ii) The Clean Air Act 42 U.S.C. § 7401); (iii) Federal Water Pollution Control Act (33 U.S.C. § 1251); (iv) The Safe Drinking Water Act of 1974 (42 U.S.C. § 300f); and (v) the Resource Conservation and Recovery Act (42 U.S.C. § 6901).

### C. RFP Information

1. Cancellation – ARMI reserves the right to cancel this RFP, in whole or in part, at any time prior to the execution of a formal agreement. The issuance of this RFP and the associated selection process shall not create any obligation on the part of ARMI to award a Construction Contract to any specific CM, or to make any award whatsoever.
2. Errors – Proposers are expected to adhere to the true intent of the Scope of Services and shall not exploit any inadvertent errors or omissions. In the event of a discrepancy in the Proposal when extending total prices, the unit bid prices shall prevail. Any carelessness in quoting prices or preparing the Proposal shall not relieve the Proposer of the obligation to furnish and install all work in accordance with the Contract Documents, should they be selected by ARMI.
3. Duration – Proposals shall remain valid and may not be withdrawn for a period of six (6) months following the established receipt date by ARMI, including all submitted pricing. If a Construction Contract is not executed within that six-month period, the Proposer may, at its discretion, choose to extend the Proposal for an additional term.
4. Selection Process – ARMI reserves the right to engage in negotiations with any or all responding Proposers in whatever manner it deems necessary to best serve ARMI's interests. ARMI may, at its sole discretion, select the Proposal that best aligns with its goals, interests, and the suitability of construction, construction management, or other services for the Project. The following criteria, among others, will be used to evaluate the submitted Proposals:



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Evaluation Criteria	Weighting	Possible Score 1-5 (5=best)	Total Possible Points
Safety program	5	5	25
cGMP Construction Experience	5	5	25
Ability to meet regulatory requirements	5	5	25
Cost	4.5	5	22.5
Project team	4	5	20
Logistics/Approach	4	5	20
Proposed Schedule	3	5	15
Total:			152.5

### D. Project Schedule

Please see attachments F and G.

### E. Additional Information

To assist you in developing a proposal, the following information is enclosed:

1. [Attached Exhibit A:](#) Current Concept Drawings for Bio-Manufacturing Facility
2. [Attached Exhibit B:](#) Floor Plan of the Training Center
3. [Attached Exhibit C:](#) EDA Standard Terms and Conditions for Construction Projects
4. [Attached Exhibit D:](#) AIA 133-2019
5. [Attached Exhibit E:](#) AIA 201-2017 General Conditions
6. [Attached Exhibit F:](#) Bio-Manufacturing Facility Schedule
7. [Attached Exhibit G:](#) Training Center Schedule
8. [Attached Exhibit H:](#) ARMI Bio-Manufacturing Facility Cost Proposal
9. [Attached Exhibit I:](#) ARMI Training Center Cost Proposal

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**SECTION 3 – SCOPE OF SERVICES**

ARMI, in alignment with the U.S. Economic Development Administration, will make all decisions regarding final solutions and funding. The Construction Management services shall include, but not be limited to, the following:

**A. PART A - Preconstruction Phase:****1. Preparation of Construction Estimates**

The CM shall provide accurate analysis of the cost of all systems and construction contemplated for the project over the course of this agreement. The CM shall prepare preliminary estimates of the cost of the work and all required materials and final cost estimates for early procurement of long lead items and for all sequences of the construction work. It is expected that the CM will include and document supporting data from various subcontractor and vendor sources as part of the estimating process.

All CM pricing is to be developed with separate costs for the following:

- a. Site work
- b. Core & Shell
- c. Infrastructure
- d. Fit out per Program Elements/Departments
- e. Renovation per Program Element

Formal detailed estimates will be submitted based on the following design packages:

- a. Concept Design 100%
- b. Value Engineering (as required)
- c. Design Development 100%
- d. GMP Construction Documents 80%

For all pricing exercises and prior to developing each cost estimate, the CM shall review all documentation, as provided by design team; prepare a list of open questions and conduct a document “page turn” with the design team and Project Manager for constructability review and to ensure understanding of documentation intent. CM shall complete internal material take-offs for all project components and obtain subcontractor input, from a minimum of two subcontractors, for all major subcontract line items including but not limited to site work, structural, carpentry, mechanical, plumbing and electrical.

There will also be various cost estimating exercises throughout Part A of the agreement above and beyond the formal exercises noted above. These exercises could include but not be limited to: construction of additional shelled floors, fit out of shelled areas, utility / service tie-ins with adjacent facilities and/or options for specific design elements.

**2. Site / Job Site Logistics**

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CM shall review the specifications to ensure that they provide all temporary facilities necessary for subcontractors to perform their work, as well as all job site facilities necessary for management, supervision and inspection of construction.

The CM shall prepare Site Logistical Plans for each phase that indicate temporary facilities, site access and offices for construction personnel, material loading and storage, trash/debris removal, barriers and other provisions related to infection control, life safety, and job-site security. The CM's proposed team must have a strong experience in working in biological environments.

**3. Review of Plans and Specifications**

CM shall review all plans and specifications, during Design Development, and shall provide information regarding constructability, suitability of the materials selected, the availability of labor, time requirements for procurement and installation, construction and relative costs of materials, and shall provide recommendations for economies as appropriate.

**4. Value Engineering**

Based on review of plans and specifications or as directed by Project Manager or ARMI, provide alternatives for systems, equipment and construction methods and materials. Provide cost estimates associated with those alternatives for review and approval by ARMI. Assist design team with analysis of Life Cycle cost of materials and systems proposed for the project.

**5. Technical Consultation**

CM shall participate with ARMI's Representative and Architect in the preparation of performance specifications and requests for technical proposals for the procurement and installation of building system components and for the procurement of long lead time equipment and materials. CM shall issue requests for technical proposals to qualified sources, receive such proposals and assist in their evaluation. CM shall formally advertise requests for procurement, if required, by assembling the required Contract Documents and issuing Invitations to Bid and shall be prepared to award these several contracts immediately upon Notice to Proceed with Part B of this Agreement.

CM's technical consultation to ARMI's Representative, Architect or other professional consultants shall not abrogate the design responsibility of those consultants. CM may make recommendations based upon the cost of a particular design or material selection; however, if such recommendations are accepted by ARMI and Architect for incorporation into the Project design, their suitability with regard to structural stability and life safety shall be the responsibility of the Architect.

**6. Long-Lead Procurement**

CM shall identify, recommend for purchase and expedite the procurement of equipment, materials and supplies, which require long lead-time. CM shall develop a procurement log that identifies critical shop drawing approval dates with allowable contractual response times to ensure the project sequencing is not interrupted.

**7. ARMI Supplied Equipment Requirements**



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CM must complete a review of all the required equipment to be installed on the project and identify all required components within the project scope to be completed by the CM for ARMI's Equipment to be installed. This review should not be limited to the construction documentation. Additionally, the CM must work with VaLogic & ARMI to identify all rough-in requirements and a date that ARMI supplied equipment is required on the project site to maintain the project sequencing.

**8. Construction Schedule**

The CM shall review, evaluate and refine the preliminary construction schedule in order to confirm or refine ARMI's Master Project Schedule as prepared by the Project Manager.

- a. Early Schedule/Conflict Resolution - CM shall prepare a detailed construction schedule that identifies any opportunities to advance project components or reduce overall schedule, including options, which may have an initial cost impact. In addition, CM shall advise of any schedule conflicts with accompanying recommendations for resolutions that have no adverse impact to the overall schedule or budget.

**9. Preparation of the Subcontractor's List**

The CM shall be responsible to solicit bidders per the specifications outlined in the attached contract, please see Attachments H & I. We would like to know your thoughts regarding subcontractors you believe have the qualifications to work on a cGMP project.

**10. Insurance**

CM is responsible for outlining insurance options i.e. traditional, CCIP, SDI; including definitions for each type, pros and cons and estimated cost as a percentage against direct construction cost for each option; for review and approval by the Project Manager and ARMI, prior to development of the Guaranteed Maximum Price.

**11. Preparation of Guaranteed Maximum Price**

The CM shall prepare a Separate Guaranteed Maximum Price (GMP) for each construction Project, clearly summarizing the cost of each component of the Work, which is representative of a Scope of Work developed by the CM in conjunction with the trade subcontractors, to capture the full intent of the documentation. This GMP shall be the sum of:

- a. The estimate of the Cost of the Work to be performed and the materials to be purchased.
- b. The estimate of the cost of reimbursable expenses (General Conditions).
- c. The estimate of the cost of any permits, fees, taxes, patents, copyrights, royalties, performance and payment bonds and escalation (as appropriate); to construct the Project.
- d. The proposed CM's fee as a lump sum and as a percentage against the estimated direct work cost.
- e. The estimate of the cost of Preconstruction services with a fee breakdown.
- f. The estimate of the cost of Bonding and Insurance as a percentage against direct construction cost.

CM should include firm's Rate Schedule with any escalations during project's timeline.

**12. Monthly Application for Payment Process**

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CM shall prepare draft application for payment by the 25th of the month. CM, Project Manager and Architect shall conduct a pencil review. Upon agreement by all parties, CM shall issue final application to Architect for sign-off. Architect to submit approved application to Project Manager for approval and processing.

**13. Acceptance of Guaranteed Maximum Price**

ARMI intends to enter into Part A of the form of CM's Agreement AIA Document A-133 - 2019 with the firm submitting the proposal which, in the judgment of ARMI, price and other factors considered, is most advantageous to ARMI. This evaluation will be based upon the CM's fee, general conditions, and rate schedule and will not be based upon the estimate of Cost of Work. Part A of the form of CM's Agreement will be limited to services of pre-construction design consultation, budgeting and GMP development until ARMI formally accepts the Guaranteed Maximum Price offered by the Construction Management firm. The award of Part A binds the CM to perform Part B of the form of the CM's Agreement only upon the acceptance of the Guaranteed Maximum Price by ARMI.

**B. PART B - Construction Phase:****1. General**

The CM shall coordinate the project to develop an orderly, controlled construction effort in the agreed time frame. The CM shall have a strong capability in engineering, budgeting, cost estimating, scheduling, purchasing, quality control, management, and labor relations; in order to discharge responsibilities. In addition, the firm shall have a record of successful performance in furnishing the specialized services required in the management of constructing projects in a biomanufacturing setting.

**2. Management Control System**

CM shall implement a management control system (MCS) during the design and construction of the Project for use in achieving the objectives of the Project in a timely, economical and acceptable manner. To this end, the MCS shall facilitate planning, organizing, scheduling, budgeting, reporting of construction progress, accounting, identifying variances and problems, and making decisions at all levels. CM shall provide the services, facilities, equipment and staff necessary to implement the MCS. The MCS may be provided through a web-based project management system selected by ARMI, Project Manager and Architect. The CM will be responsible for keeping its information up to date in the web-based project management system.

Using the MCS, CM shall provide, over the course of this Agreement, the following for the review and approval of ARMI:

- a. A preliminary construction phasing plan
- b. A preliminary construction schedule
- c. A final construction phasing plan
- d. A final construction schedule that integrates the various CMs' commitments into one complete and realistic schedule including expected regional weather impacts
- e. A detailed equipment required on job site date list in conjunction with ARMI's Representative for all ARMI Furnished/ CM or subcontractor Installed Equipment
- f. An occupancy schedule prepared in conjunction with ARMI's Representative and Architect

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Upon initiation of Part B Services, CM shall use the MCS during construction to:

- a. To track schedule, as required, for weekly projection of construction activities.
- b. Periodically tabulate the cost of proposed changes in the Work, compare this current working estimate with the approved budget and identify possible Project cost overruns (savings).
- c. The proposed change tabulation must be flexible to allow for customization at ARMI or Project Manager's request and must include the ability to provide aging (dunning) reports.
- d. Provide documentation of all changes made in the schedule and budget so that complete accountability between the original and the current approved schedule and budget is maintained.
- e. The MCS, when fully implemented, shall provide reports necessary for effective control of the overall construction program. Reports shall be provided to the levels of management in detail consistent with their requirements and responsibilities.
- f. Prepare the Guaranteed Maximum Price.
- g. Publish a Monthly Report at the end of each calendar month, which will summarize the current project status, critical issues, schedule tracking & a full summary of all costs on the project including projected Cost Events in and out of the contracted scope.

### **3. Accounting Records**

Financial and cost accounting records shall be maintained for all costs applied to the project in accordance with federal regulation and ARMI's specifications. The CM shall be responsible for maintaining such records. The CM will provide an "open book" accounting type system throughout the course of the project. Any significant line item reallocation within the GMP shall receive ARMI and Project Manager approval. The CM will be required to present open Cost Events for in contract and out of contract items, on a monthly basis, for review by the Project Manager and approval by ARMI, prior to release. In addition, CM shall present construction contingency draws on a monthly basis for review. The CM shall make available all contracts, books, documents, and records necessary to verify the nature and extent of the costs of the execution of the contract, to all affiliated & regulatory agencies. Such information shall be available for inspection, per ARMI's requirements after completion of the contract.

### **4. Construction Manager's Organization**

CM shall provide to ARMI an outline of the organization, including lines of authority required to complete the Project. A list of key personnel to be used on this Project shall be approved by ARMI and shall be attached to this Agreement as Exhibit "A". The CM shall make no substitution of any key personnel without the prior written consent of ARMI. A request for substitution shall include a detailed justification of the change and the qualifications of any proposed replacement.

The services called for in this Agreement shall be performed by CM's own staff, unless otherwise authorized in writing by ARMI. ARMI's approval of the use of services of any person or firm by CM shall not be construed as constituting an Agreement between ARMI and any such person or firm.

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CM shall perform all services under this Agreement in a competent and efficient manner. ARMI may require CM to remove from the Work any employee ARMI deems incompetent, careless or otherwise objectionable and to replace any such employee with suitable personnel.

CM shall prepare and distribute a field operation manual to facilitate the administration of this Agreement. The manual shall include the following data:

- a. Directory of Personnel
- b. Correspondence Format
- c. Report and Record Forms
- d. Inspection Procedures
- e. Shop Drawing Submission Identification Log
- f. Shop Drawing Submission Procedures
- g. Testing Laboratories Procedures
- h. Contract Change Procedures and Change Order
- i. Extension of Time Procedures
- j. Progress Payment Forms and Procedures
- k. Final Acceptance Procedures
- l. Additional Instructions
- m. Request for Information Format and Log
- n. Safety Procedures
- o. Conflicts of Interest
- p. Quality Control Procedures
- q. Labor Harmony Procedures
- r. List of Required Systems Shutdowns with proposed approach
- s. Emergency Preparedness Manuals

CM shall conduct pre-construction conferences with successful bidders and shall schedule and conduct regular Project progress meetings to be attended by the trade contractors and representatives of ARMI and Architect to discuss procedures, progress, problems, schedule and equal employment opportunity. CM shall prepare and distribute minutes of such meetings to those in attendance.

CM shall review and refine construction cost estimates as construction proceeds to incorporate approved changes in the Cost of the Work. CM shall advise Project Manager, ARMI and Architect whenever construction costs differ from the costs set forth in the itemized Guaranteed Maximum Price.

CM shall establish and implement procedures for identifying all required shop drawings, catalogues and samples and for expediting the processing and approval of these shop drawings, catalogues and samples and the scheduling of materials.

#### **5. Assembling of Bid Packages**

Upon completion of the drawings for specific phases of the work, preparation shall be made for assembling the bidding documents into appropriate bidding packages. The number of separate bid packages or contracts

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shall be the determination of the CM in concert with ARMI, the Project Manager and the Architect/Engineer. The CM shall assist the Project team in developing bid packages to minimize ARMI allowances thereby reducing ARMI's financial risk.

The bid packages should not be limited to the contract documents but inclusive of all required scope to complete the defined trade contractor's requirements per the contracted intent of a GMP. The CM shall prepare a meeting minutes of all bid openings and be prepared to post them publicly.

**6. Preparation of the Bidders' List**

The CM shall follow all federal guidelines regarding procurement of individual trades and ensure structured and competitive process is followed. The project will be advertised listing all the trades required for successful completion of the project. The CM collaborates with ARMI and design professional to prequalify subcontractors based on their experience, capacity, safety records, and technical expertise. Each trade package—such as mechanical, electrical, or specialty clean room systems—is competitively bid among the prequalified subcontractors, with proposals evaluated by best value criteria rather than lowest cost alone to support both quality and schedule. Each scope of work must have multiple bids solicited as determined by the Project team or Project requirements.

Trade contracts are then awarded and integrated into the overall GMP, ensuring that every subcontractor's work is managed within the broader scheduling and cost framework. For long-lead and specialty items, the CMAR can initiate early procurement of materials and assign the purchase to the subcontractor with the successful proposal to install the systems while ensuring such actions align with EDA rules and approvals. Throughout the process, every procurement activity is carefully documented to meet federal and local audit standards, thus ensuring full compliance.

**7. Pre-Bid Conference**

The CM shall be responsible for arranging pre-bid conferences including ARMI, Project Manager and Architect/other consultants as appropriate, for the purpose of informing perspective bidders of special conditions or requirements of proposed work and to answer questions concerning those requirements.

**8. Bid Receipt, Review, and Evaluation**

The Construction Manager shall receive bids and, in concert with the Project Manager, Architect/Engineer, and ARMI, review and evaluate them. The bid opening for each trade will occur with ARMI and Project Manager in attendance. Opening of the sealed bids will be a formal process and the Construction Manager must prepare meeting minutes for each sealed bid opening.

**9. Award of Trade Contracts**

CM shall obtain bids for each trade contract from an appropriate number of qualified bidders so as to obtain the most reasonable price for acceptable work.

If the low bid for any bid package exceeds CM's budget line item price, one of the following procedures, with ARMI's approval, shall be followed:

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- a. CM may reject all bids and issue a revised invitation to bid, prepared with the assistance of the Architect
- b. CM may recommend award of a contract to the low bidder for a price exceeding the budget line item

CM shall submit for approval by ARMI, a standard form of Trade Contractor Agreement and shall not deviate from this form without the written consent of ARMI.

Project team shall be responsible for approving awards of all trade contracts after evaluation of bids and written recommendation by CM and Architect. All factors including price, successful completion of projects with similar scope and presence in the local trade market will be considered by the prior to approving awards. After approval is granted, CM shall award the separate contracts as required to provide all labor and materials for construction of the Project. For those parts of the Work, which have been bid under Part A of the Agreement, the CM shall issue a Change Order to each Subcontractor Agreement, with ARMI, prior to the commencement of that portion of the Work.

Each trade contract awarded by CM shall be a separate Agreement awarded on the basis of competitive bids or negotiation if bidding is impractical. The relationship of CM to the trade contractor is the same as that of a general contractor to a subcontractor.

#### **10. Site Safety**

The CM shall be solely responsible for instituting a job site safety program for the entire project. This program shall take into consideration any ARMI/Facility required protocols as detailed by ARMI's lead safety personnel. The CM's proposed project team must include employees that are experienced with the safety program and related protocols. Please include in your proposal any safety certifications held by the proposed project team members (i.e. – OSHA). The CM shall provide written documentation, on a monthly basis, to show how the safety program is being implemented and monitored.

#### **11. Project Closeout**

- a. CM shall identify all items of Work to be completed or corrected to conform to the Contract Documents ("Punch List") at the time of substantial completion of each phase of the Work. This shall be furnished to the Architect and completed before a formal "Punch List" by the Architect and Project Manager.
- b. CM shall determine, with concurrence of the Project Manager and ARMI, the amount of payment to be withheld from each trade contractor until Final Completion of each phase of the Work, typically held at a minimum of 5%.
- c. CM shall secure the consent of surety for CM and those of the trade subcontractors, for a reduction in retainage or the remittance of Final Payment(s).
- d. CM shall transmit to ARMI's Representative all warranties, affidavits, receipts, releases, waivers or bonds indemnifying ARMI against liens.
- e. CM shall consult with and make recommendations to ARMI in connection with the inadequate performance of materials, systems and equipment during the warranty period; shall assist ARMI in the inspection of the Work prior to the expiration of the warranty period to ascertain the adequacy of the

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- performance of materials, systems and equipment; shall document defects or deficiencies discovered by ARMI during the warranty period; and shall prepare instructions for the correction of noted defects.
- f. CM shall be responsible for maintaining Project record drawings, commonly referred to as 'As-Built's'. At the appropriate time, near the end of the Project, CM shall forward to Architect copies of the record drawings, Operations & Maintenance Manuals and other required turnover for review by the design team prior to final submission to ARMI for review. All documentation turned over by CM must be in electronic PDF format. The CM will not be able to draw down on the final 5% retainage for any subcontractor until a turnover meeting for that specific trade has been completed with ARMI & agreed that all close-out requirements have been met.

#### SECTION 4 – FEE STRUCTURE

- A. It is ARMI's intent to enter into a two-part agreement with the successful Construction Management firm. The primary purpose for using the two-part agreement is to allow ARMI to enter into a limited obligation with the CM during the early design phase of the Project. The proposed agreement shall consist of the following:
1. Part A – CM's Consultation Services during the Design Phase and Development of the GMP
  2. Part B – CM's Guaranteed Maximum Price and Services during the Construction Phase
- B. Part B of the documents shall be executed upon agreement between ARMI and CM of a Guaranteed Maximum Price.
- C. For purposes of this Proposal, ARMI will consider the following fees and estimates for general conditions:
1. A lump sum, fixed fee for services rendered during the preconstruction and design phase (Part A). If Part B of the Agreement is executed, the total fee stated for services rendered under Part A shall be considered a part of the fee enumerated under the fee proposal for Part B.
  2. The fee for services during the construction phase (Part B). For purposes of this proposal, this fee shall be a percentage of the construction costs which shall be converted into a lump sum, fixed fee at the time the Guaranteed Maximum Price is submitted to the Owner. ARMI.
  3. The CM's fee for construction phase services (Part B) shall include the following items, and therefore are not reimbursable as General Conditions.
    - a. Compensation to officers or principals, services of the management staff above the level of Project Manager, salaries of home office personnel (including, but not limited to, accounting, purchasing, estimating, and cost control departments), and related income taxes, payroll taxes, insurance, and pensions.
    - b. Profit, overhead, and cost of project related home office facilities expenses.
    - c. Recruitment costs for home office job site personnel.
    - d. Professional fees for consultation, legal, labor relations, accounting, and bookkeeping expenses.
    - e. Information Technology costs & support staff based in the home office and supporting the field office.
    - f. Any 3rd party IT or legal costs required to establish or maintain the project systems.

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- D. General Conditions Estimate: General Conditions shall be estimated based upon the construction schedule and should be sufficiently broken down by staff and other components noted below. The following list items to be reimbursed as General Condition's costs:
1. Salaries of CM's personnel when stationed at the Field Office in whatever capacity employed, and the portion of salaries of other personnel when engaged at shops or on the road in expediting the production or transportation of materials or equipment, provided the use of such personnel and the wage rate of such personnel have received the prior written approval of ARMI. Cost of contributions, assessments or taxes for such items as unemployment compensation and F.I.C.A., in so far as such costs are based on wages, salaries or other remuneration paid to employees of CM included in the Cost of the Work.
    - a. Confirm that no Incentive compensation, bonuses or other benefits over and above the normal wages are to be reimbursed within your general conditions
  2. Cost of any item not specifically and expressly included in the items in Costs to be Reimbursed
  3. Costs more than the Guaranteed Maximum Cost
  4. Cost of repairs and preventive maintenance to any leased equipment or CM owned equipment
  5. Proportion of reasonable transportation, traveling and hotel expenses of CM or of his officers or employees incurred in the discharge of duties connected with the Work, provided the incurrence of such expenses has received the prior written consent of ARMI
  6. Temporary heat, water, electricity, telephone and toilets
  7. Temporary construction barriers and infection control measures
  8. Temporary fence, sidewalk, bridges, roadways and elevators
  9. Final cleaning
  10. Field office and its related costs, equipment and furnishings
  11. Cost, as appropriate, for Revit or other Building Information Management system, as required
  12. Cost, as appropriate, of document hosting system i.e. FTP site for the management of drawing submissions, RFI and shop drawing process
  13. Safety barricades, construction signs and watchmen
  14. Messenger service
  15. First aid station
  16. Cost of premiums for Builder's Risk Insurance as required by this Agreement to purchase and maintain, if required to be maintained by the CM
  17. Cost of Insurance, defined as a percentage of construction
  18. Fees for building and similar permits required for the performance of the Work
  19. Minor expenses such as, long distance telephone calls, telephone service at site, expressage and similar petty cash items in connection with the Work
  20. Cost of removal of all debris (excluding hazardous material)

**SECTION 5 – SUBMISSION REQUIREMENTS**



## Construction Management Scope of Services

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A. Provide the following general information regarding your firm:

1. Year firm founded
2. Number of years in business as a construction manager
3. Dollar volume of business per year total and in life sciences
4. Number of people employed, broken down by job title
5. Percentage of work negotiated versus competitively bid
6. Trades and type of work capable of performing in-house
7. Revit/BIM capabilities
8. Experience or understanding of a collaborative design approach i.e. CM, A/E, and subcontractor interaction.
9. List of architectural and owner references for recent relevant project experience.
10. List your recent experience with renovations related to Historic Buildings.

B. Name of bonding company and name and address of agent. Current bonding rating, capacity, and reserve available to bond proposed project. (Attach letter from bonding company stating same.)

C. List and describe status of any pending litigation or arbitration

D. State whether your firm has been sanctioned or excluded from receiving payments, or participating in any local, state, or federal government programs

E. Identify any settlements, arbitration awards, court judgments, or jury awards that have occurred in the last five years, as well as any pending issues

F. Provide number and size (in dollar volume) of projects currently under contract. Provide status (pre-construction or construction) and schedule (start and completion dates). Provide assurance that your firm has the ability to undertake a project of this size.

G. Define your method of the construction management process including cost control and cost estimating.

1. During design – include a definition of value engineering and describe your philosophy, methodology, and capabilities during value engineering. Describe your typical estimating process; in-house and using subcontractors. Summarize your familiarity with the local subcontractor marketplace in regards to estimating processes.
2. Development of GMP – include definition of GMP, describe your approach to financials and coordination thereof as well as development of scopes of work and approach to document coordination.
3. During construction – include shop drawing, change order, RFI, and other management approaches. Including the management software you utilize for these process

H. Describe how hidden conditions (utilities, hazardous materials, MEPFP conflicts etc.) are funded during the course of construction and managed within the overall contract schedule.



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- I. List, define, and quantify any costs that are not part of the CM's fee or general conditions (as defined by this document) and that are not typically itemized and defined in the Contract Drawings and Divisions 02 through 31 of the specifications. Also indicate if there are any other costs that should be included in the General Conditions.
- J. Describe and quantify any contingencies and/or allowances that you normally include in an estimate (pre-design, schematic design, design development) and your GMP. Include your understanding of how the contingencies within the GMP would be controlled or utilized during construction.
- K. Include a listing of recent projects, including projects that are similar in size and scope of this project. i.e. dollar value, specific program element, etc.
- L. Include the proposed organization chart for this project to include personnel names and titles. Include resumes for all proposed personnel.
- M. Include your proposed fee (as described in Section 4) for each of the following:
  - 1. Part A – Preconstruction Services (lump sum), along with definition of Construction Manager's involvement.
  - 2. Part B – Construction Services (lump sum).
  - 3. Provide your change of work costs on a percentage of the Direct Cost of Work
  - 4. General Conditions Estimate (lump sum).
  - 5. Bonding and Insurance (lump sum)
  - 6. Hourly Rate Schedule – Indicate those employees which are included in your fee.
- N. List any disagreements with standard AIA contract documents between ARMI & CM.
- O. Describe any foreseeable challenges based upon the project components and/or location.
- P. Describe your recommended approach to bonding and insurance, including options (traditional, CCIP, etc.).
- Q. Describe your experience relationship with local governing agencies
- R. Describe your experience with accounting and reporting requirements for federally funded projects.

### **SECTION 6 POINT OF CONTACT, COMMUNICATION PROTOCOL AND RFP SCHEDULE**

VaLogic is the primary point of contact for this RFP. All communications concerning this RFP, including questions regarding any information contained within this RFP must be directed Via email to:

Ryann DeChirico

Unwavering compliance and operational efficiency



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Project Manager

Vallogic Bio

3901 National Drive, Suite 270

Burtonsville, MD 20866

[Ryann.DeChirico@VallogicBio.com](mailto:Ryann.DeChirico@VallogicBio.com)

Notice of intent to Bid: As a courtesy please email your firms intent to bid

Site Visit:

Any CMs considering submitting a proposal may attend a site visit on Monday, October 20, 2025 at 10:00am. Please provide an indication of interest to attend the site visit no later than Wednesday, October 15, 2025 via the email addresses set forth above to receive details of the site visit. Any CMs who are not able to attend the site visit are still encouraged to submit an indication of interest via the email addresses set forth above to receive communications regarding this RFP.

RFI:

Email questions to Vallogic by 5:00pm 20 October 2025. Vallogic will respond to all formal questions and any that arose from the site visit by 5:00pm on 21 October 2025. All questions and answers will be shared with all firms that have indicated they intend to bid.

### SECTION 7 PROPOSAL SUBMISSION

1. Vallogic must receive one (1) electronic copy of the completed response to the RFP on or before Friday, October 24, 2025 at 3:00 pm ET. Your submission should include three separate documents.
  1. PDF submission of your proposal
  2. Excel versions of Exhibit H: ARMI Bio-Manufacturing Facility Cost Proposal and
  3. Exhibit I: ARMI Training Center Cost Proposal

Please submit all electronic responses to via hyperlink below:

**Bid Response Link**