

# REQUEST FOR PROPOSALS

## Construction Management Services

### HIGHERED MANAGEMENT LTD CAMPUS DEVELOPMENT PROJECT

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## INTRODUCTION

HIGHERED MANAGEMENT LTD invites qualified construction management firms to submit proposals to perform construction management services for our campus development project. The preliminary scope includes Academic Complex, Research Laboratories, Student Accommodation, Administrative Buildings, and Sports Facilities. This project is part of our University Master Plan with an approved budget of ₦1,000,000,000 (One Billion Naira).

The selected Construction Management firm shall not bid or perform any of the trade construction work.

## MINIMUM QUALIFICATIONS

Firms must meet the following minimum qualifications to be considered:

1. Minimum of ten (10) years experience providing professional construction management services to higher education institutions or similar large-scale projects in Nigeria
2. Verifiable experience as construction manager for at least five (5) projects in Nigeria valued at over ₦500 million each
3. Demonstrated experience managing projects with specialized facilities similar to university requirements (laboratories, lecture halls, etc.)
4. Registered with relevant professional bodies including Council for the Regulation of Engineering in Nigeria (COREN) and/or Nigerian Institute of Quantity Surveyors (NIQS)
5. Evidence of compliance with the Public Procurement Act 2007 requirements
6. Documented anti-corruption policies and ethical business practices
7. Proof of financial capability to execute projects of similar magnitude

## CM SERVICES OUTLINE

For contract purposes, the University will utilize the FIDIC White Book (Client/Consultant Model Services Agreement) as adapted to Nigerian requirements, with appropriate modifications for construction management services. The following outlines services to be provided:

## **Preconstruction Phase**

- Comprehensive document review with attention to local conditions
- Detailed cost estimation with consideration of local material availability and inflation factors
- Master scheduling aligned with academic calendar and rainy season considerations
- Value engineering to optimize resources within Nigerian context
- Construction logistics planning with security considerations
- Phased construction planning
- Procurement process management in compliance with Nigerian procurement regulations
- Stakeholder engagement strategies (faculty, administration, students, community)
- Due diligence on prospective contractors and subcontractors

## **Construction Phase**

- Provide full-time field coordination with qualified Nigerian personnel
- Manage all construction contractors in the field
- Regular cost monitoring and control
- Construction scheduling with contingencies for local challenges
- Manage shop drawing and submittal process
- Conduct all progress meetings with proper documentation
- Prepare monthly status reports to the University
- Implement and monitor comprehensive safety programs for all contractors
- Track and review permits and approvals from relevant Nigerian authorities
- Minimize disruptions to university activities
- Coordinate the University's occupancy requirements
- Coordinate all close-out documentation
- Facilitate knowledge transfer to university facilities management staff

## **PROPOSAL REQUIREMENTS**

The respondent's proposal shall include the following:

- a. Title page showing the proposal is for construction management services; the firm's name, address, contact person, telephone number, email, and date of the proposal
- b. Table of Contents
- c. Information as outlined in the Proposal Format Section below

Please send in an electronic format to:

**HIGHERED MANAGEMENT LTD Attention: Director of Procurement Nigeria**

# PROPOSAL FORMAT

## 1. Company Profile

This section should state the size of the firm, type of firm, background, local presence in Nigeria, and the office location from which work on this project will be performed.

## 2. Experience

Detail experience with projects of similar scope and complexity. Include only projects where your firm was the construction manager of record.

List your firm's experience with university/higher education projects in Nigeria. Include:

- Client/institution name
- Contact's name, title, phone number, and email
- Project description and scope
- Contract amount
- Completion date
- Challenges faced and how they were addressed
- Anti-corruption measures implemented

List your firm's current CM projects including client names, contract amounts, and completion dates.

## 3. References

Provide a list of at least five (5) references who may be contacted, including three (3) from higher education or similar institutional projects in Nigeria.

## 4. Project Approach

Provide a detailed description of your approach to both preconstruction and construction phase services, including:

- Project planning and organization
- Cost control methodologies specific to Nigerian economic context
- Schedule management considering local conditions
- Quality assurance/quality control processes
- Documentation and reporting systems
- Risk management approach addressing Nigerian-specific challenges
- Security management strategies
- Stakeholder communication protocols
- Local content development and capacity building
- Technology and innovations to be deployed

## **5. Proposed Staff**

Indicate the proposed team organization and identify key personnel including:

- Project Director
- Project Manager
- Field Superintendent
- Cost Control Manager
- Safety Officer
- Quality Control Manager

Include resumes for all key staff outlining their roles, qualifications, professional registrations, and experience on similar projects in Nigeria. At least 75% of the project team should be Nigerian nationals.

## **6. Local Content Development**

Describe your firm's approach to:

- Engaging local subcontractors and suppliers
- Skills development and knowledge transfer
- Building capacity within the local construction industry
- Creating employment opportunities for the host community

## **7. Transparency and Ethics**

Detail your firm's:

- Anti-corruption policies and practices
- Ethical business conduct guidelines
- Transparency in procurement processes
- Compliance with Nigerian laws and regulations

## **8. Compensation**

Please provide a comprehensive fee structure for performing the Scope of Services.

Assume the following timeline:

- Preconstruction services start: (OPEN)
- Design documentation completion: (OPEN)
- Construction start: (OPEN)
- Phased completions: July 31, 2026
- Academic Complex December 31, 2026
- Research Laboratories March 31, 2027
- Final completion: May 31, 2027

Please provide separate quotes for:

- Preconstruction phase services
- Construction phase services
- Additional services if required

## **EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

1. Qualifications and experience with similar projects (25%)
2. Project approach and methodology (20%)
3. Qualifications of key personnel (20%)
4. Local content development approach (15%)
5. Fee proposal (15%)
6. Transparency and ethics framework (5%)

## **TERMS AND CONDITIONS**

1. The project outlined in this proposal shall be awarded by HIGHERED MANAGEMENT LTD.
2. HIGHERED MANAGEMENT LTD is not liable for costs incurred in the preparation of this proposal or any subsequent proposals or presentations.
3. The contents of the successful firm's proposal may become part of the contractual obligations.
4. HIGHERED MANAGEMENT LTD reserves the right to accept or reject any proposal when it is considered to be in the best interest of the institution.
5. The successful Construction Manager shall comply with all relevant Nigerian laws, including labor laws and anti-discrimination policies.
6. The contract entered into as a result of this Request for Proposal shall be between the selected firm and HIGHERED MANAGEMENT LTD.
7. The selected firm must comply with the Public Procurement Act 2007 and other relevant legislation.
8. Submission of this proposal signifies acceptance of all terms and conditions stated herein.