

Request for Qualifications
for
Construction Management at Risk
Services



City of Sand Springs
Public Safety Facility



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1 GENERAL INFORMATION

The City of Sand Springs will accept qualifications until 4:00 p.m. on December 1st, 2016 from firms qualified and experienced in construction management *prior to entering into a contractual agreement for the performance of outlined services*. Qualifications should be submitted to the City Clerk, City of Sand Springs, 100 E. Broadway Sand Springs, OK 74063.

The City of Sand Springs have received funds from the sale of revenue bonds to be paid for with revenue from a sales tax collection starting January 2017, and it is estimated that the contract for this portion of the work will be awarded by February 30th, 2017.

1.1 Purpose

THE PURPOSE OF THIS REQUEST IS TO OBTAIN PROFESSIONAL CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR DESIGN AND CONSTRUCTION OF THE SAND SPRINGS PUBLIC SAFETY FACILITY.

1.2 Instruction and proposal submission

Closing Submission Date

- Submittals must be received no later than **4:00 P.M. on DECEMBER 1ST, 2016**. Following the opening, the submissions will be referred to a review committee who will evaluate each proposal in accordance with the evaluation criteria stated later in this RFQ.

Conditions of the Proposals

- All costs associated with the preparation of a submittal in response to this RFQ will strictly be the responsibility of the offerer.

Instructions to Prospective Construction Managers

- Qualifications should be addressed as follows:
City Clerk
City of Sand Springs
100 E. Broadway
Sand Springs, OK 74063
- Submittals may be mailed or hand delivered. It is important that the submitted proposal be in a sealed package clearly marked with "Public Safety Facility RFQ". Each Submittal must be delivered and acknowledged prior to 4:00 PM to the Sand Springs City Clerk's office.

- Late submittals will not be considered.

Right to Reject

- The City of Sand Springs reserves the right to reject any and all submittals received in response to this RFQ.

2 SCOPE OF WORK

The awarded company will be responsible for the oversight and the construction of the Public Safety Facility to be located in the 400 Block of West Morrow Road in the City of Sand Springs.

As the Construction Manager at Risk, the awarded company will be responsible for the work product of sub-contractors, ensuring that timelines and expectations for the project are met and that work product meets or exceeds that required within the plans and specifications.

2.1 Project Overview

This project entails the design and build of one facility that will contain a police station, fire station, jail facilities, emergency operations facilities as well as other spaces related to the mission of the City of Sand Springs Police, Fire, Emergency Management and Municipal Court. The facility will encompass approximately 34,000 sq ft. on a ten acre site.

The awarded company will provide materials knowledge during the design phases, so as to illicit the best financial decisions pertaining to the use of various materials and design for the facilities.

The CMAR will be an integral part of the design team, expected to attend necessary meetings and coordinate with the various team members providing information as to the best, most beneficial materials to be considered for this project to maintain the established budget.

2.2 Services of Construction Manager at Risk

The Construction Manager at Risk shall provide a Project Management control system for the purposes of the successful completion of this construction. Fee for the Construction Manager at Risk will be negotiated with the successful offeror prior to execution of the contract. The scope of services shall include, but not be limited to the following items of service:

1. The Construction Management at Risk services will be based on the AIA Contract Document "A133-2009, Owner/CMc Agreement – Cost of Work Plus Fee with GMP" In addition, Construction Manager's services shall be in conformance with the requirements of "A201 – 2007 General Conditions of the Contract for Construction."
2. The Construction Manager at Risk shall report to the Owner's representative Transition Team, The Owner is the City of Sand Springs, and the Operators are the Sand Springs Police and Fire Departments.
3. The Construction Manager at Risk (CMAR) will provide "pre-construction" services, including participation in meetings with the Architect, individually and jointly as required. Through participation in those meetings the Construction

Manager at Risk will gain first-hand knowledge of the project and will provide recommendations as requested by the team including constructability and pricing options.

4. During CMAR shall provide constructability reviews and make recommendations as to beneficial alternatives.
5. During document intervals to be determined and prior to completion of the construction documents, the CMAR shall prepare a detailed estimate of cost to fully construct the project. The CMAR shall provide timely updates to the estimate of costs as additional revisions are made to the construction documents and or additional information is provided.
6. The CMAR shall develop a complete budget for construction of the project and provide updated budgets no less than monthly.
7. The Construction Manager at Risk shall propose a Guaranteed Maximum Price (GMP), which shall be the sum of the estimated Cost of the Work and the Construction Manager's Fee after Drawings and Specifications have been substantially completed by the architect. This GMP will be the basis of the contract between the CMAR and the Owner.
8. The CMAR shall give consultations and advice to the City of Sand Springs, or its designee, as may be requested during the course of this project.
9. As the professional Construction Manager at Risk, the CMAR shall prepare all Requests for Bids (BIDS) for all materials and subcontracts required for the Work, and will provide a copy of those BIDS to the Transition Team, architect and City Clerk. The CM will tabulate all such bids, and subsequently analyze each bid, and award such bids based on the recommendations of the CM, with approval of the Transition Team. All bids shall be made and received in accordance with the provision of the Public Competitive Bidding Act of 1974, Oklahoma Statutes, Title 61 101, et. Seq. (the "Act").
10. The CMAR shall prepare a standard agreement format for all contracts, subcontracts, and project purchase orders.
11. The CMAR shall maintain record of insurance certificates/coverage certified for each subcontractor and verify status as workers prepare to commence work on site.
12. The CMAR shall prepare a base line bar chart schedule for the project, showing all major categories of Work.
13. The CMAR shall update the approved schedule no less than once a month, and shall submit with each monthly Application for Payment to the Architect.

14. The CMAR shall receive invoices from all construction related sources (subcontractors, vendors), and shall verify the accuracy of said invoices, including attachment of required invoice affidavits, and shall attach such additional affidavits as required by law. Monthly Applications for Payment shall be submitted to the Architect for processing.
15. The CMAR shall maintain all general and subsidiary accounting records as necessary to compare actual progress with the budget, and shall provide a full accounting and comparison no less than once a month.
16. The CMAR shall provide full time on-site during the full life of the on-site construction activities, including no less than one well-qualified construction superintendent and one assistant superintendent or foreman to direct the Work.
17. The CMAR shall provide full-time quality control services, which can be a parallel function of the Project Manager, superintendent and/or assistant superintendent/foreman if practical. Quality control service is to include verification of adherence to Architect's project manual and construction documents.
18. The CMAR shall coordinate and manage all construction inspection activities required by the City of Sand Springs and the architect.
19. The CMAR shall be responsible for auditing and maintaining a safety program to assure that all workers are performing safely and are in compliance with all occupational, health, and safety regulations required by applicable law.
20. The CMAR shall be responsible for obtaining the required Certificate of Occupancy to allow the City of Sand Springs Police, Fire, Emergency Management, Municipal Court and Jail Inmates to occupy the premises upon completion.

2.3 Payment for Construction Management at Risk Services

Preconstruction services shall be based on a fixed fee and shall be paid upon conclusion of such services. Construction phase services will also be based on a fixed fee and will be compensated once a month at a pro-rata rate based on the schedule.

3 PROPOSAL INFORMATION

3.1 Proposal Content

All sections A through G must be included to receive points in Section VII. Construction Managers at Risk desiring consideration should submit qualifications in the following format:

- A. Cover letter.
- B. Project Understanding and Approach: This section shall demonstrate the Construction Manager's understanding of the scope of work and summarize the approach to completing each of the tasks included in Section III of the RFQ. This section should not merely restate the contents of the Request for Qualifications.
- C. Understanding of Process: The Construction Manager should also demonstrate in written form his/her understanding of the "Construction Management at Risk Services" construction project delivery methodology as authorized by the State of Oklahoma under 61 O.S. 2001, Section 202.1, as amended by Section 1, Chapter 277, O.S.L. 2003 (61 O.S. Supp. 2004, Section 202.1).
- D. Project Schedule: This section shall provide a schedule for completion of the project based on the time frames cited in the Section III of the RFQ. Project time lines shall be presented in terms of number of days necessary for each phase. This requirement is to demonstrate the proposers scheduling methodology.
- E. Qualifications of the CONSTRUCTION MANAGER AT RISK: This section shall discuss prior relevant experiences of the Construction Manager at Risk. Particular mention should be made regarding previous renovation projects. References shall be included as appendices. The discussion of each project shall include information concerning a description of the facilities designed, project schedules, both design and construction, and special circumstances encountered in the project. The Construction Manager at Risk selected for this project shall demonstrate the following minimum experience:

Possess five (5) years of relevant Construction Managerial experience; Successful completion of three (3) similar projects within the past five years including references, contact persons and their telephone numbers.

- F. Performance. Has your firm ever been involved as a defendant in any action contesting performance?

- G. Other Commitments. Include a list of active projects.
- H. Bonding. As required by the Public Competitive Bidding Act, all awards for services in excess of \$50,000.00 will have to be bonded. Proposer shall provide documentation of his ability to furnish bonds for the faithful performance of the Contract and payment of obligations arising from the work.
- I. Insurance. Proposer shall include a section addressing recommended insurance strategies. This section is to include discussions regarding builder's all risk insurance, workman's compensation, public liability, property damage liability, and motor vehicle liability. How will the CMAR verify, track, and maintain assurances from subcontractors.
- J. Project Organization and Staffing: This section shall discuss staffing requirements including key personnel and their qualifications. Project managers shall be identified. Resumes of key personnel and project managers proposed for assignment to this project shall be included as an appendix. This portion of the proposal shall also include a listing of all projects currently in progress by the Construction Manager and their anticipated completion date.
- K. Proposal Affidavit: The attached proposal affidavit shall be completed, executed and included with the proposal.
- L. Description of Additional Services: The Construction Manager shall submit a description of other capabilities to provide the City of Sand Springs, or its designee, with additional information which may be used as a reference should they desire the Construction Manager to perform the additional services identified in Section IV., rather than assisting the City of Sand Springs, or its designee, in obtaining them.
- M. Number of Copies of Proposal: Construction Manager shall submit an original and seven (7) copies of proposal.

3.2 RFQ RELATED questions / clarifications / submission

All questions related to this RFQ should be directed to:

**Mike Carter
Chief of Police
100 E. Broadway
Sand Springs, OK 74063**

Basic partners must ensure that the proposal is delivered in duplicate and received at the following address before the tender closing date and time of **4:00 P.M. on DECEMBER 1ST, 2016.**

**City Clerk
Janice Almy
100 E. Broadway
Sand Springs, OK 74063**

Any notices with respect to this RFP should also be mailed to the above Contact and Address.

3.3 Evaluation Criteria/Method of Evaluation

All qualifications that have been received by the deadline and in the manner required in this Request will be opened by the City of Sand Springs. Evaluation of the submittals will be conducted at a later date by a committee comprised of representatives of the City of Sand Springs, or its designees. The evaluation will be based upon the criteria presented in this section. Qualifications will be ranked according to the total number of evaluation points assigned by Evaluation Committee. Based upon this initial evaluation, one or more firms will be identified as "Qualified and Highly Responsive Firms."

All Construction Managers at Risk selected as "Qualified and Highly Responsive Firms" will be requested to submit a detailed Scope of Services and proposed fee for said services for final evaluation by the City of Sand Springs, or its designees. The detailed Scope of Services will consist of all modifications and refinements made to the original RFQ Scope of Services. Said modifications will be based upon review of the original Construction Manager's Submittal, any and all RFQ, Addenda, oral or written communications between Construction Manager at Risk and the City of Sand Springs, or its designee and all other pertinent factors relating to the scope or conditions of the project. If warranted, the City of Sand Springs or its designee may, at its discretion, select one or more of the "Qualified and Highly Responsive Firms" firms for an interview in order to exchange additional information or clarify portions of the proposal contents. Based upon the evaluation process outlined above, the City of Sand Springs, or its designee, will contact a Construction Manager at Risk and negotiate the terms of the contract for Construction Management at Risk Services. If the contract negotiations are successful, then the City of Sand Springs, or its designee, will approve the Construction Management at Risk Services contract.

Submittals will be reviewed in terms of content and completeness. Any or all references may be contacted. Each required proposal item, as defined in Section VI, will be reviewed and rated according to the criteria described below. The following factors will be assessed throughout the review process:

- A. Experience and technical competence of the Construction Manager at Risk and project staff in the required areas of expertise.

- B. Capacity of the Construction Manager at Risk to perform all required services within the time frame reflected in the RFQ or as revised by the Construction Manager at Risk in the proposed project(s) schedule.
- C. Evaluation of suggested design approach or method and schedule for accomplishing the required services.
- D. Evaluation of the Construction Manager's record on similar projects which shall include quality of work, cost control, and ability to meet project schedule. The grading of the qualifications will be accomplished by using a 100 point scale as described in the following schedule:
 - 1. Qualifications, experience and responsiveness of the firm. This will be evaluated based on the breadth and depth of the firm's experience with similar projects as a whole in the performance of their duties.
Points 25.
 - 2. Qualifications and experience of the individuals performing the work. This will be based upon the resumes of the individual who will actually perform the work.
Points 25.
 - 3. References from comparable past projects. This will be based upon client references where comparable work was performed.
Points 25.
 - 4. Demonstrated understanding of the project type. This will be based upon the firm's description of the proposed project and the proposed approach to providing services.
Points 15.
 - 5. Analysis of the firm's present workload and its ability to perform all required tasks in a timely manner.
Points 10

4 RIGHTS OF THE CITY OF SAND SPRINGS, TULSA COUNTY, OKLAHOMA

The City of Sand Springs, Tulsa County, Oklahoma reserves the right to:
Cancel this solicitation at any time.

1. Reject any and all proposals.
2. Request an oral interview or additional information from individuals or firms prior to final selection.
3. Select for contract negotiations the offerors proposal that in the judgment of the City of Sand Springs, Tulsa County, best meets its needs.
4. Negotiate a contract that covers selected parts of a proposal, or contract that covers the entire proposal.
5. Require the successful offeror to present a Certificate of Insurance for professional malpractice liability insurance from an insurance carrier authorized to do business in the State of Oklahoma.