**REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK (CM@R) SERVICES FOR CONSTRUCTION MANAGER AT RISK PROJECT**

**Project Name:** **Elliot District Park (Big League Dreams) Safety Repairs**
**CIP Project Number:** **PR020 (Repairs)**
**Contract Number:** **2014-7102-0248**

## 1.0 REQUEST FOR QUALIFICATIONS

The Town of Gilbert invites qualified Construction Managers/General Contractors with experience in the Construction Manager at Risk (CM@R) project delivery method to submit a Statement of Qualifications (SOQ) for the above referenced project.

## 2.0 INSTRUCTIONS

Sealed Statements of Qualifications will be received at the Town Clerk's Office, 50 East Civic Center Drive, Gilbert, Arizona 85296 until **2:00 p.m. MST, April 29, 2014.** One (1) original and six (6) copies of the SOQ must be submitted in a sealed envelope clearly marked: "SOQ for CM@R Services: Project Name: **Elliot District Park (Big League Dreams) Repairs**, CIP Project Number: **PR020 (Repairs),** Contract Number: **2014-7102-0248**". **Any Statement of Qualifications received at the wrong location, unsealed or after the time specified will not be accepted and shall be returned without being opened.** It is the firm's responsibility to assure Statements of Qualifications are received at the above location on or before the specified time.

The SOQ shall include a one-page cover letter plus a maximum of twelve (12) pages to address the SOQ criteria specified (including organization chart). Exhibit A, Attachments 1 & 2 and CPM Construction Progress Schedules shall be attached as an appendix to the SOQ and do not count against the 12 page limitation. Supplemental resumes in the appendix are not allowable, and will be cause for disqualification.

**Please be advised that failure to comply with the following criteria will result in disqualification:**

- *Attendance at the pre-submittal meeting*
- Receipt of submittal by the cut-off date and time specified.
- Receipt of submittal at the proper location.
- Receipt of a sealed submittal package.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirements.
- Acknowledgement of all addenda in the cover letter.
- Supplemental resumes are not allowed.

Adherence to the maximum page criteria is critical; each page side (maximum 8-1/2" x 11") with criteria information will be counted. Pages and tabs that have photos, charts, graphs or criteria information will be counted towards the maximum number of pages. The minimum allowable font size shall be 11.

***MANDATORY MEETING:*** A pre-submittal conference will be held on **April 22, 2014 at 11:00 am** at the Town of Gilbert, 50 East Civic Center Drive, Gilbert, Arizona 85296, Conference Room 300. Attendance at this meeting is mandatory since vital information necessary to the understanding of the Project and the selection process will be discussed.

## 3.0 GENERAL DESCRIPTION OF PROJECT

GILBERT intends to complete the repair work necessary to correct construction and design deficiencies at the Elliot District Park (Big League Dreams), identified as Capital Improvement Program (CIP) No. PR020 which provided for the design and construction of the Elliot District Park Baseball Complex between 2006 and 2007. The scope of work includes:

3.1 Correcting ADA deficiencies at two ramps and one stair in the clubhouse buildings.

3.2 Extending the height of the shade structure at the Tot Lot bay adding an eight foot length column to ach of the five existing columns.

3.3 Providing ADA compliant stairs and handrails at sixteen center aisle locations at the stadium seating and providing ADA compliant stairs at sixteen side aisle locations. This involves removing and replacing all intermitted stadium stairs. Seating will be provided and installed by Norcon Industries, Inc. (Stadium seating is not park of this contract). All stadium work will be coordinate with Norcon so that stadium closures are minimized.

3.4 Infilling eight existing depressed stairways for ADA compliance around the perimeter of the clubhouse buildings. All stadium work will be coordinate with Norcon so that stadium closures are minimized.

3.5 Providing ADA compliant stairs and handrails at sixteen dugouts and stairways that are not ADA compliant. This involves removing and replacing all intermediate stairs. All stadium work will be coordinate with Norcon so that stadium closures are minimized.

3.6 Correcting the slope of the walking surfaces of four switchback ramps that are not ADA compliant.

3.7 Providing temporary corrections to ADA defined trip hazards in the existing flatwork by grinding the concrete surfaces.

The Preliminary Project Description is attached. One contract may be awarded. One firm may be awarded the contract. There will be a single final list of at least three and a max of five firms. Pursuant to A.R.S. § 34-605G, the successful firm shall perform, with its own organization, construction work that amounts to not less than forty-five percent (45%) of the

total contract price for the construction. A project is horizontal construction if more than one-half of the total contract price for the construction is for horizontal construction.

The schedule for commencement of construction is anticipated to begin in mid-August 2014 and be completed by mid-December 2014.

Elliot District Park will remain open during construction. Only small portions of the park can be closed at a time. It is anticipated that only one or two stadiums will be closed at the same time in order to complete the stadium work. All work must be completed by 3pm daily.

## 4.0 SCOPE OF WORK

The Town of Gilbert intends to procure a Construction Manager at Risk to construct the improvements described in Section 3 above. This project will be constructed pursuant to A.R.S. 34-601 et seq. The total program budget for the project is approximately $525,000, including internal and external costs.

4.1 The CM@R services will be performed in the construction phase of the project, with two separate contracts. Phase I, the first contract, will include the pre-construction services and the preparation and submission of the Guaranteed Maximum Price (GMP). Phase II, the second contract, will include complete construction services for the construction of the Project.

4.2 After being selected, the CM@R will execute a contract with GILBERT to provide pre-construction services during the design phase of the project as follows:

- CM@R will be a part of the Project Design Team and will participate in the Project Review and consult with Gilbert staff and the Project engineer during Project development.
- CM@R will provide value analysis services, value engineering and offer cost savings suggestions and best value recommendations.
- CM@R will provide Project planning and scheduling.
- CM@R will provide constructability studies and reviews.
- CM@R will assist in the coordination of Contract Documents.
- At the completion of the design or at any earlier time as required by GILBERT, CM@R will submit a Construction Guaranteed Maximum Price (GMP) to GILBERT for one or more construction phases.
- The CM@R may also be requested to provide Construction Cost Estimates based on marketplace conditions.
- The CM@R will act as the Town of Gilbert's fiduciary and have a relationship of trust and confidence between itself and GILBERT. For that reason the Project will be an "open book" job whereby GILBERT may attend any and all meetings of the CM@R firm relating to the Project and have access to any and all books and records of the CM@R relating to the Project.

4.3 After CM@R has submitted a Construction Guaranteed Maximum Price acceptable to GILBERT, CM@R and GILBERT intend to execute a second contract for complete construction services for the construction of the project or phase of the project. The CM@R will assume the risk of delivering the Project or phase of the project through a guaranteed maximum price contract. The CM@R will be responsible for construction means and methods. The CM@R shall self-perform at least 45% of the total contract price for construction.

## 5.0 SOQ FORMAT AND SCORING

The selection criteria and relative weights for determining the order of firms on the final list are as follows:

| SECTION | MAXIMUM SCORE |
|---|---|
| General Information | 10 |
| Experience and Qualifications of the Firm/Team | 20 |
| Experience of Key Personnel Assigned to the Project | 25 |
| Understanding of CM@R Contracting - Project Approach to Performing the Required Services | 25 |
| Subcontractor Selection Plan | 5 |
| REFFERENCES | |
| References (Past performance verification) | 15 |
| **Total Maximum Points** | **100** |

## 6.0 SELECTION PROCESS

**6.1 Selection Committee:** A Selection Committee will review the Statements of Qualifications and develop a final list with a minimum of three (3) firms based on the included "Evaluation Criteria". The criteria to be used to determine the order of firms on the final list are set forth in Section 5.0. The firms appearing on the final list will be invited to participate in an interview with the Selection Committee. Final selection will be based upon ordinal scores from the interviews alone. Each firm will then be ranked accordingly. In the event of a tie, total points from the interviews will be utilized as a tie-breaker.

**6.2 Contract Negotiation:** Upon completion of the final rankings, GILBERT will enter into negotiations with the highest ranked firm for a pre-construction phase services contract for the Project. If a contract cannot be successfully negotiated with the highest ranked firm, then negotiations will be terminated with that firm and GILBERT will enter into negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared.

**6.3 Key Personnel:** The Firm shall ensure that Key Personnel identified in its SOQ shall be the Key Personnel assigned to the project. Such Key Personnel shall not be replaced without prior written acceptance of GILBERT. Unauthorized replacements will result in disqualification of the proposal or breach of the agreement.

## 7.0 CONTENTS OF SOQ

Statements of qualifications shall be scored in accordance with Section 5.0 and contain the following information:

### 7.1 General Information:

- Provide a general description of the firm / team that is proposing to provide the pre-construction services and general construction services described herein. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel. List the names of the key persons who will be providing the services describing the services each will provide.
- Provide the following information:

  (A) List the Arizona professional and contractor licenses held by the firm and/or individuals who will be assigned to this project. Provide the license numbers and expiration dates, if applicable. The Proposer need not be licensed, but the person or firm actually performing construction services on behalf of the Proposer must be currently, and have been for at least one year immediately prior, a licensed general contractor in the State of Arizona.

  (B) Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted a formal claim being filed with a public entity pursuant to A.R.S. 12-821.01 or has resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.

  (C) Provide a statement from an AM Best, Inc. rating of A or better surety company of the Company's bonding capacity. *Unless otherwise required by the public records law, this information will be confidential and will not be made part of the public record.* This statement shall be submitted with the SOQ packet in a separate sealed envelope, marked "CONFIDENTIAL". The outside of this sealed envelope should identify the firm and the project.

### 7.2 Experience and qualifications of the firm/team:

- Identify at least three comparable projects in which the firm served as either Construction Manager at Risk, agency Construction Manager during design and construction phases (with or without providing construction services), and/or General Contractor.
- For each comparable project identified, provide:

  (A) Description of project.

  (B) Role of the firm (specify whether Construction Manager at Risk, Construction Manager or General Contractor). If CM at Risk or General

Contractor, identify the percent of work self-performed. Also specify services provided during design phase, (cost of estimating, scheduling, value engineering, etc.)

(C) Project's original contracted construction cost and final construction cost.

(D) Construction dates.

(E) Project Owner.

(F) Reference information (two names with telephone numbers per project).

- Identify the location of the firm's principal office, and percent of the work expected to be done locally.
- List of all the Town of Gilbert projects where the firm/team provided either design services, agency construction management or general construction services in the last five years either completed or ongoing.
- Submit copies of a CPM, Construction Progress Schedule (both the baseline schedule and the final completed schedule) for a previous similar project.

**7.3 Experience of key personnel assigned to this project**:

- For each key person identified, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and role of the key person. For other projects provide:

  (A) Description of project.

  (B) Role of the person.

  (C) Project's original contracted construction cost and final construction cost.

  (D) Construction dates.

  (E) Project Owner.

  (F) Reference information (two names with telephone numbers per project).

- Identify the home office location of key staff on this project, their length of time with the firm, and the percent of their work expected to be done locally.
- List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

**7.4 Understanding of CM@R Contracting - Project approach to Performing the Required Services**:

- Describe your firm's project management approach and team organization during pre-construction and construction phase services.
- Discuss the major issues your team has identified on this project and how you intend to address those issues.

- Describe systems used for planning, scheduling, estimating and managing construction. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.

**7.5 Subcontractor Selection Plan**

Responses shall include the firm's proposed subcontractor selection plan. The proposed subcontractor selection plan must provide for the selection of subcontractors based on qualifications alone or on a combination of qualifications and price and shall not select subcontractors based on price alone.

**7.6 Additional Submittal Requirements**: The following information is required in the SOQ submittal, but has no score associated with it. **Failure to provide the required information, however, will result in disqualification of the SOQ as non-responsive.**

7.6.1 The minimum qualifications for this Construction Manager at Risk Contract are:

(A) Bondable for the work to be performed.

(B) Able to meet Town of Gilbert insurance requirements.

(C) Possess a current Town of Gilbert Transaction Privilege Tax License.

7.6.2 The Authorization for Release of Performance Information and Waiver form included in this packet as Attachment 1 shall be filled out, signed and submitted with the SOQ.

7.6.3 A "Certificate of Insurability" in the form included in this packet as Attachment 2, executed by the Proposer, shall be submitted with the SOQ. Within ten days of execution of a contract with GILBERT, the successful Proposer shall furnish proof of insurance in the amounts listed in the forms of Contract.

## 8.0 PAST PERFORMANCE VERIFICATION FORM (PPVF)

GILBERT desires to receive feedback on past performance of your projects. Mail or fax a copy of the attached Past Performance Verification form to Public/Private Agencies for which you have **substantially completed similar work**, to fill out a copy of the PPVF for three (3) similar projects. Provide this form to the Owner, or Owner's representative, **directly responsible for oversight of the project** to complete and submit via mail or fax prior to the date and time listed on the form. If your firm has completed previous **similar work** for the Town of Gilbert it is recommended that you utilize this experience. If your firm has not completed prior projects with GILBERT you will not be penalized.

Please list the agency or firm name, address, phone number and contact information for the Agency that will be providing the Past Performance Verification Form on attached **Exhibit A and include as an appendix to the SOQ**. Past Performance Verification Forms will only be accepted from the Agencies listed on Exhibit A.

**Zero points will be awarded for projects:**

- If Exhibit A is not included in the SOQ.
- If a PPVF is received after the date and time specified on the form.
- If a project is not listed on Exhibit A.
- If a project submitted is not substantially complete.
- If the firm submitting was not the **construction manager at risk**.
- If the person responding was not directly responsible for project oversight.

It is the **responsibility of the firm** submitting the SOQ to ensure that GILBERT receives **all** of the Past Performance Verification Forms prior to the deadline.

## 9.0 TOWN OF GILBERT CONTACT

Questions must be received by 5 working days prior to SOQ due date so that response may be posted as an addendum to the RFQ.

- Email: lee.brush@gilbertaz.gov

All questions must be received in writing by GILBERT no less than five (5) working days prior to the SOQ submittal due date.

## 10.0 TERMS AND CONDITIONS

This RFQ does not commit GILBERT to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

10.1 GILBERT reserves the right to extend the date by which the submittals are due.

10.2 GILBERT reserves the right to cancel, in part or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If GILBERT cancels or revises the RFQ all potential Respondents of record will be notified in writing by GILBERT.

10.3 All submittals become the property of GILBERT. Except for the name of firms on the final list, no information contained in a Statement of Qualifications shall be made public until after award and execution of a contract with a CM@R firm.

10.4 GILBERT reserves the right to request additional information and/or clarifications from any or all Respondents to this RFQ.

## 11.0 EQUAL OPPORTUNITY

GILBERT is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit Statements of Qualifications on the Project.

## 12.0 PROTEST POLICY

The protest policy of the Town of Gilbert is attached.

**Firms shall confirm receipt of all addenda issued to this RFQ in its cover letter submitted with its Statement of Qualifications. It is the Firm's sole responsibility to confirm receipt of all addenda issued to the RFQ. Failure to do so will result in the proposal being declared non-responsive. Firms will NOT be notified of addenda by fax. If addenda are issued they will be published on the Town of Gilbert Website at:**

**http://www.gilbertaz.gov/rfp**

Attachments:

Exhibit A: Past Performance Verification Evaluation Submittals (Form CIP1.1.1)
Past Performance Verification Form (Form CIP1.1.1)
Preliminary Project Description (Form CIP1.1.2)
CM@R Pre-Construction Services Contract (Form CIP4.3.4)
CM@R Construction Services Contract (Form CIP4.3.5)
CM@R General Conditions (Form CIP4.3.6)
Protest Policy

**ATTACHMENT 1 - AUTHORIZATION**
**FOR RELEASE OF PERFORMANCE INFORMATION AND WAIVER**

I, _____, the undersigned, on behalf of _____ (this company), do hereby consent and authorize all those companies and government entities listed in my Statement of Qualifications and any other government entity for whom this company has performed construction services, to disclose and release to the Town of Gilbert, or their representatives, information, records and opinions concerning this company's construction performance. The purpose of this disclosure is to provide references to the Town of Gilbert. _____ hereby waives any claim it may have against the Town of Gilbert or any company or entity providing information to the Town of Gilbert by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization for disclosure of information is effective for one year.

This consent or Photostat copy of this authorization shall be as valid and effective as the original.

Dated: _____

_____

By: _____

**ATTACHMENT 2 - CRITERIA OF INSURABLITY**

I hereby certify that in seeking to be selected as the CM@R by the Town of Gilbert for the _____Project, CIP No. _____, Contract No. _____. I am fully aware of Insurance Requirements contained in both the CM@R Pre-construction Services Contract and the Construction Contract, and by the submission of this Statement of Qualifications I hereby assure the Town of Gilbert that I am to produce the insurance coverage required should I be selected to be awarded such contracts.

_____ _____

Signature of Offeror Date

_____

Title

**PRELIMINARY PROJECT DESCRIPTION**
(Basic Information Requirements)

Project Name: Elliot District Park (Big League Dreams) Safety Repairs

Project Number: PR020 (Repairs)

Contract Number: 2014-7102-0548

Contact Person: Lee Brush

Address: 90 East Civic Center Drive / Gilbert, AZ 85296

Email: lee.brush@gilbertaz.goov

Project description:

GILBERT intends to complete the repair work necessary to correct construction and design deficiencies at the Elliot District Park (Big League Dreams), identified as Capital Improvement Program (CIP) No. PR020 which provided for the design and construction of the Elliot District Park Baseball Complex between 2006 and 2007.

Total project budget: $525,000

Project schedule:

| | |
|---|---|
| Planned date of design start: | Complete |
| Planned date of design completion: | Complete |
| Planned date of construction start: | Mid-August 2014 |
| Planned date of construction completion: | Mid December 2014 |

Site requirements or restrictions:

Elliot District Park will remain open during construction. Only small portions of the park can be closed at a time. It is anticipated that only one or two stadiums will be closed at the same time in order to complete the stadium work. All work must be completed by 3pm daily.

Services required:

CM@R delivery for correcting: 1) ADA compliant rams and stair in clubhouse buildings, 2) Height of shade structure, 3) ADA compliant stadium stairs and handrails, 4) Depressed stiarways for ADA compliance around the perimeter of the clubhouse buildings, 5) ADA compliant stairs and handrails at dugout stairways, 6) ADA compliant switchback walking surfaces, 7) ADA defined trip hazards in existing flatwork (Temporary fix).