



City of Springfield, Missouri

**REQUEST FOR QUALIFICATIONS
for CONSTRUCTION MANAGER AT-RISK SERVICES
for the proposed
HISTORIC CITY HALL RENOVATION (CHRN)
PN: #2018-004-CHRN**

NOTICE:

The City of Springfield (“City”) is soliciting qualification statements from firms interested in providing Construction Manager-at-Risk for the Historic City Hall Renovation located at 830 N Boonville Ave in Springfield and as described in the attached request. Qualified firms desiring consideration are invited to submit digital Statements of Qualifications (SOQ) as described herein.

Qualifications Statement shall be labeled:

“CHRN: QUALIFICATIONS – CONSTRUCTION MANAGER at-RISK”

and emailed to:

PWRFQ@springfieldmo.gov

Qualifications Statements must be received by:

1:00 p.m., Monday, March 13, 2023

All questions and correspondence shall be submitted via email to:

PWRFQ@springfieldmo.gov

PART 1: INTRODUCTION AND PROCESS

1. PURPOSE

The City is requesting qualifications from firms to provide a full range of services as Construction Manager At-Risk (“CMR”) during the planning, cost-estimating, design, renovation, and construction of the existing Historic City Hall as described below. The City has retained Sapp Design Architects (“Architect”) to provide all design services, and the CMR will be required to work with the City and the Architect during the planning phase, construction document preparation, and the construction process.

STEP ONE: REQUEST FOR QUALIFICATIONS

This Request for Qualifications (“RFQ”) is the first step in a two-step competitive process by which the City will engage a CMR firm to provide construction management services. Step one will consist of a Request for Qualifications, review of qualifications, and selection of a short list of firms who will receive a Request for Proposals (“RFP”) and invitation to interview. **Respondents are not to include fees, costs, or price information in response to the RFQ.** Responses to the Request for Qualifications will be due by **1:00 p.m., Monday, March 13, 2023** at PWRFQ@springfieldmo.gov.

It is the sole responsibility of the submitting firm to confirm the receipt of the SOQ by the City of Springfield. Once the City receives the SOQ, the City will respond with a confirmation email to the submitting firm. If a confirmation email is not returned in 24 hours, please call Keisha Woodside at 417-864-1951.

STEP TWO: REQUEST FOR PROPOSALS

Step two will consist of a shortlist of firms asked to interview and submit cost proposals in response to the City’s Request for Proposals “RFP”. The City will interview at least three firms that provide cost proposals before selecting a CMR. Interviews will take place the week of **May 1, 2023**, at the Busch Building located at 840 North Boonville Avenue. Times and dates to be determined.

Respondents selected by the City to provide a subsequent response to the Request for Proposal will be notified on April 10, 2023 and provided with a copy of the RFP. Responses to the RFP must be submitted by 9:00 a.m. April 20, 2023.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to the RFQ shall belong exclusively to the City and will be part of the public record.

The City intends to enter into a Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price. The General Conditions will be General Conditions of the Contract for Construction, and Supplementary General Conditions as provided by the City and the Architect. Any amendments to the General Conditions and Supplementary General Conditions shall be identified in a separate document. Terms of this Contract will be negotiated later. All contractual agreements shall be subject to, governed by, and construed according to the laws of this State of Missouri. Documentation of compliance will be required prior to contracting with the City.

The City will have discretion to disqualify any firm that, in the City’s opinion, lacks the minimal qualifications required to perform the work. The score on fees shall not account for more than 60% of the total possible score in this qualification-based selection process, with qualifications accounting for a minimum of 40% of the total scoring.

The selection committee will select the firm providing the best value based on the proposal criteria. The selection committee will proceed to negotiate with and attempt to enter into a contract with the firm receiving the best total score to serve as the construction manager at-risk for the project. Should the selection committee be unable to negotiate a satisfactory contract with the firm scoring the best total score, negotiations with that firm will be terminated, and the committee will undertake negotiations with the firm with the next best total score. The City reserves the right to reject any or all responses, to waive any minor informality or irregularity in any response, and to select the response deemed most advantageous to the City.

The City of Springfield and its Consultants will not knowingly exclude any person from participation in submitting a statement of qualification or otherwise discriminate against anyone in connection with the award and performance of any contract on the basis of race, color, sex, national origin, religion, age, sexual orientation, gender identity, veteran's status, or disability.

The City is committed to providing opportunities to DBE, MBE, and WBE prime, general and subcontractors and encourages such business enterprises to submit response.

2. PROJECT DESCRIPTION

The selected firm shall provide Construction Manager At-Risk services related to pre-construction and construction phase services for the Historic City Hall renovation.

Scope: The project consists of renovation to the existing Historic City Hall, located at 830 N. Boonville, Springfield, MO. The City Hall consists of (3) occupied floors as well as a full basement and attic space. The facility will be unoccupied for the construction phase. The Work will include a design solution that meets the project budget while delivering a new vertical circulation and restroom core, modern mechanical and electrical systems, new sprinkler system, updated office space for various City departments as determined. The exterior work may include historic repairs and renovations to the stone, windows, openings, sidewalks, and minor work on the roof. Existing parking is to remain. Some minimal site work may be required.

The design solution shall address the historic concerns (at a local, state, and federal level as appropriate) while achieving ADA compliancy and **LEED Silver certification**. In addition, the City desires to develop an informational program to educate citizens on the historical significance of this project before, during and after construction of this project.

The CMAR will be expected to work closely with the project team including various City staff and the selected Architect to accomplish this project and protect all existing conditions not intended to be altered. The CMAR will be expected to provide complete preparation of detailed project cost estimates at significant milestones during the development of the design documents to fully convey the extent of the work required with the standards and workmanship established by the City of Springfield.

This project is intended to be renovated to meet the current IBC, NEC, and 2010 ADA Accessibility requirements.

It is suspected that Environmental Issues (lead paint, asbestos) are present, and remediation will need to be coordinated. This facility is a Historically registered facility and is required to comply and undergo reviews with those jurisdictions having authority.

Budget: The Construction cost (including CMR fees, Overhead and General Conditions) is estimated to be approximately \$8.2 million.

Project Schedule: Construction Documents (beginning with Schematic Design, Design Development, and Construction Documents) are estimated to begin in May 2023 and be completed in April 2024; Bidding through June 2024; Substantial Completion is tentatively scheduled for September 2025. The CMR will provide Preconstruction services, approximately between June 2023 and April 2024.

3. PROCUREMENT TIMETABLE

The timeline listed below is the City’s estimation of time. All efforts shall be made to abide by this schedule. However, it is subject to change if necessary.

1st Advertisement in Daily Events	January 31, 2023
City Council Resolution to disclose use of CMAR (one reading)	January 23, 2023
Publish RFQ on Public Works Website	January 31, 2023
2nd Advertisement in Daily Events	February 6, 2023
Pre-Submittal Meeting 840 N. Boonville, Springfield, MO 65802 Busch Building, Conference Room L45	February 13, 2023 @ 2:00pm Site Tour to follow
Question Deadline	February 27, 2023 @ 1:00pm
Final Addendum	March 6, 2023
Statement of Qualifications due	March 13, 2023 @ 1:00pm
Issue RFP requirements to shortlisted firms	April 10, 2023
Response to RFP	May 1, 2023 @ 9:00 a.m.
Interview top 3 firms	Week of May 1, 2023 (TBD)
Anticipated Preconstruction Services Start Date	June 5, 2023
Anticipated Construction Completion Date	TBD

4. SELECTION CRITERIA AND QUALIFICATIONS

Respondent shall email one (1) digital copy of the Qualifications Statement. Qualifications will be evaluated on the following criteria, and responses should appear in the order listed below. Provide a **maximum of 40 pages, single-sided (or 20 pages, double-sided)**. Pages shall be 8.5” x 11”. If any additional pages are submitted, the Statement of Qualifications will be considered non-responsive and will not be scored. Total number of pages allowed shall include all items listed below, including cover pages, title pages, and any attachments.

1. Title page.
2. Single page executive summary of firm profile including contact information, mailing address, overview of firm history, and why your firm should be selected, signed by an officer of the company whose title is shown.
3. Table of Contents.
4. Experience: Prioritizing CMR project delivery and Municipal, Historic renovation, LEED silver certified projects, Infills, and hazardous material abatement. Include project information for projects of similar size and scope. For each project listed, provide the following information:
 - a. List the project name, location, general description of the project, completion date, GMP amount, Final Contract amount, and type of project delivery services provided (CMR, CMA, Design-Build, General Contractor).
 - b. For at least three (3) Municipal projects, submit Owner and Architect references, including phone numbers and email addresses.
 - c. List your firm’s record of cost performance. (Pre-Construction cost estimate *versus* Construction cost estimate *versus* Construction Contract bid amounts as well as contract award *versus* final construction cost). Provide explanation of cost deviation.
 - d. List your firm’s record of schedule performance. (List original schedule *versus* final completion date). Provide explanation of schedule deviation.
5. Services: Describe your company’s approach to services in the following areas:
 - a. Pre-Construction: Provide a summary of the firm’s methodology and practices that will be utilized in managing and executing this project in the Pre-Construction phase, including cost estimating capabilities and scheduling techniques. Describe how your firm will interact with the design consultants including

- integration of an individual into the design team's structure to provide input and support during design. Provide a detailed list of all pre-construction services that your firm will provide. Note unique management strategies, services, and value that your firm will bring to the project. Describe the critical pre-construction issues anticipated for this project.
- b. Describe your subcontractor qualification process. Describe how your firm will develop and solicit Supplier Diversity participation on this project.
 - c. Construction: Provide a summary of the firm's methodology and practices that will be utilized in managing and executing this project in the Construction phase. Describe your approach to performing quality assurance/quality control during construction. Describe your approach to controlling the project construction budget and schedule. Include a detailed list of all construction phase services that your firm will provide. Describe your ability and desire to self-perform work on this project. List the critical construction issues that need to be addressed for this project to be successful.
 - d. Describe your approach to achieving project close-out (commissioning, punch-list completion, and warranty work). Describe how your firm will update the Owner and the Architect of close-out phase progress and manage warranty work required typically for one year following substantial completion.
6. Public Owner Process: Explain extent of experience with government contract construction, including work with organized labor and adherence to prevailing wage requirements. In addition, and pursuant to RSMo Sec. 292.675, acknowledge that the CMR understands that contractors shall provide a ten-hour OSHA Construction Safety Program for its on-site employees which includes a course in construction safety and health approved by OSHA. All contractor's and sub-contractor's on-site employees shall complete the program within sixty days of the date they begin work on the project.
7. Key Personnel Qualifications
- a. Provide a brief resume for each key person that will be assigned to this project. At a minimum, provide resumes for the Project Manager, Superintendent, and Estimator, for both the Pre-Construction and Construction phases, if different personnel will be utilized. Identify the Team Leader. Include their name and title; location; project assignment; total years of construction experience; years of experience with CMR; years of experience with your firm; education including degree(s), year, and discipline; active registrations and licenses, including the number and State; other qualifications and experience.
 - b. Describe the specific role performed on each project listed in the resume, highlighting projects of similar size and scope where the person's role was similar to their role on work proposed by the City.
 - c. Provide additional resumes of alternate personnel and the firm's capacity to substitute key positions in the event of unavoidable personnel changes.
8. Organization: Provide diagrams or charts describing the firm's general organization, as well as the organization of key personnel for this project, as described above, and their degree of involvement for the various phases of service through the process, including the relationship with the Owner and Architect.
9. Safety Program: Provide a summary description of your safety program including the following information:
- a. Sample documentation/forms.
 - b. Summary description of your safety program implementation plan, including assigned personnel and the percentage of their time that is typically allocated to a project.
 - c. Provide your safety record and worker's compensation insurance experience modification rate and incident rate for the last 3 years.
10. Proximity to and familiarity with the geographical area in which the project shall be located. Provide the location of your nearest office and the number of Southwest Missouri employees.
11. Respondent's financial strength as demonstrated through qualifying reference checks for bank, bonding agent, and financial services auditing firm. Financial Statements are not required at this time. However, the Owner reserves the right to request such information should it deem necessary, and/or to request/require such information as part of the **step two** proposal process.
- a. Provide names and contact information for each category indicated.

12. Awards: Provide any notable awards and certifications.
13. Provide completed and signed Certification Forms and affidavits included in this RFQ:
 - Exhibit "1": CERTIFICATION OF BINDING AGREEMENT
 - Exhibit "2": CITY OF SPRINGFIELD GREEN BUILDING POLICY
 - Exhibit "3": CERTIFICATE REGARDING POTENTIAL CONFLICTS OF INTEREST
 - Exhibit "4": CERTIFICATION REGARDING ISRAEL
 - Exhibit "5": NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS
 - Exhibit "6": AFFIDAVIT OF COMPLIANCE WITH SECTION 285.530 R.S.Mo – Federal Work Authorization Program
 - Exhibit "7": AFFIDAVIT OF COMPLIANCE WITH SECTION 161.371 R.S.Mo – Random Drug & Alcohol Testing Program
 - Exhibit "8": AFFIDAVIT OF COMPLIANCE WITH SECTION 292.675 R.S.Mo – 10-hr Construction Safety Training

Under no circumstance should your qualifications include any proposals of fees, costs, or prices.

The Qualification Statement shall follow the Selection Criteria and Qualifications outlined above and be concise. Failure to follow instructions may nullify the response from consideration. To be considered for selection, respondents should clearly limit responses to the specific criteria in the order listed.

Statements received after the deadline date and time will not be considered. **The City is not responsible for lateness or non-delivery of email or submissions.** It is the responsibility of the respondent to confirm that the Submission has been received by the deadline. The time and date recorded by the City shall be the official time of receipt. Proposals are to be prepared at no cost to the City and will remain the City's property. All costs incurred in the preparation of the response to this RFQ shall be the sole responsibility of the respondent.

The City of Springfield and Sapp Design Architects will review all RFQ submittals that are submitted in accordance with the advertised terms. The information submitted will be evaluated against the following criteria:

1. The specialized experience and technical competence of the firm with respect to the services described herein, and with similar size and types of projects.
2. Owner and Architect references.
3. Demonstration of qualifications of personnel who are assigned to manage the project.
4. The past record of performance of the firm with respect to such factors as estimating, scheduling, cost controls, bid management, job site management, workplace safety, and status reporting.
5. Three (3) financial references.
6. The responsiveness to the criteria and information requested in the RFQ with respect to clarity, completeness, accuracy, and ease of comprehension for the reviewers.

A Selection Team will evaluate and rank each submittal and select, based solely on qualifications, a minimum of three CMRs to submit additional information via RFP, due at the time of the interview, including a proposed fee and price for fulfilling the general conditions, preconstruction services and fee for overhead & profit. Fee proposals will not be opened until after the interview scoring is complete.

Communications with City Council members and/or other City staff in an effort to influence the outcome of the RFQ selection process is prohibited and will result in rejection of the Statement of Qualifications and Proposal.

5. CONTRACT NEGOTIATIONS

Only after the submission of responses to Requests For Proposals, part two of the process, the City will negotiate and contract for the services described in this RFQ solicitation with the most qualified firm. If an agreement cannot be reached, the City will negotiate a contract with the next most qualified firm. This process will continue until an agreement is reached.

6. ATTACHMENTS:

The following affidavits must be submitted with the Statement of Qualifications:

Exhibit "1": CERTIFICATION OF BINDING AGREEMENT

Exhibit "2": CITY OF SPRINGFIELD GREEN BUILDING POLICY

Exhibit "3": CERTIFICATE REGARDING POTENTIAL CONFLICTS OF INTEREST

Exhibit "4": CERTIFICATION REGARDING ISRAEL

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END OF RFQ