

## **REQUEST FOR QUALIFICATIONS (RFQ) FOR PRE-CONSTRUCTION AND CONSTRUCTION MANAGEMENT AT RISK SERVICES**

From: Jasper County, Iowa (the "County")

Project: Environmental Education Center (EEC)

Release Date: July 12, 2023

Jasper County, Iowa (the "County") is soliciting statements of qualifications ("SOQs") for Construction Manager at Risk (CMaR) services to provide construction services for its project described in this RFQ (the "Project"). The Project will be constructed southeast of Newton, Iowa on Liberty Avenue. This request invites qualified firms to submit a SOQ for accomplishment of the items of work described below under the Project Description and Scope of Work. SOQs shall be prepared and submitted in accordance with the requirements described in this RFQ.

Electronic copy of this RFQ will be available by contacting the Iowa League of Cities, Master Builders of Iowa, or by contacting Studio MELEE at the contact information found below.

After evaluation of the SOQs, the County will release a Request for Proposals (RFP) to the qualified firms. After the County selects the successful proposer, the County will negotiate a Guaranteed Maximum Price (GMP) contract with the successful proposer.

### **DESCRIPTION OF THE PROJECT:**

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The County invites you to submit your firm's qualifications to provide Construction Management at Risk (CMaR) services to support the following activities:

1. Pre-construction assistance throughout design and specification development for the EEC.
2. Management of construction through completion for the EEC.

The County has contracted with Studio Melee for Architecture and Engineering services in relation to the EEC. The project is currently in the Schematic Design phase. The anticipated project will be \$2,000,000.00 with any additional budget funds requiring fundraising. Some components of the building may require phasing to be completed for the funds available.

To provide the County with timely and appropriate information related to the budget and preliminary phasing solutions, engaging the services of a qualified construction management firm is desired. The County is seeking responses from firms that specialize in pre-construction and construction of public facilities.

### **OBJECTIVES AND EXPECTATIONS:**

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The purpose of this request is to obtain Statements of Qualifications (SOQs) from construction management firms. The CMaR firm will work with Studio Melee and the County to provide input and analysis on total project cost, sequencing, and constructability measures during the planning phase. The selected CMaR firm should be prepared to provide the necessary services to support the County's public information effort prior to any public meetings.

The CMaR firm will provide preconstruction services with the intent of forming a Guaranteed Maximum Price (GMP) to assume the risk of delivering the project. The CMaR will be responsible for construction means and methods and will be required to solicit bids from prequalified subcontractors to perform the work using an approved subcontractor selection process. The CMaR may also compete to self-perform work. Such solicitation methods must comply with Iowa Code, Chapter 26A.

**CMaR SELECTION SCHEDULE:**

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Notice of intent to engage CMaR:	June 27, 2023
Request for Qualifications Issuance:	July 12, 2023
RFQ Responses Due:	July 28, 2023
Evaluation:	July 31 – Aug 4, 2023
Request for Proposal:	Tentatively released to qualified firms Aug 8, 2023
RFP Responses Due:	Tentatively Aug 22, 2023
Award:	Tentatively by end of August, 2023

**OWNER CONTACT & DUE DATE:**

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Please submit one electronic PDF copy either on a flash drive or by email.

Date Proposals Due: 2:00pm on Tuesday, July 28, 2023

Location: Keri Van Zante, Director  
Jasper County Conservation  
1030 W 2<sup>nd</sup> Street S.  
Newton, IA 50208  
kvanzante@jasperia.org

RFQ responses that are incomplete or are received after 2:00pm on July 28, 2023 will not be considered and will be returned unopened. Sealed envelope, email subject or electronic file shall be clearly marked "Jasper County EEC CMaR RFQ RESPONSE."

The Director will open and read aloud the names of the firms who submit Statements of Qualifications.

Please direct all questions to:

Studio Melee  
Attn: Jamie Malloy, AIA  
139 Fourth Street  
West Des Moines, IA 50265  
515-314-9852  
[jamie@studiomelee.com](mailto:jamie@studiomelee.com)

## STATEMENT OF QUALIFICATIONS REQUIREMENTS:

### Response Format:

- SOQs shall be formatted in a letter size (8.5"x11") with sections addressing the specific elements below.
- SOQs shall be limited to 20 single-sided (10 double-sided) pages including cover letter and title sheet if provided.

### Section 1.0 – Company Description (0-10 Points)

- A. Firm – Identify the firm’s name and the address of its principal office and any branch offices as well as a brief history of the firm. If the firm has more than one office, specify which office will be responsible for the project.
- B. Organization – Specify the type of organization (partnership, corporation or other) and the year established. State the number of years the firm has been involved in ongoing work in the locality or the vicinity of the project.  
Volume – Provide a statement indicated the annual volume of completed construction in the last five years, and present and projected work. Indicate the specific extent of the contract office’s involvement (prime contractor, joint venture partner, subcontractor, other, etc.)

### Section 2.0 – Proposed Project Team (0-10 Points)

- A. List specific personnel proposed for the project team. Provide narrative or organizational chart to indicate the project assignment, role, or area of responsibility of each individual.
- B. For each team member, list relevant project experience and qualifications. Also state the current assignments for personnel proposed for the project.  
Indicate how you will assure the County that the proposed team members will dedicate the proper amount of time to this project and will not be reassigned to another project.

### Section 3.0 – Similar Project Experience (0-10 Points)

- A. Specific project list – provide the following information for a minimum of three (3) public or private sector projects completed by the contract office that are most similar to the proposed project.

Include the following information to the greatest extent possible:

1. Building name and address.
  2. Building owner and architect, address, contact names and telephone numbers.
  3. Type of project, size of building(s), site and construction area.
  4. Scope of service performed on the project, specifically describing proposed pre-construction services.
  5. List final project cost. Also note the construction budget and, if applicable, describe the reasons for the final project costs being greater than the construction budget. Describe key cost management challenges and how you dealt with these issues.
  6. Construction duration and date of completion. Also note the contractual completion deadline and, if applicable, the reasons for any variance between the contracted and actual completion dates. Indicate key scheduling challenges and how they were met.
  7. Indicate the names of your project manager and superintendent on each project.
  8. Indicate what percentage of the work was accomplished with your own staff and in what trades. Note that the retention of all trades will follow requirements for public bidding. However self-performance is allowable is accomplished pursuant to Chapter 26A of the Iowa Code. .
- B. Evaluation will heavily consider how similar example projects are to the type, size and construction cost of the County’s project, but will not consider whether the example projects were performed in the public or private-sector and will also not consider the project delivery method.
  - C. Scoring will favor more recent project experience.

#### Section 4.0 – Differentiation (0-10 Points)

- A. Specifically indicate how your firm’s experience, approach, or process differentiates your firm from the other CMaR firms.
- B. Indicate why you are interested in this particular project and have the motivation to provide exceptional service.
- C. How will your firm encourage subcontractors and suppliers to participate in the bidding process for this Project?
- D. Explain your firm’s commitment to jobsite safety and security.
- E. Provide a summary of any jobsite incidents in the past five-years.
- F. Provide a five-year summary (including pending matters) of the firm’s litigation, mediation and arbitration history with previous clients or with any matter involving the business activities of the firm.
- G. Provide a list of all projects within the last five years where the client terminated the firm for cause or threatened in writing to terminate the firm for cause, providing a summary of each such project.
- H. Provide a list of all projects within the last five years where the client imposed liquidated damages or other delay-related damages upon the firm, providing a summary of each such project.

#### Section 5.0 – References (0-10 Points)

- A. Provide at least three (3) owner/client references for the firm and each key team member. For each reference, list the person’s name, address, email address, telephone number, and nature of the reference or relationship.

#### **EVALUATION CRITERIA**

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The responses will be opened publicly at 2:00pm on July 28, 2023 and the submitting firm names will be read aloud.

SOQs will be reviewed by the building committee, County Conservation Board and design team. The evaluation will be completed within 30 days of the date the County opens the RFQ responses. SOQs will be evaluated based on point values associated with the above sections during the RFQ process; firms that obtain a total point score at or above a predetermined qualifying point total will be considered to have met the qualifications for this Project. These same scores will be carried forward into the evaluation of subsequent RFP responses.

During the SOQ evaluation, the County reserves the right to request additional written information to assist in the evaluation of the SOQ’s.

Following evaluation, the County will notify all respondents of the results. Qualified firms will be asked to submit a proposal for the project, which will include qualifications, project approach and proposed fees.

Responding firms will bear all costs for preparation and delivery of the SOQs and subsequent proposals.

The County reserves certain rights, including, but not limited to, the following:

1. Cancel the entire Request for Qualifications
2. Reject all proposals
3. Cancel the entire Request for Qualifications process and restart with modified criteria
4. Remedy, minor technical errors in the RFQ process
5. Appoint evaluation committees to review qualifications and proposals
6. Seek assistance of outside technical experts in evaluation
7. Issue subsequent requests for proposals
8. Waive minor informalities and irregularities in the RFQ or subsequent RFP process.

This RFQ shall not, in any manner, be construed to be an obligation on the County to enter into a contract or result in any claim for reimbursement of cost for any effort expended in responding to the RFQ or in anticipation of any contract.

**END OF RFQ**