



**LARAMIE COUNTY
COMMUNITY COLLEGE**

**REQUEST FOR QUALIFICATIONS (RFQ-18084)
CONSTRUCTION MANAGEMENT AT RISK (CMAR) SERVICES
STATEMENT OF QUALIFICATIONS (SOQ)**

Project: Ludden Library Renovation & Expansion

**By
Laramie County Community College**

**Submittals Due
January 4, 2018**

REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER AT RISK (CMAR) SERVICES
STATEMENT OF QUALIFICATIONS (SOQ)
Laramie County Community College – Ludden Library Renovation & Expansion

I.ADVVERTISEMENT

The Laramie County Community College (LCCC), proposes to renovate and expand the Ludden Library in Cheyenne, Wyoming. This a State project, being managed by LCCC in coordination with the State.

Level I Studies are complete. Level II design is underway, and anticipated to be complete by mid-January 2018. Level 3 design will begin about January 23, 2018. LCCC seeks to retain the services of a highly qualified Construction Manager at Risk (CMAR) to provide comprehensive preconstruction and construction management services. The CMAR shall exhibit:

- Experience in successfully completing construction projects within the higher education environment.
- Record of successfully completing higher education projects of similar scope without technical problems.
- Previous experience with LCCC and good working relationships with LCCC representatives.
- Workload that is able to accommodate the project, within the stated project timeframe.
- Key personnel that have appropriate experience and qualifications.
- Relevant and easily understood documents used for construction administration.

Construction Manager must be completely skilled in developing schedules, preparing construction estimates, performing value engineering, analyzing alternative designs, studying labor conditions, and understanding construction methods and techniques. **Construction Manager** must be completely skilled in coordinating overall direction of the work, and monitoring progress of the subcontractors, vendors and any self-performed work as required.

The State and LCCC's objective is to complete the Project on time and within budget, while maintaining the State's commitment to quality, efficiency, value, innovation, sustainability, and compliance with all applicable regulatory requirements.

For additional information and to obtain SOQ requirements for this project, please visit <https://lccc.wy.edu/about/purchasing/> or www.publicpurchase.com

Statement of Qualifications shall be received by LCCC by 4:00 P.M. Mountain Time, January 4, 2018 to Jamie Spezzano at 1400 E. College Dr., Cheyenne, WY 82007 Room AM-108.

II.PROJECT OVERVIEW

1. The Ludden Library Renovation & Expansion project will consist of approximately ~19,560 s.f. of existing space, and a desired expansion of ~13,394 s.f.
2. The total budget for the project is \$6,200,000, with the construction budget estimated to be ~ \$4,960,000.
3. Currently, the projected timeframe is expected as follows:
 - a. Level 2 Concept Design, December 11, 2018 – January 18, 2018
 - b. Level 3 Design, Begins January 23, 2018
 - c. Schematic Design complete by February 22, 2018
 - d. Design Development, February 22, 2018 – March 2, 2018
 - e. Cost Estimates, complete by April 17, 2018
 - f. Construction Documents Submittal, May 1, 2018
 - g. Library Relocation, May 15, 2018 – May 31, 2018
 - h. Groundbreaking, June 4, 2018
 - i. Construction, June 4, 2018 – December 20, 2018
 - j. Move-in to New Library, December 21, 2018 – January 4, 2019
 - k. Dedication Ceremony, January 7, 2019
4. The Architect of Record for this project is Bennett Wagner Grody. Principals are Martha Bennett and Linda Wagner.

III.SCOPE OF SERVICES

The CMAR must be completely skilled in developing schedules, preparing construction estimates, performing value engineering, analyzing alternative designs, studying labor conditions, understanding construction methods and techniques, and coordinating and communicating the activities of the team throughout the construction phases.

The proposer is free to suggest changes and improvements to the following task list, but for this request it is assumed that these tasks will be completed.

A. PRECONSTRUCTION PHASE

The CMAR shall be responsible throughout the Pre-Construction and Construction Phases for carrying out the following tasks:

1. **SCHEDULING**: The Design Team's scope of work includes preparation of a complete design and an initial conceptual construction schedule. This schedule identifies critical milestone dates through the selection period for the construction contractor, and notes what decisions are needed to be made by Laramie County Community College.

The CMAR will participate in integrated project delivery; integrating all preconstruction activities with the entire design and ownership team.

The CMAR will work closely with Laramie County Community College and the Design Team to jointly finalize the schedule. This schedule shall show all activities necessary to complete all aspects of the design requirements and indicate how bid packages can be developed in a phased manner and shall show all construction activities through the issuance of final certificate(s) of occupancy. The CMAR shall develop and maintain a comprehensive schedule of all project activities, including:

- Design progress
- Organization of Bid Packages
- Key Decision milestones
- Sequence of all tasks

- Construction sequence
- Critical path items
- Long lead items

The level of detail required shall be commensurate with the purpose and as agreed in advance with LCCC and the Design Team.

Working with Laramie County Community College and the Design Team and potential subcontractors, the construction manager will determine long lead items and critical path tasks for completion of the Project in the allotted time frame. Interface requirements with utilities and any other third party organizations will be noted and the phasing of bid packages will be shown. The construction manager will evaluate site constraints, regulatory requirements, material and equipment deliveries, and workforce availability in establishing this schedule.

The CMAR, Laramie County Community College and the Design Team shall suggest and facilitate an alternative procurement approach for specialty or long-lead services and materials where there is clear benefit to LCCC with respect to improving design and minimizing cost risks.

2. CONSTRUCTABILITY REVIEW: The construction manager will continuously and proactively provide constructability, bid ability and cost input to the Design Team and LCCC. The construction manager will provide, at a minimum, review of the design and construction documents for constructability and prepare a formal list of comments to be reviewed and coordinated with LCCC and the Design Team at Project Team Meetings. The sequence of construction, efficient use of construction materials and labor, and construction sequencing of building systems are all to be considered in this review. The construction manager will enlist subcontractor's participation in this review process to determine material lead times and material tolerances, and constructability issues within the documents in order to avoid future conflicts during construction. The construction manager will continuously and proactively make recommendations to the Design Team regarding design documentation and detailing.
3. BUDGET: The construction manager will include development and implementation of an effective system of project cost control, including "real-time estimates" of work, updated weekly.

The construction manager will participate in a collaborative reconciliation effort with the Design Team's cost estimate and his own cost estimate to ensure that all building systems costs are included and realistic within the Project budget.

The construction manager will develop and produce a Project Construction Budget which will show actual costs for activities by project phases in process and estimates for uncompleted tasks and provide detailed cash flow reports and forecasts acceptable to LCCC and the Design Team.

The contractual Guaranteed Maximum Price (GMP) shall be provided by April 17, 2017. The GMP will be the sum of the cost of work, including the construction manager's fee.

4. REVIEWS: The CMAR will conduct reviews as progress documents are prepared by LCCC and the Design Team as follows:
 - a. Formal Reviews shall occur for each portion of the work at the completion of
 - Schematic Design Phase
 - Design Development Phase

- 80% Construction Documents
 - 100% Construction Documents
 - b. Formal review shall include:
 - A technical review
 - Budget reconciliation
 - Review of the Sequence and Schedule
5. **BIDDING:** The CMAR's construction manager will evaluate all aspects of the Project that can be economically and appropriately issued as a distinct bid package. At this time, the Design team has identified the following document sets:
- Footings and Foundations
 - Structural Steel, Site Utilities, Interior/Exterior Framing/Enclosure, Mechanical, Electrical, Plumbing
 - Interior/Exterior Architectural Finishes

Prepare pre-qualification criteria for bidders and develop subcontractor interest in the Project. Laramie County Community College and the Design Team shall have full review of the pre-qualification criteria and may provide additional requirements.

The CMAR will be responsible for identification, preparation, distribution, and management of bidding packages to meet the goals of the project.

At the completion of the 100% Construction Documents, for each component of the work, establish bidding schedules and conduct pre-bid conferences to familiarize bidders with bidding documents, management techniques and any special systems, materials or methods. Develop and produce Material, Subcontractor and labor sourcing plan acceptable to Laramie County Community College and the Design Team. Receive competitive sealed bids on the Work from various subcontractors and material suppliers. The CMAR will comply with the residency and preference requirements imposed under W.S. 16-6-101 through 16-6-107 in the procurement of subcontractors. Analyze all bids, review them with LCCC and the Design Team, and make recommendations for awards.

B. CONSTRUCTION PHASE

The CMAR shall be responsible to supervise the work of the subcontractors and coordinate the Work with the activities and responsibilities of LCCC and the Design Team in order to complete the Project in accordance with LCCC's objectives of cost, time and quality. Carrying out the following tasks,

1. **PROJECT CONTROL:** The CMAR will maintain a competent staff, including a project manager assigned to the project, and superintendent at the Project site to coordinate, provide overall direction of the Work, and monitor progress and capabilities of the subcontractors and vendors ensuring that excellent work is performed that is timely, safe and in accordance with contract budget, specifications, local laws and regulatory requirements.

The CMAR's project manager will develop and implement reporting systems, including procedures for shop drawings and submittals, and regular daily and monthly reports that are acceptable to LCCC and the Design Team

Project manager and superintendent will conduct regular project meetings, coordinate the activities of the team, identify outstanding issues and ensure appropriate follow-up acceptable to LCCC and the Design Team.

2. **SAFETY:** The CMAR will establish procedures and measures for the safety and security of persons and property at and around the Project site. Maintain a logistics operation safety plan designed to mitigate the impact of construction on pedestrians, vehicular traffic, and building occupants. CMAR will also develop and produce a Worker and Public Safety Plan acceptable to LCCC and the Design Team.
3. **SCHEDULE:** The pre-construction manager, project manager and superintendent will participate in updating in detail the project schedule, including realistic activity sequences and durations, allocation of labor and materials, processing of shop drawings and samples and delivery of products requiring long lead-time procurement. Include LCCC's phasing occupancy requirements in all schedules showing portions of the Project having occupancy priority. Identify potential variances between scheduled and probable completion dates. Review adjustments in the schedule to meet the scheduled completion date. Provide detailed schedule reports acceptable to LCCC and the Design Team.
4. **COST CONTROL:** The CMAR's pre-construction manager, project manager and superintendent will participate in the management of the approved Project Budget. The CMAR will implement an accounting system for effective fiscal control, showing actual costs for activities in process and estimates for uncompleted tasks. Implement a system for the expeditious review and processing of cost changes, and subcontractor payments. Submit cost estimate, status report and cash flow forecasts with budget recommendations acceptable to LCCC and the Design Team.
5. **QUALITY CONTROL:** The CMAR's project manager and superintendent will conduct regular quality control meetings, identify outstanding issues and ensure appropriate follow-up.
6. The CMAR will train field personnel to discern good workmanship from poor workmanship and reject substandard work even before the task has been completed.
7. The CMAR will develop and produce a Quality Control Plan acceptable to LCCC and the Design Team.

C. POST CONSTRUCTION PHASE

1. The CMAR will coordinate the submission of operating maintenance manuals, warranties and guarantees, instruction manuals, as-built drawings, attic stock, keys, and other items acceptable to the Design Team for forwarding to the end user.
2. The CMAR shall provide qualified, prepared instructors for all training, plus all necessary material to train all personnel employed by LCCC. The training should be aimed in providing the staff the means to perform all corrective, scheduled and preventative maintenance of all equipment and systems provided and installed as part of the Work. The CMAR shall provide videotaped training sessions for future use by the State for critical sessions such as HVAC, fire alarm and emergency power.
3. During the one-year warranty period perform four quarterly warranty inspections to ensure that defective work is corrected. Review with staff operations and maintenance of all equipment and systems. Attend four quarterly warranty review meetings with LCCC and the Design Team.

IV. FEE, RATES, and ESTIMATED COSTS:

The services of the CMAR will be complete under a *Guaranteed Maximum Price Contract (GMP)*. CMAR firms selected for interviews will provide a fixed fee at the interview for **preconstruction**,

construction, and post construction services and an *Estimated Sum* for General Conditions. Specifically, provide at the interview:

1. Construction Management Fee, as a percentage (%) of Construction Costs.
2. State whether or not there will be fees associated with the preconstruction process.
3. Itemized, detailed listing of what is included in the General Conditions and General Requirements.
4. Schedule of Rates.

Direct Project Construction cost will be managed per Item III.A.3 *Project Construction Budget* and will be competitively bid by Project phase.

V. INSTRUCTIONS TO RESPONDENTS

SUBMISSION: In order to be considered, Statements of Qualification must arrive at the address below by 4:00 PM on January 4, 2018. Submitters shall submit three (3) signed originals of their completed statement of qualifications in hard copy and one (1) forms of digital media (flash drive) containing an electronic copy in a single PDF file to LCCC at the following address:

Laramie County Community College
Attn.: Jamie Spezzano
Room: AM-108
1400 E. College Dr.
Cheyenne, WY 82007

Please include the following reference on the face of your envelope, or as the subject of your request:

CONSTRUCTION MANAGEMENT AT RISK (CMAR) SERVICES STATEMENT OF QUALIFICATIONS (SOQ)

RFQ-18084: Laramie County Community College – Ludden Library Renovation & Expansion

It is the responsibility of the Respondent to ensure that their responses are received in the above offices on or before the submission date and time. Respondents mailing RFQ copies or sending copies via overnight or express delivery are advised to allow sufficient delivery time to ensure receipt by the date and time specified.

- Response to any Respondent's inquiries will be made by LCCC in a timely manner to all known prospective Respondents. Inquiries and corrections shall only be received by LCCC via email at the following address: jspezzano@lccc.wy.edu

CLARIFICATIONS OR SUPPLEMENTS TO REQUEST FOR QUALIFICATION: In the event that it becomes necessary to revise any part of this RFQ, a notice of any clarifications will be e-mailed to each Respondent who received the original RFQ at the required website. It is the responsibility of Respondents, prior to submission date, to inquire as to addenda issued and to ensure their response reflects any and all changes. LCCC will maintain a register of holders of this RFQ via the required website.

INCURRING COSTS: LCCC is not liable for any cost incurred by respondents prior to issuance of a legally executed contract. No property interest, of any nature, shall accrue until a contract is awarded and signed by all concerned parties.

RFQ CANCELLATION: LCCC reserves the right to cancel this Request for Qualifications at any time, without penalty.

NON-DISCRIMINATION: The respondent shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, sex, or sexual orientation.

AVAILABILITY OF FUNDS: Financial obligations of LCCC payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the State of Wyoming or LCCC.

STATEMENT OF QUALIFICATIONS

SOQs shall not be voluminous, but shall provide sufficient information to allow LCCC to evaluate the firm's approach, experience, staff and availability.

The proposer shall:

1. Have the SOQ signed by an officer of the proposing firm with the authority to commit the firm.
2. Responders shall provide information on the firm's experience on projects of similar size, function, and complexity similar type of construction and contract dollar amount. Describe no more than five (5) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand.
 - a. Provide LCCC, contact name, telephone number and address.
 - b. List the name of the Designer/Engineer that your company worked with and describe the relationship and roles that existed to accomplish the goals of LCCC. Provide contact name, current telephone numbers and addresses.
 - c. Specify amount of work sub-contracted vs. self-performed.
 - d. The value of the initial construction cost by LCCC, the initial estimate/bid by the company, and final construction cost - with a brief summation of the cost increases.
 - e. Original contract construction duration and actual duration – with details of reason, if any, project durations extended beyond the original completion date.
 - f. Brief description of project and physical description (square footage, number of stories, site area)
 - g. Services performed by your firm and (if multiple offices) the location of the office involved.
 - h. Provide LCCC-written letters of reference/recommendation about the firm's performance on the project.

Responders shall be clear with respect to the

- Company's credentials
- The local office's credentials, and
- The project team's credentials

3. Indicate your ability to bond a successfully project of approximately \$4,960,000, starting construction in May 2018, evidenced by a letter from your bonding company.
4. List key personnel noted below to be assigned to this project, what their roles will be, and how they will be committed to the project (by phase if applicable). By listing personnel, the CMAR agrees to make the personnel listed available to complete work on the contract at whatever

level the Project requires. Personnel changes will be reviewed by LCCC to assure the replacement is equally qualified and has adequate experience. Provide resumes of all of the key staff including:

- a. Principle-In-Charge
- b. Project Manager
- c. Pre-construction Manager
- d. Site Superintendent
- e. Chief Estimator
- f. Chief Scheduler
- g. General Foreman
- h. Compliance Officer and
- i. Any other key staff that your team considers key to your operation.

Resumes should include 10 years of experience, licenses, certifications and other relevant information. **Note: LCCC will only allow changes in key personnel when caused by circumstances outside the control of the Contractor (i.e. employee leaves employment with the CMAR). Changes in key personnel for the convenience or benefit of the CMAR will not be allowed. Key personnel will consist of the list presented.** Resumes will be considered strong and relevant where they demonstrate for each listed individual:

- Understanding of the Higher Education Market
 - Have successfully worked on at least two Higher Education Projects
 - Project experience on comparable projects with respect to value and complexity
 - Have strong personal references
 - Longevity with the firm
5. Demonstrate your ability to work cooperatively with LCCC, Architect, and potential subcontractors as demonstrated by appropriate references and successful projects.
 - a. For each of the projects cited as the respondents "relevant experience" (item VI.2 above), submit addresses, e-mail address, and current phone numbers for:
 - Client (Occupant or User Representative)
 - Prime Design Architect
 - Prime Design Construction Contract Administrator
 - Prime Structural Engineer
 - Prime Mechanical Engineer
 - b. Submit a list of four references with phone numbers and addresses for past completed projects.
 - c. Describe the relationship, experience, and/or relevance of the identified projects for the each of the above, with respect to
 - the office identified to service this project
 - the experience and roles of the proposed individuals for this project
 6. Discuss your firm's scheduling, estimating, value engineering, and bidding experience, expertise and specialized tools. Demonstrate your estimating expertise using actual data from past projects.
 7. Discuss your firm's capabilities to meet time and project budget requirements and ability to perform the work taking into account your current and projected project workload.
 8. Explain your plan to protect the interest of and be an advocate for the State of Wyoming during the project.
 9. Explain how your firm will understand and work with construction costs and bidding conditions of the local and regional area. Specifically list experience in Laramie County, the State of Wyoming and the region. Provide specific examples and references regarding:

- How your firm accounts for local conditions
 - How your firm brings national expertise to the project at each appropriate level
 - How your firm maximizes appropriate, local participations
10. Special Qualifications. Describe what unique or extraordinary skills or qualifications your firm brings to the project. How would selection of your firm add value to the project?
 11. Responders must demonstrate expertise working in the extreme wind and cold conditions.
 12. Responders must demonstrate experience and capability in providing Building Information Modeling to support the project.
 13. Identify the location of your primary place of business.
 14. Discuss your experience with construction management delivery methods in accordance with the requirements of Wyoming Statutes 16-6-101 through 16-6-708. <http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title16/T16CH6AR1.htm>

VI. EVALUATION:

Selection of the interview shortlist will be based on the evaluation criteria set forth below. The firms submitting proposals will be ranked, and the committee will then recommend a shortlist of most qualified firms. The shortlist will be provided without any ranking whatsoever. The anticipated date of the shortlist is January 16, 2018.

The following selection criteria will be the basis for the shortlist:

1. Qualifications of the firm in construction and similar project construction;
2. Qualifications of the key personnel: Principal, Project Manager and Superintendent;
3. Understanding of the concept of this proposal and the anticipated role of the pre-construction manager;
4. Ability to succeed on contracts in terms of quality control and schedule;
5. Safety management and accident prevention;
6. Project experience in Wyoming and plan for marketing to and recruiting resident subcontractors and suppliers;
7. Current and prospective workload; capacity to accomplish the work on time;
8. CMAR's ability to manage the coordination process throughout the project;
9. Ability to perform collaboratively within the Project Team (Pre-Construction Management Team, Construction Team, Design Team, State of Wyoming Department of A&I Construction Management, and Laramie County Community College)

VII. INTERVIEWS

Two to four firms may be selected for interviews. The selected firms will be provided access to digital documents describing the project in further detail. Successful firms will be notified of specific time and location if selected for an interview. The interviews are anticipated to occur during the week of January 25, 2018.

VIII. EXHIBITS

- Exhibit B – insurance requirements
- Exhibit C – prevailing wages

END OF DOCUMENT