

REQUEST FOR QUALIFICATIONS

RFQ-19033

CONSTRUCTION MANAGEMENT AT RISK (CMAR) SERVICES

Project: New Residence Hall

**By
Laramie County Community College
Cheyenne, WY**

**Submittals Due
September 20, 2018 @ 4:00 p.m.**

I. ADVERTISEMENT

Laramie County Community College (LCCC) proposes to build a new 352 bed Residence Hall on the LCCC campus in Cheyenne, Wyoming.

Level I and Level 2 Studies are complete. As of August 25, 2018, LCCC's Architect, Method Studio Inc., is now beginning the final design development phase, followed by developing construction documents. The project will break ground in March/April of 2019, and be completed by July 27, 2020.

LCCC seeks to retain the services of a highly qualified Construction Manager at Risk (CMAR) to provide comprehensive preconstruction, construction management, and post-construction management services.

The CMAR shall exhibit:

- Experience in successfully completing construction projects within the higher education environment.
- A record of successfully completing projects of similar scope.
- A workload able to accommodate the project, within the stated project timeframe.
- Key personnel that have appropriate experience and qualifications.
- Highly skilled in developing schedules, preparing construction estimates, performing value engineering, analyzing alternative designs, studying labor conditions and understanding construction methods and techniques.
- Highly skilled in coordinating the overall direction of work, and monitoring progress of the subcontractors, vendors, and any self-performed work, as required.

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

The CMAR award will not occur earlier than October 5, 2018. On October 4, 2018, LCCC goes before the State Lands and Investments Board for final approval of a construction loan. Should the loan not be approved, the award of this CMAR contract will not occur. Contingent upon approval of the loan October 4, 2018, LCCC will immediately authorize the CMAR to begin work. We have no reason to believe the construction loan would not be approved.

II. PROJECT OVERVIEW

1. The New Residence Hall project will consist of approximately ~ 100,000 s.f. of new construction, containing ~ 352 total beds.
2. The design is a “wet core” design, currently anticipating a combination of structural steel and wood framing.
3. The total budget for the project is \$30,000,000, with the construction budget estimated to be \$24,000,000.
4. The projected timeframe is expected as follows:
 - a. Design Development, August 2018 – November 2018
 - b. Development of Construction Documents, November – December 2018
 - c. Bidding and Bid Award, January/February 2019
 - d. Permitting, February/March 2019
 - e. Break Ground, Late March or Early April 2019
 - f. Substantial Completion, July 27, 2020

Important Requirement:

The New Residence Hall must be complete, with an approved certificate of occupancy, and all furniture installations completed in time for the move-in of students for the Fall semester of 2020. Move-in will begin August 24, 2020.

Therefore, the CMAR must meet the following project schedule requirements:

- **Substantial completion of the Project must occur no later than July 27, 2020** *
- **An approved Certificate of Occupancy obtained no later than August 3, 2020.**

*** Note the anticipated compensatory and/or liquidated damage structure outlined in Section IX of this RFQ.**

5. The Architect of Record for this project is Method Studio Inc. of Salt Lake City, UT.

III. SCOPE OF SERVICES

The scope of services for this Project is broken down into three distinct phases: Pre-Construction, Construction, and Post-Construction, as described below:

A. PRECONSTRUCTION PHASE

The CMAR shall be responsible for carrying out the following tasks:

1. SCHEDULING:

The Design Team's (Architect & LCCC Representatives) scope of work includes preparation of a complete design and an initial conceptual construction schedule. This schedule identifies critical milestone dates.

The CMAR will participate in integrated project delivery (IPD); integrating all preconstruction activities collaboratively with the Design Team.

The CMAR will work closely with 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, showing 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 activities
- Long lead items

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

Working with the Design Team and potential subcontractors, the CMAR will determine long lead items and critical path tasks for completion of the Project in the allotted timeframe.

Interface requirements with utilities and any other third party organizations will be noted and the phasing of bid packages will be shown.

The CMAR will evaluate site constraints, regulatory requirements, material and equipment deliveries, and workforce availability in establishing this schedule.

The CMAR 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 CMAR will continuously and proactively provide constructability, bid ability, and cost input to the Design Team.

The CMAR will work with the Design Team and subcontractors using BIM Model Clash Detection to work through constructability issues.

The CMAR 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 the Design Team. 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.

In order to avoid future conflicts during construction, the CMAR will enlist subcontractor's participation in this review process to determine material lead times, material tolerances, and constructability issues within the documents.

The CMAR will continuously and proactively make recommendations to the Design Team regarding design documentation and detailing.

3. PROJECT CONSTRUCTION BUDGET:

The CMAR will include development and implementation of an effective system of project cost control, including real-time estimates of work, updated weekly for the Design Team.

The CMAR will participate in a collaborative reconciliation effort with the Design Team's cost estimate and the CMAR's own cost estimate to ensure all building systems costs are included and realistic within the Project Construction Budget.

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

The CMAR will be required to provide to the Design Team a Final Guaranteed Maximum Price (FGMP), at the completion of the CMAR's bidding period. We anticipate this to be approximately early February 2019. The FGMP will be the sum of the cost of all the work, including the CMAR's fee(s).

4. REVIEWS:

The CMAR will conduct reviews as progress documents are prepared by the Design Team as follows:

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

Formal review shall include:

- Technical Review
- Construction Budget Reconciliation
- Review of the Sequence and Schedule

5. BIDDING:

Project Construction costs will be competitively bid by the CMAR by Project phase.

The CMAR will evaluate all aspects of the Project that can be economically and appropriately issued as a distinct bid package.

The CMAR shall prepare pre-qualification criteria for bidders and develop subcontractor interest in the Project. 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 Phase, for each component of the work, the CMAR shall establish bidding schedules and conduct pre-bid conferences to familiarize bidders with bidding documents, management techniques and any special systems, materials or methods.

The CMAR shall develop and produce Material, Subcontractor and Labor Sourcing Plans acceptable to the Design Team.

The CMAR shall receive competitive sealed bids on the Work from various subcontractors and material suppliers.

The CMAR shall analyze all bids, review them with the Design Team, and make recommendations to the Design Team for awards.

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.

B. CONSTRUCTION PHASE

The CMAR shall be responsible for supervising the work of the subcontractors and coordinate the work activities and responsibilities of the Design Team in order to complete the Project in accordance with LCCC's objectives of cost, schedule, and quality.

The CMAR shall carry out the following tasks:

1. PROJECT CONTROL:

The CMAR will maintain a competent staff, including a Project Manager assigned to the project, and a Superintendent at the Project site to coordinate and provide overall direction of the Work.

The CMAR will monitor progress and capabilities of the subcontractors and vendors ensuring excellent work is performed; and that it is timely, safe, and in accordance with construction 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 the Design Team.

The CMAR's Project Manager and Superintendent will conduct weekly project meetings, coordinate the activities of the team, identify outstanding issues and ensure appropriate follow-up acceptable to 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, as well as on the construction site, adhering to all Federal, State, and other regulatory requirements.

The CMAR will develop and maintain an operation safety plan, acceptable to the Design Team, designed to mitigate the impact of construction on pedestrians, vehicular traffic, and building occupants.

3. SCHEDULE:

The Pre-Construction Manager, Project Manager, and Superintendent will participate in updating in detail the project schedule. This will include 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.

The CMAR will include the Design Team's phasing requirements in all schedules showing portions of the Project having priority. The CMAR will identify potential variances between scheduled and probable completion dates. The CMAR will review adjustments in the schedule to meet the scheduled completion date.

The CMAR will provide detailed schedule reports acceptable to the Design Team.

4. COST CONTROL:

The CMAR's Pre-Construction Manager, Project Manager, and Superintendent will participate in the management of the approved Construction Budget.

The CMAR will implement an accounting system for effective fiscal control, showing actual costs for activities in process and estimates for uncompleted tasks.

The CMAR will implement a system for the expeditious review and processing of cost changes and subcontractor payments.

The CMAR will submit cost estimate, status reports, and cash flow forecasts with budget recommendations acceptable to the Design Team.

5. QUALITY CONTROL:

The CMAR's Project Manager and Superintendent will conduct regular quality control meetings, identify outstanding issues and ensuring appropriate follow-up.

The CMAR will train field personnel to discern good workmanship from poor workmanship and reject substandard work even before the task has been completed.

The CMAR will develop and produce a Quality Control Plan acceptable to the Design Team.

C. POST CONSTRUCTION PHASE

1. The CMAR will warranty all construction for a period of one year from when the Certificate of Occupancy was issued.
2. 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.
3. The CMAR will 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.
4. The CMAR shall provide digitally recorded training sessions for future use by LCCC for critical sessions such as HVAC, fire alarm, and emergency power.
5. The CMAR will, during the one-year warranty period, perform four quarterly warranty inspections to ensure defective work is corrected. The CMAR will review with staff operations and maintenance of all equipment and systems. The CMAR will attend all four quarterly warranty review meetings with LCCC.

IV. FEES, RATES, and ESTIMATED COSTS:

The services of the CMAR will be complete under a **Final Guaranteed Maximum Price Contract (FGMP)**.

CMAR firms selected for on-site interviews will be required to provide at the on-site interview the following items (as appropriate), contained in a sealed envelope:

1. Fixed fee for Pre-Construction Services.
2. Fixed fee for Construction Services, which includes any Construction Management Fee(s).
3. Fixed fee for Post-Construction Services.
4. Estimated Sum for General Conditions, including an itemized, detailed listing of what is included in the General Conditions and General Requirements.
5. Schedule of Rates.

The Design Team will not review the contents of the sealed envelope until after all on-site interviews are completed.

V. STATEMENTS OF QUALIFICATION

Respondents to this RFQ are required to submit a Statements of Qualification (SOQ).

SOQ's shall not exceed 15 pages in length.

SOQ's shall provide sufficient information to allow the Design Team to evaluate the firm's qualifications and expertise, key staff qualifications and expertise, construction management approach, relevant history and experience, and availability.

The information contained in the SOQ's should address the elements the Design Team will be using in its SOQ Evaluation Criteria (listed in Section V below).

In addition to the above, the respondent shall:

1. Have the SOQ signed by an officer of the proposing firm with the authority to commit the firm.
2. Provide the firm's contact name, telephone number, mailing address and email address.
3. Provide resumes of the firm's key staff assigned to the project, including:
 - Principle-In-Charge
 - Project Manager
 - Pre-Construction Manager
 - Site Superintendent
 - Any other staff your team considers key to your operation.

Resumes should include experience, licenses, certifications and any 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, health issues, etc.). Changes in key personnel for the convenience or benefit of the CMAR will not be allowed.

4. For each of the projects cited by respondents, submit addresses, e-mail address, and current phone numbers for:
 - Client (Occupant or User Representative)
 - Prime Design Architect
 - Prime Structural Engineer
 - Prime Mechanical Engineer
5. Submit a list of four references with phone numbers and addresses for past completed projects.

VI. EVALUATION:

Upon receiving SOQ's, the Design Team will evaluate the submitted SOQ's, and develop a shortlist of qualified firms to be invited for an on-site interview.

The anticipated timeline is as follows:

- SOQ's due back by 4 pm on September 20, 2018
- Shortlist determined by the Design Team by September 25, 2018
- On-site interviews by the Design Team will occur on October 3, 2018
- The award of the CMAR contract will occur on October 5, 2018 (contingent upon approval of LCCC's construction loan, as described in Section 1)

Selection of the interview shortlist will be based on the Evaluation Criteria set forth below.

1. Qualifications of the firm in the construction of similar scoped projects.
2. Qualifications and history of the firm acting in a CMAR role.
3. Qualifications of the key personnel assigned to the project (Principal-In-Charge, Project Manager, Pres-Construction Manager, Site Superintendent).
4. Understanding of the project concept.

5. Understanding of the requirements of this proposal to succeed in terms of cost control, schedule control, and quality control.
6. Safety management and accident prevention.
7. Plan for marketing to and recruiting resident subcontractors and suppliers.
8. Current and prospective workload as it relates to the time period of this project.
9. Ability to perform collaboratively within the Design Team.

VII. INTERVIEWS

Upon completion of the evaluation of the submitted SOQ's, no more than four firms will be selected for on-site interviews. The selected firms will be provided access to Level 2 documents describing the project in further detail.

At the on-site interviews, the selected firms will be expected to provide a presentation, not to exceed 30 minutes, more fully describing their expertise, qualifications, and fit for the Project. An additional 30 minutes will be allocated for Design Team questions, dialogue, and discussion.

All interviews will occur in the 8 am - Noon timeframe on October 3, 2018, in the Peterson Board Room at the LCCC Administration Building.

If any hardcopies of materials are brought to the interviews, five (5) copies will be required.

VIII. INSTRUCTIONS TO RESPONDENTS

SOQ SUBMISSIONS

In order to be considered, SOQ's must arrive by 4:00 pm on September 20, 2018. It is the responsibility of the Respondent to ensure SOQ's are received on or before this date and time.

Respondents are required to submit their SOQ in electronic form (via email or thumb drive) in a single PDF file to LCCC at the following addresses:

Email: jspezzano@lccc.wy.edu

Physical Address:

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

Please include the following reference as the subject of your request: **Statement of Qualifications for Residence Hall CMAR Services RFQ-19033**

Respondents mailing their SOQ's on a thumb drive via mail, 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

IX. GENERAL PROVISIONS

CLARIFICATIONS OR SUPPLEMENTS

In the event 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 and posted at the 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.

COMPENSATORY AND/OR LIQUIDATED DAMAGES

It is imperative the new Residence Hall Project reach substantial completion by July 27, 2020, with a Certificate of Occupancy issued by August 3, 2020. Should a delay in construction completion occur that impedes student move-in on August 24, 2020, financial impacts will result for LCCC. Therefore, it is anticipated that the following compensatory and/or liquidated damage structure will be included in the CMAR contract:

- General liquidated damages of \$2,500 per calendar day, or and in addition to any other substantiated financial impacts that LCCC may incur as a result of delayed construction completion.

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.

X. EXHIBITS

- Exhibit A – Insurance Requirements
- Exhibit B – Sample Contract for CMAR Award (subject to changes/finalization)
- Exhibit C – Prevailing Wages

- END OF DOCUMENT -