

REQUEST FOR QUALIFICATIONS (RFQ)
FOR CONSTRUCTION MANAGER AT RISK SERVICES
FOR WELLSVILLE CITY LIBRARY ADDITION & RENOVATION
WELLSVILLE, KS

Wellsville City Library
PO Box 517
115 West 6th Street
Wellsville, KS 66092

(785) 883-2870
February 25, 2022

REQUEST FOR QUALIFICATIONS (RFQ) 3 PHASE FOR CONSTRUCTION MANAGER AT RISK SERVICES

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Overview

The Wellsville City Library invites the submittal of responses to this RFQ from qualified firms (or teams) interested in providing Construction Manager at Risk (CMAR) services in connection with the design and construction of an addition and renovation to the existing City Library building. The Addition shall include a large meeting room with a serving kitchen area, storage, and restrooms. The renovations will include converting the existing meeting room space into space for an expanded children's area. (the "Facility").

The Facility is being designed by Emig and Hauff Associates, Architects, Emporia, Kansas, and will be constructed to accommodate the library's need for additional program and community space.

The project will consist of site demolition that will include removal of pavement and relocation of underground public and private utilities, minor exterior and interior building demolition to accommodate the addition, site preparation that will include excavation and compacted fill for new building pad, concrete retaining walls, parking for vehicles, improvements to the city alley, and relocated underground utilities.

The project will also consist of new construction to provide additional space to provide added meeting room space and services. Schematic design has been completed. Final design, square footage of new and renovated space, and concepts for connection to existing structures is under study and the review and analysis of conceptual options will be a part of the services provided by the CMAR.

Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFQ guidelines.

The Wellsville City Library Board will receive responses to this RFQ at the Library Building until 3:00 p.m. local time (central time zone) on Friday, March 18, 2022.

Receipt of response does not bind the Wellsville Library Board to any contract for said services, nor does it give any guarantee that a contract for the Project will be awarded.

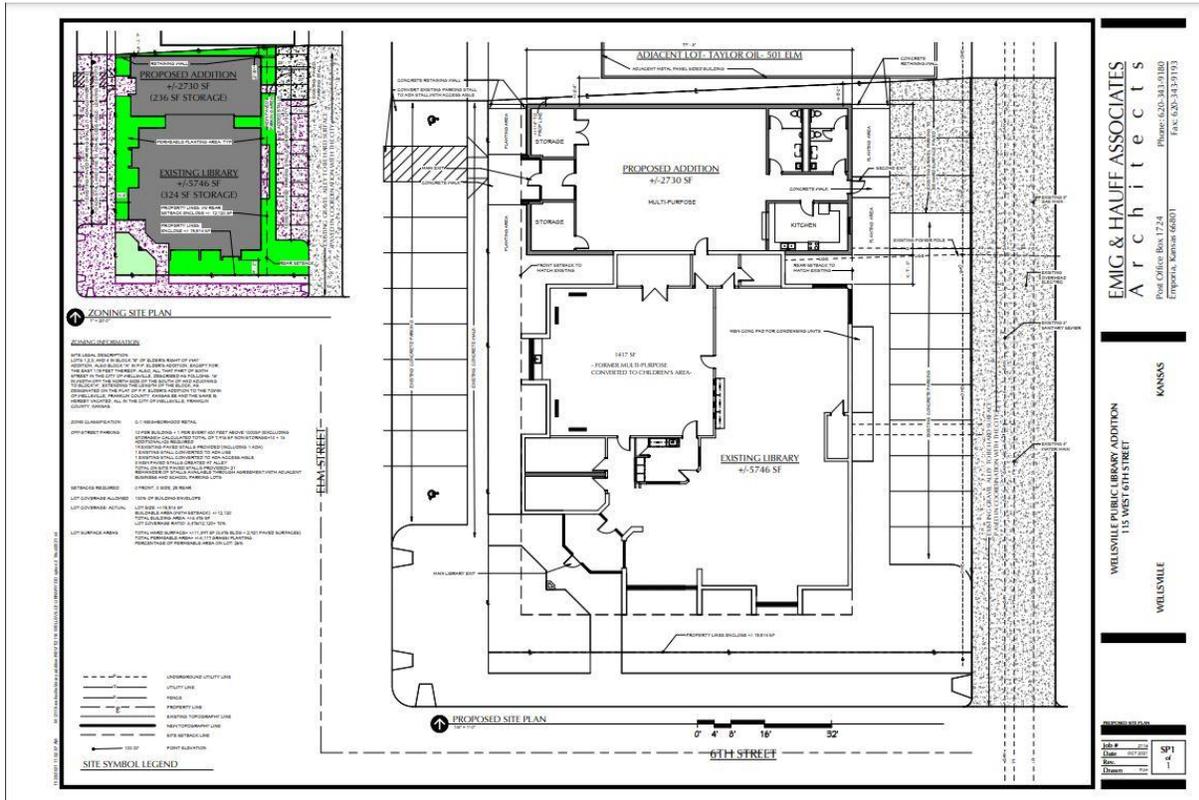
CONSTRUCTION MANAGER AT RISK SERVICES

I. PURPOSES OF RFQ

The Wellsville Library Board invites the submittal of responses to this "Request for Qualifications" (RFQ) from qualified firm(s) interested in providing "Construction Manager at Risk" services for the construction of the above-described facility and associated appurtenances.

II. LOCATION

The facility will be located on property located at 115 West 6th Street, Wellsville, KS, 66092. The library is on the east side of the downtown district of Wellsville. Wellsville is located approximately 20 miles southwest of Olathe, KS along Interstate 35.



III. OBJECTIVES

The Wellsville City Library Board proposes to retain a highly qualified, capable firm to act as the CMAR during the final design phase and construction of the Project for a fixed price in a three-step selection process. Firms who participate in this RFQ process are sometimes referred to as "Respondents" and "CMAR" firm.

The Wellsville City Library Board will give prime consideration to the CMAR firm with significant, current experience in the management of projects similar to the project, and experience with performing CMAR duties. The Wellsville City Library Board reserves the right to negotiate with one or more parties and shall not be obligated to enter into any contract with any Respondent on any terms or conditions. The Wellsville City Library Board reserves the right to conduct interviews of potential CMAR firms, with no further obligation.

IV. SCOPE OF WORK

The Wellsville City Library Board anticipates the scope of work to consist of the following responsibilities: The CMAR firm will serve as an integral team member during the final design process and throughout the construction process. The project is for the construction management at risk of all site and building demolition, all site improvements, all new and renovated building construction, and all fixed equipment associated with the building and site construction.

The CMAR firm will also be responsible for obtaining all applicable permits and inspections; providing all necessary performance and payment bonds and insurance certificates; and providing the Library Board with all manufacturers' warranties and all operations and maintenance (O & M) manuals for all equipment installed.

The selected CMAR firm will be required to perform the following pre-construction and construction services. Preconstruction services may include, but not necessarily be limited to, review and analysis of conceptual design options including cost estimating in sufficient detail to allow the Library Board to determine the final scope of the project, planning and estimating work up to and including the establishment of a Guaranteed Maximum Price (GMAX) for the project. Construction services will include, but not necessarily be limited to, all work associated with construction, occupancy, and warranty of the facilities.

The currently approved schematic layout includes approximately 2730 sf of new addition space, which includes a serving kitchen, two restrooms, two storage areas and approximately 1500 sf of open meeting space. The interior renovations include remodeling of an existing meeting space to provide for an expanded Children's library area as well as some interior office remodeling to improve circulation and visibility between existing spaces.

V. PRE-SUBMITTAL CONFERENCE

A voluntary pre-submittal conference can be scheduled to assist that all aspects of the RFQ are met. These can be set up in advance (usually requires a minimum of 48 hours' notice) with the Library Director, Becky Dodds at (785) 883-2870, Monday-Friday from 9:00 to 4:30.

VI. PROJECT DURATION

The current construction schedule projects site work to begin in 3 to 4 months-and for construction to be substantially complete within 16 months of issuance of notice to proceed.

VII. SELECTION PROCESS

The Wellsville City Library Board is looking for a Construction Manager at Risk and will solicit proposals in a three-stage qualification-based selection process.

Phase I - Solicitations and Prequalifying – Request for Qualifications and proposals (RFQ)

The Wellsville City Library Board will publish its notice of the request for Qualifications and project services on **February 25, 2022 and will expect the completed Phase I material back to the library office by Friday, March 18, 2022 at 3 p.m. (Central time Zone).**

We are asking proposers to submit a Statement of Qualifications

This process will narrow the potential CMAR candidates to three to five potential firms or individuals who will be asked to submit Phase II materials and be interviewed in Phase III.

Phase II – Request for proposals (RFP)

Selected companies will submit their proposal to help narrow the field to determine the best CMAR for the project we are seeking. The selection process will occur on or before March 21, 2022

These documents will be due back to the library office by Friday, March 25, 2022, at 3 p.m. (Central time Zone).

Phase III – Interview

The three to five competing firms or individuals will present their proposed team members, qualifications, project plan and will answer questions.

The interviews will be conducted by invitation of The Wellsville City Library Board. Interviews will take place on the evening of March 28, 2022. The board will select who they want to interview no later than March 21, 2022, and selected firms will be invited.

The Library Board will use information in section VIII. EVALUATION CRITERIA, to evaluate the Phase I submittals. The statements of qualifications received will be part of the selection process utilized by the Wellsville City Library Board to select three to five firms or individuals to proceed to Phase II and Phase III of the process

The preferred Team then will negotiate with The Wellsville City Library Board on fee and contract conditions. If a reasonable fee cannot be achieved with the Team of choice, in the opinion of the Wellsville City Library Board, negotiations may/will proceed with the second choice Team until a mutually agreed contract can be negotiated.

VIII. EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses for Phase I will include, but not be limited to, the following (items listed below are not listed in order of importance):

A. Similar Project Experience

(Emphasis on last five (5) years). Related CMAR project experience, including work in Kansas, as well as completed and ongoing projects of the firm(s) and the individuals who would be assigned to this Project. Please include experience working on and completing public facilities, libraries, conference centers, and building additions.

B. Experience in this type of project delivery system

Qualifications of firm in executing CMAR projects, and qualifications related to collaborating with design partners in constructability and Value Analysis in this delivery method. Please also address how you intend to help with the design.

C. Key persons likely to be assigned to this project and their experience in similar projects.

Please provide resumes and list of similar projects performed by each key person.

D. Financial and Legal Status:

Describe the general financial capability of the Respondent. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed. Describe all insurance coverage that the firm has which would be applicable to the work. Jurisdictions and trade categories in which your organization is legally qualified to do business.

E. Description of the construction managers project management approach

Describe your firm's understanding of the project. Describe your firm's approach to delivering the services. Describe your firm's procedures for the development of project scheduling, coordination of procurement, and management and execution of the project, including quality and cost control measures/procedures.

F. References from design professionals and owners from previous projects

Other Owners, Architects, and Sub-Contractors you have worked with in the last three (3) years.

G. Bonding capacity (complete with evidence)

Explain how you are bondable for work that you will be performing complete with evidence. Estimated budget for this project is approximately \$750,000.

IX. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

A. No Gratuities - Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the Wellsville City Library Board or City of Wellsville for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

B. All Information True - Respondent represents and warrants to the Wellsville City Library Board that all information provided in the response shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the Wellsville City Library Board for consideration in the selection process shall be excluded.

C. Interviews - After the initial evaluation of the statements of qualification, Respondents may be notified of their status in the selection process (see inquires below). Respondents who are "short-listed" may expect and participate in a subsequent interview which will most likely focus not only on the Respondent's program approach but also on an appraisal of the people who would be directly involved in the Project.

D. Inquiries – Please address all inquiries to the Library Director, Mrs. Becky Dodd, related to the project. Inquiries relating to interviews or status of the review process will not be addressed (unless called in for an interview) until after March 21, 2022. Respondents will be contacted when the Library Board deems appropriate to do so for interviews. All respondents not selected will be notified in writing by mail after March 21, 2022, if and only if that request is done so in writing and after the respondent has submitted a formal RFQ by the deadlines established in section X. Submittal Process.

E. Cost of Responses - The Wellsville City Library Board will not be responsible for the costs incurred by anyone in the submittal of responses.

F. Contract Negotiations - This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the Wellsville City Library Board the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, the Wellsville City Library Board intends to make the inclusion of a "key persons" clause a part of the contract negotiations.

G. No Obligation - The Wellsville City Library Board reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the Wellsville City Library Board's best interest; or (6) cancel the entire process.

H. Insurance - The respondent shall have the appropriate liability insurance written by an insurer to transact insurance in the State of Kansas.

X. SUBMITTAL INSTRUCTIONS

Sealed submittals (minimum of (1) paper copy, along with a PDF on a flash drive are required. Submittals shall be delivered to the Library Director, Mrs. Becky Dodd, at the address set forth below at or before 3:00 pm local time (central time zone), on Friday, March 18, 2022.

All submittals must be labeled with the Respondent's name and the name of the Project. Late submittals will not be considered.

**Responses are to be addressed to:
Wellsville City Library Board
President of the Board
115 West 6th Street
Wellsville, KS 66092**

To enable the Wellsville City Library Board to efficiently evaluate the responses, it is IMPORTANT that respondents follow the required format in preparing their responses.

RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.

Each copy of the response shall be bound using a semi-permanent binding method, to ensure that pages are not lost. Pages shall be no larger than letter-size (8.5" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Font size shall be no smaller than 10 point and page margins shall be no smaller than 1 inch. Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, bindings, dividers, etc. are not required; however, color where appropriate is appreciated when needed. Actual weight of the document will not be a factor in the selection process.

XI.CONTENT OF SUBMITTAL FOR PHASE I

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the following information:

Request for Qualifications (RFQ) for CMAR Services
WELLSVILLE CITY LIBRARY ADDITION & RENOVATION
Respondent's Name

Submittal Date

A table of contents should be next, followed by tabbed dividers separating each of the following 8 sections:

Section 1: Cover Letter

The first page following the divider shall be a one-page letter transmitting the response to the Wellsville City Library Board and stating that the proposal set forth in it remains effective for a period of 60 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

Section 2: Firm Information (limited to 3 pages maximum)

- a) Firm name, addresses, and telephone number of the firm office responsible for delivery of the project.
- b) Structure of firm, i.e. sole proprietorship, partnership, corporation, and
- c) Size of firm.
- d) Cumulative contract dollar amount, expressed in millions of dollars, the Firm has been awarded for each of the last 3 years.

- e) Years firm has been in business.
- f) Names of principals in firm.
- g) Primary contact.
- h) Organizational description.
- i) Description of firm's philosophy.

Section 3: Experience on Similar Projects (emphasis on last five (5) years).

- a) Discuss CMAR firm's experience in working with government agencies, include a tabular list of your last three (3) comparable CMAR projects (Kansas projects are preferable) in which the respondent was contracted as the Prime CMAR firm (in the last 5 years).
- b) Completed and ongoing projects of the firm(s) and the individuals who would be assigned to this Project.
- c) Experience working on and completing community libraries.

Section 4: Experience in this type of project delivery system

- a) Qualifications of firm in executing CMAR projects
- b) Qualifications related to collaborating with design partners in constructability and Value Analysis in this delivery method.
- a) Discuss CMAR Firm's personnel, resources and methodologies commonly used by your firm that may be applicable to the project categories.
- b) Discuss amount/scope of facility you have the ability to complete yourself and if the CMAR intends to utilize an on-site project manager/engineer.
- c) Address how you intend to help with the design.

Section 5: Financial and Legal Status: (limit to 6 pages maximum)

- a) Describe the general financial capability of the Respondent and attach a current financial statement and balance sheet.
- b) List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
- c) All insurance coverage that the firm has which would be applicable to the work.
- d) Jurisdictions and trade categories in which your organization is legally qualified to do business. (Please indicate registration or license numbers)

Section 6: Management and Organizational Approach: (limit to 6 pages maximum)

- a) Describe your firm's understanding of the project(s)
- b) Describe your firm's approach to delivering the services.
- c) Described your firm's procedures for the development of project scheduling, coordination of procurement, and management and execution of the project, including quality and cost control measures/procedures.

Section 7: Experience and References: (limit to 15 pages maximum)

- a) Provide a detailed list of at least three (3) comparable CMAR projects for community libraries or public municipalities whether ongoing or completed, including references. Please include, at a minimum, details for each project (Kansas projects are preferred) listed in Section 6a.

- b) Provide a detailed reference of one or two Architects you have worked with in the past three (3) years where you were the CMAR for their project.
- c) Provide a detailed reference of four or five Sub Contractors you have worked with in the past three (3) years where you were the CMAR for the project.
- d) Provide a detailed reference of one to three small to medium sized building additions you have worked with in the past five (5) years where you were the CMAR for the project.

For each, where applicable, please provide:

- i. Project name and location
- ii. Year completed
- iii. Short description of project.
- iv. Names, addresses, and phone numbers of owner, architect and sub contractor contact person tasked with (potential daily) responsibilities of the project.
- v. Names, addresses and telephone numbers of clients.
- vi. Design and construction cost and whether or not it was within the project budget and if any money was given back to the entity upon completion. Please include any money your company saved for the owner while working on the project.
- vii. CMAR firm's fees and cost for the project (all money paid to the firm at the end of the project), expressed as a percentage of the project's GMAX price.
- viii. Construction time and whether or not project was completed on time.
- ix. State of project and legal statute for CMAR, specifically where applicable, include projects conducted in Kansas under the applicable State statute(s).

Section 8: Bonding capacity (complete with evidence)

Explain how you are bondable for work that you will be performing complete with evidence. Estimated budget for this project is approximately \$750,000.

END OF PHASE I

PHASE II – REQUEST FOR PROPOSALS (RFP) INSTRUCTIONS

This section will only be completed if your firm makes it past the Phase I stage of this process. It is added because there is not as much time between the due dates of Phase I and Phase II

Selected companies will submit their proposal to help narrow the field to determine the best CMAR for the Wellsville City Library and the project we are seeking.

These documents will be due back to the library office by Friday, March 25, 2022, at 3 p.m. (Central time Zone).

I. EVALUATION CRITERIA FOR PHASE II

The criteria and weighting factors used to evaluate the RFP responses for Phase II will include the following (items listed below are not listed in order of importance):

- A. Company Overview (4%)**
- B. Experience or references or both, relative to the project under question (25%)**
- C. Resumes of proposed project personnel (4%)**
- D. Available Resources to Complete Project. (20%)** This criterion would include personnel, resources and methodologies commonly used by your firm that may be applicable to the project categories. Please include the amount or scope of facility you have the ability to complete yourself and if you intend to utilize an on-site project manager/engineer.
- E. Overview of preconstruction services (8%)**
- F. Overview of Construction planning (4%)**
- G. Fees, including fees for preconstruction services, fees for general conditions, and fees for overhead and profit. (35%)**
We request all CM fees and costs associated with the project complete with a “cost not to exceed” figure.

II. SUBMITTAL INSTRUCTIONS FOR PHASE II

Sealed submittals are required. Submittals shall be delivered to the Library Director, Mrs. Becky Dodd, at the address set forth below at or before 3:00 pm local time (central time zone), on Friday, March 25, 2022.

All submittals must be labeled on the outside with the Respondent's name and the name of the Project. Late submittals will not be considered.

**(One) copy of the response is to be addressed to:
Wellsville City Library Board
President of the Board
115 West 6th Street
Wellsville, KS 66092**

To enable the Wellsville City Library Board to efficiently evaluate the responses, it is IMPORTANT that respondents follow the required format in preparing their responses.

RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.

Each copy of the response shall be bound using a semi-permanent binding method, to ensure that pages are not lost. Pages shall be no larger than letter-size (8.5" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Font size shall be no smaller than 10 point and page margins shall be no smaller than 1 inch. Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, bindings, dividers, etc. are not required; however, color where appropriate is appreciated when needed. Weight of the document will not be a factor in the selection process.

In addition, respondents shall provide 1 digital copy of the response, book-marked, and indexed.

III. CONTENT OF SUBMITTAL FOR PHASE II

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the following information:

Request for Proposal (RFP) for CMAR Services
WELLSVILLE CITY LIBRARY ADDITION & RENOVATION
Respondent's Name

Submittal Date

A table of contents should be next, followed by tabbed dividers separating each of the following 9 sections:

Section 1: Cover Letter

The first page following the divider shall be a one-page letter transmitting the response to the Wellsville City Library Board and stating that the proposal set forth in it remains effective for a period of 60 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

Section 2: Firm Information (limited to 3 pages maximum)

- j) Firm name, addresses, and telephone number of the firm office responsible for delivery of the project.
- k) Structure of firm, i.e. sole proprietorship, partnership, corporation, and
- l) Size of firm.
- m) Cumulative contract dollar amount, expressed in millions of dollars, the Firm has been awarded for each of the last 3 years.
- n) Years firm has been in business.
- o) Names of principals in firm.

- p) Primary contact.
- q) Organizational description.
- r) Description of firm's philosophy.

Section 3: Company Overview (4%)

Section 4: Experience or references or both, relative to the project under question (25%)

Section 5: Resumes of proposed project personnel (4%)

Section 6: Available Resources to Complete Project. (20%)

This criterion would include personnel, resources and methodologies commonly used by your firm that may be applicable to the project categories. Please include the amount or scope of facility you have the ability to complete yourself and if you intend to utilize an on-site project manager/engineer.

Section 7: Overview of preconstruction services (8%)

Section 8: Overview of Construction planning (4%)

Section 9: Fees, including fees for preconstruction services, fees for general conditions, and fees for overhead and profit. (35%)

We request all CM fees and costs associated with the project complete with a “cost not to exceed” figure.

END OF PHASE II

PHASE III – INTERVIEW INSTRUCTIONS

The three to five competing firms or individuals will present their proposed team members, qualifications, project plan and will answer questions.

Interview scores shall not account for more than 50% of the total possible score.

The interviews will be conducted on Monday March 28th beginning at 6 p.m.

END OF PHASE III

The selection committee will score all firms or individuals and make their recommendation to the Library Board. The goal is to complete this process and offer this service to the willing firm by March 30, 2022.

The preferred Team then will negotiate with the Wellsville City Library Board on fee and contract conditions. If a reasonable fee cannot be achieved with the Team of choice, in the opinion of the Wellsville City Library Board, negotiations may/will proceed with the second choice Team until a mutually agreed contract can be negotiated.