

**REQUEST FOR QUALIFICATIONS (RFQ)
CONSTRUCTION MANAGER AT RISK (CMaR)
FIRE AND AMBULANCE BUILDING
CITY OF KINGSLEY**

Responses to the RFQ are due before 10:00 a.m. February 16, 2024.

The City of Kingsley in Kingsley, IA, is soliciting qualifications for Construction Manager at-Risk (CMaR) services from interested firms to assist with the new Kingsley Fire and Ambulance building.

The City of Kingsley has contracted with FEH Design for Architecture and Engineering services in relation to the new Kingsley Fire and Ambulance building. The CMaR's responsibility on the project is to assist the design professional throughout design and specification development of the project and provide CMaR services throughout construction to completion.

The Fire and Ambulance building is currently in the Design Development phase of the project.

Any qualified Construction company or Construction Management company with relevant experience is herewith invited to submit a statement of qualifications for consideration as a candidate to provide Construction Management at Risk services for a Fire and Ambulance building located in Kingsley, Iowa.

Each firm must present a full statement of qualifications in order to be considered as a candidate, and an authorized representative of the firm must sign the proposal. Responses to the RFQ received after the time due, whether delivered in person or mailed, will not be accepted.

The City of Kingsley expressly reserves the right to select or not select any firm which submits information pursuant to this RFQ. Any information submitted is at the sole expense of the firm providing the information.

The City of Kingsley will issue a Request for Proposal to each candidate who meets the qualifications and evaluation criteria set forth in this document.

Project Scope

The project will include a new eight bay facility on the north-east corner of Clarendon St. and E 1st St. in Kingsley. The main structure of the building will be a wood pre-engineered building system.

The City is proposing to build an approximately 7,630 square feet building. The building will include eight bays, two offices, two single restrooms, and a utility room. There will be a mezzanine above the interior rooms for additional storage.

CMaR Scope of Services

Services to be included but are not limited to the following:

1. Pre-construction services
 - a. Pre bid construction cost estimating
 - b. Recommendations on constructability and value options
 - c. Scheduling development

- d. Creation of a Guaranteed Maximum Price (GMP)
- 2. Bidding phase services
 - a. Adjust GMP if required by further owner and design team updates.
 - b. Subcontractor bid solicitation and bid process, including review of pricing from subcontractors for completeness.
- 3. Construction management services
 - a. Management of construction administration documents
 - b. Construction schedule management
 - c. Quality control
 - d. Safety
 - e. Coordination of inspections and testing
 - f. Coordination of project close-out

RFQ Selection Criteria and Submittal Requirements

This request is qualifications based to determine a list of firms that will be invited to submit their proposed fees and have the opportunity to interview with the City. Per state law, the City will select the firm that provides the best value for the City.

Statement of Qualifications and Proposal: Each Construction Management firm will provide the following information in its Proposal and request for consideration as a candidate to build the Fire and Ambulance Building.

- A. Cover Sheet showing the name, address, telephone, and e-mail address for the company. The sheet must also include the name of the individual representing the firm. Finally, the cover sheet must have a statement that the response and all attachments are being submitted to the City of Kingsley as a submittal of qualifications for consideration of the firm as a candidate to provide Construction Management at Risk services, and it must be dated and signed by the authorized representative.
- B. Firm Description - A description of the firm including:
 - a. The type of business entity (corporation, partnership, sole proprietorship, professional corporation, joint venture, limited liability company, or other specified type of business).
 - b. A brief background including:
 - i. The year the business was established;
 - ii. The name of its parent company, if applicable, and location of the parent firm and date it was established;
 - iii. The number of employees in the business;
 - iv. A list of the services provided by the business which would be used in the project and the qualifications of personnel who would be used on the project;
 - v. Limits of professional liability insurance and limits of general liability insurance; and
 - vi. Trade area for the business and, if the business has multiple offices, which office would have responsibility for the project.
- C. Experience in Similar Projects - A brief description of experience of the firm relevant to experience in renovation/construction of fire stations or other facilities of similar size and

complexity to this project. Projects can be in the public or private sector. If no specific similar experience, then the three most recent projects which most closely relate to this project should be listed. This requirement includes projects that have been constructed or are presently being constructed. In describing this experience include:

- a. Location of the project;
 - b. Approximate size of the project in square feet, number of buildings, if more than one, and number of stories in each building;
 - c. Approximate cost of the project;
 - d. Owner of the project at the time of construction, including owner's address;
 - e. Firm role in the project and specific person from the firm that had principal responsibility for that project;
 - f. Details of your cost saving measures, during all phases;
 - g. Aspects of that project which are similar to this project;
 - h. A brief description of how a teamwork environment was developed and maintained successfully during the design and construction process.
- D. References - A list of three professional references for the firm. As a part of these references include:
- a. The name, business, business address and business telephone for each individual reference;
 - b. The present position of the reference;
 - c. The relationship of the firm with the reference;
- E. Financial Stability - A statement relevant the financial stability of the firm. Include the following:
- a. No more than two bank references for the firm including the name and title of the bank officer for each bank and telephone contact information;
 - b. No more than two references from other types of businesses including the name and title of the individual to contact at that business and that person's telephone number;
 - c. Evidence of the ability to provide a payment and performance bond in the amount of the total estimated construction cost for the project.
 - d. Any other financial statements or information that would substantiate the financial stability of the firm.
 - e. Evidence of the ability to provide adequate liability insurance.
- F. Extent to Which the Services Meet the City's Needs – Include the following:
- a. Provide resumes of key personnel with no more than one page per person.
 - i. Describe personnel's experience with project
 - b. Provide staffing plan for all phases of the project.
 - c. Provide information as to how the firm maintains construction timelines and approach to reducing construction inconsistency;
 - d. Describe how your firm manages estimating, budgeting, construction escalation and pricing in the current bidding environment.
 - e. Proposed methodology to your techniques of bid package development.

- G. Safety Record
 - a. Description of Internal Safety Programs
 - b. Provide safety records for the last five years.

Responses Due

Submissions to the RFQ shall be in electronic format as a single pdf document via email, digital download, or flash drive, along with eight (8) hard copies.

Hard copies shall be delivered to the owner’s representative:

Vicki Sitzmann
 City of Kingsley
 222 Main Street
 Kingsley, IA 51028
kingsleyia@wiatel.net

Electronic submissions shall be submitted to the design team representative:

Brittney Ruba, AIA
 FEH Design
 712-252-3889
brittneyr@fehdesign.com

Anticipated Timeline for the Project *

- Notice of Intent to engage CMaR published January 19, 2024
- Request for Qualifications (RFQs) distributed February 1, 2024
- Statement of Qualifications Due
February 16, 2024 @ 10:00am City Office
- RFQ Review February 16 - 22
- RFP distributed to selected pre-qualified firms February 23, 2024
- RFP submissions Due
March 13, 2024 @ 10:00am City Office
- RFP Review March 13 - March 21
- Interview notification March 22
- Interviews April 1, 2024
(Tentative start times between 4:00pm – 7:00pm)
- Selected CMaR firm notification April 2, 2024

* Dates are tentative and subject to change by the City.

The City of Kingsley reserves the right to discontinue the selection process at any time and will not be held responsible for any costs that have been incurred by interested firms.

Questions may be directed to Brittney Ruba, AIA, FEH Design, at 712-252-3889 or brittneyr@fehdesign.com