

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER at RISK SERVICES**



**1201 NEO LOOP
GROVE, OKLAHOMA**

**CITY OF GROVE, OKLAHOMA
FIRE AND POLICE DEPARTMENTS**

**ISSUED
March 29, 2024**



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OVERVIEW

Dewberry Architects Inc, has completed program verification and concept planning for the new Grove Fire and Police Departments. These will be two separate buildings located on two different sites. The new Fire Department will be located on the southwest corner of the intersection of W 18th Street and S Broadway Street. The new Police Department will be located northeast of the Grove Public Library on Neo Loop. The program for the new Fire facility is sized at approximately 17,250 SF and the program for the new Police facility is sized at approximately 13,250 SF.

The spaces included in the Fire Department are public lobby, training room, administration offices, living quarters, fitness room, combined hose drying and stair training tower, bunker gear storage, decontamination room, and (5) pull-through apparatus bays.

The spaces included in the Police Department are public lobby, citizen report writing rooms, records clerks and storage, administration offices, criminal investigation unit with interview suite, 911/dispatch, patrol briefing, evidence processing and storage, armory, and 10-day holding cells with drive-through sally port. Both buildings are required to have an ICC 500 storm shelter.

The Construction Manager will be starting the project at the Design Development phase of the project.

For planning purposes, it is anticipated that the project schedule will take approximately 31 months, broken down into three phases as follows:

PreconstructionPhase	8 months (April 2024 – November 2024)
ConstructionPhase	18-20 months (Dec. 2024 –Nov. 2026)
Post ConstructionPhase	3 months (Dec. 2026 – Feb.2027)

The current project team consists of the following organizations:

Architect &InteriorDesign	Dewberry Architects Inc.
Furniture, FixturesandEquipment	Dewberry ArchitectsInc.
CivilEngineer	CEC Engineering
StructuralEngineer	360 Engineering
MEP andFPEngineer	Dewberry Engineers
TechnologyDesign	Dewberry Engineers
LandscapeDesign	Alaback Design Landscape Architects
Cost Estimator	Cumming Group
Commissioning	Dewberry Engineers

After exploring a number of project delivery methods, the Owner has elected to pursue a Construction Manager (at Risk) approach. The intent is to retain the Construction Manager prior to start of theConstruction DocumentPhase to provide cost estimating, value engineering, construction scheduling and development of a Guaranteed Maximum Price during preparation of the final construction documents. To that end, the City of Grove is seeking the services of a professional construction management firm to provide preconstruction services, leading to an at-risk contract for the construction of the proposed facilities.

QUALIFICATION PROCESS

The Owner has identified a two-phase selection process

Phase I

Submittal and review of a qualification package describing in detail the applicant's organization, experience, staffing, and ability to complete the required work and references. Responses will be analyzed and rated based on the predetermined criteria outlined in this RFQ.

Phase II

Based on the submittals and rankings, a short-list of respondent firms will be developed. The selected firms will be asked to present their qualifications to the Selection Committee. The City Council will then direct staff to negotiate a final contract with the selected firm and to bring it back for their consideration when completed.

The tentative schedule for the selection of the Construction Manager is as follows:

Phase I

Release RFQ	March 29, 2024
Deadline for Questions	April 15, 2024
Clarifications and Responses	April 22, 2024
Submittal Date	May 3, 2024
Short List Finalized	Early May 2024

Phase II (for Short List firms)

Interview with shortlist firms	Late-May 2024
Negotiation and recommendation of award	Early June 2024
Board Approval	July 2024

Additional information regarding the process is outlined in the Evaluation Criteria section of this RFQ.

SUBMITTAL REQUIREMENTS

Format and Due Date

All submittals must be received by 3:00pm Central Daylight Time (CDT) on May 3, 2024, to Debbie Bottoroff, City Manager, at the City of Grove City Administration Building. Submittals delivered after the above date and time will be returned unopened. Submittals must be in hard copy format—eight (8) separate bound copies, in addition one (1) PDF file on a flash drive or emailed to dbottoroff@cityofgroveok.gov is required.

Submittals must be on 8-1/2" x 11" paper; bound in one binding for each copy with the material separated by tab dividers. The Minimum font size shall be 10 point. The Maximum number of pages is 20 (double-sided), not including tabs or the Mandatory Documents and Appendix. Submittals must include original signatures on the Mandatory Documents which are attached at the end of the RFQ. Applicants are cautioned to verify their submittal prior to its issuance. Negligence on the part of the Applicant in preparing the submittal confers no right to withdrawal or modification.

Communications

All official communication with applicants and questions regarding this RFQ will be via email to the main point of contact, Debbie Bottoroff, City Manager (email: dbottoroff@cityofgroveok.gov). The RFQ, including required forms may be accessed on the City of Grove website at www.cityofgroveok.gov/rfps and is being sent via email to any candidate firms that expressed a prior interest in the selection process. All other interested applicants must provide notification of interest to the City Manager prior to the clarification deadline in order to receive clarifications.

Applicants may make written email inquiries concerning this RFQ to obtain a clarification of requirements or to ask questions. No inquiries will be accepted after the clarification deadline. All inquiries will be responded to at the same time, after the "Clarification Deadline". Interpretations, corrections, or changes to this RFQ will be made by addenda and posted on the City's website.

Absolutely no information or communication shall occur regarding this Request for Qualifications, including requests for information, or speculation between the Applicant and any of their individual members with elected officials, or City of Grove employees with the exception of the City Manager.

Applicants should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ during the selection process. Applicants should not contact any other individuals associated with the City of Grove, the City of Grove Police Department, the City of Grove Fire Department, or the project regarding this RFQ.

Conditions

No reimbursement will be made by the City of Grove for costs incurred by the respondents in the preparation of the response to this Request for Qualifications. Submitted material will not be returned and will become the property of the City of Grove. This RFQ shall not, in any manner, be construed to be an obligation of the City of Grove to enter into a contract or result in any claim for reimbursement for the cost of any efforts expended by the respondents, participation in interviews or in anticipation of any contract. The City of Grove reserves certain rights, including but not limited to investigating the qualifications of any firm or individual under consideration beyond the information contained in the response, rejecting any or all submittals, waiving informalities and irregularities in the RFQ and the submittals and canceling and issuing subsequent requests for qualifications.

Acceptance and Rejection:

The Owner reserves the right to select any or reject any and all submittals that are not deemed in their best interest. The Owner also reserves the right to pre-qualify any or all applicants or reject any or all applicants as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional qualification submittals. If the Owner determines an applicant's proposal to be unacceptable, such Applicant shall not be afforded an additional opportunity to supplement its submittal.

Confidentiality:

Based upon the public nature of public RFQs, an Applicant must inform the City Manager in writing, of the exact materials in the submittal which cannot be made a part of the public record

in accordance with the Oklahoma Freedom of Information Act. Upon such notification, an Owner Designee shall examine the proposals to determine if any written requests for nondisclosure of trade secrets and other proprietary data are identified. After award of the contract, all responses, documents, and materials submitted by the Applicant pertaining to this RFQ will be considered public information and will be made available for inspection, unless otherwise determined by the Owner Designee. All data, documentation and innovations developed as a result of these contractual services shall become the property of the Owner.

Reservation of Rights:

The Owner reserves the right at any time and for any reason to cancel this RFQ, to reject any or all submittals, or to accept an alternate submittal. Any such decision will be final. The Owner reserves the right to waive any immaterial defect in any submittal. Unless otherwise specified by the applicant, the Owner has no less than ninety (90) days to act on this matter before Applicant may withdraw from the process. The Owner may seek clarification from a firm at any time and failure to respond promptly maybe cause for rejection.

Minimum Submittal Information¹

Submittals should include the following minimum information:

Section I: General Information

- Letter of Interest.
- Name and principal address of the applicant. If the firm has more than one office, please indicate any additional locations and which location will be responsible for this assignment.
- Contact person, direct phone number and email address to receive all related correspondence and notifications.
- Acknowledgement of any addenda.
- Brief history of the firm identifying any changes in name or corporate structure since its founding.
- List the firm's current corporate officers.
- List the number of personnel currently employed by the firm identified by job category or classification.
- Identify the proposed project team by title and responsibility. Indicate if the proposed team has worked together on other projects and their availability to work on this project through completion. Provide years with the firm and identify any special qualifications for this assignment. Provide complete resumes of the proposed staff in the Appendix.
- Provide a projected list of all projects that will be underway during the proposed duration of this project to include total contract value, percent complete (current as of the date of the submittal) and the scheduled end date. Indicate those projects that are currently managed by the proposed Project Manager for this assignment.
- List all the projects completed by the firm (or local office) in calendar years 2021-2023. Provide the name of the project, the type of building and use, final construction cost, delivery method and contract used, and the client's name and contact information.
- Provide a chart showing the following:
 - Dollar value of all work completed by the firm within the last three years. List the value by year starting in 2021 and assigned by the date

- construction ended.
 - The percentage of the above work in each year that was directed and funded by public agencies (local governments, public safety agencies, park and school districts).
 - The percentage of the total construction value by year that was performed under a Construction Management agreement.
 - The percentage of the public work for each year that was performed under a Construction Management agreement.
- Indicate if the firm has failed to complete any assignments and the reasons why the work was not completed.
- List any past, current or pending litigation resulting from services or projects that the firm has completed over the last ten 10 years. If a court or arbitrator rendered a decision, state the results.
- On a separate page in the appendix, provide the name, address, business phone of the firm's financial institution and relationship manager, along with a current financial statement.
- Surety: Name of bonding company, name and address of agent. A bond for 100% of the construction cost will be required upon submission of the GMP. Proof of ability of bond will be required prior to selection.
- A statement that the Construction Management agreement will follow Form A101-2017

¹ Nothing contained herein should be considered to limit smaller, local, or newly established firms from submitting proposals for this project.

Section II: Understanding of the Project Scope

Provide a brief narrative of your understanding of the project, any special challenges which you perceive in the program and how your firm has successfully dealt with similar issues on other projects. Describe your approach to public projects that involve elected boards and full-time staff. Include descriptions of special or unique systems that you would use to enhance the project, obtain approvals, and complete the work.

Section III: Relevant Experience

Provide details on at least three projects of a similar scope and size that your firm is currently working on or has completed within the last five years. Experience with police and fire station construction is preferred. Include the following information:

- a. Project Name
- b. Location
- c. Owner's contact name, phone number, and email address
- d. Architect's contact name, phone number, and email address
- e. Description of the work including square footage of the facility
- f. Departments/functions included in the facility
- g. Personnel involved in the work and their responsibilities
- h. Brief description of the challenges associated with the project and how your firm handled them
- i. Construction cost as estimated at design development, at contract award and final cost

Other References:

In addition to the contacts that are listed for the above referenced projects, provide the names and contact information of three (3) additional firms, preferably Owner's Representatives or Architects that you have worked with on similar projects. The form for this information is part of the Mandatory Documents.

Section IV – Project Services

The successful Applicant will be expected to provide the services outlined in Preliminary Scope of Services that are identified herein. Applicants should provide a brief explanation of the methodology they will use in providing these required services. The preconstruction phase should emphasize how estimating, value engineering, cost control, and construction planning will be incorporated into the process. Construction Phase services should address the firm's safety record, ability to manage tight sites and work with governmental authorities and utilities, as well as how the on-site coordination will be handled and managed.

In this section, applicants should also identify:

- Approach to partnering and teamwork.
- Familiarity with the public bidding process and purchasing contracts.
- Approach to claims management and resolution.
- Unique or special attributes that they can bring to the process.
- Project management/scheduling systems that will be used.
- Other services that the Applicant feels may be necessary for the project.

Section V – Summary Statement

Provide a one-page summary statement to indicate why the Applicant believes they are the best qualified firm for the City of Grove Fire Department and Police Department projects.

Section VI - Mandatory Documents and Appendix

Include the fully executed mandatory documents that are included as part of this RFQ along with any other supporting material that is expressly requested to be included in the appendix.

EVALUATION CRITERIA

Submittals will be evaluated and ranked in accordance with the evaluation factors stated in this Request for Qualifications. Evaluations shall be based on the Owner's sole assessment of the adequacy of the Applicant's experience and ability to meet the project's requirements based on the information submitted.

Failure of the Applicant to provide any information requested in this RFQ may result in disqualification of their submittal. The responsibility to provide all information requested belongs to the Applicant.

Applicants shall be accorded fair and equal treatment with respect to any opportunity for discussion of the project requirements. During the course of any such discussions, the City of Grove shall not disclose any information derived from one Applicant to any other firm other than as may be required by the Open Meetings Act or the Freedom of Information Act. The City of Grove reserves the right to request applicants to provide additional information during this process.

Applicants should submit their most complete responses as their initial submittal and should not assume that they will have an opportunity for oral presentations or revisions of their submittal. Applicants will not be provided an opportunity for comprehensive submittal revisions.

Those applicants that are most responsive to the requirements and the evaluation criteria will be ranked as finalists and asked to present their qualifications to the Selection Committee. Based on the presentations and overall qualifications, the City Council will then direct staff to negotiate a final contract with the selected firm and to bring it back for their consideration upon completion.

Evaluation Factors.

The following criteria will be considered in the selection process:

Selection Criteria	Score
<u>Item #1:RFQ Completion.</u> How complete and concise was the letter of interest and RFQ response? Was the RFQ well organized, with complete information responding to all of the submittal criteria?	
<u>Item #2:Project Approach.</u> Did the response demonstrate a clear understanding of Owner’s needs and clear direction toward completing a thorough scope of work?	
<u>Item #3:Personnel.</u> Rate the experience of key personnel. Did they show relevant project and Fire and Police experience along with demonstrated skill in estimating construction costs and facilitating the proposed project delivery method?	
<u>Item #4: Experience.</u> Did the firm’s response show relevant experience in Fire Station and Police Station construction services and demonstrate experience with public projects and the public bidding process as a Construction Manager at-risk?	
<u>Item #5:References.</u> References verifying quality of work performed with previous Fire Station and Police Station construction, and post-construction services. Has the Applicant worked successfully with any of the other team members?	
<u>Item #6:Demonstrated success using local contractors.</u> Rate the firm’s use of local contractors on their previous projects.	
<u>Total Score</u>	

Evaluation Procedures

The selection criteria above will be used to rank proposals and to select the short list of firms to present their qualifications to the Selection Committee. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal.

The City of Grove’s final selection will be based on the firm’s qualifications. The City may make such investigations as may be deemed necessary to determine the ability of the Respondent to furnish and provide the Services and Work to the City as outlined in this RFQ, and provide all such information and data for this purpose as the City may reasonably request.

PRELIMINARY SCOPE OF SERVICES

Applicants should consider the following preliminary scope of services in preparing their responses.

Design Phase Services:

The Construction Manager will be initially retained to provide pre-construction phase services only and will assist the staff, City, and the Architect during the design and bidding phases for the project. The scope of work, responsibilities, and required basic services include, but are not specifically limited to:

- Review Owner's needs, goals, and requirements. Review and recommend the construction phasing strategy based on the specific project requirements.
- Assist in defining the costs and major cost variables. Prepare, maintain, and update a detailed construction budget at the completion of each phase highlighted below:
 - Review and Verification of the 100% Design Development Estimate.
 - Upon completion of 50% of Construction Documents.
- Assist in value engineering and systems analysis. Suggest alternate methods and materials for use on the project. Analyze proposed materials and building systems with respect to quality, availability, and price. Provide cost comparisons of alternate construction systems and materials during the Design Development and Construction Documents Phase.
- Prepare, maintain and continually update a critical path (CPM) schedule for the construction phase of the project. Identify long lead items, planned milestones, inspection/approval dates, substantial completion, and final completion.
- Attend all design phase scope review and drawing coordination meetings.
- Review final documents during preparation to minimize ambiguities, conflicts, overlaps, and omissions between proposed subcontractors and/or trade packages.
- Prepare and present for the Owner's approval a Guaranteed Maximum Price for the work based upon 100% completed construction documents. The GMP shall represent the CM's guaranteed total construction costs for the entire project, including overhead, profit, general conditions, etc. which shall not be increased except for Owner requested design changes.
- Secure all necessary permits.

Construction Phase Services

Upon completion of the Design Phase Services, the Owner may opt to not proceed into the Construction Phase with the construction manager. Based on acceptance of the GMP and the final schedule that is developed for the project, at the Owner's sole discretion, the construction manager's services may be extended by extension of the agreement to include construction phase services including but not limited to the following:

Bidding & Negotiation:

- Bidding/Contract Award in accordance with the governing public bidding regulations:
 - Prepare trade or bid packages identifying the specific scope of work for each trade contract.
 - Prepare legal notices for publication in local newspapers in accordance with public bidding ordinances.
 - Prepare bid forms and documents for solicitation of competitive bids.
 - Prepare a list of potential contractors (minimum of five) for each trade package.
- Solicit bids for trades including the distribution of documents, conducting pre-bid conferences, and assisting the architect in resolving questions or interpretations.
- Receive bids. Conduct public bid opening and prepare tabulation of raw bids for the Owner's review.
- Evaluate and analyze bids as to adequacy and completeness.
- Conduct scope reviews with apparent low bidders and make recommendations for contract award. The Owner reserves the right to select and award work to subcontractors within the GMP, who in its sole opinion may be in the best interests of the project.
- Negotiate and execute contracts for each trade or category of work with the Owner's approval.
- Adjust the GMP and recommended contingencies to reflect any cost reductions based on the final bid awards (buy-out savings).
- Provide office and daily job site administration for all construction operations.

Construction:

- Provide full time, on-site coordination and supervision of all trade contracts and construction activities.
- Review work as installed to assure compliance with the construction documents and specifications.
- Procure and coordinate all general layout services, temporary facilities, utilities, and other general conditions items as required or specified for the project.
- Review shop drawings and submittals for accuracy, completeness, and compliance with the construction documents before submission to the Architect. Coordinate the submittal and review process.
- Manage and coordinate the flow of project information. Develop and submit requests for information as necessary. Review and distribute responses to the appropriate subcontractors. Prepare cost estimates for any Owner's request for proposals or Architect's field orders.
- Hold, chair, and record regular coordination meetings with the prime contractors and weekly progress review meetings with the Owner, the Owner's Representative, and the Architect.
- Review, consolidate, prepare, and transmit monthly pay requests with back-up documentation, including but not limited to copies of subcontractor's invoices to the Architect and Owner's Representative for review and incorporation into a monthly draw package that will be submitted to the Owner.

- Obtain and furnish to the Owner all required insurance certificates, performance and payment bonds, lien waivers, and certified payrolls from the subcontractors and major material suppliers.
- Provide monthly progress reports addressing any cost or schedule changes, with updated cost estimates and updated CPM schedule.
- Schedule regular inspections of governmental authorities having jurisdiction over the project.
- Provide, implement, and enforce all required safety measures at the site for the protection of all workers and all other persons who may be at or near the site, including compliance with all safety statutes, ordinances and regulations (including OSHA) and provide all necessary barricades, fencing, and other protection, while allowing Owner access to other portions of the property as required.
- Provide site security throughout the construction process to ensure the safety and security of the site and the public.
- Secure the Certificate of Substantial Completion from the Architect and the Certificate of Occupancy from the City as soon as possible.
- Obtain, review, and transmit close-out documents such as record as-built drawings, guarantees, warranties, and operation & maintenance manuals in accordance with the specifications.
- Review and complete work on all punch lists in a timely manner and expedite completion of all outstanding work and remedial work.
- Coordinate and expedite Owner training in accordance with the specifications.

Post Construction:

- Coordinate and expedite the resolution of all construction-related problems.
- Coordinate and expedite the repair and replacement of items covered under warranties and guarantees.
- Conduct follow-up review of the complete facility to help insure satisfactory performance of all materials, equipment, and systems.
- Conduct and Document a one-year warranty walk-through of the entire police facility and fire facility.
- Provide As-Built Construction Drawings.

MANDATORY DOCUMENTS (not included in the 20-page submittal count)

The following Mandatory Documents must be fully executed and included in the applicant's submittal.

EXHIBIT "A"

THIS PAGE IS MANDATORY

ADDITIONAL REFERENCES:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

EXHIBIT "B"

**RUBBER STAMPED, PRINTED, COPIED OR TYPED SIGNATURE WILL DISQUALIFY YOUR BID.
MUST BE AN ORIGINAL SIGNATURE.**

CERTIFICATION FOR CONSTRUCTION MANAGER

A. I certify, pursuant to 61 O.S. § 115, as follows;

1. I am the duly authorized agent of _____, for the purpose of certifying facts pertaining to the existence of collusion among and between bidders and suppliers and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in connection with the prospective acquisition;
2. I am fully aware of the facts and circumstances surrounding the acquisition or making of the bid to which this statement relates and have been personally and directly involved in events leading to the acquisition or submission of such bid; and
3. Neither the business entity that I represent in this certification nor anyone subject to the business entity's direction or control has been a party:
 - a. to any collusion among bidders or suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. to any discussions between bidders or suppliers and any state official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract, all of which are prohibited by 61 O.S. § 115;

B. I certify, if awarded the contract, whether competitively bid or not, neither the business entity I represent nor anyone subject to the business entity's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of this state any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates.

C. Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

___Individual ___Sole Proprietorship_____ *Partnership_____* / **Corporation

*State full names and titles and addresses of all responsible principals, partners, or officers

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

**State of Incorporation_____

(Individual – Partnership – Company – Corporation)

(Business Address)

(City, State and Zip Code)

(By Signature) (Title)

(Witness Signature) (Title)

(Telephone No.) (Fax. No.)

(Date)

EXHIBIT "C"

WRITTEN STATEMENT UNDER OATH

Pursuant to the Public Competitive Bidding Act of 1974, 61 O.S. §108, provide the following information in a statement, under oath, in conjunction with your bid:

1. The nature of any partnership, joint venture or other business relationships then in effect or which existed within one (1) year prior to the date of such statement with the architect, engineer or other party to the project;
2. Any such business relationship then in effect or which existed within one (1) year prior to the date of such statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project; and
3. The names of all persons having any such business relationships and the positions they hold with their respective companies or firms. If none of the business relationships hereinabove mentioned exist, then a statement to that effect.