



REQUEST FOR QUALIFICATIONS

FOR

CONSTRUCTION MANAGER AT RISK

FOR THE NEW

**Fire Station No. 1, Fire Administration,
Training/Emergency Operations, and Public Works Service
Center**

DUE April 17, 2017

BY 4:00 p.m.

CONSTRUCTION MANAGER-AT-RISK FOR THE NEW FIRE STATION NO. 1,
FIRE ADMINISTRATION, TRAINING/EMERGENCY OPERATIONS, AND PUBLIC
WORKS SERVICE CENTER

REQUEST FOR QUALIFICATIONS

The Town of Fairview, Texas, pursuant to the provisions of the Chapter 271, subsection 271.118 of the Local Government Code, invites the submittal of responses to this RFQ from qualified firms or team (herein after referred to as PROPOSERS) interested in providing Construction Management at Risk (herein after referred to as CMAR) services in connection with the design and construction of the new Fire Station No. 1, Fire Administration, Training/Emergency Operations, and Public Works Service Center (herein after referred to as the PROJECT). The Town intends to retain a highly qualified, capable firm to act as the CMAR during the design and construction of the Project for a fixed price. The Town will give prime consideration to the CMAR respondent with significant, recent experience in the management of projects similar to the proposed PROJECT.

Sealed submittals are to include the information requested in this package in the sequence and format prescribed. Each RFQ shall be limited to 30 single-sided pages (or 15 double sided pages) excluding front and back covers and financial information. Text shall be in minimum 10 point font and pages shall be 8 ½” x 11” format or 11” x 17” foldouts as applicable. This requirement shall be strictly enforced. Submittal of the RFQ is the first phase of the selection process. PROPOSERS notified of being selected as part of a shortlist to interview which will be part of Phase 2 of the selection process. Interviews are anticipated to occur on May 9, 2017. Selected PROPOSERS will be requested to submit additional information concerning General Conditions and Fees during Phase 2. The Town 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.

Providing false or inaccurate information in the submittal is grounds for immediate rejection of the respondent regardless of what Phase of the PROJECT the discovery is made.

THE PROJECT

The following project narratives are to assist you in responding to the RFQ:

This project provides for construction of a new Fire Station No. 1 (approx. 20,680 s.f.), Fire Administration (approx. 3,248 s.f.) Training/and Emergency Operations Center (approx. 3,568 s.f.), and Public Works Service Center (main building is approx. 6,165 s.f. and support buildings are approx. 13,760 s.f.). The total s.f. for facilities that will be constructed as part of the PROJECT is approx. 47,421 s.f. The PROJECT will be constructed on 10.775 +/- acres of property owned by the Town of Fairview. The subject property is located within the town limits of the Town of Fairview, Texas, and is generally located at 500 State Highway 5.

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PROJECT FUNDING

A total budget of approximately \$22,805,665 has been set for this project which includes all FF&E [fixtures, furniture and equipment], professional service fees and soft costs, and construction costs.

The current construction budget is \$19,074,000. The final construction budget will be determined by the Owner through the preconstruction process. The CMAR will assist the Owner in pricing a 100% Schematic and 10% Design Development package prepared by the Architect. Various pricing options will be considered by the Owner to establish a final construction budget to be part of total project budget to be considered by the Town Council. Final Council action on a November 2017 Bond Election will be established around August 1, 2017.

PROJECT SCHEDULE

The preliminary project schedule reflects Schematic and 10% Design Development package to be complete May 16, 2017. CMAR preconstruction process will be complete by June 30, 2017. Council review and final action will occur in July 2017. Based upon a successful Bond Election in November 2017, Design Development Phase pricing will occur in February and March 2018. Final construction document bidding will occur in July and August 2018. Construction is tentatively set to begin August 2018. Construction is anticipated to occur in two phases to allow the existing facilities to remain in operation until phase one is complete and occupied. Phase two will include demolition of existing buildings and construction of a parking lot and vehicle shelter. Phase one is anticipated to last 15 months and phase two 3 months.

SCOPE OF WORK

The anticipated scope of work consists of the following responsibilities:

- A. The CMAR will serve as an integral team member during the design process and throughout the construction process. The selected CMAR will be required to perform the basic construction management services for the project. Furthermore, the CMAR will be used, in conjunction with the design team, as the cost estimator, project scheduler, and to apprise the Owner of phasing implications for the project. The CMAR will coordinate and cooperate with the Owner and Architect. Generally speaking, the CMAR will serve as a technical resource to the Owner throughout the project.

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- B. Pre-Construction Service responsibilities include but are not limited to:
- Schematic and design development cost estimating and value engineering
 - Manage the GMP Documentation
 - Development of a Project Schedule
 - Establish Budget by Bid Package for Construction Documents Phase
 - Prepare Sub-Contractor Bid or Proposal Packages
 - Conduct Pre-Bid Meetings
 - Receive Bids
- C. Construction Service responsibilities include but are not limited to:
- Conduct Award of Contracts/Purchase Orders
 - Provide Coordination and Management of Sub-contractors
 - Develop and Provide Monthly Written Progress Reports
 - Provide Change Order and Contingency Funds Control
 - Establish a Quality Management Program
 - Maintain and Update Project Schedule Every Two Weeks
 - Provide for Job Safety Functions
 - Provide Accounting Functions
 - Provide Jobsite Security Functions
 - Provide Post Construction Services
 - Provide Value Engineering
 - Post construction services including implementation of close-out procedures
 - Warranty walk- through to occur one year after project completion
- D. AIA Documents A133-2009 with modifications will be the Form of Agreement covering this project.

SELECTION PROCESS

Selection of the CMAR is anticipated to include the following phases.

1. The Town may establish an Evaluation Panel which will review the submittals and establish a final group to be interviewed.
2. The selected PROPOSER(S) will be notified of a set time and interview format for purposes of further consideration.
3. A final ranking of the interviewed PROPOSER(S) will be established for the purpose of final contract negotiation.
4. If a reasonable contract cannot be achieved with the preferred PROPOSER, in the opinion of the Town, the PROPOSER deemed to be the next most qualified may be invited for contract negotiations. This process will continue until the Town reaches an Agreement with a PROPOSER or Town decides to terminate process.

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Note: The Town reserves the right to not enter into a contract with any respondent if it so chooses.

EVALUATION CRITERIA

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

A. Qualifications of Firm

Qualifications of firm, specifically as they relate to similar Projects.

B. Team Experience on Similar Projects

Related project experience of the firm(s) and in particular the individuals who would be assigned to this Project. The individuals who will be working on the project for pre- construction services/estimating; project manager and superintendent.

C. Responsiveness to the RFQ

The provision of complete and thorough responses to all questions listed in the Qualifications Questionnaire and adherence to all directions related to the RFQ response.

D. Professional References

The past performance and reputation of the responder.

E. Cost Control

Demonstrated ability for developing accurate cost estimates consistent with completed projects. Provide schematic, design development, GMP or Bid and final cost for the five most recent completed projects.

F. Financial Capability

Demonstrated financial capacity to complete the project.

This information should be in the form of a Financial Statement with latest Balance Sheet and Income Statement. This information should be submitted in a separate sealed envelope with same title as original package. This envelope will not count towards the 30 page maximum submittal requirement. This information will be reviewed by a Financial Representative of the Town.

REQUEST FOR SEALED QUALIFICATIONS QUESTIONNAIRE

CONSTRUCTION MANAGER-AT-RISK FOR THE NEW FIRE STATION NO. 1,
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Please provide the following information in the sequence and format prescribed by this questionnaire.

Please include an outside cover containing the name of the Project (“Request for Qualifications for Construction Management at Risk Services for the Proposed Court Building”), the name of the respondent, and the submittal date. A table of contents should be next, followed by tabbed dividers separating each of the following seven (7) sections:

Divider #1: Letter

The first page shall be a letter transmitting the response to the Town and stating that the Proposal set forth in it remains effective for a period of 90 calendar days. At least one copy of the transmittal letter shall contain the original signature of a Partner, Principal, or Officer of the PROPOSER.

Divider #2: Firm Information

- a. Firm name, addresses, and telephone numbers of all firm offices.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Names of principals in firm.
- d. Primary contact.
- e. Description of firm’s organizational structure and different office locations if applicable.
- f. Statement of firm’s corporate philosophy.

Divider #3: General Company History/Qualifications

- a. How many years has your organization been in business in its current capacity?
- b. How many years has your organization been in business under its present name?
- c. Under what other or former names has your organization operated?
- d. Provide a brief history of the Firm’s CMAR experience and the services routinely provided in-house on civic building projects.
- e. Provide an organizational chart that explains team member responsibilities.
- f. Include the resumes of all persons to be assigned to the project with their prospective roles identified.
- g. List all related design awards and recognition the Firm has received.
- h. List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

Divider #4: Experience and References

1. Within this section, provide a discussion of CMAR’s experience in working with Government Agencies. This PROPOSER is asked to provide no less than 3 letters of recommendation from past Clients. List all comparable Civic Projects, whether ongoing or completed, including Owner Representative contact information. Please begin with projects in Texas and projects completed by the specific office that will be managing this project. For each, please provide:

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- a. Project name and location
 - b. Year completed or anticipated to be completed
 - c. Short description of project
 - d. Names, addresses, and phone numbers of owner's project representative tasked with daily responsibilities of project.
 - e. Names, addresses and telephone numbers of project Architect
 - f. Estimated cost and final construction cost and whether or not it was within the project budget and the reason for any overruns.
 - g. Original construction schedule and actual construction time and reasons for any overrun.
2. List the categories of work that your organization normally performs with its own forces. Would you propose to do any work with your own forces or to bid all work to subcontractors?
 3. List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.
 4. Has your organization ever failed to complete any work awarded to it? (If the answer is yes, please attach details.)
 5. Are there any judgments, claims, arbitration proceedings or suits filed or outstanding against your organization or its officers for the last 5 years? (If the answer is yes, please attach details.)
 6. Has your organization, whether under its current or previous names, filed any lawsuits or requested arbitration with regards to construction contracts within the last five years? (If the answer is yes, please attach details.)
 7. Within the last 5 years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)
 8. List construction projects your organization has in progress (noting method of selection, i.e.: CM at Agent, Bid, Proposal or other), giving the name and location of project, owner, architect, contract amount, percent complete and scheduled completion date.

Divider #5: Management and Organizational Approach

Describe your management and organizational approach to the project. The following should be addressed within this description:

- a. Resumes of Preconstruction Estimator, Project Manager and Superintendent.
- b. Please describe your firm's understanding of the project.
- c. Describe how the firm will organize to perform the services.

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- d. Describe your organization's concepts for working in a team relationship with the Owner and Architect during the design and construction of major projects.
- e. Describe your organization's methods for estimating costs, and for scheduling during the design/document phases.
- f. Describe how your company will benefit this project using Construction Manager-at-Risk.
- g. Describe fast track or other construction methodologies that have been utilized to expedite projects and the benefits achieved from such approaches.

Divider #6: Cost Estimating and Fees

1. Include a sample conceptual cost estimate prepared during the design phase of a project and a sample of the final cost estimate/breakdown used to fix the contract amount for the construction of the same project. *(The identity of the project may be concealed. The intent is to see the nature and format of the cost information provided).*
2. Describe your organization's philosophy as it pertains to pre-construction phase services. What services and process will be provided during this phase? How will the Owner and Architect be involved? Your firm would be required to make all cost information during design and construction available to Owner and Architect. Describe how this information would be furnished and how the Owner and Architect would be assured that it is complete and accurate.

Divider #7: Financial Information:

1. Attach a Financial Statement, preferably audited, including your organization's latest Balance Sheet and Income Statement showing the following items:
 - a. Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses).
 - b. Non-current assets (e.g., net fixed assets, other assets).
 - c. Current liabilities (e.g., accounts payable, notes payable (current), accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).
 - d. Non-current liabilities (e.g., notes payable).
 - e. Capital accounts and retained earnings (e.g., capital, capital stock, authorized and outstanding shares par value, earned surplus and retained earnings).
2. Is the attached Financial Statement for the identical organization named under item 1 above? If not, explain the relationship and financial responsibility of the organization whose Financial Statement is provided (e.g., parent - subsidiary).
3. Will the organization whose Financial Statement is attached act as Guarantor of the Contract for construction?
4. Provide name, address, and phone for bank reference.

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5. This information will be included in a separate sealed envelope. This information will not be part of total page limitations.

SUBMITTAL INSTRUCTIONS

Sealed submittals are required. Submittals shall be delivered to Adam Wilbourn, Assistant to the Town Manager, at the address set forth below at or before 4:00 p.m. on April 17, 2017. All submittals must be labeled on the outside with the respondent's name, the name of the Project ("Request for Qualifications for Construction Manager at Risk for Construction of the new Fire Station No. 1, Fire Administration, Training/Emergency Operations, and Public Works Service Center").

One (1) document to be presented in PDF format in one file on a single flash drive or CD and **Five (5) paper copies** must be submitted in a sealed envelope with the following information marked plainly on the front:

Town of Fairview
Attn: Adam Wilbourn, Assistant to the Town Manager
372 Town Place
Fairview, Texas 75069