



## **PUBLIC NOTICE FOR REQUEST-FOR-QUALIFICATIONS**

The City of Washington hereby gives public notice that it is requesting qualification proposals from interested and qualified consultants for the following project:

**Owner's Representative**

**For**

**City Utility Placement**

The intent of this document is to solicit Statements of Qualifications from qualified construction management firms interested in providing services for placement of underground innerduct, handholes and vaults.

Copies of the Request-for-Qualifications (RFQ) are available from:

City Clerk  
405 Jefferson Street  
Washington, MO 63090

Qualifications must be received by the Office of the City Clerk, 405 Jefferson, Washington, Missouri 63090, Friday, March 27, 2020 at 2:00 pm CST, after which time and date they will no longer be accepted.

## CITY OF WASHINGTON

March, 2020

### REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT SERVICES as OWNERS REPRESENTATIVE WASHINGTON, MO CITY UTILITY PLACEMENT

#### INTENT

The purpose of this document is to solicit Statements of Qualifications (SOQ's) from qualified companies or firms or other legally structured entities (collectively referred to herein as "Company" or "Companies") interested in providing services for Construction Management as Owner's Representative ("OR") for city utility placement. The work is anticipated to include, but not be limited to, the information contained within this request for Qualifications. Statement of Qualifications submitted by companies will be given initial consideration for subsequent interviews leading to a selection, although the City reserves the right to reject all applications and to solicit additional SOQs if the City, in its sole discretion, deems it necessary or advisable.

Each completed Statement of Qualifications must be received in a sealed envelope by the City of Washington's City Clerk, Mary Trentmann at 405 Jefferson St., Washington, MO 63090 no later than 2:00 p.m. central daylight time (CDT) on Friday, March 27<sup>th</sup>, 2020. Sealed proposal packets should be clearly marked OWNER'S REPRESENTATIVE – WASHINGTON, MO CITY UTILITY PLACEMENT.

The City may select a qualified Company to provide construction management services as the Owner's representative as generally described in this document. The City's intent is to use the selected Company through the design, bidding, construction, and closeout of the utility placement. It is also anticipated the OR shall provide the necessary support to aid the Owner, architect, contractor(s), and any other representatives associated with the project. The City anticipates selecting a single Company to accomplish the stated goals, but reserves the right to evaluate and choose teams if, in the City's sole discretion, it is deemed appropriate.

#### BACKGROUND

The City of Washington is anticipating the placement of innerduct throughout city right of way and utility easements within the incorporated limits of the City within a three to five-year timeframe. The City is seeking an OR to assist with various phases of the project to include Phase 1 - solicitation and selection of design build teams for placement of the innerduct and Phase 2 – construction management of innerduct placement contracts.

#### SERVICES SOUGHT

The services requested below shall not be construed as an all-encompassing list of tasks that will be negotiated, and/or necessary to complete this project, instead they shall be used as a guideline as to what services the City currently anticipates are likely to be required:

## **A. DESIGN AND PRE-CONSTRUCTION SERVICES – PHASE 1**

1. Review the programming and studies to understand the requirements, and the scope of work to be completed within the project.
2. Provide a preliminary evaluation of the City's program, schedule and construction budget requirements.
3. Solicit proposals for Design/Build Teams
4. Work closely with the A/E Company(s) and Construction Company in all aspects of the project (herein after shall be referred to as the Design Build team as designated by the City)
5. Actively assist Owner in resolving disputes regarding the work, material, labor, contractors (including generals and Multiple Primes), sub-contractors, and all other parties related to the construction of the project. Settle such disputes for Owner if, and to the extent, authorized by Owner on a dispute basis throughout the construction and warranty period.
6. Prepare and submit a written Construction Management Plan to the City that shall include, but not limited to, the following: preliminary evaluation of the program, project schedule, assist the City to determine the most efficient and effective project delivery method utilizing a single Design/Build Team.
7. Establish, prepare, revise, and monitor a progress schedule.
8. Attend all meetings deemed necessary for the City planning and approval process. Multiple presentations to city staff and City Council may be included in the work to complete this task. Assist with the acquisition of all permitting and approvals.
9. Work with and obtain approvals by the necessary public agencies, governing utilities and approval authorities for all aspects of design and construction.
10. Participate in multiple project design reviews and review meetings with the City and the A/E Consultant.
11. Oversee and actively participate in a CMA role with the Design/Build Team in the development.
12. Oversee the Design/Build Team with any and all re-designs of the facility as needed.
13. Work closely with the Design/Build Team to acquire, circulate, review, and approve all design and construction documents prior to construction.

## **B. CONSTRUCTION SERVICES – PHASE 2**

1. Provide recommendations through the project related to any Value Engineering Analysis including cost comparison estimates throughout the project. Provide

input and recommendations regarding potentially approved as equal material, equipment, systems, alternatives methods, etc. for multiple design aspects.

2. Coordinate and oversee all project construction related activities, long lead items and procured items.
3. Provide input into site planning, sequencing, on-site storage, and staging.
4. Assist in the development of all bid documents and standard forms of agreements between the General or Multiple Prime contractor(s) and City.
5. Develop and promote interest in the Project by contractors and sub-contractors.
6. Attend all meetings necessary and present to city staff and City Council: educational/informational presentations for the project regarding project progress reports, change orders, conflicts, resolutions to conflicts, scheduling changes, and all other items related to the project as deemed necessary by the City, in its sole discretion.

The CMA shall provide full construction management services during all construction phases, including but not limited to the following:

1. Manage the complete construction of the project throughout project closeout and the warranty period. The construction manager shall not be allowed to self-perform any category of work.
2. Coordinate and direct work of sub-contractors in lieu of, or in conjunction with the Design/Build Team. Provide onsite and offsite administration to help coordinate all construction activities. Provide an OR staffing plan for personnel to be onsite as needed.
3. Observe, inspect, and verify that all materials and work conform to the construction documents, standard construction means and methods, applicable codes, ordinances, regulations, and laws.
4. Maintain competent supervisory staff to coordinate and provide direction of the work and progress of the contractors on the project.
5. Work closely with City regulatory departments for the proper permitting and inspections needed.
6. Establish and maintain Quality Control and Quality Assurance standards.
7. Establish, monitor, and regular updating of a computerized construction scheduling system.
8. Conduct meetings with the Owner and Design Build Team to review construction progress, scheduling, problems, etc. on a bi-weekly schedule at a minimum.
9. Actively assist Owner in resolving disputes regarding the work, material, labor, contractors (including generals and Multiple Primes), sub-contractors, and all other parties related to the construction of the project. Settle such disputes for Owner if, and to

the extent, authorized by Owner on a dispute basis throughout the construction and warranty period.

10. Maintain the project budget. Establish and maintain a cost control system and conduct meetings to review costs at a minimum on a bi-weekly basis.
11. Track overall project costs, including design, all contingencies, and maintaining detailed construction cost records. Submit reports to the City on a monthly basis at minimum.
12. Review and provide justification of all requests for changes, challenging the cost of the contractors as necessary, provide comparison estimates on all change order and associated costs, make recommendations to the City, and present all change orders to the City Council.
13. Review, validate, and process for payment all pay request applications by contractors and material suppliers in accordance with the terms of the contract. Acquire, review, and approve the certified payroll. Provide a detailed schedule of values to accompany all pay requests.
14. Maintain job site records and submit appropriate progress reports periodically as requested by the City.
15. Implement and enforce all labor policies in conformance with federal, state and local requirements.
16. Review and monitor the safety and equal opportunity programs of each contractor for conformance with federal, state and local requirements.
17. Acquire, log, track, review, distribute, and process shop drawings, material submittals, RFI's, and all other submittals.
18. Provide all record keeping and reporting as may be required by, various agencies, approval authorities, and the City.
19. Attend and present to the City Council project progress reports, change orders, conflicts, resolutions to conflicts, scheduling changes, and all other items related to the project as deemed necessary by the City.
20. Be responsible for keeping at least one copy of all plans, addendum, RFI's, shop drawings, change orders, as-builts, SDS sheets, SWPPP and erosion control documentation, agreements and all other items related to the project onsite at all times.
21. Provide the services to manage the project closeout including but not limited to, preparation of all walk through evaluations, punch list items and the coordination of work to remedy all punch list items.
22. Prepare and maintain a daily log of what has transpired on the projects including, but not limited to, all work completed, the date, the time, the weather conditions, contractor and sub-contractor labor, equipment used, and any issues or change order items that are presented or approved.

23. Upon the projects being completed and closeout, the OR shall submit to the City a full digital copy of all project files that were maintained by the OR Company and all contractors in their native formats.

#### CONTENT OF PROPOSAL

1. Submit five (5) bound copies of the submittal, of no more than 15 pages in length (front only), on 8 ½” x 11” sheets of paper with the following information:
  - a. Company information including: name, address, telephone number and e-mail address of your Company; type of business organization, years in business, and primary project contact. Include a list of all sub-consultants and all information for each as shown above.
  - b. A brief description of the Company and its history, also including relevant qualifications, certifications, and special expertise that can be applied to this project. The same information shall be submitted for all additional sub-consultants used for the project.
  - c. Project experience in working with private/governmental entities over the last 5 years with respect to design/build projects completed by the Company and proposed staff. Project list should identify and detail the following: project name, owner, location, total design cost, total construction cost, initial design schedule and initial construction schedules, actual design time and actual construction time needed, justifications for underruns and overruns of the schedules and construction, and abbreviated scope of services performed on the project by the Company. Schedules can be shown in total number of months.
  - d. Include information that shows and defines each time the Company provided a scope of services as an OR to an Owner working through either a Design/Build Team, General Contractor or Multiple Prime Contractors project delivery methods, or both within the last 5 years. Provide or explain the scope of services for each project.
  - e. List all lawsuits in which the Company has been engaged and each currently pending against the Company. If none, state that fact also. Provide a minimum of five client references corresponding to the projects. Provide client’s name, address, contact person, and contact’s phone number.
  - f. Provide names and roles of the key personnel to be involved on the project. For each, provide resumes indicating special expertise, specific certifications, building inspection certifications, and relevant experience related to projects of this nature. This shall also include all members of other Companies that shall be used on the project as a sub-consultant, if any. (The resumes shall not be counted towards the total page count)
  - g. OR personnel capacity to be utilized on this project including names and job titles, and capability to dedicate personnel to the City’s project throughout the duration of the project. Show the current 2020 workloads and personnel dedicated to each, along with projected workload for 2021 through 2025.

- h. Describe your project approach in detail, including the procedures and methods your Company will use to provide the necessary services as described within this request for qualifications. This information should clearly identify your understanding of the scope of work. Explain cost estimating processes and how you ensure the project costs stay within budget. Explain approach for keeping a project on schedule. This shall also include a discussion of any methods, technology, or programs anticipated to be used by the Company that could be shared with the City and its representatives to ensure seamless communication and processes from design through the construction and closeout phases.
  - i. Provide a review and any recommendations that can be given in regards to the preliminary schedule of the project. This shall be based upon the Company's historical data for projects of this nature or complexity. The City understands that there are many variables to schedules that may differ between each project. That said, the Company has the responsibility to provide their best and most accurate detailed projected schedule that is realistic and attainable. This will be based upon the company's personnel, capacity, and availability of staff and resources at this time and as projected through 2025.
  - j. Explain approach for keeping a project on schedule
  - k. Indicate the levels of professional liability and general liability insurance coverage carried by the Company
2. Each applicant shall furnish the Owner one (1) electronic copy of the submittal in Adobe PDF format, on CD only, and included in the submittal packet (no flash/thumb drives).
3. **Do Not** include an actual cost proposal within the statement of qualifications submittal.

### **EVALUATION CRITERIA**

The criteria which will be considered in the evaluation of the Statements of Qualifications shall include, but not necessarily be limited to:

- a. Specified project personnel, and company, experience and technical competence and capabilities related to providing the services for Construction Management as Agent, and construction of a facility of this nature or complexity under a design/build format. (30%)
- b. Project Approach and completeness of the requested information. (20%)
- c. The provided preliminary schedule will be reviewed and evaluated for practicality, completeness, duration, and detail. The Company is allowed to present information that can justify how a project can be expedited to meet short deadlines. (10%)
- d. Past record of performance on similar projects, with details based upon the following: projected schedules for completion, and preliminary estimates versus actual construction completion and final project costs. Also, quality of service and proof the Company met schedules and budget, and reference checks. (10%)
- e. Availability and Capacity of the Company during the proposed project timeline and the capability of the Company to dedicate the appropriate number of experienced personnel to the project. (20%)

- f. Quality of information based on completeness, relevance, conciseness and organization of materials. (10%)

#### SELECTION PROCESS

The initial phase will include distribution of the written Statements of Qualifications that conform to the requirement of this Request for Qualifications to members of city staff. Staff will review the Statements of Qualifications and rank them based on the criteria set forth herein and form a recommendation. The City may grant interviews to certain Companies if deemed necessary or advisable, in the City's sole discretion, during this phase. The statement of qualifications will be used to pre-qualify OR Companies to receive a Request for Proposals for the scope listed within this RFQ. The City reserves the right to add, modify, or remove scope as deemed necessary or advisable, in the City's sole discretion, but this document gives a general understanding of the services the City is requesting. The Owner is under no obligation to grant interviews. The City reserves the right to either reject any or all of the submittals and not to enter into an agreement with any of the applicants and reserves the right to initiate a new process if the selection committee so recommends or the City, in its sole discretion, determines that would be most advantageous to the City.

The City intends to promptly negotiate a contract with that CMA determined to be most qualified and providing the most advantageous services to the City.

The timeline for the selection process is:

- a. Request for Qualifications sent out on March 6<sup>th</sup>, 2020.
- b. Sealed CMA submittals are due no later than 2:00 p.m. Central Daylight Time, prevailing central time on March 27<sup>th</sup>, 2020.
- c. City staff will review to include review of statements and interviews if necessary.
- d. Council presentation and a request for Council approval is tentatively scheduled to occur during April, 2020.

Any questions shall be submitted only to:

**Greg Johnston**  
**636-390-1044**  
**gjohnston@washmo.gov**

All questions and their corresponding responses will be provided to all conforming applicants in writing. Contact with City personnel, other than Greg Johnston, regarding this project is prohibited throughout the RFQ and selection process and may be grounds for disqualification.