REQUEST FOR QUALIFICATIONS

Construction Manager at Risk
Project Number: 270328
Student Classroom Learning Center

For the Curators of the University of Missouri

Missouri University of Science & Technology
Design, Construction and Space Management
120 General Services Building
901 Facilities Avenue
Rolla, MO 65409

September 20, 2018
ADVERTISEMENT FOR:

Qualifications for Construction Manager at Risk Services

Project Number: 270328
Student Classroom Learning Center
Missouri University of Science & Technology
Rolla, MO. 65409

will be received by the Curators of the University of Missouri, Owner, and submitted ELECTRONICALLY to Pat Litty at littyp@mst.edu and a copy to Ami Willet at willettar@mst.edu until 2:00 PM Central Time, Friday, September 28, 2018. No other information will be shared publicly until the step-one evaluation is complete.

Proposal documents may be viewed online at http://designconstruction.mst.edu/ under Bids/RFQs/RFPs, Current Missouri S&T RFQ Advertisements. Questions should be directed to Pat Litty at 573-341-4865.

Individuals with special needs as addressed by the Americans with Disabilities Act may contact 573-341-4252.

Advertisement Date: September 20, 2018

Pat Litty
Project Manager
Missouri University of Science & Technology
REQUEST FOR QUALIFICATIONS – Construction Manager at Risk with Guaranteed Maximum Price (GMP)

Advertisement Date: September 20, 2018

Project No. 270328
**Student Classroom Learning Center** for Missouri University of Science & Technology

Missouri University of Science & Technology (S&T) is requesting qualifications from firms to provide Construction Manager at Risk (CMR) with guaranteed maximum price services for a Classroom addition to the Computer Science Building including installation of a new fire suppression system throughout the existing Computer Science Building. Qualifications will be received ELECTRONICALLY to Pat Litty at littyp@mst.edu and a copy to Ami Willet at willettar@mst.edu until 2:00 PM Central Time, Friday, September 28, 2018. No other information will be shared until the evaluation process is complete.

The CM shall have as a goal subcontracting with Minority Business Enterprise (MBE) of ten percent (10%), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), and Veteran Supplier Diversity of ten percent (10%).

The Construction Manager at Risk is strongly encouraged to include minority and women owned firms. CMRs are also strongly encouraged to include Missouri-based firms on the team.

This RFQ includes three parts:

- **General Project Information**
- **Construction Manager at Risk Services**
- **Description of CMR Selection Process**
- **Qualifications Submittal Format**
**General Project Information**

This information is provided to give an overview of the process to allow the proposer to develop a fundamental understanding of the nature of the CMR process to be followed. This will be a two-step selection. **Step one** will consist of a request for qualifications, review of qualifications, selection of a short list of firms. **Step two** will consist of a short list of firms asked to submit cost proposals in response to the University’s Request for Proposals (RFP). Detailed, comprehensive terms and conditions will be issued with the RFP.

Missouri S&T is adding a two story facility with approximately 17,500 sf with an approximate 1700 sf penthouse onto the west side of the existing Computer Science Building for a new Student Classroom Learning Center. Approximately 2,800 sf of renovation to occur in the existing building as well as the installation of a new fire suppression system throughout the 44,000 sf of existing building.

The existing Computer Science Building will remain occupied throughout the construction process. It is anticipated to have at a minimum 2 – 3 scope/design packages released as follows:

- **Early Release Order (ERO) One** bid package -Footing / Foundation and Structural Steel – 12/1/2018
- **Early Release Order (ERO) Two** bid package – Exterior Building Envelope – 2/15/2018
- **Final package** will be for interior fit out, landscape and renovation to the existing structure – 4/1/2018

Package release and schedule is flexible but the **substantial completion date** is to be no later than December 15, 2019.

Refer to attached Exhibit A, B and C for Conceptual study plans.

**Construction Budget:**
$5,900,000.00 (Includes Fee, General Conditions, Bonds, Insurances and Contingency)

**Design Architect:**
Christner Inc.
168 North Meramac, Suite 400
ST. Louis, MO. 63105

The Construction Manager at Risk will provide preconstruction, construction phase, and post construction phase services for the duration of the project. The classrooms will be outfitted with Owner’s furniture including fixed tables and chairs. CM to assist in coordination of install and include on all schedules.

The planning of Missouri S&T **Student Classroom Learning Center** is underway with programming and conceptual study complete. This project is on an accelerated path to complete by December 15, 2019. We anticipate releasing separate packages for bid to allow acceleration of construction. Anticipated construction start last quarter of 2018. The CMR is **required** to substantially complete the project no later than December 15, 2019.
Construction Manager at Risk Services

1. **Preconstruction Phase**
   The CMR shall provide a minimum of one (1) staff member with decision making authority experienced in all aspects of preconstruction services to work with the planning and design team during the schematic, design, and construction document development phase. This individual(s) will be an integral participant for the duration of the planning and all phases of project document development providing real-time input and assistance in planning and design decision making.

- **Meeting Attendance**
  - At a minimum, the preconstruction manager and senior level project manager shall attend meetings from CMR preconstruction contract execution until the start of construction. The CMR is required to fully document these meetings.

- **Estimating**
  - Prepare and update (maintain) a cash flow projection through completion of the work
  - Provide ongoing detailed estimates throughout the development of the design documents. In addition, provide detailed estimates for each early bid package(s) issued prior to establishment of the GMP. All estimates shall include and illustrate all components of the cost of work including insurance/bonding costs, allowances, contingency, alternates, CMR fees, general conditions and all other costs necessary to formulate an all-inclusive estimate. All estimates shall be reviewed in detail with the design team and the owner.
  - Provide estimates of various design options contemplated by the design team.
  - Provide value analysis/value engineering services and offer alternative solutions to ensure cost effective design.
  - Identify and assist in developing bid alternates for consideration by the owner during the award of cost of work subcontractor packages.
  - Identify and assist in developing alternates for late acceptance (as CMR contingency funds become available) by the owner.

- **Constructability Review**
  - Provide a detailed constructability review at the design development and construction document levels including a written report of the following:
    - Site and civil including site planning, phasing, staging and logistics in ensuring vehicular and pedestrian traffic is maintained.
    - Provide a comprehensive plan with detailed procedures for managing the site, and access in and around the site
    - Provide a comprehensive construction activity impact/risk analysis to adjacent buildings, spaces, and occupants
    - Structural review and value engineering
    - Building enclosure review
    - Mechanical/Electrical/Plumbing/Fire Protection
    - Interiors
    - Overall completeness and coordination of specifications and drawings and drawing sections, details and coordination between design disciplines to avoid conflicts and minimize change orders and scope gaps
2. **Scheduling**
   - Provide a procurement schedule for all materials and equipment with lead times projected to exceed ninety days or lead times on items deemed schedule critical by the CMR.
   - Provide a bid schedule depicting anticipated bid packages and their projected issuance for bid dates. Such bid schedule shall conform to the design schedule and shall be adjusted and updated as the design phase progresses.
   - At a minimum, provide and maintain detailed construction schedules utilizing Critical Path Method scheduling techniques published by the AGC of America. [Campus PM & CPM should decide whether a 3rd party scheduling consultant will be used for the project and modify the previous sentence accordingly.]

3. **Supplier Diversity Participation**
   Develop strategies for implementation during the bidding/construction phases to enhance opportunities for diverse contractors on the project. Note that this strategy shall be reviewed with the University during the design and approved prior to advertising the first construction package. Strategies shall include monthly updates detailing minority participation during the construction phase.

4. **Bid Process**
   The successful CMR will be required to publicly advertise for bids or proposals for all trade package work. Only minor work included in the general conditions is not subject to public bid. Note the Step 2 documents contain a standard Fee Matrix provided as Exhibit D of the Agreement between the Owner and Construction Manager as Constructor identifying those categories. The Construction Manager at Risk will be allowed to self-perform trade package work only if they are the successful bidder or proposer as determined by the University and only after public advertisement. Under no circumstances may the Construction Manager at Risk create any bid package that may provide them with an advantage in the public bidding process. The Construction Manager at Risk, the University and the University’s consultants will review all trade package bids and proposals received and select those that provide the best value to the University. The results will not be publicly disclosed until after the award of the bid package or within seven calendar days after the date of the selection of the successful bidder or proposer, whichever is later.

   If the CMR reviews, evaluates, and recommends to the University a bid or proposal from a trade contractor or subcontractor but the University requires another bid or proposal to be accepted, the University may compensate the Construction Manager at Risk by a change in price, time, or guaranteed maximum cost for any additional cost and risk that the University’s requirement that another bid or proposal be accepted.

   If a selected trade contractor or subcontractor defaults in the performance of its work or fails to execute a subcontract after being selected, the CMR may, without advertising, itself fulfill the contract requirements, or select a replacement trade contractor or subcontractor to fulfill the contract requirements with the University’s concurrence.

   The CMR will provide the University with a guaranteed maximum price (GMP), detailing any contingencies and allowances included. The GMP will be established by the CMR only after the University, the University’s consultants and the CMR agree that the development of the construction documents have progressed to an acceptable level. The CMR shall assume all responsibility for all costs of construction in excess of the guaranteed maximum price executed in the amendment establishing the GMP. If the
cost of construction is less than the guaranteed maximum price, then the difference will be refunded in full to the University. All records of the CMR related to costs and expenses under the guaranteed maximum price are open in totality to the University.

The CMR will provide performance and payment bonds on the University’s form, each valued at the full amount of the cost of work of each early bid package. When the GMP is established, the CMR will be required to execute performance and payment bonds in a value equal to the GMP.

5. **Construction Phase**

Provide all services as described in the Request for Proposal (or Proposal Documents Manual) issued in Step 2, the agreement, early release orders and the Amendment establishing the GMP.

6. **Post Construction Phase**

Provide all services related to warranty and guarantees during the entire Guarantee Period.

**Description of CMR Selection Process**

The Construction Manager at Risk will be selected using a **two-step** process:

**STEP ONE** shall consist of the review and ranking of each respective firm’s qualifications and responses to the University’s selection criteria as stated herein. This is a competitive process with points awarded for each category of the selection criteria. The University will utilize a review panel to evaluate the offerings and establish a preliminary ranking of the firms. At least three (3) firms with the highest preliminary ranking based on the firm’s responses to the selection criteria will be selected by the University’s panel for the next step. Upon notification of the short list, the step two documents will be issued to the short listed firms. At least three (3) firms will proceed to step 2.

**STEP TWO** shall consist of remaining firms submitting their cost proposal including preconstruction services lump sum fee, overhead and profit percentage fee, and the lump sum cost for fulfilling the general conditions, insurance, performance and payment bond, in a sealed envelope. The project will be awarded based on the sum total of the preconstruction services lump sum fee, the overhead and profit percentage fee, and the costs of insurance, performance and payment bond and lump sum cost for fulfilling the general conditions. For evaluation purposes, each percentage fee will be multiplied by an anticipated $5,200,000.00 construction budget and added to the lump sum to determine the total aggregate fee. Refer to the Step 2 documents and the budget listed in Exhibit C of the Agreement.

In addition to the information provided herein, a matrix detailing services to be included in each category will be issued in the step two documents. All information submitted in step one with respect to project specific organizational structure, staffing, and other selection criteria, in addition to the step two documents, shall establish the basis for step two pricing.
The proposer submitting the lowest aggregate amounts for the fees and costs described herein shall be the apparent Successful Proposer. The University will then engage in negotiations with the apparent successful firm to establish final contract terms. If the University is unable to negotiate a satisfactory contract with the apparent successful firm, negotiations will cease and the University will negotiate with the next highest proposer and so on until an acceptable contract is reached or negotiations end. The University will make the determination as to when negotiations are at a stalemate and are no longer productive.

The final sum payable to the successful CMR at the conclusion of the project for the percentage component (fees) will be established as detailed in the step-two documents.

CMR SELECTION SCHEDULE

The following schedule is subject to change but represents the University’s intent.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ CM-R Advertisement</td>
<td>September 20, 2018</td>
</tr>
<tr>
<td>Receive Qualifications</td>
<td>September 28, 2018</td>
</tr>
<tr>
<td>Notify Short-Listed Firms</td>
<td>October 1, 2018</td>
</tr>
<tr>
<td>Issue Request for Proposals</td>
<td>October 1, 2018</td>
</tr>
<tr>
<td>Pre-Proposal Site Meeting</td>
<td>October 3, 2018</td>
</tr>
<tr>
<td>Interview Short Listed Firms</td>
<td>October 8, 2018</td>
</tr>
<tr>
<td>Receive Proposals</td>
<td>October 15, 2018</td>
</tr>
<tr>
<td>Apparent Successful Proposer Notification</td>
<td>October 16, 2018</td>
</tr>
</tbody>
</table>

STEP ONE (1) SELECTION CRITERIA

Each firm shall provide the following information at a minimum:

1. Summarize your four most recent CM at Risk projects of a similar size, type and degree of complexity as this project. Include a general description of the projects, GMP amounts, schedules, architect contact information and owner contact information (names, addresses, email addresses and telephone numbers).

2. Provide a summary of the firm’s methodology and practices that will be utilized in managing and executing this project in the preconstruction phase, including cost estimating capabilities and scheduling techniques. Describe how your firm will interact with the design consultants including integration of an individual into the design team’s structure to provide input and support during design. Provide a detailed list of all pre-construction services that your firm will provide. Note unique management strategies, services and value that your firm will bring to the project. Describe the critical pre-construction issues anticipated for this project.

3. Provide a summary of the firm’s methodology and practices and a summary of the firms proposed Construction Management Plan to include quality management approach and safety management elements that will be utilized in managing this project during the
construction phase. Include a detailed list of all construction phase services that your firm will provide. Describe your ability and desire to self-perform work on this project. List the critical construction issues that need to be addressed for this project to be successful. Describe quality control and commissioning procedures to be utilized. Describe how your firm will establish bid packages. Describe how your firm will develop and solicit Supplier Diversity participation on this project. Describe how your firm will update the University and the A/E of close-out phase progress and manage warranty work required typically for one year following substantial completion.

4. Identify all MBE, WBE, Veteran, Service Disabled Veteran and DBE consultants and sub-consultants including their certification status. Your team’s Statement of Qualifications (SOQ) must clearly state how this goal will be accomplished including how the firm(s) will be utilized during all phases of the contract. Demonstrate the team’s efforts and plan to achieve the University’s Supplier Diversity goal for the construction of the project.

5. Provide an organizational chart illustrating the organizational structure to be utilized on this project and briefly describe the duties of each individual. Include a bar chart illustrating the timing, duration and percent FTE involvement of each individual.

6. Provide resumes, qualifications and experience of personnel to be assigned to this project and their specific roles and responsibilities. Include the last [four (4) CM at Risk] projects they have been involved with and their roles and responsibilities on those projects. Provide additional resumes of alternate personnel and the firm’s capacity to substitute key positions in the event of unavoidable personnel changes.

7. Provide your firm’s worker’s compensation insurance experience modification rate and incidence rate for the most recent three years. Provide a summary of the safety program to be utilized on this project.

8. Provide your latest audited financial statements in a separate sealed envelope. If your firm is a subsidiary of another company, provide the latest audited financial statements for the parent company as well. Provide a letter from your surety detailing your available bonding capacity. Financial information will be kept confidential.

**Qualifications Submittal Format**
Each respondent shall submit one (1) electronic copy of the Qualifications submitted to Pat Litty at littyp@mst.edu and copy Ami Willett at willettar@mst.edu.

Qualifications should consist of the following with a maximum of ten pages one sided 8 ½ x 11 identified in selection criteria requirements (1-7). Financial statements (8) do NOT count towards the ten page maximum requirement.
EXHIBIT A

5'-10' CLEARANCE AROUND WELL HEADS REQUIRED

NORTH

EXISTING

ADDITION

FIBER OPTIC

WATER

SANITARY

STORM

ELECTRIC
EXHIBIT B

NEW CONSTRUCTION: 17,500 GSF
RENOVATION: 2,800 GSF
TOTAL: 20,300 GSF
PENTHOUSE: +1,700 GSF
EXHIBIT C

WEST ADDITION – BUILDING SECTION