TO CONTRACT DOCUMENTS ENTITLED: ERL ADDITION AND RENOVATION CMR RFQ

PROJECT MANUAL FOR:
ERL ADDITION AND RENOVATION
PROJECT NUMBER: RC000208
ADVERTISEMENT DATE: 09/18/23

PREPARED FOR: The Curators of the University of Missouri

Request for Qualifications for the above noted project and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

RFQ QUESTIONS:

**Question:** Is there a budget value for this project?
**Answer:** The construction amount available (including CM fees) is $38.5 Million.

**Question:** What is the square footage for the renovation and the addition?
**Answer:** The existing ERL building is 43,421 GSF and the Addition is proposed to be ~34,000 GSF

**Question:** Has an architect been selected?
**Answer:** Clark & Enerson from Kansas City, MO is the architect. They are currently beginning SD Design. A program study was completed by Clark & Enerson in 2021.

**Question:** Please clarify what the intent of the Owner is for a “full-time pre-construction manager”?
**Answer:** The minimum required staff for preconstruction shall be changed to the following: “One 75% FTE Preconstruction Manager, A project executive, and a project manager.” This change reflects S&T’s understanding that there may be times during preconstruction that the preconstruction manager may be working on other projects, but we expect the ERL project to be a priority for this staff member.

**Attachments**
RFQ – w/ Addendum #1 changes in red and deletions in strikethrough.

END OF ADDENDUM #1
REQUEST FOR QUALIFICATIONS
For
Construction Manager at Risk

RC000208
ERL Addition and Renovation
Addendum #1
09/20/23
Changes in red deletion in strikethrough

For the Curators of the University of Missouri
Missouri University of Science and Technology
Design and Construction Management
1701 Spruce Drive
Rolla, MO 65409

Date: September 18, 2023
ADVERTISEMENT FOR:

Qualifications for Construction Manager at Risk Services

RC000208
ERL RENOVATION AND ADDITION
MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY
ROLLA, MISSOURI

Qualifications will be received digitally by the Curators of the University of Missouri, Owner, until 10:00 AM C.T., Friday, September 29, 2023, care of Bradley Clay, at bradleyclay@mst.edu and a copy to Ami Willett at willettar@mst.edu.

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 Bradley Clay at bradleyclay@mst.edu.

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

Advertisement Date: September 18, 2023

Bradley Clay
Project Manager
MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY
REQUEST FOR QUALIFICATIONS – Construction Manager at Risk with Guaranteed Maximum Price (GMP)

Advertisement Date: September 18, 2023

Project No. RC000208
ERL Addition and Renovation

Qualifications will be received digitally by the Curators of the University of Missouri, Owner, until 10:00 AM C.T., Friday, September 29, 2023, care of Bradley Clay, at bradleyclay@mst.edu and a copy to Ami Willett at willettar@mst.edu. The names of the responding firms will be available upon request. No other information will be shared publicly until the selection process is complete.

The project shall have a Supplier Diversity participation goal of subcontracting with Minority Business Enterprise (MBE) of ten percent (10%), with Service Disabled Veteran Owned Business (SDVE) of three percent (3%); and with Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), and/or Veteran Owned Business of ten percent (10%) of the GMP. 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.

General Project Information

Missouri University of Science and Technology is requesting qualifications from firms to provide Construction Manager at Risk (CMR) with guaranteed maximum price services for a renovation and addition project developed on Missouri S&T’s main campus. The proposed building is located north of the Computer Science Building and south of St. Patrick’s Lane in Rolla, Missouri. The building project will add much-needed engineering labs as well as offices and meeting spaces and will renovate existing labs and bring them up to current building codes. The project will also tie the building into the Straumanis-James Hall Geothermal Plant and convert the building to run on geothermal energy.

The goals outlined for this project include creating a premier research facility for S&T as well as providing aesthetically pleasing buildings facades to anchor the northwest corner of campus. The research space created will be a mix of new and renovated laboratory space. Renovated laboratory space goals include all new MEP systems, new durable finishes, and additional exhaust capacity for future flexibility of each space. The renovation will take cues from Straumanis James Hall and the open assignable research areas created with that renovation. The addition will provide an opportunity to construct modular, flexible, and readily assignable research areas immediately connected to the existing ERL building. In order to maximize the research capability of the building addition, a floor-to-floor height of 16’-0” is proposed so that larger equipment and higher exhaust capacities can be accommodated. A wide corridor area at the west side of the addition will also be important to provide needed collaboration area for researchers as well as connecting each floor of existing ERL to the new addition. Throughout the entire programming phase, research capability and future flexibility were major drivers for the arrangement of space shown in the concept plans that follow. Throughout the renovated and new areas of the building, each research space must be capable of providing today’s needs along with a variety of possible future uses.

The construction amount available is $38,500,000 (this includes all CM fees). The existing building is 43,421 GSF. The proposed addition is ~34,000 GSF. The architect for this project is Clark & Enerson from Kansas City, MO. Clark & Enerson completed a program study in ’21 and is currently starting SD design.
**Description of Selection Process**

The construction manager at risk will be selected using a two-step process.

**Step One - Request for Qualifications (RFQ)** 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. Five or fewer firms with the highest preliminary ranking based on the firm’s responses to the selection criteria will be interviewed by the owner’s panel. At a minimum, the proposed project director/executive, senior project manager(s), scheduling manager(s), assisting project manager(s) and superintendent(s) shall attend the interview. The interview will include introductions with each proposed staff member summarizing their responsibilities and experience, followed by a question-and-answer session conducted by the Owner. The questions will not be provided prior to the interview. The respondent will be allowed fifteen minutes to present information supporting their response to this RFQ, followed by a question-and-answer session for the balance of the interview.

**Step Two - Request for Proposals (RFP):** Following the establishment and ranking of the short-listed firms, the RFP documents will be issued to the short-listed firms. The short-listed firms shall submit their cost proposal in a sealed envelope, including their construction phase fee, lump sum cost for fulfilling the general conditions, cost of insurance and cost of performance and payment bonds, all in accordance with the step two provisions. The Preconstruction Services scope shall be included as provision D.2. and the Preconstruction Fee shall be included in provision D.5., both as indicated on the contractor’s agreement.

In addition to the information provided herein, a matrix detailing services to be included in each category will be issued in the RFP 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. Following contract award, the successful firm shall be required to provide, at a minimum, all staffing and services detailed in the firm’s responses to selection criteria in step one and as otherwise required by the contract documents.

The final selection of the construction manager at risk will be based on a 25,000 - point system. Forty percent (40%) (10,000 points) will be awarded as established by the review panel based on qualifications, responses to the university’s selection criteria, references, the Owner’s prior experience with the respondent, and the interviews, all under a competitive process. Three hundred (300) bonus points will be awarded to an SDVE proposer. The 300 bonus points will be added to the SDVE’s qualifications score as established by the Owner’s review panel. The 300 bonus points are available only to an SDVE firm submitting a proposal directly to the Owner.

The remaining sixty percent (60%) (15,000 points) will be awarded based on the sum total of, the construction phase fee, the lump sum for fulfilling the general conditions, the cost of insurance and performance and payment bonds and preconstruction fee. For evaluation purposes, the construction phase percentage fee will be multiplied by the anticipated construction budget to establish the overhead and profit component of the price. The lowest total price submission will receive 15,000 points. Ascending price submission totals from other firms will be awarded price points on a pro rata basis.

The firm with the highest point total (qualifications/selection criteria + price points) will be deemed to provide the best value and will be the apparent successful firm.
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>
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</thead>
<tbody>
<tr>
<td>RFQ CMR advertisement</td>
<td>September 18, 2023</td>
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<tr>
<td>Receive qualifications</td>
<td>September 29, 2023</td>
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<tr>
<td>Owner panel’s review of qualifications</td>
<td>October 2 – October 6, 2023</td>
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<tr>
<td>Interview firms</td>
<td>October 13, 2023</td>
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<tr>
<td>Notice to shortlisted firms – issue Step Two (RFP) documents</td>
<td>October 16, 2023</td>
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<tr>
<td>Pre-Proposal Meeting with short listed firms</td>
<td>October 20, 2023</td>
</tr>
<tr>
<td>Receipt of proposals</td>
<td>October 27, 2023</td>
</tr>
<tr>
<td>Contract award</td>
<td>November 17, 2023</td>
</tr>
<tr>
<td>Phase 1 (addition) Construction Start</td>
<td>October 2024</td>
</tr>
<tr>
<td>Phase 2 (renovation) Construction Start</td>
<td>November 2024</td>
</tr>
</tbody>
</table>
RFQ SELECTION CRITERIA

Mandatory requirements for inclusion on the shortlist are as follows:

- A proven track record of successfully delivering project(s) similar in value and complexity by both the firm and the proposed preconstruction manager, lead project manager and superintendent.
- Experience modification rate of less than 1.0.
- No work-related fatalities in the last three years.
- Adequate financial stability as determined by the Owner.
- Licensed to conduct business in the State of Missouri.
- A score of 8,500 points (85% of the available 10,000 points).

The above stated criteria shall apply to the firm’s office that will be actively managing this project. Firms not meeting these mandatory requirements will not be shortlisted.

The owner reserves the right to seek clarifications.

Description of the Qualification Process

Qualifications of respondents to this RFQ will be evaluated based upon the financial responsibility, safety record, ability to adhere to schedules, experience the firm and the firm’s proposed project team has had with projects of similar size, construction type, schedule and complexity, the Owner’s experience with the firm on prior projects regardless of delivery type, and other information included in the qualification packet. The Owner will assign an evaluation team comprised of representatives from the design team and the Owner’s staff to evaluate and score the respondent’s qualifications material. A point total of 10,000 points has been assigned to the qualification criteria enclosed herein.

The weighting of the points for the qualifications packet will be as follows:
- TAB 1 - 2000 points
- TAB 2 - 2500 points
- TAB 3 - 2500 points
- TAB 4 - 1500 points
- TAB 5 - 1500 points

QUALIFICATION PACKET: Each respondent shall submit one electronic copy of the Qualifications to Bradley Clay at bradleyclay@mst.edu. Qualifications shall be a maximum of ten one-sided 8 ½ x 11 pages, not including the organizational chart and bar chart, personnel resumes/qualifications, project lists, examples of preconstruction reports, table of contents for the safety and quality assurance manuals, and financial statements.

TAB 1 – ORGANIZATIONAL QUESTIONS (2000 points)

1. Furnish a brief history of when and how your company was founded, how it evolved and a list of the company’s primary officers and their duties.
2. Provide your firm’s EMR, TRIR and DART for each of the last three (3) years.
3. Provide total annual volume of construction work completed for each of the past five years.
4. Provide projected volume for 2024 and 2025. Provide a project listing and contract amounts.
5. Provide a list of 5 CMR projects of similar scope and/or complexity completed within the last five years and specify the delivery method used. Include the contract amount or GMP value. Include architect and owner contact information.
6. Provide your firm’s total and available bonding capacity.
7. Has your company had any work-related fatalities in the last 3 years from the advertisement date of this RFQ?
8. Is your company licensed to conduct business in the State of Missouri?

**TAB 2 - STAFFING (2500 points)**

Furnish an organizational chart showing all people who will be involved with this project and their roles and responsibilities. Furnish a resume for all staff on the organizational chart, including education and time with the company. Include a paragraph for each individual detailing their experience in a similar role on projects with similar scope or complexity that qualifies them for this project. Include the staff member(s) who will be responsible for developing and updating the construction schedule. Specific experience provided in tab 1 should also be noted in their resume.

Provide a bar chart (timeline) illustrating percentage FTE (including hours per week), involvement during both preconstruction and construction for each team member. For the construction phase, indicate who will be onsite full time. Include their arrival and duration onsite.

Identify key project leadership staff who will be involved both in the preconstruction and construction phases, their level of authority and how they will interact with the Owner and Architect.

At a minimum, contractor shall supply, during the construction period, a full-time project manager, a full-time on-site superintendent, and a full-time on-site Project Engineer. During the pre-construction period the contractor shall supply, at a minimum, one full-time 75% FTE preconstruction manager, a project executive, and a project manager. These minimum requirements serve only as a baseline. The contractor shall supply all staff necessary to complete the project in addition to what is listed above.

No change in the proposed staff members will be considered unless such changes are directed by the Owner or extenuating circumstances exist that merit such consideration. Under any circumstance, no changes will be allowed without the consent of the Owner. The Construction Manager shall provide a minimum of twenty-one (21) calendar days-notice to allow consideration of the proposed change by the Owner. Personnel proposed as a replacement for any staff member submitted with the response to the RFQ shall have similar qualifications and experience as that staff member proposed for replacement. The supporting documentation included in paragraph 1. above shall be submitted with the 21-day notice. Failure of the Construction Manager to comply with this requirement may result in the suspension of the Construction Manager from participation on future University of Missouri projects for a period of one year.

The Owner, Architect and Construction Manager will jointly review staffing and team performance approximately three months following the onset of preconstruction, and at an appropriate point following the start of construction. The purpose of the review will be to ensure staffing levels are adequate and all entities are performing as required.
**TAB 3 – PRECONSTRUCTION (2500 points)**

Describe how your staff will collaborate with the design team and Owner and provide feedback during the preconstruction phase.

List the services your firm will provide during the preconstruction phase. Describe how your firm will utilize value engineering, constructability analysis and market analysis in recommending alternative design concepts, cost savings opportunities, and equipment and material applications.

Furnish a two-page example of each of the reports the CMR will provide during the preconstruction phase.

Provide a summary of your firm’s in-house capabilities regarding MEP systems to be implemented during preconstruction. Describe how your firm will utilize third party expertise in reviewing and estimating the mechanical, plumbing, and electrical design, (if applicable).

Describe how your firm will reconcile your estimates against estimates provided by the design team.

**TAB 4 – CMR Staff Continuity (1500 points)**

Describe how your firm will ensure continuity and information exchange between the preconstruction and construction phase staff members.

Describe how your firm’s staff who will manage the construction phase will be involved in preconstruction with an emphasis on your proposed lead project manager and superintendent.

**TAB 5 - OPERATIONAL METHODS (1500 points)**

1. Describe how your firm will solicit Supplier Diversity participation.
2. Describe your firm’s safety program. Provide a copy of the table of contents from the manual.
3. Describe strategies to be utilized to ensure open bidding and equal opportunity for subcontractors and sub-subcontractors regardless of labor affiliation.
4. Describe the firm’s quality assurance program. Provide a copy of the table of contents from the manual.
5. Describe the scheduling programs and strategies to be utilized to maintain each phase of the project schedule including how the CMR’s field personnel will provide input to the scheduler(s), how subcontractor input will be incorporated, how scheduled versus completed will be monitored and updated, and how weather will be managed.

**Financial Statement (Separate document in sealed envelope)**

1. Mail or hand deliver a copy of your organization’s most recent audited financial statements to the ATTN of Bradley Clay (117 General Services Building, 1701 Spruce Drive, Rolla, MO 65409). The financial statements will only be reviewed by the individual(s) responsible for evaluating them. After the review is complete, they will be subsequently destroyed.