



REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER/GENERAL CONTRACTOR SERVICES

REQUEST FOR QUALIFICATIONS DATE: June 29, 2020

SUBMITTALS DUE NLT: 3:00pm local time, July 31, 2020

RFQ # 1-2020

The Pueblo City-County Library District (PCCLD) is seeking qualifications from Construction Manager/General Contractors (CM/GC) for renovation of the Rawlings Library, 100 E. Abriendo, Pueblo, CO. It is PCCLD's intention to solicit qualifications from several firms, evaluate the results, and seek full proposals from a short list of firms deemed best fit for PCCLD. This request is outlined as follows:

1. Description of the Project
2. Financing
3. Qualification Process
4. Project Schedule
5. Submittal Requirements.

1. Description of the Project

The renovation of the Rawlings Library is contemplated to involve significant interior refurbishing to an existing facility along with some site work. The project is more fully described in the document entitled Pueblo City-County Library District Library Facilities Master Vision (June 2019) and available online here: <https://www.pueblolibrary.org/sites/default/files/pdf/PCCLDLibraryFacilitiesMasterVisionPlans.pdf>. Please note the timeline included in the referenced document has been modified more recently and now is planned to occur over an approximate three year period. PCCLD anticipates library operations will continue to function during the design and construction phases of the renovation of the Rawlings Library, and the design and construction will be planned and coordinated to minimize disruption to services during the project. Architect for the project is Anderson Mason Dale Architects LLC, Denver, CO. Program and concept design is scheduled to complete in August 2020, schematic design in October 2020, design development in January 2021, and construction documents in April 2021. Construction is currently envisioned to begin in June 2021 with substantial completion in April 2023.

CM/GC services are to include pre-construction services such as, but not limited to, attending design team meetings with Architect and Owner, providing cost analysis of design decisions, detailed construction cost estimates at 100% of Schematic Design Development, 100% Design Development, and at 50% of Construction Document Development; providing value engineering services, cash flow projections, scheduling, logistical planning, constructability analysis, bidding of trade contracts and bid package administration, and the submittal of a guaranteed maximum price (GMP) for the construction work. The CM/GC will provide construction services including, but not limited to, administration, field supervision, coordinating subcontractors, maintaining quality, meeting schedules, and providing the general conditions work for the project and the comprehensive management and coordination of all on-site construction activities.

Generally, all trade contracts shall be competitively bid and assigned to the CM/GC's contract, although the CM/GC will be allowed to self-perform work that it traditionally performs with its own forces so long as these can be shown to be cost-competitive.

2. Financing

The project will be financed with the proceeds of PCCLD funds. The total project budget is approximately \$10 million "all in" for design, construction, and FFE.

3. Submittal Process

CM/GCs are invited to submit their qualifications for consideration by PCCLD. In accordance with the focus of the project, PCCLD expects the design and construction team will use an electronic project management system for construction contract administration.

Please completely respond to item **5. Submittal Requirements** and submit a response in the form of one physical copy and one electronic file (USB flash drive) by 3:00 p.m., July 31, 2020. Submittals are to be in sealed envelopes, clearly identified with the Request for Qualifications number and title, with all attachments. Submittals are to be delivered to:

Ms. Alexandria Romero, Controller
Pueblo City-County Library District
100 E. Abriendo Avenue, Room 317
Pueblo, CO 81004

Parcel post delivery is expected. Personal delivery by hand is acceptable, but, due to COVID-19 considerations, it is recommended that appointments are arranged in advance for such deliveries with Ms. Romero by contacting her at Alexandria.romero@pueblolibrary.org or 719-553-0204.

PCCLD assumes no responsibility or liability for any costs incurred by any proposer associated with the submittal or selection process. The submittals will remain the property of PCCLD and subject to Colorado Open Records law.

PCCLD will evaluate the submittals submitted and identify a short list of CM/GCs selected for interview and final selection.

4. Project Schedule

PCCLD anticipates the selected CM/GC will provide services in association with the architectural design team from the program/schematic design phase through the construction phase of the project. Specific milestones are:

<u>Project Phase</u>	<u>Completion and Report</u>
Program and concept design	August 2020
Schematic design	October 2020
Design development	January 2021
Construction documents	April 2021
Construction commences	June 2021
Substantial completion	April 2023

A formal presentation will be made to PCCLD at the end of each milestone together with a revised construction budget.

The schedule for the CM/GC selection process is as follows:

	<u>Deadline</u>
1. Qualifications requested	June 26, 2020
2. RFQ questions can be addressed to:	July 8, 2020
Jon Walker, Executive Director 100 E. Abriendo Avenue Pueblo CO 81004 719-562-5625 Jon.walker@pueblolibrary.org	
3. Owner responses to questions	July 10, 2020
4. Qualification statements due	July 31, 2020
5. Evaluation period	August 1-6, 2020
6. Selected contractors notified	August 7, 2020
7. Final proposals and interviews (tentative)	August 19-26, 2020
8. CM/GC selected	August 27, 2020

5. Submittal Requirements

Respondents should provide all information requested below in the same order as it appears in this RFQ. Submittals should be complete and provide enough information to make an informed decision of best qualified CM/GC.

Submittals are to be in sealed envelopes, clearly identified with the Request for Qualifications number and title, with all attachments, not later than 3:00 p.m. (MST), July 31, 2020, to:

Ms. Alexandria Romero
Pueblo City-County Library District
100 E. Abriendo Avenue, Room 317
Pueblo, CO 81004

Questions and requests for clarification may be sent via email, provided that the RFP number, Title, and the words “question” and/or “clarification” are identified in the subject area of the email. Questions and requests without this subject identification may be considered routine emails, and may not be properly addressed. Questions must be submitted by July 8, 2020, to:

Jon Walker, Executive Director
100 E. Abriendo Avenue
Pueblo CO 81004
719-562-5625
Jon.walker@pueblolibrary.org

Responses to all questions and requests for clarification will be posted to PCCLD’s website <https://www.pueblolibrary.org/about/requests> by July 10, 2020. Any responses by PCCLD that are considered to be a change in the terms, conditions, and specifications of this RFQ will be sent by written addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications of this RFQ unless received by the proposers via formal written addendum.

Communication from any other source, other than the above, should be considered as invalid with regard to this RFQ.

Each complete submittal is to include a signed original with all required attachments and a digital version of all documents on a USB flash drive. Emailed/faxed submittals will not be accepted. Submittals delivered after the above required date and time may be rejected for lateness.

All proposals submitted will become property of PCCLD and will be considered a public document under applicable Colorado State law.

PCCLD assumes no responsibility for any costs incurred by any firm or individual associated with the preparation, submittal, and selection process. PCCLD will evaluate the qualifications submitted and develop a short list of qualified proposers invited for interview and final selection.

PCCLD reserves the right to accept or reject any or all submittals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PCCLD.

Submittal requirements are as follows:

Item 1: General Introduction

Provide a simple, concise description of your firm and its history, not to exceed two pages. Additional information or brochures can be included under separate cover. Include in this section:

1. Name of firm
2. Address of firm
3. Contact person for this selection process
4. Location of nearest office
5. Number of years doing business in Colorado under current name
6. Firm size including number of employees
7. Describe firm structure (corporation, partnership, individually-owned, or other)
8. Firm principals
9. Type of work typically self-performed
10. Financial statement, preferably audited, including your firm's latest balance sheet and income statement, including current assets, net fixed assets, other assets, and current liabilities.

Item 2: Experience

Provide a brief description of three projects that have key characteristics of the Rawlings Library Renovation including size, scope, phased-complexity or use completed within the last ten years or under construction now. List references of Owners and Architects with names, email addresses, and telephone numbers.

Project descriptions should include building type, gross square footage, type of bid and bid amount, change order amount, and project manager and superintendent.

Responses to this section of the RFP should not exceed three pages total.

Item 3: Qualifications

Please address the following items:

- A. Describe your firm's approach to completing PCCLD's project, including services provided for the design and construction phases of the work. Address your control capabilities of cost estimating, scheduling, quality control, change order management, and project closeout and warranty services.
- B. Provide the resumes for the following personnel who would be assigned to this project: project manager, superintendent, and project engineer. Experience in projects of similar size, type, and systems should be included along with references and telephone numbers to verify experience. List any other projects for which the project manager would have concurrent responsibility.
- C. Include evidence that your firm will have the bonding capacity for performance and payment bonds totaling \$10 million if added to your present book of business.
- D. Furnish evidence of adequate liability insurance for a project of this magnitude providing for thirty days notice of cancellation to PCCLD.
- E. Describe your firm's work on projects with significant architectural and aesthetic constraints. How does your firm work with Owners and Architects during the design process to maintain the highest standards of architectural excellence?

Item 4: Project Completions

For all projects completed within the last five years, identify separately:

- A. Dollar amounts of liquidated damages paid and project involved.
- B. Dollar amount of bonus received for early completion and project involved.
- C. If there was litigation involving your firm.
- D. Has your firm failed to complete a project or been terminated from a contract?
- E. Has your firm ever filed for bankruptcy protection?

Item 5: Compensation

Describe in detail how you would expect to be compensated for services rendered to PCCLD for this project and what services typically would be included.

Provide a sample contract form that you would expect to use for this engagement.