



REQUEST FOR QUALIFICATIONS

AT-RISK CONSTRUCTION MANAGEMENT FOR THE NEW MIAMI COUNTY DETENTION CENTER

RESPONSE DEADLINE:

SEPTEMBER 26, 2014 at 2:00pm CDT

ISSUED BY:

Board of Miami County Commissioners
201 S. Pearl, Suite 200
Paola, Kansas 66071

INTRODUCTION AND INVITATION TO SUBMIT QUALIFICATION PROPOSALS

The Miami County Board of County Commissioners (BOCC) has decided to have a new detention center built on county owned property located at the current parking lot, south of the county administration building, on the northeast corner of South Pearl Street and East Shawnee Street. Demolition of nearby structures and construction of new parking will be included. This new detention center is intended to replace the current aging county jail adjacent to the county courthouse. The new facility is anticipated to be approximately 35,000 to 45,000 sq. ft. of new construction. The proposed construction budget for a complete facility is estimated to be a maximum of \$12.6 million.

The county board has selected the architectural firm of Goldberg Group Architects, P.C. (GGA) to design the new facility and prepare the construction documents. GGA is based in St. Joseph, Missouri and has specialized in criminal justice work for over 28 years. Initially, GGA was selected to evaluate several sites for the project and prepare concepts for each one. After due deliberation and consideration, the commission accepted the proposed site noted above, and has directed GGA to proceed with preparation of documents for construction. The commission has also selected a Construction Management (CM) approach as the preferred method of construction delivery.

In issuing this Request for Qualifications (RFQ), it is the intent of the county that the successful CM will ultimately *provide CM-at Risk Services (CMR) for a fixed fee*. It is further the intent of the county board that the *successful CM will provide a Guaranteed Maximum Price (GMP) for the cost of the construction of the project along with a Guaranteed Delivery Date (GDD)*.

REQUIREMENTS FOR PROPOSALS

Qualification documents submitted by interested construction firms must include the following elements:

- A) Proposed contractor organizational structure to manage the project, including identification of individuals to fill key roles. As a minimum, the project executive, project manager/director, and superintendent shall be identified. Include a project organization chart with reporting relationships and resumes of key individuals who would be specifically assigned to the project. Describe, in detail, each key individual's most recent project experience of a similar nature. Define the roles of any additional management and/or supervisory personnel to be assigned to the project.
- B) The project will be done on an open-book, cost plus a fee basis, to a Guaranteed Maximum Price (GMP). The establishment of the GMP is not a part of the proposal, but will be established after the CM is selected and the project documents are substantially complete. The form of agreement will be AIA A133-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price. All portions of the work must be publicly bid.
- C) A brief narrative of the firm's philosophy in doing projects of this scope and schedule, under contractual arrangements defined herein.

- D) Complete and submit enclosed Attachment No. 1 with your qualifications package.

PRECONSTRUCTION PHASE

The following preconstruction services will be required from the selected construction manager:

- A) Consult with the owner's project director and the architects regarding site and use improvements and the selection of materials, building systems and equipment. Provide recommendations on construction feasibility; actions designed to minimize adverse effects of labor and material shortages; time requirements for procurement; installation and construction completion; and factors related to construction cost, including estimates of alternative designs or materials, preliminary budgets and possible economies.
- B) Upon completion of the design development documents for the project, work with the owner/architect project team to formally prepare a preliminary working GMP by proposed subcontractor breakdown. The project team will be made up of designated owner's staff members, the construction manager, and the project architect. Specific items to be addressed in this process are building systems evaluations for cost effectiveness, identification of potential cost saving items for evaluation by the project team, assumptions made to prepare the estimate, and detailed review of the preliminary GMP.
- C) Identification of any elements/systems of the project that should be ordered prior to completion of the construction documents for either fixing costs or delivery schedules on critical path elements, or schedule date improvement.
- D) Provide cost control estimates and advice to the project team during preparation of the construction documents.
- E) During preparation of the construction documents and upon completion thereof, conduct a review with the project team for errors, omissions, and constructability.
- F) Present final GMP and GDD.

CONSTRUCTION PHASE

The construction manager shall incorporate the following elements in the construction phase:

- A) Complete a quality/coordination review of the completed construction documents.
- B) Identify, qualify, and recommend selection of contractors and sub-contractors to the owner for inclusion on sub-contractor's bid list. Incorporate additional bidders, if so directed by the owner. Manage the contractor/sub-contractor bidding process, evaluate sub-contract bids, and recommend to the owner the lowest responsible bidder on each sub-contract, award and administer the sub-contract and materials purchases. Unless otherwise directed by the owner, all sub-contracted work shall be competitively bid.

- C) All portions of the work shall be competitively bid. The owner shall participate in opening, evaluating and award of all elements of the work.
- D) Prepare a logic-based construction schedule, indicating key milestone events and dates, and include all major elements of the work. Provide regular monitoring of the actual progress versus the scheduled progress of the work, identify any variances, and prepare a written action plan, along with an updated schedule, to maintain the scheduled completion dates.

CONSTRUCTION MANAGER AT RISK SELECTION PROCESS

- A) The county shall evaluate and rank each qualification submittal on the basis of best meeting the RFQ, based on the criteria outlined below.
- B) The county shall attempt to negotiate a construction management at risk contract with the highest-ranked contractor and may enter into a contract after negotiations. The negotiations shall include a determination by which the CM selects the sub-contractors.
- C) If the county is unable to negotiate a satisfactory contract with the highest ranked CM, the county may terminate negotiations with that CM and begin negotiations with the second-ranked CM, and then to the third-ranked if necessary.

SELECTION PROCESS

A contractor selection team, made up of the BOCC, with the architect (GGA) and any other participants that the county board may include based on specialized knowledge and experience, will evaluate the proposals and rank the construction management contractors in order from highest to lowest, based on the qualification information submitted.

1. EVALUATION OF PROPOSALS

The selection participants will evaluate the qualifications, taking into consideration the criteria enumerated below with the maximum total points for evaluation, which may be assigned to each criteria:

- A) Financial resources of the construction manager to complete the project – 10 pts
- B) Ability of the proposed personnel of the construction manager to perform – 10 pts
- C) Character, integrity, reputation, judgment, experience, and efficiency of the construction manager – 20 pts
- D) Quality of performance on previous projects – 20 pts
- E) Ability of the construction manager to perform within the time specified – 10 pts
- F) Previous and existing compliance of the construction manager with laws relating to the contract – 10 pts
- G) Prior, specialized experience of the construction manager on this type of construction that being; detention and corrections experience in new construction – 20 pts

To qualify for consideration, a firm must be prepared to provide the expertise, resources and personnel experienced in project planning, cost management, project control, pre-construction and construction techniques, value-engineering analysis, scheduling and quality assurance throughout the planning and construction phases of the project.

The services to be performed by the CM will have as their objective the efficient, economical and timely delivery of the project by managing the construction of the project within the time and cost limitations and quality requirements established by the county. The services will be performed during the pre-construction and construction phases including assisting the owner in project planning, arrangement of bid packages, bidding and awards of the trade contracts, and management of construction until occupancy is achieved.

2. SUBMISSION OF QUALIFICATIONS

Interested parties are requested to submit ten (10) copies of their corporate qualifications to: Shane Krull, County Administrator, Miami County Administration Building, 201 S. Pearl Street, Suite 200, Paola, Kansas 66071, no later than 2:00 PM (CDT), September 26, 2014 after which time the board will review the materials submitted and take such action as it deems appropriate, including the option for selecting one or more firms to be interviewed at a later date. The board intends to select a project CM no later than October 31, 2014, if possible.

3. SELECTION CRITERIA

The selection of a contractor for the project shall be based upon a careful and objective consideration of the ability of each firm submitting a proposal to perform the services described in this RFP and the requirements of any federal, state and local laws and regulations that are applicable to the project. The following procedure shall be observed in the selection of a construction manager for the project:

4. INTERVIEW PHASE

The county selection team reserves the right to select a construction manager outright from the submitted qualifications, to interview one or more firms to aid in making their decision, or to reject all qualifications submitted and to begin a new round of qualifications, or to change the delivery method as they deem to be in the best interests of Miami County.

Construction management firms submitting qualifications may be invited to interview with the contractor selection team. Each firm interviewed will be provided with the time and place of interview as well as instructions as to what is expected at the interview. Questions during the interview will be relative to each firm's written qualification package, technical capability, and approach and planned execution of the project, and ability to furnish the required approach and planned execution of the project, and ability to furnish the required services. Each firm will be expected to address the following during the interview:

- A) Responses to questions asked in Attachment 1;
- B) Understanding of the project requirements;
- C) Knowledge of the local construction market;

- D) Subcontractor management;
- E) Safety program;
- F) Quality control approach;
- G) Financial stability and capacity;
- H) Other pertinent questions and concerns.

5. EVALUATION PHASE

After interviews (if conducted) the selection team will evaluate the firms interviewed. Evaluation of each firm will be based upon its written qualifications, reference inquiries, presentation during the interview, and answers to questions asked during the interview. Firms will be ranked by the selection team and the firm receiving the highest evaluation will be considered the firm that has submitted the best proposal for award of a contract for the project.

6. CONTRACT NEGOTIATION PHASE

The selection team shall attempt to negotiate a proposed contract with the first ranked firm. Should the selection team be unable to negotiate a satisfactory contract with the first-ranked firm at a price the team determines to be fair and reasonable, negotiations with that firm shall be formally terminated.

The selection team will then undertake negotiation with the second-ranked firm. In the event of failure to negotiate a satisfactory proposed contract with the second ranked firm, the owner will forward a letter to that firm notifying it of formal termination of negotiations.

Thereafter, the selection team will undertake negotiations with the third-ranked firm following the same procedure as above. Should the team be unable to negotiate a satisfactory proposed contract with any of the top three evaluated and ranked firms, the selection team shall either select additional firms in order of their evaluation ranking and continue negotiations as outlined above until a proposed contract is negotiated or review the proposed project under negotiation and determine the possible cause for failure to negotiate a proposed contract.

7. CONTRACT AWARD

Upon successful negotiation of a proposed contract with a firm for the project, the proposed contract will be recommended to the owner for review and approval. There shall be no binding contract with the owner until the contract documents with the contractor for the project have been approved by and signed by the owner.

REJECTION OF QUALIFICATIONS

The owner reserves the right to reject any and all qualification submittals in response to this RFQ that are deemed not to be in the owner's best interest. The owner further reserves the right to cancel or amend this RFQ at any time and will notify all recipients accordingly.

QUALIFICATION DOCUMENTS

The documents included in this RFQ are the following:

- **Document A:** This Request for Qualifications (RFQ), dated September 5, 2014
- **Document B:** Attachment No. 01 – Construction Manager Qualifications Supplement

The BOCC reserves the right to accept or reject any and all qualification proposals and to waive technicalities deemed to be in the best interests of the project. It is anticipated that CM interviews will be conducted in mid October 2014.

The board looks forward to receiving corporate materials for this important project and expresses its appreciation in advance for your interest in Miami County.

Shane Krull
County Administrator
Miami County, Kansas

Cc: Rob Roberts, Miami County Board Chairman
David Heger, Miami County Attorney
Lawrence Goldberg, GGA Architects

ATTACHMENT NO. 1
CONSTRUCTION MANAGER / CONTRACTOR
QUALIFICATIONS SUPPLEMENT



INSTRUCTIONS

- A) Please type all responses. Attach additional pages for each numbered question, as necessary.
- B) Attach a letter of intent from a surety company indicating the applicant’s ability to bond this project. The surety shall acknowledge that the firm may be bonded for the construction phase of the project, with a potential maximum construction cost of \$13 million. The surety company must be licensed to do business in the State of Kansas and must have a Best Rating “A”. The letter should indicate that the applicant has fulfilled all fiduciary delegations necessary for coverage by the surety and that the surety will, if required provide construction funds not later than thirty (30) days after notification.
- C) Attach a letter of intent from your commercial lender, indicating the applicant’s ability to furnish an irrevocable letter of credit for \$200,000, payable to Miami County or its duly authorized agent.
- D) Number each side of each page consecutively, including brochures, resumes, supplemental information, etc. **Submittals for this Attachment No. 1 must be limited to 50 pages.** Covers, tables of contents and divider tabs will not count as pages, provided no additional information is included on those pages. *Work product samples (reports, schedules, etc.) provided in response to questions 7, 8, and 10 will not be counted in the 50-page submittal limit.* Package these separately from the submittal of statement of qualifications, labeling each sample clearly. Any submittal exceeding the 50-page limit will be disqualified.
- E) Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. (See question 11) Any associations will be disqualified. (This does not preclude an applicant from having consultants.)
- F) When up to five related projects are requested (question 3), do not list more than five. When up to three project examples are requested, do not list more than three.

1. GENERAL INFORMATION

Firm Name: _____

Address of Proposed Office in Charge: _____

Telephone Number: _____

Federal ID Number: _____

2. FIRM HISTORY

For how many years has your firm been providing:

Construction Management Services? _____

General Contracting Services? _____

3. EXPERIENCE / REFERENCES

Provide this information on separate sheets.

- A) List a maximum of five (5) projects for which your firm has provided / is providing construction management or general contracting services which are most related to this project. In determining which projects are most related, consider: related size and complexity; project type; how many members of your proposed team worked on the listed project; and how recently the project was completed. List the projects in priority order, with the most related projects first.
- B) Among the five (5) projects specified in (A) above, include at least three (3) projects which demonstrate experience with criminal justice facilities.
- C) *Modular Steel Cells*: Demonstrate construction of at least two (2) separate projects wherein at least an aggregate of thirty (30) modular steel cells have been used for detention housing in the past ten (10) years. Please indicate the cell manufacturer who supplied the cells and number of cells installed for each project.
- D) For each of the listed projects, provide the following information: construction cost (original GMP and final construction cost), current phase of development, estimated (or past) completion date, type of construction management services provided (if the applicant provided services as a general contractor, so indicate), owner's contact person and telephone number, and the name and telephone number of the project architect.
- E) Furnish additional references from five (5) separate detention equipment firms with whom you have previously worked. Projects used for these references should include housing and support facilities, and must include at least two (2) detention lock manufacturers and one (1) security electronic controls integrator. References must include current, operating companies, contact person(s) with whom you have worked and their respective project roles. References of defunct companies or contacts without specific knowledge of your firm and firm's performance will not be considered.
- F) The BOCC is very interested in having local county contractors involved in this construction project. List any of your past or current projects where Miami County based contractors or sub-contractors have been, or are being employed. Indicate the project name (whether or not included above), the contractor name and function, and a contact name and current contact information.

4. APPLICANT'S PERSONNEL

Provide this information on separate sheets.

- A) Name all key personnel, which will be part of the construction management team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. (Note: key personnel must be committed to this project for its duration unless formally excused by the owner. This requirement is non-negotiable.)
- B) For each project listed in response to question No. 3 list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects.
- C) If the team as a whole provided construction management services for any of the projects listed in response to question No. 3, so indicate.

5. APPLICANT'S CONSULTANTS

Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role in the project and their related experience. List projects on which your firm has worked with the consultant in the past.

6. ADDITIONAL INFORMATION

Provide this information on separate sheets.

- A) For three of the projects listed in response to question No. 3, describe conflicts or potential conflicts with the owner or with subcontractors, and describe the methods used to prevent and/or resolve those conflicts.
- B) For three of the projects listed in response to question No. 3, describe the types of records, reports, monitoring systems, and information management systems which your firm used in the management of those projects. Provide examples of each report used. (Note: follow Instructions paragraph D when submitting these examples.)
- C) For three of the projects listed in response to question No. 3, describe your cost control methods for the preconstruction phases. How did you develop cost estimates and how often were they updated? Provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of successful value engineering to maintain project budgets without sacrificing quality. Include a sample of a cost estimate. (Note: follow Instructions paragraph D when submitting this example.)
- D) For three of the projects listed in response to question No. 3, describe the way your firm maintained quality control during the preconstruction and construction phases. Provide specific examples of how these techniques were used.
- E) For three of the projects listed in response to question No. 3, describe the way in which your firm developed and maintained project schedules. How did you develop schedules and how often were they updated? Provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them. Use examples of phasing construction to minimize disruption of essential

public services, where applicable. Submit an example of a project schedule. (Note: follow Instructions paragraph D when submitting this example.)

F) Is this application a joint venture: _____ Yes _____ No

If so, describe the division of responsibilities between the participating firms, the offices (location) that will be primary participants, and the percent interest of each firm. Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture agreement to each copy of the submittal. (The joint venture agreement should be numbered within the 50-pag submittal.)

ACKNOWLEDGEMENTS

Do you make the following acknowledgements / certifications? If so, sign on the line provided below and have your signature notarized.

1. Regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at the interview):
 - A) All information of a factual nature is certified to be true and accurate;
 - B) All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
2. It is acknowledged that:
 - A) If any information provided by the applicant is found to be, in the opinion of the selection team, substantially unreliable, this application may be rejected;
 - B) The selection team may reject all qualifications submitted in response to the RFQ for this project and may stop the selection process at any time.
 - C) The interviewed firms will be ranked based on their total scores earned in response to the interview questions to be provided to the firms interviewed and the results of the reference checks;
 - D) The county may waive minor technicalities it deems to be in the best interest of the project;
 - E) The undersigned certifies that he/she is a principal or officer of the firm submitting a response to the RFQ for this project and is authorized to make the above acknowledgements and certifications for and on behalf of that firm.

Signature of Authorized Official

Title

Typed Name

Name of Firm

State of _____, County of _____

Sworn and subscribed before me this _____ day of _____, _____

by _____ of _____.

Notary Public

My Appointment Expires