

City of Keller

Keller Police Department

Request for Qualifications for Construction Manager at Risk

The City of Keller, Texas (“the Owner”) is interested in acquiring a Construction Manager for the Keller Police Department Renovation Project (“Project”). The Owner is looking for a company whose primary business concerns, professional qualifications, technical competence and specialized experience indicate its ability and willingness to satisfactorily perform these services. This process defines the Owner’s requirements for consideration in formulating the offerors Proposal.

Proposals will be received at the office of Karla Parker, Purchasing Agent for the City of Keller. In addition, Brad Fortune, Chief of Police, will act as the primary contact to coordinate all Offeror inquiries and technical questions. Questions must be submitted by noon January 3, 2023. All inquiries and questions must be submitted in an email to:

bfortune@cityofkeller.com

Offeror shall prepare and submit one (1) original, four (4) identical copies of its proposal and (1) electronic copy (PDF). Response is due prior to **2:00 PM on January 9, 2023**. Proposals which are not prepared and submitted in accordance with these instructions will be considered irregular and may be rejected at the discretion of the Owner. Any Proposal not received by the Owner at the time of the Proposal opening will not be considered and will be returned unopened.

An award of the Contract will be made only after completion of negotiation of the Contract on such terms as the Owner may agree upon with the Selected Offeror, and the selection committee and City Council has approved issuance of a Contract. The Owner will initially evaluate all proposals based upon evaluation criteria stated below or as may be in the Owner’s best interest in this Request for Qualifications. After initial evaluation of all submitted Proposals, the Owner may shortlist and rank at least (2) two Offerors for consideration. Once evaluated the offeror will be asked to participate in an interview to discuss their ability to perform the Services and the Work as described herein and possibly negotiate a fee schedule.

Project Description

The project consists of (1) Expansion of existing staff parking, (2) 1,000 sf addition, (3) 6,000 sf of demolition and new construction within existing building and (4) 16,000 sf of interior finish upgrades. All work will be performed within a fully occupied Police Department.

Construction is expected to begin October 2023.

Current construction budget: up to \$4,350,000.00

Architect of Record: Brinkley Sargent Wiginton Architects, Inc. (Schematic Design Phase – completed; received proposed contract)

Anticipated Timeline of RFQ:

- Date 1 RFQ Advertised 12/11 and 12/18/2022
- Date 2 RFQ response due by 2 PM, January 9, 2023
- Date 3 Interviews and negotiations of short list offeror(s) week of January 30, 2023
- Date 4 Selection and Recommendation by selection committee NLT week of February 6, 2023
- Date 5 City Council Approval March 7, 2023

Contract Documents to be used:

- AIA A133 – 2009 & Exhibit A
- AIA A201 – 2007 General Conditions

Costs of Preparing RFQ.

All cost directly or indirectly related to preparation of this RFQ solicitation or any interview required to supplement and/or clarify the RFQ, which may be required by the Owner, shall be the sole responsibility of the Offeror.

Ownership of Documents

Title to all drawings, specifications and other Contract documents is with The Owner. All Offerors and the successful Offeror awarded the Contract agree that this material will not be used in any manner other than for the preparation of Proposals and for the construction covered by the Contract Documents. Documents referred to other firms for proposals on subcontracts will be subject to the same provisions.

In addition, by submission of a Proposal, Offeror grants and conveys to The Owner and its successors and assigns all right, copyright and title to all concepts, information or ideas described or included in Offeror’s Proposal for use by the Owner and its consultants and contractors.

Minor Informalities

The Owner reserves the right to reject any or all RFQ submittals and to waive any minor informalities in any submittal or solicitation procedure (a minor informality is one that does not affect the competitiveness of the RFQ submittal).

Request for Qualifications (RFQ) Submittal Requirements:

RFQs must include all specified items detailed below and must be submitted in accordance with all provisions of the solicitation documents. RFQs must be printed on letter-sized (8-1/2” x 11”) paper. The Owner requests that RFQs be submitted in a semi-permanent binder including three ring binder, coil or GBC. Sections should be divided by tabs for ease of reference. RFQs are required to be submitted in multiple, complete copies of the entire RFQ. An original signature must appear on at least one (1) of the copies submitted. RFQs must be submitted in a sealed container marked on the outside with the Offeror’s name and address, and due date and time. RFQs that are not submitted in a sealed container will not be considered. Electronic or facsimile submittals will not be accepted. RFQs may be mailed or delivered (during normal business hours in person or by Federal Express, Express Mail or other delivery service). The Owner is not responsible for delivery service timing. All submittals must be received by the date and time requested.

Offeror shall carefully read the information contained in the following criteria and submit a complete response to all questions. Proposals shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs. It is not necessary to repeat the question in the response; however, it is essential to reference the question number with the corresponding answer. Additional attachments shall NOT be included with the response. Only the responses provided by the respondent to the questions identified below will be used by the Owner for evaluation. Separate and identify each criteria response by use of a divider sheet with an integral tab for ready reference.

CRITERIA 1: FIRM INFORMATION

- 1.1 Name of firm:
Address of principal office responsible for this project:
Phone and Fax:
Form of Business Organization:
Year founded:
Primary individual to contact:
Email:

CRITERIA 2: ORGANIZATION

- 2.1 How many years has your organization been in business as a CMR/Contractor?
- 2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?
- 2.3 If your organization is a corporation, answer the following:
Date of incorporation, state of incorporation,
President’s name, Vice-President’s name(s), Secretary’s name, Treasurer’s name.
- 2.4 If your organization is a partnership:
Date of organization, type of partnership,
Names of general partners:
- 2.5 If your organization is individually owned, answer the following:
Date of organization, name of owner.
- 2.6 If the form of your organization is other than those listed above, describe it and name the principals.

CRITERIA 3: MWBE PROCUREMENT PROGRAM (Not Applicable)

CRITERIA 4: EXPERIENCE

- 4.1 List a minimum of (5) similar projects constructed. If the project is currently in progress identify percent complete and anticipated completion date. For each project provide the following information:

- Project Title & Location:
- Description:
- Square Foot:
- Project Value:
- Completion Date (if in progress also included percent complete):
- Owner Reference including Company, Primary Point of Contact, Phone, Fax and Address:
- Architect Reference including Company, Primary Point of Contact, Phone, Fax and Address:
- Type of Contract: (i.e. Lump Sum, Design/Build, CM@R, etc...)

- 4.1.1 Current work:
List or identify the major construction projects your organization has in progress, giving the name and location of each project, the nature of your selection for the project, and the service you are providing, owner, architect, contract amount, percent complete and scheduled completion date.

- 4.1.2 Work over last 5 years:
List major projects constructed by your organization over the last 5 years. For each project, provide the name, nature of the project/function of the building, size (sf), location, cost, completion date, owner and architect.

CRITERIA 5: FINANCIAL INFORMATION

- 5.1 Claims and suits. (If the answer to any of the questions below is yes, please attach details.)
 - 5.1.1 Has your organization ever failed to complete any work awarded to it?

- 5.1.2 Has your organization filed or had filed against it any lawsuits or requested arbitration with regard to construction contracts within the last five years that would affect your ability to complete this project?
- 5.2 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)
- 5.3 Provide name, address and phone for bank reference.
- 5.4 Surety: Name of bonding company, name and address of agent.
With this submission, Offeror is required to submit a Letter from Offeror's Surety stating Offeror's ability to acquire bonding as required in the full amount of the contract either directly or through reinsurance and ensuring the commitment from its Surety to provide such bonding.
- 5.5 Insurance: Identify your insurance carrier and agent. Include a certificate of current policies in place.

CRITERIA 6: EXPERIENCE WITH CONCEPTS FOR WORKING AS A CONSTRUCTION MANAGER

- 6.1 Savings
Describe your organization's concept for the disposition of savings realized during construction.
- 6.2 Contingencies
Describe your organization's concept for cost contingencies during construction? What is your organization's concept for the disposition of contingency funds after the completion of the project?
- 6.3 Cost Information:
Does your firm make all cost information during design and construction available to owner, architect?
- 6.4 Safety:
Provide your safety record and experience modifier rate for the last five (5) years, and your approach to managing Safety on the project.
- 6.5 Schedule:
Describe how you will develop, maintain and update the project schedule for each stage independently, and for the overall project during design and construction. Identify the specific resources (i.e. personnel, hardware, software, etc.) to be used on this Project.

CRITERIA 7: PROJECT APPROACH

Describe your organization's concepts for working in a team relationship with the Owner and Architect during the design and construction of major projects. Describe how your firm would assist the Owner in assuring the project will be delivered in the most value-conscious means possible including value engineering, constructability and establishing the GMP. Identify the specific resources (i.e. personnel, hardware, software, etc.) to be used on this Project. Describe methodology your firm uses during the Construction Phase regarding quality assurance/quality control and dispute resolution as well as technology and reporting systems for managing the project. Finally, describe your firm's approach for check out, testing, and commissioning of building systems and how you handle the warranty process.

CRITERIA 8: PERSONNEL

Given the scope and schedule for the project, identify the Project Manager, Estimator, and Superintendent who would lead the Project Team. Provide a resume for each individual including their years of experience and years with your firm.

CRITERIA 9: OWNER/CONTRACTOR AGREEMENT

We propose to base the Owner/Construction Manager Agreement on the AIA document A133-2009, with AIA Document A133-2009 Exhibit A and the AIA Document A201-2007, General Conditions of the Contract, draft copies have been included with this RFQ. Please note any exceptions/issues you would raise relative to this document. Any exceptions/issues to this document not included within the proposal will not be recognized and may result in immediate disqualification of proposal.