

REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGEMENT AT-RISK (CMAR) SERVICES

**PROJECT INFORMATION
AND
SUBMITTAL INSTRUCTIONS**

**Grand Forks Public Library
Interactive Children's Department Remodel
Grand Forks, North Dakota**

REQUEST FOR QUALIFICATIONS (RFQ)

Construction Manager at Risk (CMAR)

GRAND FORKS PUBLIC LIBRARY

2110 Library Circle, Grand Forks, North Dakota

Interactive Children's Department Remodel

1. Project Description

The Grand Forks Public Library (GFP) is undertaking a project that includes reconfiguration of space, carpet replacement, power and data upgrades, and new interactive furnishings for the children's department on the upper level of the Grand Forks Public Library (approximately 5,800 sf). The intent is to create an interactive space that serves as a playground for curious minds.

2. Scope of CMAR Services

The CMAR will work with the Library and JLG Architects beginning immediately after selection until completion of the project in the summer of 2023. Services to include:

- a. Estimating services at the completion of the design phase.
- b. Construction feasibility recommendations throughout the design/construction phase.
- c. Construction project delivery with a total project cost of \$850,000 – \$1,020,000 including but not limited to all construction costs, professional services (architect fees, CMAR fees, engineering fees, etc.), permits, soft costs, contingencies, and other related expenses.
 - i. Procurement and supervision of all sub-contractors.
 - ii. Coordinate all work packages and subcontractors/suppliers.
 - iii. Establish, monitor, and enforce the construction schedule to meet the timeline requested by the Library.
 - iv. Prepare project construction reports, minutes, and schedules.
 - v. Develop and implement a quality assurance plan.
 - vi. Maintain a record document set
 - vii. Implement and monitor a safety program.
 - viii. Implement a system for cost control.
- d. Contract terms will be based on AIA Document A133 2017, Agreement between Owner and Construction Manager, complete with North Dakota Attorney General Amendments.

3. Guaranteed Maximum Price (GMP)

- a. The GMP will be provided to the owner when the drawings and specifications are sufficiently complete as mutually agreed upon by Library, CMAR and JLG Architects. The CMAR will be required to obtain bids and/or quantify costs for all work so that the GMP amendment may be executed within one week of completion of the Construction Document phase, or otherwise as agreed upon by the Library and JLG Architects.

4. Submittal Requirements

Firms wishing to be considered shall submit qualification materials no later than 12:00 PM Central Time, Friday, October 14th, 2022 at the office of:

Grand Forks Public Library
Attn: Wendy Wendt
2110 Library Circle
Grand Forks, ND 58201

Phone: 701-772-8116 ext. 15
Email: wendy.wendt@gflibrary.com

- a. Format:
 - i. Paper Submittal: should not exceed 20 printed pages, excluding the front and back covers and section dividers, and shall be within a soft bound document using 8.5" x 11" portrait format paper. Provide six (6) hard copies.
 - ii. Electronic Submittal: provide one (1) electronic format copy of the submittal on an electronic thumb drive and/or via email. This copy shall be a non-editable PDF version of the paper copy.
- b. Company Description:
 - i. Provide a brief summary that describes and highlights company experience, qualifications and expertise related to this project.
- c. Project Experience:
 - i. Provide project experience for a minimum of three (3) similar projects including the project name, location, function, size, cost, schedule, construction method and Owner references.
- d. Current and Projected Workload:
 - i. Indicate availability of key personnel, workforce, and consultants as it relates to project commitments and proposed schedule.
- e. Ability of Key Personnel:
 - i. Provide qualifications and experience of key personnel that will work on project, including an organization chart noting at a minimum principal in charge, project manager and on-site superintendent with team member responsibilities.
- f. Familiarity with the location of the public improvement:
 - i. Services required from sub-contractors will be procured through a public advertisement and competitive bid selection process administrated and processed by the CMAR. Criteria for selection of the CMAR, based on Sub-Contractors, includes but is not limited to the following:
 - 1. Number and quality of sub-contractors the CMAR will pursue locally.
 - 2. Demonstrating an ability to forecast local bidding and construction conditions as it relates to sufficient work force and costs.
 - 3. Open book bidding to be reviewed by the Library.
- g. Safety Record:
 - i. Provide appropriate information/documentation related to safety records on previous projects similar in nature.

- h. Fees
 - i. Propose fee for the design/cost estimating phase prior to establishing the GMP.
 - ii. Proposed fee based upon a percentage of total construction cost for the construction phase of the project.
- i. Bond and Insurance:
 - i. Proof of ability to provide a bond in an amount at least equal to the amount of the guaranteed maximum price of the project as well as meet necessary insurance requirements of the State of North Dakota.
- j. Additional Information will be distributed to requestors if required during the course of advertisement

5. Selection Committee, Criteria and Timeline

The selection committee is comprised of the following entities:

Governing Body representative: Brad Sherwood, Library Board President; Registered Architect: Mike McLean, Registered Engineer: Travor Fredrickson, Contractor: Tom Behm. The selection will be based on the committee review and scoring of the qualification submittals only. Interviews will not be held. Upon review and scoring of the qualification submittals, the recommendation from the selection committee will be presented to the Grand Forks Public Library Board for final approval and award of the CMAR contract.

The CMAR will be selected through a qualifications-based submittal. Selection will be based on, but not limited to, the following criteria:

- a. Demonstration of the qualifications contained herein.
- b. The willingness and ability to work in the best interest of Grand Forks Public Library by providing value engineered cost saving solutions to the project.
- c. The overall weighted score from the submittals will be used to determine the list of finalists. The selection committee will meet to review the finalist's submittals, or three (3) highest ranked CMAR proposals
- d. The selection committee will recommend, to the Library Board, the CMAR receiving the highest score.
- e. Weight

i. Similar Project Experience	20%
ii. Familiarity with Location	15%
iii. Management	15%
iv. Personnel	15%
v. Estimating and Scheduling	10%
vi. Workload	5%
vii. Safety	5%
viii. Compliance with State & Federal Law	5%
ix. <u>Fees & Expenses</u>	<u>10%</u>

Totals	100% for qualifications submittals
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The following represents the sequence of events anticipated for the selection procedure.

Distribute RFQ	9/28/2022
Qualifications Due	10/14/2022
Selection Committee meeting	10/17/2022
Recommendation to Award	10/19/2022
Begin CM services	10/26/2022
Project Complete	7/28/2023