

**REQUEST FOR QUALIFICATIONS  
CITY OF KINGMAN  
ENGINEERING DEPARTMENT BUILDING IMPROVEMENTS  
ENG15-052  
December 2015**

The City of Kingman (City) is seeking a qualified construction manager/general contractor to provide complete design and construction services as the Construction Manager at Risk (CMAR) for improvements to the interior and exterior of the Engineering Annex Building located at 220 N. Fourth Street, Kingman, AZ 86401.

**SECTION I-PROJECT DESCRIPTION**

The Engineering Annex Building is a historic building located at the corner of Fourth Street and Oak Street in downtown Kingman. The building was constructed in 1935 and originally served as the Post Office for the town of Kingman. The main areas of repair and improvement are the roof and heating/cooling systems.

The existing roof consists of a foam-elastomeric system, which has had some leaks and repairs over the years. It is unknown exactly when the current roof was installed but it is at least twenty years old. Because of its durability and long life, the City is considering a rubber membrane system as a replacement to the current roof. In 2014, the main HVAC unit was replaced and several ductless units were installed. There are four or five additional offices that are in need of the ductless type units. In addition, the City is planning on general painting, window sealing, installation of cabinets, minor plumbing and electrical upgrades and general carpentry. Installation of a camera security system may be considered as budget allows.

The total estimated design and construction cost for the work is \$125,000. It is expected that all work will be complete by June 30, 2016.

**SECTION II-SCOPE OF WORK**

The City will retain the CMAR to represent and promote the City's interests during both design and construction phases of the project. General roles and responsibilities required of the CMAR include the following:

- Develop and maintain the project cost model and project schedule during both design and construction phases and lead the project team in ensuring compliance with critical deadlines, milestone and budgetary targets.
- Actively participate in project coordination meetings, design reviews and partnering sessions.
- Apply the CMAR's best expertise, knowledge and skills to identify and recommend alternatives to advance the project's interests.
- Provide a truly collaborative process, which leverages all parties' expertise and strengths.
- Actively contribute to the advancement and development of the project.
- Prepare and submit a Guaranteed Maximum Price (GMP) proposal that complies with the project cost model and project budget.
- Bear complete risk for any costs in excess of the GMP.
- Comply with the City's contracts for CMAR design phase and construction phase services without modification.

Anticipated scope items for each phase of the project are listed below:

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**Design Phase**

During the design phase services by the CMAR may include (but not be limited to):

- Detailed construction estimates
- Detailed cost model that validates the project's budget, with stated assumptions
- Updates and refinements to the cost model as design is finalized
- Advice regarding materials, material costs and escalations
- Provide long-lead procurement studies and initiate procurement of long lead items
- Documented constructability reviews that shall minimize construction issues, RFI's and change orders.
- Construction sequencing to optimize overall construction time
- Concurrence with plans and specifications prior to construction
- Early establishment of contractor's indirect costs such as general conditions, fee, bonds, insurance, tax and overhead.
- Prepare and submit a Guaranteed Maximum Price (GMP) proposal that complies with the project cost model and project budget.

**Construction Phase**

Construction phase services by the CMAR may include (but not be limited to):

- Serve as the general contractor during construction
- Coordinate with various City departments and other agencies, utility companies, etc.
- Arrange for procurement of materials and equipment
- Schedule and manage site operations
- Award and manage all construction related contracts and subcontracts while meeting the City goals including use of local firms. The City prefers that local firms be employed to the maximum extent practicable.
- Provide quality controls
- Bond and insure the construction, as required by the contract
- Comply with all federal, state and local permitting requirements
- Deal with Owner issues
- Maintain a safe work site for all project participants.
- Prepare and turn over record drawings

Prior to construction, the CMAR will assume the risk of delivering the project through a guaranteed maximum price contract. The CMAR will be responsible for construction means and methods and will be allowed to self-perform the work in accordance with Arizona law (CMAR will be required to self-perform not less than forty-five percent of the work). For all subcontracts, the CMAR will be required to solicit bids based on their subcontractor selection plan that complies with Arizona law. If the CMAR and the City cannot agree on the final GMP, the City reserves the right to end negotiations and commence discussions with the next ranked firm or end the procurement under this advertisement.

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**SECTION III–PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held on December 28 at 10:00 AM Local Time at the Kingman Engineering Annex Building located at 220 N. Fourth Street, Kingman, AZ 86401. At this meeting the design team, including City staff, will discuss the scope of work, general contract issues and respond to questions from the attendees. This pre-submittal conference is not mandatory but is highly recommended for all interested firms.

**SECTION IV–STATEMENT OF QUALIFICATIONS SELECTION CRITERIA**

The CMAR will be selected through a qualifications-based selection process. Firms interested in providing CMAR services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

**A. General Information. (10 points)**

1. Provide a general description of the firm and/or team that is proposing to provide CMAR services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.
2. Provide the following information:
  - a. List the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
  - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims (public or private, including third party claims) arising from a contract which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.
  - c. Describe the firm's bonding capacity. Include as an appendix a letter from an A- or better surety company that substantiates the firm's/team's stated bonding capacity. (Said letter included in the appendix will not count towards the maximum page limit of the SOQ.)

**B. Experience and qualifications of the firm/team. (15 points)**

1. Identify at least three building improvement projects in which the firm served as either CMAR or Design Builder, agency Construction Manager during design and construction phases, and/or General Contractor within the past eight years. Preference will be given to firms that have provided CMAR or Design Build services on similar successful projects.

For each comparable project identified, provide:

- Description of project
- Role of the firm (specify whether CMAR, Design Builder, Construction Manager or General Contractor.)
- Project's original contracted construction cost and final construction cost
- Construction dates
- Project Owner

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- Reference information (two names with telephone numbers per project).

**C. Experience of key personnel to be assigned to this project. (30 points)**

1. (5 points) For each key person identified, list at least two projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects, provide:
  - Description of project
  - Role of the person
  - Project's original contracted construction cost and final construction cost
  - Construction dates
  - Project Owner
  - Reference information (two contacts, including roles on the projects and telephone numbers per project).
2. (20 points) Highlight each key person's experience in the following areas: collaborative design experience on similar projects, conceptual costing experience/knowledge, value engineering/constructability experience, roofing and HVAC experience and other related work.
3. (5 points) List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

**D. Understanding of the project and approach to performing the required services. (25 points)**

1. (5 points) Discuss the major issues your team has identified on this project and how you intend to address those issues.
2. (5 points) Discuss the particular expertise your team offers and how you propose to use this expertise to benefit and add value to the project.
3. (5 points) Describe systems used for planning, scheduling, estimating and managing construction; and briefly describe the firm's experience on quality control, dispute resolution, and safety management.
4. (10 points) Describe your understanding of the CMAR role for the project and its responsibilities. Describe your approach to performing preconstruction services.

**E. Subcontractor Selection Plan (10 points)**

Briefly describe your subcontractor selection plan. The selection of subcontractors must be based on qualifications or a combination of qualifications and price, but should not be based on price alone. (Note: your Subcontractor selection plan will be included in the CMAR contract.) Discuss the amount of work that may be performed by local subcontractors including suppliers and services.

**F. Overall evaluation of the firm/team and its perceived ability to provide the required services. (10 points)**

This is to be determined by the selection panel members. No submittal response is required.

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**SECTION V–SUBMITTAL REQUIREMENTS**

Firms interested in the above project should submit a SOQ clearly identifying this project on the cover of the SOQ, which includes a one-page cover letter, **plus a maximum length of twelve pages to address the SOQ criteria (excluding resumes but including organization chart)**. Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Please provide **an original plus six copies (total of seven) of the SOQ by 3:00 p.m. local time on Friday, January 8, 2016.**

Delivered or hand-carried submittals must be provided to the City Clerk at the address given below. On the submittal package, please display: firm name, project number, and/or project title.

Interested teams are invited to respond in writing to:

Sydney Muhle, City Clerk  
310 N. 4<sup>th</sup> Street (mailing)  
Kingman, Arizona 86401

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time
- The number of originals and/or copies of the submittal specified
- Adherence to maximum page requirement

Adherence to the maximum page criterion is critical; each page side (maximum 8 ½ by 11-inches) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages.

**SECTION IV–SELECTION PROCESS AND SCHEDULE**

A Selection Committee will evaluate each SOQ according to the above criteria and will be based solely on qualifications of the firm/team. The selection panel will produce a rank-ordered list of at least the top three, but no more than five firms. Interviews will not be conducted as part of the selection process. The City intends to enter into negotiations with the top ranked firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval. If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

The following tentative schedule has been prepared for this project:

|                             |                  |
|-----------------------------|------------------|
| SOQ submittal date          | January 8, 2016  |
| SOQ reviewed by committee   | January 22, 2016 |
| Firms notified of selection | January 25, 2016 |

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**Instructions.** The City of Kingman shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

Firms who pick up a copy of the Request for Qualifications packet or are sent a copy through the City of Kingman's Engineering Department will be included on the Request for Qualifications Holders List. Firms receiving a copy of this packet through any other means (including the City of Kingman website) must register as a Request for Qualifications holder at the Engineering Department or call (928) 753-8122 to register by phone.

Any person or firm desiring to submit a protest in connection with the procurement shall follow the procedures stated in Arizona Revised Statutes 34-603 J.

**City Rights.** The City of Kingman reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

**Questions.** Questions pertaining to the consultant selection process or contract issues should be directed to the City of Kingman's Engineering Department at:

- (1) Frank Marbury, [fmarbury@cityofkingman.gov](mailto:fmarbury@cityofkingman.gov) or
- (2) Greg Henry, [ghenry@cityofkingman.gov](mailto:ghenry@cityofkingman.gov)