

## **IDAHO FALLS AUDITORIUM DISTRICT**

### **REQUEST FOR QUALIFICATIONS FOR AN INTEGRATED PROJECT DELIVERY METHOD UTILIZING CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES FOR 4,000 HOCKEY SEAT MULTI-USE ARENA**

#### **Table of Contents**

#### **I. GENERAL INFORMATION**

- A. Introduction/Description of Project
- B. Minimum Qualifications
- C. Scope of Services

#### **II. PREQUALIFICATION SUBMITTALS (STEP I)**

- A. Schedule
- B. Mandatory Pre-submittal Conference
- C. Clarifications
- D. General Information
- E. Prequalification Submittals

#### **III. ORAL INTERVIEWS/COST PROPOSAL (STEP II)**

- A. Short List
- B. Oral Interview
- C. Method of Selection and Award

#### **IV. EVALUATION CRITERIA**

##### **A. PREQUALIFICATION SUBMITTAL CRITERIA**

1. Qualifications of the Firm(s)
2. Qualifications of the Management Team Members
3. Project Management Approach
4. Prior Project Experience/Success
  - Timeliness
  - Budget Considerations
  - Quality
  - Services Disruption
  - Project Acceptability
  - Compliance
5. Miscellaneous Considerations
  - Claims/Litigation History
  - Other

## B. ORAL INTERVIEWS CRITERIA

1. Qualifications of the Firm(s)
2. Qualifications of the Management Team Members
3. Project Management Approach
4. Prior Project Experience/Success
5. Miscellaneous Considerations
  - Craft Labor Capabilities
  - Bonding Subcontractors
  - CMGC Self Performed Work
  - Other

# **REQUEST FOR QUALIFICATIONS FOR AN INTEGRATED PROJECT DELIVERY METHOD UTILIZING CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES FOR 4,000 HOCKEY SEAT MULTI-USE ARENA**

## **I. GENERAL INFORMATION**

### **A. INTRODUCTION/DESCRIPTION OF PROJECT**

This project proposes construction of a 4,000 Hockey Seat Multi-Use Event Center in Idaho Falls, Idaho. The new building will be located in Snake River Landing between Snake River Landing Parkway and Pioneer Road. The program plan provided with this solicitation references a second component of construction, the Banquet Rooms between column lines BH-1 and BH-6 southwest of BH-D. The Banquet Rooms will be part of this project and not a future phase.

Project schematic design was completed August 16, 2013 (see attached **IFEC\_SD\_Final Package\_8-16-13**), and with exception of minor code modifications from 2009 IBC to 2012 IBC, is considered complete August 16<sup>th</sup>, 2013. Design Development is in progress and expected to be completed after CMGC confirmation with Preliminary Guaranteed Maximum Price (GMP).

IFAD anticipates using a Construction Manager/General Contractor (CM/GC) approach to project delivery. A Guaranteed Maximum Price (GMP) and an updated project duration schedule will be established by the Construction Manager/General Contractor in conjunction with the Idaho Falls Auditorium District (IFAD). The CM/GC will evaluate, among other things, availability of materials and labor, project schedule, project costs as they relate to the established budget, constructability, and will work closely with the Architect/Engineer and IFAD throughout the planning, design and construction phases of the project. Construction is estimated to commence Spring 2017.

The process to be used in the selection of the CM/GC is comprised of two steps. STEP I is the Submittal of Prequalification as described in Section II (D). STEP II is the Oral Interview as described in detail in Section III. An Evaluation Committee of individuals who will be involved in the project and/or understand the required services associated with Construction Management/General Contracting will evaluate responses to this RFQ for both STEPS. Upon completion of the evaluation of the Submittals of Prequalification, a limited number of firms will be invited to the oral interviews. Qualifications will be considered in the final ranking of firms.

Selection and award of this project will be based on qualifications alone.

## B. MINIMUM QUALIFICATIONS

Notice is hereby given to all interested parties that all firms will be required to meet ALL of the minimum qualifications to be considered for these projects. To be considered as qualified, interested firms shall have, as a minimum:

- Current Idaho Construction Manager and General Contractor Licenses by firm that will be prime contract holder when submitting prequalification package; and
- Ice Arena Experience; and
- Provided Construction Management/General Contracting services within the last five (5) years for at least two (2) projects each in excess of \$25,000,000 (hard costs), utilizing the expertise present in their Idaho Office; and
- Demonstrated specific Construction Management/General Contracting experience in projects of similar scope and complexity; and
- Demonstrated bonding capability up to \$40,000,000 for an individual project coincidentally with current and anticipated workloads; provide letter from surety that affirms this capacity.

## C. SCOPE OF SERVICES

The scope of services will include assistance to IFAD during the process of assessment, design, construction, and warranty period. Specific tasks to be performed by the Construction Manager/General Contractor (CM/GC) include those generally performed by the CM/GC construction community where the Construction Manager is also the General Contractor.

## II. PREQUALIFICATION SUBMITTALS (STEP I)

### A. SCHEDULE

1. The schedule of events for the RFQ process and an outline of the schedule for the balance of the project is as follows:

Advertisement 6/10/16, RFQ Document Release 6/16/16 or earlier, Mandatory Pre-submittal Conference and Tour 6/22/16 1:30 p.m., Date Email Questions Due 6/24/16 2:00 p.m., Date Email Answers Issued 6/27/16, Submittals Due 7/1/16 2:00 p.m. (Prequalification: Step I), Interview Short List Announced 7/7/16, Oral Interviews 7/13/16, Selection Announced 7/14/16, MOU and start of CM/GC Contract Negotiation 7/15/16, Contract Approval (projected) 7/27/16, Preliminary GMP 8/1/16.

2. One (1) original and seven (7) copies plus one (1) electronic copy of the submittal are due on July 1<sup>st</sup>, 2016 and shall be received no later than 2:00 p.m. MST, at the following address:

**c/o Fuller & Beck Law Offices, PLLC, 410 Memorial Dr. Ste. 201, Idaho Falls, ID 83404** Deadline for receipt (whether mailed or hand delivered) is: July 1<sup>st</sup>, 2016 2:00 p.m. MST

3. The above schedule is tentative. Responding firms shall check IFAD website at <http://www.idahofallsauditoriumdistrict.com/> for notification of any revisions in a timely manner. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the schedule date and time.

#### B. MANDATORY PRE-SUBMITTAL CONFERENCE

1. To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have IFAD and the Architect available to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted. The pre-submittal conference will be held at:

IFAD Conf Rm, 425 N. Capital Ave., Idaho Falls, Idaho 83402, Site Visit to follow with directions to site available at meeting.

#### C. CLARIFICATIONS

1. Owner initiated changes to this RFQ will be issued under numerically sequenced email addenda. Addenda generally consist of the following items:
  - Clarifications
  - Scope Changes
  - Time and/or Date Changes

Respondents must acknowledge all issued addenda in their submittal and proposal.

2. Respondent initiated email requests for clarification will be received any time on or before June 24<sup>th</sup>, 2:00 p.m. MST. All responses will be issued as an addendum on June 27<sup>th</sup>, 2016.

#### D. GENERAL INFORMATION

1. All respondents accept the conditions of this RFQ, including, but not limited to, the following:

IFAD shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.

The respondent has reviewed the intended contract document, AIA Document A133-2009 and by responding has agreed that the terms and conditions of the Construction Management/General Contracting Agreement are expressly workable without reservation.

#### E. PREQUALIFICATION SUBMITTALS (STEP I)

1. Respondent must comply with the following items, a through f. IFAD retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of IFAD. (Note that the primary focus of the Prequalification evaluation will be the firm(s)' capabilities).

- a. Submit one (1) original and seven (7) copies plus one (1) electronic copy of the submittal.
- b. The entire submittal is to be no more than 40 double sided 8 ½' x 11" sized pages in portrait format, at least 10 font, and stapled, spiral or plastic bound. No loose leaf notebooks or hard bound submittals.

### III. ORAL INTERVIEWS (STEP II)

#### A. SHORT LIST

From the submittals received, a short list of qualified respondents shall be identified.

Firms failing to meet the minimum required qualifications will not receive further consideration.

#### B. ORAL INTERVIEW

1. Mandatory oral interviews shall be conducted for the short listed firm(s) only. Interview times and location, will be arranged by IFAD and all short listed firms will be notified in advance. At the option of IFAD, a visit to the short listed firm(s) managing home office and/or representative field office may be required. (Note that the primary focus of the Oral Interview evaluation will be the proposed Project Management Team members' capabilities).

#### C. METHOD OF SELECTION AND AWARD

The Evaluation Committee shall complete a combined evaluation of qualifications in accordance with the criteria as indicated in SECTION IV, B. EVALUATION CRITERIA.

Numerical ranking and selection of the most qualified firm will then occur.

### IV. EVALUATION CRITERIA

#### A. PREQUALIFICATION SUBMITTAL CRITERIA (Note that the primary focus of the Prequalification evaluation will be the Firm(s) capabilities).

##### 1. QUALIFICATIONS OF THE FIRM(S)

- Provide a description of the composition and management structure of your firm. Identify the firm's roles and responsibilities and relevant experience with projects of similar scope. Describe how the firm's experience will relate to the success of this project.
- Provide a description and separate graphic organizational chart complete with working titles identifying the lines of authority, responsibility and coordination.
- Provide a detailed description of the process of how your firm manages subcontractors effectively on projects of similar scope.

- Provide a detailed description of how your firm will maximize Idaho's construction work force on this project.
- Provide your firms' safety record over the last ten years, including all OSHA violations and resolutions, and describe your firms' efforts to retain and support employees.

## 2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS

- Describe the qualifications and relevant experience of the superintendent including demonstrated experience working on projects of similar scope and complexity and time commitment for this project.
- Describe the qualifications and relevant experience of other key in-house staff and time commitments for this project. Identify all current office locations of the assigned staff and any other resident expertise intended to be provided under this RFQ.

## 3. PROJECT MANAGEMENT APPROACH

- Provide a strategic project approach summary: Include discussion of your firm's approach in providing successful Construction Management/General Contracting services based on prior experience in cost, schedule and quality effectiveness. Include specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.).
- Provide a description of construction work Project Management Team has capability to competitively bid and self-perform, including qualifications to do such. It is the perception of IFAD that CM/GC self-performing construction work is in IFAD's best interest in terms of price competition. IFAD may, at its discretion, limit the types and amount of work Project Management Team bids and self-performs. Describe bid packaging process and benefits to IFAD.

## 4. PRIOR PROJECT EXPERIENCE/SUCCESS

Select your three (3) most relevant projects and provide, at a minimum, the following: The project/contract name. Description of services provided. Overall construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders. Organizational structure of service delivery under the contract (include the owner's organization as it interfaced with the respondent's contract). Key assigned in-house staff (name and title). Reference(s) for Owner and Architect.

### a. Timeliness

In general, Construction Management/General Contracting work is seen as successful if it is on time, on budget, and of high quality workmanship. Timeliness is generally based on completion by the originally scheduled date and is indicated by a Certificate of Occupancy. Please demonstrate for each of the above projects how timely delivery occurred.

## b. Budget Considerations

Similar to timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFQ, IFAD is interested not only in being within budget but also in the respondent's ability to address and implement the following issues as well:

1. Conceptual estimating
2. Value analysis
3. Alternate solutions
4. Scope reduction that maintains project function
5. Cost/benefit analysis

Demonstrate for the above projects examples of how you accomplished the above cost control services.

## c. Quality

Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how a high quality of workmanship was achieved.

## d. Services Disruption

Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc. if applicable.

## e. Project Acceptability

Please discuss how your Construction Management/General Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.

## f. Compliance

Provide information on how compliance with industry standards of care, building codes, etc. was achieved.

## 5. MISCELLANEOUS CONSIDERATIONS

### a. Claims/Litigation History of Firm

Provide information on any past, current or anticipated claims (i.e., knowledge of pending claims) from respondents; explain the litigation, the issue, and its outcome or anticipated outcome.



b. Other

This category is included for other items provided by the submitter. Inclusions may include standard firm promotional literature, testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc, intended to demonstrate why your firm is uniquely qualified for this project.

B. ORAL INTERVIEWS/ EVALUATION CRITERIA (Note that the primary focus of the Oral Interview evaluation in addition to the Cost Proposal will be the proposed project management team members' capabilities).

1. QUALIFICATIONS OF THE FIRM

- Explain the composition and structure of your project management team and how the firm will support their efforts in the field throughout this project.
- Are the lines of authority, responsibility and coordination clearly identified?

2. QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS

- Explain the prior experience with projects of similar scope and complexity and similar fast track project delivery methods of the superintendent and all other project management team members. Explain their roles and responsibilities and authority and why they are the right team members for this project.
- Explain anticipated project management team staff current and projected workload.
- Identify all current office locations and the resident expertise intended to be provided under this RFQ.
- Identify the location of the staff for the performance of this contract, their expertise, and generic equipment that will be located in Idaho and act in support of the anticipated contract.

3. PROJECT MANAGEMENT APPROACH

- Explain the strategic project approach for this project in summary: Include discussion of your team's approach in providing successful CM/GC services based on the needs of this specific project utilizing the team's prior experience including cost, schedule, and quality control.
- Explain the construction work the project management team has the capability to competitively bid and self-perform including qualifications to do such work.
- Provide a detailed description of how your project management team will select qualified sub-contractors and manage them effectively on this project.

4. PRIOR PROJECT EXPERIENCE/SUCCESS

- Explain the most relevant projects the superintendent and the team members have completed together and/or separately and what their role was. IFAD may at its discretion contact references and/or conduct independent performance analysis on projects on which the team member has worked).
- Provide descriptions of other related experience of superintendent and other project management team members.

5. MISCELLANEOUS CONSIDERATIONS

- Craft Labor Capabilities
- Bonding Subcontractors
- CMGC Self Performed Work
- Other

This category is included for other items provided by the presenter. Inclusions may include testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc, intended to demonstrate why this management team is uniquely qualified for this project.