

**REQUEST FOR QUALIFICATIONS
SUBMITTAL INSTRUCTIONS**

**CONSTRUCTION MANAGEMENT AT RISK (CMAR)
SERVICES**

Burleigh County Courthouse Renovation

Burleigh County

BISMARCK, NORTH DAKOTA

December 26, 2016

1. INTRODUCTION:

Burleigh County is undertaking a project to renovate the soon to be vacated Burleigh County Detention Center into new office space to accommodate the Burleigh County Sherriff's office and Burleigh County States Attorney's office. The Project is currently in schematic design and includes the following:

- a. Demolition:
 - i. Demolition of approximately 27,000 SF of jail space on floors 2-4, including cells, showers, restrooms, service and support, HVAC, plumbing, electrical and telecommunications.
 - ii. Minor demolition of approximately 3,000 SF on floor 1 and basement, including office, support spaces, HVAC, plumbing, and electrical.
- b. New Construction:
 - i. Renovation of approximately 27,000 SF on floors 2-4, including private offices, conference rooms, workrooms, IT, restrooms, break rooms and other related support spaces. Included will be new HVAC, plumbing, fire protection and electrical.
 - ii. Minor renovation of approximately 1,000 SF on floor 1 to include new reception and meeting rooms.
 - iii. Minor renovation of approximately 2,000 SF in the basement to include new locker rooms, meeting rooms and other related support spaces.
- c. Other Improvements:
 - i. Re-roofing of approximately 8,800 SF
 - ii. Re-windowing at floors 2-4
 - iii. Minor joint sealing at exterior.

2. PROJECT ARCHITECT

Übl Design Group, P.C.
Jeffrey J. Ubl, Principal-in-Charge
210 South 12th Street
Bismarck, ND. 58504
Tele: 701-751-4555

3. SCOPE OF CMAR SERVICES:

- a. Pre-Construction planning and design phase services to include but are not limited to the following:
 - i. Cost estimating
 - ii. Value engineering
 - iii. Constructability review
 - iv. Construction scheduling
 - v. Coordination with the Owner's Architect.
- b. Construction Phase Services to include the following:
 - i. Complete, single phase construction project delivery, with a total estimated project cost of \$9,500,000.00 that includes all construction costs, design fees, owner costs, FF&E costs, and other sundry costs typical of a large capital project.
- c. Contract terms will be based on AIA Document A133-2009, agreement between Owner and Construction Manager, complete with North Dakota Attorney General amendments*.

*Document available for review by contacting project Architect.

4. SUBMITTAL REQUIREMENTS:

Burleigh County requests the following information be submitted:

- a. Format:
 - i. Submittals should not exceed 25 printed pages, excluding the front and back covers and section dividers, and be within a soft bound document using 8.5" x 11" portrait format paper.
- b. General Description of the Firm
 - i. Include within the general description the headquarters office location and the location of the office serving this project.
- c. Qualifications of Key Personnel that will be assigned to this project.
 - i. Specifically include qualifications for the project manager and on-site superintendent.
- d. Project Experience:
 - i. Each firm shall supply project name, size, cost and schedule for a minimum of five comparable projects based on total project cost, function, and typical construction methods.
 - ii. Include projects of similar scope and size.
- e. Current and Projected Workload:
 - i. Indicate availability of key personnel, workforce, and other team members as it relates to project commitments and schedule.
- f. Statement indicating CMAR's capacity to secure required bonding and required insurance.
- g. Fees:
 - i. Each firm shall provide a proposed pre-construction fee for the planning and design phase services that occur prior to establishing the GMP.
 - ii. Each firm shall provide a proposed fee based upon a percentage of total construction costs for the construction phase services of the project. This fee is the total overhead and profit for the CMAR.
 - iii. The CMAR shall submit a percentage that assumes they will not be self-performing any scopes of the work.

5. SUB-CONTRACTOR SELECTION

- a. Services required from sub-contractors will be procured through a public advertisement and competitive bid selection process administrated and processed by the CMAR. The county reserves the right to approve any and all sub-contractors. Criteria for selection of the CMAR, based on Sub-Contractors, includes but is not limited to the following:
 - i. Number and quality of sub-contractors the CMAR will obtain locally.
 - ii. The ability to demonstrate a positive working relationship with local sub-contractors (or other construction management services) including references from key mechanical and electrical contractors attesting to the ability of the CMAR to complete the project and coordinate the various aspects of the work.
 - iii. Demonstrating an ability to forecast local bidding and construction conditions as it relates to sufficient work force and costs.

6. SELF-PERFORMANCE AND BIDDING
 - a. The county reserves the right to allow the CMAR to self-perform scopes of the work as it determines are in the best interest of the county.
 - b. The CMAR will be required to bid the scopes of the work they are allowed to self-perform in the same manner and at the same time as all other sub-contractors.
 - i. The CMAR will only be awarded work scopes if they are deemed to be the lowest responsible bidder.
7. GUARANTEED MAXIMUM PRICE:
 - a. The Guaranteed Maximum Price (GMP) will be provided to the owner at the completion of Design Development documents by the Architect. 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 Owner and Architect.
 - b. The GMP must be equal to or less than the last estimate provided to the owner during design phase, or result in forfeiture of all design phase fees.
8. BONDS AND INSURANCE:
 - a. Prior to starting any construction, the CMAR shall provide the county with a bond in an amount at least equal to the amount of the guaranteed maximum price of the project.
 - b. Prior to starting services the CMAR will be required to show proof of insurance that meet the necessary insurance requirements of the State of North Dakota.
9. Additional Information will be distributed to requestors if required during the course of advertisement.
10. Procedure for Submission:
 - i. Firms wishing to be considered shall submit six (6) copies of the qualification materials no later than 12:00pm CT, 1/17/2017 at the office of:

Burleigh County
Kevin J. Glatt, County Auditor/Treasurer

Mailing Address:
PO Box 5518
Bismarck, ND. 58506

Physical Address:
221 N. 5th Street
Bismarck, ND. 58501

- ii. The following represents the sequence of events contemplated for the selection procedure of a Construction Manager at Risk.

Distribute RFQ:	12/26/2016
Qualifications due:	01/17/2017
Selection and shortlist:	01/20/2017
Interviews:	02/07/2017

Selection and recommendation: 02/21/2017

CM services begin: TBD

NOTE: SUBMITTING A PROPOSAL INDICATES THE FIRM WILL BE AVAILABLE FOR INTERVIEWS ON 02/02/2017. INTERVIEWS WILL BE CONDUCTED AT the City/County Building

(Exact times and Location will be sent out with notification of interview), AND WILL BE APPROXIMATELY ONE HOUR IN DURATION. IT IS ANTICIPATED BY THE OWNER THAT THE CMAR WILL HAVE THE KEY PROJECT PERSONNEL IN ATTENDANCE.

1. SELECTION CRITERIA

- a. A representative from the governing body, a registered architect, a licensed engineer, and a licensed contractor, will evaluate submittals. Formal interviews will be held on the date noted above. The Construction Manager at Risk will be awarded this project based on, but not limited to, the following criteria:
 - i. Demonstration of the qualifications contained herein.
 - ii. A favorable interview (if required as indicated above) with the firm that includes at a minimum the principal in charge, project manager, and on site superintendent.
 - iii. The willingness and ability to work in Burleigh County's best interest by providing value engineered cost saving solutions to the project will also be a favorable consideration for selection.