REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGEMENT AT RISK SERVICES
May 2020

Richland County Court House and Law Enforcement Center Addition
Consisting of a Single Story Building Connecting
The North Side of the Richland County Courthouse
To The South Side of the Law Enforcement Center
418 2nd Avenue North, Wahpeton ND 58075

RICHLAND COUNTY
Wahpeton, ND

PROPOSALS MUST BE SUBMITTED TO
THE OFFICE OF THE RICHLAND COUNTY AUDITOR
Attn: Leslie Hage, Auditor/Administrator
418 2nd Avenue North
Wahpeton ND 58075-4400
Phone: 701-642-7700
Email: lhage@co.richland.nd.us
By May 22, 2020 4pm CST
REQUEST FOR QUALIFICATIONS

INTRODUCTION

1. INTRODUCTION:
   a. To provide for additional safety at the Courthouse and Law Enforcement Center, the Richland County Commission requests Statements of Qualifications for Construction Management at Risk services for a single-point, secured entry connecting the Courthouse and Law Enforcement Center.

   T.L. Stroh Architects (Fargo, ND) has been selected as the Architect.

   Richland County (County) anticipates construction to begin in the fall of 2020, with completion in the spring of 2021.

2. SCOPE OF SERVICES:
   The CMAR will work with the County and T.L. Stroh Architects beginning in May 2020, until completion of the project in the spring of 2021. Services to include:
   a. The construction of an 2,400 SQ addition between the two buildings will consist of a one-story, slab on grade building with a concrete foundation, steel column and beam framed structure with steel bar-joint roof members. The exterior walls will be designed with an exterior insulation finish system to compliment the Courthouse and Elevator addition, along with an aluminum/glass storefront system that will provide a neutral element, as well as, provide natural light into the building. A new blower coil unit will be installed in the storage room to serve the new connecting link. The blower coil unit will be hot water heat (connected to new heating hydronic system from the Law Enforcement Center) and direct expansion cooling via new condensing unit located on grade.
   b. Total project costs, including all fees, is approximately $1.25 Million.
   c. Construction is planned to start in the fall of 2020, with an expected completion date in the spring of 2021.
   d. Contract terms will be based on AIA Document A133 – 2009 Standard Form of Agreement Between County and Construction Manager as Constructor (where the basis of payment is a Cost of the Work Plus a Fee with a Guaranteed Maximum Price).

3. GUARANTEED MAXIMUM PRICE (GMP):
   a. The GMP will be provided to the County when the drawings and specifications are sufficiently complete as mutually agreed upon by County, CMAR and T.L. Stroh Architects. This is expected to be at 25 – 50% completion of Construction Documents by the Architect. The CMAR will be required to obtain bids and/or quantify costs for all work so construction contracts may be executed within one week of the Construction Document phase, or otherwise as agreed upon by the County and T.L. Stroh Architects. Savings found when bids have been obtained and cost quantified to be returned to County.
   b. The GMP must be within 5% of the last estimate provided to the County during Design Development phase, or result in forfeiture of all design phase fees and shall reimburse the County for any redesign costs necessary to align the GMP with the project budget.
   c. It is the expectation that the CMAR will make all efforts to find savings within the project during the construction phase.

4. SELF-PERFORMANCE AND BIDDING:
   a. The CMAR will be allowed to self-perform, without bidding, no more than 5% of the total of all construction. 95% of the construction must be competitively bid through a public bid process as identified in N.D.C.C. 48-01.2.
   b. The CMAR may self-perform any component of the remaining 95% of the construction work as mentioned above subject to submitting a bid as part of the required public bid process.
c. An open book bidding process reviewed by the County is required, and the County reserves the right to accept or reject any and all bids.

5. SUBMITTAL REQUIREMENTS:
Richland County requests the following material for use in selecting a Construction Manager at Risk.

a. Format:
   i. Submittals should not exceed 20 pages front and back, excluding the front and back covers and section dividers. Firms wishing to be considered shall submit (6) six 8.5” x 11” bound copies of their proposal along with an electronic file in Adobe PDF format on a USB enabled device.

b. Project Experience:
   i. Each firm shall supply project name, size, cost (original and final) and schedule (proposed and actual) for a minimum of four projects that are comparable in building type, size, location, or delivery method. Projects need to be within the last eight years and preferably within the past five years. Reference information shall also be included.
   ii. Submit safety record for the last three years.

c. Ability of Key Personnel:
   i. Qualifications for the project manager and on site Superintendent. Recent experience on government and North Dakota projects. Will staff require travel expenses to the Project site? Please quantify.

d. Current and Projected Workload:
   i. Indicate work volume, availability of key personnel, workforce, and consultants as it relates to project commitments and schedule. What projects are the key personnel assigned to now and when will they be available to transition to our project without impacting their current assignment?

e. Sub-Contractors:
   i. Services required from sub-contractors will be procured through a public advertisement and competitive bid selection process by the CMAR. The CMAR will evaluate the bids and determine which subcontractor is the most responsible. The Richland County Commission reserves the right to influence the CMAR’s determinations to the extent of the Board’s past experience with a subcontractor or current legal dispute with a subcontractor.

f. Project Familiarity
   i. State your understanding of the project.
   ii. State your understanding of local conditions affecting the project.
   iii. State your plan for ensuring maximum participation of the local subcontracting/supplier community.

g. 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. Firms must provide a letter for the bonding company showing single limit and aggregate limit bonding capacities. Assume a GMP of $1.25 million at this time.

h. Schedule:
   i. Proposed schedule for pre-construction, establishing the GMP, subcontractor bidding, and construction sequence with construction schedule. County will be pursuing an aggressive timeline.

i. Cost Control
   i. Provide a narrative to describe your company’s detailed methodology to provide cost control on this project.

j. Fees
   i. Proposed fee for the design/cost estimating phase prior to establishing the GMP.
   ii. Proposed fee based on a percentage of total construction cost for the construction phase of the project. This fee is the total overhead and profit for the CMAR, not including Section 3C.

k. Additional information will be distributed to requestors if required during the course of advertisement.
6. Firms wishing to be considered shall submit (6) six 8.5” x 11” bound copies of their proposal, along with an electronic version on a USB enabled device no later than 4:00 pm CST, Wednesday, __________ to the office of the Richland County Auditor;

Richland County Administration Phone: 701-642-7700
Attn: Leslie Hage, County Auditor/Administrator lhage@co.richland.nd.us
418 2nd Avenue North
Wahpeton ND 58075-4400

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

- Distribute RFQ: May 1, 2016
- Advertisement Dates: May 4, 11 & 18, 2020
- Qualifications Due: May 22, 2020 4:00 pm CST
- Notify Shortlist of Candidates: May 26, 2020
- **Interview Candidates: May 29, 2020**
- Recommendation to Commission/Award: June 2, 2020
- Anticipated Construction Complete: Spring 2021

8. SELECTION CRITERIA
   a. The Richland County Building Committee may conduct an interview process and evaluate submittals. If more than three Submittals are received, the selection committee will review all RFQ Response Submittals, and use the Criteria for Evaluation and their best judgment to shortlist the number of respondents for interview and may interview a minimum of three firms. The Construction Manager at Risk will be scored on, but not limited to the following criteria:
      i. The firm's experience on any similar project.
      ii. The firm's existing workload and available capacity.
      iii. The firm’s key personnel experience on any similar project.
      iv. The firm's safety record.
      v. The firm's familiarity with the location of the public improvement.
      vi. The firm's compliance with state and federal law.
      vii. A presentation by the firm during the interview which illustrates its ability to complete the work on time and within budget. In addition, the willingness and ability to work in the County’s best interest by providing value engineering cost saving solutions to the project will also be a favorable consideration for selection.

   b. The County Commission’s intent is to select and enter into negotiations with the “most qualified” Construction Manager at Risk as a result of this process. Richland County reserves the right to reject any and all proposals and to waive irregularities and informalities therein and further reserves the right to award the contract in the best interests of the County. If the County and CMAR are unable to reach a mutual agreement, the County reserves the right to enter into negotiations with the next-most-qualified CMAR or reject all proposals.

**Richland County reserves the right to select a CMAR without conducting interviews.**