

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AT RISK SERVICES
March 22, 2024
City of Farmington, Missouri**

Introduction

The City of Farmington is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management at Risk Services to assist the City in performing renovation, remodeling, construction and special projects. The firm selected shall provide preconstruction and construction services for all phases of the project.

This RFQ is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by the City of Farmington pursuant to this request.

RFQ Submission

Responses are due by **Friday April 12, 2024, at 4:00 pm** local time.

Please submit:

Eight (8) bound copies; and one (1) digital copy via email to:

Gregory S. Beavers, MPPA – City Administrator
110 West Columbia Farmington, MO 63640
Phone: 573.756.1701
Fax: 573.756.0611
gbeavers@farmington-mo.gov

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase **Request for Qualifications – Construction Manager at Risk Services for City for Farmington** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size and shall be limited to thirty (30) pages (15 pages if double-sided), exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

Schedule

The following is the proposed schedule for the selection of firms to provide Construction Management services:

March 22, 2024	RFQ Released
April 5, 2024	Last date for respondents to send clarifications/ questions
April 12, 2024	Submissions due by 4:00 pm, local time, evaluation of qualifications begins

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing to:

Gregory S. Beavers, MPPA – City Administrator
110 West Columbia Farmington, MO 63640
Phone: 573.756.1701
gbeavers@farmington-mo.gov

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

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CONSTRUCTION MANAGEMENT AT RISK SERVICES
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The City of Farmington reserves the right to reject any or all proposals, or any part thereof, or to waive irregularities or defects in any or all proposals, or to accept any proposal deemed to be in the best interest of the City.

City of Farmington Background

The City of Farmington was established more than 200 years ago, in southeast Missouri, the county seat for St. Francois County. The City has become a burgeoning force in the Midwest region and prides itself on a rich and very valued heritage, while at the same time experiencing continuous growth, both residentially and economically.

Current Design Team

- Owner and User: City of Farmington
- Architect: FGM Architects, Inc.
- Civil Engineer: Talyor Engineering, Inc.
- Mechanical, Electrical, Plumbing Engineers: Engenuity, Inc.
- Structural Engineer: Kreher Engineering, Inc.
- Aquatic Consultant: Counsilman-Hunsaker, Inc.

General Scope of Facility Plan

The City of Farmington is beginning a multi-phase/ multi-project seven-to-ten-year plan that includes, but not limited to, new construction, addition, renovations and remodeling of various buildings and grounds throughout the City of Farmington. This seven-to-ten-year facility plan has currently developed the scope for the first phase, the future phases' scope and schedule will be further refined and defined in the coming years.

Current projects for Phase One, 2024 general scope has been developed:

- Civic Center: limited upgrades finishes, doors and lighting.
- Water Park and Natatorium: equipment upgrades and maintenance
- Farmington Parks: new construction of toilets, concession stand and site work.
- Public Works: new construction and renovation of maintenance/vehicle facilities.

General Information, Notifications, and Purpose

- a. Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.
- b. Joint venture and/or cooperative professional teams will not be considered.
- c. Responding firms must have an office located in Missouri, that will service the project.

General Terms and Conditions

- a. All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The City assumes no responsibility for these costs. This RFQ does not commit the City to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b. This RFQ does not commit the City to enter into a contract. The City reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The City reserves the right to waive informalities and irregularities in the submissions of qualifications received. The City also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- c. The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the City, as determined by the selection committee, upon approval of the City Council.
- d. The City reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the City.

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AT RISK SERVICES
March 22, 2024
City of Farmington, Missouri**

- e. The purpose of this Request for Qualifications is to identify an experienced Construction Management Services firm with the best combination of qualifications.
- f. Requests for site visits and introductory meetings will not be allowed.
- g. All Proposers are prohibited from making any contact with the City Personnel, City Council, or any other administrator or employee of the City with regard to the RFQ, other than in the manner and to the person(s) designated herein. The City Administrator reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.

General Description of Scope of Services

- a) The selected Firm will become part of a project team consisting of members of the City, Architect, Engineers and community stakeholders and perform services as required.
- b) The Firm may be requested to:
 - a Attend meetings as necessary.
 - b Assist in development of the Project Program for City review and comment.
 - c Consult with the City and Architect on budgetary and funding matters.
 - d Consult with the City and Architect on Project scheduling considerations.
 - e Consult with the City and Architect on general concepts of the Project scope of work and Project needs .
- c) The Firm's services and products provided shall conform to the building codes that City of Farmington has adopted and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

Proposal Content

Statement of Interest -

- Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

Firm Description - Provide the following:

- Firm name, address, web address and telephone number.
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Services offered in-house
- Corporate organizational chart
- List any previous names of firm and years of business under each name
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the City (key personnel, project experience, etc.). The office designated to serve the City, in the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.
- The short-listed firms may be requested to provide a copy of the firm's financial statement.
- Provide a copy of the firm's certificate of insurance indicating the levels of general liability insurance coverage carried by the firm.
 - Minimum coverage to be as follows:
 - General Liability \$1,000,000 /\$2,000,000
 - Automotive Liability \$1,000,000
 - Worker's Compensation Statutory Limits
- List any litigation party, pending or initiated within the last 3 years, arising out of any work for any client; and whether still pending, or if concluded, the final result. If so, please provide an explanation.

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CONSTRUCTION MANAGEMENT AT RISK SERVICES**

March 22, 2024

City of Farmington, Missouri

- List if your firm (under current or previous names) has been terminated within the last 3 years from a project by a client and, if so, for what reason. If so, list the name and contact information for the client.

Firm Experience and Capabilities -

- Provide a list of all Municipal clients for which you have provided services for in the last five (5) years. Include total project cost amount, description (whether the project involved planning, new construction, additions or renovations), the type of services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing work such as new construction, project management, and oversight, renovation of aging facilities, additions to existing building and ground projects.
- Samples of work that demonstrate experience in public works are required.
- Firms should also demonstrate expertise in maximizing construction budgets and completing projects on schedule.

Key Personnel & Experience -

- Provide a simple organizational chart identifying key members of the firm.
- Provide resumes of project manager, project superintendent, and other key staff relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information.

Project Approach -

- Provide a brief discussion of the following:
 - The methodology that your firm would use in conducting the project from inception to Owner acceptance. This should include strategies for collaboration, communication and community building. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability/ experience to work in Missouri. In your response, describe how your firm plans to respond when the City has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the municipal sector.
- The process your firm utilizes to investigate bidders to ensure that they are qualified and equipped to satisfactorily complete a project.

References -

- Provide a minimum of three (3) references for construction management services performed on municipal facilities and grounds in Missouri in the last five [5] years.