

**REQUEST FOR QUALIFICATIONS**  
CONSTRUCTION MANAGEMENT SERVICES

Springfield Greene County Library – Republic Branch Library

February 19, 2024

Springfield Greene County Library is requesting Statements of Qualifications for the services of Construction Manager at Risk (CMAR) in accordance with RSMO 67.5050 and as described in this request for the construction of Republic Branch Library, Republic, Missouri.

Questions related to this RFQ shall be directed via email to:

Jared Younglove  
Project Director  
Paragon Architecture  
younglove@paragonarchitecture.com

PROJECT DESCRIPTION

The project includes the possible construction of a new library building and/or renovation of the existing library building at its existing site.

The Republic Branch Library is expected to be approximately 20,000 sf.

The anticipated project program is as follows:

- Library
- Administration offices
- Business center and meeting spaces
- Multi-purpose room
- Support spaces

The approximate project schedule is as follows:

- Schematic Design Phase complete in March 2024.
- Design Development Phase complete in May 2024.
- Construction Documentation Phase complete in October 2024.
- Project Bidding to occur in November 2024.
- Groundbreaking in January 2025.
- Project Completion by June 2026.

The Design Team, led by Paragon Architecture, has begun the schematic design phase.

The estimated cost of construction is anticipated \$6,000,000 - \$7,500,000

SCOPE OF SERVICES

The selected CMAR is to work with the Owner and Architect to provide a full range of pre-construction, cost estimating, and construction phase services to achieve the most cost-effective, quality design; and to provide at-risk construction services with all trade contractors to achieve the highest quality, cost-effective and safe project. The firm will be involved in the design and construction phases of the project providing continuous inspection for quality, cost control, and safety.

The selected CMAR will provide comprehensive Construction Management at Risk services, based on the AIA Standard Form of Agreement Between the Owner and Construction Manager as Constructor (A133-2019). While the Agreement may be modified during the final negotiations for this project, respondents to this RFQ should assume that the services indicated in the aforementioned Agreement will be the services required for this project.

Upon award of a CMAR contract, the CMAR shall perform its services in an expeditious and economical manner. All actual construction work on the project shall be awarded through competitive bidding as required by Missouri Law and will be subject to Missouri Prevailing Wage. This project shall have a Supplier Diversity participation goal of at least 10% M/WBE,

as certified by the Missouri Office of Equal Opportunity. CMaRs are also strongly encouraged to include Missouri-based firms on the team.

#### TIMELINE AND SUBMISSION

Qualification submissions are due to the Library Center at 4653 S. Campbell Ave, Springfield, Missouri 65810 no later than 2:00 p.m. local time on March 8, 2024.

Please provide five (5) physical bound copies and (1) electronic submission in PDF form emailed to [proposals@thelibrary.org](mailto:proposals@thelibrary.org). The written qualifications should be in a sealed envelope, clearly marked:

Jim Schmidt, Interim Director  
Republic Branch Library Qualifications for Construction Manager  
Springfield-Greene County Library District

The selection of a CMAR is a two-step competitive process.

Step One consists of the submission of qualifications. After qualification submissions are received, they will be opened publicly by the Owner, and the names of the respondents will be read aloud. The Library Board of Trustees will review and rank the submissions, selected solely on the basis of qualifications. The top-ranking firms will have an oral interview with the Library Board of Trustees on March 26, 2024, at the Library Station, 2535 N Kansas Expressway, Springfield, Missouri 65803 to more fully discuss how their approach to this project satisfies the evaluation criteria. Interview scoring will fulfill the Step One scoring requirement.

Step Two consists of a short list of firms asked to submit proposals in direct response to the Owner's Request for Proposal (RFP). Submitted proposals will remain sealed until interviews have been fully scored. As outlined in RSMo 67.5050, the proposed fee and its price for fulfilling the general conditions will be considered at this time. The Owner may begin contract negotiations with the firm submitting the best proposal as determined by the selection criteria where qualification submissions account for 60% and proposal submissions shall account for 40%. The contract will be awarded to the firm that the Board of Trustees of Springfield-Greene County Library determines is the firm that provides the best value based on selection criteria and its ranking evaluations. In the event a contract agreement cannot be reached, the Owner reserves the right to negotiate with the firm submitting the next best proposal.

Springfield Greene County Library has the right to accept or reject any or all proposals and waive any informalities or irregularities in the review process to ensure obtaining the best proposal.

All data, materials, and documentation will remain confidential until a final contract has been executed. All responses become the property of the Owner and will be part of the public record subject to public inspection in accordance with the Missouri Sunshine Law.

#### Schedule

- Deadline for receipt of Firm Qualifications and Response to RFQ - 2 p.m. on March 8, 2024.
- Submissions reviewed and ranked with the Library Board's Buildings and Grounds Committee - March 12, 2024.
- The Library Board's Buildings and Grounds Committee recommends finalists to the Full Board - March 19, 2024.
- Top firms will present to the Full Library Board of Trustees at a special session on March 26, 2024, at the Library Station, 2535 N Kansas Expressway, Springfield, Missouri 65803. The Board of Trustees is expected to select and notify awarded firm on this date and will then begin contract negotiations.
- The awarded firm shall provide a schematic design cost estimate on April 12, 2024.

#### SUBMISSION REQUIREMENT SPECIFICATIONS

The submittal can be double-sided on standard letter-sized paper (8.5" x 11") having a minimum font size of ten (10) points. The submittal shall not exceed fifty (50) pages single-sided or twenty-five (25) double-sided sheets of paper in length. (Blank pages included to separate sections will not be counted against the page count.) The front and back cover pages, cover letter, and table of contents are not included in the length restriction.

Qualification submissions shall contain the following information, in the following sequence and format:

1. Title page.
2. Introduction letter.
3. Table of contents.
4. Firm profile and philosophy. Include general firm information, background, and history.
5. CMAR Approach.
  - a. Describe specific construction management approach and proposed services including successful systems for scheduling, cost control, and onsite supervision.
  - b. Describe specific preconstruction services approach including estimating, bid package development, and preparation of project manual and bidding requirements.
  - c. Describe approach to coordinating with the Design Team during design and construction documentation creation.
  - d. Describe specific project closeout procedures, including but not limited to processes to follow up on building issues following completion.
  - e. Describe the firm's approach to general conditions and the cost of work items.
  - f. Describe the firm's current record of safety.
6. Personnel assigned to the project.
  - a. Identify key personnel who will be members of the project team. Include the proposed role and experience relating specifically to this project.
  - b. Include relevant information, including firm history, profile, philosophy, specialization, experience, and references for any sub-consultants, if applicable. Also, identify key personnel for any sub-consultants.
7. Project experience.
  - a. Provide examples of relevant project experience where full construction management services were provided.
  - b. Include project description, locations, and photos.
  - c. Include relevant information related to quality of work, ability to work within budget constraints, and ability to meet the project schedule.
  - d. Provide change order history on at least three (3) recent similar projects. Including pre-bid estimate, base bid, and change order history. Identify change orders as coordination change orders, owner-initiated change orders, and unforeseen conditions change orders.
8. References.
  - a. Provide a reference list and contact information of three (3) minimum owners for whom public construction management services have been performed, preconstruction services were provided and bid packages were individually bid to trade contractors.
  - b. Provide a reference list and contact information of three (3) minimum architectural and/or engineering references.
9. Additional information.
  - a. Provide a minimum of three (3) financial references.
  - b. Include confirmation of bonding ability.
  - c. List good faith efforts to achieve compliance with federal, state, and local affirmative action requirements.

The deadline for submitting the qualifications shall be in accordance with this notice. Submissions received after this date and time will not be considered. Telephone, facsimile, or electronic delivery of qualifications will not be considered. The Owner is not responsible for lateness or non-delivery by the United States Postal Service or other carriers to the Owner. The time and date recorded by the Owner shall be the official time of receipt. Submissions are to be prepared at no cost to the Owner.

#### SCORING CRITERIA

Qualification submissions and interviews will be scored based on the following criteria:

1. Minimum 3 references from public owners and a minimum 3 architectural and/or engineering references.
2. Minimum 3 financial references.
3. General firm information, background, and history.

4. The specialized experience and technical competence of the team with respect to the design, construction, and remodeling of libraries and similar government facilities.
5. The firm's proximity to and familiarity with the area in which this project is located with special consideration for firms located within the library district.
6. The firm's ability to meet the Library's goals for M/WBE supplier diversity goals.
7. Construction management approach, including scheduling, cost control, onsite supervision, and project closeout.
8. Approach to general conditions and cost of work items.
9. Preconstruction services, including estimating, bid package development, and project bidding document preparation.
10. Relevant project experience with CMR services was provided.
11. Relevant project experience on publicly bid projects.
12. Project-specific personnel, including project-specific roles.
13. Past record of performance, including quality of work, ability to work within the budget, ability to meet schedules, and post-construction follow-up.
14. Change order history on a minimum of 3 recent projects.
15. Record of safety.