

Request for Qualifications:  
Construction Manager Services  
Springfield-Greene County Library District

May 22, 2023

The Board of Trustees of the Springfield-Greene County Library District (referred to as the "Library") hereby gives notice of their intent to contract for construction management services using a construction management at risk (CMR) model in connection with the design and renovation project at the Library Center, 4653 S. Campbell Ave, Springfield, MO, 65810.

**SECTION I: GENERAL INFORMATION**

Respondents will be responsible for all costs incurred in preparing or responding to this RFQ.

The Library will select a respondent to provide the required services based upon the Statements of Qualification received and the availability of the firm determined most qualified to provide the required services by the Library's timelines for completion.

The Library is exempt from Federal and State taxes and will execute the required exemption certificates.

The Library will execute an AIA A-133 Contract with the selected firm and the scope of services shall be as described in that Contract.

The Library is a political subdivision of the state of Missouri and any information submitted to the Library is subject to release as provided for by Missouri Public Records Law. The Library will take reasonable efforts to protect any information marked "confidential," to the extent allowed by Missouri Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked "Confidential Information" and will be returned to the proposer upon request, after the determination of a list of qualified firms. It is understood, however, that the Library will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submittal is subject to potential disclosure. All other materials and documents submitted in response to the RFQ become the property of the Library and will not be returned.

As a political subdivision of the State of Missouri, any contracts resulting from this RFQ are subject to the laws and regulations of the State governing its contracts.

Including RSMo Section 67.5050 pursuant to that section, this RFQ will follow the "two step" selection process, follow the timing for advertisement and disclosure as outlined.

Including RSMo Sec. 285.530.2 pursuant to that section, subsequent contracts are contingent on provision to Springfield-Greene County Library of an affidavit affirming enrollment and participation in a federal work authorization program with respect to the employees working in connection with the services to be provided to Springfield-Greene County Library as contractors or subcontractors and that the firm, contractors, or subcontractors do not knowingly employ any person who is an unauthorized alien in connection with the provision of those services.

## **SECTION II: PROJECT BACKGROUND**

The Springfield-Greene County Library District is a city-county library that provides library service to approximately 299,000 residents. The Library serves the residents of Springfield and Greene County with 10 branch libraries, one bookmobile and a variety of cooperative endeavors. The Library is governed by a board of nine appointed trustees, five from the City of Springfield and four representing Greene County.

The Library Center, located at 4653 S. Campbell Avenue, Springfield MO, 65810, is a two-story 72,400 sq. ft. building. The building renovation was completed in 1999. The branch houses approximately 120,000 items, including books, CDs, DVDs, and public internet stations. Use of the branch is significant with over 260,000 visitors annually and approximately 585,000 items being checked out annually.

Design and renovation of The Library Center shall include certain key elements:

- Design plans and specifications for an auditorium with a seating capacity of up to 500.
- Auditorium space should be adaptable and able to be converted into distinct, separate spaces.
- Auditorium should include a permanent stage.
- Auditorium should include a permanent audiovisual control booth.
- Auditorium should include full audiovisual equipment and lighting equipment for the stage area.
- Auditorium should include innovative seating options for maximum convenience and ability to be quickly changed.
- Auditorium may be included in existing building space and/or placed on Library property, whichever is most efficient and cost effective.
- Planning for adequate parking for the auditorium as well as general Library use simultaneously.
- Design, plans and specifications, to renovate the existing checkout desk to facilitate self-service by patrons.
- Inclusion of shelving for approximately 1250 reserved items.
- Inclusion of self checkout units for self-service by patrons.
- Total costs for the design and construction should come in under \$4,780,000, meet all compliance requirements for ARPA funds, and comply with requirements of the Americans with Disabilities Act.

### **SECTION III: PROJECT SCOPE OF WORK**

The Library will employ a Construction Manager at Risk (CMR) with guaranteed maximum price services for the first phase of the projects with a mutual option for additional phases.

This project shall have a Supplier Diversity participation goal of at least 10% M/WBE, as certified by the Missouri Office of Equal Opportunity. CMRs are also strongly encouraged to include Missouri-based firms on the team.

Following written notice by the Library Board to proceed with work, the CMR shall provide a minimum of one staff member with decision making authority experienced in all aspects of preconstruction services to work with the planning and design team during the conceptual, schematic, design, and construction document development phase as the Library's point of contact. This individual will be an integral participant for the duration of the planning and all phases of project document development providing real-time input and assistance in planning and design decision-making.

The scope of services shall be as described in the AIA A-133 Contract document, and per the general description including, but not limited to:

Pre-Construction – The Library expects that the successful candidate will send at least one staff participant with decision-making authority to attend all necessary meetings during the programming, conceptual, schematic, design and construction development phases. The construction manager will attend meetings throughout the pre-construction phase and will be expected to document the meetings. The construction manager is expected to be engaged and involved with the Sapp Design Architects design team, providing assistance in the planning and design decision making.

#### o Estimating

- Prepare and update (maintain) a cash flow projection through completion of the work.
  - Provide ongoing detailed estimates throughout the development of the design documents. In addition, provide detailed estimates for each early bid package. All estimates shall include and illustrate all components of the cost of work including insurance/bonding costs, allowances, contingency, alternates, CMR fees, general conditions and all other costs necessary to formulate an all-inclusive estimate. All estimates shall be reviewed in detail with the design team and the owner.
  - Provide estimates of various design options contemplated by the design team.
  - Provide value analysis/value engineering services and offer alternative solutions to ensure cost effective design.
  - Identify and assist in developing bid alternates for consideration by the owner during the award of cost of work subcontractor packages.
  - Identify and assist in developing alternatives for late acceptance (as CMR contingency funds become available) by the owner.
- 
- Constructability Review

- Provide a detailed constructability review at the design development and construction document levels including a written report of the following:
  - Site and civil including site planning, phasing, staging and logistics in ensuring vehicular and pedestrian traffic is maintained. Plan to meet the needs of concurrent construction on property directly to the south with respect to ingress and egress of both properties.
  - Provide a comprehensive plan with detailed procedures for managing the site, and access in and around the site
  - Provide a comprehensive construction activity impact/risk analysis to adjacent buildings, spaces, and occupants
  - Structural review and value engineering
  - Building enclosure review
  - Mechanical/Electrical/Plumbing/Fire Protection
  - Interiors
  - Overall completeness and coordination of specifications and
    - drawings and drawing sections, details and coordination between
    - design disciplines to avoid conflicts and minimize change orders
    - and scope gaps
- Scheduling
    - Provide a procurement schedule for all materials and equipment with lead times projected to exceed ninety days or lead times on items deemed schedule critical by the CMR.
    - Provide a bid schedule depicting anticipated bid packages and their projected issuance for bid dates. Such bid schedule shall conform to the design schedule and shall be adjusted and updated as the design phase progresses.
    - At a minimum, provide and maintain detailed construction schedules utilizing Critical Path Method scheduling techniques published by the Associated General Contractors of America.
  - Supplier Diversity Participation
    - Develop strategies for implementation during the bidding/construction phases to enhance opportunities for diverse contractors on the project. Note that this strategy shall be reviewed with the Library during the design and approved prior to advertising the first construction package.
  - Bidding Process
    - The successful CMR will be required to publicly advertise for bids or proposals for all trade package work.
    - The Construction Manager at Risk will follow the Library's bid and purchasing policies, including exemption from bids for work valued at less than \$3,000 and that the Library is allowed to take the "best" bid and not necessarily the lowest bid.
    - The Construction Manager at Risk will be allowed to self-perform trade package work only if they are the successful bidder or proposer as determined by the Library and only after public advertisement. Under no circumstances may the
      - Construction Manager at Risk create any bid package that may provide them with an unfair advantage in the public bidding process.
    - The Construction Manager at Risk, the Library and the Library's consultants will review all trade package bids and proposals received and select those that provide the best value to the Library.
    - The results will not be made publicly available until after the award of the bid

package or within seven calendar days after the date of the selection of the successful bidder or proposer, whichever is later.

- If the CMR reviews, evaluates, and recommends to the Library a bid or proposal from a trade contractor or subcontractor but the Library requires another bid or proposal to be accepted, the Library may compensate the Construction Manager at Risk by a change in price, time, or guaranteed maximum cost for any additional cost and risk that the CMR may incur because of the Library's requirement that another bid or proposal be accepted.
- If a selected trade contractor or subcontractor defaults in the performance of its work or fails to execute a subcontract after being selected, the CMR may, without advertising, itself fulfill the contract requirements, or select a replacement trade contractor or subcontractor to fulfill the contract requirements with the Library's concurrence.
- The CMR will provide the Library with a guaranteed maximum price (GMP), detailing any contingencies and allowances included. The GMP will be established by the CMR only after the Library, the Library's consultants and the CMR agree that the development of the construction documents have progressed to an acceptable level.
- The CMR shall assume all responsibility for all costs of construction in excess of the guaranteed maximum price executed in the amendment establishing the GMP.
- If the cost of construction is less than the guaranteed maximum price, then the difference will be refunded in full to the Library. All records of the CMR related to costs and expenses under the guaranteed maximum price are open in totality to the Library.
- Construction
  - Provide all services as described in the Request for Proposal, the agreement, early release orders (if applicable) and the Amendment establishing the GMP.
- Post-Construction and Occupation
  - Provide all services related to warranty and guarantees during the entire Guarantee Period.

#### **SECTION IV: TENTATIVE SCHEDULE**

- Deadline for receipt of Firm Qualifications and Response to RFQ – 5:00 p.m. June 16, 2023.
- Submissions reviewed with the Buildings & Grounds Committee – July 11, 2023.
- The Buildings & Grounds Committee recommends finalists to the Full Board – July 18, 2023.
- Top firms present to the Full Board of Trustees at a special session TBD in August 2023.
- Note: If any step in this schedule would contradict the timetable outlined in RSMo 67.5050, Missouri Statute will take precedence.

#### **SECTION V: STATEMENTS OF QUALIFICATION**

Statements of qualifications should include the following:

1. 1. Summarize your four most recent CM at Risk projects similar to this project. Consider projects where the owner was a political subdivision, the facilities had a public purpose, projects involving multiple new and remodeled construction going on simultaneously, and other similarities the firm identifies. Include a general description of the projects, GMP amounts, schedules, architect contact information and owner contact information (names,

addresses, email addresses and telephone numbers).

2. Provide a summary of the firm's methodology and practices that will be utilized in managing and executing this project in the preconstruction phase, including cost estimating capabilities and scheduling techniques. Describe how your firm will interact with the design consultants including integration of an individual into the design team's structure to provide input and support during design. Provide a detailed list of all pre construction services that your firm will provide. Note unique management strategies, services and value that your firm will bring to the project. Describe the critical preconstruction issues anticipated for this project.
3. Provide a summary of the firm's methodology and practices and a summary of the firm's proposed Construction Management Plan to include quality management approach and safety management elements that will be utilized in managing this project during the construction phase. Include a detailed list of all construction phase services that your firm will provide. Describe your ability and desire to self-perform work on this project. List the critical construction issues that need to be addressed for this project to be successful. Describe quality control and commissioning procedures to be utilized. Describe how your firm will develop and solicit Supplier Diversity participation on this project. Describe how your firm will update the Library and the A/E of close-out phase progress and manage warranty work required typically for one year following substantial completion.
4. Identify all W/MBE consultants and sub-consultants including their certification status. Your team's Statement of Qualifications must clearly state how this goal will be accomplished including how the firm(s) will be utilized during all phases of the contract. Demonstrate the team's efforts and plan to achieve the Library's Supplier Diversity goal for the construction of the project.
5. Explain all experiences with government contract construction, including work with organized labor and adherence to prevailing wage requirements. In addition, and pursuant to RSMo Sec. 292.675, acknowledge that the CMR understands that contractors shall provide a ten-hour OSHA Construction Safety Program for its on-site employees which includes a course in construction safety and health approved by OSHA, or a similar program approved by the Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. All of contractor's and sub-contractor's on-site employees shall complete the program within sixty days of the date they begin work on the project.
6. Provide an organizational chart illustrating the organizational structure to be utilized on this project and briefly describe the duties of each individual. Include a bar chart illustrating the timing, duration and percent FTE involvement of each individual.
7. Provide resumes, qualifications and experience of personnel to be assigned to this project and their specific roles and responsibilities. Include the last four (4) CM at Risk projects they have been involved with and their roles and responsibilities on those projects. Provide additional resumes of alternate personnel and the firm's capacity to substitute key positions in the event of unavoidable personnel changes.
8. Provide your firm's worker's compensation insurance experience modification rate and incidence rate for the most recent three years. Provide a general summary of the company's safety record. Provide a summary of the safety program to be utilized on this project.
9. Provide your latest audited financial statements in a separate sealed envelope. If your firm is a subsidiary of another company, provide the latest audited financial statements for the parent company as well. Provide a letter from your surety detailing your available bonding capacity. Financial information will be kept confidential.
10. Provide any notable awards or certifications.

## **SECTION VI: SUBMISSION REQUIREMENTS**

The deadline for receipt of firm qualifications and responses to RFQ is 5:00 p.m. on June 16, 2023.

Please prepare one copy of the proposal to be submitted. In addition, please submit an electronic copy of the proposal in PDF file format. The electronic copy shall be emailed to [proposals@thelibrary.org](mailto:proposals@thelibrary.org) with RFQ - Construction Manager at Risk in the subject line. Mark the envelope in which the submittals are enclosed as "Qualifications for Construction Management Services" and deliver to:

Regina Greer Cooper, Executive Director  
Construction Manager at Risk RFQ  
Library Center  
4653 S. Campbell  
Springfield, MO 65810  
(417) 883-5366

Statement of Qualifications shall include a maximum of 36 pages, single-sided (or 18 pages, double-sided). Pages shall be 8.5" x 11". Total number of pages allowed shall include all items listed in the Request for Qualifications, including cover pages, title pages, and any attachments.

It is the intent of this RFQ to describe the required services in sufficient detail to secure comparable qualifications.

Appropriate questions from firms that are intended to clarify the contents of this RFQ must be submitted in writing and directed to Regina Greer Cooper at the address listed above or [reginac@thelibrary.org](mailto:reginac@thelibrary.org). Otherwise, contact with anyone in Springfield-Greene County Library or its Board regarding the RFQ will disqualify the candidate from consideration.

## **SECTION VII: EVALUATION & SELECTION**

The library administrative staff will review and evaluate the proposals in accordance with the evaluation criteria identified in Section VIII and rank the firms in order of their qualifications. Factors to be considered relative to the qualifications of the firm will include, but not be limited to, the firm's credentials, experience, capability to perform the work, safety record, and distance to the work site.

The firms which appear to be the best qualified will move to step two of the process. These firms will be invited to participate in an oral interview with the Board to discuss more fully how their approach to this project satisfies the evaluation criteria.

As outlined in RSMo 67.5050, proposed fee and its price for fulfilling the general conditions will be considered at this time. Qualifications shall account for **a minimum** of forty percent of the evaluation. 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 on its ranking evaluations.

Springfield-Greene County Library reserves the right to reject any and all qualifications, to waive any irregularities in the qualifications received, and to accept the submission deemed most advantageous to the best interest of the library.

**SECTION VIII: SELECTION CRITERIA**

Springfield-Greene County Library will consider the following selection criteria to determine the most qualified firm for the project:

1. The specialized experience and technical competence of the team with respect to the design, construction, and remodeling of library and similar government facilities;
2. The capacity and capability of the team to perform the work, including specialized services, to complete the project;
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, workplace safety, and ability to meet schedules;
4. 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;
5. The firm's ability to meet the Library's goals for W/MBE supplier diversity goals.