

REQUEST FOR QUALIFICATIONS

GENERAL CONTRACTOR /
CONSTRUCTION MANAGER SERVICES

BELGRADE LIBRARY AND COMMUNITY CENTER
Belgrade, Montana



City of Belgrade
91 E Central Avenue
Belgrade, Montana 59714

February 22, 2022

I. INTRODUCTION

City of Belgrade (Owner) is seeking qualified General Contractor /Construction Manager (GC/CM) firms to undertake construction of a new Library and Community Center for the City of Belgrade. The Owner will use a Request for Qualifications (RFQ) and Request for Proposal (RFP) competitive procurement process to select and enter into a GC/CM Contract with a GC/CM firm.

The owner intends to enter into a GC/CM Contract with the selected GC/CM firm that will include Preconstruction Services, identification of a GC/CM Fee and Fixed Costs for General Conditions Work, with provisions for adding Construction Services through acceptance of a Guaranteed Maximum Price (GMP) by contract amendment. The amendment would include construction services through completion of the project. Alternatively, the Owner may, at its sole discretion, choose not to continue the GC/CM Contract beyond the completion of pre-construction activities and then solicit bids from qualified contractors for the construction of the Project.

When selected, the GC/CM will function as part of a team composed of the Owner, Architect(s) and others as determined by the Owner.

This RFQ shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Owner reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the Owner's best interest to do so.

This procurement is governed by the laws of the State of Montana and venue for all legal proceedings shall be the Eighteenth Judicial District, City of Bozeman, Gallatin County.

By offering to perform services under this procurement, all proposers agree to be bound by the laws of the State of Montana, and including, but not limited to, applicable Montana Prevailing Wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, and safety, etc.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the bidding and/or selection process. In order for the state to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed in the contract documents. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.

II. PROJECT BACKGROUND AND DESCRIPTION

Project Summary

The project site is located at the intersection of Main Street and North Davis Street. A light industrial building is currently located on site, the demolition of which will be part of the project scope.

The intent of the project is to provide a newly constructed library and community center. The library and community center will be 2 stories and will include a lobby, a central information and circulation desk, multiple meeting rooms, makerspace, a café, staff office and work space, an adult library area including study, local history and computer areas and a youth library area including story, play, reading, computer and socializing areas. (4) large conical skylights will provide natural daylight to Level 1. The building will be wood framed construction with potential for CLT roof structure.

(48) on-site parking spaces will be provided.

Landscape scope will include street frontage improvements, parking lot landscaping, soft and hardscape adjacent to the building and a small exterior plaza adjacent to Lewis and Clark Park. Landscape will also potentially require the relocation of existing mature trees on the site.

Project Location and Site

Lewis and Clark Park
205 East Main Street
Belgrade, MT 59714

Design Considerations

For the design, the Owner has selected:

NE45 Architecture
1216 W Lincoln Street, Suite D
Bozeman, MT 59715

The Owner is ready to hire the General Contractor / Construction Manager, as the next step to see this project through to completion. The programming phase is currently underway.

Design and pre-construction services will start as soon as possible, with construction beginning of 2023. On this basis, the following suggested timeline applies to this project:

GC/CM Selection:

Advertising dates:	02-22-2022
Receipt of Qualifications:	03-22-2022
Review & Short-List by Committee:	03-25-2022
Issue RFP:	04-01-2022

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Receive RFP:	04-18-2022
Interviews:	04-25-2022
Selection:	05-02-2022

Design/Construction:

Schematic Design Complete:	04-01-2022 (8 weeks)
Project Review and Approval	04-15-2022 (2 weeks)
Design Development Complete:	07-08-2022 (12 weeks)
Project Review and Approval	08-05-2022 (4 weeks)
Completion of CD documents:	12-02-2022 (16 weeks)
Pricing/Alterations/Negotiations:	Ongoing
GMP established:	During CD Phase
Mobilization:	05-01-2023
Construction Complete:	09-01-2024

III. SCOPE OF PRECONSTRUCTION SERVICES

Subsequent to the RFQ selection and short-listing, each potential firm invited to an interview shall propose a **maximum** pre-construction services fee. Pre-construction services will be provided on a cost reimbursement basis up to a stated maximum. The specific scope of pre-construction services will be negotiated prior to signing the final GC/CM contract, based on the proposer's input as well as the owner's requirements. In general, services are anticipated to include the following:

1. Participation in all design, coordination, and building committee meetings;
2. Review of all designs for constructability;
3. Work with the Owner and design team on phasing, scheduling and other strategies to complete this scale of project within the proposed schedule;
4. Coordination and gathering of input from subcontractors regarding constructability;
5. Review and cost evaluation at each phase and step of design taking into consideration schedule, phasing and market conditions;
6. Consult with, advise, assist, and provide recommendations to the Owner and design team on all aspects of the planning and design of the work;
7. Provide information, estimates, schemes, and participate in decisions regarding construction materials, methods, systems, phasing, sustainability and costs to assist in determinations which are aimed at providing the highest quality building, constructed using the most sustainable construction materials and practices, within the budget and schedule;
8. Actively participate in a formal value engineering study anticipated to be held at the end of design development;
9. Review in-progress design and construction documents and provide input and advice on construction feasibility, alternative materials, costs and availability;
10. Review completed design and construction documents prior to subcontractor/supplier bidding/selection and suggest modifications to improve completeness and clarity and to eliminate construction change requests due to inconsistencies or omissions in the construction documents;
11. Provide input to the Owner and the design team regarding construction market bidding climate, status of key subcontract markets, and other relevant economic conditions;
12. Recommend and actively source labor and material resources necessary to complete the project construction;

13. Provide input to the Owner and the design team regarding long lead time materials and equipment impact on the construction schedule and strategies for mitigating the impact;
14. Prepare construction cost estimates for the Project at the schematic, design development and construction document design phases and, if appropriate, at other times throughout the work;
15. Notify the Owner and design team immediately if construction cost estimates appear to be exceeding the construction budget, and reconcile each cost estimate with the Architect's cost estimate, if required;
16. Furnish a final construction cost estimate for the Owner's review and approval;
17. Develop a preliminary construction schedule;
18. Prepare detailed and wellorganized bid packages with coordination from Architect and design team.
19. Manage bid package amendments, coordinate and communicate to bidding community any revisions made to packages;
20. Advertise, manage and obtain bids per trade for the Owner's review, unless otherwise approved by Owner in order to meet resourcing requirements, per GC/CM Contract. Selfperformed work must be bid by the CM similar to subcontractors unless otherwise approved;
21. Lead and manage bid package opening and tally results for review;
22. If necessary, upon execution of an Early Work Amendment, undertake early material procurement, site preparation and advance construction work.

IV. SCOPE OF CONSTRUCTION SERVICES

The GMP may be requested **DURING** the Construction Documents phase rather than after GC/CM buy-out is completed. The established GMP will be the maximum amount paid for the construction, unless scope changes are requested and approved by the Owner. Acceptance of the GMP by contract will constitute completion of preconstruction services and that GMP Agreement/Amendment will initiate the construction period services for the Project. At the time of execution of the GMP, the GC/CM will be required to submit a 100% performance and 100% payment bond for the amount of the GMP. The Owner retains the option to cancel the construction phase services, or to start a new selection process for the construction of the Project, or terminate the contract and negotiate a replacement contract with the next highest rated proposer from this solicitation, or to conclude the GC/CM's services at pre-construction and issue the Project on a lowest, responsible bidder method.

The State of Montana Prevailing Wage rates incorporated in this RFQ are provided for informational purposes only. The selected contractor will be required to comply (as a minimum allowable rate schedule) with those rates adopted and effective at the time of signing the GMP Amendment. All reporting, documentation, etc. shall remain as per State requirements. This project is subject to all State requirements as outlined in the Montana Code Annotated (MCA).

V. SELECTION PROCEDURE

This RFQ is the first of a multipart selection process. In order to qualify for further consideration, proposers must comply with the mandatory requirements provided below. Statements of Qualifications that do not contain the required documentation will be deemed nonresponsive to this RFQ and will be rejected on that basis. A maximum of five (5) firms that satisfy the required qualifications detailed below and achieve a score in the top five (5) will be provided a Request for Proposal (RFP) by the Owner.

CAUTION: Firms shall NOT propose either verbally or in writing any form of donations, contributions, gifts, assistance, or offsets to the project or that could have the appearance of such. Doing so may result in disqualification.

NOTE: If submitting as an entity other than an incorporated firm (e.g. partnership or joint venture) or other arrangement (e.g. a contractual teaming relationship), provide ALL the below information for the individual members of the entity or arrangement AND for the entity or arrangement.

Each of the following criteria will be rated on a scale of 0 through 5 (5 being highest rating) by the selection committee and weighted in accordance with the importance to the Owner of each item.

Firms must receive a minimum of a "3" rating in 5, 6, 7, and 8 below to be considered qualified.

Category	Rating:	Weight:	Total Possible Score:
1. Signature of Officer or Principal	----	----	Prerequisite
2. Bonding Capacity	----	----	Prerequisite
3. Safety – incident rate, experience modification rate, and loss ratio	----	----	Prerequisite
4. Montana Contractor Registration	----	----	Prerequisite
5. General Contractor / Construction Manager Firm Information	0-5	5	25
6. Specific Project Experience Information	0-5	10	50
7. Project Team	0-5	10	50
8. Project Management and Approach	0-5	10	50
9. Joint Venture	----	----	Prerequisite if applying as a Joint venture
TOTAL:			175

1. Statement of Qualifications must be signed by an officer or principal of your firm. **(PREREQUISITE)**
2. Bonding Capacity **(PREREQUISITE)**
 - a) It is required that the proposing firm have the bonding capacity for this project. Proposer must have a single-project bonding capacity of \$20 million at the time of the RFQ. Provide single-project and aggregate bonding program amount. Please note that bonding capacity is a requirement and if not met, the proposer will not be selected to move forward in the process.
 - b) In addition to bonding capacity of \$20 million please provide:
 - Bonding company and agent, with phone and email contact information;
 - Years of relationship;
 - If less than 5 years, or not your exclusive source, name all others used in the last 5 years; and,
 - If less than 5 years, or not your exclusive source, provide additional explanation regarding any transitions or changes.

3. Safety (PREREQUISITE)

- a)** Provide incidence rate, experience modification rate, AND loss ratio. An incidence rate greater than the latest average for non-residential building construction for Montana as established by the federal Bureau of Labor Statistics (BLS) for the prior year or an experience modification rating (EMR) greater than 1.0 or a loss ratio of more than 100% may result in immediate disqualification on this item.
- b)** Provide your firm's number of employees for BLS's most recent reporting period and the firm's applicable NAICS code.
- c)** Proposer may submit an explanation for incident rate, EMR, and/or loss ratio greater than those listed here for further consideration by the Owner. The Owner reserves the sole right to waive the pass/fail requirement if, in the Owner's sole judgment, sufficient justification exists for any explanation provided. The Owner also reserves the right to request additional information and/or clarification on this item but is not obligated to do so prior to making its determination on whether or not to waive the requirement.

4. Include evidence of valid Montana Contractor Registration. (PREREQUISITE)

5. General Contractor / Construction Manager Firm Information:

- a)** Proposer must demonstrate successful experience and capacity to act as a Construction Manager / general contractor on renovation projects of similar site, size, type and complexity.
 - List the last 3 projects, current and completed using the GC/CM or Construction Manager At Risk (CMAR) process and associated duties including typical format of Bid Packages and effective Value Engineering practices.
 - For the same 3 GC/CM (or CMAR) projects, include the pre-construction estimate provided by your firm at each phase of design (SD, DD, and CD) as compared to executed GMP(s) for each.
 - For the same 3 GC/CM (or CMAR) projects, show the pre-construction services fee and hours of pre-construction services per team member along with the pre-construction services duration for each.
 - For the same 3 GC/CM (or CMAR) projects, show the contract completion date versus the actual completion date. If the project was not completed by the original contract date, explain why and the strategies your team implemented to minimize the delay.
 - Early cost estimating and continuous cost control are of extreme importance. Using 1 of the 3 GC/CM (or CMAR) projects from above, please explain and show your methodology for establishing early cost estimates, tracking project cost, and integrating cost-control measures through the pre-construction services. *

**Exception: Estimate and associated progress cost control sheets shall be on sheets no larger than 11x17 inches and is not considered part of the 20-sheet limit.*

- b)** Proposer must list other projects, both private and public, that will be concurrent with the schedule stated in this RFQ for this project.
- c)** Along with current backlog in dollars, provide workload in terms of total contract values or annual business volume for the last 3 years, as well as potential future workload coincident to this project's schedule.

- d)** List of all projects including client, architects, and subcontractors in last four years

6. Specific Project Experience Information:

- a)** Proposer should provide evidence of successful experience and capacity to act as a GC/CM on:
- Relevant civic projects similar in nature to the proposed.
 - Similar projects requiring strategies to successfully complete construction within the anticipated timeline.
- b)** Detailed GCCM strategy
- Provide a detailed description of your firm’s typical self-performed work categories/capabilities and what benefit that would have for the project;
 - The Owner may desire subcontracted pre-construction services and prequalification for certain categories of subcontracted work. Describe your pre-construction and prequalification selection process for potential subcontractors.
 - This project may require early bid packages to maintain schedule. Describe your ability to select, advise, support, direct and otherwise assist the project with early work amendments to the benefit of the project.
- c)** In the last ten years, have you (if you answer “yes”, provide full explanation):
- Had an Owner claim against Performance Bond?
 - Been declared in default and/or terminated on a project?
 - Assessed liquidated damages for delay in delivery of project?
 - Taken legal action, filed liens, or dispute resolution proceedings of any kind against an Owner for anything other than non-payment for accepted work?

7. The Project Team

- a)** Provide the names of the individuals that will be assigned to this Project.
- Include project management, field management, superintendent(s), estimators, project engineers, etc. How will these personnel participate in:
 - Pre-Construction/Design
 - Construction
 - Contract administration
 - Conflict Mitigation
- b)** For each team member:
- Describe their responsibility on this Project and their primary office location.
 - Describe their experience and how it is relevant to this project with specific experience on projects of similar type, size and scope.
 - Indicate, by percentage, time commitment for each team member available to this project during the pre-construction and construction phases. Will they be assigned full time? If not, what portion of their time will be utilized on this project? What other projects are they assigned to and for what duration?
 - Identify their length of employment with your firm and, if less than three years, prior firm(s).
 - Provide references with contact information for each team member’s last three projects in a similar role.

Please note: A key personnel clause will be included in the GC/CM contract. This clause will require the project team identified in this proposal to be fully and completely engaged to the extent stipulated throughout the duration of this project, except for catastrophic events (termination of employment, illness, accident, death).

8. Project Management and Approach

- a) Describe your firm's ability and approach to:
 - Integrate into the design team
 - Managing estimates during design phases
 - Assist the designers with:
 - i. Quality of the project documents
 - ii. Constructability
 - iii. Alternative methods and products
- b) Describe firm's ability to safely build a quality building on time and within budget
- c) Describe firm's approach to ensure that this project will get appropriate response from the subcontracting community
 - Describe how your firm will encourage local participation in subcontracting, suppliers and the local labor pool.
 - Delineate your typical subcontracting plan by outlining self-performed work and the divisions of work that is subcontracted, an evaluation of subcontractors that are best qualified for this project, and when and to what level you engage subcontractors; as well as thoughts on engaging services of local firms.
- d) Describe firm's approach to planning and scheduling the construction work
- e) Describe firm's ability to track progress against the schedule during construction
- f) Describe firm's approach to project communication
- g) Describe your approval and pre-construction scope

9. Business Entities Other Than Corporations

a) Partnerships/Joint-Ventures proposing for the project must individually comply with Article V above and with the following additional requirements to be considered.

The Entity shall:

- Provide a copy of the Partnership or Joint-Venture Agreement signed and notarized by officers or principals of each of the partners or venturers; and,
 - File the business entity name with the Secretary of State's office in accordance with Title 35, MCA, as soon as practicable upon formation (and prior to responding to any Request For Proposals).
- b)** The Agreement must contain, at minimum, the following information about the Entity:
- Purpose of formation and term of the Entity;
 - Management and financing structure;
 - Proportional interest, obligations, and liabilities of the parties forming the Entity;
 - Majority/Managing partner retains all long-term liability and obligations for the Entity and the Project after expiration of the term of the Entity; and,
 - Surety bonds and insurance arrangement.
- c)** Article V, Statement of Qualifications requirements:

- Paragraph 1, Signature – must be signed by the officers or principals of the partners or venturers, or the person designated in the Agreement as the Manager or Director with authorization to sign;
- Paragraph 2, Bonding Capacity – comply with a) and b) for the Entity. Additionally, provide a letter from the surety indicating the surety’s prior bonding history for the Entity;
- Paragraph 3, Safety – comply with a) through c) for each of the partners or venturers;
- Paragraph 4, Montana Contractors Registration – per 39-9-205 MCA, the Entity is considered registered if one of the general partners or venturers is registered;
- Paragraph 5, GC/CM Firm Information – in addition to providing the information for each of the partners or venturers, comply with a) through d) for the Entity; and,
- Paragraph 6, Specific Project Experience Information - in addition to providing the information for each of the partners or venturers, comply with a) through d) for the Entity.

d) The Owner reserves the right to evaluate and make a determination regarding shortlisting for the RFP phase based solely upon the Entity’s qualifications, separate consideration of the individual partners’/venturers’ qualifications, and/or the combined qualifications of the Entity and the partners/venturers, whichever it determines is in the best interest of the Owner.

VI. SUBMITTAL OF INFORMATION

Four (4) copies of the written response and one electronic PDF copy to this RFQ must be **received** no later than 4:00p.m. at:

City of Belgrade
ATTN: City Clerk
91 E Central Avenue
Belgrade, Montana 59714
By March 22, 2022, at or before 4:00 p.m.

ALL QUESTIONS AND CONTACTS REGARDING THIS RFQ MUST BE ADDRESSED IN **WRITING** TO: (email will qualify, make sure to use read receipts for your protection)

Neil Cardwell, City Manager
City of Belgrade
91 E Central Avenue
Belgrade, Montana 59714
ncardwell@cityofbelgrade.net

VII. INSTRUCTIONS TO PROPOSERS

Statements of Qualification must:

1. Follow the format outlined in the Selection Procedure above.
2. Be **SIGNED** by an officer or principal of your firm.
3. Be contained in a document not to exceed 15 sheets total (printed single or double-sided pages) including whatever pictures, charts, graphs, tables, and text the firm deems appropriate to be part of the

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review of the firm's qualifications. A transmittal letter, section dividers, and cover/backing sheets, are exempted from the page limit. Page size limit is 8- 1/2 x 11 inches, with basic text information no smaller than 10-point font.

CLAIMS FOR TRADE SECRET AND/OR CONFIDENTIALITY:

Public agencies in Montana are required by Montana law to permit the public to examine documents that are kept or maintained by public agencies, other than those legitimately meeting the provisions of Montana's Uniform Trade Secrets Act, Mont. Code Ann. §§ 30-14-401, et seq., and that the State is required to review claims of trade secret confidentiality.

Information separated out under this process will be available for review only by the procurement officer, the evaluator/evaluation committee members, and limited other designees. Offerors shall pay all of its legal costs and related fees and expenses associated with defending a claim for confidentiality should another party submit a "right to know" (open records) request.

For a claim of confidentiality to be considered by a public agency, all trade secret confidentiality information must be segregated and be accompanied by the Trade Secret Confidentiality Affidavit available <http://vendorresources.mt.gov/VendorForms>. This affidavit must be fully completed and submitted to the State along with the RFQ/RFP, and the following conditions must be met:

- a) Confidential information (including any provided in electronic media) to be withheld under a claim of confidentiality must be clearly marked and separated from the rest of the qualifications or proposal;
- b) the qualification or proposal may not contain trade secret matter or confidential information related to the cost or price; and,
- c) a full explanation of the validity of this trade secret claim attached to the affidavit.

Montana Prevailing Wage Rates for Building Construction 2013
Effective February 1, 2013

END OF RFQ