# REQUEST FOR QUALIFICATIONS
# For
# Construction Manager at Risk

## Project Number
## Project Name

For the Curators of the University of Missouri
[Campus]
Campus Facilities
[Planning, Design and Construction]
[City], MO

Date _____

[CAMPUS FACILITIES]
[Address]
[City, Missouri ZIP Code]
Telephone: [(000) 000-0000]

**ADVERTISEMENT FOR:**

**Qualifications for Construction Manager at Risk Services**

Project Number [_____]
[Project Title]
[UNIVERSITY OF MISSOURI - _____]
[CITY], MISSOURI

Qualifications will be received digitally by the Curators of the University of Missouri, Owner, until [time] C.T., [date], care of [PM name], at [email address] and a copy to [backup receiver name] at [email address].

Request for Qualifications (RFQ) information may be obtained at http://operations-webapps.missouri.edu/pdc/adsite/ad.html under "Information of Interest to Construction Contractors. Draft proposal documents may be viewed online at the same website. http://operations-webapps.missouri.edu/pdc/adsite/ad.html

Individuals with special needs addressed by the Americans with Disabilities Act may contact [PHONE NUMBER].

Advertisement Date: [DATE]

[Name
Title
University of Missouri]

**REQUEST FOR QUALIFICATIONS – Construction Manager at Risk with Guaranteed Maximum Price (GMP)**

Advertisement Date: [DATE]

Project No. [_____]
[Project Title]

Qualifications will be received digitally by the Curators of the University of Missouri, Owner, until [time] C.T., [date], care of [PM name], at [email address] and a copy to [backup receiver name] at [email address]**.** The names of the responding firms will be available upon request. No other information will be shared publicly until the selection process is complete.

This project shall have a participation goal for Service-Disabled Veteran Business Enterprises (SDVE) of 3% of the total contract value and Honorably Discharged Veteran-Owned Enterprise (HDVE) of 3% of the total contract value. The Construction Manager at Risk shall make a good faith effort to meet the goal. CMRs are also strongly encouraged to include Missouri-based firms on the team.

**General Project Information**

Insert a description of the project to be constructed here. Include a general summary of the facility use, location, scope, construction budget and other pertinent information.

**Description of Selection Process**

The construction manager at risk will be selected using a two-step process.

Step One - Request for Qualifications (RFQ) shall consist of the review and ranking of each respective firm's qualifications and responses to the university's selection criteria as stated herein. This is a competitive process with points awarded for each category of the selection criteria. The university will utilize a review panel to evaluate the offerings and establish a preliminary ranking of the firms. Five or fewer firms with the highest preliminary ranking based on the firm's responses to the selection criteria will be interviewed by the owner's panel. At a minimum, the proposed project director/executive, senior project manager(s), scheduling manager(s), assisting project manager(s) and superintendent(s) shall attend the interview. The interview will include introductions with each proposed staff member summarizing their responsibilities and experience, followed by a question-and-answer session conducted by the Owner. The questions will not be provided prior to the interview. The respondent will be allowed fifteen minutes to present information supporting their response to this RFQ, followed by a question-and-answer session for the balance of the interview.

Step Two - Request for Proposals (RFP): Following the establishment and ranking of the short-listed firms, the RFP documents will be issued to the short-listed firms. The short-listed firms shall submit their cost proposal in a sealed envelope, including their construction phase fee, lump sum cost for fulfilling the general conditions, cost of insurance and cost of performance and payment bonds, all in accordance with the step two provisions. The Preconstruction Services scope and fee will be negotiated following receipt of proposals, but prior to contract award. Upon the successful conclusion of the negotiation, the Preconstruction Services scope shall be included as provision D.2. and the Preconstruction Fee shall be included in provision D.5., both within the Agreement Between Owner and Construction Manager as Constructer.

In addition to the information provided herein, a matrix detailing services to be included in each category will be issued in the RFP documents. All information submitted in Step One with respect to project specific organizational structure, staffing, and other selection criteria, in addition to the Step Two documents, shall establish the basis for Step Two pricing. Following contract award, the successful firm shall be required to provide, at a minimum, all staffing and services detailed in the firm's responses to selection criteria in step one and as otherwise required by the contract documents.

The final selection of the construction manager at risk will be based on a 25,000 - point system. Fifty percent (50%) (12,500 points) will be awarded as established by the review panel based on qualifications, responses to the university's selection criteria, references, the Owner's prior experience with the respondent, and the interviews, all under a competitive process. Three hundred seventy-five (375) bonus points will be awarded to an SDVE or HDVE proposer. The 375 bonus points will be added to the SDVE's or HDVE's qualifications score as established by the Owner's review panel. The 375 bonus points are available only to an SDVE or HDVE Firm submitting a proposal directly to the Owner.

The remaining fifty percent (50%) (12,500 points) will be awarded based on the sum total of, the construction phase fee, the lump sum for fulfilling the general conditions, the cost of insurance and performance and payment bonds. For evaluation purposes, the construction phase percentage fee will be multiplied by the anticipated construction budget to establish the overhead and profit component of the price. The lowest total price submission will receive 12,500 points. Ascending price submission totals from other firms will be awarded price points on a pro rata basis.

The firm with the highest point total (qualifications/selection criteria + price points) will be deemed to provide the best value and will be the apparent successful firm. The university will then engage in negotiations with the apparent successful firm to establish final contract terms, including Preconstruction Services scope and not-to-exceed fee. If the university is unable to negotiate a satisfactory contract with the apparent successful firm, negotiations will cease, and the university will negotiate with the next highest ranked firm and so on until an acceptable contract is reached or negotiations end. The university will make the determination as to when negotiations are at a stalemate and are no longer productive.

**CMR SELECTION SCHEDULE**

The following schedule is subject to change but represents the University's intent.

RFQ CMR advertisement
Receive qualifications
Owner panel's review of qualifications .
Interview firms
Notice to shortlisted firms – issue Step Two (RFP) documents. .
Pre-Proposal Meeting with short listed firms
Receipt of proposals
Contract terms and preconstruction scope and cost negotiation meeting with apparent successful firm
Contract award

## RFQ SELECTION CRITERIA

Mandatory requirements for inclusion on the shortlist are as follows:

- A proven track record of successfully delivering project(s) similar in value and complexity by both the firm and the proposed preconstruction manager, lead project manager and superintendent.
- Experience modification rate of less than 1.0.
- No work-related fatalities in the last three years.
- Adequate financial stability as determined by the Owner
- Licensed to conduct business in the State of Missouri
- A score of 10,625 points (85% of the available 12,500 points)

The above stated criteria shall apply to the firm's office that will be actively managing this project. Firms not meeting these mandatory requirements will not be short listed.

The owner reserves the right to seek clarifications.

**Description of the Qualification Process**
Qualifications of respondents to this RFQ will be evaluated based upon the financial responsibility, safety record, ability to adhere to schedules, experience the firm and the firm's proposed project team has had with projects of similar size, construction type, schedule and complexity, the Owner's experience with the firm on prior projects regardless of delivery type, and other information included in the qualification packet. The Owner will assign an evaluation team comprised of representatives from the design team and the Owner's staff to evaluate and score the respondent's qualifications material. A point total of 12,500 points has been assigned to the qualification criteria enclosed herein.

The weighting of the points for the qualifications packet will be as follows:

TAB 1 - 2500 points
TAB 2 - 3000 points
TAB 3 - 3000 points
TAB 4 - 2000 points
TAB 5 - 2000 points

**QUALIFICATION PACKET:** Each respondent shall submit one electronic copy of the Qualifications to **PROJECT MANAGER's NAME and EMAIL ADDRESS**. Qualifications shall be a maximum of ten one-sided 8 ½ x 11 pages, not including the organizational chart and bar chart, personnel resumes/qualifications, project lists, examples of preconstruction reports, table of contents for the safety and quality assurance manuals, and financial statements.

## TAB 1 – ORGANIZATIONAL QUESTIONS (2500 points)

1. Furnish a brief history of when and how your company was founded, how it evolved and a list of the company's primary officers and their duties.

2. Provide your firms EMR, TRIR and DART for each of the last three (3) years.

3. Provide total annual volume of construction work completed for each of the past five years.

4. Provide projected volume for the upcoming year. Provide a project listing and contract amounts.

5. Provide a list of projects of similar scope and/or complexity completed within the last five years and specify the delivery method used. Include the contract amount or GMP value. Include architect and owner contact information.

6. Provide your firm's total and available bonding capacity.

**TAB 2 - Staffing (3000 points)**

Furnish an organizational chart showing all people who will be involved with this project and their roles and responsibilities. Furnish a resume for all staff on the organizational chart, including education and time with the company. Include a paragraph for each individual detailing their experience in a similar role on projects with similar scope or complexity that qualifies them for this project. Include the staff member(s) who will be responsible for developing and updating the construction schedule.

Provide a bar chart (timeline) illustrating percentage FTE (including hours per week), involvement during both preconstruction and construction for each team member. For the construction phase, indicate who will be onsite full time. Include their arrival and duration onsite.

Identify key project leadership staff who will be involved both in the preconstruction and construction phases, their level of authority and how they will interact with the Owner and Architect.

No change in the proposed staff members will be considered unless such changes are directed by the Owner or extenuating circumstances exist that merit such consideration. Under any circumstance, no changes will be allowed without the consent of the Owner. The Construction Manager shall provide a minimum of twenty-one (21) calendar days-notice to allow consideration of the proposed change by the Owner. Personnel proposed as a replacement for any staff member submitted with the response to the RFQ shall have similar qualifications and experience as that staff member proposed for replacement. The supporting documentation included in paragraph 1. above shall be submitted with the 21-day notice. Failure of the Construction Manager to comply with this requirement may result in the suspension of the Construction Manager from participation on future University of Missouri projects for a period of one year.

The Owner, Architect and Construction Manager will jointly review staffing and team performance approximately three months following the onset of preconstruction, and at an appropriate point following the start of construction. The purpose of the review will be to ensure staffing levels are adequate and all entities are performing as required.

**TAB 3 – Preconstruction (3000 points)**

Describe how your staff will collaborate with the design team and Owner and provide feedback during the preconstruction phase.

List the services your firm will provide during the preconstruction phase. Describe how your firm will utilize value engineering, constructability analysis and market analysis in recommending alternative design concepts, cost savings opportunities, and equipment and material applications.

Furnish a two-page example of each of the reports the CMR will provide during the preconstruction phase

Provide a summary of your firm's in-house capabilities regarding MEP systems to be implemented during preconstruction. Describe how your firm will utilize third party expertise in reviewing and estimating the mechanical, plumbing, and electrical design, (if applicable).

Describe how your firm will reconcile your estimates against estimates provided by the design team.

Provide a list of proposed preconstruction services to use as a basis for negotiation of the preconstruction scope and fee.

**TAB 4 – CMR Staff Continuity (2,000 points)**

Describe how your firm will ensure continuity and information exchange between the preconstruction and construction phase staff members.

Describe how your firm's staff assigned to the construction phase will manage preconstruction efforts with an emphasis on your proposed lead project manager and superintendent.

**TAB 5 - OPERATIONAL METHODS (2000 points)**

1. Describe how your firm will solicit SDVE and HDVE participation.
2. Describe your firm's safety program. Provide a copy of the table of contents from the manual.
3. Describe strategies to be utilized to ensure open bidding and equal opportunity for subcontractors and sub-subcontractors regardless of labor affiliation.
4. Describe the firm's quality assurance program. Provide a copy of the table of contents from the manual.
5. Describe the scheduling programs and strategies to be utilized to maintain each phase of the project schedule including how the CMR's field personnel will provide input to the scheduler(s), how subcontractor input will be incorporated, how scheduled versus completed will be monitored and updated, and how weather will be managed.

**Financial Statement (Separate document in sealed envelope or email)**

1. Provide your organization's most recent **audited** financial statements.