



Lake Havasu City, Arizona
Public Works - Engineering

REQUEST FOR STATEMENTS OF QUALIFICATIONS

SOQ22-PW-500218

CIP PROJECT #101006

CONSTRUCTION MANAGER AT RISK SERVICES
NEW MUNICIPAL COURTHOUSE

Site Visit
92 Acoma Boulevard South
October 12th, 2021
1:30

Statement of Qualification Due Date: November 3, 2021
No Later Than 3:00 PM ARIZONA TIME

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ)

**CONSTRUCTION MANAGER AT RISK SERVICES
NEW MUNICIPAL COURTHOUSE
SOQ22-PW-500218
CIP PROJECT #101006
LAKE HAVASU CITY, ARIZONA**

RFQ DUE DATE: November 3, 2021 at 3 p.m., Arizona Time

Lake Havasu City is interested in receiving Statements of Qualifications (SOQs) from qualified Construction Managers at Risk (CMAR) to provide Pre-Construction Services and Construction Services as the CMAR for the New Municipal Courthouse project.

Statements of Qualifications submitted must address, at a minimum, all issues brought forth in this Request for Statements of Qualifications (RFSQ).

SECTION I - PROJECT DESCRIPTION

The Court is currently operating at the Mohave County Annex located at 2001 College Drive while sharing the space with the Mohave County Courts, and both have elected to terminate their inter-governmental agreement and segregate their Court systems. This has resulted in the City looking to provide a new space for the Court.

The City acquired an existing building at 92 Acoma Blvd South. It was previously utilized as a fitness center with the intent to convert it into a functioning Municipal Courthouse and also house a new City Council Chambers. The building was constructed in 2002 and will require a full Tenant Improvement (TI) project to convert it into a Municipal Courthouse and Council Chambers.

The City has entered into a professional services contract with DFDG Architecture for design of these improvements. DFDG has completed the programming phase (10%) of the design (Attachments A & B) and will complete the remainder of the design after the execution of a CMAR Pre-Construction Services contract. The CMAR shall work closely with and be an integral part of this project team during the remainder of design and the construction phase of the project.

SECTION II - SCOPE OF WORK

The Construction Manager at Risk (CMAR) will enter into a Phase 1 contract to provide pre-construction phase services during the design of the project.

Phase 1 Pre-Construction Services by the CMAR may include the following:

- Provide detailed independent cost estimating and share knowledge of market

conditions;

- Develop and maintain the project cost model and Guaranteed Maximum Price (GMP);
- Provide project planning and critical path scheduling;
- Provide alternate systems evaluation and constructability studies;
- Advise the City of ways to gain efficiency in project delivery, both in time and costs;
- Participate in regular scheduled project coordination meetings;
- Perform value engineering analysis and define cost savings opportunities;
- Provide long-lead procurement studies and possibly initiate procurement of long lead items;
- Assist in the permitting process.

The CMAR will enter into a Phase 2 contract to provide construction phase services for the Guaranteed Maximum Price (GMP) developed during Phase 1.

Phase 2 Construction Services by the CMAR may include:

- Construct the designed improvements while maintaining budget and schedule;
- Coordinate with various Lake Havasu City departments and other agencies, utility companies and similar entities;
- Arrange for procurement of materials and equipment;
- Schedule and manage site operations;
- Bid, award, and manage all construction related contracts and subcontracts while meeting the state and City bid requirements including insurance provisions;
- Provide quality controls;
- Bond and insure the construction in accordance with City requirements;
- Address all federal, state and local permitting requirements;
- Maintain a safe work site for all project participants and those who visit;
- Coordination with City's third party vendors.

Based on the programming phase completed by DFDG Architecture, the following details are to be accommodated into the construction:

- 2 fully built out courtrooms
- 2 judges offices
- Shared council chambers / jury assembly / conference room
- Public toilet rooms
- Clerk counters and staff work areas / offices
- Employee toilet rooms
- Breakroom
- Meeting rooms
- Holding cells (men's and women's) with access to courtrooms and connection to future sally port
- Pre and post adjudicated records storage
- Dedicated audio and video rooms
- Jury deliberation / staff conference room

- Storage rooms and electrical / mechanical rooms
- New electrical, lighting, mechanical, plumbing and HVAC
- Security
- Elevator
- Second floor shell to accommodate future council chambers / jury assembly, executive conference room and audio/video room (Attachment B)

Furniture, Fixtures & Equipment (FF&E):

The City will contract a separate Furniture, Fixtures & Equipment vendor to provide furnishings and equipment for the New Municipal Courthouse. The CMAR will be responsible for coordinating the delivery and placement of FF&E after substantial completion.

Information Technology:

The City will contract with Mohave County Court IT for the installation of specific court IT equipment. CMAR will be responsible for providing required infrastructure as indicated on the design documents developed by DFDG Architecture.

Estimated Costs:

The construction budget for the New Municipal Courthouse project is approximately \$4,700,000.

SECTION III - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The CMAR will be selected through a qualifications-based selection process. Firms interested in providing Construction Manager at Risk services must submit a Statement of Qualifications (SOQ). Each SOQ will be evaluated according to the following criteria:

A. General Information (5 points)

1. Provide a general description of the firm and/or team that is proposing to provide construction management services and general construction services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel. Please include the email address of the submitting party either in this section or within the cover letter.
2. Provide the following information:
 - a. The selected firm must have a valid Arizona contractor's license. List of the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
 - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a

contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.

- c. If selected as a finalist for this project, you will be required to provide a statement from an A-or better surety company to verify bonding capacity.
3. Describe your subcontractor selection process. (Note: subcontractor selection plans may be based on qualifications alone or on a combination of qualifications and price, but shall not be based on price alone.)
4. Discuss the firm's knowledge of the current local market and of subcontractors and suppliers.

B. Experience and Qualifications of the Firm/Team and Key Personnel (30 points)

1. Identify at least three comparable projects which the firm completed in recent years and served as either Construction Manager at Risk, agency Construction Manager during design and construction phases (without providing construction services), and/or General Contractor. Special consideration will be given to firms that have provided Construction Manager at Risk services on similar successful projects. For each comparable project identified, provide the following information using the outline provided:
 - a. Description of the project.
 - b. Project Owner and contact information.
 - c. Role of the firm (specify whether Construction Manager at Risk, Construction Manager, or General Contractor. If CMAR or General Contractor, identify the percent and type of the work self-performed. Also, specify services provided during design phase, i.e. cost estimating, scheduling, value engineering, and similar services).
 - d. Project's original contracted construction and final construction cost and final cost for work completed by your firm; please explain any differences.
 - e. Contract dates (specifically include contractual completion date vs. actual completion date; construction start and completion dates and original schedule; explain any differences).
 - f. Role of each key team member who worked on the reference project and the percentage of time spent on said project.
 - g. Reference information (two names with telephone numbers per project).

2. Describe experience in relevant local projects that the team has been involved with over the last five years.

C. Understanding of The Project and Approach to Performing the Required Services (50 points)

1. Discuss your firm/team's understanding of the scope of work of the project. Discuss the expertise your firm/team offers and how you propose to use that expertise to benefit the City to add value to the project. Discuss any major issues your firm/team has identified with this project and how your firm/team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work.
2. Present an applicable construction schedule with project start and completion between January 2022 and September 2023 which include both pre-construction and construction phases. Please explain the order in which your firm proposes to carry out key elements of the construction work. Include the timelines and critical path for each phase and major tasks.
3. Submit a subcontractor selection plan that meets Arizona Revised Statutes Title 34 requirements.
4. Please cite other successful project deliveries on similar types of construction projects completed by your firm as the CMAR. Explain any lessons learned during these past projects, and how such lessons will impact your strategy to successfully deliver the project on time, on or under budget, and in accordance to quality standards (to be defined by plans and specifications).

D. Current Workload and The Ability of Project Team to Start Immediately (10 points)

1. List all projects awarded to your firm during the last 2 years. For each project, provide the project description, schedule, award date, construction cost estimate, and percent of the work currently completed.
2. In view of the listed on-going projects, list the resources that are available to use on this project.

E. Overall Evaluation of the Firm/Team and its Ability to Provide the Required Services (5 points)

This is to be determined by the selection panel members. No submittal response is required.

SECTION IV - SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications, which **includes a one-page cover letter plus a maximum length of 12 pages to address the SOQ criteria (excluding resumes, but including the organizational chart and references)**. Resumes for each key team member shall be limited to a maximum length of two pages and should be incorporated as an appendix to the SOQ. Please provide **one original plus six copies (total of 7) of the Statement of Qualifications by 2:00 p.m., Arizona Time, on November 3, 2021.**

Delivered or hand-carried submittals must be submitted to the Lake Havasu City Clerk at City Hall. On the submittal package, please display: firm name and project title.

All submittals should be sent or delivered to: CITY CLERK, 2330 McCulloch Boulevard North, Lake Havasu City, AZ 86403. Public openings may be attended virtually by accessing the following video conferencing system:

To join the meeting on a computer or mobile phone:

<https://bluejeans.com/2330864044?src=calendarLink>

Meeting ID: 233 086 4044

Phone Dial-in

+1.408.740.7256 (US (San Jose))

+1.888.240.2560 (US Toll Free)

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified due date and time
- The number of originals and/or copies of the submittal specified
- Adherence to maximum page requirement
- Deposit of submittal in correct location

Adherence to the maximum page criterion is critical; each page side with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

SECTION V - SELECTION PROCESS AND TENTATIVE SCHEDULE

The successful firm will be selected through a qualifications-based selection process which will consist of three evaluated elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFSQ, (2) Due Diligence of the finalists, and (3) the Team Interview of the finalists.

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section III above. The 3 firms receiving the highest evaluation from the selection panel will be selected to interview for the project. The City will then perform a due diligence process by contacting and interviewing stakeholders from the finalists' past related

projects. Following the due diligence process, the finalists will be invited to participate in detailed interviews of their proposed project teams. The interview invitation letter will provide the evaluation criteria to be used.

Scores for each firm from each of the elements will be evaluated to determine the Best Qualified for the project.

The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting dates, which will be established as the selection process progresses.

| | |
|--|---------------------------|
| New Courthouse Building Site Visit 92 Acoma Blvd | October 12, 2021 |
| Written Question Deadline | October 20, 2021 |
| SOQs due | November 3, 2021 |
| Interviews | Week of November 15, 2021 |
| Final ranking/selection | November 23, 2021 |
| City Council Award | December 14, 2021 |

The City will enter into negotiations with the selected firm for a contract. Upon completion of negotiation of fees and contract terms it will be brought before the City Council for approval. If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

SECTION VI – GENERAL INFORMATION

RFSQ Holder Lists and Selection Process Schedule. Questions on these areas may be referred to Purchasing by email at purchasing@lhcaz.gov.

Notice of Intent to Respond. The City shall not be held responsible for any oral instructions. Any changes to this RFSQ will be in the form of an addendum, which will be furnished to all RFSQ holders. Firms who receive a copy of the RFSQ packet through Onvia DemandStar will be included on the RFSQ holders list. Firms receiving a copy of this packet through any other means shall submit an Intent to Respond to this RFSOQ to Purchasing by email at purchasing@lhcaz.gov.

Accommodations. Pursuant to the Americans with Disabilities Act (ADA), Lake Havasu City endeavors to ensure the accessibility of all of its programs, facilities and services to all persons with disabilities. If you need an accommodation regarding this Request for Qualifications, please contact the City Clerk's office at (928) 453-4142.

City Rights. Lake Havasu City reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Release of Project Information. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub Consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Panel, the City Manager, Department Directors, and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Contact with Elected Officials (Mayor, City Council, etc). Any contact pertaining to this selection process with elected officials must be scheduled, in person, and are posted by the City Clerk at least twenty-four (24) hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants, the subject matter and shall invite the public and press to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted, and copies of contacts made via letter, fax, e-mail or other written method shall be made available to the public, press and all submitting firms. This prohibition also applies to the elected officials serving on the Selection Committee other than in the formal selection process.

Questions. Questions pertaining to the selection process or contract issues should be directed to Purchasing by email at purchasing@lhcaz.gov.

Attachment A



Attachment B

