



Lake Havasu City, Arizona  
Public Safety – Fire Department

## **REQUEST FOR STATEMENTS OF QUALIFICATIONS**

RFSQ P25-FD-PW-103009-500448

CMAR FOR FIRE STATION 7

Site Location  
3846 SLOOP DRIVE

RFQS PROPOSAL CONFERENCE  
NONE

STATEMENT OF QUALIFICATIONS Due Date: September 25, 2024  
No Later Than 3:00 PM, Arizona Time

# **REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ)**

## **CONSTRUCTION MANAGER AT RISK (CMAR) SERVICES FOR FIRE STATION 7**

**RFQS P25-FD-PW-500448**

**CIP PROJECT #103009**

**LAKE HAVASU CITY, ARIZONA**

**RFSQ DUE DATE: September 25, 2024 at 3 p.m., Arizona Time**

Lake Havasu City is interested in receiving Statements of Qualifications (SOQs) from qualified CMAR to provide Construction Services as the CMAR for the Fire House 7 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**

1. Lake Havasu City desires the construction and fixtures of Station 7, a new fire station of approximately 12,000 square feet. The structure is intended to provide services for fire and EMS operations, which at a minimum shall include, but not be limited to:

- Housing a minimum of 6 firefighters, with appropriate living accommodations and support spaces
- Housing a minimum of 6 firefighting/medical apparatus
- Storage of firefighting equipment and gear
- Facilitating required fire support mechanical operations for equipment cleaning and drying
- Incorporating energy efficient utilities
- Accommodate physical fitness activities for the firefighters

2. Site Address and Legal Description:

- Southeast corner of McCulloch Boulevard N. and Sloop Drive, Lake Havasu City, AZ 86406
- Lot 1, Block 15, Tract 2280

### **SECTION II - SCOPE OF WORK**

1. The selected CMAR, in coordination with the city and the city's contracted design firm, will guide the design and construction of the new fire station. The project will include a standard fire station of approximately 12,000 square feet of building area; apparatus bays; typical onsite parking, drainage, lighting and landscaping; and the street frontage improvements to McCulloch Blvd and Sloop Dr.

2. A conceptual site plan (provided with and without surrounding streets) is found in Exhibit A. This is conceptual only and the city's contracted design firm is not obligated to use it. The conceptual fire station includes 6 bays about 5,985 sq ft and approximately

4,580 sq. ft. of dorms, kitchen, restrooms, office space, fitness room, decontamination, storage, and fire support areas. Concrete aprons and parking are proposed, as depicted in the conceptual site plan. Typical landscaping and a flagpole are to be included.

3. The fire station is considered an “essential services facility” and will include generator support for the entire building and site.

4. The selected CMAR will be required to aid the contracted design firm in integrating sustainable strategies and features into the design to minimize the energy consumption of the fire station; conserve resources; minimize adverse effects to the environment, and improve occupant productivity, health and safety.

5. An agreement between the City and the selected CMAR will be executed that will outline the full requirements and expectations of the project for Phase 1, including the development of guaranteed maximum price for the entire project (cannot exceed \$6,450,000). The CMAR will obtain sufficient bonding to cover the contract amount for construction services.

#### **1. Preconstruction Services (Phase 1):**

- Assist Design Firm in Schedule Development
- Provide SD, DD & CD Phase Cost Estimates
- Guaranteed Maximum Price (GMP) Proposal
- Provide SD, DD & CD Phase Constructability Reviews
- Provide SD, DD & CD Phase VE Options
- Assistance with Utility Coordination
- Preconstruction Surveys
- Permits

#### **2. Construction Services (Phase 2):**

- Construction Supervision
- Construction
- Progress Schedule Reporting
- Full subcontractor responsibility for means and methods of construction
- Develop and submit for approval: Schedule of Values, Monthly Pay Application Format, Contingency Use Authorization, RFI & Submittal/Shop Drawing Logs
- Project Safety
- Compliance with all required laws and regulations
- Testing and Inspection of all services
- Punch List
- Project Closeout

### **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. Project Understanding and Approach (35 points)**

Discuss your team's approach to providing the services in Phase I - Project Description and Scope of Work. The team's understanding of the goals and objectives for the project and proposed methodology for meeting those goals and objectives.

- a. Provide a comprehensive narrative statement illustrating a clear and concise understanding of the requirements of the project
- b. Identify your team's familiarity with Lake Havasu City procedural requirements and/or local issues pertinent to this project, which enhances your qualifications to successfully perform CMAR services for this project and why the CMAR team should be selected
- c. Describe your team's project management approach and team organization during construction phase services and assisting during design. Describe system used for planning, coordinating with and assisting the A/E Team during the design phases, scheduling and estimating.
- d. Briefly describe the firm's experience in quality control, dispute resolution, and safety management.
- e. Discuss the major issues your team has identified on this project and how you intend to address those issues.

## **B. Experience of Key Personnel and Subcontractors (25 points)**

Discuss the experience and qualifications of your selected project team members for projects of comparable character, size, budget and complexity. Particularly the Project Manager, Superintendent and the managers of the key disciplines, including subcontractor's experience. Describe your approach to overall team formation and coordination of team members and provide an organizational chart. Resumes, not to exceed two (2) pages in length per team member should be included in the Exhibit.

For each key person identified, list their length of time with the firm and at least two (2) comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide the following:

- a. Description of project
- b. Role of the person
- c. Project's budget
- d. Construction dates
- e. Project Owner (include reference contact information).

## **C. Experience of the Firm (25 points)**

Discuss the firm's experience and qualifications by demonstrating a history of successful collaboration constructing facilities utilizing a CMAR methodology for at least five (5) municipal facilities similar to the provided scope, including size, budget and complexity.

Provide the following information for each project:

- a. Description of the project and Municipality
- b. Role of the firm
- c. Team members and role
- d. Project owner (include reference contact information)
- e. Project Designer/Architect (include reference contact information)
- f. Original budget, contracted construction cost, and final construction costs of the project
- g. Construction dates: indicate if project was successfully completed on-time. If not, provide explanation for time exceeding the original project completion date.
- h. Overall ability of firm to provide required services
- i. Provide at least three (3) general references. Should we have them provide 1-reference for each of their featured projects?

**D. Subcontractor Selection Plan (10 points)**

- a. Describe the firm's plan to select and engage major Subcontractors and major suppliers to complete the project work. As a minimum, describe which tasks the firm proposes to perform with its own forces and which major tasks will be executed by subcontractors.
- b. Identify proposed selection method to be used in selecting key Subcontractors and suppliers. Methods available are either by qualifications-based selection only or by a combination of qualifications and price.
- c. Identify which key Subcontractors, if any, are proposed to be selected early in the design process to engage with the design team in a design assist role, with justification to support that recommendation.

**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. **If submitting via the e-Bid process follow the instructions below.** If delivered or hand-carried submittals, please provide **one original plus six copies (total of 7)**, including an

**electronic version on a USB, of the Statement of Qualifications by 3:00 p.m., Arizona Time, on September 25, 2024.**

*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://tinyurl.com/tbkhjbyu>

Meeting ID: 270 366 031 956

Passcode: jcVbxK

Video Conferencing Device

[160264325@teams.bjn.vc](mailto:160264325@teams.bjn.vc)

Firms interested in taking advantage of the streamlined e-Bid process shall submit their Statement of Qualifications electronically via the City's DemandStar Network at <https://www.demandstar.com/app/buyers/bids/439872/details>. Paper submissions will continue to be accepted.

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, unless submitted via the above-referenced e-Bid process.
- 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.

Non-Mandatory Pre-Proposal Conference	NONE
Written Question Deadline	September 16, 2024
SOQs due	September 25, 2024
Interviews	Week of October 14, 2024
Final ranking/selection	October 18, 2024
City Council Award- Phase 1 Preconstruction Services	November 12, 2024

The City will enter into negotiations for Phase 1 Preconstruction Services 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](mailto: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 RFSQ to Purchasing by email at [purchasing@lhcaz.gov](mailto: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](mailto:purchasing@lhcaz.gov).