

# REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER at RISK SERVICES

## York County Regional Recovery and Training Center

### Substance Abuse Treatment and Recovery Center First Responders Training Facility

September 8, 2022

#### SECTION I: SUMMARY

York County Maine desires to procure Construction Management at Risk (CM) services from an individual firm or team for the Regional Recovery and Training facility to be located off Layman Way, adjacent to the York County Jail.

The project includes a new 40,000 SF First responders training facility and a 50,000 SF drug treatment and detox facility. The work includes site work supporting these facilities and expansion to the existing jail septic system. Work is expected to start in late spring of 2023 with each project developed concurrently with estimated completion with occupancy winter 2025.

**Schematic Site and Building plans are available on the following web page:**

<https://www.dropbox.com/scl/fo/c8jlxzq563wshf8qe8bxj/h?dl=0&rlkey=7sjsvybef6uv0sblju2kwf4o1>

1. Projects Description

Schematic designs for the site and building are provided by Lassel Architects PA and Oak Point Associates.

A. First Responders Training facility is approximately 40,000 SF

- Training bay
- Classrooms
- Tactical training simulator rooms
- Driving simulator rooms
- Meeting rooms
- Administration wing with offices and meeting rooms
- Lecture hall
- Bathrooms and storage spaces.
- HVAC, Electrical and Fire Protection in support of the new facility.
- Extensive site work to support active fire suppression training
- Parking and delivery

B. Substance Abuse Treatment and Recovery Center is approximately 50,000 SF

- The building is broken up into several wings including the following:
  - Detox center with 24 bedrooms
    - Clinical staff spaces and offices
    - Program Support spaces
  - Short term stay wing
    - 16 bedrooms
    - Clinical staff spaces and offices
    - Program support spaces
  - Intermediate term stay wing
    - 16 bedrooms
    - Clinical staff spaces and offices
    - Program support spaces
  - Long term stay wing
    - 16 bedrooms

- Clinical staff spaces and offices
- Program support spaces
- Supporting site work for outdoor spaces and parking
- Kitchen
- Administration wing with offices and meeting rooms
- Bathrooms and storage spaces.
- HVAC, Electrical and Fire Protection in support of the new facility.

## 2. Anticipated Schedule

The project site and buildings are in the schematic design phase and planning board review will start soon. The projects will need budget estimating and review during each phase of development. We assume to start design development in late summer with bid documents ready in late spring of 2023 with construction starting in the summer of 2023.

Phase	Construction Management Services	Proposed Schedule
Schematic Design	N/A	September 2022
Design Development CM joins project team	Pre-Construction Services – estimating and/or estimate reconciliation; schedule review.	December 2022
Construction Documents	Pre-Construction Services including review and planning during this phase.	May 2023
Bidding	Bidding and preparation of a Guaranteed Maximum Price	June - July 2023
Construction	Construction management	July 2023 – winter 2024/2025
Occupancy/Substantial Completion	Owner takes Phased occupancy to be determined	December 2024
Close Out	Warranty, commissioning, and other support	Late winter/Spring 2025
Full Occupancy/Final Completion	Owner takes full occupancy	Spring 2025

The selected firm will provide CM services for site work and both projects on a project team in support of design and construction as managed by the York County. This Request for Qualifications (RFQ) seeks qualified firms to submit statements of qualifications with the intention of providing CM services for the duration of the project up to and, pending successful negotiation of a Guarantee Maximum Price, including construction phase services through occupancy permitting and final acceptance of the work.

Construction management services for the project will begin immediately following a letter of engagement with a final execution of the AIA A133 Standard Form of Agreement Between Owner and Construction Manager as Constructor. Individual firms or teams desiring to be considered should submit a statement of qualifications indicating interest, relevant experience, all insurances and bonds and the ability to start work immediately.

## SECTION II: RESPONSIBILITIES

1. The CM will be expected to perform services consistent with the industry-accepted role of a CM during pre-construction and/or construction execution. In general, they will include, but will not necessarily be limited to, the following:

### **Pre-Construction Phase Services**

- A. Coordinating with CPPM, the design team, York County and project team members as necessary, throughout the remaining design and construction project phases.
- B. Limited assistance with project planning, scoping and estimating including estimate reconciliation exercises with the Design Team's estimators.
- C. Providing recommendations regarding constructability, materials and equipment selections, and potential cost savings.
- D. Assuming charge of and responsibility for construction scheduling and cost estimating. For this project, the Construction Manager will be joining with design development in its early stages.

### **Construction Phase Services**

- E. Qualifying sub-contractors.
- F. Letting sub-contracts for bid.
- G. Managing bidding and providing a final Guaranteed Maximum Price (GMP).
- H. Providing a performance bond, a payment bond and insurance certificate(s), and maintaining such insurance and bonds through the one-year corrections period following Substantial Completion.
- I. Holding sub-contracts for construction.
- J. Managing the construction including, but not limited to, coordination, inspection, supervision, safety, and quality control services.
- K. Maintaining construction phase records and accounting, including preparing of as-built documentation, building commissioning and project close out documentation.

### **SECTION III: STATEMENT OF QUALIFICATIONS, REQUIRED SUBMISSION INFORMATION**

- 1. Prospective CM firms should prepare and submit a statement of qualifications for York County consideration. The firm's Statement of Qualifications shall respond to each specific criteria listed below, with responses organized in discrete sections and in the **same order as presented below**. Each firm's submittal must include an index, with tabs corresponding to each section. Each section must be included in the submission.
  - A. **Letter of Interest.** Provide a brief letter summarizing the firm's interest, qualifications, experience, and the ability to start work immediately. Include total dollar volume of CM work completed during each of the past three (3) years. Identify work by office located closest to Portland, Maine.
  - B. **Construction Management Experience.** Provide a detailed description of the firm's background and experience with construction management for similar construction of multiple building of projects within the last five (5) years, with a focus on providing services for government agencies:
    - 1. Description of the firm's philosophy of construction management.
    - 2. A minimum of three (3) completed project case histories shall be presented demonstrating budget, schedule and change order performance. Within the context of the case studies, provide information related to the following:

- a. Demonstration of previous successful experience managing projects using the Construction Management at Risk method for new construction with a construction value of \$25 to \$50 million preferred.
  - b. Demonstration of previous successful experience managing projects using the Construction Management at Risk method, with relation to budget, schedule and scope. Include descriptions of management methods and staff structures used to plan, schedule and control complex work conditions. Include examples of change order history and experience with GMP delivery methods.
  - c. Demonstration of experience with qualifying sub-contractors.
  - d. Demonstration of knowledge and experience in the careful evaluation of building systems, construction techniques and recommendation of materials to create optimum dollar value without compromising design criteria.
  - e. Specific experience in building high performance buildings with critical air quality systems and knowledge U.S. Green Building Council standards.
3. Description of the firm's construction safety program.
  4. Description of the firm's program for project follow-up and warranty.
  5. Historic data on the cost of general conditions/overhead as a percentage of the total construction costs for similar projects. Include a detailed list of typical expenses included in the general conditions/overhead expense.
- C. Construction Manager Team. Identify the person(s) who will be the Management team including, Company Principal, Account Executive, and Construction Manager directly responsible for providing services to the York County and provide a brief resume of education, qualifications and experience, and role in the firm's services. Submission of name(s) shall be considered a commitment on the part of the CM firm to retain stated personnel on the project throughout its duration.
  - D. Principal Support Staff. Identify the person(s) who will be the principal support staff including, but not limited to, project managers, project engineers, superintendents, and estimators. Provide a brief resume including education, qualifications and experience and role in the firm's services. Submission of names shall be considered a commitment on the part of the CM firm to retain stated personnel on the project throughout its duration.
  - E. Availability. Indicate the firm's dedicated resources available to the York County for this project in relation to other workloads and whether the firm has sufficient resources to provide services promptly to meet the project schedule. The project schedule is provided in Section I.
  - F. References. Provide a minimum of three (3) references (name, address, telephone number, and email address) who are current or former clients for whom similar work has been performed within the last ten (10) years and who can be contacted by York County with respect to the firm's reputation for work, responsibility, timeliness, cost, and efficiency. Letters of reference may be submitted with additional information as appropriate.
  - G. Other Information. As desired, provide any other information the firm considers relevant to the evaluation criteria set forth in this RFQ.

#### SECTION IV: SUBMISSION PROCESS

1. Submission Schedule. The process schedule is anticipated to be as follows:

- |  |                              |
|--|------------------------------|
| ▪ York County advertises for qualifications                        | Thursday, September 8, 2022  |
| ▪ Deadline for Questions due no later than 4:00pm                  | Thursday, September 22, 2022 |
| ▪ Response to Questions due no later than 4:00pm                   | Tuesday, September 27, 2022  |
| ▪ Qualification submissions due no later than 2:00pm               | Friday, September 30, 2022   |
| ▪ Anticipated notification of firms to be interviewed              | Wednesday, October 5, 2022   |
| ▪ Presentations/Interviews (interview time selected by lot)        | Wednesday, October 12, 2022  |
| ▪ Anticipated notification of selected firm and non-selected firms | Wednesday October 19, 2022   |

2. Contact Person. Questions about this RFQ shall be addressed in writing via email to:

Sarah Hourihane: [Sarah@lasselarchitects.com](mailto:Sarah@lasselarchitects.com)

3. Submissions. Qualifications shall be submitted according to the following:

- A. Time, Date and Place Due. Submittals are due no later than **2:00pm Friday, September 30, 2022**. All submissions shall be addressed and submitted to:

York County Maine, County administrator

Submittals received by York County after the deadline will not be considered. Faxed or emailed submissions will not be accepted. Firms assume all risks of the method of delivery chosen. York County Maine assumes no responsibility for delays caused by any package or mail delivery service.

- B. Submission Identifier. The outside of containers in which Qualifications are submitted must be clearly marked with the firm's return address and the notation: **Qualifications to Provide Construction Management Services, York County Regional Recovery and Training Center.**

- C. Number of Copies. Three (3) hard copies, and one (1) pdf copy on thumb-drive.

4. Other Information.

- A. Firms should identify a project contact, with email address, for purposes of receiving any updates regarding the RFQ selection process no later than **4:00pm on Thursday September 27, 2022**. Firms which do not provide contact information to the designated contact will not receive these updates.

Updates will be posted here:

<https://www.dropbox.com/scl/fo/c8jlxzq563wshf8qe8bxj/h?dl=0&rlkey=7sjsvybef6uv0sblju2kwf4o1>

- B. Do not contact any other York County employees or representative regarding this RFQ unless specifically directed to do so in writing by the designated contacts.

- C. Site walks by the CM must be coordinated with York County at the CMs own schedule and no staff or consultants will be included.

## SECTION V: SELECTION PROCESS

1. General. All qualifications submitted in response to this RFQ will be reviewed for completeness prior to referral to the Selection Committee.
2. Selection Committee. The Selection Committee will consist of representatives from York County, the Architects and Building programming teams.
3. Submittal Evaluation Criteria. The Selection Committee will determine the merit of submissions received in accordance with the responses provided to the qualification information requested in Section III and with the following weights.

Evaluation Criteria	Weight
CM Experience	50%
Process and Team member Experience	30%
Overall Quality and Completeness of Submission	20%

4. Interviews. Firms with top-ranking submittals may be short-listed for an interview with members of the Selection Committee.
  - a. Along with the interview Firms will be required to submit a proposed Fee Structure, as outlined below, for the project which the team will evaluate as part of the final selection.
  - b. Fee Structure. In a single, separately-sealed envelope, provide the following:
    1. Lump sum fee proposal for pre-construction CM services.
    2. The construction phase CM fee proposal as a percentage of the Cost of Work, for projects ranging \$25 to \$50 million in construction costs.
    3. CM firm's fee structure including proposed billing rates associated with pertinent personnel and prices for anticipated direct reimbursable costs.
5. Final Selection. Upon interview completion, firms may be required to present additional documentation such as the AIA Document A305, with financial statement (Section 5.1.1). Firms will be evaluated and ranked based on this information, the interviews and the Fee structure, and, upon successful reference checks, a final CM will be selected. The following criteria will be used in determining theselection.

Evaluation Criteria	Weight
Process and Team member Experience	40%
Presentation/Response to Questions/Interactions with Committee	40%
Fee Structure	20%

6. At the time of award, York County Maine will negotiate with the selected firm for Preconstruction Phase Services including determination of the Construction Managers Fee and the CM firm's fee structure including billing rates associated with pertinent personnel and prices for anticipated direct reimbursable costs. Should the parties fail to reach an agreement on the final terms of this contract, York County reserves the right to proceed with an alternative award.

## SECTION VI: FORM OF AGREEMENT

1. The successful firm will be required to enter into a standard AIA contract with York County Maine. The form of agreement between Owner and the chosen Construction Manager will be an AIA Document A133, Standard Form of Agreement Between Owner and Construction Manager as Constructor as modified by York County. The standard form of agreement for the construction shall be the AIA A133, Exhibit A Guaranteed Maximum Price Amendment as modified by York County. Work under this project shall not begin until an Agreement has been fully executed.
2. The length of the contract is intended to be for the duration of the project to final completion commencing with Preconstruction Services and, upon successful completion of the initial phase, amendment of the Construction Managers agreement for the remaining project phase. The project schedule is provided in Section I.

## SECTION VII: ADDITIONAL PARAMETERS

1. The Owner retains the right to waive any informalities, to reject any or all Statements of Qualifications, or to accept any Statement of Qualifications that may be determined to be in its best interest.
2. It is the Owner's intent that the work be publicly, competitively bid by qualified sub-bidders for each trade or bid package. The Designer and Owner will work with the Construction Manager in evaluating sub-contractors. All sub-bidders shall be qualified and must have directly-related experience.
3. The Construction Manager Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by the York County Maine. Terms and conditions of the Agreement between Owner and Construction Manager shall take precedence over all prior understandings and/or agreements, if any, including this Request for Qualifications.
4. The Owner retains the right to terminate the services of the Construction Manager at any time prior to the execution of an AIA A133 Exhibit A, Guaranteed Maximum Price Amendment (GMP), and the Owner's obligation shall be limited to actual documented expenses of the Construction Manager as of such date.
5. Protests of Award and Authority to Resolve Protests.
  - A. After the selection of the CM firm, any firm not selected may submit a protest in writing to the York County Administrator within five business days of the date of the Notice of Award for firms not selected, with a copy to the firm that was awarded the contract. The protest must contain a brief statement of the basis for the challenge. The County may stay the award until the protest has been resolved.
  - B. The County will base his or her decision on a review of the facts. There will be no hearing, no testimony and no additional information unless the County deems that additional information is necessary to resolve the protest. The County will communicate his or her decision to the protesting firm.

END OF REQUEST FOR QUALIFICATIONS