

July 31, 2019

REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT AS ADVISOR SERVICES MARION PUBLIC LIBRARY | NEW LIBRARY BUILDING

ISSUANCE AND CONTACT INFORMATION

This request is issued under the authority of the Board of Library Trustees of the City of Marion, Iowa. The purpose of this document is to provide interested parties with information to enable them to prepare and submit a qualification statement for a construction management services contract. The contract will provide for the selected individual or firm to complete those activities that will lead to the proper completion of the project. Interested individuals or firms with the necessary skills and experience are encouraged to submit.

For further information regarding this RFQ Contact

Hollie Trenary, Library Director
Marion Public Library, 1095 6th Avenue
Marion, IA 52302

PROJECT BACKGROUND

Site, Building Size, Project Budget, and Adjacent Developments

The Marion Public Library is in the process of designing a New Library Building to be constructed on a full block site bounded by 6th Avenue, 5th Avenue, 11th Street and 12th Street in Uptown Marion. This site is hereafter referred to as the Katz Block. The project is anticipated to be 50,000 square feet split between two floors plus related site work, furnishings, technology and equipment. The overall project budget inclusive of all expenses, fees, furnishings and equipment is \$18,000,000.

Currently, the milestones for the project include

1. Programming and site assessment..... through September 2019
2. Schematic Design..... through January 2020
3. Design Development through June 2020
4. Contract Documents..... through December 2020
5. Bidding through February 2021
6. Mobilization..... through March 2021
7. Construction through April 2022
8. Furnishings & move in..... through June 2022

The project may be developed in parallel with an adjacent site use. That use will be a separate private development of some form as accepted by the City of Marion. It will be built, owned and operated separately from the library project.

The Library's existing building and site will become available for development upon the completion of the New Library Building. The building is 24,000 square feet and sits on a full block bounded by 6th Avenue, 11th Street, 5th Avenue, and 10th Street. Parties interested in the redevelopment of the building and or site are encouraged to see a separate Request for Qualifications available from the City of Marion. While independent of both the New Library Building and any private development on the Katz Block, the anticipated redevelopment of the Library's existing site should form a cohesive development consistent with the Central Corridor Plan and the Uptown Design Guidelines and zoning ordinances.

Project Team

The Board has contracted with Engberg Anderson for architectural, engineering and interior design services.

Scope of Services

This project will include the services generally described in AIA C132-2009 and related general conditions. The library seeks general preconstruction service including with phasing, estimating, procurement of competitive bids in accordance with State law and Board policies, construction phase administration of the Construction Contracts, quality control, and on-site monitoring of construction progress.

PREPARING AND SUBMITTING A STATEMENT OF QUALIFICATIONS

Information Available

A preliminary plan, corresponding estimate, narrative, building assessment of existing mechanical systems, roof and other components of the structure are appended.

Pre-Submittal Conference

A **mandatory** pre-submittal conference will be held as follows:

- **Date** at **Time** in the Meeting Room at the Library.
- Topics will include overview of project, tour of existing structures, question and answer session, and identification of any needed additional instruction to individuals or firms on the submission of statement of qualifications.
- Any changes as a result of the meeting will be transmitted to all potential proposers in an amendment.
- Questions asked and answered during the meeting that do not result in changes in this RFQ will not be forwarded to attendees.

Key Dates

Listed below are specific and estimated dates and times of actions related to this RFQ. The actions with specific dates must be completed as indicated unless otherwise changed by the Owner. In the event that the Owner finds it necessary to change any of the specific dates and times, it will do so by issuing amendments to the RFQ. Failure by the Owner to issue amendments to this schedule will not invalidate this selection process.

DATE/TIME	EVENT
	RFQ issuance date
	Proposer Conference – Date at Time
	Last day for submitting written questions
	Mail/Fax amendments to proposers, Supplements and/or revisions to RFQ
	Qualifications due on or before Time
	Interviews/presentations (if required)
	Selection of firm to negotiate contract(estimated)
	Contract start date (estimated)

Form of Submittal

The evaluation and selection of a Construction Manager will be based on the information submitted in the qualifications plus references and any required interviews/presentations. Submittals should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFQ may be the basis for rejecting a submittal. Elaborate submittals (e.g. expensive artwork), beyond that sufficient to present a complete and effective submittal, are not necessary or desired. Provide the following:

Contact Information

List firm name, address and website. Provide similar information for the person acting as the prime contact for this submittal.

Team

Illustrate the organization of your team and the areas of responsibility of each of the proposed individuals. Include the individuals for any consultants or partnering firms. Provide references for those individuals named to the team.

Resumes

Provide the professional resumes of each proposed team member and the relevant experience that qualifies them for this project. Include the individuals of any consultants or partnering firms.

Project Approach:

Describe how your firm’s experience and the proposed key individuals will address the needs of the project. Include, at a minimum, a discussion of:

1. Quality control
2. Estimating and budget control
3. Schedule control
4. Construction operations on a multi-building/multi-project site
5. Initial thoughts on schedule

Fee Structure:

Describe how your firm approaches fees, expenses, general conditions, bonding, and other costs. This is not intended to be a proposal. Explain your approach only.

SUBMITTALS

Proposers must submit 8 bound paper copies and 1 composite pdf of all materials required for acceptance of their qualifications to:

Hollie Trenary, Library Director
Marion Public Library, 1095 6th Avenue
Marion, IA 52302

A separate pdf copy must be sent by the same deadline to:

Joe Huberty
Engberg Anderson Architects
320 E Buffalo St, Ste 500
Milwaukee, WI 53202

EVALUATION AND AWARD PROCESS

The Library will appoint a 7- person Steering Committee to evaluate the submittals and identify a short-list of firms or individuals to be interviewed. The Committee will include representatives the Library Board, the City Council, the City Engineer and the City Planner.

Submittals will be evaluated on the following criteria:

1. Public sector construction management experience of the firm. Priority will be given to experience with libraries, or similar educational or technology focused projects. Priority will be given to understanding of local construction industry practices.20 points
2. Public sector construction management experience of key individuals proposed to be part of the team. As with the firm experience, priority will be given to experience with libraries, or similar educational or technology focused projects. Key roles to be assessed are site superintendent, cost estimator, scheduler, and primary project contact/individual with overall responsibility for the work of the construction manager. These roles may be combined or divided among individuals as the proposer sees fit. Describe how the individuals fit into the overall project organization you propose.25 points
3. References of individuals assigned.....15 points
4. Quality of responses to the Project Approach section.....25 points
5. Clarity, thoroughness and responsiveness of submittal.10 points
6. Approach to fee structure5 points

References for key personnel from the short-listed firms will be contacted. If your firm is interviewed, it is required that the key individuals proposed for the project attend the interview.

Following the interviews, the Steering Committee will evaluate the short-listed firms and rank them in order of capabilities. The Library intends to negotiate a contract with the top ranked firm. Should negotiations be unsuccessful, subsequently ranked firms may be invited to negotiate a contract. The Library reserves the right to adjust the scope of services as it deems appropriate.

ADDITIONAL INFORMATION

Timely submission of the submittal is the sole responsibility of the applicant. Responses received after the specified date and time may be rejected. The submittal shall address all the requirements set forth herein. Incomplete information in any part of the submittal may be cause for rejection of the response. However, the Library Board reserves the right to decide on a case by case basis, and in its sole discretion, whether or not to reject such a submittal as non-responsive. The Library reserves the right to reject all submittals or to accept the submittal which in its sole judgment will be for its best interests.

This RFQ does not commit the Library to award a contract or share in the expense of preparing the submittal. The Library shall not be responsible for any costs incurred by applicants in the preparation and or submission of the submittal. Each applicant shall bear its own expenses in connection with the preparation and submission of materials and the provision of supplemental information which may be requested by the Library. All submittals and materials submitted by the applicant become the property of the Library and will not be returned.

End

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