

REQUEST FOR QUALIFICATIONS

FOR

**Industrial Technology Center Modernization
Project #CP000282**

THE UNIVERSITY OF NORTHERN IOWA
CEDAR FALLS, IOWA

QUALIFICATIONS DUE:

2:00 p.m., Central Time, January 14, 2021

Email electronic submissions to

Michael.zwanziger@uni.edu

And

Brent.ascher@uni.edu

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**SECTION 00010
PROJECT SUMMARY**

- 1.1 Instructions for the preparation of proposals are located in Sections 00100, 00110 and 00120.
- 1.2 The University of Northern Iowa is currently in the design phase of a project titled **Industrial Technology Center Modernization** and has been authorized by the Board of Regents, State of Iowa to proceed with procurement of construction manager services where the construction manager is at risk. The University intends to retain a construction management firm to join the project team during the design phase and to continue through the construction, occupancy, closeout and warranty phases of the project. The University is requesting submittals from firms who can demonstrate they have resources, experience and qualifications to provide construction management services for the project.
- 1.3 Submissions to the Request for Qualifications (RFQ) for Construction Manager at-Risk (CMaR) services for the **Industrial Technology Center Modernization** project at the University of Northern Iowa, Cedar Falls, Iowa, will be received electronically to the individuals indicated in the RFQ prior to 2:01 p.m. local Iowa time, on the date listed within the RFQ.
- 1.4 The **Industrial Technology Center Modernization** project is expected to include offices, classrooms, labs, and support spaces for the following academic programs: Construction Management, Graphic Technology, Manufacturing Engineering Technology, Technology Management, Electrical Engineering Technology, Technology and Engineering Education and the Metal Casting Center. Existing spaces will be modernized; and additional program space constructed.
- a. The reference materials for the project are included as an attachment. Additional information will be provided during the RFP phase.
- b. The team of **OPN Architects** have been selected as the design professional for this project and will participate in the selection of the construction manager. The successful construction management firm will be expected to work in a highly collaborative manner with the Owner and the Design Professional's collaborative design team.
- c. The project budget is **\$44,776,000**. The estimated construction budget is **\$28,520,000**.
- d. The anticipated project schedule (all dates are subject to change as the project is developed):
- Completion of Schematic Design – **May 2021**
 Completion of Design Development – **September 2021**
 Completion of Construction Documents – **December 2021**
 Begin Construction – **December 2021**
 Substantial Completion – **July 2024**
- e. Services Required: CMaR services will include pre-construction services and will continue through the construction phase of the project. The scope of services will include assistance to the University during the process of pre-construction, construction, occupancy, and warranty period. Specific tasks to be performed by the Construction Manager include those generally performed where the Construction Manager is at Risk. A draft copy of the University's Agreement between Owner and Construction Manager is included in the exhibits.

A list of the anticipated services for each phase is provided below:

Preconstruction phase services will include, but are not necessarily limited to, the following:

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- Review of design documents for constructability, completeness, accuracy, and proper coordination of disciplines.
- Continual review of design documents to confirm conformance with the project budget.
- Development of cost information and analysis to facilitate decision making during the design process.
- Continual value analysis of the design to identify opportunities to reduce construction costs and/or to improve facility performance.

- Development of a detailed phasing plan and construction schedule for the project, including identification of long lead items and owner supplied equipment and materials.
- Development of a project implementation plan and site staging plan coordinated with university activities around and adjacent to the site.
- Development of detailed budget estimates at critical milestones.
- Establishment of a guaranteed maximum price (GMP).
- Scope development for multiple bid packages.
- Investigation and analysis of construction labor and material markets in preparation for project bidding.
- Communication with area contractors during the preparation of bid packages and during the project bid phase.
- Assist the Owner in receiving bids, prepare bid analysis and make recommendations to the Owner for award of contracts or rejection of bids.

Construction phase services will include, but are not necessarily limited to, the following:

- Management of the Work, including the activities of subcontractors during the construction of the project.
- Development and administration of the project schedule in accordance with contract requirements.
- Coordination of on-site construction activities.
- Coordinate and participate in system commissioning.
- Development and administration of BIM modeling processes during the construction phase.
- Development and administration of the project safety program.
- Monitoring the Work on the project for quality control and site safety.
- Management of contract closeout and turnover processes.
- Communication with university project management personnel and design consultant.
- Oversee, monitor and coordinate any remedial work required during the project warranty period.

- f. Selection Process Overview: A two phase solicitation process will be used to select the CMaR that provides the best value. This process requires firms to submit in their RFQ documentation: their general information, relevant past performance, team experience & approach, project understanding & approach, project management, safety, and other factors or capability information initially for review and consideration by the Owner. Following the review, evaluation, and rating of these proposals, the Owner intends to select no less than two and not to exceed five, of the highest rated Proposers to receive the RFP package and to participate in the RFP process of this solicitation. RFP shall include the submission of a sealed cost proposal, concurrent with the interviews of each firm, to be opened after the completion of the RFP process.
- g. All Proposers will be notified of their selection/non-selection for the RFP process.
- h. For all those contractors who compete in both the RFQ and the RFP, the firm’s proposal shall be defined as all information that was submitted in response to the requirements of both phases of the solicitation.
- i. The anticipated schedule for the selection process is as follows (all dates subject to change):

Request For Qualifications (RFQ) Issued	December 21, 2020
RFQ Due	January 14, 2021
Notifications to “Short-Listed” Proposers	January 21, 2021
RFP Proposals Due	February 11, 2021
Interviews and Opening of Cost Proposals	February 25, 2021

END OF SECTION

SECTION 00100
RFQ - INSTRUCTIONS TO PROPOSERS

- 1.1. Firms wishing to be considered for this project shall submit a Statement of Qualifications (SoQ) in accordance with the Instructions to Proposers confirming conformance with minimum requirements, relevant experience, team experience and qualifications, project understanding and approach, project management, safety and other relevant information for review and consideration by the Owner.
- 1.2. Responses are to be provided electronically. The electronic file shall not exceed a forty (40) single page limit and shall be .pdf format, less than 15MB in size. Responses shall be legibly prepared for both printed and electronic viewing without magnification assistance to the normal eye. All pages of each proposal shall be appropriately numbered.
- 1.3. RFQ submissions shall include the minimal requirements and be organized in the order specified below.
 - General Information (minimum requirements documentation)
 - Firm Relevant Experience
 - Team Experience and Qualifications
 - Iowa Preference
 - CMaR Project Understanding and Approach
 - Project Management
 - Safety
 - Other Factors
- 1.4. The following items shall be included in and Appendix to the submittal and are subject to the forty (40) printed page limit:
 - List of exception(s)/deviation(s) to the RFQ requirements.
 - List of exception(s)/clarification(s) to the Standard Form of Agreement between Owner and Construction Manager.
- 1.5. Should the Proposer take exception to any requirements specified in this solicitation, the Proposer shall clearly identify each such exception/deviation and shall include a complete explanation of why the exception/deviation is taken and what benefit accrues to the Owner. The Owner will assume a Proposer takes no exceptions to any project requirement if the Proposer does not identify exceptions, deviations and/or clarifications in their submittal.
- 1.6. Removal of Sections at Time of Award: Sections 00100, 00110 and 00120 will be physically removed from the resulting award but will be deemed to be incorporated by reference in the award.
- 1.7. Iowa Targeted Small Business (TSB): The Board of Regents, State of Iowa seeks to provide opportunities for Targeted Small Businesses in accordance with the provisions of Chapter 73 of the Code of Iowa. This project has a participation goal of 10% for certified Targeted Small Businesses participation and shall fill out the Targeted Small Business Participation form as part of the RFP submission.
- 1.8. Expenses and Pre-contract costs: This Request For Qualifications (RFQ) and Request For Proposal (RFP) does not commit the Owner to pay costs incurred in preparation and submission of initial qualifications and subsequent proposals or for other costs incurred prior to award of a formal contract.
- 1.9. The Proposers' submission to the RFQ will be evaluated by a Selection Committee assembled by the Owner specifically for this project.
- 1.10. Disposition of unsuccessful RFP Proposals: The Owner will retain an electronic copy of all unsuccessful RFP Proposals.
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- 1.11. Formal Communication, Proposer Explanations: Any explanation desired by a Proposer regarding the meaning or interpretation of the solicitation or project documents must be requested in writing and with sufficient time allowed for a reply to reach Proposers before the deadline for submission to the RFQ. All questions and requests for

information must be received NOT LATER THAN seven (7) calendar days prior to closing (due date) for both the RFQ and RFP processes.

- 1.12. Addenda Prior to RFQ due date: The right is reserved, as the interest of the Owner may require, to revise or amend, the solicitation or project/performance documents prior as necessary. Such changes, if any, will be announced by an addendum to this solicitation. All addenda will be issued so as to be received at least forty-eight (48) hours prior to the time set for the RFQ due date. All addenda so issued shall become part of the RFQ documents and shall be acknowledged in the space provided on the Construction Manager Information Form.
- 1.13. Submissions to the RFQ shall be emailed to the following two (2) email addresses: Michael.zwanziger@uni.edu and brent.ascher@uni.edu.
- 1.14. Any questions relating to the RFQ may be directed to the following individual:

Mike Zwanziger, Director
Facilities Management
1801 West 31st Street
Cedar Falls, Iowa 50614
Phone: 319-273-7826
Email: michael.zwanziger@uni.edu

Brent Ascher, Associate Director
Facilities Management
1801 West 31st Street
Cedar Falls, Iowa 50614
Phone: 319-273-7369
Email: brent.ascher@uni.edu

END OF SECTION

**SECTION 00110
PHASE I – REQUEST FOR QUALIFICATIONS**

- 1.1. The intent of the RFQ is to evaluate the overall experience and qualification of the firm and the personnel assigned to the project in delivering projects with similar scope and size to the subject project in a similar manner. Firms will be evaluated on the basis of overall experience, team qualifications and experience and depth of resources. The Selection Committee will evaluate all submittals (received on time) and select the firms determined to be the most qualified to advance to the RFP phase.
- 1.2. Minimum Requirements: As a precondition of consideration, RFQ Proposers must provide the following information in their SoQ as evidence of meeting minimum requirements and conditions. Submissions that do not meet these requirements will not be evaluated further.
 - 1.2.1. Construction Manager Information Form. (attachment)
 - 1.2.2. Letter from surety confirming intent to issue a Performance and Payment Bond of not less than **\$28,520,000** for this project.
 - 1.2.3. Letter or Certificate of Insurance from the CMaR’s insurance provider that the CMaR can obtain general and professional liability insurance at the following minimum amounts:
 - 1.2.3.1. General liability insurance written for not less than \$1,000,000 per claim and \$2,000,000 aggregate.
 - 1.2.3.2. Excess liability insurance written for not less than \$5,000,000.
 - 1.2.3.3. Professional liability insurance written for claims arising from the negligent performance of professional services under this Agreement, written for not less than \$2,000,000 per claim and \$2,000,000 aggregate. The professional liability insurance shall include prior acts coverage sufficient to cover all services rendered by the Construction Manager. This coverage shall be continued in effect for three (3) years after the Date of Substantial Completion.
 - 1.2.3.4. Insurance required herein shall be primary to any other insurance coverage purchased and shall be issued by an insurer licensed to do business in the state of Iowa having a minimum rating of “A- VII” or higher from A. M. Best.
- 1.3. The Selection Committee will evaluate each SoQ as previously stated and assign up to the maximum number of points for each Evaluation Criteria listed below:

Evaluation Criteria	Highest Possible Points
Firm Relevant Experience	30
Team Experience and Qualifications	30
Local Market Experience and Iowa Preference	15
CMaR Project Understanding and Approach	20
Project Management	15
Safety	10
Maximum Points Possible	120

- 1.4. Information to be considered in the evaluation and scoring of each criteria includes, but is not limited to, the following:
 - 1.4.1. **FIRM RELEVANT EXPERIENCE (30 points maximum)**
 - 1.4.1.1. Experience in the construction of industrial technology labs and classrooms of similar scope and complexity to the project currently being planned. Include information for a maximum of seven

comparable projects completed within the last 10 years, along with appropriate references. Current and recently completed projects may have greater impact than older performances.

- 1.4.1.2. Experience on public sector projects and knowledge of public construction processes.
- 1.4.1.3. Experience in the design and construction of facilities that utilize appropriate energy efficiency features and sustainable design and construction practices.
- 1.4.1.4. Experience and capabilities using Building Information Modeling (BIM) during design, construction and turnover to add value and efficiency during the design, construction and operations phases of the project.

1.4.2. TEAM EXPERIENCE & QUALIFICATIONS (30 Points maximum)

- 1.4.2.1. Outline the general organizational structure proposed for the project, including primary point of contact.
- 1.4.2.2. Provide resumes of each listed team member.
- 1.4.2.3. Briefly describe each listed team member's role on this project.
- 1.4.2.4. Provide "team" experience working together on similar (both construction manager delivery and traditional project delivery) projects.
- 1.4.2.5. Identify other project commitments that are concurrent with this project and the percentage of time available for this project for each proposed team member.
- 1.4.2.6. If any relevant present/past performance experience provided for team members is experience from a predecessor companies other than the firm submitting qualifications, this must be clearly disclosed.
- 1.4.2.7. Team references from Design Professionals and universities from previous projects.

1.4.3. LOCAL MARKET EXPERIENCE AND IOWA PREFERENCE (15 Points maximum)

- 1.4.3.1. Describe your understanding, knowledge and experience in local construction markets and how you will engage contractors and subcontractors in the local market and manage their participation in the project effectively.
- 1.4.3.2. Preference will be given in accordance with Iowa Code to the selection of firms either based in Iowa or with permanent offices in Iowa. Non-resident corporations submitting proposals must be in compliance with Section 490.1501 of the Code of Iowa and legally authorized thereby to carry on such business in the State of Iowa.

1.4.4. CMaR PROJECT UNDERSTANDING & APPROACH (15 Points maximum)

- 1.4.4.1. Describe your firm's understanding of the project and your understanding of and successful completion of projects in the CMaR delivery method.
- 1.4.4.2. Describe methods and experience collaborating effectively with the Owner, Architect, consultants, contractors and other project partners in a team environment to achieve project objectives.
- 1.4.4.3. Identify your strategies for packaging the Work, identifying subcontractors and generating interest in the project.
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- 1.4.4.4. Describe your philosophy on when the project GMP should be set and for the management of contingency during the design and construction phases of the project.

- 1.4.4.5. Describe the work you anticipate self-performing, and the work you anticipate being performed by subcontractors. Describe the work you have self-performed in a CMaR delivery process within the past five (5) years.

1.4.5. PROJECT MANAGEMENT (20 Points maximum)

- 1.4.5.1. Describe your approach to managing Owner decisions in the design phase.
- 1.4.5.2. Describe your controls and methods for managing change orders.
- 1.4.5.3. Describe your project management philosophy, controls, techniques, etc.
- 1.4.5.4. Describe your history of successful & timely project completions and how your firm manages schedules to assure project milestones are met.
- 1.4.5.5. Describe your experience with lean construction methods and how you would apply them to this project.
- 1.4.5.6. Describe your quality control plan and dispute resolution management approach.

1.4.6. SAFETY (10 Points maximum)

- 1.4.6.1. Document your safety history for the previous five (5) years; including OSHA citations.
- 1.4.6.2. Designate the safety officer for this project and include relevant credentials.
- 1.4.6.3. Describe key elements of general safety plans for all projects.
- 1.4.6.4. Describe your specific safety management plan for this project and point out any unique elements of this project that must be addressed to assure a safe project.
- 1.4.6.5. Provide firm's current Experience Modification Rate.

END OF SECTION

SECTION 00120
PHASE II – REQUEST FOR PROPOSAL

- 1.1. Proposers with the best scores from the RFQ will be selected to advance to the RFP. The Owner intends to select at least two but not more than five firms to receive the RFP.
- 1.2. The RFP will be issued to all firms selected and will include the following minimum information:
 - 1.2.1. Procedures for submitting proposals, the criteria for evaluation of proposals and their relative weight.
 - 1.2.2. Proposed Agreement and Conditions of the Contract for the CMaR contract.
 - 1.2.3. Schedule for planned commencement and completion of the project.
 - 1.2.4. Project and construction budget for the project.
 - 1.2.5. Requirements for bid bonds, performance bonds, payment bonds, target small business participation and insurance.
 - 1.2.6. Drawings, specifications or other information if available on the project such as surveys, soil reports, drawings of existing structures, environmental studies, photographs, etc.
- 1.3. Phase II will include the submission of a written response to the RFP, an interview with all firms, and submission of a sealed cost proposal from each firm to be opened after the proposals and interviews have been evaluated. The intent of the RFP process will be to allow the invited proposers to provide details on the information provided in response to the RFQ criteria including how they will be applied to the specific project. The interview will allow the invited proposers to discuss their proposed team members, staffing plan, project management plan, project constraints or concerns, opportunities, etc. At the conclusion of the interviews, the proposers will have the opportunity to answer questions from the Selection Committee.
- 1.4. The Selection Committee will evaluate and score the Proposals in two parts. Part I of the Proposal evaluation will involve scoring of the technical proposal and Interview. Part II of the evaluation will involve scoring of the Cost Proposal. Scores assigned during the RFQ of the selection process will not be carried forward into the RFP. Final criteria and maximum point values will be provided to invited proposers.
- 1.5. The Owner intends to award a contract to the Proposer who's Proposal conforms to the RFP requirements and represents the best value to the Owner. The best value is the most advantageous offer, price and other factors considered, and consistent with the Owner's stated importance of evaluation criteria. The Owner reserves the right to accept other than the lowest priced proposal offered or rejected any and all proposals, to waive irregularities and to accept that proposals which is deemed in the best interest of the Owner.
- 1.6. **COST PROPOSAL**
 - 1.6.1. Cost proposals will be accepted only from those firms invited to submit a proposal for consideration. The sealed cost proposals (electronically submitted) will be opened and evaluated after the qualitative scoring has been completed. For proposal evaluation purposes, the CMaR's proposed fee percentage will be multiplied by the estimated construction budget to establish the Construction Manager Fee component of the cost proposal. Cost proposals that do not meet the requirements specified herein will be deemed non-responsive and will not be evaluated.
 - 1.6.2. The cost proposal shall be inclusive of all costs contained in the "Exhibit A – Construction Manager's Designated Services and Method of Payment" and distributed among the proposal elements as indicated.
 - 1.6.3. The Cost Proposal shall consist of the following elements:

Construction Manager Fee	% of Est. Construction Cost
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Preconstruction Services Lump Sum Amount

Construction Phase Reimbursable Expenses

Construction Manager Staff Reimbursable Expenses Not to Exceed Amount

Construction Manager Site Reimbursable Expenses Not to Exceed Amount

1.6.4. Cost Proposal Evaluation: The Proposer with the lowest cost proposal will receive the maximum assigned point value. Proposers with higher cost proposals, but less than or equal to the maximum available funds, will be awarded fewer points per the following calculation:

$$\text{\# of Points} \times [1.0 - \frac{(\text{Proposer's Cost Proposal} - \text{Lowest Cost Proposal})}{\text{Lowest Cost Proposal}}]$$

1.6.5. This cost proposal is a binding offer to perform the services associated with the scope of work described in this RFP. The amount of the Agreement will initially be based on the cost proposal provided. At the time that a GMP is established in accordance with the Agreement, the GMP will be contracted for separately including any Construction Manager Fee adjustment amount as appropriately adjusted to reflect the GMP.

1.6.6. Costs for pre-construction services and construction phase reimbursable expenses (Construction Manager Staff Reimbursable Expenses and Site Reimbursable Expenses) will not be incorporated into the GMP contract but will remain separate pay items through the term of the first Agreement.

1.6.7. GUARANTEED MAXIMUM PRICE

1.6.7.1. A GMP will be required at such time as the Owner and Construction Manager agree the drawings and specifications are sufficiently complete but not before the completion of design development documents. The CMaR shall assume responsibility for all costs of construction in excess of the GMP. If the cost of construction is less than the GMP then the difference will be returned in full to the University. All records of the CMaR related to costs and expenses included in the GMP shall be open and available to the University for evaluation upon request.

1.6.8. PERFORMANCE AND PAYMENT BOND

1.6.8.1. The CMaR is required to furnish a performance and payment surety bond on the University's form in the amount of 100% of the Contract Sums as security for faithful performance of the Agreements and for the payment of all persons performing labor and furnishing materials for the work.

1.6.9. AWARD OF CONSTRUCTION CONTRACTS FOR TRADE PACKAGES

1.6.9.1. Multiple trade contract packages are anticipated with phased completion of construction documents and fast-tracked construction as required to meet the project schedule. The CMaR shall enter into contract with each subcontractor performing construction services for the project.

1.6.9.2. When the estimated total cost of a trade package construction contract is in excess of \$100,000 (Major Work Trade Package), the Construction Manager shall advertise for competitive bids, receive bids, prepare bid analyses and notify the Owner of their intent to award contracts or reject bids. All contracts advertised under this subsection 3.3.8.1 shall be awarded to the lowest responsible bidder, unless the Construction Manager determines that award to other than the lowest pecuniary bid is in the best interests of the project. The Owner may participate in the bid review and evaluation process, but the Owner's participation in the decision to award shall be limited to rejection of a proposed subcontractor and subsubcontractor as provided in Section 5 of the Standard Agreement and General Conditions Between Owner and Construction Manager (where the CM is At-Risk)

- 1.6.9.3. The Owner may allow the CMaR to submit a bid to self-perform construction services for any Major Work Trade Package. The CMaR must notify the Owner in writing of its intent to submit a bid proposal for a Major Work Trade Package. The CMaR's bid must be submitted under the same conditions that apply to all other competing firms. The Owner will receive bids and participate in and provide oversight of all bid analyses pertinent to the award of subcontracts or rejection of bids on any trade package for which the CMaR submits a bid to self-perform. Where the CMaR is not the apparent low bidder, the Owner shall be responsible for determining whether a recommendation of award to the CMaR is in the best interests of the project.

END OF SECTION