



## ARC Integrated Program Management, Inc.

254 North Center Street • Unit 25 • Casper, Wyoming 82601

To Whom It May Concern:

Your company is being considered as one of a number of firms to be the Construction Manager at Risk for both preconstruction and construction on the new Casper Area Business Innovation Center project for the Casper Area Economic Development Alliance (CAEDA) & Casper College located in Casper Wyoming.

The selection process will consist of this Request for Qualifications, oral interviews and culminate in a Request for Bid.

The current schedule for CMAR selection is as follows:

- 05 APR 10: Issue Request for Qualifications for CMAR
- 22 APR 10: RFQ Responses Due from CMAR Candidates
- 26 APR 10: Committee Shortlist Meeting
- 27 APR 10: Notification of Oral Interview Candidates & Release of Contract for Review
- 11 MAY 10: Oral Interviews and Committee Shortlist Meeting
- 13 MAY 10: Issue Bid Package to Shortlisted CMAR Candidates
- 02 JUN 10: Bid Opening Date
- 09 JUN 10: Committee Selection Meeting
- 16 JUN 10: Issue Notice to Proceed for Pre-Construction services for CMAR

### I. Overview of the Project

A. For the purposes of responding to the informational requests below, review the attached executive summary for the project and assume the schedule and construction costs for the project will be as follows:

- 11,925 sf remodel and 28,330 sf of addition to existing building
- Presence of Asbestos in existing building; primarily in floor coverings is anticipated\*
- Three to four bid packages
- \$8.3 MM hard cost, with soft costs being in addition to this amount
- Scheduled to break ground in late summer/early fall 2010
- See attached Program for further details

\*The successful candidate will be responsible for asbestos abatement activities. The removal and disposal of any asbestos containing material must be done by a certified abatement

contractor and meet federal, state and local regulations regarding removal, disposal and transport. The architect will provide bidding information for abatement activities.

To allow the Owner, Architect, and ARC to fully understand your firm's qualifications for this job; please carefully prepare a response to the items listed on the following pages.

## **II. Overview of the Firm**

- A. Please use AIA Document A305, General Contractor's Pre-Qualification Statement - 1986 Edition, to respond as follows:
1. Present all the information requested, following the instructions provided in AIA Document A305.
  2. Under Article 4, Section 4.3, please also include the aggregate bonding capacity for your firm by year from June of 2007 to the present.
  3. Please provide a list of similar projects your firm has completed. Outline experience with addition and remodel projects. In particular, experience with renovations to historical buildings should be described. For each project listed, please provide the total contract amount for work performed by your firm, and contact information for the Owner.
- B. In responding to Section 5.1, please provide all the information requested, including the following:
1. An income statement for the current year to date, and full prior year.
  2. This information should be prepared by an outside firm (preferably a CPA), and should adhere to Generally Accepted Accounting Principles (GAAP), signed by the CEO or CFO.
  3. If your firm has multiple offices, please provide this information for all offices. Indicate, which office is going to perform the bulk of the services for this project and why.
  4. This information can be provided in a separate envelope and submitted as such. If requested, this information will be returned to the candidates upon the selection of the successful candidate for the project.

## **III. Safety**

- A. Provide a general outline of your firm's approach to assuring safety. If available, include the resume of person in charge of safety for your company and any safety training. Does this individual conduct onsite project safety inspections? How often?
- B. Provide your firm's Interstate Experience Modification Rate for Workmen's Compensation Insurance used by your insurance carrier for each of the last three years.

#### **IV. Construction Cost Estimating**

The construction cost estimating process used by the selected contractor is one of the essential elements of this project. In this context, please respond as follows:

- A. Provide a recent example of a cost estimate prepared from schematic design information as well as one prepared from design development information for a project similar in scope and use to this proposed facility.
- B. Provide the current resumes of each member of the cost estimating team, their job description and current workload.
- C. Please also provide their dedication to this project in man-hours available per week from April 2010 through December 2011.

#### **V. Scheduling**

The ability to predict, test and correct the appropriate construction project duration is another essential element of this project. In this context, please provide an overview of your firm's scheduling experience and approach and respond to the following:

- A. What level of personnel commitment to scheduling does your firm provide during preconstruction and construction? Please be specific, indicating number of project-specific hours to be dedicated per week. Indicate whether these personnel hours will be provided on-site, in the home office, or a combination of both.
- B. Provide the current resumes of each member of the scheduling team, their job description and the hours shown above that will be their responsibility.
- C. List the project scheduling software and hardware used by your team to prepare its schedules. How long has your firm used each of these software packages? What version is currently being used?
- D. Provide an example of a detailed schedule used by your firm throughout construction. In addition, provide an example of a three-week "look-ahead" format, submittal schedule, task lists, etc. The examples are to be representative of the information the Owner can expect to receive on this project.

#### **VI. Specific In-House Personnel Dedicated to this Project during Construction**

The success of this project's team will rest on the individuals assigned to the facility's completion. Good teams typically have strong leaders, together with highly qualified, dedicated support personnel. The owner is very interested in the specific make-up of your proposed team, their respective qualifications and their commitment to the project. Please provide the following information about the in-house employees your firm proposes for the Business Incubator Project:

- A. The presentation of the project manager's qualifications should include at least the following information:

1. Current resume.
  2. List of addition and remodel projects completed by this individual, together with owner and design team contact person and phone number for each project shown.
  3. Narrative of key qualifications, including experience in construction, that make this individual an ideal "fit" for this Owner and this job.
  4. Minimum number of hours per week this individual will be specifically dedicated to this project during the preconstruction and procurement process.
  5. Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.
  6. Other projects this individual is scheduled to participate in from April 2010 through December 2011.
- B. The presentation of your in-house and field construction team, should include, but not be limited to, the project superintendents and other key personnel. Please include the following:
1. Current resumes.
  2. Current job description.
  3. Minimum number of hours per week these individuals will be specifically dedicated to this project during the preconstruction process.
  4. Minimum number of hours per week these individuals will be specifically dedicated to this project during the construction process.
  5. Other projects these individuals will be scheduled to participate in from April 2010 through December 2011.

## **VII. Quality Control**

Please describe the steps your firm uses to control quality during the preconstruction and construction phases; identifying one-time tasks, on-going tasks, points of the Owner's participation, milestones, etc. The methods used to insure delivery of a project meeting or exceeding the requirements of the Contract Documents and the Owner's needs should be emphasized.

- A. Provide a spreadsheet showing the amount of non-owner initiated change orders as a lump sum and percentage of total project construction cost for projects completed by your firm in the past three years, both on a project-by-project basis, as well as an overall historical percentage. Provide names and contact people for verification of the information provided.
- B. Provide an example of your firm's standard change order log currently being used on other projects.

- C. Provide an example of your firm's standard change order request with detailed backup.
- D. Provide documentation for the amount of non-owner initiated change orders as a percentage of total project construction cost for your firm, both on a project-by-project basis, as well as an historical percentage.
- E. Provide an example of your firm's standard Request for Information Log, Submittal Log and Punch List. Examples are to be representative of the format to be used on these projects.
- F. Provide a narrative outlining formal closeout procedures used to finish a project.

### **VIII. Marketplace Resources**

- A. Provide a complete list of vendors and subcontractors your firm uses as a resource(s) during the pre-construction and construction process.
- B. Please provide a narrative outlining the candidates proposed subcontractor procurement strategy.
- C. The intent is not to initiate a subcontractor pre-qualification process for this particular project, but rather determine the level of marketplace penetration currently achieved by your firm.

### **IX. Owner's Financing**

- A. The Owner has received funding from multiple sources for this project including federal funding. Davis Bacon wage requirements will be applicable on the job. To that end, please provide your firm's experience with Davis Bacon wage requirements.
- B. The Davis Bacon wages for any applicable labor will be determined at the time of the Bid Opening.
- C. Additionally, due to the federal funding component, Wyoming statutes regarding in-state bidding preference do not apply to this project.

### **X. Selection Criteria and Future Process**

- A. The selection committee will analyze the Qualifications, focusing on, in order of importance:
  - 1. The candidate's relevant experience, quality of resources available to be assigned to this project, and financial strength.
  - 2. A standard contract and general conditions will be provided to the candidates by **27**

**APR 10** for review and written comment due at the oral interviews.

3. The exceptions taken to the standard contract and general conditions provided to your firm for review as part of this process.
  4. As many as six firms will be invited to present their Qualifications to the selection committee in separate, one-hour presentations in Casper, WY followed by a question-and-answer session by the project team for each candidate. The oral interview schedule will be made available before qualifications are due.
- B. The next level of the selection process will follow these steps:
1. A detailed analysis of each candidate's submittal and presentation to the selection committee should result in a shortlist of as many as six firms who will be asked to bid the services outlined in the subsequent Bid document.
  2. The selected Construction Manager at Risk will be added to the team after a contract has been awarded, and CAEDA & Casper College have ratified the team's CMAR recommendation no later than **16 JUN 10**.

## **XI. CAEDA & Casper College Standard Procurement Guidelines**

- A. Awarded firm must comply with all Federal, State, and Local laws, statutes, ordinances, codes including but not limited to the attached Davis Bacon requirement, Lobbying Form and EDA Construction Provisions.
- B. This project will be partially funded with Federal funds from the U.S. Department of Commerce, Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program.
- C. Equipment or products to be purchased by the Economic Development Administration award funds must be American made, to the maximum extent possible, in accordance with Public Law 103-121, Sections 606 (a) and (b).
- D. This is an equal employment opportunity project.
- E. Qualifications must be received by the date and time specified. Qualifications received after the specified date and time **will not be accepted** and will be returned unopened.
- F. All submittals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act and Freedom of Information Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Submittals in their entirety cannot be specified as proprietary or confidential.

- G. All materials submitted with regard to this solicitation become the property of the Owner. The Owner will have the right to use any ideas contained in qualifications received, with the exception of proprietary or confidential information.
- H. Expenses incurred in preparation, pre-proposal visits/meetings, submission, and presentations in response to this RFQ are the responsibility of the Contractor and will not be reimbursed by the Owner.
- I. By submitting this qualification, the Contractor certifies under penalty of perjury that he/she has not acted in collusion with any other submitting firm.
- J. Awarded Contractor will be required to provide the following before work begins.
  - a. Signed Contract
  - b. Proof of insurance (see section X, R)
  - c. Wyoming workers compensation certificate
  - d. Unemployment insurance certificate
- K. A qualification that is in the possession of the Owner may be altered by a fax, or letter bearing the signature of the person authorized for submitting, provided that it is received prior to the date and time set for the qualification opening. Telephone or verbal alterations of a qualification will not be accepted.
- L. A qualification statement that is in the possession of the Owner may be withdrawn by the Contractor, up to the time set for the opening, by a fax or letter bearing the signature or name of person authorized for submitting. Qualifications may not be withdrawn after the opening and shall remain valid for a period of thirty (30) calendar days from the date set for the proposal opening.
- M. Erasures or changes must be initialed by the person signing the qualifications.
- N. All changes or interpretations will be made by written addendum. In the event it becomes necessary to issue an addendum, it will be provided to each Contractor who was issued the original RFQ by the Owner. Contractors shall not rely on any other interpretations, changes, or corrections.
- O. Receipt of addendum(s) should be acknowledged by Contractors prior to the submittal of qualifications and noted in the appropriate space on the signature/comments page.
- Q. Miscellaneous: Contractors are expressly advised that gratuities, kick-backs, gifts etc. are not allowed.
- R. Insurance Requirements: The Contractor shall take out and maintain at the General Contractor's own expense the following minimum limits of insurance:
1. Commercial General Liability:
 

a) Each Occurrence	\$1,000,000
b) Personal Injury/Advertising Injury	\$1,000,000
c) General Aggregate	\$2,000,000
d) Products/Completed Operations	\$2,000,000

2. Business Automobile Liability:
    - a) Combined Single Limits \$1,000,000
  3. Workers' Compensation and Employer's Liability:
    - a) Workers' Compensation limits as required by the State of Wyoming
    - b) Employer's liability limits of \$1,000,000 per accident.
  4. Professional Liability Coverage (as required):
    - a) Not less than \$1,000,000/\$2,000,000 split limit.
  5. Contractor shall provide proof of unemployment insurance in accordance with Wyoming state law.
  6. Contractor shall provide endorsements listing Construction Manager and Architect as additional insured.
  7. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, except after 30 days prior written notice has been given to the Owner.
  8. The Contractor shall provide Certificates in ACORD format and all renewal notices for each insurance policy required by this clause to the Owner in a timely and proactive manner. Failure of the Owner to receive such certificates and renewal notices shall grant the Owner the right to take remedial action as required to protect its interests.
  9. The successful bidder shall provide a Performance and Payment bond to CAEDA. The bond shall be accompanied by certified copy of Power of Attorney and shall be signed or countersigned by a Wyoming resident agent of the bonding company.
- S. Hazardous Material: The Contractor agrees to indemnify and hold the Owner, Architect and Construction Manager harmless for any release or disposal of any kind of toxic wastes or hazardous material, or any violation of any law or regulation of the Environmental Protection Agency or Wyoming Department of Health and Environment which is caused, in whole or in part by the contractor or any of the General Contractor's subcontractors.
- T. Assignment: The successful General Contractor is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of Casper College.

You are encouraged to direct any questions via email to [tbrekel@arcipm.com](mailto:tbrekel@arcipm.com) with a cc: to [awatson@arcipm.com](mailto:awatson@arcipm.com), [DCatellier@gsgarchitecture.com](mailto:DCatellier@gsgarchitecture.com) and [robert@caeda.net](mailto:robert@caeda.net). Phone calls or direct contact with the Owner, Architect, Construction Manager, or the Owner's staff may disqualify the candidate, at the Owner's option.

The Owner requests that candidates limit the length of their submittals to 50 pages (one-sided) not including dividers and examples. The committee will require **one (1) unbound original and Fourteen (14) bound**, sealed copies of your firm's response addressed and delivered to:

Mr. Robert Barnes  
Casper Area Economic Development Alliance  
300 South Wolcott Street, Suite 300  
Casper Wyoming 82601-2468

**Submittals are due no later than noon (local time), 22 APR 10.**

Thank you for your time and interest in our exciting and unique project.