



**ARC Integrated Program Management, Inc.**

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

**Casper Area Economic Development Alliance (CAEDA)  
Casper Area Business Innovation Center**

**Construction Manager at Risk  
Request for Qualifications**

Clarification #2 – April 23<sup>rd</sup>, 2010

**I. Revised CMAR Selection Schedule**

- 05 APR 10: Issue Request for Qualifications for CMaR
- 29 APR 10: RFQ Responses Due from CMaR Candidates
- 06 MAY 10: Committee Shortlist Meeting
- 11 MAY 10: Notification of Oral Interview Candidates & Release of Contract for Review
- 18 MAY 10: Oral Interviews and Committee Shortlist Meeting
- 03 JUN 10: Issue Bid Package to Shortlisted CMaR Candidates
- 30 JUN 10: Bid Due Date and Bid Opening
- 06 JUL 10: Send EDA Bid Tabulation and Award Recommendation
- 20 JUL 10: CAEDA Selection Committee Meeting
- 21 JUL 10: Issue Notice to Proceed to successful CMaR for Pre-Construction services

**II. Clarification – Selection Process**

- A. A CMAR (here after referred to as the “Contractor”), will be selected utilizing a Request for Qualifications and Request for Bid process.
- B. The Owner and the Owner’s consultants will analyze the qualification statements received, and will pre-qualify three to six contractor Candidates who will be invited to submit a proposal for the first bid package.
- C. A bid package will be released to the final pre-qualified Contractor candidates as a result of the qualification process. This package will contain, among others 100% Schematic Design documents and a Bid Form clearly listing all alternates and unit costs requested (if any), for candidates to use in preparing their proposals. Alternates, if any, will be specified to be accepted in the order they are listed on the Bid Form.

- D. The Contractor candidates will prepare their proposed Preconstruction Services Fee and Construction Services Fee; their estimate for self-performed portion of the work; and their estimated cost for the remaining Work to be performed by others under subcontract to the selected Contractor (e.g. Subcontractors, Sub-subcontractors and suppliers) to generate a Guaranteed Maximum Price (GMP).
- E. This sum will be provided by the Contractor Candidates in the attached Bid Form, which will be received and opened by the Owner following EDA guidelines.
- F. The proposals received will be reviewed and analyzed by the Owner and the Owner's consultants. The award recommendation will be made to the lowest responsible, responsive bidder identified as follows:
  - 1. The apparent low bidders will be interviewed to determine responsiveness of their proposals. In evaluating the responsiveness of bid proposals the Owner and the Owners consultants shall consider the completeness and accuracy of the bid; inclusion of all the required components of the Work; understanding of the Work to be performed; performance schedule to complete the Work; and other criteria agreed upon with the Owner and Construction Manager in advance and published in the bid package prior to issuance. Under no circumstances shall the Owner negotiate the Contractor's bid amount.

### **III. Additional Instructions**

#### **A. Financial Information**

- 1. Income statement, balance sheet and other financial information may be provided under separate cover. Only (1) one copy is required. Please mark clearly as confidential.
- 2. Financial information can be returned to the candidate if a self addressed & stamped return envelope are provided. Un-returned financials will be destroyed. Candidate financial information is confidential and is therefore not subject to public record or Freedom of Information Act requirements.

#### **B. Submittal Page Limit**

- 1. The following information may be provided under separate cover, please provide (1) one copy:
  - (1) Financial Statements
  - (2) Sub Contractor List

**III. Questions:** (Received as of 22APR10)

1. *Can an asbestos report be provided that will allow us to assess the risk in this area?*

An Asbestos Report is attached to this Clarification #2 via PDF.

2. *Are you requesting the complete AIA Document A305, or just up to Section 5.1?*

Please include the entire AIA Document A305 as well as the supplemental information requested.

3. *Are there any circumstances where the financial information requested would become public information because of the Open Records Act or the Freedom of Information Act or for any other reason?*

Candidates **must** clearly indicate that financial information is confidential if so desired. Financial information can be returned to the candidate once reviewed if the candidate provides a self addressed and stamped return envelope.