

REQUEST FOR QUALIFICATIONS (RFQ)

for

**CONSTRUCTION MANAGER AT RISK
COURTHOUSE AND CARBON BUILDING IMPROVEMENT PROJECT
for**



CARBON COUNTY, WYOMING

Two-Phase Selection Process (Request for Qualifications and Request for Proposals)

June 13, 2019

Issued by:

**The Board of Carbon County Commissioners
Carbon County, Wyoming**

Qualifications Statements due:

**July 8, 2019
4:00PM (MDT)**

at:

The locations shown on page 4.

**CONSTRUCTION MANAGER AT RISK
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A. Overview

Carbon County (Rawlins), Wyoming is requesting qualifications from Construction Managers/General Contractors to serve as Construction Managers at Risk (CMAR) to provide preconstruction services, that includes providing a guaranteed maximum price (GMP) and construction services required for the Courthouse and Carbon Building Improvement Project. If the County accepts the GMP the CMAR/GC will be contracted with to construct the project. This process will be a two (2) phase selection process – Request for Qualifications (RFQ) followed by a Request for Proposals (RFP). The County will evaluate the RFQ responses and develop a short list. It is the County’s intention to short list approximately three (3) qualified firms for the RFP process.

The project will be funded through a special purpose tax which was overwhelmingly approved by the tax payers on May 7, 2019. From the time of the sale of the bonds, 85% of the funds must be expended. Sale of the bonds is expected to occur in late 2019 or early 2020.

B. Background

The Courthouse and Carbon Building Project was initiated by the County Commissioners in late 2015. The project was given to the Courthouse Improvement Committee to oversee, coordinate, and manage. The project was initiated due to the size and condition of the Circuit Court and related Clerks’ spaces, Courthouse security concerns, space allocation (either too much or too little space for offices/departments), and to determine the best use of the Courthouse and newly renovated Carbon Building.

The initial project was divided into three (3) primary study phases – 1. Existing Conditions, 2. Pre-Architectural Program and 3. Options. The status of the current facilities and operations are described in Volume I. Existing Conditions Report. The Pre-Architectural Program narrowed the focus of study to the Courthouse, and selected criminal justice/public safety functions at the Carbon Building and off site.

Building on the Existing Conditions Report, the Pre-Architectural Program provided a look to the future to define needed spaces and their uses. For each office/department goals were developed, operating preferences identified, typical scenarios on how the space or staff function were written, a list of space square footage needs with brief description were listed and an adjacency/relationship diagram was illustrated.

Using the Pre-Architectural Program the County began to explore options included in the Options Report. The Options Report outlined options for the County to address its Courthouse and Carbon Building space and operational needs.

The Existing Conditions Report and Pre-architectural Program were updated in 2018 to also include also include the Guardian *ad Litem*, Planning and Zoning Department, Public Health Department and the Library and to reflect changes as a result of newly elected officials and appointed department heads.

A preliminary schematic design has been completed and accepted by the County. The renewed and fully funded project is now proceeding fully toward completion of the schematic design phase.

The previously developed materials will be made available during the Request for Proposal phase.

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C. Project Description

The project consists of a multi-phased renovation for the Courthouse and Carbon Building. The renovation will include approximately 82,000 total combined square feet. Nearly 100 County employees will be relocated/moved during this phased project. The project will address critical deficiencies with both buildings.

Courthouse
415 W Pine St.
Rawlins, WY 82301

- Approximately 36,000 sf.
- 60 County Staff
- 4 floors and an annex

Carbon Building
215 W Buffalo St.
Rawlins, WY 82301

- Approximately 46,000 sf.
- 90 County/Other Staff
- 3 floors

Estimated Construction Budget: \$18M

EKM&P, Inc. dba Voorhis Associates, Inc. has been working with Carbon County since the study phases. The architectural firms of Winters Griffith Architects of Cheyenne, Wyoming and Carlson West Povondra Architects of Omaha, Nebraska on the EKM&P, Inc. team are leading the design. The County has adopted a preliminary schematic design, general phasing strategy and project budget. The project calls for utilizing the Courthouse for criminal justice services and the Carbon Building for administrative/County functions.

The Courthouse and Carbon Building departments/offices will be moved/renovated as follows:

Office/Department	Current Location	New Location
Carbon Building		
County Attorney	1st Floor Carbon Building	4th Floor Courthouse
County Library	2nd Floor Carbon Building	1st Floor Carbon Building
District Court	3rd Floor Courthouse	3rd Floor Courthouse
Division of Criminal Investigations	1st Floor Carbon Building	1st Floor Courthouse
Guardian's ad Litem	3 rd Floor Carbon Building	TBD
Planning and Zoning Department (renovation, no movement)	3 rd Floor Carbon Building	3 rd Floor Carbon Building
Public Defender	1st Floor Carbon Building	1st Floor Courthouse
Public Health	1st Floor Carbon Building	1st Floor Carbon Building
Courthouse		
Circuit Court	1st Floor Courthouse	2nd Floor Courthouse
Clerk of District Court (renovation, no movement)	3rd Floor Courthouse	3rd Floor Courthouse
County Assessor	2nd Floor Courthouse	2nd Floor Carbon Building
County Clerk (Office Split)	1st Floor Courthouse	2nd Floor Carbon Building
County Clerk (Office Split)	2nd Floor Courthouse	2nd Floor Carbon Building
County Commissioners	1st Floor Courthouse	2nd Floor Carbon Building
County Coroner	1st Floor Courthouse (Annex)	New Building
County Sheriff (Office Split)	1st Floor Courthouse	1st Floor Courthouse
County Sheriff (Office Split)	1st Floor Courthouse (Annex)	1st Floor Courthouse
County Sheriff (Office Split)	2nd Floor Courthouse	1st Floor Courthouse
County Treasurer	2nd Floor Courthouse	2nd Floor Carbon Building
Court Holding	None	2nd and 3rd Floor Courthouse

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Office/Department	Current Location	New Location
Fire Warden	1st Floor Courthouse	2nd Floor Carbon Building
IT Department	1st Floor Courthouse	2nd Floor Carbon Building
Off Site		
Probation and Parole	Off Site in Rawlins	1st Floor Courthouse (Annex)

Note: a small space for the Buildings and Grounds Department will be provided in both buildings. Additional offices for future County administration is planned for the Carbon Building. Both buildings will include shared spaces including public spaces and staff spaces.

It is the County’s desire to initiate renovation of the Courthouse’s vacant fourth (4th) floor in early 2020 to accommodate the County Attorney.

More project details will be provided during the RFP phase.

D. Project Goals

The following goals were identified for the Courthouse and Carbon Building Improvement Project:

- To provide a building that is user-friendly.
- To provide handicap accessible facilities and areas.
- To provide improved parking and internal movement.
- To provide facilities that are flexible and able to expand as needs change.
- To maximize use of the Courthouse and Carbon Building.
- To cluster like functions to foster operating and staff efficiencies and customer service.
- To maximize the use of shared meeting and staff spaces.
- To provide a cost effective, energy efficient facility.
- To use low maintenance materials where appropriate and consistent with the desired image.
- To provide signage that are welcoming and informative
- To provide spaces that meets all relevant life-safety and fire codes.
- To maximize the amount of natural light in staff areas.
- To provide high-density storage in order to promote space efficiency.
- To provide a professional staff work environment.
- To create an environment which enhances staff and public safety.

E. Design Team

The Design Team includes:

Project Consultant: EKM&P, Inc. Lafayette, CO	Architect of Record: Winters Griffith Architects Cheyenne, WY
Architectural Design Consultant: Carlson West Povondra Architects Omaha, NE	Electrical Engineer: Farris Engineering Sidney, NE
Mechanical and Plumbing Engineer: Farris Engineering Sidney, NE	Structural Engineer: Elevations Structural Design Cheyenne, WY
Civil Engineer To be Determined Wyoming Firm	

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F. Process

Phase I – Request for Qualifications - The first phase of the Construction Manager at Risk process is solely qualifications based. Carbon County, Wyoming, (“Owner”) will determine, based upon each proposer’s submittal, whether or not that proposer possesses the qualifications to perform the services required for the project. Only the most qualified proposers will be asked to participate in the next phase of the selection process. It will be important for proposers to demonstrate their past ability to complete equivalent projects utilizing a similar delivery method on time, on budget and in a collaborative environment. All costs incurred by proposers choosing to participate in the RFQ and future RFP process shall be borne by the proposer.

The responses will be reviewed by a “Selection Committee” consisting of representatives from the County and the Design Team. The “Selection Committee” may also consult with additional resources for subject matter expertise. Those proposers that the committee determines are most qualified to perform the services required for the project will be asked to respond to a Request for Proposal.

Phase II – Request for Proposal – The second phase of the selection process is the Request for Proposal. This will be provided to the selected short listed firms. The Request for Proposal will focus on the specifics of this project.

G. Qualifications Submittal

To be considered, qualifications must be received by the County at the following location before 4:00PM MDT on Monday, July 8, 2019. Any proposal received after that time shall not be considered, but shall be returned unopened to the proposer.

Proposals shall be mailed and emailed as follows:

<p>Gwynn G. Bartlett Carbon County Clerk 415 West Pine Street P.O. Box 6 Rawlins, WY 82301 (307) 328-2668 (9 bound copies) gwynnbartlett@carbonwy.com</p>	<p>John T. Milosovich EKM&P/Voorhis Associates, Inc. 9369 Reed Way Westminster, CO 80021 (303) 926-8375 (1 bound copy) jtmilo@ekmp.com</p>	<p>Jamie Winters Winters Griffith Architects 2515 Warren Ave Suite 504 Cheyenne WY 82001 (307) 632-2705 (1 bound copy) jwinters@noelgriffith.com</p>
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The qualifications proposal shall be submitted in a sealed envelope and clearly marked with the following information:

- The phrase: **“CONSTRUCTION MANAGER AT RISK COURTHOUSE AND CARBON BUILDING IMPROVEMENT PROJECT QUALIFICATIONS PROPOSAL”**
- The name and address of the proposer.

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H. Qualifications Submittal Format

The CMAR submittal should be responsive to these issues:

1. The CMAR has proven significant experience involving a guaranteed maximum price of similar size (82,000sf) or larger and cost (\$18M Construction Budget).
2. The CMAR has proven multi-phased renovation experience while the facility is occupied.
3. The CMAR has historical and preservation project experience.
4. The CMAR has managed a single project that involves multiple facilities.
5. The CMAR has provided both preconstruction and construction services for a project of similar type and size.
6. The CMAR key personnel to be assigned to this project have experience on a project of similar type and size.

Each submittal received by the County shall be evaluated in a consistent manner. Qualification content and completeness are most important. Proposals should be brief and direct to the issues raised within this RFQ. Each section within the submittal shall follow the order below and be clearly organized for easy reference.

1. Firm Information – provide information about your firm, including but not limited to:
 - a. American Institute of Architects Contractor's Qualification Statement (A305).
 - i. <https://www.aiacontracts.org/contract-documents/18146-contractors-qualification-statement>
 - b. Construction dollar volume of CMAR projects for 2014-2019.
 - c. Overall construction dollar value for 2014-2019.
 - d. Provide dollar limit of your bonding capacity and bonding capacity available for this project.
2. Project Team - Identify the project team members and their positions with the firm, briefly outlining the responsibilities of each member. Detailed resumes identifying the experience and qualifications of the individual team members, including the proposed project manager, construction superintendent and cost estimator. Include experience of projects of similar size and scope. Provide an organizational chart graphically indicating how your firm would staff and structure the proposed team (both in the field and in the office) during the preconstruction and construction phases.
3. Similar Project Experience – Profile similar experience. Limit experience to construction projects completed in the last five (5) years or currently in progress in excess of \$18M. Include:
 - a. project name
 - b. location
 - c. description of project
 - d. date completed
 - e. project budget
 - f. relevance to this project
 - g. any additional Information
4. References – Identification of at least three (3) projects in the past 10 years that illustrate your firm's capacity to address the project needs of Carbon County. Include:
 - a. name of the project
 - b. location
 - c. owner project manager (name, title, address, phone number, and email)
 - d. project lead staff
 - e. services provided
 - i. preconstruction service
 - ii. construction service – competitive bidding, design build

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- iii. GMP
 - f. gross square footage
 - g. GMP and final project cost
 - h. use of contingency funds – dollar value and reason
 - i. projected schedule vs actual schedule
 - j. architect of record
 - i. firm
 - ii. principal/project architect (name, title, address, phone number, and email)
 - k. contract amount
 - l. date of completion
 - m. the percentage of work performed with your own forces

The firm grants permission for Carbon County or the Design Team to contact all references named for further information, unless specifically stated.

5. Project Approach – Include a brief overview of your firms experience, philosophy and processes in regards to: working with design team, cost estimating, phasing, value engineering, local subcontractor participation, quality control, safety, environmental management, project closeout and warranty. A preliminary guaranteed maximum price (GMP) will be required at the end of the design development phase.

6. Other Information - Any additional information the proposer feels would be useful to the Selection Committee in evaluating the proposal should be placed in this section.

I. Addenda/Inquiries

Proposers may submit inquiries in writing to the County at any time prior to 4:00PM (MDT) on June 25, 2019. Oral comments, responses and/or representations shall not be binding upon the County. The County shall make reasonable efforts to provide copies of all written clarifications/questions to all prospective proposers in summary form as an addendum to his RFQ. This can only be done if interested firms notify the County in writing their interest to submit qualifications. Any or all changes, additions, or clarifications in connection with this RFQ shall be issued by the County in the form of written addenda and posted on the County website.

Written inquiries shall be directed via email to Gwynn Bartlett, County Clerk (gwynnbartlett@carbonwy.com) and John Milosovich of EKM&P, Inc. (jtmilo@ekmp.com).

J. Disclosure of Proposal Content

All proposals and supporting documents, except such information that discloses proprietary or financial information submitted in response to qualification statements, become public information after the proposal submittal date given in this RFQ. The County assumes no liability for the use or disclosure of technical or cost data submitted by any proposer.

If a proposal contains information that the respondent does not want disclosed to the public, or used for any purpose other than the evaluation of this offer, all such information must be indicated. All such nondisclosure items specified in the proposal shall be subject to disclosure as provided in "The Wyoming Public Records Act" or as otherwise provided by law.

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K. Process Overview

It is the intent of the County to first evaluate all qualification submittals in order to establish the top rated proposers. A weighted evaluation methodology shall be used to rank each submittal. After review of the qualifications proposals, the best-qualified firms will be invited to participate in a Request for Proposal (RFP) process.

The County reserves the right to delay making an award as necessary to permit proper study and analysis of all proposals received, to reject any or all proposals received, and to make a pre-award survey to determine the capability of any or all proposers. The County reserves the right to reject any or all proposals if it believes there is a sound business reason for doing so, and to negotiate matters of performance, project schedule and other issues. The County further reserves the right to cancel the procurement process at any time during the evaluation process if it appears that the proposals received are not suitable for any reason whatsoever.

L. Selection Process Schedule

Schedule is subject to change. Changes will be posted on the Carbon County website and/or within the Request for Proposal.

06/13/2019	Finalize RFQ
06/15/2019, 06/22/2019	Advertise RFQ – Rawlins Daily Times
06/25/2019 (4:00PM MDT)	Deadline for Emailed Questions
06/28/2019 (3:00PM MDT)	Response to Emailed Questions
07/08/2019 (4:00PM MDT)	RFQ Qualifications Due (See Page 4)
07/15/2019 (5:00PM MDT)	Selection Committee Short List Firms to Participate in RFP Process
07/16/2019 (4:00PM MDT)	Firms Notified of Request for Proposal*
07/29/2019 (4:00PM MDT)	Deadline for Emailed Questions*
07/31/2019 (4:00PM MDT)	Response to Emailed Questions*
08/06/2019 (4:00PM MDT)	RFP Proposals Due*
08/20/2019 (4:00PM MDT)	Selection Committee Selects Firms to Participate in Interviews*
08/26-30/2019	Selection Committee Interviews Held*
09/03/2019 September Board Meeting	Firm Selected to Serve as CMAR*
10/01/2019 October Board Meeting	Agreements Finalized with Selected CMAR*

**Tentative Dates*