



## REQUEST FOR QUALIFICATIONS FOR SELECTION OF A CONSTRUCTION MANAGER AT-RISK (CMaR) ON A GUARANTEED MAXIMUM PRICE CONTRACT

### PART 1 COMPLETION PROCESS

#### 1.1 GENERAL:

A. Des Moines Area Community College DMACC (Owner) intends to enter an **AIA 133 Standard Form of Agreement Between Owner and Construction Manager as Constructor, where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price**, for the construction of its NEW Dental Clinic project to be located on the DMACC Ankeny Campus 2006 S Ankeny Blvd, Ankeny, IA 50023. The project is planned for completion in 2027. The Notice of Intent to engage CMaR was issued on 7/11/2024.

- Preliminary Estimated Construction Budget: \$13,000,000-\$16,000,000
- Project Square Footage: Approximately 25,000 SF
- Project Scope: Construction of a new dental clinic will house classrooms, clinic space for patients, dental academic teaching spaces, simulation labs, full sterilization equipment, x ray equipment, administration and support spaces.
- Site Context Map:



#### B. RFQ Contacts

1. Any questions relating to the RFQ may be directed to the following individuals:

a. Owner: DMACC

Attn: Joe Baxter, Executive Director, Facilities Planning and Management  
2006 S Ankeny Blvd, Ankeny, IA 50023

Office: 515-964-6374 | Email: [jgbaxter@dmacc.edu](mailto:jgbaxter@dmacc.edu)

b. Architect of Record Firm: Shive-Hattery

Attn: Holly Reid, Project Manager and Paul Rathjen, Architect of Record.  
4125 Westtown Parkway, Suite 100 West Des Moines IA 50266

Office: 515-223-8105 | Email: [hreid@shive-hattery.com](mailto:hreid@shive-hattery.com); [prathjen@shive-hattery.com](mailto:prathjen@shive-hattery.com)

## 1.2 SCHEDULE

Notice of Intent	ISSUED		7/11/2024
Issuance of Request for Qualifications (RFQ)			7/25/2024
Request for Clarifications	4:00pm		8/06/2024
Response to Clarifications	2:00pm		8/12/2024
RFQ Due	Noon	Bldg 12 Conference Rm	8/16/2024
Evaluation			8/21/2024
Notify firms of invitation to RFP			8/21/2024
Issue RFP			8/22/2024
RFP Due	Noon	Bldg 12 Reception Desk	9/13/2024
Evaluation/Interviews		Ankeny Bldg 22 Board Rm	9/23-9/27/2024
Award			10/14/2024

## 1.3 REQUEST FOR QUALIFICATION REQUIREMENTS AND GENERAL PROCESS

- A. Sealed responses for this RFQ must be received by DMACC at Building 12 at the Reception Desk by noon on August 16th, 2024. DMACC Ankeny Campus 2006 S Ankeny Blvd, Ankeny, IA 50023. Submitters shall be read aloud beginning at noon in the Building 12 Conference Room.
1. Submittal Copies:
    - a. 1 Hard Copy of all required documentation.
    - b. 1 Electronic Copy (PDF) of all required documentation on a USB Drive.
  2. The Owner reserves the right to ask for additional written information to assist in the evaluation of the RFQs. The envelope shall be marked "RFQ for DMACC Dental Clinic" and addressed to the attention of "Joe Baxter, Executive Director, Facilities Planning and Management."
  3. Responses shall not exceed a forty (40) page limit and shall be 8.5" x11" format. The 40 pages is equivalent to twenty (20) pages doubled sided. Responses shall be legibly prepared with a minimum 10 point font size.
  4. The Selection Committee will evaluate and score submissions based on the technical RFQ and the evaluation process as outlined in Part 2 of this document. The Owner shall issue a RFP, as outlined by the schedule above, to each contractor who meets the qualifications selection criteria as detailed below.
  5. Expenses and Pre-Contract Costs: This RFQ or RFP, when issued, do 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.
  6. The Proposers' submission to the RFQ will be evaluated by a Project Evaluation Panel assembled by the Owner specifically for this project.
  7. The Owner will retain a paper and an electronic copy of all RFQ submissions.
  8. Should the Proposer take exception to any requirements specified in this solicitation, the Proposer shall clearly identify each 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 submission.
  9. Addenda Prior to RFQ Due Date: The right is reserved, as the interest of DMACC may require, to revise or amend the solicitation or project/performance documents, as necessary. Such changes, if any, will be announced by an addendum to this solicitation. Addendum and clarifications will be issued per the schedule above.

10. All questions must be submitted and received no later than 4:00 pm on August 6th, 2024. All emailed questions must be submitted with the subject line of "RFQ for DMACC Dental Clinic" along with your name, your firm's name, and your question(s). Answers to questions submitted before the question deadline shall be answered in an addendum electronically posted to DMACC's website and plan rooms including [www.actionrepro.com](http://www.actionrepro.com)

**B. Formal Submittal Format and Requirements**

1. Cover Letter-
  - a. Introduction to your firm, and identification of primary project leadership.
  - b. Statement of Qualification (SOQ) confirming conformance with minimum requirements listed below and other relevant information for review and consideration by the evaluation team.
  - c. Acknowledgement of the Addenda and or receipt of clarifications.
  - d. Provide a list of any exceptions and or deviations from the submittal requirements and provide an explanation.
2. Table of Contents
3. General Information
  - a. Firm Contact Information, including name, address, website, and Iowa Business License number.
  - b. Primary Business Contact Person
    - 1) Name and Title
    - 2) Telephone Number
    - 3) Email Address
    - 4) Physical address
  - c. Indicated Type of Business
    - 1) Sole Proprietorship
    - 2) Partnership
    - 3) Corporation
    - 4) Joint Venture
    - 5) Other
  - d. Indicate number of years the business has been providing services under the business name provided in the response to this RFQ.
  - e. If business has provided services under the provided business name for less than 5 years, provide the name of the business preceding the current business name.
4. Relevant Project Experience, Qualifications, Past Performance & References
  - a. Provide project examples for at least five public or private projects within the last 5-8 years maximum of a similar scope, complexity, cost, and scale. (Can include projects currently in construction if applicable).
  - b. Provide project examples that demonstrate Local Market Experience and Iowa Preference
  - c. Provide and describe 2 of the most important lessons learned in providing services for each project example.
  - d. Provide the following information:
    - 1) Pictures of each of the project examples.
    - 2) Owner contact information.
    - 3) Project location.
    - 4) Construction design budget.

- 5) Construction Final Completion cost.
  - 6) Firm role.
  - 7) Approximate square footage, and type of facility.
  - 8) Year completed.
  - 9) Any other applicable project information to assist with evaluation.
  - 10) Date of mobilization.
  - 11) Date of original date of substantial completion and final completion (if applicable) under the contract, and reference number of days, delays, and approved change order to extend the original date of completion if applicable.
  - 12) Actual date of substantial completion
  - 13) Actual date of final completion.
  - 14) List any challenges to the construction schedule, weather delays, or any significant change orders and relevant information that impacted budget or schedule do to internal and external factors.
  - 15) List of any significant post construction work required.
  - 16) List any liquidated damages, or owner inconvenience caused by delays.
5. Project Team and Company Structure
- a. Provide an organization chart identifying the lead individual in each role classification. These include, but are not limited to, the following services for the project:
    - 1) Senior Leadership
    - 2) Project Manager
    - 3) Pre-Construction Manager
    - 4) Construction Cost Estimator
    - 5) Project Coordinator
    - 6) Project Superintendent(s)
    - 7) Additional internal or external consultants utilized for pre-construction, or construction services.
  - b. For each service provided, provide the following information:
    - 1) Name and role on project.
    - 2) Company (if different than submitting firm)
    - 3) Contact information (if different than submitting firm)
    - 4) Professional registrations and certifications
    - 5) Years with current firm
    - 6) Years at current consultant firm if applicable.
    - 7) Capacity to work on project
    - 8) List of 5 relevant or similar projects, including:
      - (a) Project Name and brief scope of services provided.
      - (b) Year Completed
      - (c) Project Role
6. Project Understanding and Approach
- a. Describe your firm's overall intended strategy in providing pre-construction, construction services and working collaboratively with Architecture and Engineering firms.

- b. Describe your firm's overall intended strategy and use of BIM, and other software coordination tools during pre-construction and construction, and how they have benefited the project delivery process for your firm.
  - c. Describe your firm's typical services listed below to include but not be limited to:
    - 1) Project Cost estimation
    - 2) Project Schedule
    - 3) Project Quality
    - 4) Bidding Procurement and methodology to qualify subcontractors, vendors, and suppliers.
    - 5) Developing bid packages over multiple phases
    - 6) Process for developing and managing RFI's and Change Orders
    - 7) Process for Preinstallation meetings.
    - 8) Process for Punch lists, and general closeout requirements.
    - 9) Process for maintaining and servicing post construction worklists, and warranty.
7. Project Management & Approach
- a. Describe your firm's overall strategy to manage schedule, phasing, deal with lead times, product/price volatility, and avoid contentious "value analysis" or "value engineering" during late phases in the design process.
  - b. Describe your firm's overall strategy in managing budgets and collaborative cost estimating to produce breakdowns of discipline work within projected costs.
  - c. Describe your firm's methodology for working through complicated phasing.
8. Safety Record, EMR & Internal Safety Program
- a. Identify your firm's Experience Modification Rate (EMR) and safety record for the last 5 years. List any additional, applicable safety certifications and initiatives within your company.
9. Compliance with Local, State, Federal laws & History of Litigation
- a. Compliance with Local, Iowa and Federal Laws
  - b. Identify all instances from the past five (5) years in which your firm has been cited for a violation of OSHA laws.
  - c. Terminations, Claims/Liens, and Litigation/Arbitration
    - 1) Identify if your firm has been terminated by an owner for cause or for convenience over the past five (5) years, and for each instance, identify and describe the project, the owner entity, date of termination, and reason(s) given by the owner for termination.
    - 2) Identify if your firm is currently involved in any active or pending litigation, arbitration, or legal proceedings, or has been involved in any proceedings over the past five (5) years, and for each litigation, provide full details regarding the circumstances, including a detailed description of all claims, counterclaims, cross-claims, and third-party claims asserted by each party in the proceeding, the dollar amount of damages asserted by each party, and the final outcome of the litigation, whether it is by settlement, trial, or otherwise.
    - 3) For the last five (5) years, for projects in which you have acted as the general contractor, identify all Chapter 573 Claims and mechanic's liens that have been filed by your subcontractors or suppliers, and for each instance, identify and describe the project, the party who filed the claim/lien, the amount of the claim/lien, and the final resolution of such claim/lien.
    - 4) For the last five (5) years, for projects in which you have acted as the general contractor, identify all instances in which a claim has been filed against the

payment bond, whether the claim was approved or rejected by the surety, and for each instance, identify and describe the project, the party who filed the claim, the amount of the claim, and the final resolution of such claim.

- 5) For the last five (5) years, for projects in which you have acted as the general contractor, identify all instances in which a claim has been filed against the performance bond, whether the claim was approved or rejected by the surety, and for each instance, identify and describe the project, the party who filed the claim, the amount of the claim, and the final resolution of such claim.

10. Financial Stability

- a. Surety – provide certification from the firm’s surety company that the business’s bonding capacity is adequate to construct the proposed project.
- b. Insurance – provide certificates from your insurance carrier (s) for the required coverage for construction services in compliance with the limits stated within this RFQ. Supply a Letter or Certificate of Insurance from your insurance provider from which you can obtain general and professional liability insurance.
- c. Provide total construction cost of the last 10 relevant projects completed by your business along with the name and location of each project.

**PART 2 REQUEST FOR QUALIFICATIONS (RFQ) EVALUATION PROCESS**

2.1 REQUEST FOR QUALIFICATIONS SELECTION CRITERIA

- A. Notice of Award: After the qualified firms are determined, a public announcement of the qualified applicants will be made.
- B. Owner may conduct such other investigations as Owner deems necessary to assist in the evaluation of any RFQ and to establish the responsibility, qualifications, and financial ability of proposers, proposed design professionals, subcontractors, suppliers, and other individuals and entities to perform the work in accordance with Contract Documents.
- C. The Selection Committee will evaluate each submitted RFQ as previously stated and assign up to the maximum number of points for each Evaluation Criteria listed below. Contractors that obtain a total point score at or above a predetermined qualifying point total will be considered to have met the qualifications for the project.

Criterion	Possible Points
Cover Letter & General Information	5
Relevant & Local Project Experience, Qualifications, Past Performance & References	20
Proposed Project Team and Personnel	20
Project Understanding, Management and Approach	20
Safety Record and Approach	10
Compliance with Local, State, Federal laws	10
Financial Stability & Capacity to Perform	10
History of Litigation	5
<b>Total Points</b>	<b>100</b>

- D. Information to be considered in the evaluation and scoring of each criteria includes, but is not limited to, the following:
  - 1. Cover Letter and General Information
    - a. Quality, format, organization, and presentation.
    - b. Ability to respond to all the requested information in the RFQ.



2. Relevant & Local Project Experience, Qualifications, Past Performance & References
  - a. Relevance to the DMACC project.
  - b. Relevance to the scale and complexity of the DMACC project.
  - c. Relevance to working with institutions of higher education.
3. Proposed Project Team and Personnel
  - a. Experience of the team.
  - b. Number of years the team has been at the firm.
4. Project Understanding, Management, and Approach
  - a. Detail and ability to articulate project approach.
  - b. Alignment with DMACC project approach.
5. Safety Record and Approach
  - a. Safety record.
  - b. Safety methods, practices, procedures, and approach.
6. Financial Stability & Capacity to Perform
  - a. Current and past capacity of financial resources.
  - b. Number of years in business under current name.
  - c. History of meeting project deadlines.
  - d. Approach to maintaining schedule.
  - e. Methodology and approach for dealing with delays.
  - f. Capacity of staff to perform work.
7. History of Terminations, Claims/Liens, and Litigation/Arbitration
  - a. Current projects involving terminations, claims/liens, or litigation/arbitration.
  - b. History of projects within the last 5 years involving terminations, claims/liens, or litigation/arbitration.

### **PART 3 TERMS AND PROCEDURES**

#### **3.1 EXAMINATION OF CONCEPTUAL DOCUMENTS AND SITE**

- A. Prior to submitting the RFQ it is the responsibility of each proposer to:
  1. Examine the RFQ Documents thoroughly.
  2. Visit the site to become familiar with the general, local, and site conditions that may affect cost, progress, or performance of the work.
  3. Consider federal, state, and local laws and regulations that may affect cost, progress, and performance of the work.
  4. Study and carefully correlate the proposer's knowledge and observations with the RFQ.
  5. Promptly notify the Owner of conflicts, errors, ambiguities, and discrepancies which the proposer has discovered in the RFQ.

#### **3.2 DMACC BOARD APPROVAL**

- B. Final recommendation of the CMaR will be presented to the DMACC Board of Directors for review and approval. Project budget and scope is contingent upon DMACC Board approval.