

# **Request for Qualifications Construction Manager at Risk**



**Renovation to Existing  
Adult Detention Center, A-Hall  
No.: 08-5302**

## **Guadalupe County - Renovation to Existing Adult Detention Center, A-Hall**

### ***PROJECT AND SCOPE OF WORK***

The following project narratives are to assist you in responding to the RFQ.

1.     **Addition/Renovation to Existing Adult Detention Center, A-Hall**

The proposed project is located at 2617 North Guadalupe Street, Seguin, Texas 78155; for the renovations to the Existing Adult Detention Center, A-Hall will consist of bond, labor burden, builder's risk, necessary permit(s); flooring: demolition, clear epoxy; patch curbs; replacement of screws in metal panels; waterproofing/caulking; repairing doors; security: cell locks (including the electrical change over to 24VDC) and controls; painting; plumbing: including PVI water heater, new taco circular pump and Leonard mixing valve; and contractors fee:

Construction Budget:             approximately. \$980,000.00

The following describes the anticipated services expected during design and construction:

- Manage the GMP Documentation
- Establish Budget by Bid Package for Construction Documents Phase
- Prepare Sub-contractor Bid or Proposal Packages
- Conduct Pre-Bid Meetings
- Receive Bids
- Conduct Award of Contracts/Purchase Orders
- Provide Coordination and Management of Sub-contractors
- Summarize Monthly Reports
- Provide Change Order and Contingency Funds Control
- Establish a Quality Management Program
- Provide for Job Safety Functions
- Provide Accounting Functions
- Provide Jobsite Security Functions
- Provide Post Construction Services
- Provide Value Engineering and Management of Construction Schedule
- Attend Pre-Construction Meeting with County Personnel

## **Guadalupe County - Renovation to Existing Adult Detention Center, A-Hall**

### ***CONSTRUCTION MANAGER SELECTION SCHEDULE***

- |   |                         |
|---|-------------------------|
| • Approval of the construction method by the Guadalupe County Commissioners Court | <b>January 15, 2008</b> |
| • Request for Sealed Qualifications<br>First Advertisement                        | <b>March 2, 2008</b>    |
| • Request for Sealed Qualifications<br>Second Advertisement                       | <b>March 12, 2008</b>   |
| • Receive Sealed Qualifications   | <b>April 2, 2008</b>    |
| • Recommend Construction Managers to County Commissioners                         | <b>April 8, 2008</b>    |

## **Guadalupe County - Renovation to Existing Adult Detention Center, A-Hall**

### ***REQUEST FOR QUALIFICATIONS***

Pursuant to the provisions of the Chapter 271, subsection 271.118 of the Local Government Code, it is the intention of Guadalupe County to select a Construction Manager at Risk in a two-step process for the renovations to the Existing Adult Detention Center, A-Hall. Sealed submittals are to include the information requested in this package in the sequence and format prescribed. In addition to and separate from the requested information, submitting organizations may provide supplementary materials further describing their capabilities and experience (under separate cover).

Selected short listed proposers may be requested to submit additional information indicating fees.

Four (4) copies are to be submitted to:

Cesareo Guadarrama, III, County Commissioner, Precinct 2  
Guadalupe County Administrative Building  
307 West Court Street  
Seguin, Texas 78155

no later than: **2:00 PM on Wednesday, April 2, 2008.**

Immediately thereafter, the County will review the information. The County will use a two-step selection process.

Queries about the Project should be addressed to:

AF Architects  
Attention: Armand Fisher  
P O Box 2667  
Weatherford, Texas 76086  
Office: 817-594-4822  
Fax: 817-599-7703

Request for Qualification Packages should be addressed to:

Cesareo Guadarrama, III, County Commissioner, Precinct 2  
Guadalupe County Administrative Building  
307 West Court Street  
Seguin, Texas 78155

# **Guadalupe County - Renovation to Existing Adult Detention Center, A-Hall**

## ***REQUEST FOR SEALED QUALIFICATIONS QUESTIONNAIRE***

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be included under separate cover attached, but the information requested below is to be provided in this format.

### **1. Firm Information:**

Name of firm:

Address of principal office:

Phone:

Fax:

Form of Business Organization (Corporation, Partnership, Individual, and Joint Venture, other?):

Year Founded:

Primary Individual to Contact: Superintendent / Project Manager (Please provide resume)

### **2. Organization**

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name?  
Under what other or former names has your organization operated?

2.3 If your organization is a corporation, please provide date of incorporation, State of incorporation and list all officers of the corporation.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership (if applicable), names of managing partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

### **3. Licensing**

3.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is filed.

### **4. Experience**

4.1 List the categories of work that your organization normally performs with its own forces. Would you propose to do any work with your own forces or to bid all work to subcontractors?

4.2 List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.

4.3 Claims and suits (If the answer to any of the questions below is yes, please attach details).

4.3.1 Has your organization ever failed to complete any work awarded to it?

- 4.3.2 Are there any judgments, claims, arbitration proceedings or suits filed or outstanding against your organization or its officers for the last 5 years?
- 4.3.3 Has your organization filed any lawsuits or requested arbitration with regards to construction contracts within the last five years?
- 4.4 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)
- 4.5 Current work:  
List the major construction projects your organization has in progress (noting method of selection, i.e.: CM at Agent, Bid, Proposal or other), giving the name and location of project, owner, architect, contract amount, percent complete and scheduled completion date.
- 4.6 Work over last 5 years:  
List major projects (particularly jail or detention facilities) constructed by your firm. For each project, provide the name, nature of the project/function of the building, size (SF), location, cost, completion date, owner, architect, and method of selection, i.e.: CM at risk, bid, proposal or other.

## **5. Financial Information:**

- 5.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:
- Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses).
  - Non-current assets (e.g., net fixed assets, other assets).
  - Current liabilities (e.g., accounts payable, notes payable (current), accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).
  - Non-current liabilities (e.g., notes payable).
  - Capital accounts and retained earnings (e.g., capital, capital stock, authorized and outstanding shares par value, earned surplus and retained earnings).
- 5.2 Name and address of firm preparing attached financial statement and date thereof.
- 5.3 Is the attached financial statement for the identical organization named under item 1 above? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent - subsidiary).
- 5.4 Will the organization whose financial statement is attached act as guarantor of the contract for construction?
- 5.5 Provide name, address, and phone for bank reference.

## **6. Insurance.**

- 6.1 Provide Certificates of Insurance for both liability and Worker's Compensation showing the County as an additional insured party.

## **7. Experience with concepts for working as a Construction Manager at Risk.**

- 7.1 Describe your organization's concepts for working in a team relationship with the Owner and Architect during the design and construction of major projects. Describe your organization's methods for estimating costs, and for scheduling during the

design/document phases. Describe how your company will benefit this project using Construction Manager at risk.

7.2 Cost Estimates:

Attach a sample conceptual cost estimate prepared during the design phase of a project and a sample of the final cost estimate/breakdown used to fix the contract amount for the construction of the same project. (The identity of the project may be concealed. The intent is to see the nature and format of the cost information provided).

7.3 Fees:

**Pre-construction Phase Service Fee**

Describe your organization's ideology as it pertains to the pre-construction phase fee, i.e., items and services to be included in the fee.

**Construction Phase Services Fee**

Describe your organization's ideology as it pertains to the construction phase fee, i.e., fixed fee, percentage fee, and particular items to be included and/or excluded from the fee.

7.4 Savings:

Describe your organization's concept for the disposition of savings realized during construction. Is the full amount or a percentage thereof returned to the Owner?

7.5 Contingencies:

Describe your organization's concept for cost contingencies during design? During construction? What is your organization's concept for the disposition of contingency funds after the completion of the project? Give a history of project cost based on bid cost versus final cost noting reasons and amounts of change orders. What percentage contractor contingency do you carry with 100% construction documents?

7.6 Cost Information:

Your firm would be required to make all cost information during design and construction available to owner and architect. Describe how this information would be furnished and how the owner and architect would be assured that it is complete and accurate.

## 8. Safety

Provide information as pertains to your firm's accident frequency rate and modifier for the last five years. List any OSHA citations in the last five years. List any deaths that have occurred on your projects in the last five years.

## 9. Schedules

Provide samples of schedules that will be used to control various project phases. Give a history of your ability to deliver projects on time for the past 5 years. Describe methods employed to keep projects on schedule and methods of corrective action to overcome schedule deficiencies.

## 10. Payment

The County will authorize progress payments, only after County officials have personally inspected and signed the request for payment (invoice) from said CM at Risk. Upon completion of project, the Commissioners Court may withhold a semi-final payment if there are any unsettled claims connected with this project.

## **11. References**

For the projects listed above (re: item 4.6), identify a representative of the owner and a representative of the architect (provide name, phone/fax numbers) whom we could contact as references regarding your organization's services. Ideally, some of the references should be for municipal projects of comparable scope.

## ***CRITERIA FOR SELECTION***

Per Chapter 271, subsection 271.118 of the Local Government Code, Guadalupe County may consider the following in determining to whom to award the contract for Construction Manager at Risk services.

- a) the reputation of the vendor and of the vendor's goods or services;
- b) the relevant experience of the vendor;
- c) the quality of the vendor's services;
- d) past performance of the vendor;
- e) the extent to which the services meet the County's needs;
- f) the vendor's past relationship with the County;
- g) vendors safety record;
- h) proposed personnel for the project;
- i) vendors methodology for the project;
- j) the impact on the ability of the County to comply with laws and rules relating to historically under-utilized businesses;
- k) the total long-term cost to the County to acquire the vendor's goods or services; and
- l) any other relevant factor that a private business entity would consider in selecting a vendor.

## **NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR**

- a)** A person or business entity that enters into a contract with the County must give advance notice to the County if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.
- b)** The County may terminate a contract with a person or business entity if the County determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The County must compensate the person or business for work or materials provided or accomplished.
- c)** This section does not apply to a publicly held corporation.