

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER-AT-RISK,
TWO-STEP PROCESS**

***GUADALUPE COUNTY
EXISTING ROAD & BRIDGE
SHOP RENOVATION***

**2605 N. Guadalupe St.,
Seguin, TX 78155**

**COUNTY WORK PROJECT
RFQ NO. 2017-5302**



Issued: 30 May 2017

PROPOSALS MUST BE RECEIVED BEFORE

6 July 2017 at 2:00pm.

**LOCATION: Office of the County Judge
Guadalupe County Courthouse
101 East Court Street
Seguin, Texas 78155**

Guadalupe County

EXISTING ROAD & BRIDGE

SHOP RENOVATION

**2605 N Guadalupe Street
Seguin, TX 78155**

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**Legal Notice
Request for Qualifications
Construction Manager at Risk, Two-step Process
Guadalupe County Existing Road & Bridge Shop Renovation
2605 N Guadalupe St., Seguin, Texas 78155
Bid Number: 17-5302**

Guadalupe County ("County") will select a Construction Manager at Risk (CMR) in a two-step process. Initial requests for qualifications will be accepted until **2:00 PM on 6 July 2017**. The CMR will provide construction services at a contracted fee with a "Guaranteed Price Not to Exceed" and provide consultation to the County during work on the facility.

The project scope of work to be completed for: "The Guadalupe County Existing Road & Bridge Shop Renovation" located at 2605 N Guadalupe Street, Seguin, Texas.

The construction bidding documents may be obtained electronically by contacting the Architect of Record:

T H O R N G R A V E S
105 Montclair St.
San Antonio, Texas 78209
Office: 210-222-0194

Copies of the construction bidding documents are available for review at the following County office:

Office of the County Judge
Guadalupe County Courthouse
101 East Court Street
Seguin, Texas 78155
830.303.8857x3

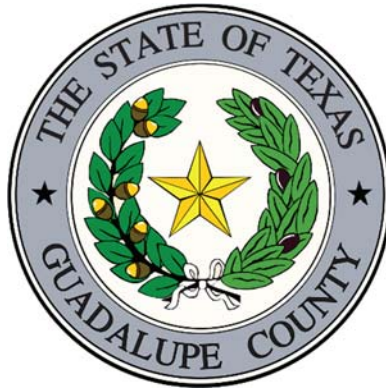
Guadalupe County reserves the right to waive any informality and to reject any or all Proposals.

TAB II

Contracts for Facilities:

Request for Qualifications

Construction Manager at Risk, Two-step Process



Guadalupe County

EXISTING ROAD & BRIDGE SHOP RENOVATION

2605 N Guadalupe St., Seguin, Texas 78155
Bid No.: 17-5302

PROJECT AND SCOPE OF WORK

The following project narratives are to assist you in responding to the Request for Qualifications for the Construction Manager-at-Risk Services Questionnaire.

1. Construction Project: *The Guadalupe County Existing Road & Bridge Shop Renovation*. The County estimated budget for this project is TO BE DETERMINED.

The proposed project is located at 2605 N Guadalupe Street, Seguin, Texas 78155. All work is to be accomplished per construction documents as provided (Refer to Plans): to include new MEP system(s) and MEP system upgrades as required to meet ALL current/existing codes.

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

- Manage the GMP Documentation
- Establish Budget for Project While Working in Conjunction with Project Team
- Prepare Sub-contractor Bid or Proposal Packages
- Conduct Pre-Bid Meetings
- Receive Bids
- Conduct Award of Contracts/Purchase Orders
- Provide and coordinate all MEP requirements
- Provide Coordination and Management of Sub-contractors
- Provide for conformance with the Texas Accessibility Standards required by the Texas Architectural Barriers Act (Article 9102, Texas Civil Statutes)
- Provide for new system(s) integration with existing system(s)
- 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 Options During and Concurrent with the Completion of Each Design Phase (e.g., Schematic Design, Design Development, etc.)
- Complete all work as soon as possible after contract initiation
- Attend Pre-Construction Meeting with County Personnel and their designated representatives

INSTRUCTIONS TO BIDDERS - Applicable to “step-two” participants

Guadalupe County seeks to award the contract in a two-step process to that person/entity whose qualifications and proposal represents, in the opinion of the Commissioner's Court of Guadalupe County, the Best Value for the Services sought. “Best Value”, for purposes of the Proposal, is not to be construed as necessarily equal to the lowest proposed cost. Guadalupe County further reserves the right to make its own point calculations (See Tab VI) for purposes of evaluating each proposal submitted.

- The selected Bidders will submit their Proposals on separately bound forms. Proposals must be valid for 45 days (minimum) after bid opening and contain a full itemized estimated budget proposal for the scope of work to be completed.
- Proposals should be carefully filled out, signed and sealed. The envelope containing the Proposal should be identified by the name and address of the Bidder and the name of the project, and delivered in time set by Owner.
- The Contractor before submitting a bid shall investigate and familiarize themselves with existing conditions on-site and be prepared to complete work as indicated and specified.
- The Owner reserves the right to reject any and/or all bids or to accept any bid or alternate considered advantageous.
- Proposals carrying riders or qualifications which modify the bid in any manner that would affect the Proposal in comparison with other competitive bids will be rejected as irregular.
- Attention is called to the fact that the Bidder in signing the Proposal definitely states that they have the financial ability, experience and facilities to carry the work through its several stages to completion and unless they can show such evidence to the Owner's approval will not be eligible to receive the award of contract.
- List of Sub-contractors: All General Contractors shall submit with their Bid Proposal a list of the sub-contractors whose sub-bids the General Contractor used in compilation of their Proposal. Failure to submit such a list would disqualify such a General Contractor.
- It is **mandatory** for a representative of a bidding General Contractor to be present at the ***pre-bid on-site meeting, to be scheduled upon completion of step one.*** Any bidding General Contractor not in attendance will be disqualified from bidding.

*CONSTRUCTION MANAGER AT RISK
PROPOSED SELECTION SCHEDULE*

Guadalupe County Commissioners' Court Approval to Proceed Advertisement	30 May 2017 4 - 18 June 2017
GC Questions Submittal Date NLT	23 June 2017
Arch response to GC Questions	30 June 2017
Public Opening of RFQ Submittals	6 July 2017
Presentation of proposed final offerors for sealed competitive bids/RFP to Commissioners' Court for approval	11 July 2017
Mandatory Pre-bid On-site Meeting	TBD
Sealed competitive bids due/public opening of bids	TBD
<i>Note: Dates subject to change per County APPROVAL</i>	

**CONTRACTS FOR FACILITIES:
CONSTRUCTION MANAGER AT RISK (CMR) SERVICES SELECTION,
TWO-STEP PROCESS**

Pursuant to the provisions of Texas Government Code 2269.253 Selection Process, it is the intention of Guadalupe County to select a Construction Manager at Risk in a two-step process for *The Guadalupe County Existing Road & Bridge Shop Renovation*.

All initial request for qualifications are to include the information requested in this questionnaire 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).

In step two, the County may request that five or fewer offerors, selected solely on the basis of qualifications, provide additional information, including the CMR's proposed fee and prices for fulfilling the general conditions.

At each step, the County shall receive, publicly open, and read aloud the names of the offerors. At the appropriate step, the County shall also read aloud the fees and prices, if any, stated in each proposal as the proposal is opened.

Not later than the 45th day after the date on which the final proposals are opened, the County shall evaluate and rank each proposal submitted in relation to the criteria set forth in the request for proposals.

Six **(6)** copies of "qualification" package are to be submitted; Addressed in the **lower left hand corner of the envelope** to:

Office of the County Judge
Guadalupe County Courthouse
211 West Court Street
Seguin, Texas 78155
Bid Number: 17-5302
County Road & Bridge Shop Renovation.

No later than: 2:00 PM on 6 July 2017.

Queries about the Project should be addressed to:

T H O R N G R A V E S
105 Montclair
San Antonio, Texas 78209
Office: 210-222-0194
Fax: 210-222-0195

*CONTRACTS FOR FACILITIES:
CONSTRUCTION MANAGER AT RISK (CMR)
REQUEST FOR 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.: Design-Build, CMR, 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 similar in size and scope 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.: Design-Build, CMR, bid, proposal or other.
- 4.7 Public/Governmental Project Experience:
List major projects in the public and/or governmental sector of at least \$500,000 or more constructed by your firm within the last five years.
- 4.8 Renovation/Refurbishment Experience:
List major projects that were solely or partly considered as a renovation and/or refurbishment of an existing public sector and/or governmental agency building (60% or more of an existing structure).

5. Financial Information Submission - OPTIONAL:

- 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 part of a construction team.

- 7.1 Describe your organization's concepts for working in a team relationship with the Owner and Architect during the construction of major projects. Describe your organization's methods for controlling costs, and for scheduling during the construction phase.
- 7.2 Cost Estimates:
Attach a sample of a final cost estimate prepared during the Bidding Phase of a 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:
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.

TAB III

CRITERIA FOR SELECTION: CONSTRUCTION MANAGER-AT-RISK SERVICES

Pursuant to the provisions of Texas Government Code 2269.253 Selection Process, it is the intention of Guadalupe County to select a Construction Manager at Risk in a *two-step process* for *The Guadalupe County Existing Road & Bridge Shop Renovation*.

All initial qualification packages are to include the information requested in this questionnaire 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).

In step two, the County may request that five or fewer offerors, selected solely on the basis of qualifications, provide additional information, including the CMR's proposed fee and prices for fulfilling the general conditions.

At each step, the County shall receive, publicly open, and read aloud the names of the offerors. At the appropriate step, the County shall also read aloud the fees and prices, if any, stated in each proposal as the proposal is opened.

Not later than the 45th day after the date on which the final proposals are opened, the County shall evaluate and rank each proposal submitted in relation to the criteria set forth in the request for proposals.

Guadalupe County may consider the following in determining to whom to award the contract for construction 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.

Guadalupe County seeks to award the contract to that person/entity whose proposal represents, in the opinion of the Commissioner's Court of Guadalupe County, the Best Value for the Services sought. "Best Value", for purposes of this Request for Proposal, is not to be construed as necessarily equal to the lowest proposed cost.

Guadalupe County further reserves the right to make its own point calculations (See Tab VI) for purposes of evaluating each proposal submitted.

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.

TAB IV

BONDING

Sec. 2267.258. PERFORMANCE OR PAYMENT BOND. (a) If a fixed contract amount or guaranteed maximum price has not been determined at the time the contract is awarded, the penal sums of the performance and payment bonds delivered to the governmental entity must each be in an amount equal to the construction budget, as specified in the request for proposals or qualifications.

(b) The general contractor shall deliver the bonds not later than the 10th day after the date the general contractor executes the contract unless the general contractor furnishes a bid bond or other financial security acceptable to the governmental entity to ensure that the construction manager will furnish the required performance and payment bonds when a guaranteed maximum price is established.

Added by Acts 2011, 82nd Leg., R.S., Ch. 1129, Sec. 2.08, eff. September 1, 2011.

TAB V

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

TAB VI

EVALUATION FORM

PROJECT: **Guadalupe County** Road & Bridge Facility Renovation

T+G PROJECT NO.: 1705

OWNER: Guadalupe County

WEIGHTED EVALUATION CRITERIA			Score
1. Contractor information:	Y/N		
2. Organization	points maximum 10		
3. Licensing	points maximum 5		
4. Experience (Overall)	points maximum 15		
5. Financial information	Y/N		
6. Insurance	Y/N		
7. Experience with similar projects	points maximum 10		

8. Safety		points maximum 10	
9. Schedules, On-time projects		points maximum 10	
10. Bid		step-two	
11. References		Y/N	
12. Omitted material requested by RFQ, Subtract 15 points per occurrence		-15 per occurrence	
TOTAL			

COMMENTS: