



## Request for Qualifications for General Contractors

### **8th & Cooper Multi-use Project**

The 8<sup>th</sup> & Cooper Ownership Group is seeking qualifications from General Contractors to provide both preconstruction and construction services for the 8<sup>th</sup> & Cooper Multi-use Project.

The selection process will consist of this Request for Qualifications, followed by a Request for Proposal to a “short list” of General Contractors, to include a proposal for general conditions and fee, as well as a project specific conceptual cost estimate & preliminary construction schedule, and culminating in oral interviews. The selection of the successful firm by the 8<sup>th</sup> & Cooper Board of Directors (Owner) is anticipated to occur on or before September 8<sup>th</sup>, 2011.

Please email Scott Brown @ [sbrown@arcipm.com](mailto:sbrown@arcipm.com) and cc: [mkrall@arcipm.com](mailto:mkrall@arcipm.com) with contact information for one point of contact at your firm. This will allow us to provide you with any additional, future information regarding the selection process.

The current schedule for contractor selection is as follows:

<b>21 JUL 11</b>	General Contractor Request for Qualifications (RFQ) available
<b>04 AUG 11 @ Noon</b>	Deadline for General Contractor RFQ Questions
<b>05 AUG 11 @ 4PM</b>	Final General Contractor RFQ Addendum Issued
<b>09 AUG 11 @ 2PM</b>	<b>General Contractor Qualifications Due</b>
<b>16 AUG 11</b>	Shortlisted General Contractor Candidates Notified and Request for Proposal (RFP) Issued w/Concept Design
<b>18 AUG 11</b>	General Contractor Pre-proposal Meeting
<b>25 AUG 11 @ Noon</b>	Deadline for General Contractor RFP Questions
<b>26 AUG 11 @ 4PM</b>	Final General Contractor RFP Addendum Issued
<b>30 AUG 11</b>	General Contractor Proposals Due

<b>01 SEP 11</b>	General Contractor Oral Interviews
<b>08 SEP 11</b>	General Contractor's Contract for Preconstruction Services Approved

**I. Scope of the Project**

The property is located on the Southwest corner of 8<sup>th</sup> Steet and Cooper Avenue in Glenwood Springs, Colorado and currently consists of parking and one existing building. The project will consist of the following:

- A. Underground Parking Garage (approximately 160 spaces) – Two level, Underground Parking Structure
- B. 1st Floor (14,000sf) – Full Service Library
- C. 2nd Floor (12,000sf to 14,000sf) – Core & Shell
- D. Outdoor Plaza Space (approximately 6,000sf) & Adjacent Site Work

**II. Target Project Schedule**

<b>14 JUL 11</b>	GO/NO-GO Decision Date #1
<b>15 AUG 11</b>	Concept Design Complete
<b>08 SEP 11</b>	GO/NO-GO Decision Date #2
<b>27 OCT 11</b>	GO/NO-GO Decision Date #3 (Schematic Design Package)
<b>05 DEC 11</b>	GO/NO-GO Decision Date #4 (Design Development Package)
<b>06 FEB 12</b>	Submit for Permit
<b>16 MAR 12</b>	FINAL GO/NO-GO Decision Date #5 (Final Guaranteed Maximum Price Approval)
<b>02 APR 12</b>	Construction Start (Notice to Proceed with Construction)
<b>TBD by GC</b>	Parking Structure Open
<b>TBD by GC</b>	Substantial Completion

To allow the Owner, Architect (HumphriesPoli Architect), and ARC to fully understand your firm's qualifications for this job, please carefully prepare a response to the items listed below.

**III. Project Experience**

- A. Identify at least four similar projects your firm has completed. Emphasis should be on library projects, underground parking structures, multi-use facilities as well as similar project types in mountains and urban areas.
- B. For each project listed, please provide the following information:
  - 1. Description of the project
  - 2. Role of the team, as well as services provided during design phase, i.e. cost estimating, scheduling, value engineering, etc.
  - 3. Project's original contracted construction cost and completion date, and final construction cost and completion date
  - 4. Contact information for the Owner and lead designer. Please verify the email addresses and phone numbers provided are current.
  - 5. Month and year facility was completed.
  - 6. Gross square feet of building (excluding parking structures).
  - 7. For parking structures, note the number of levels and parking spaces, both above and below grade.
  - 8. Identify the Project Manager and Superintendent for each project as well as any other relevant, in-house personnel.

**IV. Safety**

- A. Provide a general outline of your firm's approach to assuring safety. If available, include the resume of person in charge of safety for your company and any safety training. Does this individual conduct onsite project safety inspections? How often?
- B. Provide your firm's Interstate Experience Modification Rate for Workmen's Compensation Insurance used by your insurance carrier for each of the last five (5) years.

**V. Construction Cost Estimating**

The construction cost estimating process used by the selected contractor is one of the essential elements of this project.

- A. What level of personnel commitment to estimating does your firm provide during preconstruction? Please be specific, indicating number of project-specific hours to be dedicated per week. Indicate whether these personnel hours will be provided on-site, in the home office, or a combination of both.
- B. Provide the current resumes of each member of the estimating team, their job description and the hours shown above that will be their responsibility.
- C. Provide one example of a cost estimate prepared from schematic design information as well as one example of a cost estimate prepared from design development information for similar project(s). Both estimates should be representative of what the Owner can expect on this project.
- D. Provide an example of a value engineering/analysis worksheet used for tracking design changes and related costs/savings throughout preconstruction.
- E. Provide an example of a complex change order (including three or more subcontractors) with detailed backup which is representative of what you expect from your subcontractors and what the Owner can expect on this project.

## **VI. Scheduling**

The ability to predict, test and correct the appropriate construction project duration is another essential element of this project. In this context, please provide an overview of your firm's scheduling experience and approach and respond to the following:

- A. What level of personnel commitment to scheduling does your firm provide during preconstruction and construction? Please be specific, indicating number of project-specific hours to be dedicated per week. Indicate whether these personnel hours will be provided on-site, in the home office, or a combination of both.
- B. Provide the current resumes of each member of the scheduling team, their job description and the hours shown above that will be their responsibility.
- C. List the project scheduling software and hardware used by your team to prepare its schedules. How long has your firm used each of these software packages? What version is currently being used?
- D. Provide an example of a detailed schedule used by your firm throughout construction. The example schedule should be from an actual project that is partially through construction and shows target and actual start/finish dates for various activities.

- E. In addition, provide an example of a three-week "look-ahead" format, submittal schedule, task lists, etc. The examples are to be representative of the information the Owner can expect to receive on these projects.

**VII. Specific In-House Personnel Dedicated to this Project during Construction**

The success of this project's team will rest on the individuals assigned to the facility completion. Good teams typically have strong leaders, together with highly qualified, dedicated support personnel. The Owner is very interested in the specific make-up of your proposed team, their respective qualifications and their commitment to the project. Please provide the following information about the in-house employees your firm proposes for the 8<sup>th</sup> & Cooper Project:

- A. The presentation of the project manager's qualifications should include at least the following information:
1. Current resume.
  2. List of projects completed by this individual, together with owner and design team contact person and phone number and email for each project shown. Please confirm phone numbers and email addresses are current.
  3. Narrative of key qualifications, including experience with library projects, underground parking structures, multi-use facilities as well as similar project types in mountains and urban areas that make this individual an ideal "fit" for this Owner and this project.
  4. Minimum number of hours per week this individual will be specifically dedicated to this project during the preconstruction and procurement process.
  5. Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.
  6. Other projects this individual is scheduled to participate in from September 2011 through December 2013.
- B. The presentation of your in-house and field construction team, should include, but not be limited to, the project superintendents and other key personnel. Please include the following:
1. Current resumes.
  2. Current job description.

3. Minimum number of hours per week these individuals will be specifically dedicated to this project during the preconstruction process.
4. Minimum number of hours per week these individuals will be specifically dedicated to this project during the construction process.
5. Other projects these individuals are scheduled to participate in from September 2011 through December 2013.

### **VIII. Quality Control**

Please describe the steps your firm uses to control quality during the preconstruction and construction phases; identifying one-time tasks, on-going tasks, points of Ownership participation, milestones, etc. The methods used to insure delivery of a project meeting or exceeding the requirements of the Contract Documents and the Ownership's needs should be emphasized.

- A. Provide a spreadsheet showing the amount of non-owner initiated change orders as a lump sum and percentage of total project construction cost for projects completed by your firm in the past three years, both on a project-by-project basis, as well as an overall historical percentage. Provide names and contact people for verification of the information provided.
- B. Provide an example of your firm's standard change order log currently being used on other projects.
- C. Provide an example of your firm's standard Request for Information Log, Quality Control Log, Submittal Log and Punch List. Examples are to be representative of the format to be used on these projects.
- D. Please describe your firm's experience utilizing 3D software for coordination drawings, and it's opinion of value on this project.
- E. Provide one copy of your firm's quality management plan.

### **IX. Marketplace Resources**

As we are all too aware, there are significantly fewer construction projects under contract now than in the recent past. Our expectation is we will have a much larger pool of subcontractors bidding on this project.

- A. When awarding contracts, the Owner will adhere to the more stringent procurement requirements of the Colorado Mountain College, City of Glenwood Springs and the Garfield County Public Library which give preference to materials and services provided locally. Provide a narrative demonstrating your understanding of these requirements.

- B. Provide one copy of a complete list of vendors and subcontractors your firm uses as a resource(s) during the pre-construction and construction process. Please note the intent is not to initiate a subcontractor pre-qualification process for this particular project, but rather determine the level of marketplace penetration currently achieved by your firm.
- C. Demonstrate competent knowledge of the local sub-contractor market by noting where you see potential for using local resources as well as scopes of work that you recommend using outside firms and for what reasons.
- D. Provide written assurance that the applicant understands and will comply with all statutory requirements and guidelines.

**X. AIA Document A305, Contractor's Qualification Statement**

Please use AIA Document A305, Contractor's Qualification Statement -1986 Edition, to respond as follows:

- A. Present all the information requested, following the instructions provided in AIA Document A305.
- B. Under Article 4, Section 4.3, please also include the aggregate bonding capacity for your firm by quarter from June of 2007 to the present.
- C. In responding to Section 5.1, please provide all the information requested, including the following:
  - 1. An income statement for the current year to date, and full prior year.
  - 2. This information should be prepared by an outside firm (preferably a CPA), and should adhere to Generally Accepted Accounting Practice (GAAP), signed by the CEO or CFO.
  - 3. If your firm has multiple offices, please provide this information for all offices. Indicate, which office is going to perform the bulk of the services for this project and why.
- D. Provide one copy of your response to this, Section X – AIA Document A305, Contractor's Qualification Statement in a separate envelope.

**XI. Standard Procurement Guidelines**

- A. Limitation of Multiple-Fiscal Year Obligations: All financial obligations under this contract subsequent to the fiscal year in which signed is contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by Owner. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation

whatsoever for purposes of Section 20(4)(b) of the State Constitution (Amendment 1).

- B. Right to Reject any and All Proposals: The Owner does not obligate itself to accept the lowest, or any other proposal, and reserves sole discretion to reject any proposals, to re-advertise, and to waive formalities or irregularities in the process or of any proposal. When considering proposals and determining whether the Contract will be awarded and, if so, to which vendor, the Owner may consider any and all factors relating to this project as Owner, in its sole discretion, deems to be appropriate.
- C. Insurance Requirements for the Contracting Team: The Bidder shall take out and maintain at the Bidder's own expense the following minimum limits of insurance:
1. Commercial General Liability:
    - a. \$1,000,000 combined single limit
    - b. \$2,000,000 aggregate
  2. Automobile Liability:
    - a. \$600,000 combined single limit or
    - b. \$150,000 per person and \$600,000 per occurrence for bodily injury and property damage.
  3. Worker's Compensation and Employer's Liability:
    - a. Worker's Compensation limits as required by the State of Colorado
    - b. Employer's Liability limits of \$1,000,000 per accident.
  4. Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, except after 30 days prior written notice has been given to the Owner.
  5. The Bidder shall provide Certificates in ACCORD format and all renewal notices for each insurance policy required by this clause to the Owner in a timely and proactive manner. Failure of the Owner to receive such certificates and renewal notices shall grant the Owner the right to take remedial action as required to protect its interests.
- D. Assignment: The successful proposing firm or individual is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the Owner.

**XII. Submittal Format & Delivery Requirements**

- A. Please be environmentally aware. A plastic binder is not encouraged or required and pages should be printed double sided. Facsimiles or e-mails will NOT be accepted. **The proposer shall provide one (1) original proposal, unbound, clearly marked and identified as such, and twelve (12) bound copies of their proposal and one electronic copy on CD or thumb drive.**
- B. **Submittals must be delivered by courier or by hand to:**

GCPLD Administration (2nd Floor),  
207 East Ave.  
Rifle, CO 81650  
c/o Amelia Shelley.

Please note that local delivery services do not deliver to Rifle after 4pm and we recommend that you allow for additional time. On the submittal package, please display: Firm name and project title (8<sup>th</sup> & Cooper Project).

**Submittals are due no later than 2:00pm (local time), 09 AUG 11.**

I encourage you to direct any questions that you might have to Scott Brown by e-mail to [sbrown@arcipm.com](mailto:sbrown@arcipm.com) with a cc: to [csquadra@arcipm.com](mailto:csquadra@arcipm.com) , as a single point of contact will generate the most clarity of direction and least confusion of intent. Phone calls or direct contact with the design team, their consultants, or the Owner's staff may disqualify the candidate, at the Owner's option.

Thank you for your time and interest in our exciting and unique project.

Sincerely,

Scott Brown  
ARC Integrated Program Management, Inc.