

REQUEST FOR QUALIFICATIONS STATEMENTS

**CONSTRUCTION MANAGER AT-RISK SERVICES FOR
WEST MONRE INDOOR SPORTS COMPLEX, PHASE I**

City Project No. 000179



CITY OF WEST MONROE

City Hall
2305 North 7th Street
West Monroe, Louisiana 71291

MAYOR

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July 16, 2021

CITY OF WEST MONROE, LOUISIANA
REQUEST FOR QUALIFICATIONS STATEMENTS
CONSTRUCTION MANAGER AT-RISK SERVICES

The City of West Monroe, a political subdivision of the State of Louisiana (the “City”) solicits qualifications statements (“Qualifications Statements”) from qualified and licensed construction firms to provide comprehensive construction management at-risk (“CMAR”) services for the construction of a state-of-the-art recreational center “The West Monroe Indoor Sports Complex” in West Monroe, Louisiana.

I. STATUTORY AUTHORITY AND PUBLIC INTEREST

The City issues this solicitation to procure a qualified construction firm pursuant to the authority granted to it by La. Rev. Stat. Ann. §38:2225.2.4. The City determined this solicitation and the construction management at-risk delivery model to be in the best interest of the public and provides a substantial benefit to the City and residents of West Monroe, Louisiana. Good faith and meaningful collaboration between the City, its architect, and the selected construction firm (the selected firm referred to as the “CMAR contractor”) is essential to successfully delivering the project. The City determined that CMAR is the appropriate delivery model for budget adherence, transparent cost control measures, the potential for concurrent execution of design and construction, and the identification and minimization of risks and disputes.

II. PROJECT DESCRIPTION

The new facilities will consist of a single-story gymnasium and activity spaces building. The building itself is proposed to be a steel-framed structure with poured-concrete floor slabs and deep foundation systems. Glazed curtain wall assemblies and other strategically placed windows will provide for daylighting and exterior views. Exterior materials will be masonry, aluminum composite material (“ACM”) wall panels, and storefront windows. Roofing will be a thermoplastic polyolefin (“TPO”) membrane on insulation board on a steel deck supported by bar joists.

The interiors will follow best-practices and code-compliant design procedures and materials. The basic functions provided within the facility include recreational activity areas, basketball/volleyball courts, concessions, restrooms, meeting rooms, team breakout rooms, spectator seating, and support services.

Mechanical and electrical systems will include rooftop air cooled heat pump HVAC systems. The complete facilities will be supported by generator(s). Fire protection areas will be a wet pipe sprinkler system, with a dry system in unconditioned areas.

Other site features of the project will include loading dock, waste disposal area, parking, mechanical yard, generator(s), and site landscaping. Low-voltage systems typical of a modern facility are included in the project scope. The building will be connected to public utilities.

(All of the foregoing in Section II being collectively referred to as the “Project”.)

The City's budget and opinion of probable cost for the work associated with the Project is Twenty Million and 00/100s (\$20,000,000.00) Dollars.

III. OVERVIEW OF THE PRE-CONSTRUCTION SERVICES PROCESS

In accordance with La. Rev. Stat. Ann. §38:2225.2.4.G., after award and execution of the contract for pre-construction services with the CMAR contractor, the City's architect, in consultation with the CMAR contractor, shall proceed with design services. The City shall obtain an opinion of probable cost of the Project from both the CMAR contractor and the architect when final design of the project is not more than sixty percent (60%) complete, and again when final design of the project is not more than ninety percent (90%) complete. The CMAR contractor shall provide the City with a guaranteed maximum price ("GMP") for construction of the Project, before or upon completion of the final design.

The period of pre-construction services is estimated to be approximately eight (8) months after contract award and the scope of which shall include, but not be limited to, design input, value engineering, schedule acceleration analysis, constructability reviews, and budget reconciliation. During pre-construction, the CMAR contractor may, subject to City approval, begin the procurement of subcontractors and commence early work. The CMAR contractor will continue to provide value engineering suggestions to reduce time and costs throughout the course of the Project while maintaining the basic design and operational intent of the Project. The stipulated fee for pre-construction services by the CMAR contractor, regardless of any reasonable extension thereof by the City, shall be Fifty-eight Thousand and 00/100s (\$58,000.00) Dollars.

If the City and the CMAR contractor are able to negotiate, establish, and agree upon a guaranteed maximum price ("GMP") to render construction services for the Project, and additionally, to agree upon constructability, construction phasing and sequencing, and the maximum number of contract days to complete the Project, the City may then award the contract for construction services to the CMAR contractor for the construction phase of the contract.

Once a GPM is agreed upon, the City may determine and contract with the CMAR contractor to undertake specific items of construction services. Additionally, the City may determine and contract with the CMAR contractor to undertake specific items of construction prior to agreement upon a GMP for such items, provided such undertaking is for the benefit of the Project and a GMP for the undertaking can be agreed upon between the City and CMAR contractor. Such items may benefit the Project, including but not limited to items that require a long lead time, may further the understanding of unknown site conditions, or other items.

If, however, the City and the CMAR contractor are not able to agree upon constructability, construction phasing and sequencing, the GMP, the maximum number of contract days to complete the Project, and to reach a negotiated agreement, then the Project shall be re-advertised by the City and publicly bid utilizing the design-bid-build delivery method, provided the CMAR contractor shall be prohibited from bidding on the project.

IV. FORM OF QUALIFICATIONS STATEMENTS

The following information should be included in a cover letter (maximum of two (2) pages) titled “Qualifications Statements for Construction Manager At-Risk Services”:

- Name of proposer
- Proposer address (of office that this Project would be run from)
- Proposer telephone number
- Proposer federal tax identification number
- Louisiana Contractor’s license number
- Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the proposer.
- The signature of an individual who is authorized to submit the Qualifications Statement.

Contents of Qualifications Statements

Proposers should letter and number their Qualifications Statements exactly as presented herein. Qualifications Statements must contain all the following information:

1. Firm Background and Safety Record
2. Relevant Project Experience
3. CMAR / Alternative Delivery Project Experience
4. Methodology / Schedule
5. Exhibit A – La. Contractor’s License
6. Exhibit B – Non-Collusion Affidavit (LA R.S. Ann. §38:2224)
7. Exhibit E – Affidavit Regarding Criminal Convictions (LA R.S. Ann. §38:2227)
8. Exhibit F – Affidavit for Verification of Employees (LA R.S. Ann. §38:2212.10)

1. Firm Background and Safety Record (20 points)

Proposers shall:

- a. Describe your business structure (i.e., corporation, partnership, limited liability company, joint venture) and identify in which state is it incorporated, organized, or formed, the year in which it was incorporated, organized, or formed, and whether it is authorized to do business in Louisiana. If a joint venture, identify all ventures and describe in detail the percentage interest of each joint venture, the roles and responsibilities of each joint venture, the business structure of each joint venture (i.e., corporation, partnership, etc.) the bonding capacity of each joint venture for performance and payment bonds, and the purpose(s) for which the joint venture was organized. List the officers of the joint venture and identify those who will have direct responsibility for the project. Provide a copy of your executed project-specific joint venture agreement. List any projects in which you have worked together as a joint venture.

- b. Confirm and provide evidence of appropriate and current state licensure and credentials to perform the requested services in the State of Louisiana.
- c. Confirm and provide evidence that the proposer is active and in good standing with the Louisiana Secretary of State's Office.
- d. Confirm that the proposer has not had a record of substandard work within the last five (5) years.
- e. Confirm that the proposer has not engaged in any unethical practices within the last five (5) years.
- f. Identify any conflicts of interest your organization may have with the Project.
- g. Identify whether your organization has been involved in litigation within the past five (5) years? If so, please describe and note the disposition of all cases.
- h. Provide evidence of your organization's overall bonding capacity and current available bonding capacity.
- i. Provide your worker's compensation experience modifier for the past five (5) years.
- j. Provide your organization's last safety record to include number of employees, exposure hours, current experience modification rate, total recordable incident rate, lost work time incident rate, fatalities, and regulatory citations.
- k. Please provide a digital copy your organization's standard safety plan. If not covered in your organization's safety plan, please answer the following questions. If the following questions are addressed in the safety plan, please indicate which section.
 - Do you conduct a daily Job Safety Analysis ("JSA"), or equivalent?
 - Do you hold regularly scheduled safety meetings? If yes, how often?
 - Do you hold regularly scheduled safety inspections? If yes, how often? Who performs them?
 - Do you conduct and document onsite formal investigations of accidents?
 - Do you have a safety orientation program for new hires? If yes, please describe.
 - Do you provide safety training for your employees? If yes, please describe the types of safety and health training provided.
 - Do you have a written Drug and Alcohol Plan? (pre-employment, random, reasonable suspicion, post-accident testing)
 - Do you have a full-time employee responsible for safety? If yes, please provide name, title, phone, and email address.

1. Please provide a copy of the following documents as an attachment to your qualifications statement (will not count towards total page limit):
 - Experience Modification Rate letter for last three (3) years
 - Last three (3) years of OSHA 300A logs
 - Drug and Alcohol Plan
 - JSA Form

2. Relevant Project Experience (25 points)

Proposers shall:

- a. Provide project profiles for all recreational center and gymnasium projects of a similar size and complexity your firm has completed or begun construction over the past five (5) years. For each project provide the following information:
 - Project name, location, and owner contact information.
 - Brief project description including but not limited to whether the project was public or private and a renovation or new construction.
 - Architect's original cost estimate.
 - Architect of Record (name, phone, and email address).
 - Contract Amount (include amount of base bid and any alternate bids if applicable)
 - Date of Notice to Proceed, Contract Time (working days or calendar days), and Substantial Completion Date based on initial contract time.
 - Total additional contract time and revised substantial completion date.
 - Actual date the project was considered substantially complete. If ongoing project provided anticipated completion date.
 - Amount of liquidated damages assessed, if any.
 - Net dollar amount of change orders incurred on the project.
 - Description of challenges faced during the project and what was done to overcome them.
 - Provide any lessons learned from the project and how that knowledge has helped or will help the proposer on future projects.
 - Any additional comments or explanation regarding change orders or contract time.
- b. For each of the past three (3) years, list your firm's overall:
 - Louisiana construction dollar volume (work-in-place)
 - Total construction dollar volume (work-in-place)
 - Construction dollar volume specific to public works contracts
 - Include breakdown of work performed as a prime contractor or subcontractor.

- c. Provide a detailed project specific organization chart indicating titles and responsibilities with specific names of staff individuals who would be assigned to this Project, including officers. Provide a notation for part-time and full-time staff. Please indicate where a subcontractor will be used to complete any of the work or responsibilities.
- d. Provide personnel resumes, including past relevant project experience, for all staff proposed for the Project. List their project title for each project listed.
- e. Indicate office location where specific team members will be located during the Project.
- f. Provide the contact information for a minimum five (5) references which the proposer has completed projects for within the past (5) years. Include contact name, title, phone, and email address.

3. CMAR / Alternative Delivery Project Experience (25 points)

Proposers shall:

- a. Provide up to five (5) project profiles your firm has completed or begun construction over the past five (5) years that used a delivery method other than the design-bid-build process. Experience with CMAR is preferred; however, experience with other methods of delivery that include involvement of the contractor in the design process (i.e., design-build) will be evaluated. Public sector projects should be listed first, and then private sector projects, if necessary. For each project provide the following information:
 - Project name, location, and owner contact information (contact name, phone, email address).
 - Brief project description.
 - Total Construction Cost and Contract Time.
 - Liquidated damages amount per day and amount of liquidated damages assessed, if any.
 - Net dollar amount of change orders incurred on the project.
 - Describe of how the project benefited from proposer's involvement during the design phase of the project.
- b. Provide a staffing plan, matched to your CMAR process, with project specific personnel, job-specific duties and amount of time dedicated to this Project.
- c. Provide the contact information for a minimum three (3) references which the proposer has completed CMAR or other alternative delivery method for within the past (5) years, if different from references provided in Section 2 — Relevant Project Experience. Include name, title, phone, and email address.

4. Methodology / Schedule (20 points)

Proposers shall:

- a. Clearly describe the unique approach, methodologies, knowledge, and capability to be utilized in the performance of the work and completion of the Project. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of proposer’s firm to handle the Project.
- b. Provide a detailed trade bid and procurement strategy. Outline how bid packages will be set up to provide best pricing and maximize local participation. Provide details of the sub-contractor pre-qualification process, if any, and outline the procurement processes and expected Owner reviews and approvals.
- c. Provide the following in draft form:
 - Site Logistics Plan
 - Severe Weather Plan
 - Quality Control Plan
- d. Provide a project schedule based on your methodology for anticipated major scope of work items in Gantt chart format with the critical path identified including material procurement. Include completion dates for all major functions.

Summary of Qualification Statements Scoring Criteria:

Firm Background and Safety Record.....	20 Points
Relevant Project Experience.....	25 Points
CMAR/Alternative Delivery Method Project Experience.....	25 Points
Methodology / Schedule.....	20 Points
<u>Proximity to Site</u>	<u>10 Points</u>

Maximum Total Points on Qualifications Statements 100 Points

The three (3) firms scoring highest on the Qualifications Statements will be afforded an opportunity to present and be interviewed by the selection review committee. The committee consists of five (5) individuals as follows: (a) one design professional in the discipline of but not involved in the project, Benjamin Bledsoe; (b) one licensed contractor in the discipline of but not involved in the project, Richard J. Harris, McInnis Brothers Construction; (c) one representative of the owner, Courtney Hornsby; and (d) two members at large, Jordan Guillott and Thom Hamilton. The presentation and interview process will account for up to a maximum of twenty-five (25) additional points. The firm receiving the highest point total on the Qualification Statement and the presentation and interview will be recommended to the City for award. The City reserves the right to allow more than the three (3) highest scoring firms to be interviewed and present to the selection review committee provided; however, the additional firms to be interviewed and allowed to present shall be the firms scoring the next highest point totals on the Qualification Statements in descending order.

Overall Summary of Scoring Criteria:

Firm Background and Safety Record.....	20 Points
Relevant Project Experience.....	25 Points
CMAR / Alternative Delivery Method Project Experience.....	25 Points
Methodology / Schedule.....	20 Points
Presentation/Interview.....	20 Points
<u>Proximity to Site.....</u>	<u>10 Points</u>

Maximum Total Points on Overall Summary 120 Points

V. SCHEDULE OF EVENTS

Solicitation Begins	July 15, 2021
Mandatory Pre-Proposal Meeting	July 29, 2021, at 2:00PM
Deadline for Questions	August 9, 2021, by 2:00PM
Deadline for Submission of Qualifications Statements	August 23, 2021, by or before 2:00PM
Selection Review Committee Evaluation Period	August 23, 2021, to September 27, 2021
CMAR Interviews	TBD during evaluation period
CMAR Selection at City Board of Aldermen Meeting	September 28, 2021, at 6:30PM

A **mandatory project meeting** will be held on July 29, 2021, at 2:00PM at West Monroe City Hall, 2305 North 7th Street, West Monroe, Louisiana 71291. **Interested firms must attend the project meeting to submit a Qualifications Statement to be considered responsive to this solicitation.** Firms will be provided access to the site following the meeting.

In accordance with the Schedule of Events, but in no event later than ninety (90) days after the deadline to submit Qualifications Statements, a selection review committee designated by the owner shall make a written recommendation to the owner as to which firm should be awarded the contract. All times are local, Central Time. The City reserves the right to adjust the Schedule of Events upon notice.

VI. GENERAL AND ADMINISTRATIVE MATTERS

The Request for Qualifications (“RFQ”) is available in electronic form and may be obtained from the City Clerk, Scott Olvey at (318) 396-2600, by email at finance@westmonroe.la.gov. Subject: “RFQ-CMAR West Monroe Indoor Sports Complex”.

Questions concerning the contents of this solicitation should be addressed in writing to Scott Olvey via email at finance@westmonroe.la.gov with the subject, “RFQ-CMAR West Monroe Indoor Sports Complex”, no later than 2:00PM on August 9, 2021.

Sealed Qualifications Statements must be received at the City Clerk’s Office, 2305 N 7th Street, West Monroe, Louisiana 71291 by or before 2:00PM on Tuesday, August 17, 2021 (the “Submission Deadline”). Qualifications Statements shall be addressed to Scott Olvey, City Clerk, City of West Monroe, 2305 N 7th Street, West Monroe, Louisiana 71291. Any Qualifications Statements received after the Submission Deadline will not be considered. Faxed and/or emailed Qualifications Statements cannot be accepted and will not be considered. The City reserves the right to reject any or all Qualifications Statements for just cause.

The exterior envelope must be addressed as follows:
Qualifications Statements for CMAR Services —City of West Monroe
[Company Name]
[Company Address]
[Company License Number]

Proposers shall submit one (1) original, marked “Original”, signed qualifications statement, five (5) copies, marked “Copy”, and one (1) electronic copy on separate USB drive by the Submission Deadline. Proposers are not required to submit hard copies of your organization’s safety plan. Proposers shall submit electronic versions of the safety plan on a separate electronic USB drive.

Qualifications Statements shall be prepared on 8.5” x 11” paper, bound and tabbed, based on the response format identified above. Include a table of contents matching the sections and tabs outlined. Each page of the proposal must be numbered. Submissions shall be in 10-point font or larger and no more than seventy-five (75) single face pages, exclusive of the table of contents, tabs, safety plan, and Exhibits A through F.

The CMAR contractor must comply with all requirements of authorities having jurisdiction over the project including the State of Louisiana. The work performed is subject to compliance with all applicable rules, regulations and relevant orders of the Secretary of Labor, federal government, and State of Louisiana, all of which shall become contractual obligations.

Failure of the successful CMAR contractor to accept these obligations shall result in the rejection of the Qualifications Statements.

Any attempt to directly contact and/or influence any member of the selection review committee, the Mayor, the City Board of Aldermen, or other senior management associated with this Project after receipt of this RFQ, and prior to the selection decision, will be grounds for disqualification.

The Project is to be financed in whole or in part by funds which may not be readily available at the time Qualifications Statements are received. Consequently, any time periods set forth in La. Rev. Stat. Ann. §38:2215 or La. Rev. Stat. Ann. §38:2225.2.4 may not be applicable.

The City does not discriminate based on social and economic disadvantage, race, color, sex, gender, age, disability or national origin. All small and minority-owned firms and women's business enterprises are encouraged to submit Qualifications Statements.

The City is tax-exempt pursuant to La. Rev. Stat. Ann. §47:301(8)(c).

Interested firms must maintain a current contractor license with the Louisiana State Licensing Board for Contractors for the major classification of Building Construction and certify that they are licensed contractors under Chapter 24 of Title 37 of the Louisiana Revised Statutes.

Proposers acknowledge and agree, by submitting a Qualifications Statement, there shall be no challenge by any legal process to the choice of the CMAR contractor except for fraud, bias for pecuniary or personal reasons not related to the taxpayers' interest, or arbitrary and capricious selection by the City. By submitting a proposal, proposers hereby expressly consent to the exclusive jurisdiction of the Fourth Judicial District Court situated in West Monroe, Louisiana as the sole authority to resolve any and all disputes, controversies or challenges in any way related to this RFQ or contract award in the event the parties are unable to first resolve such controversy through informal discussions in a timely manner.

Any person with disabilities requiring special accommodations must contact Scott Olvey, at (318) 396-2600, by email at finance@westmonroe.la.gov or in writing at Scott Olvey, City Clerk, 2305 N 7th Street, West Monroe, LA 71291 no later than seven (7) days prior to the Submission Deadline.

VII. EXHIBITS

The following exhibits shall be submitted within the sealed proposal provided by contractor:

- | | |
|-----------|---|
| Exhibit A | Copy of Contractor's Louisiana Contractor's License |
| Exhibit C | Non-Collusion Affidavit (La. Rev. Stat. Ann. §38:2224) |
| Exhibit D | Affidavit Regarding Criminal Convictions (La. Rev. Stat. Ann. §38:2227) |
| Exhibit E | Affidavit for Verification of Employees (La. Rev. Stat. Ann. §38:2212.10) |

Exhibit C

Non-Collusion Affidavit (La. Rev. Stat. Ann. §38:2224)

STATE OF LOUISIANA

PARISH OF _____

BE IT KNOWN, that on this _____ day of _____, 2021, before me the undersigned Notary Public, duly commissioned and qualified, within and for the Parish of _____, State of Louisiana, personally came and appeared _____ as the duly authorized agent of _____, who after being by me first duly sworn, did depose and say:

- A. that _____ has been selected as Contractor for the following project:
- B. that affiant and his firm employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract for the above referenced project with the City of West Monroe under which he will, if awarded the contract, receive or received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant;
- C. that no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alternation or demolition of the public building or project were in the regular course of their duties for affiant; and
- D. Affiant further declares that they will, in all respects, comply with the public contract laws of the State of Louisiana, including Title 38 of the Louisiana Statutes, and particularly Section 2224, as amended, of such Title 38 of the Louisiana Revised Statutes.

WITNESSES:

AFFIANT:

By: _____

Name: _____

Title: _____

Sworn to and subscribed before me this _____ day of _____, 2021.

Notary Public

Exhibit D

Affidavit Regarding Criminal Convictions (La. Rev. Stat. Ann. §38:2227)

STATE OF LOUISIANA

PARISH OF _____

Project Name: Construction Manager At-Risk Services for a new City of West Monroe Indoor Sports Complex

Project Number: 000179

Date of Submission: _____

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the state and parish aforesaid, personally came and appeared _____, representing _____ who, being by me first duly sworn deposed and said that he has read and signed this affidavit and does hereby agree under oath that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named above has been convicted of, or has entered a plea of guilty or nob o contendere to any of the following state crimes or equivalent federal crimes: Public bribery (LA R.S. 14:118); Corrupt influencing (LA R.S. 14:120); Extortion (LA R.S. 14:66); and/or Money laundering (LA R.S. 14:230).

B. Within the past five (5) years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nob o contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes: Theft (LA R.S. 14:67); Identity Theft (LA R.S. 14:67.16); Theft of a business record (LA R.S. 14:67.20); False accounting (LA R.S. 14:70); Issuing worthless checks (LA R.S. 14:71); Bank fraud (LA R.S. 14:71.1); Forgery (LA R.S. 14:72); Contractor misapplication of payments (LA R.S. 14:202); and/or Malfeasance in office (LA R.S. 14:134).

WITNESSES:

AFFIANT:

By: _____

Name: _____

Title: _____

Sworn to and subscribed before me this _____ day of _____ 2021.

Notary Public

Exhibit E

Affidavit for Verification of Employees (La. Rev. Stat. Ann. §38:2212.10)

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned authority, duly commissioned and qualified within and for the state and parish aforesaid, personally came and appeared _____ representing _____ who, being by me first duly sworn deposed and said that he has read and signed this affidavit and does hereby agree under oath that:

- A. Affiant is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Affiant shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Affiant shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

WITNESSES:

AFFIANT:

By: _____
Name: _____
Title: _____

Sworn to and subscribed before me this _____ day of _____, 2021.

Notary Public