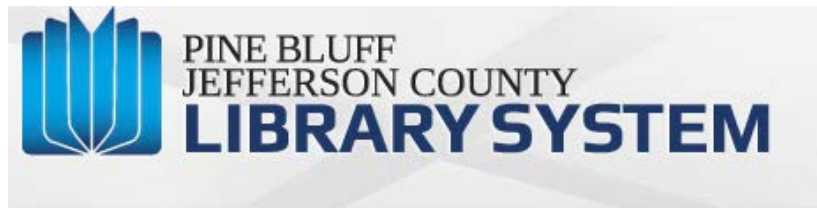


**The Pine Bluff/Jefferson County Library System
Pine Bluff, Arkansas**



***REQUEST FOR QUALIFICATIONS (RFQ) #2018-1 for
CONSTRUCTION MANAGEMENT AT RISK [CMAR]
SERVICES***

**For Construction of a
NEW MAIN BRANCH LIBRARY and
Renovations to the
WATSON CHAPEL BRANCH LIBRARY**

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Photographs of Sites Relevant to this RFQ



The Pine Bluff/Jefferson County Library System
Request for Qualifications (RFQ)
Construction Management Services

RFQ #2018-1 Document: Introductory Letter

16 Jan 2018

BY: The Pine Bluff/Jefferson County Library System

RE: **Request for Qualifications (RFQ)**
Construction Management Services

TO: Interested Offerors

The Pine Bluff/Jefferson County Library System, Pine Bluff, Arkansas, is requesting statements of qualification responses from qualified parties for Construction Management at Risk [CMAR] services for the construction of a new Main Branch Library in Pine Bluff, Arkansas and the renovation of the Branch Library in Watson Chapel, Arkansas. The total current estimated budget, construction cost only (excludes all other costs), for the new main branch Library is nine million seven hundred thousand (\$9,700,000) dollars. The total current estimated budget, construction cost only (excludes all other costs), for the Watson Chapel Branch is five hundred thousand (\$500,000) dollars. Responders must be extremely experienced and knowledgeable in scope of works for this type project.

To be considered, all statements of qualification shall be received in a **sealed envelope/packaging** not later than 4:00 PM local time, 13 February 2018, at the Pine Bluff Public Library located at:

Pine Bluff Civic Center
Main Level
200 East 8th Avenue
Pine Bluff, Arkansas 71601

Statements of qualification may be mailed to the following address:

Pine Bluff/Jefferson County Library System
Attn: Bobbie Morgan
200 East 8th Avenue
Pine Bluff, AR 71601

(Note: Submitters may wish to use certified mail, return receipt requested or its functional equivalent for such submissions.)

To be considered, the sealed envelope/packaging shall contain the information set forth in the RFQ Packet in the following manner:

One [1] original proposal statement of qualifications and other required RFQ submittal documentation, plus a complete statement of qualifications in electronic form (i.e., CD or thumb drive) containing all the information provided in the submitted original proposal statement of qualifications. The original of the proposal statement shall be signed by competent authority.

The outside of the envelope/packaging should be clearly identified with the RFQ Title, Date, and Opening Time.

The Pine Bluff/Jefferson County Library System
Request for Qualifications (RFQ)
Construction Management Services

DO NOT CONTACT ANY LIBRARY SYSTEM STAFF OR LIBRARY OFFICIAL CONCERNING THIS RFQ WITHOUT FIRST RECEIVING PERMISSION FROM THE LIBRARY SYSTEM'S DIRECTOR, BOBBIE MORGAN, at (870) 534-4615 or at bmorgan@pineblufflibrary.org.

The Pine Bluff/Jefferson County Library System reserves the right to reject any or all submittals and waive any irregularities or formalities in RFQ responses. Price alone may not be the determining factor in the selection of the successful offeror. Award will be based upon those considerations which are in the best interests of the Library System and will be made to the responsive, responsible offeror whose submittal is judged to be the most effective and economical for the purpose intended, according to the requirements and specifications stated in Request for Qualifications.

We thank you for your interest.

/s/Ms. Bobbie Morgan, Director
The Pine Bluff/Jefferson County Library System

Project Description

In November 2016 the voters of the City of Pine Bluff passed a millage increase to fund the building of a new main branch Library and the renovation of the Library's Watson Chapel branch. The total current estimated budget, construction cost only (excludes all other costs), for the new main branch Library is nine million seven hundred thousand (\$9,700,000) dollars. The total current estimated budget, construction cost only (excludes all other costs), for the Watson Chapel Branch is five hundred thousand (\$500,000) dollars.

As of the date of this RFQ, the Pine Bluff/Jefferson County Library System has contracted with the architectural team of Polk Stanley Wilcox, Little Rock, Arkansas [lead architect firm] and Reed Architectural Firm of Pine Bluff, Arkansas [associate architect firm] to provide professional design services for all phases of design through construction observation, along with this architectural team's engineering and other consultants. Also, as of the date of this RFQ, the architect-engineering-consultant team has begun pre-design/programming with the Library and the community of Pine Bluff.

Listed below are general over-views of what the projects are most likely to be. The specific scopes and programs for the two projects will be further defined after community meetings and detailed reviews with the staff and managers of the Main Library and the Watson Chapel Branch.

New Main Branch in Pine Bluff:

The land for the site of this main Library has been purchased and is at the corner of Main Street and 6th Avenue in Pine Bluff. The proposed building is estimated to be approximately 35,000 square feet, and has a total net construction-only estimated budget of \$9,700,000. The current Pine Bluff Main Branch Library is housed in the Pine Bluff Civic Center, which was built in *circa* 1963. There are no preliminary design drawings or information developed for this project as of the date of this document.

Renovated/Expanded Watson Chapel Branch:

The Watson Chapel Branch Library is located at 4120 South Camden Road in Pine Bluff. A total net construction-only estimated amount of \$500,000 has been budgeted to build a 2,000-square foot addition for a youth area, re-shingle the existing roof, upgrade the existing building by repainting and re-carpeting the interiors, adding a new security system, and adding new computers. There are no preliminary design drawings or information developed for this project as of the date of the document.

The Pine Bluff/Jefferson County Library System
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Legal Advertisement

Pine Bluff/Jefferson County Library System, Pine Bluff, Arkansas
REQUEST for QUALIFICATIONS [RFQ]
CONSTRUCTION MANAGEMENT SERVICES for
Construction of New Library Main Branch and Renovation of One Branch

The Pine Bluff/Jefferson County Library System, Pine Bluff, Arkansas is requesting statements of qualification responses from qualified parties for Construction Management at Risk [CMAR] services for the construction of a new Main Branch Library in Pine Bluff, Arkansas and the renovation of the Branch Library in Watson Chapel, Arkansas. The total current estimated budget, construction cost only (excludes all other costs), for the new main branch library is nine million seven hundred thousand (\$9,700,000) dollars. The total current estimated budget, construction cost only (excludes all other costs), for the Watson Chapel Branch is five hundred thousand (\$500,000) dollars. Responders must be extremely experienced and knowledgeable in scopes of work for this type project.

To be considered, all statements of qualification shall be received in a **sealed envelope/packaging** not later than 4:00 PM local time, 13 February 2018, at the Pine Bluff Public Library located at:

Main Level, Pine Bluff Civic Center
200 East 8th Avenue
Pine Bluff, Arkansas 71601

Statements of qualification may be mailed to the following address:

Pine Bluff/Jefferson County Library System
Attn: Bobbie Morgan
200 East 8th Avenue
Pine Bluff, AR 71601

(Note: Submitters may wish to use certified mail, return receipt requested or its functional equivalent for such submissions.)

To be considered, the sealed envelope/packaging shall contain the information set forth in the RFQ Packet in the following manner:

One [1] original proposal statement of qualifications and other required RFQ submittal documentation, plus a complete statement of qualifications in electronic form (i.e., CD or thumb drive) containing all the information provided in the submitted original proposal statement of qualifications. The original of the proposal statement shall be signed by competent authority.

This RFQ is not a public opening; no information will be read aloud. All envelopes and RFQ packaging shall be labeled with RFQ number, title and opening date and time as described and required in the formal RFQ Packet.

To obtain the RFQ Packet which details the requirement of the statement of qualifications submittal, interested parties may: contact Bobbie Morgan, Director, Pine Bluff/Jefferson County Library System by telephone, (870)-534-4615; by email, bmorgan@pineblufflibrary.org; or on-line, at www.pineblufflibrary.org.

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The Pine Bluff/Jefferson County Library System, Pine Bluff, Arkansas, does not discriminate based on race, religion, creed, color, or national origin and encourages proposals from handicapped, minority and female-owned and operated businesses.

/s/ Ms. Bobbie Morgan, Director
The Pine Bluff/Jefferson County Library System

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SECTION 1: STANDARD INSTRUCTIONS, TERMS AND CONDITIONS

Any special terms and conditions included in the Request for Qualifications override these standard terms and conditions. The standard terms and conditions and any special terms and conditions become part of any contract entered into if any or all parts of the proposal are accepted by the Pine Bluff/Jefferson County Library System.

DEFINITION OF TERMS

RFQ shall mean Request for Qualifications.

The words “firm”, “offeror”, “responder”, “proposer”, “company”, “contractor”, “construction manager [CM]” and “construction manager at risk [CMAR]” may be used interchangeably in this document.

The words “architect”, “architect team”, “architect-engineer team”, “architect-engineer-consultant team” and “design team” may be used interchangeably in this document.

The terms “Library”, “Library System” or “Owner” are used interchangeably and refer to the Pine Bluff/Jefferson County Library System

SUBMISSION OF PROPOSAL

Proposals must be submitted to the Library using the forms included on or before the date and time specified for proposal opening. Each proposal should be placed in a separate envelope and sealed. Completely and properly identify the outside of the envelope showing proposal number, proposal title, and proposal opening date/time. Late proposals will not be considered under any circumstances.

Failure to sign the proposal may result in disqualification. The person signing the proposal should show title or authority to bind his/her firm in a contract. Signature must be in ink. Proposal must be completed in ink or typed.

ASSIGNMENTS

Neither this contract nor any interest therein nor claim thereunder shall be assigned or transferred by the contractor except as expressly authorized in writing by the Library and no contract shall be made by the contractor with any other party for furnishing any of the work or services herein contracted for without the written approval of the Library.

CONTRACT AGREEMENT

The contract between the Library and the contractor shall consist of (1) the Request for Qualifications (RFQ) and any amendments thereto, and (2) the offer submitted by the contractor in response to the RFQ. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFQ shall govern. However, the Library reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFQ or the contractor’s offer. In all other matters not affected by the written clarification, if any, the RFQ shall govern.

The Library without further clarification cautions the contractor. The successful proposer will receive written notification of intent to award containing clarification of any approved

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modifications.

CONTRACT CHANGES

In no event, shall any understanding or agreement, contract modification, change order or other matter which constitutes a deviation from the terms of this contract between the contractor and any person other than the Director of the Library, be effective or binding upon the Pine Bluff/Jefferson County Library System.

CONTRACT GUIDELINES

Proposers should note that a contract does not become effective until it is awarded by the Library.

DISCRIMINATION

In the event a contract is entered into pursuant to this RFQ, the offeror shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin, or ancestry. The contractor must include in any and all subcontracts a provision similar to the preceding.

NON-COLLUSIVE AFFIDAVIT

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and is neither collusive nor made in the interest of any person not named, and that the offeror has neither induced nor solicited any other party to place a sham proposal nor directly or indirectly caused another party to refrain from or be unable to present a proposal.

PENALTY FOR COLLUSION

If at any time, it shall be found that the person, firm or corporation to whom a contract has been awarded has, in presenting any proposal, colluded with any other party or parties, then the contract so awarded shall be null and void and the contractor shall be liable to the Library for any and all loss and damage of whatever nature which the City may suffer. Given such a finding, the Library at its sole discretion may seek a new contractor.

PROPOSAL EVALUATION

The Pine Bluff/Jefferson County Library System will negotiate, as appropriate, with the apparent acceptable proposer(s). The proposal(s) deemed to be the most practical and advantageous will receive major consideration. The proposed costs will weigh heavily in award of any resulting contract but will not necessarily be the determining factor. Apparent successful proposer(s) may be asked to participate in a pre-award meeting with the Library representatives to discuss and clarify contract requirements as pertains to performance expectations, response time, and other aspects of services, as appropriate. Agreements resulting from this meeting will be written into the resulting contract and will be subject to normal contract enforcement.

PROPRIETARY INFORMATION

All information submitted in response to this RFQ is public and will be available to interested parties after an award is made by the Pine Bluff/Jefferson County Library System. The proposer should not include as a part of the response to the RFQ any information which the proposer believes to be a trade secret or other privileged or

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confidential data. If the proposer wishes to include such material with a proposal, then the material should be supplied under separate cover and identified as confidential. The Pine Bluff/Jefferson County Library System will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Arkansas Freedom of Information Act.

REJECTION OF PROPOSALS

The Pine Bluff/Jefferson County Library System may reject any and all proposals and shall reject a proposal of any party who has been unfaithful and/or delinquent in any former firm relationship with the Library. The Library reserves the right to waive any irregularities or formalities in any solicitation or proposal response. The Library shall be the sole judge as to which proposal is best and in determining that fact, may consider the business integrity, financial resources, experience, facilities, and/or capacity for performing the work.

RESERVATIONS

This RFQ does not commit the Library to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The Library reserves the right to accept, or reject, in part or its entirety, any proposal received as a result of this RFQ, if it is in the best interest of the Library to do so.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS

The offeror may be required, upon request, to prove to the satisfaction of the Library that the offeror has the skill, experience and the necessary facilities and financial resources to perform the contract in a satisfactory manner and within the required time. If the evidence of competency requested is not satisfactory, the proposal of such offeror may be rejected.

WITHDRAWAL OF PROPOSAL

A proposal may be withdrawn before the expiration of the time during which proposals may be submitted, without prejudice, by submitting a written request for its withdrawal to the Director of the Pine Bluff/Jefferson County Library System at the address set forth for the submission for statements of qualification.

CAUTION TO PROPOSERS:

1. With respect to this RFQ, during the time between the opening of the RFQ and the awarding of the contract any contact between the offeror and the Library shall be initiated only by the Library. Specifically, the Director of the Library or her designee shall initiate all such contact(s).
2. Offerors must submit one [1] original proposal statement of qualifications and other required RFQ submittal documentation, plus a complete statement of qualifications in electronic form (i.e., CD or thumb drive) containing all the information provided in the submitted original proposal statement of qualifications. The original of the proposal statement shall be signed by competent authority.

Failure to submit the required number of copies with the RFQ may be cause for rejection. If the Library requests additional copies of the RFQ, they must be delivered within twenty-four (24) hours of request.

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3. The Pine Bluff/Jefferson County Library System reserves the right to award a contract or reject a RFQ, if the Library at its sole discretion determines it is in the best interests of the Library to do so. RFQs will be rejected for one or more reasons including but not limited to the following:

- a. Failure of the offeror to submit its RFQ(s) on or before the deadline established by the issuing office
- b. Failure to sign an Official RFQ Document
- c. Failure to provide pricing and fee documentation required by the RFQ
- d. Any wording by the offeror in its response to this RFQ, or in subsequent correspondence, which conflicts with or takes exception to a requirement in the RFQ
- e. Failure of any proposed goods or services to meet or exceed the specifications
- f. Communication between the offeror and Library employees, except as provided for in paragraph one (1.) of this section, regarding RFQ items prior to RFQ award.

SECTION 2: SPECIAL INSTRUCTIONS AND TERMS

INSURANCE REQUIREMENT

After proposals are opened and negotiations completed, the successful firm(s) must provide proof of insurance within five (5) business days from date of request by the Library. Insurance must provide sufficient liability protection for all claims, whether direct or indirect, resulting from contractual operations. Failure to submit an insurance certificate by the time provided, may be cause for proposal disqualification.

The Pine Bluff/Jefferson County Library System must be named as additional insured, and the certificate must contain a clause that the insurer will not cancel or change the insurance without first giving the Library a minimum of 30-days prior written notice. (The Library reserves the right to lower/raise these coverages if doing so, at the sole discretion of the Library, is in the Library's best interests.)

- | | |
|---------------------------|-------------------|
| 1. Workmen's Compensation | Statutory Limits. |
| 2. General Liability | |
| General Aggregate | \$2,000,000 |
| Each Occurrence | \$1,000,000 |
| 3. Professional Liability | |
| Each Occurrence | \$1,000,000 |

RESPONSE EVALUATION (100%)

The Library will negotiate, as appropriate, with the apparent acceptable offeror. The response(s) deemed to be the most practical and advantageous will receive major consideration. The apparent successful firm may be asked to participate in a pre-award meeting with Library representatives to discuss and clarify contract requirements including but not limited to performance expectations, response time, and other aspects of services as appropriate. The resulting agreements, terms, or conditions will be written into the resulting contract and will be subject to normal contract enforcement. **The Library will utilize but not be limited to the following criteria in reviewing the proposer's submission:**

1. Overall responsiveness to the RFQ
2. Firm's specialized experience and technical competence for the required work
3. Staffing capacity and capability of firm to perform required work
4. Past record of performance with respect to control of costs, quality of work, and ability to meet schedules and deadlines
5. The firm's proximity to and familiarity with the Library
6. References

ORAL AND/OR WRITTEN PRESENTATIONS (additional 50%)

If requested, offeror shall make oral/written presentations to explain more fully offeror's response to the RFQ. These presentations and demonstrations, if requested, will be held subsequent to the opening of the responses to provide an opportunity for offerors to clarify offeror's response. The Library may also make inquiries of other customers for whom offeror has provided presentations.

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The Director of the Library will coordinate time and location for presentations. If an offeror refuses to honor such a request, such refusal will result in the rejection of that offeror's response.

SELECTION PROCESS (highest percentage Response Evaluation + highest percentage Oral Interview)

The Review Committee shall evaluate all statements of qualifications and other submittals and proceed with selection process in accordance with Arkansas Statute 19-11-801:805.

Solely for the convenience of offerors, Headings pertaining to Arkansas Statute 19-11-801:805 are set forth below:

ARKANSAS STATUTE 19-11-801:805

Title 19 - Public Finance
Chapter 11 - Purchasing and Contracts
Subchapter 8 - Procurement of Professional Services

- [§ 19-11-801 - Policy -- Definitions.](#)
- [§ 19-11-802 - Annual statements of qualifications and performance data -- Restrictions on competitive bidding.](#)
- [§ 19-11-803 - Evaluation of qualifications.](#)
- [§ 19-11-804 - Selection.](#)
- [§ 19-11-805 - Negotiation of contracts.](#)
- [§ 19-11-806 - \[Repealed.\]](#)
- [§ 19-11-807 - Design-build construction.](#)

Subsequent to these steps the Library shall then negotiate a contract with the highest qualified firm for the services to be rendered at compensation which the Review Committee, or its designees, determine is fair and reasonable to the Library. The contract contemplated by this document is not final and binding unless and until it is approved by the Board of Trustees of the Pine Bluff/Jefferson County Library System.

AWARD

Subsequent to receipt and evaluation of proposals, the Library will promptly notify the selected offeror with a notice of acceptance. The selected offeror will be required to assume responsibility for all services offered in its proposal. The selected offeror will be considered the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

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REQUEST FOR QUALIFICATION TIMELINE

- | | |
|--------------------------------|--|
| 1. Public Advertisement | 16-18 January 2018 |
| 2. Addendum (if necessary) | 6 February 2018 (final inquiries);
4:00P.M. Local Time;
Issue: 8 February 2018 |
| 3. Deadline for RFQ Submittal | 13 February 2018 4:00 P.M.
Local Time |
| 4. Evaluation Committee Review | 15 February 2018 |
| 5. Oral Interviews | 20 February 2018 |
| 6. RFQ Selection | 20 February 2018 |
| 7. Notification of Decision | 23 February 2018 |

All dates subject to change at the sole discretion of the Library.

SECTION 3: PURPOSE AND SCOPE OF SERVICES

PURPOSE

It is the intent of the Pine Bluff/Jefferson County Library System to enter into a contract with a qualifying firm for Construction Management services for constructing the Library's projects for the new Main Branch in Pine Bluff and renovating the existing Watson Chapel Branch. The Library will employ a Construction Management at Risk (CMAR) firm in the management of the design and construction processes for these two projects.

The Construction Manager at Risk (CMAR) shall work in close relationship with the Library's **contracted lead architect firm, Polk Stanley Wilcox Architects**, Little Rock, Arkansas and **contracted local associate architect, Reed Architectural Firm**, Pine Bluff, Arkansas until both projects are fully completed.

The projects' design, construction, and management will be an open process at all times. The Library may attend any and all meetings and have access to any and all CMAR records pertaining to the projects. It is understood any and all cost savings shall revert to the Library.

INQUIRIES

Instructions for preparation and submission of proposals are contained in this package. Questions regarding this RFQ shall be directed **in writing [email acceptable]** to:

Bobbie Morgan, Director
The Pine Bluff/Jefferson County Library System
bmorgan@pineblufflibrary.org
870-534-4615

or

Bobbie Morgan, Director
The Pine Bluff/Jefferson County Library System
200 East 8th Avenue
Pine Bluff, AR 71601

Final date for inquires and other concerns shall be 6 February 2018, submitted no later than 4:00 P.M Local Time. Offerors must submit all requested information in offerors' proposals in accordance with all the instructions contained in this RFQ.

Offerors Note: **Verbal inquiries without written follow-up [email acceptable] will not be acknowledged, considered, or answered.**

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QUALIFICATIONS

Offeror must have the required licensure and valid registration as set forth by the Arkansas Contractors Licensing Board [ACLB; website aclb.arkansas.gov]. All credentials of the offeror must be current and meet all the applicable Laws-Effective at the time this RFQ proposal is submittal. The acceptable CM must have sufficient staffing to handle all expressed and implied functions to satisfactorily complete the work specified herein.

This RFQ requires an offeror with a minimum of the aforementioned licensures as well as appropriate licensures and certifications in construction management with emphasis and demonstrated strong achievement levels in structural construction management.

The selected Construction Management at Risk (CMAR) offeror shall have the resources, staffing, and expertise in service disciplines applied to the planning, design, and construction processes. In addition, the offeror must have management qualifications and experience for all relevant administrative functions inclusive of but not limited to, time management, cost containment, scope of work, and other comprehensive project controls to manage all issues of construction management. The CMAR will be a stakeholder and coordinator of the Library's finances in performance of this contract while representing and communicating what is in the best interest of the Library.

All personnel associated with offeror's firm expected to participate in this scope of work shall be certified, trained, and hold appropriate licensures for the specified discipline.

CONTRACT TYPE AND METHOD OF PAYMENT

It is expected under this contract that the Library shall enter into a "Guaranteed Maximum Price, at Risk" (GMPAR) payment contract. The Construction Manager shall be bound to complete the construction of the new Main Branch Library in Pine Bluff and the renovation of the existing Watson Chapel Branch Library for the agreed upon Guaranteed Minimum Price (GMP).

Current anticipated budget: Total for all the "hard" construction-costs-only for the work is currently estimated at \$10,200,000 (\$9,700,000 for the New Main Branch Library + \$500,000 for the renovation of the existing Watson Chapel Branch Library). This amount is for both projects combined and includes only 'hard' construction costs. This current total anticipated budget excludes all other 'soft' costs required to deliver the two projects.

The CMAR firm during pre-construction phase shall work closely with architect team and the Library to confirm the estimated turnkey cost of the project at, or below, the established budgets for each of the projects prior to the beginning of any construction.

As part of this GMPAR, all savings prior to and during the construction shall be credited back to the Owner and all fees for CMAR services shall be adjusted down to correspond with approved savings. Payment to the CMAR may be made on a monthly basis, after demonstration and documentation of works performed. Additional payment arrangements may be negotiated between the Owner and the CM firm.

The CMAR firm shall bear the cost of any and all charges that shall exceed approved GMP necessary for complete construction and occupancy of the Center.

The CMAR quoted costs will be fixed and therefore are not subject to escalation and/or design/detail contingency. The CMAR shall develop a project cost estimate, which will require updating at multiple intervals during design phase.

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SCHEDULE

The specific dates/timeline durations of the following Primary Phases of design and construction for each of the projects will be developed in collaboration with the Library and the architect team by the CMAR as the work progresses so that each of the projects is 100% completed, occupied and all funds are fully paid from the Owner's account no later than April 6, 2020:

1. Design Development: from: First week of March to: First week of May 2018
2. Construction Documents from: First week of May to: Mid-August 2018
3. Bidding & Negotiation from: Mid-August to: Mid-September 2018
4. Construction Administration from: Mid-September 2018 to: End of December 2019
5. Complete & Occupy by: 14 February 2020

SCOPES OF SERVICE

The CMAR shall work closely with the architect team [including all design and engineering consultants] and the Library's project representative. The CMAR must accept a trusting relationship and confidence between the CMAR and the Library. The Construction Manager at Risk agrees to furnish the CMAR's best skill, best judgement, and cooperation with all project members in the furthering the interests of the Library and the project.

It is expected that all parties will proactively collaborate to establish and maintain a harmonious relationship between the CMAR, the Library and the Library's Architect-Engineer-Consultant Team.

The CMAR shall provide engineering reviews, business administration, and field supervision to perform the work in the best and most expeditious, economical manner consist with the interest of the Pine Bluff/Jefferson County Library System and in strict conformity with the contract documents.

The CMAR firm will perform, at a minimum, the following:

1. **Pre-Construction CMAR Services** for the full preliminary design development of the project through 100% construction [pricing] documents and through 100% of bidding and negotiations. The selected CMAR Offeror will have full access to the design documents produced by the architect-engineer team at all phases.
2. **Construction CMAR Services** required to provide full oversight, overall coordination, and proper cost & schedule management of all aspects of the construction of the two projects to ensure successful completion within the Library's established and approved Guaranteed Maximum Price at Risk [GMPAR] and the Library's required Schedule.

It will be at the discretion of the Library, if the CMAR may bid on any trade packages. Consideration may be given when unique, special situations occur whereby the Pine Bluff/Jefferson County Library System elects to have the CM perform other work; if such circumstance occurs a contract amendment will be issued to the CM to define this change and the conditions thereof.

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During the Pre-Construction/Design Phase, the CMAR will use the CMR's skills and knowledge of construction to develop schedules, prepare construction cost models/estimates, conduct value engineering [cost-savings] studies, study labor conditions, identify and address constructability issues, and advise on the sequencing of construction work for the project.

Value Engineering-Cost Savings: the CMAR will provide value engineering. Cost-savings efforts shall be derived from conversations, progress, scope and cost estimates, and analyses of the contract documents, to effect a continuous assessment of the marketplace for both pricing and ability to manufacture and deliver in a timely manner the goods and services necessary to maintain the project schedules. Value engineering efforts will be expected from design through the bidding & negotiations, and when applicable in the construction phase.

'First Cost' vs. 'Long Term Cost' Analysis: The Library will place a high priority on the comparative assessments of all materials and components of the projects' first costs, relative to the value and impact of these materials and components on the facilities' long-term performance, maintenance, and operational costs.

During the Bidding & Negotiations [BN] Phase, The CMAR will deliver administrative works such as, but not limited to: developing all separate bidding trade packages; giving pre-bid notice and soliciting as many bids from well-qualified bidders as possible; receiving, tracking, calculating, organizing, and qualifying all bids for all trade packages. Throughout the BN Phase, the receipt, organizing, and qualifying of all bids by the CMAR will also be coordinated and shared collaboratively with the Library and the Architect-Engineer-Consultant Team.

During the Construction Phase, the CMAR will provide services and manage the project, inclusive of but not limited to:

1. The bidding, awarding, and management of trade contracts
2. All aspects of change order review, quality assurance, inspections, schedule monitoring-maintenance and cost management-control
3. Conducting regular, weekly jobsite meetings including the keeping and distribution of formal minutes/records of the meetings
4. Providing proactive [meaning thorough first reviews before sending to the Architect-Engineer Team] processing and distribution of shop drawings and samples review
5. Processing, issuing, tracking-monitoring, and expediting of requests for information [RFI's] to the Architect and Library
6. Proactive and thorough reviews for accuracy, complete documentation-backup, and timely processing of all Pay Requests to the Owner through the Architect
7. Collaborative and proactive coordination of resolutions and activities between the contractor, subcontractors, trades, suppliers, vendors, etc., the Architect-Engineer Team, and Owner's Project Team.

SECTION 4: RESPONSE SUBMITTAL REQUIREMENTS

All proposers shall provide complete written responses to each of the following requests. Your proposal should address each of these items in the same order presented in lists below:

Format – Proposals must be received bound, tabbed and categorized within with dividers in the order below. All responses should be direct, concise, complete, and unambiguous. Any alternative to any of the specifications must be completed in the same aforementioned manner. NOTE: Omitting any of the following specified information to be submitted may result in the proposer's RFQ response being disqualified.

A. General - Attachments

1. Section 5 of this RFQ: Signature Form
2. Section 6 of this RFQ: Non-Discrimination Statement
3. Section 7 of this RFQ: Contractor Certification Statement
4. Licensures
5. Proof of Insurability
6. Bonding limit

B. Firm's specialized experience, technical competence for the required work, and past record of performance with respect to control of costs, quality of work, and ability to meet schedules and deadlines:

1. Provide an overview of your firm including its history in performing the like services requested
2. Provide a list of related construction completed over last five years including the criteria emphasized herein
3. Offeror's demonstrated experience and success with GMP projects
4. Construction Management at Risk [CMAR] history for like projects (public Library facilities: main Library locations and branch Library locations; within similar public and/or private educational facilities)
5. Experience in estimating; sub-contractor selection; schedule control; cost reduction control measures; and project close-out and warranty
6. Provide any other information that you believe would be helpful for the Library to select your firm for this work.

C. Firm's capacity and capability to perform work:

1. Provide details of capacity and capability of your current staff (numbers by professional discipline)
2. Information of management teams on similar projects with timely completion
3. Licensures and certifications specifically related to libraries
4. Current project workload; impact of taking on this project.
5. Describe any specialized services that can be made available to the Library
6. What factors do you believe impact performance measures above?

The Pine Bluff/Jefferson County Library System
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D. Firm's proximity to Project Sites and familiarity with the Pine Bluff/Jefferson County Library System:

1. Provide information regarding your firm's proximity and familiarity with the two project sites as well as the Pine Bluff/Jefferson County Library System. Also, address the availability of your firm for participation at possible community meetings to discuss projects from development through final completion
2. Detail any previous business you have conducted for or with the Library System within the last FIVE years
3. Explain why the Library System would benefit from selecting your firm for these services.

E. Human Resource

1. Provide any information per City of Pine Bluff Ordinance #6491 regarding efforts of the offeror's good faith effort(s) to hire local firms and labor.

NOTE: Pine Bluff Ordinance #6491 is styled,

"An ordinance requiring that all city contracts contain a provision requiring the contractor to make good faith efforts to hire local firms to help perform the contract work and further requiring the contractor document its efforts for inspection by the city".

The complete ordinance as supplied to the Library by Pine Bluff City Clerk Loretta Whitfield, may be viewed on the Library's website, (www.pineblufflibrary.org), or obtained from the Clerk's office, (870)-730-2006.

F. References:

1. Provide at least THREE (3) contact references (entity name, contact person name, phone number, and email address if possible) where similar services have been provided in the last THREE years.

G. Confidential Financial Information – Proposer's OPTION:

Should proposer desire to submit financial information that proposer deems or designates as confidential, such Financial information must be included in a separate envelope and marked confidential.

The Pine Bluff/Jefferson County Library System
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SECTION 5: SIGNATURE FORM

RFQ Opening Location: Pine Bluff Public Library
Library Board Room,
Pine Bluff Civic Center
200 East 8th Street,
Pine Bluff, Arkansas 71601

RFQ Opening Date & Time: 13 February 2018 at 4:01 P.M. local time

Name of Firm

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number _____

Name and Title of Authorized Proposer:

(please print)

Email Address

Signature of Authorized Proposer:

ADDENDA:

The undersigned has received and examined the following addenda:

#1 date _____ #2 date _____ #3 date _____

If a Partnership, complete the following:

Name of Partners:

If a Corporation, complete the following:

Name and Address of President: _____

Name and Address of Treasurer:

(Signature) _____ **(Title)** _____

(Date) _____

(Seal)

SECTION 6: NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the Pine Bluff/Jefferson County Library System or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of the company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) That the failure of this company to satisfactorily discharge any of the promises on non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Pine Bluff/Jefferson County Library System to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

NOTARY

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My commission expires _____ 20 _____

SECTION 7: CONTRACTOR CERTIFICATION STATEMENT

The offeror certifies that:

- (1) In accordance with City of Pine Bluff Ordinance #6491, offeror in preparing the bid has made a good faith effort to hire local firms and labor to perform the work on this project and agrees to make relevant documentation as required by Ordinance #6491 available to competent authority for inspection when requested;
- (2) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the Pine Bluff/Jefferson County Library System or the performance of any contract resulting therefrom;
- (3) That it is and shall be the policy of the company to provide equal opportunity to a all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (4) That the failure of this company to satisfactorily discharge any of the promises on non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Pine Bluff/Jefferson County Library System to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

NOTARY

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My commission expires _____ 20 _____

The Pine Bluff/Jefferson County Library System
Request for Qualifications (RFQ)
Construction Management Services

END OF PINE BLUFF/JEFFERSON COUNTY LIBRARY SYSTEM

REQUEST FOR QUALIFICATIONS #2018-1

February 1, 2018

**REQUEST FOR QUALIFICATIONS (RFQ) #2018-1 for
CONSTRUCTION MANAGEMENT AT RISK [CMAR]
SERVICES
Addendum 1**

Question asked about #2018-1:

1. **Section 1, Item 3c on page 12** states that proposals may be rejected due to “failure to provide pricing and fee documentation required by the RFQ”; however, this RFQ does not appear to require any pricing and fee documentation. Please clarify.

Response:

This statement should be deleted; no pricing and fee documentation should be provided.

Question asked about #2018-1

2. **Section 4, Item C6 on page 21** asks “What factors do you believe impact performance measures above?” Please clarify what “performance measures” are being referred to.

Response: This statement should be deleted; no responses on factors impacting performance measures should be provided.