

REQUEST FOR QUALIFICATIONS  
FOR  
CONSTRUCTION/PROGRAM MANAGEMENT  
SERVICES

FOR THE

CITY OF LADUE

LADUE FIREHOUSE #1  
BUILDING PROJECT

9345 Clayton Road  
St. Louis, MO 63124

June 26, 2015

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I. INVITATION TO RESPOND

- A. The [City of Ladue](#) proposes to retain a qualified firm for the Construction/Program Management Services required for the planning, design and construction of a new [Ladue Firehouse #1 Building Project](#).
- B. To facilitate the selection of the Construction/Program Manager for this project, interested firms are invited to submit qualifications for consideration. Your response should contain, at a minimum, the information requested in Section V of the Request for Qualifications.
- C. 6 copies of your qualifications must be submitted to, and received by the office listed below no later than [2:00 PM \(CDT\) – July 16, 2015](#).

[Ms. Laura Rider](#)  
[City of Ladue](#)  
[9345 Clayton Road](#)  
[St. Louis, Mo 63124](#)

- D. A team of [“City”](#) officials will evaluate the responses. A recommended selection will be forwarded to the [“City Council”](#) for their consideration and approval. Negotiation of a Construction/Program Management Services contract is expected to commence directly thereafter.
- E. Questions concerning this project may be directed to [“Laura Rider, 9345 Clayton Road, St. Louis, MO 63124; 314-993-3439; lrider@cityofladue-mo.gov](#). **Interested firms, and all representatives thereof, are prohibited from contacting any elected officials or City Project Team Member until after a final selection has been made by the [“City”](#).**

II. PROJECT DESCRIPTION

- A. The proposed project shall include the planning, design and construction of a new [two-bay, two-story \(plus partial basement and mezzanine\) firehouse of approximately 12,700 square feet. This facility will replace an existing two-bay, two-story firehouse](#).
- B. Services and fee will be phased as follows: design development (approximately 30% construction documents) for services through 2015 and remainder of services through close out in 2016.

### III. SCOPE OF SERVICES

#### A. PRE-CONSTRUCTION SERVICES

The Construction/Program Manager will assist the “City of Ladue” during the design phase of the project by providing pre-construction services, including but not limited to the following:

1. Preparation for review by the Owner of complete, detailed construction cost estimates.
2. Value Engineering Analysis.
3. Participation in project design review meetings with the Owner and A/E Consultant.
4. Planning team and A/E Consultant review meetings.
5. Review of the documents for completeness, clarity and constructability.
6. Scheduling of all project construction related activities, including phasing sequence. This will include identifying when lane closures will be required on Clayton Road.
7. Providing input into site planning, sequencing and staging.
8. Making recommendations to the Owner, regarding division of work in order to facilitate competitive bidding and awarding of subcontracts.
9. Preparation of pre-qualification criteria and development of General Contractor interest in the project.
10. Conducting pre-bid conferences.

11. Solicitation of competitive bids from the General Contractors, review of those bids, and making award recommendations to the Owner.
12. Assistance with obtaining review and approvals by the necessary public agencies and approval authorities for all aspects of facility design and construction.
13. Analysis of suitability of phased construction for all aspects of the new facility including design and construction.
14. Participate and report to the City project team at scheduled meetings.

#### **B. CONSTRUCTION SERVICES**

The Construction/Program Manager shall provide full management services during the construction phase, including but not limited to the following:

1. Preparation and execution of contracts and purchase orders with contractors.
2. Conducting a general pre-construction meeting prior to the start of construction and in-depth pre-construction meetings with all major trade contractors prior to the start of their work activities.
3. Providing guidance and assistance for establishing temporary housing for firefighter personnel.
4. Tracking construction costs and maintaining detailed construction cost records.
5. Reviewing and processing shop drawings and other submittals.
6. Establishing, monitoring and regular updating of a Critical Path Methodology (CPM) construction scheduling system.

7. Reviewing all requests for changes and making recommendations to the Owner.
8. Reviewing and processing all pay request applications by Contractors.
9. Review and ongoing monitoring a comprehensive safety program for the Project set forth by General Contractor.
10. Conducting daily onsite coordination meetings.
11. Conducting meetings with the Contractors, Owner's Representative and A/E Consultant to review construction progress, scheduling, problems, etc.
12. Obtaining all required permits and approvals.
13. Establishing and maintaining Quality Control and Quality Assurance standards.
14. Providing all record keeping ensuring proper reporting as may be required by various agencies, approval authorities and the Owner.

#### IV. SELECTION PROCESS

- A. The "[City of Ladue](#)" intends to award the Construction/Program Management Services Contract to that qualified firm which best demonstrates the commitment and application of experience, resources and methods to the unique construction requirements, as well as the cost and schedule objectives established by "[City of Ladue](#)".
- B. Your written response to the RFQ will be used to evaluate your firm's or team's qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project. If deemed necessary, a short list of firms or teams may be selected for follow-up interviews.

- C. At each stage of the process, the **“City of Ladue”** will consider any number of individual factors weighing on each firm or team’s qualifications. These considerations will include but are not limited to:
1. The experience and capabilities of the firm involved. It is expected that the selected firm will have:
    - Past experience serving as a Construction Manager on at least 3 **“Municipal” publicly funded projects** within the last 5 years.
  2. The experience and capabilities of key personnel involved and the willingness to commit designated key personnel to this specific project. It is expected that the key personnel assigned to this project will have:
    - Past experience serving as a Construction/Program Manager (CM) for a municipality in Missouri.
    - Past experience serving as a Construction/Program Manager on **Municipal publicly funded projects.**
  3. The ability of the project team to interact and work with diverse public and private groups or representatives who may be concerned with the impact of the projects.
  4. How well the approach or plan of the project team appears to integrate with the **“City’s”** specific needs.
  5. Financial stability and general reliability of the firm individually as well as any proposed team, as indicated by documents, historic projects and references.
  6. A demonstrated ability to bring projects in on schedule and within budget.

V. **STATEMENT OF QUALIFICATIONS**

- A. Responses to this RFQ should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section with a maximum of ten 8.5 x 11 pages double sided including resumes and cover letter. Any additional information

that you wish to submit should be included in a separate section marked "Supplemental Information".

## B. GENERAL COMPANY QUALIFICATIONS

Provide the following general information regarding your company and its qualifications for this project.

1. Brief history and general overview of your company. Include the total number of employees at your firm and a breakdown of your staff by project role (i.e. number of project managers, project engineers, superintendents, etc.)
2. List in spreadsheet format all projects your organization has **completed in the past 5 years (or is currently working on) as a Construction/Program Manager for a City or County. Do not include work completed by a sister/affiliated company, or work completed for not for profits.** Include a brief description of the project, the contract amount, the final date of completion, owner and architect contact/reference.
3. Select three **Municipal Projects** your firm completed as the Construction Manager within the last five years. Specifically relate how your experience with these projects will be applied in the execution of this project.
4. What percentage of your work is repeat business with previous clients? Provide references for Owners who have used your Construction/Program Management services more than once.
5. Describe your firm's specific experience and expertise interfacing with local and state governing agencies. Include discussion regarding providing assistance in securing building permits and critical inspections.
6. List your firm's safety record (incident rates and experience modification rates) for each of the past five years.
7. Provide information on your firm's current insurance coverage, including insurance limits for the various types of insurance.

8. Provide a letter from surety stating bonding capacity and amount currently under bond.

### C. PROJECT MANAGEMENT PLAN

Provide a management plan that sufficiently defines your management and technical approach to the project. Include in your response the information requested in the following items:

1. Provide an organization chart showing your firm's proposed project organization, showing key project positions identified by title and showing lines of authority/responsibility and communication. Provide the name of each individual that your firm recommends for each key project position (i.e., project executive, project manager, field supervisor, project engineer, etc.). Include resumes of key personnel with a description of the roles they will assume on this project and a list of related project experience.
2. Submit the location where home office support services will be performed, and a detailed description of how all of the services will be coordinated and managed. Also include to what extent the field organization will be staffed with local personnel versus relocated permanent personnel.
3. Describe your firm's contracting and purchasing organization and techniques and how they will be employed in the execution of this Project, including details of contracting procedures (e.g., selection of bidders, bid review, contract award and contract administration).
4. Describe your firm's cost estimating and cost control organization and techniques and how they will be employed in the execution of this Project.
5. Submit an explanation of your firm's scheduling organization and techniques and how they will be employed in the performance of this Project.
6. How does your firm approach Value Engineering? What are your firm's resources and capabilities to provide Value Engineering and how will they be applied to this Project?
7. Submit your plan to provide Quality Assurance and Control for this Project throughout the pre-construction and construction phases.

8. Describe your procedures for reviewing and processing of shop drawings and other submittals.
9. Describe your procedures for processing change orders, including review and auditing of subcontractor pricing.

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