

Date: Wednesday, May 30, 2018
Due On: Monday, June 18, 2018 at 2 p.m.

**REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGEMENT AT RISK SERVICES
FOR PROPOSED PRECINCT 4 OFFICE BUILDING**

PROPOSAL NO. #180530-RFQ

Pursuant to the provisions listed below, sealed proposals subject to the conditions and requirements made a part hereof will be received at the Waller County Auditor's Office, 836 Austin Street Suite 221, Hempstead, TX 77445 until 2:00 p.m. on Monday, June 18, 2018. All proposals received after that time will be returned unopened. Proposals will be opened at 9:00 a.m. on Wednesday, June 20, 2018 during the Waller County Commissioners Court meeting at 836 Austin Street, Hempstead, TX 77445. Only the names of companies submitting qualifications will be read aloud.

The offeror's signature is required for acceptance of proposal and confirms offeror has read and understands all requirements concerning this Request for Qualifications. Each proposal must be **SEALED** & the envelope **CLEARLY** marked:

Proposal No.:	180530-RFQ/CM Services
Proposal Due:	June 18, 2018 at 2:00 p.m.
Proposal Opening:	June 20, 2018 at 9:00 a.m.

FACSIMILE AND EMAIL TRANSMISSIONS will NOT be accepted.

Submit Proposals to: Waller County Auditor's Office
836 Austin Street, Room # 221
Hempstead, TX 77445

Direct questions to Danny Rothe, Waller County Construction Manager, d.rothe@wallercounty.us.

Details for this RFQ can be found at

<http://www.co.waller.tx.us/page/CM.PCT4>

County Homepage: <http://www.co.waller.tx.us/page/homepage>

*****DURING THE RFQ PROCESS DO NOT DISCUSS THIS RFQ OR YOUR PROPOSAL WITH ANY COUNTY EMPLOYEES OR OFFICIALS OTHER THAN THE COUNTY CONSTRUCTION MANAGER AND THE COUNTY AUDITOR'S OFFICE.*****

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INTRODUCTION

Waller County, Texas is soliciting a Request for Qualifications (RFQ) from firms that are interested in providing construction manager at risk services for the construction of a proposed Precinct 4 Office Building. All construction elements and any recommendations must meet the requirements of all applicable State, Federal, and Local laws and regulations.

Services will include a needs assessment, budgeting (GMP – Guaranteed Maximum Price), contract document review, bidding of sub-contractors, and construction. Providing management direction and guidance to the County over the design and construction of the proposed Precinct 4 Office Building.

The County is soliciting a Request for Qualifications from firms that can adequately demonstrate they have the resources, experience, and qualifications to guide the County through a comprehensive process of developing, budgeting (GMP), bidding, and construction of the proposed project, and have successfully completed similar projects related to the proposed project. All construction elements and any recommendations must meet the requirements of all applicable State, Federal, and Local laws and regulations.

A prime firm will be selected to accomplish all services outlined in this Request for Qualifications.

PROJECT DESCRIPTION

Note: Each facility component noted below must allow for future growth

PRECINCT 4 JUSTICE OF THE PEACE OFFICES AND COURTROOM:

The project will include an office for the Justice of the Peace of Precinct 4, a courtroom, an office for the District Attorney, a jury deliberation room, a jury assembly room, an area for clerical staff, filing rooms, and associated support facilities.

PRECINCT 4 COMMISSIONER'S OFFICE:

The project will include an office for the Commissioner of Precinct 4, a meeting room, and associated support facilities.

PRECINCT 4 CONSTABLE'S OFFICE:

The project will include an office for the Constable of Precinct 4, a patrol room for deputies, two offices for supervisors, and associated support facilities.

SATELLITE SHERIFF'S OFFICE:

The project will include two offices for supervisors, a patrol room for deputies, and associated support facilities.

SATELLITE COUNTY CLERK'S OFFICES:

The project will include offices and public areas for business pertaining to the Waller County Clerk's Office and the Waller County Tax-Assessor's Office.

DPS OFFICES:

The project will include two offices for supervisors, a patrol room for State Troopers, and associated support facilities.

PARKING AREAS:

This project will include public parking for 100 cars, including 18-wheeler spaces. Additionally, 65 spaces in a private, gated area for County employees.

SCOPE OF SERVICES

The intent of this solicitation is to obtain the professional construction management services of a firm with demonstrated relevant experience with Guaranteed Maximum Price projects. The objectives of the project may include, yet may not necessarily be limited to; providing management direction and control over the design and construction of the listed project so that the resulting facility will be:

1. Designed and constructed in such a way that the County will have a high value facility, well-constructed of quality materials and workmanship;
2. Designed and constructed in such a manner that it can and will be completed within the approved budget;
3. Designed and constructed in such a way that it can and will be completed in accordance with the established schedule;
4. Designed and constructed in such a way that the maintenance of the facility can be accomplished efficiently and effectively with a minimal maintenance staff and low operations and maintenance budget; and
5. Designed and constructed in such a way that it will be highly functional, responding to all of the services outlined in the established criteria.

PRECONSTRUCTION SERVICES AND CONSTRUCTION SERVICES

Services are divided into two parts: (1) Preconstruction Services and (2) Construction Services. Preconstruction Services including planning, estimating, and bidding work up to and including the establishment of a Guaranteed Maximum Price for the project, as well as assistance with preparation for a bond election. Construction Services include all work associated with construction, occupancy and warranty of the facilities.

Part 1 – Preconstruction Services

Part 1 services will include, but not necessarily be limited to, preparation of the following documents and completion of the following services:

- Attend regularly scheduled project team meetings.
- Review of the design documents for constructability, completeness, accuracy, and proper coordination of disciplines.
- Continual review of design documents and preparation of detailed construction estimates to confirm conformance to the approved project budget.
- Continual value analysis of the design and identification of opportunities to meet or reduce construction costs and/or improve facility performance.

- Development of a detailed phasing plan and construction schedule for the project, include identification of long lead items and owner supplied equipment and materials.
- Development of detailed budget estimates at critical milestones including:
 1. Schematic Design Estimate
 2. Design Development Estimate
 3. 50% Construction Document Estimate
- Development of a comprehensive list of subcontractors and suppliers
- Development of Bid Packages
- Joint with Architect and Owner:
 1. Establish bid schedules and conduct pre-bid conferences
 2. Analyze responses, conduct pre-award conferences and negotiations with successful bidders and recommend responses to be accepted or rejected.
- Assistance with permitting and other governmental reviews and approvals.
- Development of a Guaranteed Maximum Price (GMP). If a mutually agreeable GMP cannot be reached, services can be terminated and Waller County will pay Construction Manager for services up to that time.

Part 2 – Construction Services

Part 2 services include all normal services associated with the construction of the facilities for the project described in the previous section.

Specific items of consideration relative to the project are as follows:

- The selected Construction Manager at Risk will be responsible for the development and coordination of the project's overall construction schedule, from initial site mobilization to Owner move-in and occupancy.
- The project will be operated in an "Open Book" fashion, where all estimates, quantities, unit prices, labor rates, budgets, subcontractor and supplier responses and all other information shall be made available for Waller County's review and use.

IMPORTANT DATES

Wednesday, May 30	RFQ issued to the public
Thursday, June 7 @ 10am	Pre-submittal conference in Room 201, Commissioners Courtroom
Friday, June 8 @ 2pm	Written questions due to Danny Rothe by email
Tuesday, June 12 @ 2pm	Answers to questions posted online at http://www.co.waller.tx.us/page/CM.PCT4
Monday, June 18 @ 2 pm	RFQs due to Auditor's Office
Wednesday, June 20	RFQs opened in Commissioners Court
June 25 – June 29*	Interviews of short list firms
Tuesday, July 3*	Recommended selection submitted to Commissioners Court

*Dates may change depending on availability and scheduling

Additional Notes:

- RFQs are eligible to be turned in to the Auditor's Office on Friday, June 15, 2018.
- The Waller County Auditor's Office closes at 12 pm on Friday, June 15, 2018.
- Approximate Fees will be requested for the short list interviews.
 - This includes Part 1 (Preconstruction Services) and Part 2 (Construction Services).

RFQ SUBMISSION PACKET

Note: Please do not include any information about fees or pricing at this time

Interested firms shall submit 3 copies of the following:

- Completed and signed Certification of RFQ
- Project timeline: a proposed project schedule identifying the start and end of each phase
- Information requested below

Firms will be evaluated on the basis of overall experience with similar projects, quality of work, and depth of resources. Review and consideration will be given to the firm's preconstruction and construction capabilities, given the potential for the same firm to perform both preconstruction and construction services for the entire project.

It is imperative that proposals are completed containing the information requested. In the interest of performing a thorough and timely evaluation of all proposals received, we request that all proposals be submitted in the following tabbed format. All pages shall be 8-1/2" x 11". *Please do not submit any proposal or portion of your proposal in a font size less than ten (10) points.*

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by the County, or for participating in any selection interviews, including discovery (pre-contract negotiations) and contract negotiations.

Section I – Executive Summary

- A. Include name, address and telephone number of the firm submitting the qualification statement, a summary of the firm's interest in the project, and the name of one or more individuals authorized to represent the construction manager in its dealings on a contractual basis.

Section II – Corporate Information

- A. History of the firm, including present ownership and key management individuals. Describe any anticipated or recent changes in overall corporate management ownership.
- B. Location of corporate headquarters and other division offices. Specify which office or offices will be involved in this project, during both preconstruction and construction phases. Include names, addresses and phone numbers.
- C. A company organization chart showing authority structure and depth of resources.
- D. Submit verification of the firm's current bonding capacity, along with names, addresses and phone numbers of bonding agent and underwriting insurance company.

- E. A disclosure statement that shall disclose all potential conflicts of interest related to this project. This disclosure statement must be addressed specifically in your response, even if no conflict exists.
- F. Firm shall include a current financial statement, preferably audited, including your firm's latest balance sheet and income statement indicating the following:
- Current Assets (e.g., cash, joint venture accounts, accounts
 - Receivable, accrued income, deposits, materials inventory and prepaid expenses);
 - Net Fixed Assets;
 - Other Assets;
 - Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);
 - Other Liabilities (e.g., capital stock, authorized and outstanding shares par values, earned surplus and retained earnings);
 - Name and address of firm preparing attached financial statement, and date thereof.
- G. Firm shall include the following insurance information:
- Name of insurance carrier or carriers
 - Name and address of agent
 - An example Certificate of Insurance for all coverage
 - Total amount of excess liability insurance coverage in place
 - Your general liability insurance rate
- H. Firm shall include the following information about claims and suits (if the answer to any of the questions below is yes, please provide details.)
- Has your organization ever failed to complete any work awarded to it?
 - Please describe any judgments, claims, litigation, arbitration or mediation proceedings or suits pending, outstanding or closed against your organization or its officers within the last ten (10) years.
 - Please describe any lawsuits, requested arbitration or mediation with regard to construction contracts your firm may have filed within the last ten (10) years.
 - Please describe any outstanding unresolved claims.
 - Within the last ten (10) years, has any officer or principal of your organization ever been an officer or principle of another organization when it failed to complete a contract?

Section III – Experience

- A. The firm's current annual volume and average volume during the past five (5) years.

- B. The firm's current percentage of public construction volume over the last five (5) years and the average percentage of public construction during the past two (2) years. Please specifically include any new or replacement facility public construction project.
- C. Indicate what percentage of the firm's total construction volume over the past two (2) years has typically been performed as a General Contractor versus a Construction Manager at Risk. Indicate what percentage of the firm's total construction volume over the past two (2) years has typically been performed with the firm's own forces and indicate what type of work the firm typically self-performs.
- D. For no more than five (5) current or recently completed public projects similar to the proposed project, provide the following information:
- Project Name
 - Project Location
 - Project Description
 - Owner, Address, Telephone Number, Contact Person
 - Architect, Address, Telephone Number, Contact Person
 - Contract Amount
 - Contract Type (i.e., Lump Sum, GMP, etc.)
 - Actual or Expected Completion Date
 - Detailed description of the scope and results of such services
 - Approved Budget
 - Final Contract Amount
 - Approved Construction Schedule Duration
 - Actual Duration
 - Photographs
 - References

Section IV – Proposed Team and Approach to Projects

- A. Describe the firm's proposed approach to preconstruction services, including the capabilities and availability of estimating and scheduling resources. Address the firm's concept of plan review and value engineering during the document development phases to maintain constructability budget and schedules. Describe the firm's approach to staying abreast of emerging technologies, innovative design practices, and the current market pricing structure. Describe how your proposed team will manage and control the construction phases for the project.
- B. Demonstrate the firm's understanding of the Guaranteed Maximum Price services to comply with the State of Texas Local Government Code Bid Requirements.
- C. Discuss the firm's accuracy of cost estimates and ability to perform within budget constraints. Include examples of measures initiated or taken by the firm that demonstrate responsiveness to budget concerns. Discuss procedures used by the firm to assure accurate cost estimates.

- D. Discuss the firm's experience with certificates of obligation and/or general obligation bonds, including experience with clients' financial advisors and bond counsel.
- E. Identify the individuals you propose as a part of the Project Team and describe their responsibilities for the project, including what involvement each individual will have in the preconstruction and construction phases of the project. Present a proposed organization and reporting chart for the proposed team, and how they will interact with other members of Waller County.
- F. Submit current resumes of the proposed team, including their experience and qualifications. Resumes should be no longer than three (3) pages in length and should specifically address public preconstruction and construction experience and completed projects of similar size.
- G. For each team member, identify experience in working with other team members and other project commitments that run concurrent to this project. Identify the percentage of each individual's time available to dedicate to this project. Your firm will be expected to commit to the Owner that the proposed team members submitted with this proposal will be those who will be assigned to the project.

SELECTION CRITERIA

The responses for the RFQ will be evaluated on the following categories:

A. Responsiveness to the Request for Technical Qualifications

1. Requested information included and thoroughness of response.
2. Documented understanding of the project management principles.
3. Proposed approach to project organization.
4. Clarity and brevity of the response.

B. Staffing Plan

1. Provision for the required disciplines and skills.
2. Provision for participation by firm's key personnel.
3. Qualifications of key personnel adequate for project.

C. Firm's Capability to Provide the Services

1. Background of the firm.
2. Relevant experience of the firm.
3. Specific experience on active government projects.
4. Methodology proposed to meet objectives of the project.
5. Location within the general geographical area of the project and in depth knowledge of the construction market in the locality of the project.
6. References.

D. Track Records of the Projects Completed on Time and Within Budget

Waller County shall rank those firms qualified in order as outlined above. Waller County will perform interviews with the top tier firm(s) and initiate negotiations regarding construction management services with the top ranked firm. Should negotiations fail with the first choice, Waller County will initiate negotiations with the next top ranked firm, and so forth. The Waller County Commissioners Court will approve the final selection.

The criteria for evaluation of RFQs will be based on the factors summarized below.

Respondent's Demonstrated Past Performance on Office Buildings and Court Room Facilities with an Emphasis on Recent Projects	30%
Respondent's Estimating and Cost Control Measures for this Project	20%
Respondent's Pricing and Delivery Program	20%
Respondent's Demonstrated Capability and Financial Resources to Perform the Work within the Time and Budget Projected	10%
Respondent's Scheduling for this Project	5%
Respondent's Quality Control and Commissioning Program for this Project	5%
Respondent's Warranty Program for this Project	5%
Respondent's Jobsite Safety Program for this Project	5%
TOTAL:	100%

