

# Request for Qualifications BID # 12201

A Prospectus for Commissioning Pre-construction and Construction services for

## Adult Leisure Center

December 2011

### Project Intent

Little Rock Parks and Recreation seeks to commission Construction Manager/General Contractor for services related to construction of Adult Leisure Center in University Park.

The new Adult Leisure Center is anticipated to be approximately 15,500 to 19,500 square feet, and will be located on the previous site at 12<sup>th</sup> Street and Leisure Place. The Facility will include Meeting Rooms, Activity and Multi-Purpose Rooms for Education, Training, and Arts and Crafts, Coffee Shop, Ballroom with Kitchen, & Storage, and Administrative Offices and Facility Support Spaces.

Interested parties who desire consideration for this commission shall prepare and submit a single document containing their qualifications. This Request for Qualifications, contained herein, shall be grounds for selection and recommendation to Little Rock Board of Directors.

### Criteria for Selection

The Construction Manager/General Contractor shall have:

- Ability to secure required bonds, provide insurance to the limits required for the project and qualify to do business in the State of Arkansas
- No conflicts of interest for the project
- Design/Build experience on three projects of a similar size, nature and project delivery method over recent six year period
- Knowledge and understanding of design and construction of facilities of a similar nature, processes and technology and local environment
- Capabilities including financial resources, operational stability, safety, pending claims and competence
- Experience and past performance for projects of similar complexity and size – quality of work, cost, ability to meet schedules, cooperation and responsiveness, references, change order history
- Resources available to perform the required services, including key personnel, project organization, scheduling abilities to accomplish work in a timely and competent manner and construction equipment

### Scope of Services

- Assist Owner and Design Team in analyzing project program, scope and budget and developing a detailed preliminary budget estimate to inform subsequent phases of design development
- Assist Owner and Design Team in evaluating alternative building systems for incorporation into project, including life cycle and energy consumption analysis
- Provide constructability review during project design development

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- Assist Owner and Design Team in identifying and pre-qualifying subcontractors and supplier who will participate in construction of project
- Assist Design Team in developing clear, complete and accurate component packages for bidding of all components of the project
- Provide complete construction management services either as CM or General Contractor
- Assist Owner and Design Team in project closeout including development of accurate “as-built” documents

### **Eligibility**

The project is open to all properly licensed and insured Construction Managers or General Contractors, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

### **Budget**

The budget includes all cost associated with managing the project. *Do not provide any costs or estimates of cost for work on this project. Doing so will cause disqualifications of your bid.*

### **Time Line**

The committee reserves the right to change the project time line.

January 24, 2012	Request for Qualifications (RFQ) due and accepted prior to 3:00pm; RFQ opened after this time
January 30, 2012	Selection Committee meets to review RFQs and choose finalists
February 2, 2012	Finalists interviewed if appropriate and selected
February 21, 2012	Contract amount identified and submitted for Little Rock Board of Directors' approval
February 22, 2012	Notice to Proceed issued
November 16, 2012	Mandatory completion of program or as negotiated

### **How to Apply**

Construction manager/general contractor interested in this project shall prepare and submit the following requests for qualifications:

1. **Firm**. List the name, address, and phone number of the primary firm submitting the proposal. State whether or not the proposal is a joint venture. List all other consulting firms that are a part of the proposal.
2. **Current Work**. Provide a list of all work currently under contract with the City of Little Rock by any member of the project team.
3. **Project Leader and Team**. List the name, title, telephone number, and primary qualifications of team leader. This person will be the primary contact person, and he shall be directly involved in all phases of the work. Provide resumes of all participants.

## **A d u l t L e i s u r e C e n t e r**

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4. **Reference Projects.** Provide a brief synopsis for three similar completed projects. Include scope of work, extent of involvement, and cost of primary firm and/or project for each and describe similarities to requested work. Also include location of job, name of client, contact person, and phone numbers.
5. **Approach.** Outline the approach to be taken in the project. Discuss in outline format, the approach to be taken for providing services for the project. Discuss any additional concerns that occur in reviewing the existing conditions and project site.
6. **Schedule.** Develop a schedule for this project study from acceptance through completion. Include Owner review and approval time. Discuss your capacity to schedule this contract within your existing commitments.
7. **Additional Information.** Up to three selections of support materials such as reviews, news articles and other related information which you feel supports your firm's qualification for this project may be included. These shall be bound and contained within the prospectus.

Construction Manager/General Contractor interested in being considered for commission shall submit the noted materials before 3:00 p.m. January 24, 2012 to:

Jerry Paul, Purchasing Agent  
City of Little Rock  
500 West Markham, Room 300  
Little Rock, Arkansas 72201  
501-371-4560

To be considered, six copies of the prospectus shall be received by the date and time set and noted herein by the Purchasing Agent. It shall be packaged in such a manner that the sealed, opaque envelope clearly reflects the project name (see title of prospectus), bid number (see upper right corner of RFQ) and the applicant's name and address. All materials submitted become the property of the City of Little Rock and will not be returned unless a self-addressed and stamped envelope, with sufficient postage, is provided. The City of Little Rock will make every effort to protect submitted materials; however, it will not be responsible for any loss or damage. The City of Little Rock reserves the right to reject any and all applications.

### **Selection Process**

As approved by the City Manager, a consultant selection committee will review all applicable submissions and select Construction Manager/General Contractor to be interviewed and recommended in accordance with provisions of Little Rock Ordinance No. 15,221 for competitive selection of professional service providers.

Committee members will score each proposal according to criteria for selection noted at the beginning of this prospectus and record their scores on a selection-rating sheet (see attached **A d u l t L e i s u r e C e n t e r** December 2011

sample sheet). After scoring and ranking all proposals, the committee may elect to conduct interviews with the top ranked firms in order to make its final selection.

Following a final committee ranking of proposals, a fee negotiation will begin with the top ranked firm. If a negotiation of a fee amount, schedule or contract is not successful within the limits set by the selection committee, other respondents will be contacted in order of their proposal ranking to secure a contract for recommendation to Little Rock Board of Directors.

**Additional Information**

If you have any other questions or need any additional information, please call Wali Caradine, AIA, Architect of Record, at 501-372-4199, or email at [wcaradine@caradine.com](mailto:wcaradine@caradine.com) or, Mark Webre, Owner Representative, at 501-371-6851 or e-mail [mwebre@littlerock.org](mailto:mwebre@littlerock.org)

Rank \_\_\_\_\_ of \_\_\_\_\_

**Selection Rating for  
Providers of Professional Services**

Firm's name submitting prospectus

<u>Criteria</u>	<u>Weight</u>	<u>Score</u> 1 low – 10 high	<u>Weighted Score</u>
<b>Ability</b> Ability to secure required bonds, provide insurance to the limits required for the project and qualify to do business in the State of Arkansas; no conflicts of interest for the project; capabilities including financial resources, operational stability, safety, pending claims and competence; resources available to perform the required services, including key personnel, project organization, scheduling abilities to accomplish work in a timely and competent manner and construction equipment	<b>25%</b>	_____	_____
<b>Experience</b> Design/Build experience on three projects of a similar size, nature and project delivery method over recent six year period; knowledge and understanding of design and construction of facilities of a similar nature, processes and technology and local environment; experience and past performance for projects of similar complexity and size – quality of work, cost, ability to meet schedules, cooperation and responsiveness, references, change order history	<b>25%</b>	_____	_____
<b>Team</b> Provide credentials and experience of professionals assigned to manage the project	<b>20%</b>	_____	_____
<b>Approach</b> Discuss philosophy and overall approach to the proposed work	<b>10%</b>	_____	_____
<b>Schedule/Budget</b> Note firm's ability to complete project in required time frame and within budget	<b>20%</b>	_____	_____
<b>Total</b>	<b>100%</b>		_____
			10.0 max

Score each criterion using a 10.0 to the top firm of your choice. Other firms shall then be scored 0.0 to 9.9 relative to top firm.

\_\_\_\_\_  
Initial and date