

WEST MANATEE FIRE & RESCUE DISTRICT

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK

PROJECT NAME: Administrative Office

PROJECT LOCATION: 701 63rd Street West, Bradenton, Florida 34209

REQUEST FOR QUALIFICATIONS

The West Manatee Fire & Rescue District is accepting Statements of Qualifications (SOQ) from construction management entities to build a new 3,800 sf administrative office building on 1.89 acres.

The applicant must be properly licensed and qualified to perform such work in the State of Florida at the time of application. If a corporation or similar entity, the applicant must be registered by the State Division of Corporations to operate in Florida at the time of application. The individual or firm must maintain their licenses and qualifications in good standing throughout the project.

The selection will be made from all firms that respond to this invitation and in accordance with Section 255.103, Florida Statutes. Firms interested in consideration for this project must submit as follows:

1. Letter of Interest stating what project is being applied for
2. Completed Form RFQ#2020-02
3. Resumes of key personnel
4. State of Florida corporate and professional registration certificates and licenses
5. Proof of general and professional liability as well as worker's compensation insurance all with a minimum of \$1,000,000 coverage
6. List of five (5) client references including name, title, phone number, and project identification
7. List of previous fire stations constructed
8. List of other construction projects
9. Statement of computerized capabilities
10. Current volume of work and number of projects

Submit six (6) copies of SOQs by mail to West Manatee Fire and Rescue District, P.O Box 14028, Bradenton, FL 34280 prior to the deadline of **January 7th, 2020 at 1:00 p.m.** Hand delivery to 6510 3rd Ave. W., Bradenton, FL 34209, East Side of Building, 2nd Floor. No mail to this location.

Package should be labeled **“SUBMITTAL FOR FIRE ADMINISTRATIVE OFFICES – CONSTRUCTION MANAGER – TIME SENSITIVE – DELIVER IMMEDIATELY TO ADDRESSEE.”**

Information packages are available at www.wmfr.org. For further information, contact Chief Ben Rigney at 941-201-7811 or ben.rigney@wmfr.org

SELECTION PROCESS FOR CONSTRUCTION MANAGEMENT ENTITIES

1. APPLICATION/STATEMENTS OF QUALIFICATIONS

Received as per public advertisement.

2. SHORT LIST SELECTION COMMITTEE

As appointed by the Board of Fire Commissioners.

3. STATEMENT OF QUALIFICATIONS REVIEW

The week of **January 7th, 2020**, the Short List Selection Committee shall open and review all SOQ's received on or before the advertised deadline to ensure the submitted package is complete per the public advertisement.

4. SHORT LISTING

In the event ten (10) or more qualified proposals are received, the committee shall thoroughly review and discuss all SOQ's with regard to the designated criteria and may choose to eliminate one or more firms from further consideration and to designate the balance of the firms as warranting further consideration. Any one committee member may designate a firm as warranting further consideration. Only the firms designated as warranting further consideration shall be scored and ranked, but in no event shall less than 50% of the qualified proposals be scored and ranked.

An Evaluation Sheet (attached) shall be used to score the short-listing phase.

CONSTRUCTION MANAGER

During the Short-Listing Phase, the Construction Manager evaluation consists of Items A – F with a maximum total of 100 points. The items used for the Construction Manager short listing is as follows:

- | | |
|--|-------------------|
| A. <u>Location of Responsible Office</u>
Taken from the District's Location Rating Table. | Maximum 10 Points |
| B. <u>References</u>
Review preferences of individuals and projects. | Maximum 20 Points |
| C. <u>Information Systems</u>
Discuss firm's capabilities of computerized programming for use in scheduling, accounting, correspondence, requests for information, submittals and estimating. | Maximum 10 Points |
| D. <u>Staff</u>
Discuss current office personnel available for accounting, estimating, purchasing and administration. | Maximum 20 Points |
| E. <u>Current/Past Performance</u>
Discuss present workload, available field personnel and completion schedules. | Maximum 20 Points |

F. Related Building Experience

Maximum 20 Points

Discuss prior work for West Manatee Fire & Rescue District,
and similar types of construction.

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Maximum 100 Points

Each member of the Short List Selection Committee is given an Evaluation Sheet and scores each firm designated as warranting further consideration according to the points indicated on the Evaluation Sheet. Upon completing the scoring of each firm, the numerical scoring is converted to an ordinal rank, i.e., the firm with the highest score is ranked 1st (1), the firm with the next highest score is ranked 2nd (2), and so on until all firms designated as warranting further consideration have received an ordinal rank.

If at least 3, but no more than 6, firms are deemed by the committee to be qualified, they shall be invited to interview with the Board of Fire Commissioners in their **January 21st, 2020** regular meeting. The meetings start at 5 p.m.

If more than 6 firms are deemed by the committee to be qualified, they shall be invited to interview with the Board of Fire Commissioners at a specially scheduled meeting sometime in **January 2020**.

5. MEETING NOTICES

Notices of all committee and commission meetings shall be posted at West Manatee Fire & Rescue offices at 6510 3rd Avenue West, Florida 34209 pursuant to Chapter 189, Florida Statutes.

6. STANDARD FORMS

A list of standard forms used by the Short List Selection Committee and the Board of Fire Commissioners is included as follows:

- A. Check List
- B. Request for Qualifications – RFQ #1
- C. Evaluation Sheet for Construction Manager
- D. Location Rating Table

7. INTERVIEWS

The selected qualified firms shall be scheduled in order of their short list ranking beginning with #1 to present their selves in a public meeting and be interviewed by a quorum of the West Manatee Board of Fire Commissioners. The time for each interview consists of:

- A. 15 minutes for presentation
- B. 5 minutes for questions and answers
- C. 10 minutes for transition from one firm to the next

For a total allotted time of 30 minutes for each firm.

8. EVALUATION

The balance of the Construction Manager's Evaluation Form shall be utilized by the Board for Phase 2 of the scoring for each firm. The interview consists of Items G – L as follows:

- | | | |
|----|---|----------------------|
| G. | <u>Knowledge of Site and Local Conditions</u>
Points
Discuss firm's knowledge of Manatee County sites from any previous work, availability of labor, subcontractors and materials. | Maximum 15 |
| H. | <u>Project Approach, Problems and Solutions</u>
Points
Discuss how your firm would approach the overall project and mesh activities with the owner, architect/engineer and departmental considerations. | Maximum 20 |
| I. | <u>Scheduling, Cost Control and Value Engineering</u>
Points
Define your approach to project scheduling, budgeting for all phases of the project, value engineering procedures and maintaining guaranteed maximum price and change orders. | Maximum 30 |
| J. | <u>Direct Material Purchases, Insurance</u>
Points
Discuss your knowledge of direct material purchase procedure, sales tax change order procedure, meeting insurance requirements, bonding and subcontractor bonding as required by the West Manatee Fire & Rescue District contract with the construction manager. | Maximum 15 |
| K. | <u>Proposed Site Staff</u>
Points
Identify your proposed site staffing and define the responsibilities of that site team. Discuss the support your office would give to the project. | Maximum 20 |
| | | ===== |
| | | Maximum 100 Points |
| L. | <u>Site Visitation</u>
If a site visitation is made, a maximum of 25 additional points shall be scored. | Maximum 25 Points |
| | | ===== |
| | | Total Max.125 Points |

Evaluation Sheets, with each firm's name, previously used for the Short List, are distributed to each committee member. Presentations are followed by a question and answer period. After each interview, each member of the committee uses his own judgment, to rate the firm using appropriate points for each of the interview items. Scoring is converted to an ordinal ranking.

When all scheduled interviews are complete, the Evaluation Sheets are signed by the Board members and collected by staff who shall tabulate the ranking results. Upon tabulation the ranking results are announced. The tabulations are presented to the Board along with the final ranking for their action. Should the Board accept the rankings by majority vote as presented, the firm ranked number one shall be considered “most qualified”.

The District shall negotiate a contract with the most qualified firm for Construction Manager at Risk to build the administrative office building. Should the District be unable to negotiate a satisfactory contract with the most qualified firm at a price the District determines to be fair, competitive, and reasonable, negotiations with that firm shall be formally terminated. The District shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the District must terminate negotiations. The District shall then undertake negotiations with the third most qualified firm. Should the District be unable to negotiate a satisfactory contract with any of the selected firms, the District shall select additional firms in order of their competence and continue negotiations in accordance with Chapter 287.055, Florida Statutes, until an agreement is reached.

Staff shall issue a letter advising each firm interviewed of their final standing.

LOCATION RATING TABLE

**West Manatee Fire & Rescue District of Manatee County
PROFESSIONAL SERVICES SELECTION COMMITTEE**

<u>LOCATION BY COUNTY</u>	<u>RATING</u>
Manatee, Sarasota	5
Charlotte, DeSoto, Hardee, Hillsborough, Lee, Pinellas	4
All other Florida counties	3
Out of State	1

CHECKLIST

The checklist is a short form list of requirements needed for the qualifications submission and it forms a table of contents for your proposal. This listing also serves as a checklist for the personnel who review your presentation for completeness prior to its review by the Selection Committee.

Applicant	WMFR Staff	Requirements
		1. Letter of Interest stating what project is being applied for.
		2. Completed Form RFQ #1 for all firms or RFQ #2, joint applications
		3. Resumes of all key personnel
		4. State of Florida corporate registration certificates and professional licenses for all firms
		5. Proof of general and professional liability insurance as well as worker's compensation all with at least \$1,000,000 coverage
		6. List of five (5) client references including name, title, phone number and project identification
		7. A list of previous administrative office buildings constructed
		8. A list of other construction projects
		9. Statement of computerized capabilities
		10. Current volume of work and number of projects

The completion of items 1 - 10 are mandatory and must be tabbed to coincide with each item of the checklist. Failure to complete any item in this section shall automatically eliminate your proposal from further consideration for selection.

REQUEST FOR QUALIFICATION – RFO #2020-02

Date of Advertisement _____ Project _____

1. Name and Address of Responding Office:

2. Submittal For: Parent Company ____ Branch or Subsidiary Office ____

3. Date Firm Established: _____ 4. Date Prepared: _____

5. Type of Ownership: Minority ____ Corporation ____ Small Business ____
 Small Disadvantaged Business ____ Woman Owned Business ____

6. Branches that may supply personnel for the project (list branch name and location):

7. Two (2) Principals: Title: Telephone Number:

8. Number of Employees by Discipline:

Accounting	Estimators	Project Engineer
Administrative	Foreman	Project Managers
Architects	Geologists	Sanitary Engineers
Chemical Engineers	Hydrologists	Soils Engineers
Civil Engineers	Interior Designers	Specification Writers
Construction Inspectors	Landscape Architects	Structural Engineers
Draftsmen	Mechanical Engineers	Superintendents
Ecologists	Mining Engineers	Surveyors
Economists	Oceanographers	Transportation Engineers
Electrical Engineers	Planners: Urban/Regional	Other - List as attachment

9. Service Fees for last five years, per index below: (indicate one letter from A-H for each year)

Index:

Less than \$100,000	A.	\$1 million to \$2 million	E.
\$100,000 to \$250,000	B.	\$2 million to \$5 million	F.
\$250,000 to \$500,000	C.	\$5 million to \$10 million	G.
\$500,000 to \$1 million	D.	\$10 million or greater	H.

10. Examples of Projects from last five (5) years: (list fire stations projects first)

a. Name & Location	b. Owner/Rep Name, Address & Phone	c. Cost	d. Year

Additional projects from last 5 years may be listed as an attachment placed after this page.