

**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGEMENT SERVICES  
FOR THE CLAY COUNTY SUBSTANCE ABUSE CRISIS FACILITY  
MOORHEAD, MN  
JULY 27, 2022**

**Introduction**

Clay County is issuing a RFQ for Construction Management Services from qualified firms for the construction of a new Substance Abuse Crisis Facility in Moorhead, MN.

**Project Description**

Clay County is accepting Qualifications for a Construction Manager firm to provide design phase/Pre-construction services and construction phase services for the construction of a new 21,771 sf Substance Abuse Crisis Facility.

The overall cost of the project is approximately \$13.9 million, including design fees, soft costs, and contingencies. Funding for the project will be secured through a combination of state and local funds.

Design is currently in schematic phase. Construction is anticipated to begin as soon as May 2023.

**Scope of Services**

**The County is evaluating the construction delivery method. Both Construction Manager as Agent (CMA) and Construction Manager at Risk (CMAR) are being considered.** It is anticipated that the CM will be expected to provide the following services, although a final decision on the scope of work will be made during the contract negotiation.

- Responsible for Project Budget in cooperation with input from project design team and continual monitoring of budget design thru implementation.
- Develop a Construction Management plan including cost and time parameters, protocol and a complete management information system.
- Establish, monitor and enforce the construction schedule.
- Provide value engineering and constructability reviews of the contract documents.
- Prepare two full quantitative estimates for Schematic design and design develop phases.
- Provide a Guaranteed Maximum Price (GMP) for the project. (If CMAR)
- Obtain required bonding and insurance policies. (If CMAR)
- Assist in design document review and coordination.
- Assist in preparing bid documents, bid package breakdowns and descriptions, general conditions and Division 1 specifications.
- Analyze construction market and promote project to obtain maximum bid competition.
- Develop bid strategy which increase competition and supports Owner's goals for local contractors and suppliers or other groups.
- Assist in receiving, evaluating bids and conduct bid opening with Owner
- Prepare, implement, and maintain contracts with all subcontractors for all bid packages.
- Obtain approvals from regulatory agencies.

- Establish and maintain a project financial status reporting system.
- Provide onsite services.
  - Coordinate all bid packages, subcontractors and consultants
  - Monitor and enforce construction schedule
  - Analyze, negotiate and process change orders
  - Prepare project construction reports, minutes and schedules
  - Develop and implement a quality assurance plan
  - Maintain record document set
  - Assist in substantial completion and final completion inspection and preparation of punch lists
  - Process contractor payment applications
  - Monitor contractor safety programs
- Assist in reviewing and preparing all close-out documents including warranties, operating and maintenance manuals, schedule and coordinate Owner training of system components
- Manage transfer of building operation to Owner
- Monitor and follow up on any warranty issues throughout the one year warranty period

**Proposed Selection Process**

The County will be selecting the CM through a qualifications, fee proposal and interview process. The proposed schedule for the qualification’s reviews, notification and interview is as follows:

Advertise for Qualifications	<b>August 1<sup>st</sup> ,8<sup>th</sup> , and 15<sup>th</sup> , 2022</b>
Qualifications due	<b>August 19, 2022</b>
Short list, Issue Request for Fee Proposal construction services only	<b>Week of August 22<sup>nd</sup> ,2022</b>
Interview Firms	<b>Week of August 29<sup>th</sup></b>
Board Approval of CM Selection	<b>September 6<sup>th</sup></b>
Architect issues Schematic Design documents	<b>September 8,2022</b>

**Proposal Content**

The Construction Management firm’s proposal should be as brief and concise as possible. In order to facilitate an equitable evaluation of your firms Construction Management qualifications, please respond specifically to the following items in the order as described below:

- A. General Information
  - a. Firm name, address, city , state, zip code and telephone number
  - b. Year established
  - c. Firm headquarters and office locations
  - d. How many years has your firm provided construction management services?
  - e. What is your relationship with local contractors and sub-contractors? Identify five local contractors or sub-contractors, including the company name, representative, and phone number, which can be contacted for references. If you do not have a relationship with any local contractors, list regional contacts.
  
- B. Experience
  - a. Identify at least three relevant projects as specific examples of your firms’ capabilities and provide the following information for each project:
    - i. Name and phone number of Owners representative

- ii. Name of phone number of Architect or Engineering representatives.
- iii. Name of your project manager

C. Personnel

- a. Provide a summary of the number of personnel employed by your firm in the following functions:
  - i. Corporate Management
  - ii. Project Management
  - iii. Estimating and Scheduling
  - iv. Data Processing /Administrative Report
  - v. Safety Inspection
- b. Provide an organization chart graphically indicating how the firm would staff and structure the proposed team of pre-construction and construction phases for the project. Identify who would be the primary contact with the County and Design Team. Indicate any personnel who would not be located in the Project Field Office.
- c. Provide a list of key personnel that you are prepared to commit to this project including Principle, Project Manager, Preconstruction Manager, and Superintendent. For each, provide experience and educational resumes stating how long each staff member has worked for your firm.

D. Responsibilities

- a. Describe your capabilities and procedures in the specialized areas of:
  - i. Budget Estimating
  - ii. Value Engineering
  - iii. Scheduling
  - iv. Subcontractor bid review and Analysis/Recommendations
  - v. Subcontractor Selection
  - vi. Cost Control
  - vii. Quality Control
  - viii. Self-Performance
- b. Provide a typical Cost Status Report for a similar Construction Management project. (Names and other identifying features may be deleted)
- c. Describe your knowledge of the local construction conditions and market
- d. What responsibility does your firm take toward maintain the budget and schedule?
- e. Discuss steps you will take to ensure maximum participation of the local contracting community in this project
- f. Describe your firm's special strengths and area in which you believe your company to be exceptionally competent.
- g. Describe how your firm would follow up on any warranty issues during the one year contractor warranty period.
- h. Describe how your firm will manage Owner's liability and coordinate individual contractor's insurance requirements.

E. Construction Management delivery narrative

- a. Describe in detail your firms understanding of the Construction Manager as Agent (CMA) and Construction Management at Risk (CMAR) delivery methods
- b. Describe your firm's preference between CMAR and CMA
- c. Describe how your preferred delivery method benefits the project and Clay County

## **Evaluation Criteria**

The proposals will be evaluated relative to the following criteria:

1. Qualifications of individuals assigned to the project
2. Familiarity with the local and regional construction markets
3. Performance on past projects
4. Ability of firm and assigned personnel to meet time and budget constraints
5. Project experience and approach

## **CM Selection**

The County will review each CM's submittal and rank each firm to determine the top candidates. The shortlisted firms will be asked to submit a fee proposal and will be interviewed as deemed necessary to determine the successful construction management firm. The County reserves the right to reject any and all proposals and to select a firm and award a contract as is deemed in its best interest

The County will negotiate a contract with the highest ranked CM firm. If the County is unable to negotiate a contract for services which is fair and reasonable with the highest ranking firm, negotiations will be formally terminated and negotiations will begin with the next highest ranked firm. The process will continue until a satisfactory contract has been negotiated.

## **Cost of Preparation**

All costs associated with preparation of statement of qualifications shall be borne by the interested firm.

## **Procedure for Submission**

Construction Managers wishing to be considered shall submit **eight (8) hard copies and one (1) electronic copy (in PDF format)** of their qualification materials to:

Stephen Larson - Administrator  
Clay County Government Center  
3510 12th Ave S  
P.O. Box 280  
Moorhead, MN 56560  
[Steve.Larson@co.clay.mn.us](mailto:Steve.Larson@co.clay.mn.us)

Qualification materials must be received by the County Office no later than 4:00 pm on Friday, August 19, 2022.

**Questions regarding the content of the RFQ submittal instructions should be directed in email to:**

Joe Olson  
Facilities Director  
[Joe.olson@claycountymn.gov](mailto:Joe.olson@claycountymn.gov)