



**CITY OF MESA, ARIZONA**  
**ENGINEERING DEPARTMENT**

**REQUEST FOR QUALIFICATIONS**  
**CONSTRUCTION MANAGER AT RISK**

**POLICE DEPARTMENT HEADQUARTERS**  
**BUILDING RENOVATION**

**CITY OF MESA PROJECT NO. CP0204**

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# REQUEST FOR QUALIFICATIONS

## POLICE DEPARTMENT HEADQUARTERS BUILDING RENOVATION

### CONSTRUCTION MANAGER AT RISK PROJECT NO. CP0204

The City of Mesa is seeking a qualified Construction Manager at Risk (CMAR) to provide Pre-Construction Services and complete Construction Services as the CMAR for the Police Department Headquarters Building Renovation project.

#### **SECTION I – PROJECT DESCRIPTION**

The project is to remodel the Mesa Police Department's Headquarters Building, located at 130 North Robson, Mesa, AZ 85201. Objectives of the remodel include providing an effective and efficient use of the facility for all pertinent Police functions, as well as creating inviting meeting and gathering spaces for the community.

The project scope includes:

1. Demolition of the structure's entire interior, as well as select exterior spaces (approximately 120,000 square feet (SF))
2. Remodeling of the structure's entire interior, as well as select exterior spaces (approximately 120,000 SF)
3. Construction of a new plaza area located between the building and North Robson
4. Associated site, utility, and landscape improvements
5. The City may include other miscellaneous improvements at the Site, as needed.

The estimated range of construction cost is \$40,000,000 - \$45,000,000. The City anticipates starting construction in June 2024.

The City has entered into a professional services contract with DFDG Architecture for the programming and design of these improvements. DFDG Architecture will have a 15% submittal prepared prior to execution of the CMAR Pre-Construction Services contract. The CMAR shall work closely with and be an integral part of the project team during the design and construction phases of the project.

#### **SECTION II – SCOPE OF WORK**

It is anticipated that the Construction Manager at Risk shall participate in Pre-Construction Services and Construction Services for this project.

##### **A. Pre-Construction Services by the CMAR may include, but not be limited to the following:**

- Lead project planning and scheduling for both the design and construction phases;
- Provide for construction phasing and scheduling;
- Provide alternative systems evaluation and constructability studies;
- Advise the City of ways to gain efficiencies in project delivery and reduce overall delivery time;
- Provide long-lead procurement studies and initiate procurement of long-lead items;
- Participate in partnering sessions with the project team;
- Participate in regular scheduled project coordination meetings;
- Participate in constructability reviews at various levels of design;
- Provide value engineering;
- Provide detailed cost estimating and knowledge of marketplace conditions;
- Develop and maintain the project cost model;
- Provide subsurface investigations as requested (e.g. geotechnical, potholing, etc.)
- Concur with plans and specifications prior to construction; and
- Submit a Guaranteed Maximum Price (GMP) for City review and negotiation.

**B. Construction Services by the CMAR may include, but not be limited to the following:**

- Serve as the general contractor during construction;
- Coordinate with various utilities;
- Arrange for procurement of materials and equipment;
- Schedule and manage site operations;
- Provide quality control;
- Bond and insure the construction;
- Comply with all federal, state and local permitting requirements;
- Maintain a safe work site for all project participants; and
- Provide commissioning and closeout services, if applicable.

**SECTION III – PRE-SUBMITTAL CONFERENCE**

A Pre-Submittal Conference will be held on **July 5, 2023 at 2 pm** through Microsoft Teams. If you would like to participate, please send an email to Donna Horn at [donna.horn@mesaaz.gov](mailto:donna.horn@mesaaz.gov) to receive the invitation. At this meeting, the project team, including City staff will discuss the scope of work, general contract requirements and respond to questions from the attendees. The video conference Pre-Submittal Conference is not mandatory. All interested firms may submit a Statement of Qualifications whether they attend the conference or not.

**All interested firms are encouraged to attend the Pre-Submittal Conference since City staff will not be available for meetings or to respond to individual inquiries regarding the project outside of this Pre-Submittal conference. In addition, meeting minutes or any other information will not be posted from the Pre-Submittal Conference.**

**SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA (BASED ON 1,000 POINTS)**

The CMAR will be selected through a qualifications-based selection process. Contractors interested in providing CMAR services shall submit a Statement of Qualifications (SOQ). Each SOQ will be evaluated according to the following criteria:

**A. General Information (100 points)**

1. Provide a general description of the firm and/or team that is proposing to provide the CMAR services, including the legal organization of the proposed firm or team. Provide an organizational chart showing key personnel. For each key person, provide the following information:
  - a. Length of time with the firm
  - b. Percentage of time to be committed to each phase of the project
2. Provide the following information about the proposed firm/team:
  - a. List the Arizona professional and Arizona contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the Contractor's license number and explain if held by an individual or the firm.
  - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated for cause within the last five years. Identify any claims (public or private, including 3<sup>rd</sup> party claims) arising from a contract, which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.
  - c. Describe your subcontractor selection process. (Note: Subcontractor selection plans may be based on qualifications alone or on a combination of qualifications and price but shall not be based on price alone.)
3. Discuss the firm's knowledge of the current local market and of subcontractors and suppliers.

**B. Experience and Qualifications of The Firm/Team and Key Personnel (300 points)**

1. Provide a list of projects of comparable character, size, budget and complexity on which the firm/team served as either the CMAR or General Contractor. For each reference project, provide the following information:
  - a. Description of the project, including project name and location;
  - b. Project owner;
  - c. Role of the firm (specify whether CMAR or General Contractor) and percent of work self-performed. List any services provided during the Pre-Construction Services (phase of the project e.g., cost estimating, scheduling, constructability reviews, potholing etc.);
  - d. Role of each key team member who worked on the reference project and the percentage of time spent on said project;
  - e. Project's original contracted construction cost and final construction cost. Explain the difference; and
  - f. Construction dates.
2. List of all City of Mesa projects where the firm/team provided CMAR or general contractor services in the last five years, either completed or ongoing that are not already included in the preceding sections. Note the delivery method (e.g. CMAR or design-bid-build) for each.
3. Overall evaluation of the firm/team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of the Statement of Qualifications. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.

**C. Understanding of The Project and Approach to Performing the Required Services (350 points)**

Discuss the major issues your firm/team has identified on this project and how your firm/team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the expertise your firm/ team offers and how you propose to use that expertise to benefit the City to add value to the project.

**D. Current Workload with The City of Mesa and The Ability of Project Team to Start Immediately (50 points)**

This scoring criterion has two parts: overall workload and existing contracts with the City of Mesa, as further detailed below:

1. Overall Workload and Ability to Start Immediately (up to 25 points):

Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start immediately and to effectively manage this project, in addition to their current workload, may be awarded up to 25 points for this sub-category.

2. Existing Contracts with the City of Mesa (up to 25 points):

Provide a table or list of current or pending contracts that the firm has with the City of Mesa Engineering Department. Firms with no current or pending contracts with the Engineering Department, will be awarded 25 points. Firms with between one (1) to three (3) current or pending contracts with the Engineering Department will be awarded 15 points. Firms with more than three (3) current or pending contracts will receive no points for this subcategory.

Contracts for projects within the City of Mesa's incorporated limits held by someone other than the City of Mesa municipal government (e.g., work for a school district or a private developer) need not be listed and do not count as projects under this subcategory.

**E. Office Location (50 points)**

Identify the physical location of the firm's office. Fifty (50) points will be awarded to any firm whose office is physically located within the City of Mesa's incorporated limits (not just a P.O. Box). No points will otherwise be awarded for this category.

**F. Reference Information (150 points)**

City will award a maximum of 150 points for past performance reference information (maximum of 50 points per reference). It is the firm's responsibility to solicit and to ensure that three (3) Past Performance Verification Forms (PPVF's) are submitted to the City per the instructions on the Form. Any Forms in excess of three (3) will not be counted toward this requirement.

Statement of Qualifications scores will not carry over to interviews, if held.

**SECTION V – SUBMITTAL REQUIREMENTS**

The Statement of Qualifications shall include a one-page cover letter that contains current company/firm contact information including a valid phone number and email address, plus a maximum of **ten (10)** pages to address the SOQ evaluation criteria (*excluding* PPVF's and resumes but *including* an organizational chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Minimum font size shall be 10pt. Please provide **one (1) electronic copy** in an unencrypted PDF format to [Engineering-RFQ@mesaaz.gov](mailto:Engineering-RFQ@mesaaz.gov) by **no later than 2 pm on July 20, 2023**. The City reserves the right to accept or reject any and all Statements of Qualifications. The City is an equal opportunity employer. Statement of Qualifications must include the following information (failure to include may result in rejection of Statement of Qualifications):

- a. A statement regarding the Firm's bonding capacity from a surety company or companies holding a Certificate of Authority to transact business in Arizona, issued by the Director of the State of Arizona Department of Insurance. This is to be an appendix to the SOQ and will not be counted in the page limit.
- b. A statement regarding the Firm's insurability from a company or companies lawfully authorized to transact insurance business in the State of Arizona and rated at least A- in the company's current A.M. Best Company online rating. This is to be an appendix to the SOQ and will not be counted in the page limit. Each firm awarded a contract will be required to furnish a certificate(s) of insurance meeting the City's indemnification and minimum insurance requirements as outlined in Exhibit B.
- c. A letter from the firm's insurance company stating the firm's Workers' Compensation Experience Modification Rating (EMR) for the past three (3) years. This is to be an appendix to the SOQ and will not be counted in the page limit. The letter shall be on the insurance company's letterhead and shall be signed by an authorized individual employed by the insurance company.

Provide a signed copy of addenda, if any, in response to this RFQ. It will be the interested firm's responsibility to check the website (see link below) for any updates, including addenda.

<http://www.mesaaz.gov/business/engineering/construction-manager-at-risk-and-job-order-contracting-opportunities>

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and divider pages will not be counted if they do not contain submittal information.

If a firm wishes to submit a brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the City files.

**Please be advised that failure to comply with the above-referenced requirements may be grounds for disqualification:**

## **SECTION VI – SELECTION PROCESS AND SCHEDULE**

A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section V above. The Selection Committee will produce a rank-ordered list of the submitting firms and interviews may or may not be conducted as part of the selection process.

If interviews are not held, the City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked team, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

If interviews are held, the top three (3) to five (5) ranked firms/teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter outlining the criteria to be addressed in the interview and the detailed scoring of the interview process. The City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked firm/team in the final list, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for this project:

Pre-Submittal Conference	<b>July 5 at 2 pm</b>
SOQ's Due	<b>July 20 by 2 pm</b>
Shortlist Interviews	<b>Week of August 28</b>

**By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa's standard contracts, including insurance requirements and, if selected, will execute the City's required contract without modification or exception.** The City of Mesa's CMAR Pre-Construction Services Contract, CMAR Construction Services Contract, General Conditions, and General Conditions – Appendices are available online at the following location:

<http://www.mesaaz.gov/business/engineering/engineering-contracts>

## **SECTION VII – GENERAL INFORMATION**

**RFQ Lists.** This CMAR Request for Qualifications will be listed on the City's web site. The address is <http://www.mesaaz.gov/business/engineering/construction-manager-at-risk-and-job-order-contracting-opportunities>

**Compliance with Arizona Revised Statutes (ARS).** Procurement of construction services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

**Contract Version Updates.** If the Contract version changes after this RFQ is issued and prior to contract negotiations, the newer version of the Contracts will be in effect. It will be incumbent upon the respondent to check the City of Mesa Engineering Department's website for updates.

**Instructions.** The City of Mesa shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum. Firms are to check the City's website to see whether any addenda have been posted.

<http://mesaaz.gov/business/engineering/construction-manager-at-risk-and-job-order-contracting-opportunities>

**City Rights.** The City of Mesa reserves the right to reject any or all SOQ's, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ's received. No binding contract will exist between the submitter and the City until the City executes a written contract.

**Protest Policy:** Refer to City of Mesa Protest Policy: Procurement Rules at <http://www.mesaaz.gov/home/showdocument?id=8712>, Article 6. Protests, Appeals, Debarments, Confidential Information, and Contract Disputes.

No other protest is authorized. By submitting an RFQ response each applicant and every member of their team identified in the RFQ response agree to the terms of this policy.

**Contact with City Employees.** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, to assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

**Questions.** Questions pertaining to the Construction Manager at Risk selection process or contract issues should be directed to Donna Horn of the Engineering Department at [donna.horn@mesaaz.gov](mailto:donna.horn@mesaaz.gov).

Also, to do business with the City of Mesa, you are required to register in the City's vendor system. AMS Vendor Self Service (VSS) provides vendors with a single-entry point to register, provide payment and contact information, and select commodity interests and business types. All vendors who wish to conduct business with the City will be required to update and maintain all information used for the notification of bid opportunities and issuance of payment in the VSS system. The registration guide can be found at <http://www.mesaaz.gov/vendor/>, the actual web portal is at the bottom of the page.





**PAST PERFORMANCE VERIFICATION FORM (PPVF)**

**Directions to Submitting Firm:** Request Public/Private Agencies, for which you have substantially completed (Professional Services, CMAR or JOC) similar work, to fill out a copy of the PPVF for three (3) similar projects. Provide this form to the Agency or Agency’s representative directly responsible for oversight of the project to complete and submit via email to the City of Mesa prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. By submitting this form, you are waiving any claim against the Agency listed for providing information regarding a project.

SOQ Due Date and Time: July 20, 2023 by 2 pm

PROJECT NAME: CP0204 Police Department Headquarters Building Renovation

PROJECT ROLE SUBMITTING FOR: (select one)       **PROFESSIONAL**     **CMAR**     **JOC**

NAME OF COMPANY TO BE EVALUATED: \_\_\_\_\_

NAME OF AGENCY OR FIRM SUBMITTING EVALUATION: \_\_\_\_\_

NAME/PHONE NUMBER OF PERSON SUBMITTING EVALUATION: \_\_\_\_\_

NAME OF PROJECT AND DATE SUBSTANTIALLY COMPLETED: \_\_\_\_\_

**Questions to be completed by Agencies:**

1. Has the above referenced project reached substantial completion? (select one)     **Yes**     **No**
  2. What project delivery method was utilized? (select one)     **DBB**     **CMAR**     **JOC**     **DB**
- What type of services did this firm provide on the project referenced?

\_\_\_\_\_  
\_\_\_\_\_

3. On a scale of 1 to 10 (1 being lowest, 10 highest) rate this company’s performance on the following:

- 
- a. Was the project completed on time? (10=Yes, 0=No) \_\_\_\_\_
  - b. Was the project completed within budget? (10=Yes, 0=No) \_\_\_\_\_
  - c. What was the quality of the work performed? \_\_\_\_\_
  - d. Was staff proactive in solving problems that may have occurred on your project? \_\_\_\_\_
  - e. Would you be willing to contract with this firm again? (10=Yes, 0 = No) \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_

4. Any additional comments.

\_\_\_\_\_  
\_\_\_\_\_

Please email to [Engineering-RFQ@mesaaz.gov](mailto:Engineering-RFQ@mesaaz.gov) by the date and time shown above.