



RATIO DESIGN
1655 GRANT ST
DENVER, CO 80203

RATIODESIGN.COM



REQUEST FOR QUALIFICATIONS (RFQ)

Construction Management/General Contractor Services (CM/GC)

Renovation of the Sedona Public Library

3250 White Bear Road, Sedona, AZ 86336

Submittal Deadline: 18 May 2022 @ 2:00 PM (Arizona)

**Design
for
Impact.**

INDIANAPOLIS
CHICAGO
DENVER
RALEIGH
CHAMPAIGN, IL

PROJECT INFORMATION

The Board of Trustees of Sedona Public Library, Inc. is soliciting Statement of Qualifications from Construction Managers/General Contractors (CM/GC Services) to perform certain construction manager/general contractor services in accordance with the desires of SPL and Arizona Code for the renovation of the existing Sedona Public Library (SPL) building, located at 3250 White Bear Road, Sedona, AZ 86336.

BACKGROUND

Sedona Public Library is a private 501c3 not-for-profit corporation governed by a Board of Trustees. The SPL was founded in 1958 and is currently in the beginning phase of a library renovation with a mission to update and renovate the library building, a 28-year old, 26,000 +/- square foot facility. SPL's vision for this renovation is to upgrade, enhance, modernize, renovate, and revitalize the library building for maximum patron benefit to create diverse collections, meeting, technology, and gathering spaces, as well as redesign staff space for better workflow.

Currently SPL is funded with monies from the City of Sedona, Yavapai and Coconino Counties, and the Friends of the Sedona Library, Inc., and donations and grants from individuals and foundations. The construction of the current facility was funded entirely by the Sedona community, and there is a great deal of pride of ownership by past and current Sedona residents. It is anticipated this project will be funded from a combination of Reserves of SPL and fundraising.

It is anticipated this Project will be implemented through a phased approach in response to available funding and to maintain safe and efficient library operations during the construction. A phased strategy has not been developed and would include input from the CM/GC.

RATIO Architects, LLC. of Denver, CO was retained in 2021 to provide the Library with a Feasibility Study. The Feasibility Study is available on the SPL website at www.sedonapubliclibrary.org. RATIO was retained in December 2021 to serve as Architect of Record for this project and is currently engaged in Schematic Design to implement the recommendations of the Feasibility Study. The value of the enhancements in 2021 was projected to be approximately \$6M.

It is the intent of SPL that the three main components of the Project Team will consist of SPL, members of the Architect and their engineering team, and the CM/GC.

The selection of a CM/GC for this project is a two-step process. SPL is utilizing a Qualifications Based approach to shortlisting CM/GC candidates. Respondents will be evaluated based upon the criteria listed in this RFQ. Not less than three qualified candidates will be invited to an interview. A fee proposal will be requested of shortlisted CM/GC candidates. A recommendation will be made to the SPL Board of Trustees.

The SPL contact for questions and information regarding the RFQ is:
Judy Poe, Library Director
Jpoe@sedonapubliclibrary.org

The Architect for the project is:

RATIO Architects, LLC.
Dennis Humphries, Principal in Charge
dhumphries@ratiodesign.com
Antone Sgro, Project Manager
asgro@ratiodesign.com

REQUIRED SERVICES (Scope of Work)

Throughout the project the CM/GC shall provide SPL with professional construction management and desired general contractor services and represent SPL's interests in completing the project on time, within budget, and as planned with a minimum of difficulties. It is anticipated that AIA Document A133-2009 will form the basis of the Agreement for CM/GC services; provided however, SPL reserves the right to change, modify or amend the Form of Contract in formulating the final contract to be entered into by SPL. The contract will contain the necessary elements and meet the requirements contained in applicable Arizona Code. CM/GC services shall include, but are not limited to, pre-construction services through design of the project and construction services as desired by SPL through completion of those services. For purposes of the RFQ, proposers should describe their qualifications to provide CM/GC Services as those services are generally described in the Form of Contract.

Preconstruction services would begin immediately upon selection with the CM/GC's first cost estimate of the Schematic Design phase due in approximately two weeks after the signing of the Agreement. The services of the CM/GC could be terminated by SPL if an acceptable GMP cannot be reached at the conclusion of the Construction Document phase. In that event, SPL will compensate the CM/GC for their preconstruction services, and may pursue other options, with no further obligation to the CM/GC.

RESPONSE, FORMAT, CONTENT, AND EVALUATION CRITERIA

Responses must include the following information in this sequence. Respondents are invited to include innovative methods and procedures, which they can provide to assist in ensuring successful completion of the project. Unique qualities and/or capabilities and cost efficiencies may be identified. For each of the specific areas listed below, your responses should include a description of responders' qualifications to service as a CM/GC. Responses will be scored and ranked.

Written Requirements for RFQ

1. **Cover Letter** (Limit to one page)
2. **Company Profile:** Describe your firm's history, size, resources, philosophy of service, typical volume of work, financial stability, and basic construction management techniques and methods. Describe how your particular expertise, experience and/or techniques can be an advantage to SPL in completing the project.
3. **Project Approach:** Describe your approach to providing CM/GC services described in the Form of Contract. A) Preconstruction Services, B) Construction Services as a CM/GC. Discuss how you would provide leadership to facilitate teamwork and communications among all parties involved in the project. Identify personnel to whom construction management responsibility will be assigned by names, titles, roles,

qualifications, experience, and resumes. Provide an organizational chart clearly illustrating proposed staffing.

4. **Project Budget Control:** Submit detailed description of how your firm provides and periodically updates construction cost estimates and participation in Value Management during project design, and successfully tracks and reports construction costs, including line items costs for each bid package, fee, permits, reimbursable costs, CM/GC fees and all other project costs. Provide the resume of the lead estimator with written description of their experience with similar projects.
5. **Scheduling:** Describe the primary scheduling techniques you use and the software you will employ to produce an effective construction schedule. Provide examples of successful construction management and scheduling services provided on complex, multi-phase projects. Discuss in detail how you intend to enforce contract schedule compliance.
6. **Past Performance:** Name three (3) recent and relevant projects of similar size and scope to that of SPL that you completed demonstrating your firm's ability to manage and complete projects within budget and on schedule. Include a current contact information from the owner of each project.

Ranking of Submittals will be based upon the following scoring:

<i>Proposal Element</i>	<i>Maximum Score Points</i>
1. Cover Letter	5
2. Company Profile	15
3. Project Approach	20
4. Project Budget Control	20
5. Scheduling	20
6. Past Performance	<u>20</u>
Total	100

RESPONSE SUBMISSION PROCEDURES

1. Written responses to the RFQ will be accepted by the Sedona Public Library until 2 PM local time on 18 May 2022. Responses should be emailed to Judy Poe, Director at jpoe@sedonapubliclibrary.org and Antone Sgro, Architect with RATIO at asgro@ratiodesign.com.
2. Submittals shall be dated and signed by a duly partner or corporate officer and clearly marked: "Construction Management/General Contractor Qualifications Proposal".
3. All questions regarding the RFQ must be directed to Judy Poe, Director at jpoe@sedonapubliclibrary.org. All questions must be submitted in writing by 03 May 2022 and directed to Ms. Poe and Mr. Sgro. Response to significant questions will be answered by Addendum to this RFQ. Submitting firms are encouraged to visit the library prior to responding, however, firms are requested to NOT contact library staff or Board members.
4. Those interested in submitting a response to the RFQ are responsible to make sure they have any and all addenda to the RFQ issued by SPL and that they consider any addenda in their response. In the event that it is necessary to revise any part of the RFQ, timely addenda will be posted on the Library's web page and sent via e-mail to those firms that have submitted a request to the Library Director to be sent a copy of any addenda.

SELECTION TIMELINE AND PROCEDURES

The estimated RFQ schedule is as follows:

RFQ Advertisement	19 April 2022
RFQ Available	19 April 2022
RFQ Questions Due	03 May 2022
RFQ Responses Due	18 May 2022 @ 2 PM
Evaluation/Ranking	19 May- 25 May 2022
Notification of Interviews	26 May 2022
Fee proposal for shortlisted candidates	08 June 2022
Interviews and Selection	15 June 2022
Recommendation to Board of Trustees	21 June 2022

SPL may modify this schedule. Representatives of the Board of Trustees and their designees will evaluate all responses and participate at the interviews.

PROPOSAL GUIDELINES

1. SPL will not be liable for any costs incurred in the preparation and productions of a proposal or any work performed prior to the execution of a contract for Construction Manager Services.
2. All responses and other materials submitted will become the property of SPL.
3. All information contained in the RFQ and acceptable provisions of the selected firm's response may be made a part of the contract for CM/GC Services.
4. SPL reserves the right to:
 - a. Waive any informalities or irregularities and reject any or all responses received as a result of this RFQ.
 - b. Following the initial selection, negotiate the scope of services, contract terms and compensation for Construction Management Services provided.
 - c. Conduct investigations required to determine the respondent's performance record and ability to perform the work specified as part of the RFQ.
 - d. Modify any dates or times in the RFQ.
 - e. Supplement, amend, or otherwise modify the RFQ or cancel this request with or without substitution or another RFQ.
 - f. Disqualify any respondent who fails to provide information by date requested herein, who provides inaccurate or misleading information or data, who has any real or apparent conflict of interest or on the basis of past performance with SPL.

END OF REQUEST FOR QUALIFICATIONS