

Request for Qualifications
Construction Management at Risk Services

For

Construction of
Edgewater Clubhouse and Associated Buildings
New Town NW Route
SOIB-7-023(056)925, PCN 21942

At

Edgewater Country Club
New Town, North Dakota

July 26, 2017

Ron Henke, P.E.

INTERM DIRECTOR

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

**PROPOSALS MUST BE DELIVERED TO
STEVE CUNNINGHAM
ENVIRONMENTAL AND TRANSPORTATION SERVICES DIVISION
BY
12:00 PM CENTRAL TIME AUGUST 21, 2017**

PROJECT OVERVIEW

The North Dakota Department of Transportation (NDDOT) is requesting Statements of Qualifications for Construction Management at Risk services (CMAR) for the construction of a new clubhouse and associated buildings for the Edgewater Country Club. The new buildings will be located on the existing golf course property and property acquired by the NDDOT in New Town, ND on the Fort Berthold Reservation.

The NDDOT will be constructing a new highway (ND 23). This highway will bisect Edgewater Country Club. Construction is anticipated to commence during the fall of 2017 and be completed in 2019. To minimize disruption to the operation of the New Town Golf Course, construction will occur in two phases. During Phase I, the existing golf course will continue to operate as normal while construction occurs north of the existing golf course on the replacement site and the newly constructed highway. The clubhouse and the associated buildings will be constructed in junction with Phase I of the highway project. After Phase I, operation of the golf course will be relocated to the newly constructed features (buildings and golf holes) on the replacement site. During Phase II, construction on the existing golf course will occur. During this time, the New Town Golf Course will experience some temporary disruption (e.g., lack of driving range, temporary holes, construction noise/sights); however, it will remain open and playable as a nine-hole golf course throughout the duration of construction activities. Tribal Employment Rights (TERO) will apply.

SELECTION COMMITTEE

The selection committee will be comprised of individuals from the following entities:

- NDDOT
- KLJ
- New Town/Edgewater Country Club
- Contractor

Members of the selection committee are not eligible to submit a proposal or bid on this project.

PROJECT INFORMATION

The project consists of the design and construction of a clubhouse, cart shed(s) and maintenance building.

Clubhouse, Cart Shed(s) and Maintenance Building

- The existing clubhouse, parking area, access road, cart sheds and maintenance building will be removed and replaced in-kind in accordance with current building codes
- Clubhouse^a
 - The new clubhouse will be approximately 4,700 square feet on the main floor and 4,700 square feet on the basement
 - The entrance of the clubhouse will face easterly, with the rear of the building facing Lake Sakakawea
 - The main floor will consist of a vestibule, bathrooms (male and female), conference room, dining room, pro-shop, office, kitchen, storage and bar area
 - Main floor ceilings will be a minimum of 10 feet
 - The security system and the public address (PA) system will be replaced in-kind
 - A commercial grade kitchen and bar will be installed
 - A desk for the office and a counter in the pro-shop will be provided
 - The lower level will consist of cart storage (3,500 square feet), dry storage and a mechanical area
 - The rear of the building will include access to a wood deck with a railing and stairs
 - Flooring and finishes will be replaced based on current building codes while being consistent to what is currently in the clubhouse
 - The clubhouse parking area and access road connecting the clubhouse to the new roadway will be paved
- Cart shed(s) and maintenance building
 - New cart shed(s) will be constructed to replace the existing cart storage capacity (i.e., 30 units/6,000 square feet)
 - A new maintenance building (4,000 square feet) will be constructed to replace the existing maintenance building.

Construction

- Edgewater Country Club will not close due to the construction of the new holes, buildings or modifications to existing holes.
- Construction will occur in a minimum of two phases
 - Phase 1 will occur north of the existing golf course. During this phase, Edgewater Golf Course will function as it does today while the following features are constructed:
 - Three (3) new golf holes
 - Clubhouse and parking lot

^a Please refer to Appendix C: Clubhouse. *Note: Minor modifications may be made as the design process is completed with the permission of Edgewater Country Club*

- Putting green
 - Portions of the highway north of the existing golf course
 - Maintenance building and cart shed(s)
 - Tee boxes for existing hole 8
- Phase 2 will occur once the new golf holes are completed and open for play. During this phase, the following will be completed:
 - Modifications to the existing holes 2, 7, and 9
 - Driving range and gravel parking lot
 - Tunnel
 - Portions of the highway within the existing golf course

BUDGET

The total funding available, including furniture, fixtures, equipment and fees, is \$3,500,000 to \$4,500,000.

PROJECT SCHEDULE

The selected CMAR will be expected to assist the Owner and Architect and to manage the overall project schedule. A general project schedule, including the design process and targeted construction dates, is summarized below. This schedule is subject to change.

| | |
|--------------------------------|---------------------|
| Construction Documents | December 2017 |
| GMP (Guaranteed Maximum Price) | Early February 2018 |
| Construction Start | Spring 2018 |
| Substantial Completion | November 2018 |

SCOPE OF SERVICES

The selected CMAR will provide preconstruction phase services during the finalization of the design documents and construction phase services for this project. The selected CMAR will act as an advisor during the preconstruction phases and as the general contractor during the construction phases of this project.

The scope of services includes, but is not limited to, the following:

- a. Provide value engineering and constructability reviews of the Contract Documents and recommendations to the Owner and Architect.
- b. Prepare and periodically update a project schedule.
- c. Provide recommendations for fast-track or accelerated scheduling, procurement, and construction phasing.
- d. Prepare full quantitative preliminary estimates for design development and construction document phases corresponding to the anticipated work package breakdowns.
- e. Assist in design document review and coordination.
- f. Assist in development of specifications.
- g. Provide a Guaranteed Maximum Price proposal (GMP).
- h. Prepare and implement contracts with all subcontractors/suppliers.
- i. Provide construction services, including, but not limited to, construction of the project and the services listed below:

- Coordinate all work packages and subcontractors/suppliers.
- Establish, monitor, and enforce the construction schedule.
- Prepare project construction reports, minutes, and schedules.
- Develop and implement a quality assurance plan.
- Maintain record document set.
- Implement and monitor safety program.
- Implement a system for cost control.
- Monitor and follow up on any warranty issues.

TYPE OF CONTRACT

A Standard Form of Agreement Between Owner and Construction Manager as Constructor and General Conditions based on AIA Documents A133-2009 and A201-2007 will be used for the contract between the selected CMAR and Owner.

When the drawings and specifications are sufficiently complete, the CMAR shall propose a Guaranteed Maximum Price (GMP) to construct the project. AIA Document A133-2009 will be used to amend the contract upon acceptance of the GMP by the Owner. All negotiations for GMP shall be open-book negotiations.

EVALUATION AND SELECTION PROCESS

Qualified parties interested in performing the work must submit ten (10) hard copies of their proposal and one (1) electronic copy in PDF format (e.g. flash drive). Both the hard copies and electronic copy must be sealed and clearly labeled, as well as, submitted prior to the date and time listed on the cover of this RFQ to be considered. Late proposals will not be considered. All proposals must contain the following:

- Qualifications and response to Evaluation Criteria
- Resumes
- Contractor's Qualification Statement (AIA A305-1986)
- Requested attachments
- Certificates of Insurance
- Proof of the following (if not included elsewhere in your qualifications submittal):
 - Compliance with Worker's Compensation & other applicable labor requirements
 - A Drug-Free Workplace Certification
 - Equal Opportunity Employer

Proposals shall be submitted to:

Steve Cunningham
Environmental and Transportation Services Division
NDDOT
608 East Boulevard Avenue
Bismarck, ND 58505
scunning@nd.gov

- Each proposal shall contain a cover letter signed by an authorized officer who can sign contracts for the firm. The pages of the cover letter will not be counted as a part of the pages. Also include the individuals email address below each signature on the cover letter.
- The proposal pages shall be numbered and must be limited to 8 (8 ½ by 11, minimum of size 12 font) pages in length. Proposals that exceed the page length requirement will not be considered. This section should contain your approach and project specific plan.
- The proposal may include an appendix. The pages in the appendix will not be counted as a part of the pages. The appendix should include the following:
 1. The Contractor License, Insurance & Bond statements, and Tab sheets are excluded from the 8 page maximum. Three ring binders are acceptable.
 2. Project Controls personnel – their functions are primarily document control, cost management and scheduling.
 3. Listing of Project Experience is limited to five (5) relevant projects. Work in progress is eligible. Projects are not limited to the last five (5) years.
 4. Listing of Project Performance is limited to the last five (5) years, including work in progress.
 5. Listing of any and all lawsuits or litigation in the last five (5) years.

Each proposal will be evaluated by a selection committee. Firms not selected to be interviewed will be notified in writing.

Selection will be on the basis of the following weighted criteria:

1. Experience of the firm (25%)
2. Experience and ability of professional personnel (20%)
3. Management/Methodology (25%)
4. Recent, current, and projected workload of the person or firm (20%)
5. Safety record (5%)
6. Compliance with State & Federal law (5%)

The proposed schedule for selection of the CMAR is as follows;

| | |
|----------------------------------|-----------------------------------|
| Advertise for Qualifications | July 26, August 2 & 9, 2017 |
| Qualifications submittals due | August 21, 2017 |
| Review qualifications submittals | Late August 2017 |
| Formal interviews | Early September 2017 |
| Selection of CMAR | Mid to late September 2017 |
| Negotiate contract | September 2017 – Mid October 2017 |
| CMAR begins services | Mid October 2017 |

Experience of the Firm

Demonstrated experience in projects with comparable scale, complexity, and function.

1. Provide a list of recent projects similar in size, type, dollar value, and complexity for which your firm has acted as CMAR.
2. Select three of the projects as specific examples of your capabilities. Provide the following additional information for each of these projects:
 - Project name, location, and year built
 - Owner and name/phone number of Owner's representative
 - Architect's representative name/phone number
 - Color images of the project
 - Timeframe for construction (Notice to Proceed to Substantial Completion)
 - Delivery method and role of your organization
 - Construction cost, including contracted construction cost and amount of change orders
 - Name of your project manager

Experience and Ability of Professional Personnel

Qualifications of the project team members proposed for the project, including a clear definition of their primary responsibility. The section shall also include:

1. An organization chart for all members on the designated team.
2. Indicate the names of employed persons that will be designated as the project manager and construction manager. Indicate the person that will serve as point of contact for all matters relating to management of contract.
3. Provide resumes of the project team members.
4. Identify where the staff members will conduct business for this project
5. Provide at least three client references with name, organization, telephone number, and e-mail address.

Management/Methodology

1. Pre-Construction Services Plan – Outline your firm's approach for project management in a team structure with the Owner's project organizational structure for project delivery. Describe the attributes the CMAR provides to the design, value engineering, cost estimating, constructability, logistics, and scheduling during design development.
2. Indicate your intent to complete the Work within the negotiated fee and include general references where this has been accomplished.
3. Describe your methodology for working with the Owner and Architect to deliver a GMP and to maintain the GMP throughout the design and construction process.
4. Present an outline of the basic work plan anticipated to accomplish the work.

5. Describe special services, product characteristics, or other benefits provided by your firm including examples of Quality Assurance programs, Constructability Methods, and experience with “Building Information Modeling” (BIM).

Recent, Current and Projected Workload of the Person or Firm

1. Agreement, unless prevented by circumstances outside the firm’s control, to retain the CMAR and other team members on the project until all work under this contract is complete.
2. Firm shall provide a list of current and projected work to ensure this project can be completed in the proposed timeline.

Safety Record

1. Describe your firm’s safety record over the last five years.
2. Describe your safety plan to be utilized during construction.

Compliance with State & Federal Law

1. Describe your compliance with state and federal law. Complete AIA Document A305-Contractor’s Qualification Statement, which is attached to this RFQ as Exhibit A. Include the completed form and any required attachments in an appendix at the end of the qualifications submittal.
2. List your ability to provide the required insurance.
3. List your compliance with and/or ability to provide the following. (Attachments, if any, should be included in an appendix at the end of the qualifications submittal.)
 - Worker’s Compensation and other applicable labor requirements
 - A Drug-Free Workplace Certification
 - Equal Opportunity Employer

SELECTION PROCESS

The process is a Qualification Based Selection (QBS). The Selection Committee formed by NDDOT will review the SOQ to determine with respondent is best qualified to perform the work. NDDOT reserves the right to short list qualified firms. The short list firms will be interviewed, and the final selection will be based on the SOQ and the interview. A separate interview letter will be issued to the short-listed firms, containing the evaluation criteria for the interview. The decision as to the process, timing, and selection will be based entirely on the NDDOT.

Upon selection of the most qualified firm, NDDOT will negotiate with the selected firm to determine the scope of services, contract terms, conditions, and fees for the contract(s), subject to the approval of NDDOT. If NDDOT is unsuccessful in negotiating a contract with the selected firm, NDDOT may then negotiate with the second (and in turn, the third) most qualified firm, or may decide, in its sole and absolute discretion, to terminate the selection process.

Fees & Expenses

Qualifications submittals shall not include any information regarding fees, pricing, or other compensation. Such information will only be solicited from the highest ranked CMARs invited to formal interviews. This information is provided for reference only.

The highest ranked CMARs will be requested to submit the information listed below as supplemental information pertaining to Fees & Expenses upon request of the Owner prior to formal interviews.

1. Describe proposed compensation basis for preconstruction services including all personnel time, travel costs, and miscellaneous expenses. If compensation for personnel time is to be on an hourly basis, provide a fully burdened hourly rate schedule (including both profit and general office overhead) for all personnel that will provide preconstruction services.
2. List estimated bonding and insurance costs.

SUBCONTRACTOR SELECTION PROCESS

The CMAR is hereby notified that NDDOT will not recognize subcontractors as having any function in the work other than as employees of the CMAR. Prior to submitting qualifications for any subcontractors, the CMAR shall be responsible to ensure that subcontractors have read the General Conditions and are familiar with the terms and conditions of the Contract Documents as said terms and conditions may affect their work.

The CMAR selected for this project shall select subcontractors for the work items the CMAR chooses not to perform. NDDOT may influence the selection of the subcontractors, based on experience with a subcontractor or a current legal dispute with a subcontractor.

BONDS, CERTIFICATIONS, AND INSURANCE

BOND REQUIREMENTS

The CMAR is responsible for furnishing a Performance-Payment Bond as security for faithful performance of the contract and furnishing materials in connection with the contract.

The CMAR is responsible for ensuring all requirements of the North Dakota Century Code relating to bonds are met.

PERFORMANCE BOND

This project requires a performance bond. The amount of performance bonds shall be 100 percent of the contract amount. NDDOT requires additional performance bond protections if the contract price is increased for any reason. The increase in protection shall generally equal 100 percent of the increase in contract price. AIA Document A312-2010 Performance Bond will be used to execute the performance bond.

PAYMENT BOND

This project requires a payment bond. The amount of payment bonds shall be 100 percent of the contract amount including any increase or decrease. AIA Document A312-2010 Payment Bond will be used to execute the payment bond.

CERTIFICATIONS

To the extent required by applicable law and consistent with the obligations contained in the Contract Documents, the CMAR is advised that prior to execution of the Contract Documents, the selected CMAR may be required to submit certain certifications, including, but not limited, to:

- A certification regarding compliance with Worker's Compensation and other applicable labor requirements
- A Drug-Free Workplace Certification
- Non-Collusion Affidavit
- Equal Opportunity Employer
- Any other certifications requested by the Owner to ensure compliance with state and federal law

INSURANCE

Any CMAR submitting qualifications shall include a certificate of insurance indicating liability coverage. For all phases of the Project, the CMAR shall purchase and maintain insurance as set forth in Article 11 of AIA Document A201-2007 General Conditions of the Contract for Construction. The CMAR shall maintain the required insurance in force continuously from before commencing work for a period of at least twelve months after final completion, or for such longer period as may otherwise be required by the Contract Documents.

Type of Insurance

Limit of Liability

Workers' Compensation

state statutory limits

Commercial General Liability

\$2,000,000 per occurrence
\$2,000,000 general aggregate
\$2,000,000 aggregate products & completed operations
The policy shall include a "stop-gap" Employers Liability endorsement to cover the employer's liability for injury to employees which fall outside the State's Workers' Compensation laws.

Automobile Liability
(covering all owned, non-owned, and hired automobiles, trucks and trailers)

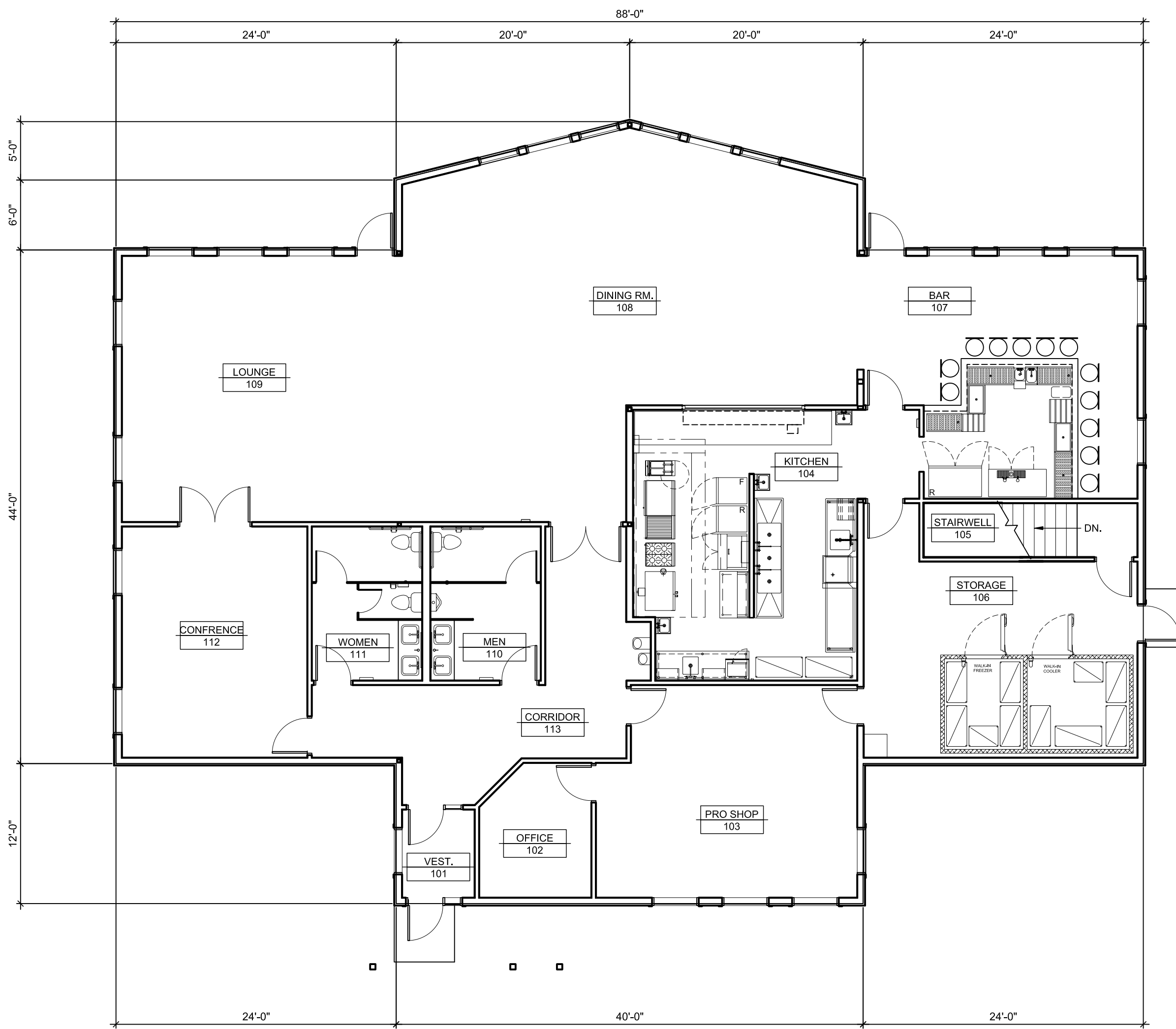
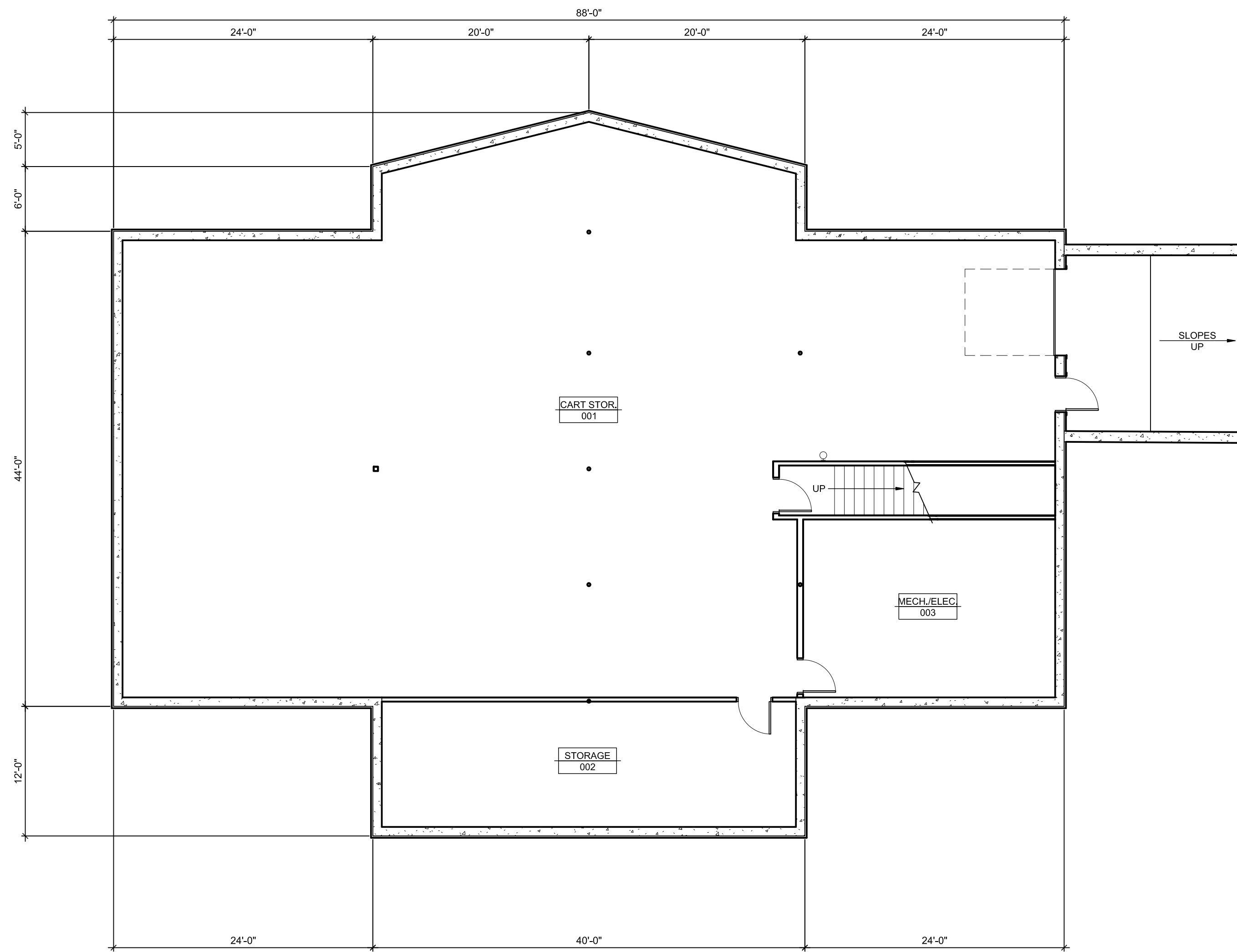
\$2,000,000 per occurrence

Other insurance deemed necessary by the CMAR including, but not limited to, coverage on the CMAR's or subcontractor's equipment.

An umbrella or excess liability insurance policy may be used to supplement the CMAR's policy limit to satisfy the full policy limits required.

ADDITIONAL INFORMATION

All rules and regulations of the North Dakota Century Code pertaining to selection of a CMAR shall supersede any requirements contained herein. Individual firms and business organizations are encouraged to review all requirements of the North Dakota Century Code prior to submitting qualifications.



1 BASEMENT FLOOR PLAN
A2.1 SCALE: 1/8" = 1'-0"

4,692 SF

2 MAIN FLOOR PLAN
A2.1 SCALE: 1/8" = 1'-0"

4,692 SF

REVISION

DATE

NO.

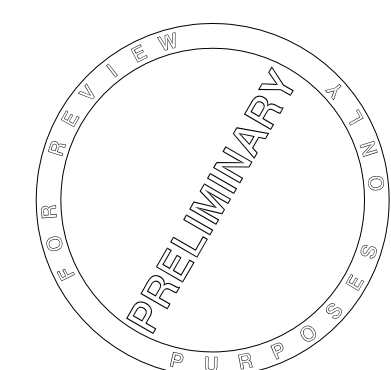
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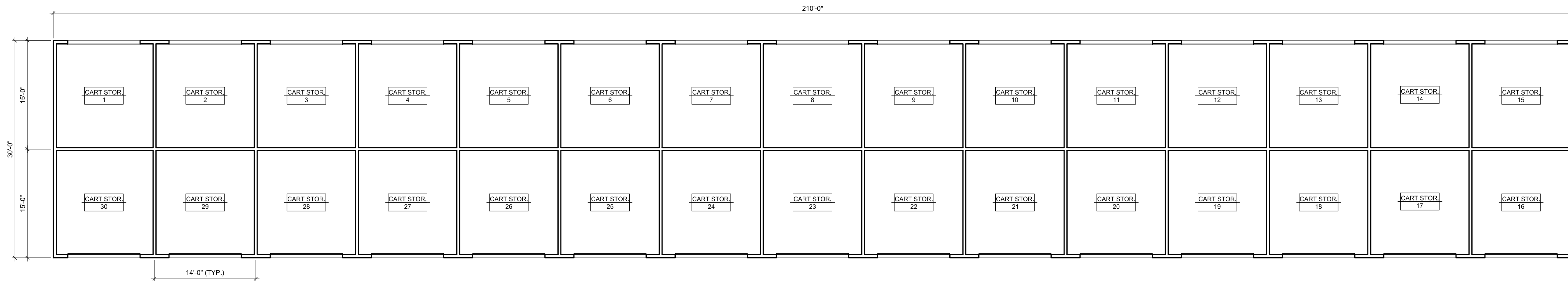
PROJECT NUMBER

ISSUE DATE

EDGEWATER COUNTRY CLUB
NEW CLUBHOUSE
NEW TOWN, NORTH DAKOTA
CLUBHOUSE FLOOR PLANS

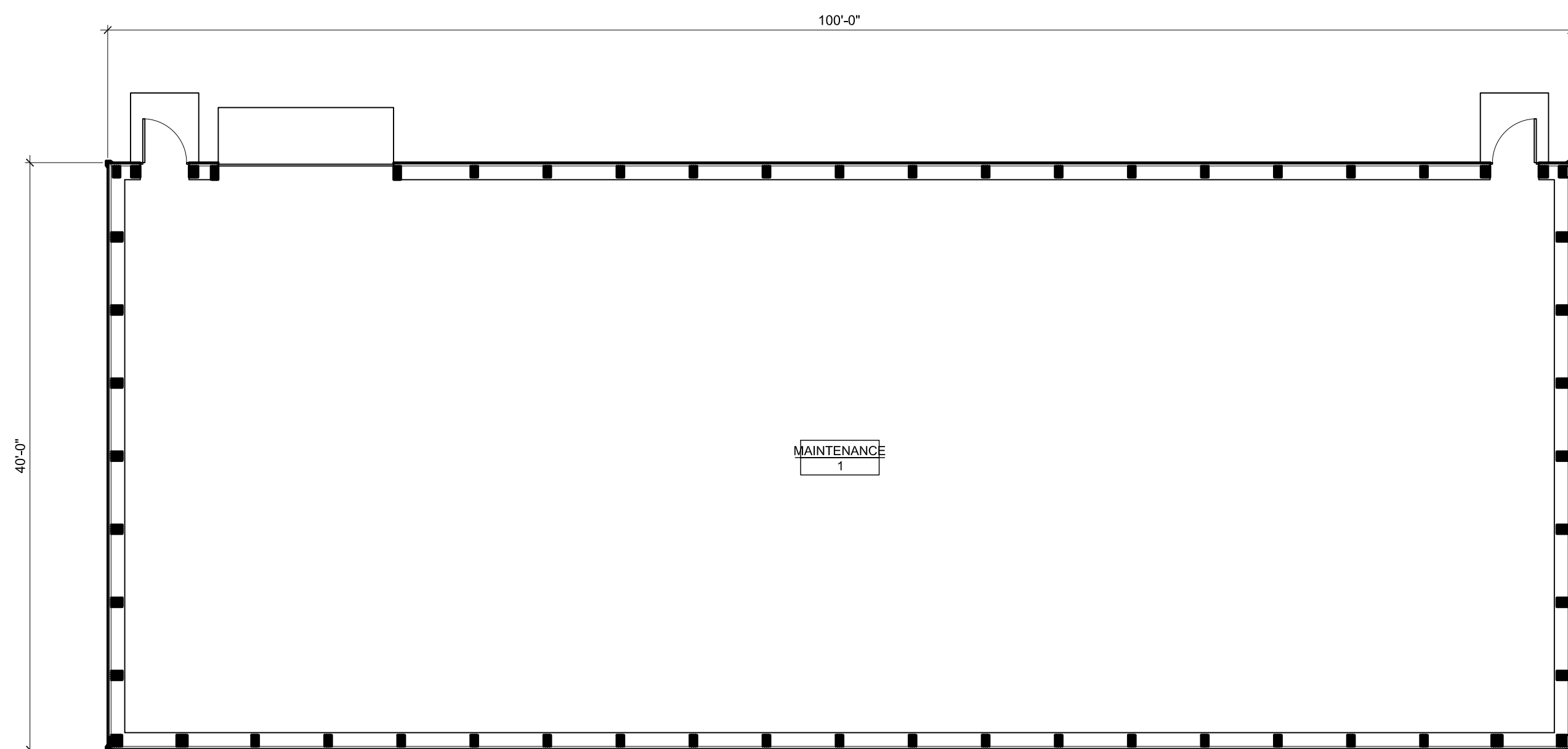


SHEET
A2.1



1 CART STORAGE FLOOR PLAN
A2.2 SCALE: 1/8" = 1'-0"

6,300 SF



2 MAINTENANCE SHED FLOOR PLAN
A2.2 SCALE: 1/8" = 1'-0"

4,000 SF



REVISION

DATE

NO.

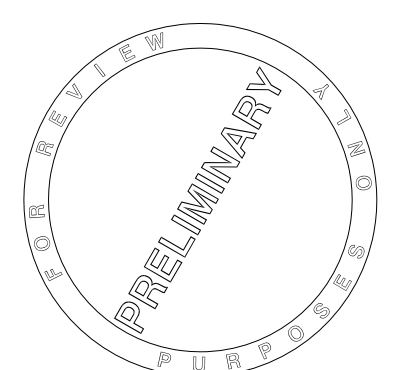
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REVIEWED

PROJECT NUMBER

ISSUE DATE

EDGEWATER COUNTRY CLUB
NEW CLUBHOUSE
NEW TOWN, NORTH DAKOTA
CART STORAGE & MAINTENANCE SHED FLOOR PLANS



SHEET
A2.2