



REQUEST FOR QUALIFICATION
CALHOUN COUNTY ADMINISTRATION
DEPARTMENT OF PURCHASING
CONSTRUCTION MANAGEMENT- RFQ #101-15

The County of Calhoun is requesting written statements of qualification from general contractors to provide construction management for the reconstruction of Tenth District Court office space located in the Justice/Correctional Facility in Battle Creek.

The County may choose to enter into negotiations with the most qualified respondent, as a result of this solicitation, to be determined by the Purchasing Department representing the Calhoun County Board of Commissioners. Questions regarding this request should be directed to:

Leslie Obrig, Purchasing Coordinator
Calhoun County
315 West Green Street
Marshall, MI 49068-1585
(269) 781-0981
lobrig@calhouncountymi.gov

Applicants shall present FOUR (4) copies of their Statement of Qualifications no later than ***JANUARY 29, 2015 @ 3:00AM LOCAL TIME***, to the following physical location: Purchasing Department, County Building, 315 West Green Street, Marshall, MI 49068. The sealed envelope shall be clearly noted ***"CONSTRUCTION MANAGEMENT SERVICE - RFQ #101-15"***.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

I. SCOPE OF SERVICES

The County of Calhoun is seeking qualification statements from general contractors in order to manage the reconstruction of 1,600 square feet of office space in the third level of the Justice Complex in Battle Creek. The estimated cost of demolition and reconstruction is approximately \$50,000.00. The County is seeking an estimated amount for management fees. The growth of departments and the relocation of offices within the 10th District Court has made this move essential. There will be six (6) offices reconfigured, five (5) workstations, a lobby and one (1) small bathroom added.

As a result of this solicitation, the County may request a combination of services related to construction management including: pre-construction, construction, and closeout phases of the project. Qualifications provided in response to this request shall address the respondent's ability to provide the various services required in each construction phase which would include, but not be limited to, the elements as follows:

I(1) Pre-Construction Phase

- (1) Establish the roles and responsibilities of owner, owner-selected design firm and construction manager.
- (2) Create a construction schedule including important milestones for the project completion.
- (3) Work with owner-architect on office space
- (4) Estimate construction costs and operation expenses.
- (5) Coordinate and facilitate a bid strategy meeting with owner's representatives.
- (6) Develop bid packages and recruit motivated qualified contractors to participate in the bidding process.
- (7) Organize and conduct pre-bid conference.
- (8) Evaluate bids based upon subcontracts qualifications, compliance with bid requirements, and price.
- (9) Present subcontractor recommendations for owner's final approval.
- (10) Award contracts to approved trades and subcontractors.

I(2) Construction Phase

- (1) Monitor construction progress, cost, quality, and safety/risk management throughout the construction process.
- (2) Process and monitor accounting risk management documents including Waivers of Lien, Sworn Statements, Insurance Coverage Logs, Contract Execution Logs, and Monthly Invoicing.
- (3) Document daily site activities and conditions into a prepared weekly report.
- (4) coordinate and conduct bi-weekly construction status meetings including look ahead schedules.

- (5) Daily on-site presence to insure subcontractor compliance with construction schedule, quality, and safety.
 - (6) Ensure building practices and use of construction material are in full compliance with all national and local building codes and that environmentally safe and sound practices are employed.
 - (7) Implement policies and practices that do no disrupt the functions of the building or safety of the County employees and visitors to the building.
- I(3) Close-Out Phase
- (1) Assemble and delivery closeout documents to the owner (warranties, completed punch lists, as-built drawings.).
 - (2) Create construction punch-list and follow through to completion.
 - (3) Organize an 11-month walk-thru with owner following the completion of the project to closeout the warranty period.

II. STATEMENT OF QUALIFICATIONS

Statements of Qualifications should include:

- II(1) Briefly identify your firm, organizational structure and support resources available to complete the scope of work detailed previously in this RFQ.
- II(2) List the qualifications of key personnel who would be assigned to this project including relative experience, degrees, certifications and professional affiliations.
- II(3) Provide references including name and phone number for recently completed projects of a similar scope to the consulting work required in this RFQ.
- II(4) Briefly propose a general work plan to complete the reconstruction of the identified office space relative to the scope of work as defined in this RFQ. Include with the plan a tentative schedule of activities and proposed completion date.
- II(5) Provide the general contractors construction management Fee as a percentage of construction costs for the project.
- II(6) Concluding Statement- The proposer should state the reasons in requesting consideration for providing the County with Consulting services. Proposers may include a maximum of one page of additional information not included above, if it is deemed useful and applicable to this project.

The County reserves the right to accept or reject any or all proposals and to waive informalities and irregularities in proposals or qualification procedures, and to accept any proposal determined by the County to be in the best interests of the County.

