



Procurement Division
20201 E. Jackson Drive, PO Box 1019
Independence, MO 64057

REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P) #26027
CONSTRUCTION MANAGER AT RISK SERVICES FOR MUNICIPLE SERVICES OPERATIONS CENTER

ATTENTION RESPONDENT – COMPLETE AND RETURN THIS COVER SHEET WITH RESPONSE

Responding Firm _____ Phone Number _____
(Please print or type)

Address _____ City _____ State _____ Zip _____

Name of Authorized Agent _____ Email _____

The only authorized source for Request for Qualifications/Proposal (RFQ/P) forms, addenda, and information regarding this RFQ/P is www.publicpurchase.com. Using RFQ/P forms, addenda, and information not obtained from www.publicpurchase.com creates the risk of not receiving necessary information about the RFQ/P that may eliminate your proposal from consideration.

Submit questions regarding this RFQ/P online at www.publicpurchase.com by deadline in the RFQ/P schedule.

Proposals shall be submitted online via www.publicpurchase.com by the date and time indicated. Paper, fax, or email responses will NOT be accepted and will not be returned to sender. Proposals are sealed in a virtual lockbox that can only be opened after the Request for Qualifications/Proposals (RFQ/P) closing date and time, to maintain confidentiality of the proposal. All proposals are subject to the terms and conditions herein.

Submission of a proposal shall be deemed a firm offer and is not revocable within 120 days after response deadline.

REQUEST FOR QUALIFICATIONS/PROPOSALS – RFQ/P #26027
CONSTRUCTION MANAGER AT RISK SERVICES FOR A NEW MUNICIPAL SERVICES OPERATIONS CENTER

1. INTENT

The City seeks construction management firms with highly qualified personnel with extensive experience and expertise having previously provided full-service preconstruction and construction management services (CMAR) for complex and challenging projects. The City invites interested and qualified construction management firms desiring to be considered as the Construction Manager for this project to submit a statement of qualifications identifying their qualifications for providing the construction management services required of this project.

2. SCOPE OF SERVICES

The City has selected the Construction Manager at Risk delivery method for the construction of this project. It is the City's intention to select a construction management firm which demonstrates a thorough understanding of this delivery method, including the inherent relationships between the owner, designer, and construction management firm; which demonstrates the ability and experience to effectively work in an environment that embraces collaboration, communication and teamwork between all parties to achieve the City's goals for this project; which proposes highly qualified and experienced personnel to be assigned to the project, including a commitment to maintaining the identified personnel throughout the duration of the project; and which demonstrates experience having successfully provided construction management services for similar type projects as this proposed project. This contract method has been selected in order to achieve the following objectives:

- A. To integrate the experience and expertise of the Construction Manager into a Project Team environment with City staff and the Architects and Engineers, to cooperatively work in a team-oriented environment to successfully achieve the City's goals for the project.
- B. To utilize the expertise and resources of the Construction Manager during the preconstruction phase to advise on various design decisions being considered and how those decisions may impact cost, quality, and schedule.
- C. To utilize the expertise and resources of the Construction Manager during the preconstruction phase to advise on constructability issues and alternate construction methods/materials that may benefit the owner in areas such as cost, construction efficiencies, operational efficiencies, product durability, etc.
- D. To utilize the expertise and resources of the Construction Manager during the preconstruction phase to provide periodic reviews of the project scope and budget, and to develop periodic cost estimates in order to verify the project scope and budget are in balance.
- E. To utilize the expertise and resources of the Construction Manager during the construction phase for management of all construction related activities, to provide the City with a single point of responsibility for all activities including bidding and budget control, subcontractor scheduling and coordination, follow-up warranty work, and all other construction related activities.

- F. To provide opportunities for concurrent design and construction activities, to the extent such concurrent activities are deemed appropriate and beneficial to the Owner and the project.

It is anticipated the Construction Manager selected for the project will begin working with the Owner and design team immediately following approval of the agreement between the Owner and Construction Manager. The following should be considered representative of the type of services anticipated to be provided by the Construction Manager, but should not be considered a complete and exhaustive list of all services.

Preconstruction Phase Services

- Actively engage with the Owner, Architect, and other design professionals in a manner encouraging and supporting collaboration, cooperation, open communication, and trust.
- Actively participate in design team meetings as required to facilitate and advance the design process. The Construction Manager should anticipate biweekly meetings throughout the design process. Meeting schedule may adjust as design progresses.
- Evaluation of the project schedule and construction budget established by the Owner for the project. Assessment of the reasonableness of the schedule and budget.
- Identify and evaluate alternative materials, systems, methods, schedule, etc. as may be requested or required by the Owner and/or Architect to increase cost-effectiveness of the design, reduce the construction schedule, and increase the project value to the Owner.
- Collaborate with the Owner and Architect on the development of a schedule for the construction of the project, providing information regarding the availability of materials and labor, providing information on procurement of materials and equipment having long-lead times, and other factors impacting the time of construction.
- Collaborate with the Owner and Architect to identify and evaluate opportunities to accelerate the construction schedule by means of early bid packages, and determine benefits and risks of such.
- Prepare as requested by the Owner detailed costs estimates (anticipate three) for the construction of the project. Conduct reviews of such estimates with the Owner and Architect to determine reasonableness of the project design and budget. Consult with the Owner and Architect on circumstances which may indicate construction costs in excess of the available budget, and provide recommendations for alternatives to be considered to reduce costs and bring construction costs in line with the available construction budget. Provide additional cost information on an as-needed basis as may be required by the Owner and/or Architect to evaluate alternate design, materials, systems, equipment, etc.
- As requested and required by the Owner and/or Architect, thoroughly evaluate the design plans and project specifications for completeness, constructability, maintainability, potential conflicts and problems, errors, etc. Provide written comments and discuss outcome of such reviews with Owner and Architect.
- Collaborate with the Owner and Architect on developing bid packages, subcontractor lists, and subcontractor prequalification criteria for all scopes of work. Actively engage the subcontractor market to heighten interest in the project.

- At an agreed upon time during design provide the Owner with a GMP for the complete construction of the project, including itemizations as necessary of each division of work so the Owner and Architect can thoroughly understand all costs of the work.
- Assist the Owner in planning for the construction, turnover, move-in, owner training, and opening of the project.

Construction Phase Services

- As required by the contract, provide all services as required of the Construction Manager for the complete management and performance of the construction of the project.
- Coordinate, conduct, and document regularly scheduled construction meetings with the Owner, Architect, and Construction Manager.
- Develop and maintain a detailed construction schedule identifying sequencing of construction activities and milestones necessary for the completion of the project by the contract completion date. Coordinate with the Owner and Architect on the development of the overall project schedule, as well as the development of shorter duration “look-ahead” schedules.
- Maintain quality control and ensure construction is in conformance with the contract documents, coordinate all inspections and testing as required by the project and authorities having jurisdiction.
- Perform all duties related to equipment and system start-up, testing, and training.
- Assist the Owner in the turnover, move-in, and opening of the project.

3. PROPOSAL REQUIREMENTS

Request for Qualifications/Proposal (RFQ/P) response should be submitted in electronic (PDF) format only. Please limit response to maximum 25 single-sided 8.5” x 11” pages for items 1 thru 6 below.

Submittals must contain the following information:

1. Transmittal Letter – identify the Proposer responsible for submitting the Statement of Qualifications and introduce the Construction Management Firm. Clearly identify the name, telephone number, and email address of the person designated to be point of contact for the Firm during the evaluation process.
2. Table of Contents
3. Company/Firm Overview and Project Experience – include detailed examples of similar project experience and expertise, including project name, location, owner, architectural firm responsible for the design, final construction cost and completion date (estimated if in progress), and Client contact information.
4. Qualifications of Personnel – provide an organizational structure for Key Staff identified as having a major role in the project, individual resumes for key personnel who are expected to have major project responsibilities, any additional information which will demonstrate the qualifications and capabilities of your Firm’s proposed personnel. Resumes shall include name of individual, specific role within the Project, education if appropriate to demonstrate

qualifications, years of experience (identify with Firm and with Other), and identification of experience with similar projects based on size, construction type, construction complexity, delivery method, etc.

5. Management Processes and Approach – demonstrate your firm’s approach to managing and delivering this project with the CMAR delivery method. Include the Team’s management processes, approach and firm philosophies. Provide examples of management practices your firm would anticipate implementing during preconstruction and construction phase services, as well as your Firm’s approach to understanding the current construction climate. Clearly explain any tools such as reports, programs, etc. your firm will utilize during the project, and your firm’s process for developing a Guaranteed Maximum Price for the construction project. Describe your firm’s approach and processes for maintaining competent and consistent staff throughout the project, as well as ways your firm will monitor and manage costs, changes, schedule, and trade partner selection and communication. If your firm provides Self-Perform services, explain and identify any scopes your firm would anticipate performing or bidding.
6. Client References – Includes names, phone numbers and email addresses for at least three (3) references for projects listed above. The City may selectively contact the references provided.
7. Attention Proposer Document – Exhibit 2 sign and return with response
8. Affidavit of Non-Collusion – Exhibit 3 sign and return with response
9. Immigration Affidavit – Exhibit 4 sign and return with response
10. Affidavit Acceptance of Anti-Discrimination Against Israel Act – Exhibit 5 sign and return with response
11. Sample Contract Acknowledgement – All applicants must review the attached sample contract, Exhibit 6. Provide acknowledgement of acceptance of the contract and/or any requested modifications to the contract.
12. Insurance – Candidate must provide and maintain the minimum insurances coverage as specified in this RFQ/P. See the Insurance Requirements provided in Exhibit 9. Provide a letter from an insurer indicating the Proposer currently has or is capable of obtaining the required insurance.
13. Bonding – The Candidate selected for the Construction Manager at Risk for this project must have the ability to secure the necessary performance and statutory bonding for a project cost of up to ninety million dollars (\$90,000,000) with a qualified surety company, see Exhibit 10. Provide a letter from the surety indicating bonding capacity. Bond form not required to be completed until award of contract to selected Candidate.
14. Addenda – If any addenda are issued to this RFQ/P, all addenda must be acknowledged in proposal response.
15. Cost Proposal – with the following breakdown:
 - General Requirements Estimate (Exhibit 7)
 - Reimbursable Staff Estimate (Exhibit 8)
 - Sub-contracting bond or sub guard program approach and subsequent cost or % that will be included in the future GMP
 - CM’s overhead and profit fee % based on the hard construction costs of the work
 - General liability insurance rate as a % of hard construction cost
 - Payment & Performance bond rate as a % of the hard construction cost

- Proposed Contractor Contingency % to be included in the future GMP
 - If the Contractor contemplates any self-performed work, provide Labor/Insurance/Taxes as a % of the estimated self-performed labor cost
 - Proposed Change Order fee for Construction Manager, Subcontractors, or self-performed work

4. PREVAILING WAGE

This contract shall be based upon payment by the contractor or contractor's subcontractors of wage rates not less than prevailing hourly wage rate for each craft or classification of workers engaged to perform the work as determined by the Industrial Commission of Missouri on behalf of the Department of Labor and Industrial Relations. The prevailing wage law does not prohibit payment of more than the prevailing rate of wages, nor does it limit the hours of work, which may be performed by any worker in any particular period of time. The contractor shall submit certified payrolls to the City's project manager. Prevailing wage requirements include:

- 1) State of Missouri prevailing wage rates per current wage order for Jackson County, Missouri that is named in the specifications section of this solicitation. Prevailing wages must be paid by the successful contractor in accordance with labor involved for this project (Section 290.250, RSMo).
- 2) The contractor will forfeit a penalty to the City of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing wage rate for any work done under the contract the by contractor or by any subcontractor (Section 290.250, RSMo).
- 3) The contractor and all subcontractors to the contract must require all onsite employees to complete the ten-hour construction safety training program required under Section 292.675, RSMo, unless they have previously completed the program and have documentation of having done so.
- 4) The contract will forfeit a penalty to the contracting public body of \$2,500 plus an additional \$100 for each employee employed by the contractor or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training (Section 292.675, RSMo).
- 5) The City's Procurement Division will file a Prevailing Wage Project Notification form (PW-2) to the Division of Labor Standards upon issuance of the contract and retain copy in City files.
- 6) While the contract work is being performed, a legible list of all prevailing wage rates must remain posted in a prominent and easily accessible place at the worksite by each contractor and subcontractor on the project (Section 290.265, RSMo).
- 7) Before final payment can be made, the general contractor and all subcontractors must file an Affidavit of Compliance form PW-4 with the City of Independence. The affidavit must state the contractor has fully complied with Missouri Prevailing Wage Law, and the City must verify that the correct wages were paid. No payment can be legally made by the City to the contractor(s) until the affidavit is filed in proper form and order with the City.
- 8) The City's Project Manager and/or Construction Manager shall retain a copy of certified payroll in City files.

5. SELECTION CRITERIA and PROCESS

The City team will use a multi-step process to evaluate each proposal taking into consideration the criteria and weighting below. The process will include a review of the qualifications, interviews with short-listed Candidates, and a review of the cost proposals.

- **Review of Qualifications**

After each member of the Evaluation committee has independently scored each statement of qualifications and proposals, an initial composite ranking will be developed which indicates the collective ranking of all candidates submitting. Based upon this initial composite ranking a short-list of the top ranked candidates will be made and those candidates will be invited to the interview/cost proposal evaluation phase for further consideration. It is anticipated the short-list will comprise of the top three ranked candidates, however, the City reserves the right to increase or decrease the number of candidates selected to the short-list. If in the opinion of the Evaluation Committee there is a clear and obvious choice as to the most qualified candidate based upon the information submitted in the Statement of Qualifications, the Evaluation Committee may select and make a recommendation for the Firm for the project based upon the Evaluation Committee's collective ranking of the candidates after this initial step in the evaluation process and without conducting interviews.

Criteria	Points
Company/Firm Overview and Project Experience	25 points
Qualifications of Personnel	30 points
Management Processes and Approach	35 points
Overall Quality, Content and Completeness of Response	10 points
Cost Proposal	20 points
Total	120 points

- **Interviews**

If in the opinion of the Evaluation Committee interviews are necessary, Candidates selected to the short-list will be required to interview with the Evaluation Committee. Interviews will be conducted on the dates specified in the RFQ/P (see Timelines). Exact dates and times will be coordinated with the short-listed Candidates. All candidates must be prepared to be available locally on the specified date(s) for an interview. Candidates may be requested to provide additional information to the Evaluation Committee to further clarify or supplement information in their Statement of Qualifications.

Criteria	Points
Company/Firm Overview and Project Experience	10 points
Qualifications of Personnel	20 points
Management Processes and Approach	20 points
Overall Quality, Content and Preparedness, Other Factors	10 points
Total	60 points

The final interview phase will be scored by the Evaluation Committee and will be tabulated as above and then converted to a ranking order. All Evaluation Committee members' individual rank order scores will be tabulated and a final composite ranking of the Candidates developed which indicates the evaluation committee's collective final ranking of the Candidates. However, the Committee may conduct deliberations as necessary to obtain consensus on the preferred candidate to be selected for this project, and therefore the scoring and ranking will not necessarily be the sole deciding factor in determining the preferred candidate. The Candidate determined by the Committee as being the most qualified candidate and providing the best value to the City will be identified as the preferred Construction Manager for the project and contract negotiations will begin with this Candidate. City staff will then begin to negotiate the final contract with the selected Firm. In the event a mutually agreed upon contract cannot be negotiated, staff will then enter into contract negotiations with the next highest ranked Firm, and so on until a mutually agreeable contract can be negotiated. Final contract approval will be made by the City Council.

6. SUBMISSION REQUIREMENTS

Responses must be received per instructions on the front page and Section 3 of this RFQ. Proposal text shall be limited to ten (10) pages, excluding a front cover, signed cover sheet, signed affidavit, letter of intent, and COI. Pages sized letter or ledger, single-sided will be counted as one page. All text information should be shown in a readable font.

1. Cover sheet - completed and signed
2. Affidavit - signed and notarized
3. A Letter of Intent
4. Qualifications based on the evaluation criteria
5. Acknowledgement of Review of the City of Independence's Professional Services Contract. Either party may request changes within the general scope if a contract is awarded. If a requested change causes an increase or decrease in the price or time required to perform the contract, City and successful proposer will agree to an equitable adjustment of the contract price, period of service, or both, and will reflect such adjustment in a change order or written modification.
6. Certificate of Insurance

7. PROPOSED SCHEDULE

Dates and times are subject to change:

Issue RFQ	June 18, 2026
Deadline for Questions	July 8, 2026, 5pm
Responses to Questions Issued	July 13, 2026
Proposals Due	July 17, 2026, 5pm
Tentative Interview Dates	Aug 20-21, 2026

8. EXHIBITS

- Exhibit 1 – Attention Proposer Document
- Exhibit 2 – Affidavit of Non-Collusion
- Exhibit 3 – Immigration Affidavit

- Exhibit 4 – Affidavit Acceptance of Anti-Discrimination Against Israel Act
- Exhibit 5A & 5B – Sample Contract AIA A133 & A201 (5A) and Sample Contract AIA A201_2017 (5B). Sample contracts are the format that will be executed, but does not have Independence, Missouri's names on the samples. This is strictly for illustrative purposes.
- Exhibit 6 – General Requirements Expense Schedule template
- Exhibit 7 – Reimbursable Staff Estimate template
- Exhibit 8 – Insurance Requirements
- Exhibit 9 – Bond Requirements
- Exhibit 10 – Prevailing Wage Requirements