



REQUEST FOR QUALIFICATIONS NUMBER 15-019

For

CONSTRUCTION MANAGER AT RISK SERVICES FOR CITY CENTER CIVIC FACILITY

RESPONSES DUE: *October 30, 2014 by 2:00 PM* in hard copy. Electronic submissions via e-mail or fax will NOT be accepted. Submit response to:

City of Sandy Springs  
Purchasing Office  
7840 Roswell Road Suite 500  
Sandy Springs, Georgia 30350

Information concerning this solicitation may be found electronically at: <http://www.sandyspringsga.gov/purchasing>. This website will contain the Request for Qualifications ("RFQ"), questions and answers, and any clarifications, schedule changes and other important information regarding the solicitation. OFFERORS SHOULD CHECK THESE ELECTRONIC PAGES REGULARLY.

Questions should be directed in writing to:

City of Sandy Springs Purchasing Office  
Jeff Allen, via e-mail to: [jallen@sandyspringsga.gov](mailto:jallen@sandyspringsga.gov).  
Deadline for questions is *October 15, 2014* by 5:00 PM  
Questions received after this date and time may not be answered.

Qualifications Statements shall be presented in a sealed opaque envelope with the RFQ number and name RFQ # 15-019 CONSTRUCTION MANAGER AT RISK SERVICES FOR CITY CENTER CIVIC FACILITY, clearly marked on the outside of the envelope. The name of the company or firm submitting a response ("Offeror") shall also be clearly marked on the outside of the envelope.

## SECTION I – GENERAL INFORMATION

### A. Introduction

The City of Sandy Springs (“City” or “Owner”) has embarked on one of the most significant projects in its eight (8) year history as a city, which is described as the City Center Project (“Project”). The Project will create a high profile identity, provide a sense of “place”, and build upon the strong sense of community that exists within the City. The Project will include a performing arts center, City office and meeting space, a signature public park, retail, rental apartments, and a combination of subterranean, surface, and structured parking. City Council recently approved a conceptual master plan for the Project, and this solicitation is conducted to procure a Construction Manager at Risk (“CM at Risk”) for the public components of the Project described below.

The CM at Risk procurement will be conducted in two (2) phases: the RFQ phase and a subsequent Request for Proposals (“RFP”) phase. The purpose of the RFQ phase is to identify construction manager(s) that demonstrate the experience and ability to achieve the Project objectives of the Owner and to construct facilities meeting the needs of the City, its residents, and visitors. Following the process described in this RFQ, selected Offerors will be asked to submit detailed proposals in the RFP phase for further consideration towards the selection of a CM at Risk.

### B. Project Background and Description

The scope of services of the CM will include the following public components:

1. A performing arts center (size and scope being finalized)
2. A office building supporting approximately 90,000 sf of City services, associated and community meeting space, retail at the first floor level, and potentially one or two floors of additional leasable office space
3. An approximately four (4) acre park including open green space, water features, drives internal to the site, walkways, pavilions, arcades, and other site amenities
4. Approximately 200 surface parking spaces and 900 subterranean parking spaces
5. Associated site improvements and contiguous road improvements including utilities work and coordination, both served and serviced areas

Please note there will be associated residential, retail, and structured parking to be provided by the development partner responsible for the private component of the Project. Construction of those improvements is not included in this scope of work.

Additional information regarding the Project and the public components comprising this scope of work may be found on the City’s website at <http://sandyspringscitycenter.com/>.

The City has selected CM at Risk as the delivery method for the Project and desires for the selection process to take place in a manner that will allow for the Construction Manager (“CM”) to join other members of the Project team as early in the design process as possible. The intent is to foster a team approach for the design, estimating, permitting and construction phases of the Project. Carter, Owner’s Representative/Program Manager for the Project, will oversee the team of design professional(s) the City has selected. The goal is to leverage the

knowledge and expertise of all team members to provide the City with the best possible results by delivering the Project on schedule and within budget.

### C. Collaborative Approach

This Project will be completed by using a collaborative approach. Carter has been employed by the City to oversee the process. Carter's function is to develop detailed management plans for the Project, oversee the contract arrangements for both the architect ("A/E") and CM, and provide, as an extension of the City, overall administration of the Project. In this capacity, Carter will assist with most of the traditional duties of the Owner.

The A/E will contract directly with the City and will be responsible for the design, value engineering as required, contract documents, and construction administration of the new improvements per all applicable codes and requirements.

The CM will contract directly with the City and function as a professional consultant during the early design phases, advising with respect to constructability, schedule, cost, detailing, and any other areas in which construction expertise is valuable. Before the completion of construction documents, the CM will provide a guaranteed maximum price ("GMP") for the Project based upon drawings and descriptive specifications prepared by the A/E. This GMP will be incorporated by change order into the CM contract. The CM will then become the CM at Risk, assuming a role essentially the same as that of a general contractor. If recommended by the CM and approved by the City, early construction packages will be bid and administered by the CM. The CM has the responsibility of insuring that all construction, whether in separate early packages or not, is provided within the GMP.

The basis of the CM at Risk contract will be reimbursement of actual costs, with a fixed fee and a not to exceed GMP.

### D. Schedule

The overall detailed schedule, including phasing, is yet to be determined; however, it is the City's desire to complete the Project within approximately three (3) years. The conceptual design phase is underway with schematic design commencing soon. The selected A/E is Rosser International and the selected landscape architect is JB+a. As mentioned above, it is the intent to bring on the CM at Risk early in the design process to maximize value and input from the selected CM and to work closely with the Project team and others to provide construction services that support the City's budgetary and schedule requirements.

### E. Bonding Capacity

Based on the anticipated scope of the Project, responding firms must demonstrate a minimum bonding capacity of \$150 million.

### F. Selection Process

1. Based on the information provided in response to this RFQ, firms will be selected for further consideration.
2. Firms selected for further consideration will be asked to respond to a detailed RFP.

3. Presentations / interviews with selected firms will be conducted, and a final selection will be made after the interviews are concluded.
4. Preliminary selection schedule:

RFQ Released	October 2, 2014
Deadline for RFQ Questions	October 15, 2014
RFQ responses due	October 30, 2014
Release of RFP	November 17, 2014
RFP responses due	December 5, 2014
Presentations / Interviews	Week of December 15, 2014
Final Section	January 6, 2015

The schedule above is preliminary and subject to change at the sole discretion of the City.

#### G. Evaluation Factors

The criteria used to evaluate an Offeror's response will include, but are not limited to, the following:

1. Capability to bond a project in the minimum amount of \$150 million
2. Approach to pre-construction services and techniques
3. Demonstrated ability to deliver complex projects on time and on budget
4. Financial strength and stability
5. Experience of the firm with CM at Risk / GMP contacts
6. Experience of the firm with mixed use projects similar in scope to the Project
7. Experience of the firm with public clients
8. Reputation and owner references
9. Litigation, arbitration, and contract default history

#### H. Evaluation Panel

Responses will be evaluated by a panel of City staff and other key stakeholders deemed appropriate by the City. The City does not disclose the names of the panel members, their roles within the Project or the size of the panel.

#### I. Submission Instructions and Conditions

1. Offerors shall direct all questions to Mr. Jeff Allen, Purchasing Manager, City of Sandy Springs, via e-

mail at [jallen@sandyspringsga.gov](mailto:jallen@sandyspringsga.gov). Contact with any person affiliated with the City, City Council, other public officials, members of the Project team, or others associated with this Project is not acceptable and can be grounds for disqualification.

2. Offerors shall: (1) reply to all information requested in this RFQ and provide supporting documents; and (2) provide any additional or supplementary information that the Offeror believes is particularly relevant.
3. Bulky, flashy, or excessive proposals are not desired. Brevity, clarity and relevance are desired.
4. While the City has every intention to make an award as a result of this solicitation, issuance of the RFQ and/or RFP in no way constitutes a commitment by the City to designate qualified construction managers or to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:
  - a) cancel or terminate this RFQ at any time. A notice of cancellation will be issued on the City's website. If the RFQ is cancelled, the City will not reimburse any Offeror for the preparation of its response. Responses may be returned upon request if unopened;
  - b) reject any or all responses received in connection with this RFQ, make a contract award based directly on the responses received in the best interest of the City, in its sole discretion, or enter into further discussions with one (1) or more Offerors;
  - c) waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQ which would not have significant impact on any response;
  - d) make partial award or no award if it is in the best interest of the City to do so; and
  - e) terminate any contract if the City determines adequate funds are not available.
5. The costs for developing and delivering responses to this RFQ and any subsequent presentations of the response as requested by the City are entirely the responsibility of the Offeror. The City is not liable for any expense incurred by the Offeror to prepare and present its response.
6. Offerors shall follow the sequence of the information sought in Section II of this RFQ in formulating their responses to expedite the evaluation process.
7. Offerors shall submit their responses in the following form and number: one (1) original; ten (10) copies; and one (1) CD or USB flash drive containing an electronic version in PDF format. All submissions shall be received no later than 2:00 P.M. on October 30, 2014 at the following address:

Jeff Allen, Purchasing Manager  
City of Sandy Springs  
7840 Roswell Road, Building 500  
Sandy Springs, Georgia 30350

## SECTION II - QUESTIONNAIRE

Please submit all information requested below, following this format closely to ensure ease of review. Please keep responses brief, clear, and concise.

### A. GENERAL QUALIFICATIONS

#### 1. Company Overview

- a) Proposing company's name and primary contact for this response.
- b) Address of company's headquarters and, if applicable, the address of the branch.
- c) Office designated for this Project. Provide telephone and fax numbers.
- d) Indicate number of years in business under the name stated above. Describe company ownership structure and provide a brief company history.
- e) Organizational chart of the company showing authority, structure, and depth of resources.
- f) List number of permanent employees. If a branch office will be utilized, further indicate the employee breakdown by professional discipline for that office and an organization chart for that office.
- g) Describe significant company changes that are anticipated to occur over the duration of this Project.

#### 2. Financial / Legal Information

- a) List company's total annual billings for the past five (5) years.
- b) Provide a copy of your latest financial statement and the name/phone of company's primary banker.
- c) Provide the name of company's bonding company and name/phone of the local agent.
- d) Provide a letter from the surety indicating company's current bonding capacity and the surety's willingness to bond the work under consideration. Indicate the A.M. Best rating for company's surety and its status to do business in Georgia.
- e) Has the company ever defaulted on a contract? If so, explain.
- f) Has the company been involved in litigation or arbitration with an owner in the last five (5) years? If so, describe each instance giving specific detail regarding the reasons for the claim and amount in dispute. Explain how the claim was resolved.

### 3. Pre-Construction Services

- a) Describe how the company provides pre-construction services and the special methods and techniques employed to maintain the budget. Provide a detailed description of the process that you follow to develop a GMP while holding subcontractors accountable for a complete scope of work based upon incomplete documents.
- b) Explain how the company will provide meaningful design, construction, cost and engineering input during pre- construction and the extent to which subcontractors will be utilized.

### 4. Schedule Control

Describe the company's approach to schedule adherence and the specific methods and techniques that are utilized. Please address specifically the approaches used to bring the Project back on overall schedule should the short term schedule fall behind. Please give specific examples and details where the team proposed for this Project has used these approaches successfully.

### 5. Quality Assurance and Quality Control

Describe the company's quality assurance and quality control program and indicate the parties responsible for quality assurance and quality control. Does the company have a formal quality control program? How will the company coordinate any special inspections as required by applicable code(s)?

### 6. Safety

- a) Describe the company's safety program and indicate the parties responsible for safety. Provide the company's safety record and experience ratings for the past five (5) years. Indicate the proposed superintendents' individual safety record for the past five (5) years.
- b) Indicate the company's policy on drugs, alcohol, and smoking for both employees and subcontractors working on the Project.

### 7. Cost Control and Project Accounting

Describe the company's cost control methods and process in detail. Describe project accounting systems, as they would apply to this Project.

## B. RELEVANT EXPERIENCE

1. Distinguish the company by describing relevant experience with building types described herein, similar mixed use projects, and public ownership entities.
2. Provide a description of the company's five (5) most relevant projects currently underway or completed within the last five (5) years. Include name of project, location, construction value, schedule, completion date, owner (with name and current phone number of contact), architect (with name and phone number of contact), and the names of project team members.

3. Describe the company's experience using a collaborative approach. How many projects has the company completed using this approach?
4. Describe the company's experience with CM at Risk / GMP contracts. How many projects has the company completed under this arrangement?
5. Describe the company's understanding of the CM at Risk project delivery method.

C. OTHER INFORMATION

Include any additional or supplementary information relevant to this Project.

D. CERTIFICATION

I hereby swear or affirm that the information provided in this response to the RFQ and any attachments is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Title)

Sworn to and subscribed before me, this

\_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
(Notary Public) (Seal)

My commission expires: \_\_\_\_\_  
(Date)