



City of Hamilton Public Works

920 New York Ave
Hamilton, Montana 59840

REQUEST FOR QUALIFICATIONS

SUBJECT: Hamilton Justice Center Facility Construction Management Services

DATE: March 3, 2018

The City of Hamilton is seeking qualified General Contractor/Construction Manager (GC/CM) firms to undertake preconstruction and construction services for the renovation and expansion of the current Hamilton Armory building located at 910 W Main St., Hamilton, MT 59840. The project includes the remodel of the existing 9,600 sf armory building for the police and city courts and the addition of a new entry and new offices for the city attorney's office. Base bid will include the new entry and the remodel for the police department. Alternate 1 will include the buildout of the existing space for the courts. Alternate 2 will include the building addition for the attorney's offices. Total area of the building including alternates is approximately 13,000 square feet. Base bid includes renovation of existing armory facility to house police department. Alternate 1 if accepted will include the renovation of existing armory facility to house courtrooms and associated spaces including construction of new entry vestibule. Alternate 2 if accepted will include the new construction of the City Attorney's offices.

SELECTION PROCESS

The Owner intends to enter into a GC/CM contract with the selected GC/CM firm that will include Preconstruction Services and identification of GC/CM Fee and Fixed Costs for the General Conditions Work, with provisions for adding Construction Services through acceptance of a fixed price by public bid of subcontracts. The Fixed price would include construction services throughout the completion of the project. Alternately the Owner may, at its sole discretion, choose not to continue with the GC/CM Contract beyond the completion of preconstruction activities and solicit bids from qualified contractors for the completion of the project. The Owner's intent is to continue through construction with the selected GC/CM firm. The Owner intends to execute an AIA 133 Standard Form of Agreement Between Owner and Construction Manager as Constructor contract with AIA 201 General Conditions with the successful contractor for this project.

GC/CM selection criteria will include the RFQ, interview information, and discussions with former and present clients of the Proposers where appropriate.

A non-disclosure agreement will need to be signed and returned to Bechtle Architects prior to receiving any documents for review. Electronic Copies of the Schematic Design will be available to qualified contractors selected to interview via dropbox link. Please contact Ben Elias at Bechtle Architects via email bene@bechtlearchitects.com to obtain non-disclosure agreement and in turn access to dropbox.

This is a public works project so Government tax and Montana Prevailing Wages (Little Davis Bacon) rates DO apply to this project. All contractors, subcontractors and employers must pay the standard prevailing rate of wages in the performance of the contract. The applicable prevailing rate of wages is attached. All contracts for this project must include the applicable wage rates and include the obligations set forth in Administrative Rules of Montana 24.17.141 and 24.17.144 copies of which are also attached

Interview Rating Criteria:

- Qualifications of the Firm – 25 pts
- Project Administration Approach – 15 pts
- Project Staffing – 10 pts
- Budget Compliance/Control Methodology – 20 pts
- Schedule Compliance – 15 pts
- Project Markup and Fees Approach – 15 pts

STATEMENT OF QUALIFICATIONS (SOQ) CONTENT: The City of Hamilton requires the respondent to submit a concise, sealed proposal clearly addressing all of the requirements outlined in this Request for Qualifications.

Qualified firms shall submit **five copies plus one original** signed SOQ and one copy electronically. SOQ shall be limited in size to 8 ½" X 11" with a minimum of 11 point font. All copies of the SOQ shall be made complete. SOQ's are to be delivered in one box or envelope. The outside of the box or envelope must be clearly labeled on the front with: **"Hamilton Justice Center Facility"**

The statement of qualifications (including name, address, and phone number) must be submitted to the City of Hamilton Clerk's Office, 223 S. 2nd Street, Hamilton, MT 59840 by 4:00 PM, Mountain Time, **March 20, 2018**. SOQ's shall be limited to 10 pages maximum, not including resumes. SOQ must include, at a minimum, the following sections:

- a. Qualifications of the project team and technical personnel assigned to work on the project,
- b. The name of the individual that will be Project Manager should your firm be selected and his/her experience, resumes of the personnel to be utilized, including specific relevant project experience on similar projects,
- c. References from recent locations where similar work was performed including contact names and telephone numbers,
- d. Location of firm, project team members, and technical personnel assigned to work on the project,

- e. Capability to meet time and project budget requirements,
- f. Present and projected workloads,
- g. A description of any recent and current work for the City of Hamilton.
- h. Anticipated use of other firms/individuals as subcontractors,
- i. A preliminary scope of work, based upon your firm's recommended approach to the work.
- j. A signed and dated proposal by a qualified company official.

Following review and evaluation of all SOQ's, the City may conduct interviews with top candidates and then award the contract to the most qualified consultant based on the evaluation score, and whose proposal is deemed to be the most advantageous to the City. If the City is unable to negotiate a satisfactory contract, the City shall select another qualified consultant until an agreement is reached or the process is terminated. Unsuccessful consultants will be notified as soon as possible.

The complete Request for Qualifications document may be obtained by contacting Ben Elias with Bechtle Architects, at bene@bechtlearchitects.com or on the City's website at www.cityofhamilton.net . All project enquiries shall be directed to Ben Elias.

The City of Hamilton reserves the right to accept or reject any and all proposals, or parts of proposals; waive technicalities; and to make its decision on the basis of merit, appropriateness, and other reasonable factors. Unless all proposals are rejected or the solicitation is canceled, a contract will be awarded to the consultant whose proposal best meets the requirements and criteria set forth in this solicitation.

LEGAL AD TO PRINT SUNDAY 3/4/18 AND SUNDAY 3/11/18