

REQUEST FOR QUALIFICATIONS
FOR CONSTRUCTION MANAGER AT RISK
FOR
IOWA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
HEADQUARTERS
DES MOINES, IA

DECEMBER 2, 2024

**REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER-AT-RISK
SERVICES (“RFQ”)**

November 26, 2024

1. Introduction

The Iowa Public Employees’ Retirement System (“IPERS”), in accordance with Iowa Code Chapters 97B and 26A, and 495 Iowa Administrative Code 1, seeks statements of qualifications from contractors to provide construction manager-at-risk services for the construction of the security enhanced IPERS’ headquarters lobby and such additional and reasonably related improvements as IPERS may deem necessary (the “Project”). The estimated budget for the Project is \$500,000.

If you or your construction firm is interested in being considered, please respond to this RFQ by submitting your statement of qualifications as instructed in RFQ Part 5.

2. PROJECT DELIVERY/SERVICES

The Project will be constructed using the “construction manager-at-risk” project delivery format authorized by Iowa Code Chapter 26A and as more fully set forth below. As a result of a separate solicitation, IPERS selected Farnsworth Group, Inc., to provide professional design services for the Project (“Architect”). The Architect will develop the requirements and specifications for the Project.

The Pre-construction and Construction Phase Services of the construction manager-at-risk (“Construction Manager”) are generally described below and will be set forth in more detail in the IPERS and Construction Manager agreement issued to the short-listed firms during the Request for Proposals Phase (See Part 3.B of this RFQ).

A. Pre-Construction Phase Services. The Construction Manager will work cooperatively with IPERS, the Architect and any other consultants to the Project that may be retained by the IPERS, and Construction Manager will provide, among other services, cost estimating, budgeting, value engineering, constructability review, Guaranteed Maximum Price (“GMP”) proposal, permits, scheduling and pre-construction planning throughout the Pre-Construction Phase (including the schematic design, design development and construction documents phases).

B. Construction Phase Services. The Construction Manager shall construct the Project pursuant to the construction documents and in accordance with the IPERS’ schedule requirements under a Guaranteed Maximum Price. Selection of subcontractors shall be based on competitive pricing submitted by prequalified subcontractors in accordance with criteria approved by IPERS and in accordance with the requirements of Iowa Code § 26A.5(a). The Construction Manager shall hold all subcontracts and shall be fully responsible for the means and methods of construction, Project safety, and Project completion within the agreed-upon schedule for the Project.

3. **INTERVIEWS AND SELECTION**

The Construction Manager shall be selected using (i) a qualification-based selection process during this initial RFQ phase to develop a short list of construction management firms, and then (ii) a subsequent competitive “best value” selection process during the Request for Proposals (“RFP”) Phase for the final Construction Manager selection from among the short-listed firms.

A. RFQ Stage. IPERS will evaluate each contractor responding to this RFQ by submitting a statement of qualifications based on its qualifications and the qualifications and experience of the particular individuals identified as the contractor’s proposed team for the Project. Selection criteria may include the contractor’s experience undertaking projects of similar size and scope in either the public or private sector; past performance, including costs, quality of work, and meeting deadlines; financial responsibility, as evidenced by the capability to provide a performance bond and payment bond equal to one hundred percent of the contract sum; safety record; proposed personnel, and proposed methodology. Selection criteria will include experience in both the public and the private sector. Selection criteria will not include specific delivery methods, including guaranteed maximum price projects. IPERS may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the Project, or alternatively, IPERS, at its sole option, may evaluate the qualification of the firms based solely on the statements of qualifications that are submitted. After evaluating the responses to this RFQ, IPERS will select a prequalified of no fewer than three firms that IPERS considers to be the most qualified to perform the services for the Project or for a component of the Project, except if IPERS determines that fewer than three firms are qualified, it will only select the qualified firms. The actual ranking of the prequalified firms will take place during the RFP stage.

B. RFP Stage. After considering the statements of qualifications, IPERS will issue a request for proposals (“RFP”) to each contractor who meets the qualifications which shall include selection and evaluation criteria. Each contractor issued a request for proposals will be permitted to submit a proposal and each proposal submitted must include the construction manager-at-risk’s proposed fees for the preconstruction and construction stages. The qualified contractors will also receive (i) a description of the Project, including the most recent design detail; (ii) a description of the timing and methodology of how the Guaranteed Maximum Price (“GMP”), shall be determined, including the estimated level of design detail upon which the GMP shall be based; (iii) the form of the Owner/Construction Manager Agreement; (iv) the proposed Project schedule; and (v) additional information provided by IPERS.

The following is a description of the general process that is expected following RFP issuance:

- a. Pre-Proposal Meeting. Prior to submitting a proposal in response to the RFP, the prequalified contractors may, at IPERS' option, be invited to meet individually or jointly with IPERS as determined by IPERS. The prequalified contractors may ask IPERS questions to help the contractors prepare their responses to the RFP and to tour the Project site.
- b. Interview with CMR Firms/Post-Proposal Meeting. After submitting an RFP proposal, IPERS will interview prequalified contractors. The purpose of the interview will be to discuss the Construction Manager's proposal, meet the Construction Manager's proposed Project team, become familiar with key personnel, understand the Project approach and ability to meet IPERS' stated objectives for the Project, and discuss with specificity the contractor's capacity to perform the work in compliance with IPERS' timetable and budget. IPERS, in its discretion, may conduct additional post-proposal interviews as IPERS deems necessary.
- c. Selection of the Construction Manager and Negotiation of the Owner/Construction Manager Agreement. After the interviews are conducted, IPERS will negotiate the Owner/Construction Manager Agreement with the contractor whose proposal IPERS determines to be the best value for IPERS based on the published selection criteria and on its ranking evaluation. If IPERS is unable to negotiate a satisfactory contract with the selection contractor, IPERS will end negotiations with that contractor and proceed to negotiate with the next contractor in the ranking order until a contract is reached.

4. Selection Schedule:

RFQ Stage	
Deadline for Submitting Questions	December 6, 2024
Deadline for Submitting Qualifications	December 11, 2024
Prequalification	Tentatively December 13, 2024
RFP Stage	
RFP Issuance	Tentatively December 20, 2024
Pre-Proposal Meeting	TBD
RFP Question Deadline	TBD
RFP Proposal Response Deadline	Tentatively January 17, 2024
Interviews	TBD
Selection	Tentatively January 24, 2024

5. REQUESTED SUBMISSIONS

- a. **Cover Letter.** Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, and (b) name, title and phone number of the principal contact person.
 - b. **Firm Profile.** The firm profile must include: (a) years of existence; (b) legal form of firm, (c) location of home office; and (d) general firm history. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project.
 - c. **Financial Resources.** Provide evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, umbrella and professional liability.
 - d. **Similar Experience.** Provide project information for five (5) recently completed projects of similar nature. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; and (c) name, title and telephone number of the client contact most familiar with your services on the project.
 - e. **Personnel/Staffing.** Provide an organizational chart containing the names and titles of the proposed staff for the Project. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project Executive, Principal-in-Charge, Project Manager, Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.
 - f. **Project Approach.** Describe your firm's overall strategy in providing construction services. Describe your firm's typical services and process in the following phases: (1) Project Code Estimating (2) Project Scheduling; (3) Project quality; (4) Preconstruction/Design; (5) Bidding/Procurement; (6) Construction Administration/Project Management; (7) Warranties; (8) Post-Construction
 - g. **Safety Programs.** Describe the firm's in-house safety program. Identify your firm's Experience Modification Rate (EMR) and safety record for the previous five (5) years.
 - h. **Current Capacity to Perform.** Provide a list of your firm's current contracted projects and the scope of those projects. Provide a summary of the hours and resources available for the firm and each team member.
 - i. **Legal Compliance.** The firm's history of compliance with federal, state and local laws, rules and regulations, and any EPA, OSHA or other regulating entity issues or citations in the last five (5) years. Has your firm been cited for failure to comply with any local, state or federal law in the past five (5) years? If yes, explain in detail.
6. **INSTRUCTIONS**
- A. Qualifications Deadline. One electronic copy of the contractor's statement of qualifications must be submitted by e-mail to:

Justin Alliss, Facilities Manager
Iowa Public Employees' Retirement System

Email:
Justin.alliss@ipers.org

- B. RFQ Questions. Questions regarding this RFQ must be emailed to:
Justin Alliss, Facilities Manager
Iowa Public Employees' Retirement System

Email:
Justin.alliss@ipers.org

- C. Updates to RFQ. RFQ updates, including answers to any questions posed under Section 6B will be made in writing and posted by addendum on IPERS' webpage at:

<https://ipers.org>

All contractors will be presumed to have actual knowledge of all information and updates posted on IPERS' webpage relating to this Request for Qualifications, and contractors are prohibited from availing themselves of incomplete knowledge and/or lack of familiarity of this Request for Qualifications and any updates thereto resulting from the contractor's failure to register with and provide accurate contact information to IPERS and/or a contractor's failure to check the IPERS webpage. Interpretations, corrections and changes of the Request for Qualifications which are made in any manner other than an addendum will not be binding.

- D. Communications. Contractors considering responding to this RFQ are strictly prohibited from communicating with any member of IPERS' staff other than as directed in Part 5.
- E. Public Records. All documents submitted to IPERS in response to this RFQ are public and will be available for inspection as set forth under Iowa Code Chapter 22 and Iowa Code Chapter 97B.
- F. Cancellation and Rejection. IPERS reserves the right to reject all statements of qualifications, to cancel this RFQ or any portion of this RFQ, to cancel any phase of the Project, or to pursue a different construction delivery method. IPERS shall have no liability to any firm arising out of such cancellation or rejection. IPERS reserves the right to waive minor variations in the selection process.
- G. Preparation Costs. Contractor shall be responsible for all costs incurred in the preparation, presentation or submission of contractor's statement of qualifications.
- H. Amendments to RFQ. IPERS may, in its sole discretion, amend this RFQ at any time prior to the deadline for receipt of statements of qualifications.

APPENDIX A

PROCESS FOR RECEIPT AND EVALUATIONS OF QUALIFICATIONS

IPERS shall receive and evaluate submittal of qualifications for a CMAR contract in accordance with the following:

1. Submitted Qualifications shall be sealed and shall not be opened until expiration of the time established for submitting qualifications as set forth in the RFQ.
2. Firms may withdraw qualification submittals at any time prior to acceptance. IPERS has the right to reject any and all qualification submittals.
3. IPERS shall evaluate and score each firm's qualification submittal in accordance with the criteria set forth in Appendix B.

APPENDIX B

CRITERIA AND WEIGHTS FOR EVALUATION OF QUALIFICATIONS

The selection committee will evaluate proposals in accordance with the criteria set forth below with the maximum total points for evaluation, which will be assigned to each criterion.

Item	Criterion	Highest Possible Points
1	Cover Letter	0
2	Firm Profile	10
3	Financial Resources	20
4	Similar Experience	60
5	Personnel/Staffing	40
6	Project Approach	20
7	Safety Programs	20
8	Current Capacity to Perform	20
9	Legal Compliance	10
	Maximum Possible Points	200