



**City of Watford City**  
213 2<sup>nd</sup> St., NE | PO Box 494  
Watford City, ND 58854  
Ph 701-444-2533  
Fax 701-444-3004  
[www.cityofwatfordcity.com](http://www.cityofwatfordcity.com)

## **REQUEST FOR QUALIFICATIONS**

**TO PERFORM CONSTRUCTION MANAGER AT RISK SERVICES:  
FOR THE CITY OF WATFORD CITY  
NEW PUBLIC WORKS FACILITY**

**PROPOSAL RELEASE DATE:  
NOVEMBER 3<sup>RD</sup>, 2021**

**PROPOSALS MUST BE DELIVERED TO THE CITY ENGINEER BY:  
BY 12:00 (NOON) CT NOVEMBER 24<sup>TH</sup>, 2021**

**REQUEST FOR QUALIFICATIONS  
TO PERFORM  
CONSTRUCTION MANAGER AT RISK (CMAR) SERVICES**

**INTRODUCTION**

The City of Watford City is undertaking the construction of a new Public Works Facility within City Limits at 309 10<sup>th</sup> Avenue NE, Watford City, North Dakota. The proposed shop facility will be constructed to meet the needs of the Public Works Department including, but not limited to a mechanics shop, parts warehouse, break room, conference room, office space, enclosed shop facility, site grading, parking lots, fencing, and landscaping.

**SCOPE OF CMAR SERVICES**

The CMAR will work with the City of Watford City and Icon Architects beginning immediately after selection until the completion of this phase of the project. CMAR services are to include:

- a. Estimating services throughout the design phase.
- b. Construction feasibility recommendations throughout the design, preconstruction, and construction documents phases.
- c. Construction project delivery with a total project cost between \$12,000,000 to \$14,000,000 including but not limited to all construction costs, site improvements (landscaping, parking, etc.), professional services (architect fees, CMAR fees, engineering fees, etc.), permits, soft costs, contingencies, and other related expenses.
  - i. Procurement and supervision of all sub-contractors.
  - ii. Coordinate all work packages and subcontractor/suppliers.
  - iii. Assist Owner in developing Project scope and phasing plan based on Owner's Masterplan, budget, and scheduling needs.
  - iv. Establish, monitor, and enforce the construction schedule to meet the timeline requested by the City of Watford City.
  - v. Prepare project construction reports, minutes, and schedules.
  - vi. Develop and implement a quality assurance plan.
  - vii. Maintain an as-built record document set.
  - viii. Implement and monitor a safety program.
  - ix. Implement a system for cost control.
  - x. Assist in developing a plan to ensure the existing Public Work's shop continues to function throughout the project.
- d. Contract terms will be based on AIA document A133 2017, Agreement between Owner and Construction Manager, complete with North Dakota Attorney General Amendments.

The City has completed some preliminary work for this project. The documents associated with the preliminary work are available upon request.

**GUARANTEED MAXIMUM PRICE (GMP)**

The GMP will be provided to the Owner when the drawings and specifications are sufficiently complete as mutually agreed upon by the City of Watford City, CMAR, and Icon Architects. The CMAR will be required to obtain bids and/or quantify costs for all work so that the GMP amendment may be executed within one week of completion of the Construction Document phase, or as otherwise agreed upon by the City of Watford City and Icon Architects.

## **SELF PERFORMANCE AND BIDDING**

The CMAR will be allowed to self-perform, without bidding, no more than 10% of the total of all construction. 90% of the construction must be competitively bid through a public bid process as identified in NDCC 48-01.2. The CMAR may self-perform any component of the remaining 90% of the construction work as mentioned above subject to submitting a bid as part of the required public bid process.

Subcontractor bids shall be handled per the process as identified in NDCC 48-01.2-22, Subcontractor bids. The City of Watford City may influence the selection of the subcontractors, but only insofar as the City's past experience with a subcontractor or a current legal dispute with a subcontractor.

## **EVALUATION AND SELECTION PROCESS**

Engineering firms interested in performing the work shall submit 6 printed copies and 1 electronic copy of their proposals to:

City of Watford City  
Attn: City Engineer  
PO Box 494  
Watford City, ND 58854  
New Public Works Shop Facility  
701-444-8433; [gdemars@nd.gov](mailto:gdemars@nd.gov)

The proposal pages shall be numbered and must be limited to 10 pages (8.5" x 11") in length. Proposals that exceed the 10-page length requirement will not be considered. The cover letter, front cover, back cover, and section dividers will not be counted as one of the 10 pages. Watford City will only consider proposals received prior to 12:00 PM CT, November 24<sup>th</sup>, 2021. Late proposals will be deemed unresponsive.

The firm's proposal shall include the following:

- a. Company Description
  - i. Provide a summary that describes, and highlights company experience, qualifications, and expertise related to this project. Provide proof of a class A contractor's license.
- b. Project Experience
  - i. Provide project experience for a minimum of three similar projects including the project name, location, function, size, cost, schedule, construction services fees and general conditions, construction method, and Owner references.
  - ii. Indicate philosophy and process to evaluate current workforce and material shortages, along with any implications it may have on the Project's schedule and budget.
  - iii. Provide an explanation as to how multiple bid packages projects are typically handled.
- c. Current and Projected Workload
  - i. Indicate availability of key personnel, workforce, and consultants as it relates to project commitments and proposed schedule.
- d. Ability of Key Personnel

- i. Provide qualifications and experience of key personnel that will work on project, including an organization chart noting at a minimum, principal in charge, project manager, on-site superintendent, along with team member responsibilities.
- e. Familiarity with the Location of the Public Improvement
  - i. Services required from sub-contractors will be procured through a public advertisement and competitive bid selection process administrated and processed by the CMAR. Criteria for selection of the CMAR based on sub-contractors, includes but is not limited to the following:
    - 1. The number and quantity of sub-contractors the CMAR will obtain.
    - 2. Demonstrating an ability to forecast local bidding and construction conditions as it relates to sufficient work force and costs.
    - 3. The ability to demonstrate a positive working relationship with sub-contractors including references from key mechanical and electrical contractors attesting to the ability of the CMAR to complete the project and coordinate the various aspects of the work.
    - 4. Open book bidding to be reviewed by the Owner.
- f. Safety Record
  - i. Provide appropriate information/documentation related to safety records on previous projects similar in nature.
- g. Fees
  - i. Fees will be negotiated after decision to award.
- h. Bond and Insurance
  - i. Proof of ability to provide a bond in an amount at least equal to the amount of the GMP of the project as well as meet necessary insurance requirements of the State of North Dakota.

Each proposal will be evaluated by a selection committee. Watford City may conduct interviews, if deemed necessary by the selection committee. Dependent on the number of applicants, short-listing could be conducted by the selection committee prior to potential interviews. A maximum of three finalists will short-listed. Selection will be based on the following weighted criteria:

Weight

- 10% i. Past Performance
- 20% ii. Ability of Key Personnel
- 10% iii. Willingness to Meet Time and Budget Requirements
- 10% iv. Familiarity with the Location of the Public Improvement
- 10% v. Current and Projected Workload
- 20% vi. Project Experience
- 20% vii. Project understanding, issues, and approach

Maximum total weight is 100 points.

Fees shall be negotiated with the successful firm. If the fee cannot be agreed upon, the City reserves the right to terminate negotiations, and then negotiate with the second and third ranked firms in order, if necessary, until a satisfactory contract has been negotiated. The City Council of the City of Watford City will be the ultimate body to award any contract that is negotiated.

All costs associated with the proposal shall be borne by the proposer. The City reserves the right to reject any and/or all proposals and to not award contracts for any and/or all projects.

## **SEQUENCE OF EVENTS**

The following sequence of events is contemplated for the selection procedure of a CMAR:

RFQ Advertised	November 3 <sup>rd</sup> , 2021
Qualifications Due	November 24 <sup>th</sup> , 2021
Short List Notified	November 30 <sup>th</sup> , 2021
Interviews	Tentatively December 2 <sup>nd</sup> , 2021
Decision to Award	December 6 <sup>th</sup> , 2021
Anticipated beginning of CMAR Services	December 13 <sup>th</sup> , 2021
Estimated Project Completion	December 2023

## **SELECTION COMMITTEE**

The Selection Committee is comprised of the following people:

Heidi Brenna, AIA	Architect
Jason Hunze, PE	Engineer
Glen Beard	Contractor
Justin Smith	Public Works (PW) Superintendent
Jason Faller	Assistant PW Superintendent
Grace Demars, PE	City Engineer

## **DISCLOSURE OF PROPOSAL**

At the conclusion of the selection process, the contents of all proposals will be subject to North Dakota's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.