

**REQUEST FOR QUALIFICATIONS (RFQ)
For the City of West Des Moines
CONSTRUCTION MANAGEMENT SERVICES**

1. INVITATION

The City of West Des Moines is soliciting submissions of Statements of Qualifications from firms interested in providing Construction Management Services relating to two construction projects. The first being the building restoration and interior improvements to the Historic City Hall building located at 137 5th Street in West Des Moines, Iowa. The second being the Valley Junction Fire Sprinkler Infrastructure Project located in several sections of the 100 and 200 blocks of 5th Street. Firms with relevant experience and qualifications are encouraged to submit. The intent of this RFQ is to establish a short list of Construction Management firms that then can be forwarded a Request for Proposal for one or both projects.

The Historic City Hall is currently listed on the National Register of Historic Places and the Sprinkler Infrastructure Project encompasses many historic structures. Funding for this project involves several State and Federal grant programs. As such, work will need to comply with the Secretary of the Interior's Standards of Rehabilitation and the Iowa Green Streets Criteria.

2. PROCESS

- A. DISTRIBUTION OF REQUEST FOR QUALIFICATIONS (RFQ) – This RFQ document will be made available only to firms that are qualified to provide construction management services in the State of Iowa. Notice of the RFQ will be published in the *Des Moines Register*. The RFQ and any supporting documents will be made available via electronic distribution as requested by any qualified firm and be posted on the City of West Des Moines web site: www.wdm-ia.com.
- B. RECEIPT OF THE RFQ AND LATE SUBMISSIONS – All Statements must be addressed to the City Clerk, City of West Des Moines. Statements will be received by the City Clerk at his office at 4200 Mills Civic Parkway, West Des Moines, Iowa, 50265 **until 2:00 p.m., on Wednesday, July 15, 2009**. Statements and materials received after the time specified above will not be considered and returned to the sender.
- C. EVALUATION OF THE STATEMENTS OF QUALIFICATIONS AND DETERMINATION OF THE SHORT LIST – The Statements submitted will be evaluated by City staff for completeness and compliance with all submittal requirements. The City reserves the right to reject any submittal that does not comply with all the submittal requirements. Following the evaluation, City staff will forward the submissions to the Selection Committee which is comprised of staff from the City's Public Works Department, Development Services Department, City Manager's Office, the City Attorney's Office and the Historic Valley Junction Foundation. Based on the evaluations of the Statements of Qualifications, a final short list of no more than five (5) firms will be compiled.
- D. NOTIFICATION – After the Short List has been determined by the Committee, the selected teams will be notified and may receive Requests for Proposals and information on the final selection process.
- E. TENTATIVE PROJECT SCHEDULE – Included below for reference is the tentative project schedule which is aggressive due to some funding requirements. Schedule is subject to change.

July 2, 2009	Request for Qualifications Issued
July 15, 2009	Statement of Qualifications Due
July 20, 2009	Committee selects firms for Short List
July 24, 2009	Request for Proposals issued
August 5, 2009	Proposals Due
September 2009	Projected Construction Start for Sprinkler Infrastructure Project
October, 2009	Projected Construction Start for Historic City Hall Project

3. SUBMITTAL REQUIREMENTS

A. STATEMENT OF QUALIFICATIONS: SPECIFIC REQUIREMENTS - In keeping with the sustainable design philosophy, the City asks that the response to the RFQ be one hard copy along with a copy of the submittal in PDF file format contained on a compact disk or memory stick. Each Statement of Qualifications shall be in 8½" x 11", vertical format, consisting only of the specified materials requested below. 11" x 17" pages in landscape orientation are acceptable. To be responsive, each Statement of Qualifications must include the following material in the exact order specified. Submittals not organized according to this format may be rejected.

1. COVER LETTER: An officer of the firm submitting the Statement of Qualifications shall sign the cover letter. In case of a joint venture, an officer of each joint venture partner shall sign the cover letter.

2. TABLE OF CONTENTS

3. PROJECT TEAM: Provide a general introduction on the makeup of the key project team (e.g. Project Manager, Estimator and the Superintendent) including each team member's area of expertise and note any past experience of team members working together on other projects. The project team can also include the disciplines of any other consultants deemed necessary by the Proposer to effectively meet the requirements of the project. For each team member not part of the Proposer's staff, include the name, address, and telephone number of their firm. (Page limit: none, but be reasonable)

4. PROJECT EXPERIENCE: Relevant construction management project experience of any project team member may be submitted. Up to four (4) examples of construction projects may be submitted. Project examples may include any of the following:

- Examples of constructed projects of related scope and complexity to community services buildings, executed by any team member, that best reflects their overall management capability.
- Examples of projects executed by any team member that demonstrate an innovative approach to environmentally responsible or sustainable design.
- Examples of constructed projects of related scope and complexity to small historic properties, executed by any team member, that best reflects their overall management capability.
- Other projects executed by any team member that exhibit management capability in the area of that team member's expertise. These may be for any type or size of project.

For each project, submit a one-page narrative description of the project. Color photos or graphics depicting the projects are encouraged but not required. The narrative description shall include the architect of record, the Proposer's role in the project, type of facility, location and client name, total gross square feet, total construction cost, what the project costs were in comparison to the construction budget and what the actual construction time was in comparison to the scheduled time frame. Also include a brief statement indicating the relevance of this project for the Historic City Hall or Sprinkler Infrastructure project. (Maximum of eight (8) pages, including photographs)

5. IMPRESSION AND PROVISIONS OF SERVICES: Submit a two page written statement describing the following:

- What will be the Proposer's envisioned process to work as a part of the design team (owner, architect, construction manager), to offer construction schedule refinement, constructability reviews, construction cost estimating, bidding of the subcontracts, construction phase services and project closeout.
- It is the Owner's intent to have the Construction Manager coordinate Subcontractors and pre-qualify major Subcontractors or Prime Contractors to be a part of the project. It is anticipated that there will be no General Contractor for the project. Please indicate the method you would propose to select Subcontractors and bid the project (all bidding is required to meet Iowa law for public construction projects).
- The Sprinkler Infrastructure Project will require the system to be designed by a licensed professional who could be a separate consultant or as part of a sub-contractors scope of services. Please discuss how you would recommend providing those design services for the project.

- Discuss how the Owner can feel assured they will be paying a fair and competitive price for the work, and that the work will be completed on time. How can the Owner likewise feel assured the subcontractor and materials prices are fair and competitive?
- Please present an outline of your proposed services for the two projects based on what you know about the projects at this time.
- The statement should also address the envisioned working relationship with the City and the architect along with what steps will be taken to ensure the best possible outcome for the project.

6. REFERENCES: Provide at least three (3) owner/user references for each of the Proposer's key team member. For each reference, list the person's name, address and current telephone number, and nature of the reference or relationship.

4. EVALUATION OF STATEMENTS OF QUALIFICATIONS

The following general criteria will be used in evaluating and rating Statements of Qualifications. The entire team will be evaluated. The right is reserved hereunder by the City to modify these criteria and to add or delete criteria.

A. PROJECT TEAM

1. Demonstrated success of comparable undertakings related to the following:
 - Delivering a high quality development at a reasonable cost and within budget;
 - Overall project management quality, including ability to provide improvements that respect the building's historic fabric and integrate sustainable design concepts;
 - Managing projects of similar scale and complexity.
 - Coordination of construction and mitigation of impacts within a tight urban site and active retail district.
2. Ability to communicate with impacted property owners and other vested parties such as neighboring properties and community organizations.
3. Prior experience of the Proposer working in a collaborative relationship with clients.
4. Schedule and capacity of team members staffing throughout the design, documentation and construction phases.
5. Project management approach and sensitivity to key project issues that will lead to a process that meets all of the Owner's requirements.

B. PROJECT EXPERIENCE

1. Major project experience involving the design of:
 - Historic properties
 - Community service facilities
 - Environmentally responsible or sustainable design
 - Other projects (built or un-built) that may demonstrate management capability

D. IMPRESSION AND PROVISION OF SERVICES

E. REFERENCES

5. SUPPORTING DOCUMENTS

The following information is attached herein as an exhibit. Additional information or clarification may be posted on the City's web site during the RFQ process.

Attached Exhibits:

- Exhibit A – Historic City Hall General Project Information and Program
- Exhibit B – Valley Junction Sprinkler Infrastructure Project Information

Exhibit A – Historic City Hall

BUILDING DESCRIPTION:

The Historic City Hall building was constructed in the early 1900's to serve as a fire station, jail and City Hall for the Town of Valley Junction. The structure is a two story load bearing brick building, approximately 1300 square feet on each floor. A one story concrete block addition of approximately 550 square feet was constructed on the rear of the building sometime in the mid 1900's. Both portions of the building have flat membrane roofs. The interior of the building has been remodeled several times with much of the original 1900 finishes and partitions removed, however most of the original walls, trim and ceiling remain on the upper floor. The front façade has been altered several times and some of the original features are missing. There is fairly good photo documentation of the front façade going back to 1909.

A new City Hall and fire station building was constructed in the 1950's and the Historic City Hall building was then sold to a private individual. The City repurchased the building in 2008 with the intent of rehabilitating the building and restoring its function as a community service building. Prior to purchase, the building was evaluated by a structural engineer and an evaluations of the existing mechanical and electrical systems was completed. Since purchasing the building, the City has had the building evaluated by an historic architect and is in the process of contracting with RDG Planning and Design to provide architectural services for the design, construction documents and construction observation.

BUILDING CONTEXT:

The Town of Valley Junction was incorporated in 1893 and became the City of West Des Moines in 1938. The Historic City Hall building is part of the original downtown business district which is still referred to as Valley Junction. Many of the original turn of the century buildings still exist in the area. Valley Junction is one of the original Main Street Iowa communities, managed by the Historic Valley Junction Foundation. Valley Junction also has the designation of an Iowa Cultural District and is one of the communities participating in the Iowa Great Places program.

The City Hall building is typical of many main street buildings as it is located on a 25' x 145' lot, with adjoining buildings to the north and south. The building fronts 5th Street which is a one way street with diagonal parking and has a developed streetscape with wide sidewalks. The rear of the lot does have alley access and is adjacent to public parking. The building to the north is a three story brick building constructed in the early 1900's. The building to the south is a one story concrete block building built in the 1950's. The rear portion of the lot is a gravel parking area.

BUILDING PROGRAM:

Proposed uses for the building include classroom and meeting space on the upper floor to be used primarily for public and social service programs. The main floor will be the new home of the Historic Valley Junction Foundation which will include office space and a reception area that can function as a small visitor's center. Throughout the building, photos and ephemera related to the history of the City will be on display. A new elevator will be installed providing accessibility for the upper floor.

The one story portion of the building to the rear will be used for storage and will not be a conditioned space. No improvements are planned for this area other than required structural improvements and door upgrades. It is anticipated that a detached maintenance/storage building of approximately 600 square feet will be constructed towards the rear of the site. The remainder of the site will be paved

Program criteria and uses will respect the historic fabric of the building and take advantage, wherever possible, of opportunities to demonstrate sustainable design and energy conservation. As such, all Project team members are expected to work closely with the State Historic Preservation Office and Mid American Energy along with City staff, elected officials, Historic Valley Junction Foundation and other State agencies such as Main Street Iowa and Iowa Great Places.

Exhibit B – Valley Junction Sprinkler Infrastructure Project

PROJECT DESCRIPTION:

As with many older Main Street areas, the buildings in Valley Junction are contiguous. Should a fire occur an entire block could be destroyed. This presents life safety issues and obvious concerns with the viability of the affected businesses and the district as a whole. With the current building and fire codes, the existing buildings within the business district are restricted on changes in use, building improvements and expansions unless they have a fire sprinkler system. Adding to the issue is the difficulty of retrofitting a sprinkler system in an existing building. Realizing the hurdles noted above and the unnecessary repetition of the system infrastructure due to the typical small building size, the City has initiated a project to allow contiguous buildings to share some of the required infrastructure for a fire protection system to encourage the installation of fire protection systems in the Valley Junction Business District.

Shared System Elements:

- Connection to the water main under 5th Street.
- Connection continued under the street and then brought up vertically in a building mid block.
- Vertical connection tees to a horizontal line along the ceiling area of the main floor of all contiguous buildings.
- Fire department connection on the exterior of the mid block building.
- A monitoring panel and sprinkler room installed inside the mid block building.

Implementation:

- The City intends to contract the design and installation of the shared segments of the system and when complete, convey the system to an association formed for the property owners to manage the operation and maintenance of the system.
- Each individual property owner or merchant will be responsible for the costs of the distribution of the system throughout their building.
- Participation in the program does not obligate the building owners to fire sprinkle the building (changes in uses, expansions or future code updates may).

Project Phasing:

- Phase 1: East side of the 200 block of 5th Street. 8 contiguous buildings. The Community Center (City owned) is located approximately mid block to bring up the vertical riser.
- Phase 2: West side of the 200 block of 5th Street. 7 contiguous buildings. Currently there is no building identified to bring up the vertical riser.
- Phase 3: East side of 100 Block of 5th Street. 3 contiguous buildings. Historic City Hall (City owned) is at mid block to bring up the vertical riser.

PROJECT CONTEXT:

The Town of Valley Junction was incorporated in 1893 and became the City of West Des Moines in 1938. Valley Junction is one of the original Main Street Iowa communities, managed by the Historic Valley Junction Foundation. Valley Junction also has the designation of an Iowa Cultural District and is one of the communities participating in the Iowa Great Places program.

The majority of the buildings contained in the project area were constructed around the turn of the century; however there are some building that were built as late as the 1950's. There is a mix of one and two story buildings most typically in the range of 3000 to 5000 square feet, most being constructed with load bearing masonry walls. Many of the buildings are occupied with retail establishments which will require careful coordination of the construction with the property owners and tenants for those buildings.