

Request for Qualifications  
For Construction Management Services (At Risk)

Bedford County Department of Education  
New Elementary School



Issued by Bedford County Department of Finance

Issue Date March 11, 2022

Submittal Deadline: Friday, April 1, 2022, at 2:00 PM, CST

**Submit Qualifications and Questions to:**

Bedford County Department of Finance  
Attn: Robert Daniel, Director of Finance  
200 Dover Street, Suite 102  
Shelbyville, TN 37160

Telephone: 931-685-2024

Email: Robert Daniel [robert.daniel@bedfordcountyttn.gov](mailto:robert.daniel@bedfordcountyttn.gov)

**Submittal and Questions - Copy to:**

Ron Cosentino, Project Manager

Telephone: 615-255-1854

Kline Swinney Associates

22 Middleton Street

Nashville, Tennessee 37210

Email: [rcosentino@ksarchitects.com](mailto:rcosentino@ksarchitects.com)

## **BEDFORD COUNTY - REQUEST FOR QUALIFICATIONS**

Bedford Department of Finance, (hereafter referred to as "Bedford County"), invites interested and qualified construction managers (Respondents) to submit a Statement of Qualifications (SOQ) to provide construction management services with a guaranteed maximum price for construction services for the New Elementary School Project.

The delivery method for this project is commonly known as "Construction Manager at Risk" (CMAR). CMAR consists of a preconstruction phase and a construction phase.

During the preconstruction phase, the Construction Manager ("CM") will collaborate with the Architect on the design, constructability, cost, and schedule of the Project, and develop a Guaranteed Maximum Price (GMP) proposal to construct the Project.

Upon Bedford County's acceptance of the GMP, Bedford County will issue a notice to proceed to the CM for the construction phase. If Bedford County and the CM do not agree upon a GMP, Bedford County will not proceed with the construction phase of the Project to the CM.

### **I. PROJECT DESCRIPTION**

Bedford County Schools is currently in the design phase for a New One or Two-Story Elementary School Project. The facility is to be located on Fairfield Pike, Shelbyville, Tennessee.

Kline Swinney Associates has been contracted for Architectural and Engineering services for the design of the project. This project will provide classrooms for an estimated eight hundred (800) student capacity, gymnasium, cafeteria, media center, offices, and other associated spaces, as well as outdoor playfields.

The selected Construction Management firm will work directly with the architectural team to review design and determine constructability, and schedule and prepare a Guaranteed Maximum Price for the Project. Substantial information is available through the design architectural team and additional information will be made available to the selected CM to assist their efforts during the design review phase.

The CM will be required to be licensed in the state of Tennessee with all required licenses and insurance necessary to construct a facility of the type contemplated in this project.

The following will additionally be included in the construction:

- A. Coordination with Furniture, Fixtures, and Equipment.
- B. Coordination with IT and Low Voltage Project Requirements

The estimated construction budget is approximately \$25,000,000.00 to \$30,000,000.00

## **II. SCOPE OF CONSTRUCTION MANAGEMENT SERVICES**

The work to be performed by the CM is specified in the preconstruction phase contract and construction phase contract documents. In submitting an Statement of Qualifications (SOQ), the Respondent represents that it is qualified and capable to provide all the requirements of both contracts. The following is a brief overview of the services the CM will be required to perform, if awarded both the preconstruction phase contract and the construction phase contract:

1. Review the initial cost estimate and provide continuous cost management to assure the design is within the budgeted cost estimate.
2. Participate in the review of the design and provide constructability reviews and analysis. Offer suggestions to improve the quality of the Project.
3. Provide construction planning, phasing, and scheduling during design review and through construction completion.
4. Develop and maintain a Project schedule that incorporates all tasks and approvals of all involved parties necessary to complete the Project within the contract durations.
5. Incorporate LEAN practices and tools into the process.
6. Incorporate integrated project management practices into the Project.
7. Provide quality assurance.
8. Bring design-assist and design-build trade subcontractors into the design phase appropriate for the Project and as approved by the School District.
9. Provide cost estimating and value engineering. Reconcile CM cost estimates with Architect's cost estimates.
10. Coordinate with and provide information as required to regulatory agencies. Schedule and monitor required agency approvals.
11. Prequalify trade contractors to comply with Bedford County's standards.
12. Develop Trade Contactor Bid Packages and receive bids in the most logical, competitive, and seamless manner.
13. Warrant the completeness and constructability of the construction documents and ensure that trade bid packages include a complete scope of work.
14. Submit a Guaranteed Maximum Price proposal.
15. Manage and administer the Project construction phase to achieve construction completion within the contract time and budget and with high quality workmanship.

## **III. CM SELECTION PROCESS**

Bedford County will select the CM using a two-step process. The first step is this Request for Qualification (RFQ) from which Respondents may submit to Bedford County. Bedford County will review and score the SOQ's, conduct interviews, and may

conduct reference checks. If Bedford County chooses the Construction Manager at Risk method of delivery, the highest scoring firm will be awarded a contract for preconstruction services. The judgement of Bedford County in this selection process is not subject to appeal.

If Bedford County does not award the preconstruction phase contract or the construction phase contract, the Proposers or CM will not be entitled to recover any monetary awards of any type whatsoever. Bedford County reserves the right to reject all responses to the RFQ. Bedford County may terminate the CM's preconstruction phase contract prior to the construction phase and seek competitive bids for the construction phase. There is no guarantee the construction phase contract will be awarded.

## **IV. ANTICIPATED PROJECT SCHEDULE**

### **Projected Project Activity Duration**

Request for Qualifications: March 11, 2022  
Deadline for RFQ Questions: March 18, 2022  
RFQ Submittal Deadline: April 1, 2022, at 2:00pm  
Selection Date: April 15, 2022  
Construction Documents 95%: March 2023  
Substantial Completion: June 2024

## **V. QUALIFICATION SUBMISSION REQUIREMENTS**

A Statement of Qualifications must be received in the Bedford County Department of Finance Office shown herein before the date and time shown in the Anticipated Project Schedule.

Respondents for this Project shall submit a Statement of Qualification in accordance with the following instructions:

1. Provide all information requested by this RFQ.
2. Provide information as it pertains to your firm. When referencing projects that were joint ventures, indicate such and explain your firm's role in the project.
3. The SOQ should be well organized and as concise and complete as possible while still providing the requested information.
4. Information you believe is relevant to the selection of your firm for this Project but not requested by the RFQ may be submitted as an appendix to the SOQ.
5. Where contact information is requested, include the company name, address and a company representative's name, phone number and e-mail address.
6. Submit eight (8) copies of the SOQ in "8 ½ x 11" format.

7. In a separate sealed envelope submit the cost for the following items:
  - a. Compensation and payments for pre-construction phase services.
  - b. Hourly billing rates for pre-construction services.
  - c. Construction Managers Fee for Construction Phase Services.
8. Deliver the SOQ in a sealed package marked on the outside "Bedford County New Elementary School Building Construction Management (at Risk) RFQ."
9. Deliver the SOQ to the Bedford County Department of Finance Office for the Selection Process must be received at the following address by **2:00 pm, on Friday April 1, 2022**, to be considered. Please note – E-mails or Faxes will not be accepted.

## **VI. OFFICE FOR THE SELECTION PROCESS**

All communications and questions concerning the selection process should be directed to the Bedford County Department of Finance for the Selection process.

**Submittal and Questions to:**  
Bedford County Department of Finance  
Attn: Robert Daniel, Director of Finance  
200 Dover Street, Suite 102  
Shelbyville, TN 37160  
Telephone: 931-685-2024  
Email: Robert Daniel [robert.daniel@bedfordcountyttn.gov](mailto:robert.daniel@bedfordcountyttn.gov)

**Submittal and Questions - Copy to:**  
Ron Cosentino, Project Manager  
Telephone: 615-255-1854  
Kline Swinney Associates  
22 Middleton Street  
Nashville, Tennessee 37210  
Email: [rcosentino@ksarchitects.com](mailto:rcosentino@ksarchitects.com)

## **VII. SOQ REQUIRED INFORMATION AND SCORING**

Provide the following information in your SOQ. If all information is not provided, the SOQ may not be considered. Bedford County may, at its discretion, call the contacts provided or others as may become known for reference checks. SOQ's should be organized with numbered tabs corresponding to the following questions. Provide concise and complete responses; non-requested information and lengthy responses are discouraged.

1. Cover letter confirming that your firm's submittal is in response to the RFQ and agrees to enter into a preconstruction and construction contracts if selected: ..... 0 points
2. Organization Information: ..... 0 points
  - a. Identify your firm's full legal name, address, phone, fax, and website
  - b. Include organization chart of the company. Give titles and names of positions
3. Provide the address of the office that will manage this project: ..... 0 points
4. Copy of your firm's Tennessee Contractor License: ..... 0 points
5. Experience and successful completion of similar Education Based CMAR projects completed within the last five (5) years (Tennessee preferred): .. 15 points max
6. Experience and ability of key personnel: ..... 15 points max
7. Understanding of CMAR delivery method and ability to successfully complete the expected scope of work on schedule and within budget: ..... 15 points max
8. Proximity of CM to project location: ..... 10 points max
9. Past success with and plan for maximizing local and minority participation: ..... 10 points max
10. Financial Strength: ..... 10 points max
11. Feedback from client references: ..... 10 points max
12. Presentation if applicable: ..... 15 points max

**Note** - Selected proposers may be invited to make formal presentations to the selection team if necessary. Scoring will be based on presentation and information provided to the team.

**TOTAL POINTS:** ..... **100**

**Note** - That the above selection criteria are not ranked in order of importance.

### **VIII. QUESTIONS (Copy to Kline Swinney Associates)**

All questions regarding this RFQ for the CMAR selection process listed herein must be submitted in writing by e-mail to the Bedford County by March 18, 2022, as indicated in the Anticipated Project Schedule. Questions received after the due date will not be considered. Written responses to submitted questions will be sent to all registered Respondents. Clarifications may be requested verbally, however, verbal responses will not be considered binding.

### **IX. CONFIDENTIALITY OF DOCUMENTS**

In general, documents that are submitted as part of the response to this RFQ will become public records and will be subject to public disclosure. Tennessee General Statutes Section Title 10, Chapter 7, Part 5 provides a method for protecting some documents from public disclosure.

**Attached** – Sample AIA Document A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor.

**End of Request for Qualifications**