Request for Qualifications for Design-Build Services

New Office Lease Space for K-State Research & Extension Office – Marias des Cygnes District

913 North Pearl St, Ste 1, Paola, KS

Submittal Deadline: 2 p.m. October 5, 2020
REQUEST FOR QUALIFICATIONS FOR DESIGN/BUILD SERVICES
New Office Lease Space for K-State Research & Extension Office
Marias des Cygnes District

SECTION 1 – GENERAL INFORMATION AND REQUIREMENTS

1.1 General Information: The K-State Research and Extension Office, Marias des Cygnes District ("Owner") is soliciting Statements of Qualifications for selection of a Design/Build contractor for the proposed new Lease Office Space Project, in Paola, Kansas, in accordance with the terms and conditions herein.

1.1.1 This Request for Qualifications (RFQ) provides the information necessary to prepare and submit qualifications for consideration by the Owner. The Owner intends to finalize their selection by October 6, 2020.

1.2 Public Information. All information, documentation and other materials submitted in response to the RFQ are subject to public disclosure.

1.3 Type of Contract. Any contract resulting from this solicitation will be in the form of the AIA, standard Design/Build Contract.

1.4 Clarifications and Interpretations: Any clarifications or interpretations of the RFQ that materially affect or change its requirements will be communicated by the Owner to the RFQ holder. Any addendums shall be acknowledged by the respondents and shall be incorporated as part of their qualification submittal.

1.5 Submission of Qualifications. Respondents shall submit qualifications to the following address and as further instructed below:

1.5.1 Deadline and Location. The Owner will receive qualifications until 2:00 pm, October 5, 2020. Qualifications shall be submitted to:

K-State Research and Extension Office
Attn: Kathy Goul
104 S. Brayman
Paola, KS 66071

1.5.2 Submit four (4) identical copies of qualifications. An original signature must be included on the respondents’ Statement of Qualifications.

1.5.3 Qualifications received after the deadline will be returned to the respondent unopened.

1.5.4 The owner will not receive any submittals that are conveyed via fax or electronically.

1.5.5 Complete submittals will not be returned.

1.5.6 RFQ submittals must be enclosed in a sealed envelope/container when received by the Owner.
1.5.7 Proper submittals will be opened publicly and the names of the respondents will be read aloud at 2:15 p.m. **October 5, 2020**. Upon request, respondents will be provided a list of firms that have submitted qualifications to the Owner.

1.6 Point of Contact. The Owner designates the following person as its representative and point of contact.

Kathry Goul 913-294-4306  
K-State Research & Extension Email: kgoul@ksu.edu  
104 S. Brayman  
Paola, KS 66071

1.7 Evaluation of Qualifications. The evaluation of the qualifications shall be based on the requirements described herein. All properly submitted qualifications will be reviewed, evaluated and ranked by the Owner.

1.8 Owner’s Reservation of Rights. The Owner may evaluate the qualifications based on anticipated initiation and completion of all or any portion of the project. The Owner reserves the right to divide the project into multiple parts, to reject and an all qualifications and re-solicit for new qualifications, or to reject any and all proposals and temporarily or permanently abandon the project. The Owner makes no representation or guarantee that it will enter into any agreement with any respondent.

1.9 Acceptance of Evaluation Methodology. By submitting qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges that determination of the most qualified firm will require subjective judgments by the Owner.

1.10 No Reimbursement for Costs. Respondent acknowledges and accepts that any costs incurred from the Respondent’s participation in the RFQ process shall be at the sole risk and responsibility of the respondent. Respondents shall submit qualifications and proposals at their own risk and expense.

1.11 Pre-Submittal Facility Review. A pre-submittal guided tour of the facility may be scheduled by any respondent prior to the deadline for submittal of qualifications.

1.12 Eligible Respondents. Only individual firms or legally formed business organizations may apply. The Owner will contract only with the individual firm or formal organization that submits the qualification.

1.13 Sales and Use Taxes. The State of Kansas allows the Owner to purchase personal property and materials for the project that are not subject to taxation. The Owner will provide a Project Tax Exemption Certificate to the successful Contractor.

1.14 Workers Compensation Insurance coverage. The Owner requires workers compensation insurance coverage for all persons providing services on the project.
SECTION 2 – EXECUTIVE SUMMARY

2.1 Background. For more than 125 years, K-State Research and Extension has helped solve problems and improve the lives of all Kansans. Finding the right answers is hard, and the consequences are real. It doesn't matter if you are young, old, or in between, or if you're a farmer, a gardener, or a stay-at-home mom, or a family, a single person or if you're in business or serving a community - we're here for you!

We're a statewide resource in all 105 Kansas counties, offering access to a world of information and programs to meet local needs. Established in 1863, K-State was the first land-grant university in the nation and from the beginning has been involved in research and extending research-based information to the people to help them improve their lives.

Today, Extension plays an important role in American life in rural, urban, and suburban settings. Extension Agents help farmers grow crops, help families plan safe and nutritious meals, manage their home and finances and help children acquire the necessary skills to become tomorrow's leaders.

2.2 Project Description, Scope and Budget. This project involves interior renovation of an existing space. The existing building is a pre-engineered steel structure. For this project, the interior space is to be renovated to include new offices, meeting rooms, work rooms, kitchen, staff bath and storage areas as indicated on the attached concept plan drawing. To save cost, the Owner hopes to re-use as much of the existing walls, doors, ceilings, lighting and power as feasible. The new office space will need to be in compliance with current local building codes and the ADA guidelines for accessibility. There are no anticipated changes for the building structure or exterior cladding. The existing overhead door and operator are to be removed on the East wall and a new insulated, metal framed wall with interior finish and exterior cladding built in it's place. There is an existing double door on the interior dividing wall that can be re-used for the new exterior wall on the East. The building Owner plans to replace the main HVAC unit for the space.

The work will include the following items: (listing may not be complete)

- Interior demolition of walls, ceilings, power, lighting, HVAC, flooring, etc as required.
- Framing of new walls using metal studs with painted gypsum board finish.
- New flooring throughout. Hard surface flooring is required for the kitchen, bathroom, East alcove. The ramp and storage rooms can have exposed concrete for their finish.
- New doors, frames and hardware as needed, included panic hardware for designated exits.
- A new accessible restroom
- New kitchen cabinets, sink and a fire suppression hood suitable for use over a residential range (Denlar D1000 or equal). Owner will provide appliances for installation by G/C.
- New suspended ceilings and modifications to the existing ceilings as required for new layout.
- Mechanical, Electrical and Plumbing work to provide a safe, comfortable working space. The Owner desires that lighting be LED and will accept the modification of existing troffers.
- Other items as required
K-State Research & Extension, Marais des Cygnes District retained the services of an architect to devise a preliminary program and plan to help define the scope of work. The sketches are provided in Exhibit A.

There is a NTE budget of $185,000.

The Owner will need to occupy this space no later than January 15, 2021. Therefore, the contractor that is awarded the project needs to have the ability to move forward quickly on the project.

2.3 Project Planning Schedule. The preliminary project planning schedule is anticipated as follows:

- Owner provides RFQ packets
- Owner schedules guided tours of the building*
- RFQ Response – 2 p.m.
- Owner notifies of contractor selection
- Contractor negotiation and notice to proceed
- Substantial completion - negotiated
- Final completion - negotiated

Please note this is an expedited project. Substantial completion will be based on design documents and negotiations with Contractor.

* To schedule a tour, contact Kathy Goul, K-State Research and Extension, 913-294-4306 or kgoul@ksu.edu

2.4 Owner’s Special Conditions. The Owner may require additional contract terms and conditions that are supplemental to the AIA Agreement.

SECTION 3- REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained within the following criteria and submit a complete Statement of Qualifications as provisioned in Section 3. Formatting shall be consistent with specifications prescribed under Section 4. Incomplete qualifications may be rejected at the Owners discretion.

3.1 Criteria One. Respondent’s Statement of Qualifications and availability to undertake the project (maximum of two printed pages per question).

3.1.1 Provide a statement of interest for the Project including a narrative describing the Respondent’s unique qualifications as they pertain to this particular project.

3.1.2 Provide a statement on the availability and commitment of the Respondent, its principles and assigned professionals that are relative to the success of the project.

3.2 Criteria Two. Respondent’s ability to provide Design/Build Services.

3.2.1 Provide the following information on your firm for the past four years for the three most relevant projects to this work:
- Annual number and monetary volume of contracts per year.
- Annual revenue totals for all business activities per year.
- Total bonding capacity or total capacity for a commercial “Letter of Credit”.
- Capacity and backlog.

3.2.2 Attach a letter of intent from a surety company or financial institution indicating your firm’s ability to bond or secure a “Letter of Credit” for the amount of the entire construction estimate.

3.2.3 Identify if your firm is currently for sale or involved in any transaction to expand, dissolve or to become acquired. If so, explain the potential impact to the organization and its capacity to perform work. Explain the corporate formation of your company and primary share holders.

3.2.4 Provide details of any past or pending litigation, or claims filed against your firm or previous bonding agency that may affect your performance under a contract with the Owner.

3.2.5 Identify if your firm is currently in default on any loan, revolving credit or security agreement with any bank, material provider, lending institution or other entity or person. Specify dates, details, circumstances and prospects of resolution.

3.2.6 Does any marital, familial or business relationship exist between your firm and any member of the Kansas State Research and Extension Office, including staff, elected officials, or board members. If so, please explain.

3.3 Criteria Three. Qualifications of Design/Build Contractor

3.3.1 Describe your management philosophy for the Design/Build construction delivery method.

3.3.2 Identify Design/Build Contractor personnel that will be directly involved in the Project, including their experience with similar projects, and the number of years with the firm. Please indicate the credentials of the job superintendent and the percentage of time they will be on the job and whether or not they will be assigned to other unrelated jobs during the project.

3.3.3 Identify any consultants that are included as part of the proposed team, their role and related experience for this specific project.

3.4 Criteria Four. Respondent’s Past Performance on similar Design /Build Projects

3.4.1 Identify and describe the proposed teams past experience for providing Design/Build contractor services that are most related to this project within the last four years. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location and description
- Color images
- Final project size in gross square feet
- Type of construction (new, renovation, remodel)
- Names of mechanical, HVAC, plumbing and electrical subcontractors

3.5 Criteria Five. Respondent’s Past Performance on Public Projects.

3.5.1 Identify and describe the proposed team’s past experience for providing construction services on public projects within the last three years. Provide the following information for each project listed:
- Project name, location and description
- Final construction cost
- Type of construction (new, renovation, remodel)
- Contact person from the project owner with direct knowledge of project

3.6 Criteria Six. Respondent’s Ability to Establish Budgets and Control Costs

3.6.1 Describe your cost estimating methods.

3.6.2 Describe your cost control methods during construction and how you procure subcontractors.

3.6.3 Describe your methodology for working with the project architect/ engineer to deliver a guaranteed maximum price.

3.7 Criteria Seven. Respondent’s Ability to Meet Schedules on the Project

3.7.1 Describe how you will develop, maintain, and update the project schedule during design and construction.

3.7.2 Describe your approach to ensuring timely completion of this project.


3.8.1 Describe your quality assurance program.

3.8.2 Describe your relationship with the local subcontracting community.

3.8.3 Describe how you maintain worksite security during construction.

3.9 Criteria Nine. Respondent’s Ability to Identify and Resolve Problems

3.9.1 Describe your plan for communicating constructability, phasing, value engineering, and other budget options in a form that will quickly facilitate the owners decision making.

3.9.2 Describe any conflicts with the owner, consultants, architects/engineer, or subcontractors you encountered on a recent project and the methods you used to resolve the conflict.
3.10 Criteria Ten. Execution of Offer

The execution of offer must be completed, signed and returned with the Respondent’s qualifications. Failure to complete, sign and return this execution of offer with the qualifications may result in rejection of the qualifications.

3.10.1 Respondent acknowledges and agrees that (1) this RFQ is a solicitation for qualifications and is not a contract or offer to contract; (2) The submission of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and respondent; (3) The Owner has made no representation that any contract will be awarded; and (4) Respondent shall bear, at its sole risk and responsibility, any cost which arises from Respondents preparation and response to this RFQ.

3.10.2 Respondent offers and agrees to comply with all terms, conditions and requirements set forth in the RFQ documents contained herein.

3.10.3 Respondent affirms they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or elected official in connection with the submitted qualifications.

3.10.4 By signature, respondent represents and warrants that they are a reputable company, regularly engaged in providing construction services necessary to meet the terms, conditions and requirements of the RFQ.

3.10.5 Respondent represents they have the necessary experience, knowledge, abilities, skills and resources, creditworthiness to satisfactorily perform the terms, conditions and requirements of the RFQ.

3.10.6 By signature hereon, respondent is aware of and in compliance with all applicable Federal, State and local laws, rules and regulations and ordinances.

3.10.7 All statements, information, and representatives prepared and submitted in response to this RFQ are current, complete and true. Respondent acknowledges that the Owner will rely on such statements in selecting the successful Respondent.

3.10.8 Respondent certifies that the individual signing this document and the documents made part of the RFQ maintains the proper corporate capacity to contractually bind the company, which may result from the submission of Respondents Qualifications.
3.10.9 Execution of Offer:
New Office Lease Space for K-State Research and Extension – Marias des Cygnes District

The Respondent must complete, sign and return this Execution of Offer as part of their submittal. The Respondent’s company official(s) who are authorized to commit to such submittal must sign the submittals. Failure to sign and return this form may result in submittal disqualification.

Respondent’s Name: ________________________________

Respondent’s State of Kansas Tax Account No: ________________________________

Respondent’s State of Incorporation: ________________________________

Respondent’s Charter No: ________________________________

Identify each person who owns at least 25% of the Respondent’s business entity by name:

(name)
(name)
(name)
(name)

Submitted and Certified by:

(Respondent’s Name) (Title)

(Street Address) (Telephone Number)

(City, State, Zip) Email / Fax

(Authorized Signature) (Date)
SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 General Instructions:

4.1.1 Qualifications shall be prepared simply and economically, providing a concise description of the respondent’s ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements and understanding the needs of the Owner.

4.1.2 Qualifications shall be a maximum of twenty (20) printed pages. The cover, table of contents, divider sheets and Execution of Offer do not count as printed pages.

4.1.3 Respondent shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection.

4.1.4 Qualifications and any other information submitted by respondents shall become property of the Owner.

4.1.5 Qualifications that are qualified with conditional clauses, exclusions, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner.

4.1.6 The Owner makes no representation that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all qualifications, waive any formalities or minor technical inconsistencies, or delete any requirements from this RFQ when deemed to be the Owner’s best interest.

4.1.7 Qualifications shall consist of responses to questions identified in Section 3 of the RFQ. It is not necessary to repeat the response to a specific question within the Qualifications, however, it is essential to reference the question number with the corresponding answer if the respondent has provided the response elsewhere.

4.1.8 Failure to comply with all the requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

4.2 Page Size, Binding, Dividers and Tabs

4.2.1 Qualifications shall be printed on letter-sized paper. Do not use metal three ring binders.

4.2.2 Additional attachments shall not be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.

4.3 Table of Contents:

4.3.1 Submittals shall include a “Table of Contents” with page numbers for each element of Qualifications.
EXHIBIT A

OVERVIEW

General Scope

The structure is a single story, steel framed building. The proposed lease space is approximately 50’ x 100’, with an available area of approximately 4,690 GSF interior.

The bulk of the work will require interior renovations to convert the space for the new intended use. The only anticipated exterior work will be to fill the existing overhead door location.

Plumbing

New rough in plumbing may be required to accommodate the proposed layout and noted fixtures. A fire sprinkler system is not currently provided and is not anticipated for the intended use case (Contractor will need to confirm prior to bidding).
**HVAC/ Mechanical**

A new HVAC system air handler will be provided by the building Owner. The contractor for this work will need to provide new plenum and branch ducting (both supply and return) as required to serve the new layout.

**Electrical / Phone/ Security/ Data/Audio**

The existing electrical service entrance and distribution may be re-used as much as feasible. The Owner and Contractor will need to develop a power/lighting/data/phone plan during the design phase.

Phone and electrical outlets will be required in specific locations including floor junction outlets. A sound system for the assembly room is required.

**Other**

- Standard energy efficient mechanical systems.
- Sanded drywall interior finish is desired. Walls shall be painted throughout.
- All restroom interior common walls to receive fiberglass insulation for sound proofing.

**Floor Plan - Conceptual**

The Owner has provided a conceptual floor plan (see Exhibit A). Value added enhancements of this design are encouraged.