REQUEST FOR QUALIFICATIONS (RFQ) for
General Contractor/Construction and Development (GC/CDM) Manager Services

201 Cordova St. Apartments Project

Release Date: March 11, 2022
Due Date: April 7, 2022

INTRODUCTION

The Board of AWARE (Owner) is accepting Request for Qualifications (RFQs) from General Contractor/Construction and Development Managers (GC/CDM) to assist in the management, development, and remodel of the 201 Cordova Street to affordable housing apartments. Contractor services will include the following:

Together with the Owner, provide pre-construction consulting services including cost estimating, design consultation and refinement, construction schedule, and grant application materials. Provide Guaranteed Maximum Price (GMP) information and agreement. Provide construction services to remodel the building within the approved GMP and construction schedule.

The Owner intends to award a contract for GC/CDM services utilizing a competitive review process. This will consist of RFQ submittal from interested Contractors, an interview, and an initial estimated GMP. The final selection of Contractor will be based on who received the most points. RFQ packages should be sent, via email, in PDF form, to mandyoc@aware.org, on or before April 7, 2022 at 4pm.

The selected Contractor will be asked to complete a GMP document for the completion of the project.

PROJECT DESCRIPTION

201 Cordova Street building was used as a child development center, and is currently gutted to the studs. Conversion would include creation of 7 Single Resident Occupancy (SRO) apartments on the first and second floors, site work including utility connections and parking lot redesign, all associated mechanical and electrical work, as well as cosmetic building upgrades. The new apartments will require durable, energy efficient, easy to clean finishes that require minimal maintenance. The facility will be energy-efficient to minimize operating costs thus reducing the rent burden for potential future tenants.

Design plans have been created by the former owner, and are available as part of this solicitation. The original design will be modified to reflect simplified finishes and durable design. Site design and parking is under contract with Respec, and will be available as an addendum to this packet (estimated March 15). We anticipate utility upgrades and site work to accommodate sprinklers, which were not in the original design plan.
Full construction funding for the project is dependent on approval of competitive grant applications; we currently are funded at 70% of preliminary cost estimates. Full funding is expected by May 2022, and construction is expected to begin summer/fall 2022.

SELECTION AND AWARD PROCESS

The Owner will be contracting for GC/CDM Contractor services based on a combination of a competitive review of qualifications and fees as described below.

Those who respond to this request will submit a written response as per below as well as participate in the interview process with the Owner. Qualifications, interview, and GMP, will be ranked based on the evaluation criteria, as per below, and the highest-ranked firm will be selected.

A pre-proposal walk through meeting is scheduled for March 28th at 2pm. Project intent, funding, and general information will be explained and tour of the building provided, followed by Contractor questions concerning systems, detailing, alternate approaches, and similar implementation issues. Contractor interviews will be set for late March.

Contractors will be interviewed with a discussion on approach, staffing, timeline, and cost; and asked to submit a fee proposal and initial GMP construction costs.

The Contractor earning the highest combined score, combining the RFQ, interview scoring, and fee proposal scoring, will be selected for the GC/CDM contract.

The Owner will identify the selected Contractor by April 21, 2022.

Final contract is contingent upon grant award.

RFQ SUBMITTAL FORMAT and SUBMITTAL PROCESS

Interested Contractors shall address all the items below in the form of a PDF document. The documents should contain the following:

- Letter of Interest (3 points)
- Relevant Staff Qualifications Resumes and Experience (10 points)
- References (10 points)
- Description of 2 similar projects completed (10 points)
- Project Approach (20 points)
- Ability to coordinate teams (10 points)
- Interview (30 points)
- Fee Proposal (30 points)
### SCORING MATRIX

<table>
<thead>
<tr>
<th><strong>Letter of Interest</strong></th>
<th><strong>0-3 Points</strong></th>
<th><strong>Letter is concise, clear, and demonstrates interest in the project.</strong></th>
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<tbody>
<tr>
<td><strong>Relevant Staff Qualifications</strong></td>
<td><strong>0-10 Points</strong></td>
<td><strong>Maximum points will be awarded to firms that provide resumes for key project staff and describe firm’s ability through the relevant staff to provide assistance with grant applications, construction and design management.</strong></td>
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<td><strong>Completed Projects of Similar Scope</strong></td>
<td><strong>0-10 points</strong></td>
<td><strong>Maximum points will be awarded to firms that demonstrate successful completion of up to 2 projects similar to the Cordova facility in scope. Provided information should include GMP if applicable, final budget, project challenges, and other relevant information.</strong></td>
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<tr>
<td><strong>References</strong></td>
<td><strong>0-10 points</strong></td>
<td><strong>Maximum points will be awarded to firms that can provide 3 owner references. Acceptable references may include owners of successfully completed project as well as owner representatives, project managers, etc.</strong></td>
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<tr>
<td><strong>Project Approach</strong></td>
<td><strong>0-20 points</strong></td>
<td><strong>Maximum points will be awarded to firms that provide the most comprehensive description to project approach, including DM/CM process, construction process, and other relevant information.</strong></td>
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<td><strong>Ability to coordinate teams</strong></td>
<td><strong>0-10 points</strong></td>
<td><strong>Maximum points will be awarded to firms that clearly demonstrate ability to coordinate teams.</strong></td>
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<td><strong>Interview</strong></td>
<td><strong>0-30 points</strong></td>
<td><strong>Interview will be scored as follows 0-5 points listening and comprehension 0-5 points presentation 0-5 points ability to answer questions with relevant information 0-5 points professional manner 0-10 points expertise</strong></td>
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| **Fee Proposal**  
   Please include the following:  
   1. Unit ROM Cost  
   2. Proposed profit and overhead expressed as percentage of anticipated construction cost based on ROM  
   3. Proposed fee for preconstruction services | **0-30 points** | **Maximum points will be awarded to lowest fee proposal. Less points will be awarded to the other proposals. 5 points will be subtracted (30-5=25) to the second lowest proposal, (30-10=20) to the third lowest, etc.** |