

**Request for Qualifications
Construction Manager at Risk Services**

Owner: City of Tama

Project: Library Repair Project

Owner's Advisor: Snyder & Associates, Inc.

Release Date: Thursday, August 7, 2025

Statement of Intent

The City of Tama ("the Owner") is soliciting statements of qualifications ("SOQs") for Construction Manager at Risk (CMaR) services to provide construction services for its project(s) described in this RFQ (the "Project" or "Projects"). This request invites qualified firms to submit SOQ for the accomplishment of the items of work described below under the Project Description and Scope of Work. SOQs shall be prepared and submitted in accordance with the requirements described in this RFQ.

After evaluation and scoring of the SOQs, the Owner will release a Request for Proposals (RFP) to the top three scoring qualified firms. After the Owner selects the successful proposer, the Owner will negotiate a Guaranteed Maximum Price (GMP) contract with the successful proposer.

Submittal: Submit an electronic PDF copy on a flash drive or by email. (Hard copies not required, but are acceptable as a supplement to electronic submittal).

Qualifications Deadline: Before 2:00 PM (local time) on August 28, 2025

Deliver to: Jill Apfel, City Clerk
City of Tama
305 Siegel Street
Tama, Iowa 52339
tamacityclerk@tamacityia.gov

RFQ responses that are incomplete or received after the qualifications deadline will not be considered. Sealed envelope, email subject, or electronic file shall be clearly marked "Library Repair Project CMAR RFQ Response".

An Owner representative will publicly open and read aloud the names of the firms that submit Statements of Qualification.

The Owner reserves the right to waive any deficiencies or irregularities in any RFQ responses and to decide which three top-scoring qualified firms should be asked to submit a proposal in the best interest and value of the Owner.

Please direct all project-specific questions to the Owner's Advisor:

Snyder & Associates, Inc.
Attn: Lindsay Beaman
900 Bell Dr SW
Cedar Rapids, IA 52404
Office: (319) 362-9394
Email: lbeaman@snyder-associates.com

Description of Project

The Library Repair Project will address ventilation and architectural features in need of improvement and/or maintenance to ensure the spaces remain functional for their intended uses. This project is currently at the planning phase, with some preliminary study efforts having been conducted.

The Owner invites you to submit your firm's qualifications for providing Construction Management at Risk (CMaR) services to support the following areas on the above-described project(s):

1. Pre-construction Phase
2. Bidding Phase
3. Construction Phase
4. Close-out Phase

Please see Exhibit A for more information on listed services

Background Info

The City of Tama Public Library, located at 401 Siegel Street, was constructed in 2001. While the building has been cared for and remains fully functional, the City has struggled to address moisture and water damage in various areas of the building. Efforts to determine what repairs may be needed to correct these moisture issues have been carried out by engineering site visits and a written report of functional recommendations. The reports only go so far to facilitate the repair efforts, and the City is seeking responses from firms that specialize in public buildings and building systems.

Contact the Owner's Advisor for an electronic PDF copy of the 2000 Construction Plans and/or the 2019 Recommended Repairs and Maintenance of Tama Public Library.

Objectives and Expectations

The purpose of this request is to obtain statements of qualifications from firms offering construction management services. The CM will work directly with the Owner's Advisor to provide input and analysis on total project cost, sequencing, and constructability issues during the planning phase of each project.

For additional description of the anticipated scope of construction management services, see Exhibit A.

CMaR Selection Schedule

| | |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Notice of Intent to engage CMAR | July 23, 2025 |
| Issuance of RFQ | August 7, 2025 |
| Qualification Statements Due | August 28, 2025 @ 2:00 PM Qualification Statements will be publicly opened, and names of firms will be read aloud shortly after 2:00 PM on August 28, 2025 |
| Qualification Statements Evaluation | August 28 – September 11, 2025 |
| Issuance of RFP | September 16, 2025 |
| Proposals Due & Opened | October 16, 2025, 2:00 PM (local time) Proposals will be publicly opened, and names of firms read aloud shortly after 2:00 PM on October 16, 2025 |
| Interviews (if necessary) | October 20 – October 31, 2025 |
| CMaR Selection & Council Approval/Award | Tentatively November 3, 2025 |

QUALIFICATION STATEMENT REQUIREMENTS

Response Format

- Statements of qualifications shall be provided in a letter size (8 1/2" x 11") with sections addressing the specific elements below.
- Limit the length of qualification statements to 20 single-sided pages, not including covers, cover letter, or divider pages.

Section 1.0 – Company Description (10 points)

- A. **Firm** -- Identify the firm's name and the address of its principal office and any branch offices, and a brief history of the firm. If the firm has more than one office, specify which office will be responsible for the contemplated project (the "Contact Office").
- B. **Organization** -- Specify the type of organization (partnership, corporation, or other) and the year established. State the number of years the firm has been involved in ongoing work in the locality or the vicinity of the Project.
- C. **Volume** -- Provide a statement indicating the annual volume of completed construction in the last five years, and present and projected work. Indicate the specific extent of the Contact Office's involvement (prime contractor, joint venture partner, subcontractor, other).
- D. **Litigation** - Provide a list of any litigation filed by or against the company in the last ten years and state the nature and outcome of the litigation.

Section 2.0 – Proposed Project Team (25 points)

- A. List specific personnel proposed for the project team. Provide a narrative or organizational chart to indicate the project assignment, role, or area of responsibility of each individual.
- B. For each team member, list relevant project experience and qualifications. Also, state the current assignments and commitments for personnel proposed for the Projects.
- C. Provide a resume for each proposed team member. Include references for each team member if possible.

Section 3.0 – Similar Project Experience (40 points)

- A. **Specific Project List** -- Provide the following information for a minimum of three public-sector or private-sector projects completed by the Contact Office that are similar in size and scope to the proposed Project(s). Please complete the following information for each project separately.

Include the following information to the extent possible:

1. Project name and address. Contractor's project name if different.
2. Project Owner and Architect/Engineer, address, contact name and telephone number.
3. Type of project, size of building(s), site, and construction area.
4. Scope of service performed on the project, including any pre-construction services.
5. List final project cost. Describe key cost management challenges and how you dealt with these issues

6. Construction duration and date of completion. Indicate key scheduling challenges and how they were overcome.
 7. Indicate the names of your Project Manager and Superintendent on each project.
 8. Indicate what percentage of the work was accomplished with your own forces and in what trades. Note that retention of all trades will follow qualification and bidding requirements under Iowa Code Ch. 26A. .
- B. Evaluation will heavily consider how similar example projects are to the type, size, and construction cost of the Owner's project.
- C. Scoring will favor more recent project experience.

Section 4.0 – Proposed Management Process (25 points)

- A. Describe how your team will participate in the Preconstruction process and collaborate with the Design Team.
- B. Describe your communication plan with the Project Team. How will your communication plan ensure timely responses to issues as they arise during preconstruction as well as during construction.
- C. How will you manage and maintain existing operations during construction? Briefly describe how you successfully implemented a plan to manage and maintain existing operations during construction on a previous project.
- D. Indicate how you will assure the Owner that the proposed team members will dedicate the proper amount of time to this project and will not be reassigned to another project.
- E. Indicate a response plan and timeline for response in emergency and/or urgent Owner project situations.
- F. Describe your Safety Record & Internal Safety Program.

EVALUATION CRITERIA

Submissions will be reviewed by the Owner's designated evaluation committee. The evaluation will be completed within 45 days of the date the Owner opens the RFQ responses. Qualification statements will be evaluated based on point values associated with the above sections during the RFQ process. The Owner will look collectively at experience and qualifications that align with the needs of the various projects, which shall be included under the final CM Contract. These same scores will be carried forward into the evaluation of subsequent RFP responses.

The maximum score for each section is indicated above. Scores are based on how well the information submitted relates to the various identified Projects, section descriptions, and overall best value for the Owner. A score of 0 in any one section is grounds for disqualification.

Following the evaluation, the Owner will notify all respondents of the results. The top three scores of qualified firms will be asked to submit a response to an RFP for the Projects, which will include their qualifications as outlined in the SOQs and proposed fees.

OTHER INFORMATION

Responding firms will bear all costs for the preparation & delivery of the response to this RFQ.

The Owner reserves certain rights, including, but not limited to, the following:

1. Cancel the entire RFQ
2. Reject all proposals
3. Cancel the entire RFQ process and restart with modified criteria
4. Remedy technical errors in the RFQ process
5. Appoint evaluation committees to review qualifications and proposals
6. Seek the assistance of outside technical experts in evaluation
7. Issue subsequent requests for proposals
8. Waive informalities and irregularities in the RFQ or subsequent RFP process

This SOQ shall not, in any manner, be construed to be an obligation on the Owner to enter into a contract or result in any claim for reimbursement of cost for any effort expended in responding to the SOQ or in anticipation of any contract.

Exhibit A
Scope of Services
Construction Manager at Risk Services
Request for Qualifications

Owner: City of Tama

Project: Library Repair Project

Owner's Advisor: Snyder & Associates, Inc.

The following represents the Scope of Services that the Owner seeks to be performed by CMAR and is subject to change.

Pre-Construction Phase

1. Strategy
 - a. The Construction Manager will evaluate various project options and provide cost analyses. The evaluation shall identify advantages and/or disadvantages of the option with regard to cost, schedule, and logistics.
 - b. The Construction Manager, in consultation with the Owner and the Owner's Advisor, will analyze project requirements and develop pre-construction and construction strategies that address requirements for function, cost, quality, time, procurement, and on-site logistics.
 - c. The Construction Manager will review design documents, as they are developed, in order to avoid potential challenges to minimize potential change orders. The Construction Manager will provide recommendations on contract provisions that establish contractor performance requirements to promote quality, cost effectiveness, and schedule compliance.
 - d. Detailed constructability reviews shall be done once the bid documents are 75% complete. A detailed report by sheet number shall be provided for Owner and Owner's Advisor to review.
2. Budget support
 - a. The Construction Manager, in consultation with the Owner and the Owner's Advisor, will develop a detailed schematic design budget. The budget shall identify all costs, including construction costs, consulting fees, permit fees, testing and inspection fees, furnishings, equipment, inflation, and contingencies
 - b. The Construction Manager will perform a minimum of two (2) Cost Control Studies (value engineering); one (1) at schematic design to evaluate systems, and one (1) at the completion of the design phase to evaluate details and finishes. The final selections shall be made in consultation with the Owner and the Owner's Advisor, prior to the preparation of final construction documents.
 - c. The Construction Manager will prepare a minimum of three (3) detailed cost estimates for all building construction and site development work. One (1) estimate will be provided at completion of schematic design, one (1) at the 75% construction document phase, and one (1) at 95% construction documents or as agreed upon with the Owner. The final estimate shall conform to the final bid package configuration.

3. Schedule

- a. The Construction Manager, in consultation with the Owner and the Owner's Advisor, will develop a "Project Master Schedule" that establishes duration and responsibility for all major activities during all phases of the project.
- b. The Construction Manager will monitor and report on progress during the pre-construction phase. The Construction Manager will update the "Project Master Schedule" monthly, will notify the Owner and Owner's Advisor of any delays or problems, and will recommend any corrective action necessary to meet the schedule.
- c. Schedules shall consider labor and material availability.

4. Meetings & communication

- a. The Construction Manager will prepare and distribute monthly reports to the Owner and Owner's Advisor on the project budget, the status of the project schedule, and general project information.
- b. The Construction Manager will participate in design coordination meetings on a regular basis with the Owner, the Owner's Advisor, and other consultants to discuss and review all items pertinent to the design phase.

Bidding Phase

1. Bidding Information

- a. The Construction Manager will establish and implement procedures for the bidding process, including the distribution of bid documents, the issuance of addenda, the holding of pre-bid conferences, the receipt of bids, and the bidding schedule.
- b. The Construction Manager shall adhere to Iowa statutes regarding qualification, selection, and award of contract for public work. Reference Iowa Senate File 183 directly in addition to other public bidding laws.
- c. The Construction Manager will distribute all bid documents to plan rooms and contractors (if needed), then maintain accurate records of distribution activities.
- d. The Construction Manager, in consultation with the Owner and Owner's Advisor, will receive and evaluate the bids and recommend the award of contracts.
- e. The Construction Manager, in consultation with the Owner and Owner's Advisor, will prepare and coordinate the processing of all construction documents.
- f. The Construction Manager will field all contractor questions and provide to the Owner's Advisor for response via addenda to all plan holders.

2. Contractor Engagement

- a. The Construction Manager will develop contract packages to establish the categories of work into separate contracts that promote competition and provide well-defined and manageable divisions of work.
- b. The Construction Manager will identify potential contractors and suppliers and develop their interest in bidding on the project to ensure a competitive bidding environment. The Construction Manager will investigate potential bidders and suppliers to determine their ability to meet project requirements.

3. Schedule

- a. The Construction Manager will develop a construction schedule that meets the needs of the Owner for inclusion in the contract documents.
- b. The Construction Manager, in consultation with the Owner and Owner's Advisor, will schedule, organize, and conduct pre-bid conferences in a manner consistent with the bid schedule.

Construction Phase

1. Communication / Conference / Meetings

- a. The Construction Manager, in consultation with the Owner's Advisor, will organize and conduct pre-construction meetings with contractors, consultants, and the Owner. The meetings shall include a review of project management, project schedule, and project procedures.
- b. The Construction Manager will develop and maintain a detailed construction schedule based upon the construction schedule in the contract documents. The schedule will include start and finish dates for procurement and construction activities and major milestones for each segment of the work. The master schedule will be updated monthly. Weekly planning schedules that identify constraints and critical path items shall be updated during weekly job meetings.
- c. The Construction Manager, in consultation with the Owner and Owner's Advisor, will conduct regular meetings at the job site to discuss job progress, resolve problems, and make decisions. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner.
- d. The Construction Manager will conduct weekly meetings at the job site with the construction superintendents to coordinate construction activities and discuss project progress. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner.
- e. The Construction Manager will communicate with the Owner's Advisor to solve construction-related conflicts with existing conditions as soon as they are uncovered.

2. Staffing

- a. The Construction Manager will provide and maintain qualified, on-site field staff sufficient to manage the project, conform to the scope of services, and ensure that the work is performed in compliance with the contract documents.

3. Project Implementation

- a. The Construction Manager, in consultation with the Owner's Advisor, will establish and implement procedures for processing and approving shop drawings, product data, samples, and other submittals from the contractors and will coordinate the processing and approval of all submittals with the Owner's Advisor. The Construction Manager will establish and maintain a submittal log to ensure contractor compliance with the contract documents.
- b. The Construction Manager will provide administration, management, and related services necessary to coordinate the construction activities of the contractors with each other and with those of the Construction Manager, the Owner's Advisor, and the Owner.

4. Quality Control

- a. The Construction Manager will review contractor's construction schedules, observe construction progress, and report deviations from the schedule that might delay project completion. The Construction Manager will consult with contractors to develop and implement corrective actions necessary to meet the project schedule.
- b. The Construction Manager will monitor and inspect all work in progress to ensure the quality of the work and compliance with the contract documents. The Construction Manager will document and report all deficiencies and make recommendations for corrective actions.
- c. The Construction Manager will maintain current and orderly records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, directives, change orders, etc.

- d. The Construction Manager will prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activities, general activities, and special occurrences.
 - e. The Construction Manager will determine the requirements and make recommendations for inspections and testing activities.
 - f. The Construction Manager will evaluate work in progress and make recommendations for changes in the work on basis of field conditions, improved quality, cost savings, or time savings.
 - g. The Construction Manager will coordinate and maintain photographic and/or video records of construction activities and project progress on a regular basis.
 - h. The Construction Manager will prepare and distribute a monthly report to the Owner and Owner's Advisor including information on schedule, budget, quality, safety, logistics, and general project information.
5. Safety
- a. The Construction Manager will review and monitor the safety program developed by each contractor, record any safety violations, and make recommendations for improving safety conditions.
6. Accounting
- a. The Construction Manager, in accordance with the Owner, will develop and implement a procedure for the review and processing of contractor payment applications. The Construction Manager will evaluate each subcontractor's schedule of values to ensure accurate and appropriate payments are made to contractors.
 - b. The Construction Manager will establish and maintain an accurate and up-to-date construction cost account system.
 - c. The Construction Manager, in consultation with the Owner and the Owner's Advisor, will develop and implement a system for review and processing of change orders. The Construction Manager will estimate the cost of all change order, ensure the validity of change orders, and negotiate the cost of change orders with the contractors on behalf of the Owner.

Close-out Phase

1. Construction Close-out
- a. The Construction Manager, in consultation with the Owner and the Owner's Advisor, will develop a detailed program of close-out activities in compliance with the contract documents. The program will include a close-out schedule, inspections, testing, start-up procedures, warranty processing, and occupancy
 - b. The Construction Manager will coordinate close-out activities, including the completion of deficiencies, submittal of close-out documents, resolution of change orders, and recommendations for payment of retainage.
 - c. The Construction Manager will coordinate the warranty work by contractors to ensure that their obligations are fulfilled in a timely manner.
2. Inspection/Testing
- a. The Construction Manager will coordinate, monitor, and document for testing, calibration, and start-up of all equipment and building systems.
 - b. The Construction Manager, in consultation with the Owner's Advisor, will schedule and coordinate substantial completion and final inspections. The Construction Manager will assist the Owner's Advisor in the preparation of the list of deficiencies (punch list) and will coordinate all corrective action by contractors.

3. Training

- a. The Construction Manager, in consultation with the Owner, will coordinate and assist in the training of Owner's personnel on the operation and maintenance of building systems and equipment.

4. Documentation

- a. The Construction Manager will collect and catalog all operating and instruction manuals for equipment and building systems. The Construction Manager will collect, log, review and submit to Owner all warranty documentation.
- b. The Construction Manager will submit all project documentation including files, records, drawings, submittals, samples, and other information to the Owner in an organized and usable form hardcopy format as well as digital copy.