

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

Project Owner: City of Webster City

Project Name: WWTP Improvements

DNR Project No: S2017-0216A

CWSRF No: CS192108501

Project Location: Webster City, IA

Owner's Engineer: Snyder & Associates, Inc.

RFQ Issuance: October 22, 2025

Questions Deadline: November 5, 2025, before 12:00 pm local time

SOQ Submittal Deadline: November 10, 2025, before 12:00 pm local time

Public Opening of RFP: November 25, 2025, 12:00 pm local time

STATEMENT OF INTENT

The City of Webster City ("Owner") is soliciting Statements of Qualifications ("SOQ") for Construction Manager at Risk (CMAR) services to provide construction services for its project(s) described in this Request for Qualifications (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 qualified firm(s). The RFP will be only for support to design activities. After the Owner selects the successful proposer and design is complete, the Owner will negotiate a Guaranteed Maximum Price (GMP) contract for construction of the project.

Submittal: Submit three (3) hard copies and one (1) electronic copy saved on a USB flash drive to the addresses listed below before the deadline stated.

Qualifications Deadline: Before 12:00 pm local time
November 10, 2025

Deliver to: Webster City, City Hall,
400 Second Street
P.O. Box 217
Webster City, IA 50595

PROJECT DESCRIPTION

The Webster City Wastewater Treatment Plant Improvements project generally includes the construction of a new SBR wastewater treatment facility adjacent to the existing wastewater treatment plant including improvements at the headworks, digesters, the electrical and control systems; renovation or construction of office and laboratory; and miscellaneous building repairs and improvements.

SCOPE OF SERVICES

The CMAR along with the Owner, Architect and Engineer (A/E) Teams will be a critical member of the project team, providing services prior to the start of construction through final acceptance and project closeout. The CMAR services are briefly outlined below for pre-construction, construction, and post construction.:

1. Pricing, phasing, and constructability reviews for construction.
2. Pre-construction services, including cost estimating and bidding services.
3. Construction Manager at Risk of approved scope of work.
4. Solicitation of subcontractors pursuant to Iowa Code 26A.
5. Other pertinent information and required services to complete work.

See Exhibit A for more information on the above listed services.

ANTICIPATED CMAR SELECTION SCHEDULE

Issuance of RFQ:	October 22, 2025
RFQ Questions Deadline:	November 5, 2025, before 12:00 pm local time
SOQ Due:	November 10, 2025, before 12:00 pm local time
Public Opening of SOQ Submissions:	November 10, 2025, 12:00 pm local time
Issuance of Request for Proposals	November 18, 2025
Proposals Due	November 25, 2025, before 12:00 pm local time
Selection Committee Interviews:	TBD, if needed
Notification of Selected CMAR:	December 2, 2025

SOQ SUBMISSION INSTRUCTIONS

Please submit three (3) hard copies and one (1) electronic flash drive shall be submitted by mail or courier to Webster City, City Hall, 400 Second Street, PO Box 217, Webster City IA 50395 before the deadline stated.

Electronic submittal must be combined into one PDF file name shall be formatted as **Webster City_SOQ_COMPANYNAME.pdf**.

SOQ FORMAT

To facilitate the review of the anticipated responses, each candidate firm shall submit its information electronically in PDF format. It must be submitted by email. Document formatting shall be standard letter size 8 ½ "x11" pages. The proposal shall not exceed 10 single-sided pages not including covers, cover letter, divider pages, and table of contents. All content pages shall be consecutively numbered.

SOQ CONTENT

The response submitted shall address the following specific criteria and present the information in the order identified below.

Section 1.0 – Firm Profile and Background (0 points)

- A. Firm – Identify the firm’s name and address of its principal office and any branch office, and a brief history of the firm. If the firm has more than one office, specify which office will be responsible for the project scope defined above (the “Project 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 similar in size and complexity to 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. Provide a Description of the firm’s core values, philosophy, and mission statement.

Section 2.0 – Project experience of similar size and scope (max 15 points)

- A. Specific Project List – Provide the following information for a minimum of three (3) public sector or private-sector projects completed by the Project Office that are similar in size and scope to the proposed Project. Please complete the following information separately
- B. Include the following information to the extent possible:
 - 1. Project name and address.
 - 2. Owner’s name, address, contact names and emails.
 - 3. Type of water or wastewater treatment project, capacity, population served.
 - 4. Scope of service performed on the project, including any pre-construction services.
 - 5. List original construction contract cost and 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 Chapter 26A. Self-performance of work by the CM is allowable under Iowa law in certain circumstances.
 - 9. Provide 2 references in addition to the projects listed above.
- C. Evaluation will heavily consider how similar example projects are to the type, size, and construction cost of the Owner’s project, but will not consider whether the example projects were performed in the public-sector or private-sector and will also not consider the project delivery method.
- D. Describe your experience and knowledge of Iowa contractors, and the contractor market specific to this project area.
- E. Scoring will favor more recent project experience.

Section 3.0 – Past project with Owner (max 5 points)

- A. Identify, if any, civil or environmental projects constructed with the Owner for the past 20 years. Please include the project names and dates of project completion.
- B. *If no previous experience with the Owner, provide experience with communities of similar size.*

Section 4.0 – Proposed Project Team (max 10 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 Project.
- C. Provide a resume for each proposed team member, specifically stating the project (or projects) they would be working on.

Section 5.0 – Proximity, Communication, Project Management (max 15 points)

- A. How far is the Project Office from the project site?
- B. Describe your communication plan with the Project Team. How will your communication plan ensure timely responses to issues as they arise during preconstruction and during construction?
- C. 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.
- D. Indicate a response plan and timeline for response in emergencies and/or urgent project situations.

Section 6.0 – Safety (max 5 points)

- A. Describe your Safety Record and Internal Safety Program.
- B. List and describe any OSHA violations for the 3 prior years.
- C. Indicate your insurance coverage limits.

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.

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 Owner will release a Request for Proposals (RFP) to the top qualified firm(s). The RFP will be only for support to design activities. Contractor will be asked to submit a cost proposal to support the scope of work listed in Exhibit A. The Owner may hold interviews of the top scoring qualified firms, if deemed necessary.

OTHER INSTRUCTIONS

Candidate firms are not to rely on any oral instructions or answers. Questions shall be submitted prior to the Questions Deadline outlined above. Questions may be submitted by email in writing to Darin Jacobs at the following email address: djacobs@snyder-assciates.com. Include the following

subject line with all questions/communications: **Webster City CMAR RFQ Questions**. Any questions will be collected, responded to, and issued by Addendum after the Questions Deadline. Oral responses affecting the information provided by the Candidate firm in its submittal will not be binding on the Owner, its employees, agents, or representatives.

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 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.

IOWA'S OPEN RECORDS ACT

RFP responses shall remain confidential until after an award determination has been made.

Under Chapter 22 of the Iowa Code, "Examination of Public Records", all records of a governmental body are presumed to be public records, open to inspection by members of the public. Section 22.7 of the Iowa Code sets for a number of exceptions to that general rule, establishing several categories of "confidential records". Under this provision, confidential records are to be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information". Among the public records which are considered confidential under this Iowa Code provision are the following:

- Trade secrets which are recognized and protected as such by law.
- Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.

Under Chapter 22 of the Iowa Code, the Owner, as custodian of the SOQ submitted in response to a RFQ, may, but is not required, to keep portions of such qualifications confidential under exceptions 3 and 6 (noted above). If a responding individual or company determines that a portion or portions of its SOQ constitute a trade secret or should otherwise be kept confidential to avoid giving advantage to competitors, **a confidentiality request may be submitted with the proposal** identifying which portion or portions of the SOQ should be kept confidential and why. The burden will be on each responding individual or company to make such confidentiality requests and to justify application of a confidentiality exception to its SOQ. The Owner will not under any circumstance consider the entire SOQ to be a confidential record.

If a request is thereafter made by a member of the public to examine a SOQ including the portion or portions thereof for which a confidentiality request has been made, the Owner will so notify the responding individual or company and will keep confidential that portion of the SOQ covered by the confidentiality request, pending action by the individual or company requesting confidentiality to defend its request. In that notification, the individual or company requesting confidentiality will not be given more than seven (7) calendar days within which to file suit in Pottawattamie County Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its SOQ. Absent such action by an individual or company requesting confidentiality, and absent the entry of a court order declaring such portion or portions of the SOQ confidential, the entire SOQ will be released for public examination.