

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

**Owner:** City of Tama  
**Project:** Tama Wastewater Treatment Improvements  
**Project Location:** 800 S State St  
**Owner's Advisor:** Snyder & Associates, Inc.  
**RFQ Issuance:** January 12, 2026

**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 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 top three scoring 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 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  
February 3, 2026

**Deliver to:** Jill Apfel, City Clerk  
City of Tama  
305 Siegel St  
Tama, IA 52339  
tamacityclerk@tamacityia.gov

RFQ responses that are incomplete or are received after the qualifications deadline will not be considered. Sealed envelope, email subject, or electronic file shall be clearly marked "**CMAR SOQ for Wastewater Treatment Improvements [Company Name].**"

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  
Email: lbeaman@snyder-associates.com

### **Description of Project**

The Tama Wastewater Treatment Improvements project generally consists of wastewater treatment plant rehabilitation and new construction, including clarifier rehabilitation and new clarifier construction, nutrient reduction additions and modifications to the current process, UV installation in the existing chlorination structure, and other general treatment plant upgrades or associated activities.

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

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.

### **Background Info**

The Tama Wastewater Facility was last updated in 1993 and includes oxidation ditches, a single clarifier, chlorine disinfection, and a 3-tank digester. The plant also includes a flow equalization lagoon. The plant lacks a way to address nitrogen and phosphorus levels and a large percentage of the equipment from 1993 is showing wear and is at risk of failing.

### **Objectives and Expectations**

The purpose of this request is to obtain statements of qualifications from firms offering construction management services. The CMaR 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.

### **Anticipated CMaR Selection Schedule**

Notice of Intent (NOI) to engage CMaR	December 23, 2025
Issuance of Request for Qualifications (RFQ)	January 12, 2026
Statement of Qualifications (SOQ) Due	February 3, 2026, @ 2:00 PM local time Qualification Statements will be publicly opened, and names of firms will be read aloud shortly after 2:00 PM February 3, 2026
SOQ Evaluation	February 4 – February 17, 2026
Issuance of Request for Proposal (RFP)	February 24, 2026
Proposals Due & Opened	March 10, 2026, 2:00 PM local time Proposals will be publicly opened, and names of firms read aloud shortly after 2:00 PM on March 10, 2026
Interviews (if necessary)	March 11 – March 27, 2026
CMaR Selection & Council Approval/Award	Tentatively April 6, 2026

### **Response Format**

- Statements of qualifications shall be provided in a letter size (8 ½" x 11") with sections addressing the specific elements below.

- Limit length of statement of qualifications to 20 single-sided pages, not including covers, cover letter, or divider pages.

### **Section 1.0 – Firm Profile and Background (Maximum of 10 points)**

- 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 "Project Office").
- 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.
- 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).
- 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 (Maximum of 25 points)**

- 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.
- For each team member, list relevant project experience and qualifications. Also, state the current assignments and commitments for personnel proposed for the Projects.
- Provide a resume for each proposed key team member, specifically stating the portion of the project they would be working on. Include references for each key team member if possible.

### **Section 3.0 – Similar Project Experience (Maximum of 40 points)**

- 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.
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.

- 9. Provide two (2) references in addition to the project listed above.
- B. Evaluation will heavily consider how similar example projects are to the type, size, and construction cost of the Owner's project.
- C. Describe your experience and knowledge of Iowa contractors, and the contractor market specific to this project area.
- D. Scoring will favor more recent project experience.

**Section 4.0 – Proximity, Communication, Project Management (Maximum of 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 which align to 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 the qualified firms will be asked to submit a response to an RFP for the Project(s), 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 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:** Tama Wastewater Treatment Improvements

**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 contracts 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 all constructed 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.