

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK

CITY OF MASON CITY PARKING LOT MODIFICATIONS MASON CITY, IOWA

The City of Mason City, Iowa (the “City”) is soliciting qualifications for Construction Manager at-Risk (CMaR) services from interested firms to assist with the Parking Lot Modifications Project (the “Project”).

The City has contracted with WHKS & Co. for engineering services in relation to the Project. The CMaR expectation on the project is to assist WHKS throughout design and specification development of the project and provide CMaR services throughout construction to completion and closeout.

General Information

Existing parking lot modifications at:

Southbridge Mall
100 South Federal Avenue
Mason City, Iowa 50401

Engineer of Record

WHKS & Co.
1412 6th Street SW
Mason City, Iowa 50401
641-423-8271

City Contact

Mr. Steven Olney
Acting City Engineer
10 1st Street NW
Mason City, Iowa 50401
641-421-3605

Project Scope

The Project is expected to include:

- Site security
- Erosion control
- Removal of existing paving
- Site utilities
- Approximately 36,000 square feet of new concrete paving
- Pavement markings
- Landscaping
- Electrical services for lot lighting

Construction Budget

The construction budget is anticipated to be approximately \$600,000.

Project Schedule

- CMAr selection – **September 2026**
- Construction Commencement – **Fall 2026**
- Substantial Completion – **Fall 2026**

Scope of Services

During the preconstruction phase, the CMAr will provide the City and the Project Team with construction expertise and experience that will assist in project decision making and ensure that procedures are implemented to manage the construction costs and project schedule. During the construction phase, the CMAr will manage and administer the project construction to achieve construction completion within the contract time and budget and with high quality workmanship. The City seeks the CMAr who can best provide the services needed to achieve these goals.

Response Submission and Due Date

Submission of Statements of Qualifications (SOQ) for this Request for Qualifications (RFQ) will be received by the City Clerk of Mason City, IA, at the City Clerk's Office in City Hall, 10 1st Street NW, Mason City, IA until **2:00 PM CDT on Wednesday, August 12, 2026**. Statements of qualifications received after the above date and time will not be considered. The SOQ will be publicly opened and names of CMAr submitting statements of qualifications will be read aloud at this time.

TENTATIVE SCHEDULE OF EVENTS	
Issuance of Request for Qualifications (RFQ)	July 30, 2026
SOQ Due by 12:00 p.m.	August 12, 2026
Issue Request for Proposal (RFP) to qualified respondents	August 14, 2026
RFP Due by 12:00 p.m.	September 1, 2026
Ranking Evaluation Complete within 45 days of RFP due date	
Tentative Contract Award by City	September 2026
*Timeline subject to change as directed by the City	

Selection Criteria

Firms responding to this RFQ should respond with clear and concise content that includes the items below. Do not submit any information regarding the proposed fees or general conditions in response to this RFQ. The City reserves the right to reject any or all submitted Qualifications, and to waive irregularities or informalities.

All information and materials requested must be provided in the Statement of Qualification (SOQ) under a single cover. The SOQ length shall be limited to a maximum of twenty (20) single-sided pages, including all cover pages, tab pages, table of content, etc. Minimum font shall be ten (10) point.

Failure to comply with these requirements will render the proposal nonresponsive and it will be disqualified.

A. Cover Letter

- a. Addenda: Acknowledge the receipt in the body of your cover letter that your firm has received any related project Addenda or Clarification Notifications.

B. Firm Information

- a. Firm Contact Information
- b. Primary Business Contact Person
- c. Provide an organization chart identifying each role classification.
- d. Indicate the number of years the business has been providing services under the business name provided in response to this RFQ
 - i. If business has been providing services under the provided business name (s) for less than five (5) years, provide the name of the business preceding the current business name.
- e. Litigation
 - i. Identify if your firm is currently involved with any pending litigation or has been involved with any litigation over the past five years.
 - ii. Provide full details regarding the circumstances, including dollar amount of damages, penalties, and settlement payments.
- f. Financial Resources of the Firm
 - i. Surety- provide certification from the firm's surety company that the business's bonding capacity is adequate to construct the proposed project.
 - ii. Provide a letter of reference from a bank or lender.
 - iii. Provide a Certificate of Insurance.
 - iv. Provide total construction cost of the last 10 projects completed by your business along with the name and location of each project.

C. Proposed Personnel

- a. Include a brief resume of project leaders and identify primary point of contact (1 page per team member, max):
 - i. Project Manager
 - ii. Pre-Construction Manager
 - iii. Superintendent

D. Proposed Methodology

- a. Describe your firm's typical services and processes in the following project phases:
 - i. Preconstruction
 - Project Cost Estimating (methodology)
 - Value Engineering
 - Bidding/Procurement, including the following:
 - Your process to encourage local participation by subcontractors and vendors.
 - Your process to qualify subcontractors, vendors and suppliers.
 - Your process to manage lead times, product/price volatility and project schedules.
 - How your firm considers and develops project bid packages/scopes
 - How your firm evaluates bids, compiles bids and provides bid information to the City.

- Additional relevant information
- ii. Project Management/Construction Administration, including the following:
 - Project Scheduling (methodology).
 - Your process to manage lead times, product/price volatility, and project schedules.
 - How will you provide on-site project supervision during construction?
 - Project Quality
 - Your processes for developing and managing RFIs and Change Orders.
 - Additional relevant information

E. Prior Project Experience & Performance

- a. Provide project information for three to five recently completed projects of similar scope and/or budget, including following information for each:
 - i. Project
 - ii. Brief description
 - iii. Owner name and reference information
 - iv. Location
 - v. Duration including start and completion dates
 - vi. Contract amount
- b. Provide project information for all projects completed for the City of Mason City in the last three years, including following information for each:
 - i. Project
 - ii. Contract amount

F. Safety Record

- a. List EMR for each of the last 5 years individually.
- b. Provide a description of your company's safety program and approach to creating a safety plan for this project.

G. Compliance with Iowa and Federal Laws

- a. Has your business been cited for failure to comply with local, state or federal law of any nature in the last five (5) years (Yes or No)
 - i. If yes, explain in detail.

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Evaluation

The criteria for evaluation of submitted qualifications and the relative weight of each criterion is found in Table 1 below. A score of 65 or higher, based on the scoring matrix found in Table 1 below, will be considered meeting the qualifications. Following evaluation, the City will notify all respondents of the results. All CMaRs meeting the qualifications will be afforded the opportunity to respond to a subsequent request for proposal (RFP), which will include its proposed fees.

Table 1:

CRITERIA	HIGHEST POSSIBLE POINTS
Cover Letter	5
Firm Information	15
Proposed Personnel	20
Proposed Methodology	20
Prior Project Experience & Performance	20
Safety Record	10
Compliance with Iowa and Federal Laws	10
MAXIMUM POINTS POSSIBLE	100

The City reserves the right to discontinue the selection process at any time and will not be held responsible for any costs that have been incurred by interested firms.

*** END ***