



General Aviation Terminal Remodel and Expansion

Request for Qualification

April 1, 2022

Request for Qualifications (also referred to as RFQ) for Construction Manager At Risk (CMAR) Services for the General Aviation Terminal Remodel and Expansion

Springfield-Branson National Airport is soliciting letters of interest and qualification statements from firms interested in providing Construction Manager at Risk (CMAR) services for preconstruction and construction services for the General Aviation (GA) terminal. The GA Terminal Remodel and Expansion is currently being planned by Dake Wells architecture. Design is anticipated to be complete December 2022 and Construction is anticipated to begin in February 2023 and complete by February 2024. An example scope of work for Construction Manager at Risk services is provided in the attachments as Exhibit D.

Description of Project:

The GA terminal is the airport's only Fixed Base Operator (FBO). An FBO is the primary provider of support services to general aviation operators (private aircraft). The airport's FBO provides fueling, deicing, tie-down and parking, flight planning, meeting space, pilot amenities, and is open 24 hours a day. The GA terminal is the front door of the airport to pilots, owners, and passengers of private aircraft – including VIPs such as politicians, business people, and entertainers. The goal of the Project is for the GA terminal to reflect the Airport's mission to be the premier Midwest airport through exceptional service and safety.

The GA terminal was constructed in 1990 and was renovated in 2014. Due to limited funds, only a partial renovation was completed in 2014, but airport leadership always intended to complete a thorough renovation and expansion at a later date. Since that time, the need for an updated and larger GA facility has increased, for the purposes of increasing operational efficiencies and customer amenities.

The estimated total project budget for the project is \$5,988,235. This budget includes all fees, construction costs, owner costs, and any other costs associated with the project. The estimated construction budget is \$5,069,326 composed of a Phase 1: Addition and Phase 2: Existing Renovation while the GA terminal stays in operation. The Phase 1: Addition is approximately 3,828 GSF and will wrap the east, south, and west side of the existing building. The Phase 2: Existing Renovation is 5,135 GSF and will include removing all existing finishes, non-load bearing stud wall partitions, mechanical systems, electrical systems, and plumbing fixtures and replace with all new. Along with replacing the existing curtainwall on both the east and west elevations and demolishing both the existing vestibules.

Components of the project include updated restrooms and employee break areas, expansion of the current administration area and pilot lounge, the addition of a designated work area for line service employees, and a large public community room.

Statement of Qualifications Submittal Requirements:

Qualified firms desiring consideration are invited to submit their digital (PDF) Statement of Qualifications (SOQ) at no cost to jlatimer@flyspringfield.com. SOQ submissions are due no later than April 22, 2022, at 12:00 p.m. central time. Only firms that submit digital SOQ by the deadline date and time will be considered

for review of qualifications. Failure to submit a complete SOQ will be considered non-responsive and will not be considered. No cost estimates or fee schedules shall be included in the SOQ.

CMAR Firm SOQ submissions shall include:

- Identification of all professional staff who would be allocated to the Project and describe their professional experience in the construction industry with relevant CMAR experience highlighted.
 - Provide resumes for all professional staff who would be allocated to the Project.
 - Description of firm's approach to CMAR pre-construction and construction management.
 - Provide project examples including project description, total construction cost, year started and year completed.
 - Provide owner references for example projects.
- Any other relevant information based on the Phase I selection criteria outlined below.
- Brevity is appreciated. Submittals shall include up to a maximum of twenty-five (25) 8.5 x 11 single-sided pages. Respondents are also allowed to submit a three (3) page (maximum) executive summary. The following items will not count toward the page limitations: cover sheet, 3-page executive summary, and resumes (resumes shall be no more than 1 page per person).
- **Phase I** SOQ submittals shall not include fee schedules or pricing structure of any kind.

This RFQ is subject to revision after the date of issuance via written addenda. Any such addenda will be posted on <https://www.flyspringfield.com/bizwithsgf> (and not distributed directly to potential Respondents). It is each Firm's responsibility to check for any RFQ addenda prior to submitting its **Phase I** SOQ. A projected schedule for final addenda posting and SOQ submission deadline are listed at the end of this RFQ.

SOQ Evaluation and Selection:

Each firm's SOQ will be reviewed by a selection committee comprised of selected representatives from City of Springfield departments including City Staff (Assistant Director of Aviation, FBO Manager, Director of Quality of Place), and Architect of Record. The Firms' SOQ will be evaluated considering the areas as outlined in this RFQ for **Phase I** selection.

Inquiries:

All inquiries on this Request for Qualifications should be directed to jlatimer@flyspringfield.com. The last day for questions prior to SOQ submittal deadline is April 15, 2022, by 12:00 p.m. Central Time. Questions received after this deadline will not be answered. The last day for posted addenda to the RFQ will be April 19, 2022, by 3:00 PM.

Tentative Project Initiation Schedule

March 31, 2022	Issuance of Request for Qualifications (RFQ)
April 12, 2022	Mandatory Pre-Submission Zoom Meeting at 3:00 p.m. Central Time Deadline for Receipt of SOQs, before 12:00 PM Central Time
April 22, 2022	City Reads Aloud Name of Firms SOQ received, 1:00 PM Central time via Zoom
April 27, 2022	Phase I - City Shall notify all responsive Firms of Phase I Selection result
May 9, 2022	Phase II – Selected Firms Deadline for Phase II information Submittals
May 16, 2022	(week of) selection committee to interview Top 3 Firms and Final Selection

Phase I Selection Criteria

The City of Springfield will utilize the following scoring criteria to select the top CMAR firms for Phase I.

10 points	Experience on Similar Projects
25 points	Experience as CMAR / Past Performance / Safety Record
15 points	Key Personnel applicable experience
10 points	Understanding of project goals
10 points	Approach to project
10 points	History of meeting budgets/schedules
10 points	Innovative design/Constructability
10 points	<u>Bonding Capacity</u>
100 points	Total

Phase II Submittal

After each SOQ has been scored for **Phase I** submittals, the selection committee will select no more than five (5) firms for **Phase II** where selected firms will be asked to provide additional information, at that time, such as:

1. Project Management Plan
2. Fee Proposal covering
 - a. Price for Preconstruction Services
 - b. Price for fulfilling the General Conditions

Upon evaluation of **Phase II** submittals, the selection committee will select no more than three (3) firms to interview.

Attachments:

Exhibit A – Proposed Floor Plan

Exhibit B – Existing Floor Plan

Exhibit C – Site Plan

Exhibit D – CMAR SOW (Draft, Example – to be negotiated and refined with selected CMAR firm)

EXHIBIT A



Proposed Floor Plan

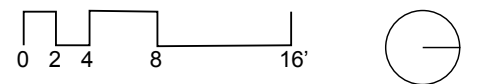
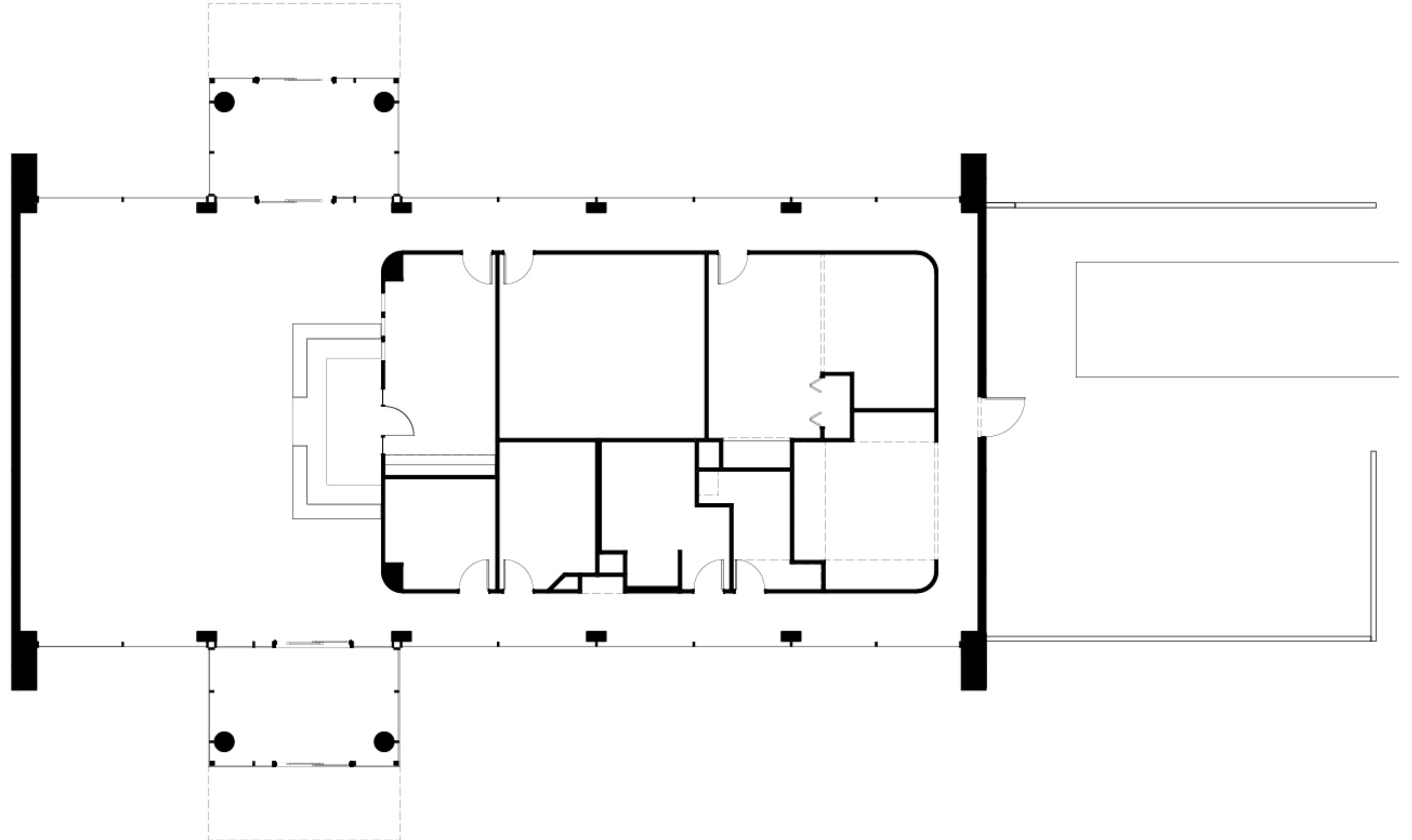


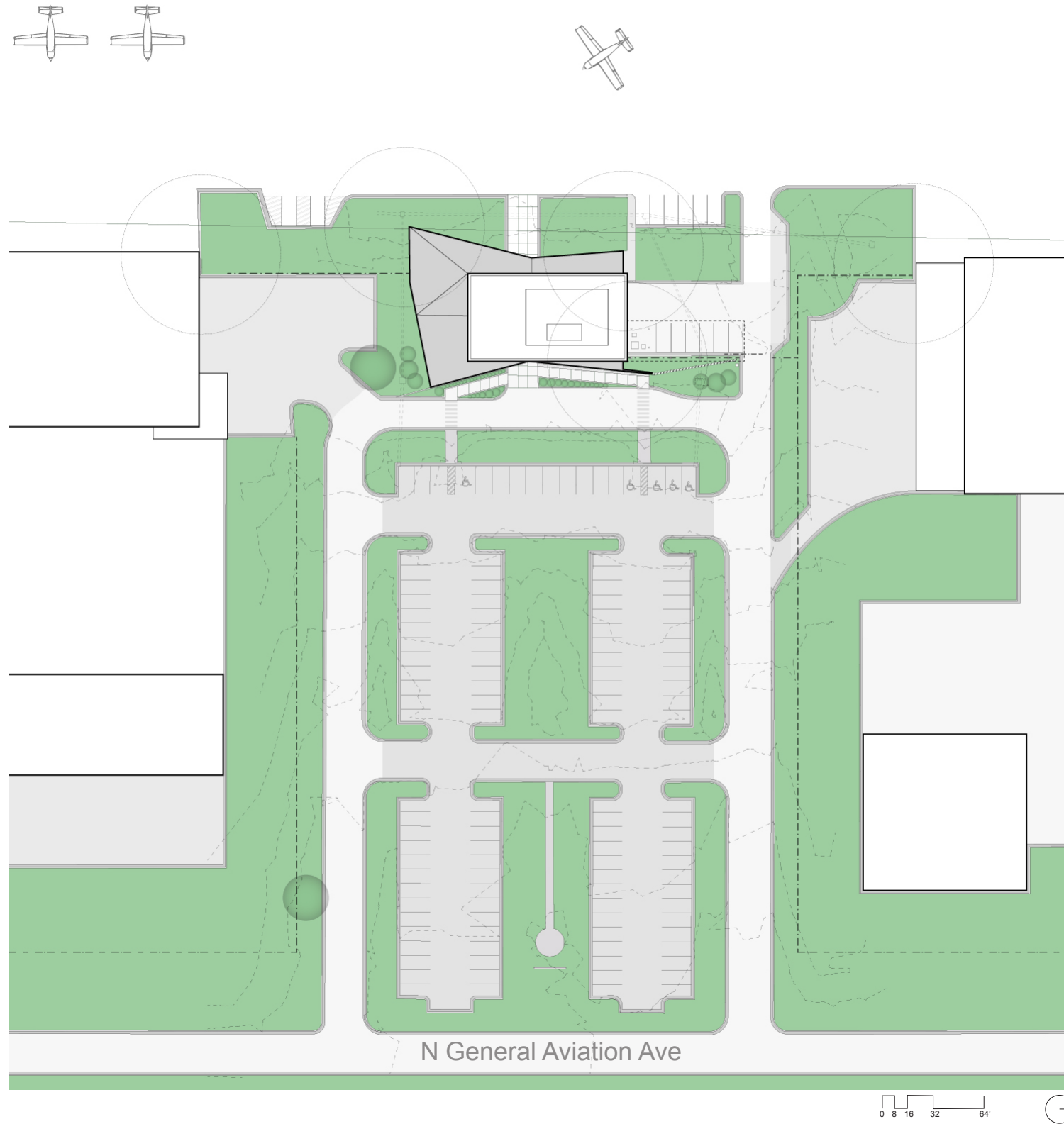
EXHIBIT B



Existing Floor Plan



EXHIBIT C



Site Plan

EXHIBIT D

CMAR Services - EXAMPLE

The City has elected to pursue the Construction Manager at Risk (CMAR) project delivery methodology for this project. The selected CMAR shall provide planning (pre-construction) and construction services and professional inputs pertaining to construction schedules, construction market conditions, budgets, project-specific means/methods & constructability, and overall project construction costs. The City's overall goal for CMAR services is to integrate construction expertise with the design process provide "value-added" efficiencies to project planning and construction execution.

SCOPE OF WORK

Phase I: Pre-Construction Services

Task 1. Coordination with Design Professionals

- a. CMAR shall work in close consultation with the Architect consulting professionals, City staff, and the City Project Manager (herein referred to as "Project Team") to provide:
 - i. Detailed cost estimates at:
 1. Planning & Programming
 2. Concept Design
 3. Preliminary Design
 4. Final Design
 - ii. Constructability planning
 - iii. identifying potential design changes which could result in cost savings, schedule benefits, or other construction efficiencies.
 - iv. Scheduling advisement
 - v. CMAR shall review the schematic design for the remodel and expansion of the General Aviation Terminal for identification of improvements to the design such as cost savings, enhanced quality of place, better value, and construction efficiencies.
 - vi. Intermediate reviews and meetings with the Consultant professionals may be required to refine the design prior to issuance of the defined deliverables.
 - vii. CMAR shall attend and participated in meetings with City and Design Consultant, as necessary to facilitate design.

Task 2. Deliverables

- a. CMAR work closely with Project Team to develop construction cost estimates, construction efficiency opportunities, construction schedule estimates, meeting minutes.
- b. CMAR shall assist with Federal, State, and local permitting compliance requirements for all aspects of construction planning and constructability.
- c. CMAR shall publicly advertise, in accordance with City purchasing procedures, and receive bids from subcontractors for the performance of all major elements

of the work.

- d. CMAR shall prepare an “open book”, fixed, Guaranteed Maximum Price (GMP) proposal for construction of the Project, for review by the City.
- e. GMP shall be “open book” and include overhead, profit, and contingency provisions.
- f. CMAR shall provide recommendations to the selected design engineer and shall cooperate with design team to identify cost efficient constructability options during the development of the final plans.

Phase II: Construction Services (not included)

Task 1. Construction Administration

- a. If the CMAR and the City come to agreement on the GMP, the CMAR shall procure subcontractors and materials and shall be responsible for execution of construction of the Project within the GMP. Execution of construction shall include but not be limited to:
 - i. Preparation of Construction Documents
 - ii. Procurement of materials and equipment
 - iii. Solicit subcontractors and subcontract appropriate work
 - iv. Package and bid early-work construction packages
 - v. Construction bonds and insurance requirements
 - vi. Coordinate submittal process
 - vii. Management of construction site and construction schedule
 - viii. Maintain permit compliance with Federal, State, and local permit during construction.
 - ix. Implement health and safety practices
 - x. Implement quality management procedures including inspection and materials testing.
 - xi. Project Close-Out Services including subcontractor close-out, project warranty, any as-built notes & documents.
- b. If the CMAR and the City cannot come to agreement on the GMP, City reserved the right to reject the GMP and not enter into CMAR Contract for construction services.

Understandings Pertaining to Phase I and Phase II Services

1. CMAR shall work in concert with Project Team to develop cost estimates, identify construction efficiency opportunities, and project-specific means and methods throughout development of design.
2. Architect consultant firm shall provide construction documents to CMAR for review and advisement during development of design.
3. City shall provide available geospatial data, old plans, environmental assessments, old subsurface and geotechnical reports.
4. City shall coordinate with existing utilities and shall conduct any right-of-way or easement negotiations.
5. If Contracted for construction services, CMAR shall be responsible for: (1) maintaining

construction schedule, (2) fines or violations of permit, (3) construction related damages to existing facilities, infrastructure, property.

6. If Contracted for construction services, City shall be responsible for construction cost up to the agreed upon GMP. CMAR shall be responsible for construction costs in excess of the agreed upon GMP.
7. CMAR derived constructability inputs are subject to review and approval of Project Team prior to being incorporated into the final construction documents.