Request for Qualifications

FUTURE DUBUQUE MUSEUM OF ART
CONSTRUCTION MANAGER AT RISK (CMR) SERVICES

FOR THE DUBUQUE MUSEUM OF ART
DUBUQUE, IOWA

This project is being supported, in part, by federal award number 21.027
to the State of Iowa by the U.S. Department of the Treasury

July 3, 2024
REQUEST FOR QUALIFICATIONS (RFQ)
CONSTRUCTION MANAGER AT RISK (CMR) SERVICES

FUTURE DUBUQUE MUSEUM OF ART
DUBUQUE, IOWA

Federal Award Number 21.027 to the State of Iowa by the U.S. Department of the Treasury.

All qualifications are due before 4:00 PM (central), July 17, 2024, and must be valid for 90 days from the RFQ due date.

One (1) pdf copy of the Statement of Qualifications must be emailed to the Museum’s Owner’s Representatives:

Bridget Bush  bridget.bush@anseradvisory.com
Jaime Levine   jaime.levine@anseradvisory.com

There will be a mandatory pre-submittal conference on July 11, 2024, at 1:30 PM (central). The mandatory pre-submittal conference will be held virtually. To receive the Zoom link for this meeting, please email Jaime Levine by July 10, 2024, 1:30 PM (central) and include the names and email addresses of the attendees representing your firm. Please limit the number of attendees per firm to no more than two.

Requests or inquiries that arise regarding this RFQ must be directed to the Museum’s Owner’s Representatives, Bridget Bush and Jaime Levine, no later than 12:00 PM (central) July 12, 2024. Written answers to Requests for Clarification will be provided via addendum, published and distributed on Rapids Reproductions’ website at https://www.rapidsreproplanroom.com/ no later than 12:00 PM (central), July 15, 2024.

Electronic copy of this Request for Qualifications is available by contacting Rapids Reproductions at www.rapidsreproplanroom.com.
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Tentative Schedule of Events

1. Issuance of Request for Qualifications    July 3, 2024
2. Mandatory Pre-Submittal Conference    1:30 PM (central)    July 11, 2024
3. Request for Clarifications    Noon (central)    July 12, 2024
4. Response to Clarifications    Noon (central)    July 15, 2024
5. Statements of Qualification Due    4:00 PM (central)    July 17, 2024
   a. Qualifications will be publicly opened, and names of firms read out loud at 5:00 PM (central).
6. Issuance of Request for Proposals    July 19, 2024
7. Proposals Due    4:00 PM (central)    August 8, 2024
8. Tentative Contract Award by Board of Dubuque Museum of Art    August 21, 2024

The Dubuque Museum of Art 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.
REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER AT RISK SERVICES
FUTURE DUBUQUE MUSEUM OF ART PROJECT
Federal Award No. 21.027 to the State of Iowa by the U.S. Department of Treasury

1. Purpose
The Dubuque Museum of Art (Museum) is soliciting qualifications for Construction Manager at Risk (CMR) services from interested firms to construct the new Dubuque Museum of Art building. This request invites qualified firms to submit a Statement of Qualification (SOQ) for accomplishment of the items of work described below under the Project Description and Scope of Work. Statements of Qualification shall be prepared and submitted in accordance with the requirements described in Request for Qualifications (RFQ).

2. Project Description
The future Dubuque Museum of Art will be constructed on the site where the existing museum is currently located; 701 Locust Street, Dubuque, Iowa. The Museum has contracted with Schulhof|Rashidi Architects for Architecture and Engineering services in relation to the new Dubuque Museum of Art, and the project is currently in the Schematic Design Phase.

Tentative project schedule is as follows:

- July 2024 – October 2025: Design & Preconstruction
- June 2025 – October 2025: Early Works & Enabling
- November 2025 – December 2025: GMP Preparation
- January 2026 – December 2027: Construction Administration

The future Dubuque Museum of Art facility consists of a new ~40,000 sq.ft. building comprised of three (3) pavilions containing exhibit areas, event spaces, collections storage, administrative areas, and miscellaneous support spaces, as well as a series of gardens and a central courtyard.

- The Programs Pavilion is a single-story space that will house a multipurpose lobby/event space, classrooms for educational programs, a catering kitchen, and café.
- The Gallery Pavilion is 3-story space plus basement. The first-floor houses Special Exhibits galleries – a mix of single and double-height spaces. The second story is where the administrative offices are located, and the third story contains the Permanent Collection galleries. The basement is where the mechanical rooms and storage spaces are located.
- The Collections Pavilion includes the museum loading dock, acclimatized storage spaces for the collection and an Exhibit Workshop space for framing and display fabrication.

For this project, the CMR is expected to assist the design team throughout design and specification development of the project and provide CMR services throughout construction to completion.
3. Statement of Qualification (SOQ) Submission

Email To: Bridget Bush, Owner’s Representative bridget.bush@anseradvisory.com
        Jaime Levine, Owner’s Representative jaime.levine@anseradvisory.com

No. of copies: (1) pdf

During the SOQ evaluation, the Museum reserves the right to request additional written information to assist in the evaluation of the SOQs.

SOQs and written responses to the Museum’s request for additional information shall be signed by an officer of the responding firm, or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the SOQs shall become the property of the Museum for disposition or usage by the Museum at its discretion.

4. SOQ Content

To standardize responses and simplify the comparison and evaluation of responses, all statements must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the SOQ under a single cover. The SOQ length shall be limited to a maximum of thirty (30) single-sided pages not including: transmittal letter, resumes, dividers, and covers. There are no specific page counts by section; that is left up to the respondent. Minimum font size shall be ten (10) point and (11 x 17) size paper is acceptable for the organizational chart only. The SOQ shall include the following information:

   a. Transmittal letter: A transmittal letter shall be included in the submittal and signed by an officer of the firm or joint venture. The letter should include the identity of the prime firm, joint venture firms, and any proposed sub-consultant firms. The letter shall include the name, title, firm, address, telephone number, and email address for one individual who shall be the Designated Representative. A statement shall be included from the firm that to the best of its knowledge, there are no circumstances that shall cause a conflict of interest in performing services for the Museum. A second statement shall be included from the firm confirming work experience in both the public and private sectors. This statement shall be followed by a list of three (3) most recent projects either currently under contract or completed in the last five (5) years for each sector. Work will proceed based upon project fund availability.

   b. Relevant Project Experience (20 points): Provide a listing of all similar relevant projects, in either the public or private sector, currently under contract or completed in the last five (5) years, including scope, size, cost, schedule, owner and Architect/Engineer (A/E). Highlight a minimum of three (3) of the most relevant projects. At least one project shall be fully complete and operational.

   c. Past Performance (15 points): For the highlighted most relevant projects in Section b, provide a letter of reference from both the project owner and project A/E. Include the email and cell phone numbers for the references.

   d. Safety Record (15 points): Document your safety history for the previous five (5) years, including any open or closed OSHA citations or investigations. Designate the safety officer for this project and include relevant credentials. Describe key elements of your firm’s general safety plan. Provide firm’s Experience Modification Rate (EMR) for the current year and last five (5) years.
e. **Proposed Personnel (25 points):** Provide a functional organization chart for CMR’s proposed project team including a summary of approach to working together within the wider project team including Owners, Owner’s Reps, A/Ess, Commissioning Agent, other Horizontal Work Contractors. Discuss the CMR’s current workload and proposed staff availability to perform work required. Provide a summary of qualifications of the project manager, superintendent and key personnel. Resumes (excluded from the page count) for all key personnel listed shall be included which show the following:

- Name, specialty, and job title
- Years of relevant experience with firm (and previous employers)
- Personal qualifications, roles and responsibilities
- Professional registrations
- Firm and office location where employed
- A synopsis of experience, training or other qualities that reflect the individual’s related experience and expected contribution to the anticipated projects.

f. **Proposed Methodology (25 points):** Provide an overall description of how preconstruction services will be planned and performed. Discuss CMR’s proposed methodology for reviewing design documents and ascertaining site conditions. Provide the CMR’s plan for working in a team relationship with the Design Team, Museum, Owner’s Rep and other stakeholders during preconstruction. Describe how the CMR will provide cost estimating services during the different design phases. Provide management techniques used by the CMR to control construction costs on construction programs of the magnitude of this project in the current market conditions. Provide scheduling methodology. Describe approach to the GMP process. Explain the firm’s claim avoidance measures and process employed. Describe any unique management processes or abilities that the proposing CMR entity’s team brings to the project. Describe management methods, quality management measures and other systems proposed to ensure the project is successfully executed.

5. **Pre-submittal Conference**

There will be a mandatory pre-submittal conference on July 11, 2024, at 1:30 PM (central). The conference will be held virtually. To receive the Zoom link for this meeting, please send a request to Jaime Levine, jaime.levine@anseradvisory.com by July 10, 2024 at 1:30 PM (central) that includes the names and email addresses of attendees representing your firm, and a meeting invitation will be forwarded. Please limit number of attendees per firm to no more than two.

6. **Scope of Work**

The Dubuque Museum of Art is conducting this solicitation to identify a CMR with the experience, resources, and capabilities to undertake the project. The Museum’s objectives in choosing to develop the project are to:

- Obtain the best value for the money with the greatest certainty of project cost and schedule.
- Provide space and facilities for the future Dubuque Museum of Art at a fair and reasonable cost to the Museum.

The CMR will provide preconstruction services with the intent of forming a Guaranteed Maximum Price (GMP) to assume the risk of delivering the project. The CMR will be responsible for construction means and methods and will be required to solicit bids from prequalified subcontractors to perform the work using an approved subcontractor selection process. The CMR may also compete to self-perform work. Such solicitation methods must comply with Iowa Code
Chapter 26a. The Dubuque Museum of Art and selected CMR will develop a detailed Scope of Work based on a robust preconstruction and progressive GMP process. The CMR is expected to be able to provide necessary services for the Project as described elsewhere in this document. The Museum does not guarantee a set amount of work or contract value for these services.

A list of the anticipated services for each phase is provided below:

Pre-Construction Services will include, but are not necessarily limited to, the following:

- Review documents for constructability, completeness, accuracy, and proper coordination of design disciplines.
- Continually review documents to confirm conformance with the project budget.
- Develop cost information and analysis to facilitate decision making.
- Continually conduct a value analysis of the design to identify opportunities to reduce construction costs and/or to improve facility performance.
- Advise the Dubuque Museum of Art of ways to gain efficiencies in project delivery.
- Develop a detailed phasing plan and construction schedule for the project, including identification of long lead items, off-site fabrication materials and Museum supplied equipment and materials.
- Develop a project implementation plan and site staging plan coordinated with the Museum and for activities around and adjacent to the site.
- Provide for construction phasing and scheduling that will minimize interruption to airport operations.
- Develop detailed budget estimates at critical milestones.
- Establish guaranteed maximum price (GMP) for work package(s) as identified by the Dubuque Museum of Art Team (Owner, CMR, OR, and A/E).
- Investigate and conduct an analysis of construction labor, fabrication, and material markets in preparation for project bidding.
- Develop scope of work for multiple bid packages.
- Communicate with subcontractors during the preparation of bid package(s) and during the project bid phase(s).
- Receive bids, prepare bid analysis, and make recommendations to the Dubuque Museum of Art for award of contracts or rejection of bids.
- Address all federal, state, and local requirements.
- Follow the requirements of Iowa Code Chapter 26a for bidding self-performed or subcontracted work.

Construction Services will include, but are not necessarily limited to, the following:

- Manage the work, including the activities of contractors and subcontractors during the construction of the project.
- Develop and administer the project schedule in accordance with contract requirements.
- Coordinate on-site construction activities.
- Coordinate and participate in Commissioning.
- Develop and administer BIM coordination processes during submittals and construction.
- Develop and administer the project safety program.
• Coordinate with various Museum departments, utility companies, local businesses, etc.
• Monitor the work on the project for quality control and site safety.
• Manage contract closeout and turnover processes.
• Communicate with the Museum’s project management personnel.
• Oversee, monitor, and coordinate any remedial work required during the project warranty period.
• Bond and insure the construction.
• Maintain a safe work site for all project participants.
• Address all federal, state, and local requirements.
• Follow the requirements of Iowa Code Chapter 26a for bidding self-performed or subcontracted work.

7. Contact Person(s)
Any questions concerning the qualifications should be directed to the Museum’s Project Manager/Owner’s Representatives at Anser Advisory:

Bridget Bush, Senior Project Manager  Jaime Levine, Project Manager
bridget.bush@anseradvisory.com  jaime.levine@anseradvisory.com

8. Procedure for Evaluation and Determination of Qualified Respondents
Competing qualifications submitted in response to the RFQ will be evaluated by the Museum’s appointed Selection Committee. The Selection Committee will utilize the evaluation criteria and scoring methodology set forth in this RFQ in making its determination as to qualified Respondents.

9. Respondent Questions, and Requests for Clarification or Interpretation
After issuance of an RFQ, persons or entities who intend to respond to such RFQ by submission of a SOQ, and who have questions regarding the RFQ, or who object to any term, provisions, or requirement of the RFQ, or who desire clarification or interpretation of any term, provision, or requirement of the RFQ, may submit such questions, objections, or requests for clarification or interpretation to the contact person named above no later than the date indicated. Such questions, objections, requests for clarification or interpretation shall be submitted in writing and shall clearly identify the individual or entity submitting same, including the name, address, telephone numbers, and e-mail address, if any, of such person or entity.

10. Museum’s Response to Questions, Objections, and Requests for Clarification or Interpretation, Issuance of Addenda to RFQ
Bridget Bush and Jaime Levine, Project Managers/Owner’s Representatives for the Dubuque Museum of Art, will respond in writing to all questions, objections, requests for clarification or interpretation presented to the Museum as provided above or raised or presented at the pre-submittal conference as provided above. Only the Museum’s written responses, via their Owner’s Representative(s), shall be considered the Museum’s official binding response. In addition to making a written response, the Museum may issue addenda amending the RFQ by changing, deleting, or adding terms, provisions, or requirements to the RFQ.
Written answers to all written inquiries will be sent, via addendum, to all firms that obtained a copy of the RFQ from the Rapids Reproductions website at https://www.rapidsreproplanroom.com/.

In no case will verbal communications override written responses or requirements of the RFQ.

11. **Respondent’s Communications with Museum Officials or Employees Restricted**
   
   Respondents are prohibited from attempting to improperly influence Museum officials or employees. Violation may be a crime and may result in rejection or return of SOQ.

   After issuance of an RFQ by the Museum, persons or entities who intend to respond to such RFQ by submission of a SOQ, and who desire to pose questions, objections, requests for clarification or communicate with, in writing, electronically, or orally, shall not contact or communicate with any Museum official or employee other than the designated contact person. After issuance of an RFQ, persons or entities who intend to respond to such RFQ by submission of a SOQ shall not contact or communicate with, in writing, electronically, or orally, any Museum official or employee in an attempt to gather information which would be helpful in responding to the RFQ, or in an attempt to influence the Museum’s consideration of its SOQ. Persons or entities who knowingly or willfully violate this provision may be guilty of a crime, punishable by fine or imprisonment. In addition, the Museum may refuse to accept or may return the SOQ of any person or entity determined to be in violation of this provision. Contacting other selection committee members will be considered inappropriate and may lead to a loss of Selection Criteria points or disqualification, at the discretion of the Museum and the Selection Committee.

12. **Evaluation and Selection Process**

   The submitted Statements of Qualification will be evaluated in relation to the criteria set forth in this RFQ, and the top three (3), or more, firms will be considered to have met the qualifications for the Project. These firms will be invited to submit proposals in response to a Request for Proposal (RFP) issued by the Dubuque Museum of Art. Each proposal submitted shall include the CMR’s proposed fees. Interviews may be conducted. Proposals will be evaluated and ranked in relation to the criteria set forth in the RFP. The Dubuque Museum of Art shall select the CMR that submits the proposal that offers the best value for the Museum based on the published selection criteria and on its ranking evaluation. The Dubuque Museum of Art will negotiate pre-construction services and guaranteed maximum price contracts with the selected firm.

   Firms responding to this RFQ should respond with clear and concise content that includes but is not limited to the following:

   - Experience with projects of similar size and scope in either the public or private sectors
   - Past Performance
   - Safety Record
   - Proposed Personnel
   - Proposed Methodology
Qualifications will be evaluated by the Museum’s Selection Committee against the following criteria:

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<thead>
<tr>
<th>Evaluation Rating Criteria - Maximum 100 Points</th>
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<tbody>
<tr>
<td>Description</td>
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<tr>
<td>Relevant Project Experience</td>
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<td>Past Performance</td>
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<td>Safety Record</td>
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<tr>
<td>Proposed Personnel</td>
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<tr>
<td>Proposed Methodology</td>
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</tbody>
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13. Rejection of Qualifications
The Museum reserves the right to reject any or all qualifications in whole or in part received in response to the RFQ. The Museum will not pay for any information requested in the RFQ, nor is it liable for any cost incurred by a Proposer in responding to the RFQ.

14. Statutes and Rules
The terms and conditions of the RFQ, any resulting Request for Proposal (RFP), contract or activities based upon this RFQ shall be construed in accordance with the laws of Iowa. Where statutes and regulations of the United States Government are referenced herein, they shall apply to the RFQ and resulting RFP, contract, or other activities. Wherever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of the Museum, and that which Museum officials together with federal review agency staff determine to meet all applicable requirements.

15. Qualifications Not Confidential: Respondent Requests for Confidentiality Under Iowa Open Records Law, Chapter 22 of Iowa Code; Disclosure of Proposal Content
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 forth 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:

   3. Trade secrets which are recognized and protected as such by law.
   6. 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 Museum, as custodian of the SOQ submitted in response to a Request for Qualifications, 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 SOQ identifying which portion or portions of the SOQ should be kept confidential and why. The burden will be on each individual proposer to make such confidentiality request and to
justify application of a confidentiality exception to its SOQ. The Museum 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 Museum will so notify the proposer and will keep confidential that portion of the SOQ covered by the confidentiality request, pending action by the proposer requesting confidentiality to defend its request. In that notification, the proposer requesting confidentiality will be given not more than five (5) calendar days within which to file suit in Dubuque County District 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 a proposer 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.

If the process for selecting the best CMR includes two or more evaluation stages, in which qualifications are evaluated at each stage and the field of competing qualifications is reduced, all qualifications submitted shall be kept confidential, pursuant to Section 22.7 of the Iowa Code, subsection 6, cited above, until completion of the final stage of the evaluation process in order to avoid giving advantage to competing proposers. Upon completion of the final stage in the evaluation process, all competing qualifications shall be subject to disclosure; if not otherwise determined confidential as provided above.