

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER/GENERAL CONTRACTOR SERVICES FOR A NEW PUBLIC LIBRARY & HOUSING

Date of RFQ: April 11, 2025

1. GENERAL STATEMENT OF WORK:

Gunnison County Library District (District or Owner) is pursuing the development of a new public library facility and employee housing (Project). The Project is to be constructed on a 1.14 acre site in Crested Butte South, Colorado. The Project Owner via Gunnison County Library Executive Director, Mr. Andrew Brookhart, seeks a Construction Manager/General Contractor (CM/GC) to provide complete CM/GC services for the Project. It is the intent that the CM/GC will join the Owner and the Design team, led by the Project Architect, Studiotrope LLC, and with the assistance of the Owner's Project Consultant, at the completion of the Schematic Design Phase of the Project, and continuing through Pre-construction and ultimately the Construction Phases of the Project. For the purposes of submitting your response to this Request for Qualifications (RFQ), assume this Project will have the following major components, all to be managed under Owner's contract with the CM/GC:

Collaborative, partnered participation with the Architect in the Preconstruction Phase of services including a heavy emphasis on cost modeling, schematic and developmental design estimating and value engineering; leading to establishment of a Guaranteed Maximum Price for building site preparation and construction of a new, state-of-the-art public library facility, to include traditional building systems commissioning oversight in conjunction of similar oversight services of the Architect. The affordable/employee housing component of the Project will be a stand-alone structure, to be built on the same property, that is built onsite to specifications that are finalized through the same collaborative process. The housing is anticipated to be a 2.5 story building consisting of two three-bed two-bathroom units and six one-bedroom units.

The Project is to be designed and specified to meet ambitious sustainability goals. The project seeks to realize an EUI of 25 through a combination of a geothermal ground source heating and cooling system, a 25-kilowatt active solar array; and thoughtful, energy efficient building envelopes. The entire Project will be built upon a District-owned greenfield site in Crested Butte South. Approximate construction cost of the entire Project, including both buildings and site development, is anticipated to be between \$10 million and \$12 million.

The Owner was awarded grant funding from the State of Colorado's Energy Impact Assistance Fund (EIAF). The grant funds will support the design, engineering, planning, and pre-construction services required to deliver construction documents and a "shovel ready" project. Funding for the construction phases of the Project is dependent on additional grant funding. The district's commitment to fund construction is not unlimited and costs will be controlled through the contract with the Construction Manager/General Contractor and its ultimate decision-making authority as Owner.

It is anticipated that Pre-Construction Phase services will begin in the month of June, 2025, followed thereafter with the Construction Phase of the Project, commencing mobilization and site preparation, subject to funding and coordination with seasonal weather constraints in approximately March, 2026.

The Responders to the RFQ demonstrating the best qualifications for the Knowledge, Skills & Abilities (KSA's) will be invited to respond to a future Request for Proposal (RFP) for this Project.

The project includes the construction of two new buildings on a 1.14 acre undeveloped site located within Crested Butte South. The site sits within the Block 6 development which is a developing central commercial core of the community. The two buildings comprise a standalone single story ~10,000 square feet library facility that and a separate 3 story ~8,000 square feet apartment building. The library building will be of steel framed construction and comprise a mix of uses including a new large community room, smaller meeting rooms, open library space, a quiet room, a maker space, and support spaces. The apartment building will be wood framed with 8 dwelling units served by a single stair. It will be a mix of one and three bedroom units.

The project prioritizes energy efficiency and alternative energy sources. The goal is for the project to have an Energy Use Intensity (EUI) of 25. To achieve this, the project will include a ground source thermal heat exchange system and solar array. The project will also target an increased level of building envelop air tightness that will require testing and verification.

The site improvements include but are not limited to a new surface parking lot, stormwater management infrastructure, new utility connections, grading/earthwork, curb and gutters, and sidewalks. An existing stormwater pipe within an easement that cuts across the site is to be maintained.

The project will be permitted through the jurisdictions of Gunnison County, Crested Butte Fire Protection District, and the Crested Butte South Metropolitan District.

Permitting and plan review toward final authorized approval of plans and specifications for all construction, any hazardous materials abatement as may be found on site, and new construction will be via the jurisdiction of Gunnison County, and in compliance with all County and State requirements. The Responders demonstrating the best qualifications for the Knowledge, Skills & Abilities (KSA's) will be invited to respond to a future Request for Proposal (RFP) for this Project.

2. REQUEST FOR QUALIFICATIONS:

This Request for Qualifications (RFQ) is issued to provide the selection process for CM/GC Services for the Project named above. It is the Responder's responsibility to read, and acknowledge in your response, any and all information contained in the RFQ and related Attachments. Failure to read or acknowledge these items shall be the sole responsibility of the Responders.

Responders submitting a response to this RFQ are asked, at a minimum, to state their firm history, business structure for this project (*i.e. joint venture or association, if appropriate*), relevant experience relating to the Project, qualifications of proposed key staff and methodology and expertise for meeting the Project criteria. Shortlisted finalists from the RFQ Phase will be invited to submit a formal proposal through an RFP process to follow. The shortlist of responders to the RFQ deemed by the Owner to have

basic qualifications for issuance of the subsequent RFP will be established by the Owner in its sole discretion.

Responders shall be licensed to perform professional services as required in the State of Colorado, and shall have an active office of operation within 350 miles of Gunnison, Colorado. The Gunnison County Board of County Commissioners (BoCC) adopted a Building Contractor licensing program January 18th, 2022. The BoCC approved the program with Resolution 2022-02, recorded at reception number 682504. The resolution contains the Gunnison County, CO. license requirements including contractor licensing fees for building contractors. Responders shall demonstrate relevant project preconstruction and construction phase experience related to the project type as well as expertise working in Colorado mountain communities. Respondents must demonstrate, as a Construction Manager possessing practiced expertise in providing Preconstruction Phase Services, significant similar project preconstruction, cost-modeling, design-supporting conceptual/schematic and developmental design cost estimating, value engineering, scheduling and project delivery experience, preferably in the public sector library facility type.

3. CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC)- SCOPE OF SERVICES:

The Owner is seeking a highly qualified and experienced firm to provide CM/GC services for all aspects of the Project. The firm must be capable of providing all required Pre-construction and Construction services for the Project in a manner and process described within this RFQ and to be further set forth in detail in the Sample Contract that will be provided to the shortlisted firms invited to submit Proposals in response to the subsequent RFP.

A brief outline of CM/GC services shall include but not be limited to:

A. Pre-Construction Phase Services: As a component of proposal offered in response to the subsequent Request for Proposal, the prospective, competitor CM/GC's short-listed for proposal by the Owner after Owner consideration of RFQ responses received will be required to develop an early construction cost estimate projection. This construction cost estimate, as offered, shall be intended to serve as a construction cost budget for the Project based upon the Schematic Design Documents prepared by the Architect and its sub-consultant team of professional design discipline engineers; and as approved by the Owner subject only to budget reconciliation, at the Schematic Phase level of design documentation, between the Architect and top-ranked CM/GC to the satisfaction of the Owner. Once a subset of the prospective competitor and proposal offering CM/GC candidate firms invited by the Owner to be interviewed have been interviewed and thereafter ranked by the Owner, the top-ranked firm will work with the Owner and Design team to reconcile the basis of that CM/GC's Construction Cost Budget and supporting proposed Construction Phase schedule with the current design scope and Architect's Design Phase Schedule. Once the CM/GC's construction cost budget conforms with the intended design scope of the Project and vice versa; and both the construction budget and the scope are collectively projected to be within the parameter of the Owner's Construction Budget as set forth by the Owner, based upon it, the CM/GC will prepare an Initial Guaranteed Maximum Price (IGMP) proposal for consideration toward approval by the Owner and acknowledgement of the Architect, as the collectively acknowledged baseline moving forward during evolving design, to a next CM/GC delivered estimate update to be based on approximately 50% Design Development Documents to be issued by the Architect, and as the intended baseline construction cost limitation for subsequent estimate updates thereafter. Although this IGMP, if

and as approved by the Owner, will not represent a contractual cost guarantee from the CM/GC, per se', the Owner's and Architect's reliance on this IGMP will be significant. As the design thereafter further evolves, the CM/GC and the design team will work together to assure that the Final Guaranteed Maximum Price (FGMP) to be established on the basis of approximately 95% Construction Documents (Permit Set) will remain within the approved IGMP unless the Owner makes changes to the Project scope which would alter the basis of the FGMP. The key requirement, in regard to the necessity for maintaining budgetary compliance, is that the CM/GC and Architect are expected to work collaboratively between themselves and with the Owner in a partnered approach toward achieving an FGMP that is to be less than or equal to the Owner's established Total Construction Cost limitation for the Project (specifically referenced as the Owner's Budget for Construction Cost of the Work in the executed Owner/Architect agreement). Thus, throughout the Preconstruction Phase of Service, and beginning as described above with the offering of a construction cost estimate included in response to the RFP, the CM/GC shall provide Pre-construction Phase services including but not limited to; cost modeling, cost estimating, scheduling, constructability reviews, logistics plans and value engineering toward achievement of the Owner's goals and objectives for Project scope, budgetary and supporting schedule and quality management. As well, the Owner may wish to, or be required to alternatively contract separately, via a short-form services agreement, for Pre-Construction Phase services to comply with potential grant funding requirements as may be yet to be established.

B. Construction Phase Services: At its discretion and with the concurrence with the Architect, the Owner may elect to issue separate Notices to Proceed with early Bid Package components of the Work after acceptance of proposed separate individual top-set Guaranteed Maximum Prices for these components, within either the IGMP or FGMP, during the latter stage(s) of design, either for purposes related to seasonal building constraints, or to potentially address requirements of potential grant funding requirements, as may be yet to be established. The CM/GC shall perform the Construction Phase services in a collaborative, open-book approach at all times as defined within the Owner-CM/GC Contract forthcoming with the RFP.

Only Respondents who can, and are willing to comply with the procedural requirements as set forth above should submit qualifications for consideration.

4. RESPONSE INFORMATION:

Responses to this RFQ shall be due no later than 5pm Mountain Time, on May 2, 2025. Electronic copies of the Response will be required. Provide electronic copies of the Qualification as follows:

MJM Project Consulting, LLC
Email: emjemg@gmail.com

Mr. Andrew Brookhart, Executive Director
Gunnison County Library District
1 Quartz Street Gunnison, CO 81230
Email: drew@gunnisoncountylibraries.org

5. PROJECT REQUIREMENTS

Local Presence:

All firms participating in this Project must be licensed in the State of Colorado and have a production office located within 350 miles of Gunnison County. A firm not already so located must establish such a local office if awarded this Project, or associate itself with a firm so located. Such associations must be clearly identified within the RFQ response. Costs associated with establishing a local presence must be included within the fee proposal and will not be considered a reimbursable expense. Local presence is necessary to facilitate day-to-day communications and coordination and to ensure timely response to address and resolve pre-construction and construction issues.

Verification of Information:

Respondents are hereby notified that the Owner will rely on the accuracy and completeness of all information provided in making its determination of a list of respondents to this RFQ for purposes of subsequent potential issuance of a Request for Proposal (RFP). As such, respondents to this RFP are urged to carefully review all information provided to ensure the clarity, accuracy and completeness of such information. As the Owner deems necessary and appropriate, in its sole discretion, Owner reserves the right to make any inquiries or to otherwise take additional appropriate steps to follow up to verify the information provided.

Background Checks:

The Owner may require all consultants to undergo background checks. The eventually selected CM/GC and all consultants, subcontractors, and sub-subcontractors on site may be subject to background checks throughout the duration of the Project.

Financial Obligations:

The Owner intends to enter into an agreement with the selected CM/GC firm, solely at the Owner's discretion. The Agreement shall be for the complete Scope of Services from the CM/GC as the sole, managing builder of the Project; however, execution of the Agreement is not reflective of total Project funding authorization. Each major Project Phase (Pre-construction and Construction Phase, and potentially individual Bid Package components of the Work of the Construction Phase) shall require separate, written funding approval and notice of authorization, and award leading to Notice(s) to Proceed, from the Owner. Any costs, expenses, or fees incurred by the CM/GC or any of its consultants, subcontractors, or sub-subcontractors, or suppliers, without the prior written authorization per phase and major construction component, shall be at the risk of the CM/GC. The Owner, at its sole discretion, with or without cause, may elect to cancel the Agreement at any time during any phase of the Project, according to provisions of the CM/GC Contract.

Insurance Requirements:

Insurance coverage must be in place before Work is performed. Included with the RFP will be a requirement to demonstrate proof of type of coverage and limits required along with a list of additional insured's as directed by the Owner. Minimum required: \$2,000,000 per occurrence/\$2,000,000 aggregate for commercial general liability, \$5,000,000 excess/umbrella, \$1,000,000 business auto, \$100,000 / \$500,000 workers' compensation/employers' liability, and builder's risk for 100% of the completed value.

Current Bonding Capacity:

With the RFP, a letter from bonding company attesting to the current available bonding capacity will be required of the CM/GC team for a (minimum of \$12,000,000). At the time a CM/GC Contract is executed, performance and payment bonds will be required, each in an amount equal to one hundred percent (100%) of the total construction cost component of the Contract amount.

Contract Agreement Sample:

A sample of the proposed Contract and Conditions of the Contract for Construction, both as established from industry standard document templates as further modified by the Owner, will be included in the RFP for review and comment by the proposing firms. It is not the intent of the Owner that the CM/GC request substantive changes to these documents; however, the Owner may entertain CM/GC comments that could provide clarity of intent. The CM/GC will be expected to provide Pre-construction and Construction services for the Project to the highest quality intended for similar projects.

7. SELECTION PROCESS:

A. The selection process will be conducted in three distinct phases:

Phase 1- Request for Qualifications (RFQ) (This Request for Qualifications)

Phase 2- Request for Proposal (RFP) (Only invited firms through the RFQ process)

Phase 3- Interviews/Negotiations toward IGMP establishment to Budget/Scope and Schedule Reconciliation. (Begin with the top ranked firm)

Phase 1- Request for Qualifications- Owner will review all responses and determine which firms, in the Owner's sole opinion, are best qualified to be invited to submit formal Proposals through an RFP process. The invited firms will be based upon CM/GC team's demonstration of qualifications for this unique Project. The purpose of the RFQ is to compare and evaluate the responses from proposing firms. The competitive selection process provided for under this RFQ will focus on the specific responses of the firms, including firms and included individuals' history of performance on similar projects. Thoughtful written responses to this RFQ will enable the Owner to select the most qualified respondent entities that have demonstrated the highest level of interest and perceived knowledge, skills and abilities to perform.

Phase 2- Request for Proposal- Owner will issue to an invited list of CM/GC teams comprised from those responding to this RFQ. The proposal will, at a minimum, be based on; amplification upon project type specific experience, qualifications, a comprehensive proposal, further detail of the CM/GC's approach as a CM/GC, a site logistics plan, a detailed schedule, and specific cost information including fees and general conditions costs along with a preliminary construction cost estimate based upon Schematic Design documents as described above. This construction cost estimate, once reconciled with the design scope and schedule, and the Owner's Approved Budget for the Cost of the Work, will become the Initial Guaranteed Maximum Price (IGMP).

Phase 3- Interviews/Negotiations- Once proposals are received from the invited CM/GC firms, the Owner, will determine if they will interview all shortlisted firms or further reduce the number of firms that will be invited for interviews. The Owner will rank the CM/GC's and begin contract negotiations and scope/budget and design schedule reconciliation for the development of an IGMP with the top ranked firm. If the Owner is unable to finalize negotiations and the IGMP in a timely manner with the top ranked firm, the Owner may dismiss the top ranked firm and begin negotiations with the next highest ranked firm, until negotiations are complete.

B. SHORT LIST FOR RFP SCHEDULE MILESTONES:

Issue Construction RFQ (Earliest Date)	4/11/2025
RFQ Responses Due to Owner	5/2/2025
Announce CM/GCs invited to Propose via RFP Response	5/8/2025

FURTHER, ANTICIPATED RFP ISSUANCE AND SELECTION MILESTONES:

RFP issued to shortlisted firms only	5/8/2025
Architect Issues Initial SD Documents for Estimate/IGMP	5/8/2025
Pre-proposal Meeting	5/16/2025
CM/GC Cost Estimate Preparation Period	5/8 to 5/30
CM/GC Proposals Due in Response to RFP	5/30/2025
Owner Announces Short List for Interview/Presentation	6/5/2025
Shortlisted CM/GC Interviews	6/16 to 6/18
Owner Announces "Top-Ranked" CM/GC	6/20/2025
Finalize Contract & Scope/IGMP Reconciliation Period	6/19 to 6/24/2025
Owner-CM/GC Contract Execution by	6/26/2025

C. CURRENTLY ANTICIPATED PROJECT PHASE/SCHEDULE PERIODS:

Preconstruction Phase Period	6/26 to 12/31/2025
Site-Prep./Hazardous Materials Abatement (if any discovered on site)	ASAP
Facility Construction Phase Period	Spring 2026

8. RFQ - SELECTION CRITERIA:

The following general criteria will be used in evaluating the Statements of Qualifications from the responding CM/GC firms. The Owner reserves the right to modify, add, or delete criteria in its sole discretion. The order of the following is not intended to imply priority or importance.

Each Respondent must comply with the submission requirements as outlined below. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination may result in no further consideration of a Respondent's submittals by the Owner.

Respondents shall **submit electronic copies** of their completed RFQ response. All Qualifications must be limited to the following prescribed information and be submitted in an 8 ½" x 11" or smaller format. Pages are to be numbered in sequence and font size will be at least 11pt. If divider sheets are used, no information, written or graphic, other than the section name and or number corresponding to the following listing is to be included on the divider sheet. Qualifications shall not exceed **20 pages in length, single-sided**. Marketing booklets bound separately are allowable beyond the 20 pages; however, there is no assurance that the marketing material will be reviewed, in depth, during the RFQ review process.

A. Cover Letter: (1 page maximum)

Clearly indicate the *single contact* (principal-in-charge), mailing address, telephone and facsimile numbers. A cover letter signed by an Officer of the firm must include a statement by the proposing CM/GC and the staff proposed that they will remain committed to pursuing the Project and will remain the staff assigned to the Project, if selected. It must also include a statement of commitment to meet insurance requirements and all other requirements outlined within the RFQ.

B. Executive Summary: (1 page maximum)

State in a clear and concise manner why your firm or team should be shortlisted for this Project.

C. Business Structure: (1 page maximum)

Provide a narrative of your business structure. Include an explanation of any joint ventures, associations, or unique structures for this Project.

D. Relevant Experience: (6 pages maximum)

Clearly demonstrate your qualifications for work related to:

- a. Library Building Facility and, specifically, county or municipal Library Facility work relevant to this Project; and site-constructed affordable residential apartment building facility projects
- b. Work with government or quasi-governmental agencies and grant funding sources
- c. Work specific to the County of Gunnison or the City of Gunnison
- d. Experience constructing in mountain communities and in extreme climate conditions
- e. Experience with the CM/GC delivery approach with special focus upon experience and expertise in preconstruction collaboration with design professionals, cost-modeling, design-supporting conceptual/schematic and developmental design cost estimating and budgetary control, value engineering, scheduling and CM/GC project delivery.
- f. Experience involving geothermal heating and/or cooling system installations.
- g. Building technical systems commissioning oversight.

E. Profiled Projects: (3 pages maximum)

Identify 3 relevant projects of at least \$5 million completed during the past 5 years. Include at least one each of the two building types that will comprise this Project. For each representative project provide:

- a. A written narrative describing the project,
- b. Identify the Owner's original budget and state the final costs, (explain the cost variance from original planned construction budget, if appropriate)
- c. Identify the Owners original schedule and state the final schedule achieved, (explain the schedule variance, if appropriate)
- d. List key staff involved in the project including Lead Estimator, Sr. On-site Project Manager and Sr. On-site Project Superintendent.
- e. Provide reference contact information from:
 - i. The Client
 - ii. The designer
 - iii. 3 key subcontractors for each project and whether any participated in design-assist project delivery methodology. Be certain that each reference includes email and current phone contact information. *(The Owner will rely on your accuracy for the contact information.)*

F. Organizational Charts (2 pages maximum)

Provide an Organizational Chart for anticipated Pre-construction and Construction Phase services on the Gunnison County Library District Project showing assigned names for the key positions.

G. Resumes (maximum 6 pages)

Include resumes for the following positions:

- a. Principal-in-Charge

- b. Lead Estimator (not the department head unless they will be the day-to-day individual)
- c. Sr. Project Manager (Pre-construction)
- d. Sr. Project Manager (Full time on – site during Construction)
- e. Sr. On-site Project Superintendent
- f. Each resume should include 3 references with current contact information.

9. SELECTION / ADMINISTRATION:

A. Selection Committee:

The Selection Committee for this Project is comprised of:

Drew Brookhart, Executive Director, Library District

A non-quorum representation of the Gunnison County Library District Board of Trustees

Supported by MJM Project Consulting, LLC & Studiotrope Architects, PC

Individual selection committee members may be established at the discretion of the Executive Director.

B. Administration:

Once the RFQ has been advertised, Respondents are not allowed to make any contact with any member of the Owner's team other than the Executive Director, and/or the Owner's Project Consultant. The Owner designates Drew Brookhart, Executive Director, to serve in the capacity of administrator for this selection process and who will be responsible for coordination and management of the procedures set forth in this RFQ. In conducting the process in a fair and equitable manner, the administrator will serve as the primary intermediary between the Owner representatives, design professionals, and the members of the Selection Committee. All inquiries and questions regarding this RFQ shall be directed to Mr. Brookhart in writing via email as set forth above. Any respondent that contacts any member of the Selection Committee, other than the designated contact stated herein, from the date of issuance of the RFQ and prior to the completion of the selection process, may be disqualified from further participation in the selection process, at the administrator's sole discretion.

10. SUBMISSION OWNERSHIP, USE AND RIGHTS:

The Owner reserves the option of retaining any or all of the materials submitted by the Respondents to this RFQ. The Owner reserves the right to deviate from this selection process or to waive any formalities, as it chooses, in its sole judgment and discretion.

11. RFQ ATTACHMENTS

None.

---END OF RFQ---