**REQUEST FOR QUALIFICATIONS**

**PROJECT / CONSTRUCTION MANAGEMENT SERVICES TOWN OF CLAYTON**

**NEW POLICE STATION / TOWN HALL ADMINSTRATION BUILDING**

The Town of Clayton (TOC or Owner) invites construction management firms to submit a Letter of Interest to perform construction management services for a shared new (3) story 18,000 SF Police Station and Town Hall to be located on a parcel at the Intersection of Bassett Street and Smyrna Avenue.

The selected CM will function as part of a team composed of the Owner, Owner’s Representative(s), Design Firm and others as determined by the Owner. This RFQ shall not commit the Owner to enter into any agreement to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Owner reserves the right to accept or reject any and all responses to this RFQ.

Tentative project schedule: Subject to change:

1. CM Contract Execution: **January 2025**
2. Project Feasibility: **March 2025**
3. Design / Construction: **TBD**

Please submit your response in the form of a letter. Please make the RFQ response brief. Marketing information, and letters of support are not necessary at this point.

# Please submit (3) copies of your response, based on the enclosed outline, no later than, 4:30 p.m., December 2, 2024 to the following address:

Mr. William R. Carrow II Building Chairman Town of Clayton

414 Main Street

P.O. Box 1130

Clayton, Delaware 19938

Please direct any questions to Mr. William R. Carrow II via email: wcarrow@clayton- delaware.com

Late proposals will be returned unopened.

1. The minimum qualifications that will be considered by the TOC as a basis for selection of a construction manager are as follows:
   * Responding CM must have a minimum of five years’ experience providing professional commercial construction management services as described in the RFQ.
   * Please document your firms’ prior experience listing at least five completed projects. Firms must demonstrate prior experience as a construction manager for First Responders / Municipal Commercial Buildings. Prior experience as a construction manager is a prerequisite consideration.

Only firms that meet or exceed the above minimum selection criteria set forth by TOC will be considered.

1. Provide and explanation of how you will staff this project.
   * On site Staff Management
   * Office Staff Management
2. List at least three Owner references for projects similar in scope that you have completed.
3. Provide insurance coverage.

Scope of Work

The following Scope of services will be required by the successful Construction Manager:

# Project Feasibility Phase:

* + Assist TOC through a vetting process to solicit a Design Firm
  + Assist TOC and Design firm in preparation of a feasibility study to be used for but not limited to grant applications.
  + Conduct meetings with the TOC, Design Firm and their respective committees to generate a program for space and Schematic Designs drawings.
  + Prepare Budgets for the project to be submitted to the Town of Clayton Council for approval and Project Acceptance.
  + At this point, the project will pause until the Town of Clayton determines the viability of the project.
  + The Town of Clayton reserves the right to terminate the CM contract or advance the project to the next Phase.

# Project Design Phase:

* + Work with Design Team and Owner to prepare project General Conditions and phasing plans to be included in contract documents.
  + Provide independent, in-house project cost estimates at the completion of the following phases.
    - Design Development
    - Construction Documents/Pre-bid
    - Bidding
  + Develop construction-phasing schedule to be included in contract documents.
  + Review construction documents and provide constructive comments
  + Develop front end administrative documents to be used in conjunction with the design firm’s technical specifications.
  + Coordinate all documentation needed for bidding project documents
  + Generate, with TOC a construction bidders list
  + Assist with the solicitation for bidders.
  + Conduct a pre-bid meeting
  + Assist owner with contractor negotiations
  + Prepare and assist execution of contracts between the owner and prime contractors
  + Assist with seeking approvals from all agencies having jurisdiction
  + Assist with pulling permit for the project

# Project Construction Phase:

* + Identify critical submittals and shop drawings and keep a log
  + Generate Field reports daily and submit to owner’s representative daily
  + Communicate any and all design changes to design team and owner.
  + Coordinate all utility changes with Town of Clayton.
  + On-site, continuous day-to-day inspection and supervision of all work in process including second shift, holiday and weekend work if necessary.
  + Coordinate contractor staging area.
  + Coordination of all contractors’ activities.
  + The CM will represent TOC and act as liaison between contractors, and Town of Clayton and their representatives
  + Monitor the quality of the work and verify compliance with plans and specifications. Identify poor quality and non-conforming work for correction by contractors.
  + Solicit, review and approve construction schedules from each trade contractor and generate a master construction schedule.
  + Review contractor AIA payment applications for progress verification.
  + Review contractor Change Order Requests (COR’s) and proposals and make recommendations to the Building Chairman.
  + Monitor construction schedules and initiate corrective actions with contractors to remain on schedule.
  + Create a Critical path and sub task level project schedule and maintain.
  + Create and maintain Log and monitor all requests for information (RFI’s).
  + Generate a detailed daily log of activities on the jobsite.
  + Log and maintain all project samples on site.
  + Coordinate and monitor all required site and material testing during construction.
  + Conduct contractor site meetings, prepare and distribute meeting notes.
  + Prepare and present progress reports to the Town of Clayton Building Chairman
  + Continuously photograph and document the progress of the project.
  + Create and maintain an electronic file of all project documentation to be given to Owner at project completion.
  + Coordinate and authorize request for inspection for each trade.
  + Coordinate final inspections with all authorities having jurisdiction.
  + Continuously inspect the project and identify punch list at the end of the project.

Town of Clayton reserves the right to award a contract on the basis of the presented response of qualifications. The prospective CM firm may be called upon by the Town of Clayton to formally present to the Town of Clayton should the Town deem this necessary.