



SOUTH METROPOLITAN FIRE PROTECTION DISTRICT

341 N. Conway St. • Raymore MO 64083

Request for Qualifications/Proposal (RFQ/P) for Construction Manager at Risk Services Construction of Addition to Administrative Headquarters

The South Metropolitan Fire Protection District (Fire District) requests qualifications and proposals for Construction Manager at Risk (CMaR) firms for the construction of an expansion to its Administrative Headquarters. Upon completion of a review of proposals received, the Fire District anticipates awarding a contract for pre-construction services, and at the Fire District's discretion, a subsequent contract for the construction of each facility.

General Information:

The Fire District requires construction of an addition to its Administrative Headquarters located in Raymore, MO. The CMaR will be tasked with the management of the construction, providing technical review during the pre-construction period, and providing cost evaluation assistance to the architectural team.

The CMaR will assume responsibility for project construction cost by issuing a guaranteed maximum price for each project. The guaranteed maximum price for each project will be a contractual obligation. The CMaR will also develop an overall final project schedule for each project, which will be a contractual obligation. In addition, the CMaR will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its established budget and schedule.

The CMaR will be expected to work closely with the selected Architect to develop final design documents and separate bid packages if required.

The Fire District will be accepting sealed responses from firms addressed to Deputy Chief Eric Smith via email at esmith@southmetrofire.org on October 24, 2025 before 3:30PM. The Fire District will not accept any submittal by facsimile, or any other method other than required by this RFQ/P. It is requested that each submittal contain a single PDF file, not to exceed 30 pages.

All questions regarding this project should be directed to **Deputy Chief Eric Smith at** esmith@southmetrofire.org. All responses, inquiries, or correspondence relating to this RFQ/P will become the property of the Fire District when received and shall be regarded as public record. All information received in response to the RFQ/P, including copyrighted material, is deemed public information and will be made available for public viewing and copying after the time for receipt of proposals has passed, and the award has been made, with the following four (4) exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the Fire District; (3) any company financial information requested by the Fire District to determine vendor responsibility, unless prior written consent has been given



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by the offeror; and (4) other constitutional protections.

The Fire District reserves the right to:

1. Refuse and or all submittals received
2. Cancel or modify the RFQ/P at any time.
3. Reject any and all submittals or responses at any time.
4. Request further documentation or information, and to discuss an RFQ/P submittal for any purpose in order to answer questions or to provide clarification.
5. Conduct additional interviews if necessary for the final firm selection.

Project Objectives:

The CMaR will be responsible for pricing, value engineering, and maintainability and constructability issues. When the design documents for the projects have been developed in sufficient detail, the CMaR, with the support and assistance of the Architect, will commit to a Guaranteed Maximum Price (GMP) for all construction. The CMaR shall competitively, with input from the Fire District, select construction subcontracts and other work appropriate for competitive selection using cost and other factors. The successful CMaR may perform work with their own forces, but shall not be eligible to enter into contract or subcontract for any of the construction or other services of any nature on the projects without the specific approval of the Fire District.

In selecting a firm, the Fire District will place emphasis on experience of the firm and assigned personnel in CMaR contracts for public safety facilities. Emphasis will also be placed on firms having depth, knowledge, and resources in principles of contracting, scheduling, contract coordination and compliance, budget control, familiarity with State and local laws, ordinances and codes as demonstrated by prior experience, and strategies for encouraged participation by local companies and laborers.

Project Descriptions:

Administrative Headquarters:

This project is expected to be approximately 4000 square feet and major programmatic elements include, but are not limited to a large board room, a large conference room, 2-3 offices, code required restrooms, storage reception area, staff and other work areas.

Scope of Services:

A. Pre-Construction Services:



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The selected firm will provide pre-construction services, including but not limited to the following:

1. Schedule of all project construction related activities.
2. The selected firm will prepare cost estimates for the following design milestones: 100% Schematic Design, 100% Design Development; and 60% Construction Documents, which may serve as the Guaranteed Maximum Price.
3. Make recommendations to the Fire District, regarding division of work in order to facilitate competitive bidding and awarding of subcontracts.
4. Prepare pre-qualification criteria for materials suppliers and contractors and develop vendor's and contractors' interest in the project.
5. Expedite opportunities for local participation by material suppliers and contractors in this project.
6. Conduct pre-bid conferences with contractors.
7. Review competitive sealed bids from the various contractors and make recommendations to the Fire District.

B. Construction Services:

The selected firm will provide CMaR services during the construction phase, including but not limited to the following:

1. Prepare, execute and manage contracts with the contractors/subcontractors.
2. Coordinate and direct the work of the sub-contractors.
3. Conduct a general pre-construction and in-depth pre-construction meeting with all major sub-contractors prior to the start of their work activities.
4. Provide temporary job site facilities and services.
5. Provide site security and control site access.
6. Track construction costs and maintain detailed construction cost records.
7. Review and process shop drawings and other submittals.
8. Establish, monitor, and update a construction scheduling system.
9. Maintain and provide as-built information to Architect for preparation of record drawings.
10. Review requests for changes, challenge the cost of the contractors as necessary, and make recommendations to the Fire District and Architect.
11. Review and process all pay request applications by the sub-contractors.
12. Develop, manage and monitor a comprehensive safety program for the project.
13. Conduct progress and coordination meetings with on-site trade foremen or superintendents.
14. Conduct meetings with the Fire District representatives and Architect to review construction progress, scheduling, conflict resolution, etc.
15. Supervise, direct and manage the complete construction of the project.
16. Establish and maintain Quality Control and Quality Assurance standards.
17. Negotiate project agreement, which will mitigate disputes, work stoppages, or jurisdictional



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disputes.

18. Provide record keeping and ensure proper reporting required by the Fire District.
19. Other services as deemed appropriate by the Fire District.

Qualification and Submittal Requirements:

A. Letter of Interest/Transmittal Letter:

- a. A letter executed by a principal of the firm committing to the requirements specified in this request. This letter should also indicate that the proposal being submitted is valid for a minimum of 45 calendar days.

B. Firm Qualifications:

- a. Provide a brief overview of your firm, including years in business, dollar volume per year for the past five years, and significant comparable projects in that time.
- b. Provide a description of the composition and management structure of your team. Include the resumes of all persons to be assigned to the project with their respective roles identified.
- c. Provide an organizational chart that explains team member responsibility.
- d. Describe how the team's experience will relate to the success of these projects.
- e. Provide a description of how your team selects qualified sub-contractors, gets vigorous participation from them, and manages them effectively in a challenging construction marketplace.
- f. Provide documentation of successful completion of construction of at least two similar projects in the past eight (8) years.

C. Experience and References:

- a. Select your three (3) most relevant civic projects and provide, at a minimum the following:
 - i. The name of the project and amount of your firm's original contract.
 - ii. The current contact information for the Owner.
 - iii. Completion date.
 - iv. Total contract value at completion, together with a short description of change orders (e.g. owner initiated; design document ambiguity, unforeseeable conditions, etc.)
- b. Identify key team members to be assigned to the project (Project Manager, Superintendent, Cost Estimator, etc.) and explain their relevant experience with projects of similar scope and complexity, with a desired focus on fire station experience.



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- c. Provide procedures and methodology for assisting in the development of project scheduling and in quality and cost estimating/control.
- d. Describe the firm's approach to working with and communicating with the Fire District and design team during the construction stage of the project.
- e. Based on the limited amount of project information available, indicate your firm's concept of a reasonable construction schedule.

D. Financial and Legal Status:

- a. Describe the general financial capability of the firm.
- b. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed for the past five (5) years.
- c. List all litigation against or involving the firm or its agents or employees with respect to any work performed for the past eight (8) years.
- d. All insurance coverage that the firm has which would be applicable to the work.

Evaluation Criteria

A. The criteria used to evaluate the RFQ/P responses will include, but may not be limited to, the following (items listed below are not listed in order of importance):

a. Qualifications of Firm

Qualifications of firm, specifically as they relate to these projects. Financial stability and general reliability of the firm. The demonstrated ability of the firm's construction management team to successfully interact and work with the Fire District's project team already in place, and how well the approach or plan of the firm appears to integrate with the Fire District's specific needs on the projects.

b. Firm Experience on Construction Manager at Risk Projects

Related Construction Manager at Risk project experience of the firm and the individuals who would be assigned to this project. Demonstrated experience in preparation of multiple bid packages as part of a successfully completed, complex project.

c. Experience in Similar Municipal Facility Projects



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Related specific experience of the firm and the individuals who would be assigned to this project. Successful past project of similar size, scope and quality completed by the firm and the individuals who would be assigned to this project. Particular experience in construction of fire stations and other public safety facilities.

d. Available Resources to Complete Project

This criterion would include the personnel, resources or methodologies commonly used by your firm. The capabilities of key personnel on the project team with relation to projects of similar scope and willingness to commit those designated key personnel to this project.

e. Responsiveness to RFQ/P

f. Professional References

- B. The Fire District may evaluate the qualifications based on the anticipated completion of all or any portion of the project. The Fire District reserves the right to divide the projects, to reject any and all qualifications and re-solicit for new qualifications, or to reject any and all proposals and temporarily or permanently abandon the projects. The Fire District makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ/P for any project and no such representation is intended or should be construed by the issuance of the RFQ/P.
- C. By submitting its qualifications in response to this RFQ/P, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) will require subjective judgements by the Fire District.



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FEE PROPOSALS TO BE REQUESTED/COMPLETED UPON SHORTLIST:

South Metropolitan Fire Protection District Proposal Form

Proposing Firm: _____

Signature: _____

Name: _____

Title: _____

Date: _____

CMAr Fees: Amount established by and agreed to both by parties, which is the full amount of compensation due to the CMAr as gross profit and for any and all expenses of the projects not included and identified as the Cost of the Work, provided that the CMAr performs all requirements of the Contract Documents within the time limits established.

A. Pre-Construction Fee: \$ _____ (lump sum)

B. Insurance: _____ % (percent of GMP)

C. Bond: _____ % (percent of GMP)

D. Construction Fee Range: _____ % (percent of GMP)
a. Final fee percentage to be negotiated with selected firm.



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Request for Qualifications/Proposals

I. PROJECT DESCRIPTION:

The South Metro Fire Protection District (Fire District) requests proposals for architecture services for the necessary expansion of their program and facilities. Expansion needs include renovation and/or additions to an existing administrative headquarters facility. This project is expected to occur within the next calendar year. The Fire District is seeking an Architect that can take the concept from its existing preliminary framework through finished products, including programming, design development, prototyping, construction documents, permitting, fabrication, delivery, and installation.

II. PROJECT OBJECTIVES:

- Ensure the exhibit fits within the Fire District's existing supporting infrastructure.
- Design the exhibit themed around the Fire District's mission statement.
- Implement universal design for all components.
- Ensure the ease of daily maintenance.
- Complete construction on time and within budget parameters.

III. SUMMARY SCOPE OF SERVICES:

The Scope of Services includes all disciplines necessary to completely design and construct the Project(s), including, without limitation, all on-site and off-site work. The services sought for this Project include all customary services normally provided under the umbrella of the design-build method of project delivery. This includes, but is not limited to, full design services, agency approvals, site survey for design and construction, procurement, scheduling, estimating, value engineering, general contracting, project closeout, and warranty services. The completed Project(s) are to be a fully functioning installation as described in the contract between the Fire District and the firm selected. Some of the key components of the phases of this Project are defined below, though overall scope of services for each phase will be fully defined in the Project agreements. (The proposer and Owner will work together to try and address any additional steps or work tasks they see fit to assist in the successful completion of objectives.)

IV. PROBABLE TIMETABLE:

The Project shall proceed according to the following timeline:

- **September 19, 2025**, RFQ/RFP Issuance.



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- **October 31, 2025**, Proposals due by 12:00 pm CST.
- **October 31, 2025**, at 2 pm CST Selection Committee opens and reviews Statements of Qualifications and selects proposers for possible interviews.
- **November 10, 2025**, If necessary, Selection Committee interviews and ranks Selected Design-Builder firms
- **November 20, 2025**, Notice to Proceed.

V. METHOD OF SOLICITATION:

Notice will be published on the district's website and released in a local newspaper for a two-week cycle.

VI. SELECTION PROCESS:

A Selection Committee will be composed of a Fire District Board Member and staff from the Fire District.

The Selection Committee will open and review the Statements of Qualifications (SOQ). After completing their review, the Selection Committee may invite up to two (2) proposers to formally interview. Based upon the quantity and quality of the SOQs the Selection Committee reserves the right to directly select the highest ranked proposer without a formal interview. Throughout the process, the Fire District reserves the right to initiate the process with the next highest-ranked firm, or to change or terminate the entire selection process at any time. The Fire District reserves the right to reject any and all proposals and to waive any irregularities therein.

VII. DIRECTIONS FOR SUBMISSION:

Proposers shall submit one (1) electronic copy of the Statements of Qualifications (SOQs) to Deputy Chief Eric Smith via email at esmith@southmetrofire.org no later than 12:00 noon, on October 31, 2025.

Any proposals received after the specified due date and time will be rejected.

All expenses for preparing and delivering project proposals, including subsequent interviews, will be borne by the proposer architecture firm.

Any addenda issued will be posted to the South Metro Fire District's website at

www.southmetrofire.org



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IX. SUBMITTAL REQUIREMENTS:

The following information must be provided in the following sequence. Sections and subsections should correspond with the sections and subsections identified below. Proposals are limited to 35 pages. Pages sized 8.5 x 11 letter, single-sided will be counted as one page. All text information should be shown in a readable font, minimum 10 pt. Page limit excludes the Proposal Cover Sheet, Cover Letter, and Table of Contents.

STATEMENT OF QUALIFICATIONS PACKAGE SHOULD INCLUDE:

A. Cover Sheet- Identifying RFQ number, project owner, project title and address, legal company name and address of proposer, proposal due date.

B. Cover Letter – On the proposer’s letterhead, the proposer must list all design-builder members and the legal relationships between the proposer and team members. The cover letter must include a single contact person of the proposer for the Project, and must be signed by an officer of the proposer who has the authority to bind the proposer. The cover letter should contain a commitment to perform the design-build services within the time period identified.

C. Table of Contents – identify materials by section, subsections and corresponding page number.

D. Legal/Financial Information

1. Bonding Capacity: Provide letter from surety or surety agent to indicate that the prime proposer can secure bonding for the Project amount, at the time the GMP Proposal is submitted, subject to the terms of the Agreement for Services. Provide performance and payment Bond rate as a percentage of the total construction cost.

2. Insurance Coverage: Provide letter from insurance agent that the proposer has the following minimum insurance coverage in the types and amounts specified:

a. Commercial General Liability - \$2,000,000.00

b. Automobile Liability - \$1,000,000.00

c. Umbrella Liability - \$10,000,000.00

d. Workers Compensation - \$1,000,000.00

e. Professional / Pollution Liability - \$1,000,000.00

E. Project Team Organization

1. Organizational chart showing all construction and design firms and clearly identifying the lead design and construction firms.

2. Brief profile of each team member company, including company background, years in business, ownership, parent company, headquarters location, size of staff, and number of registered professionals.



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3. Identify the names and provide resumés, including specific references to experience with design or construction for similar projects and with design- build contracts, for the following key team members:

- a. Design-build project manager
- b. Construction manager
- c. Construction site superintendent
- d. Architectural/Engineering design consultants

F. Qualifications and Experience

1. Provide key team members experience on similar type and size projects in the last Five (5) years for the listed team leads. Design-build projects are preferred but not required.

G. Project Approach

- 1. Provide quality control organizational approach and summary of a program for both design and construction, understanding of timelines, indicating roles and responsibilities, and including authority for quality compliance decisions.
- 2. Provide approach to controlling overall project costs and describe the use of a competitive bidding process in awarding construction and other project partnerships.
- 3. Provide approach to adhering to the Probable Timeline outlined in Section IV, or detail an alternative schedule, if necessary.

H. Review and Acknowledgement of the following:

1. It the Owner's intention to utilize DBIA Standard Form of Agreement between Owner and Design-Builder – Cost Plus Fee with an Option for a Guaranteed Maximum Price.

X. SELECTION CRITERIA:

The successful firm will be the one who provides the best value to the Fire District. In general, the Selection Committee will evaluate the following criteria:

Qualifications-Weighted Selection Criteria



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1. Project Team Organization - Organization and capabilities of architect firm and individuals assigned to this Project. – **35 Points**
2. Qualifications and Experience - Experience of architect firm team members in design, construction and commission of projects similar in type and size to the Fire District's Program & Project(s). Show proven capability to provide creative, functional, and technologically sound design solutions with an economy of means and within the Project budget. – **35 Points**
3. Project Approach - Overall project approach, including schedule, facilitation of communication, and innovative design approach to interactive exhibits. Expecting a much broader range of guest experiences than the typical computer-station, video-based activity, or table-top interactive. – **25 Points**
4. Safety record and quality management programs. – **5 Points**
5. Bonding capacity and insurance coverage as required by Section X of this RFP/RFQ - **Pass/Fail**
6. Insurance coverage as required in the Phase I and Phase II Agreements. - **Pass/Fail**