Request for Qualifications

For General Contractor / Construction Manager

RWU Field Operations Facility

at the

Oak Street City Campus

Parcel ID: 02-01643-000

RWU ROGERS WATER UTILITIES

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Request for Qualifications

Section 1. Background

1.1 Introduction

This request for qualifications (RFQ) for the **RWU Field Operations Facility Improvements** (Project) invites statements of qualifications (SOQs) according to the requirements set forth in this RFQ including the format and content guidelines in Section 5. The SOQs will be reviewed and evaluated, as described in Section 6, to select a short list of up to 3 Respondents. The Respondents on the short list will then be further evaluated (by interview and/or request for supplemental information), resulting in a top ranked Respondent, with whom Owner will attempt to negotiate a CM/GC Contract.

The capitalized terms in this RFQ have the meanings as first used in the text of this RFQ and/or as defined in Attachment A (Definition of Terms).

Using the General Contractor Construction Management (CM/GC) delivery method, the Project is to be designed and constructed in two phases: preconstruction and construction—which are sometimes referred to as phase one and phase two, respectively.

- **Preconstruction phase**: The CM/GC Firm will provide preconstruction services (as described in Attachment B, Scope of CM/GC Services) to support the Owner's chosen Design Architect & Engineer in developing the design. During the design phase, the design engineer will advance the design to the level of completion necessary to define the Project—between 60% and 90% complete—and will provide construction-ready documents to the Owner and the CM/GC Firm. Based on these documents, the CM/GC Firm will present to the Owner a construction schedule and an open-book guaranteed maximum price (GMP) or fixed price, which includes the cost of the work through commissioning and start-up, a general conditions price, overhead and profit as either a % mark up or fixed dollar amount, and a negotiated contractor contingency.

  When the Owner and CM/GC Firm have agreed on the construction price, the construction phase begins. (If the Owner and the CM/GC Firm are unable to agree on a price for construction-phase services, the Owner reserves the right to terminate the existing CM/GC Contract and direct the Design Engineer to complete the design and prepare construction documents for public bidding of the Project.)

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- **Construction phase**: If the owner and CM/GC firm agree on a price for construction-phase services, the CM/GC Firm will bond and guarantee the project, procure all subcontractors and vendors and will be responsible for the Project's construction, startup, commissioning, operator training and support, performance testing, and warranty services as agreed to in the CM/GC Contract.

Actual construction of proposed improvements is dependent upon any necessary further approval by the Rogers Waterworks and Sewer Commission and any necessary approval of the Rogers City Council.

This RFQ is subject to revision after the date of issuance via written addenda. Owner will attempt to issue addenda to each Respondent acknowledging receipt of this RFQ in accordance with Section 4.1 herein. However, **it is each Respondent's responsibility to obtain all RFQ addenda prior to submitting its SOQ.**

In no event will the Owner be liable for any costs incurred by any Respondent or any other party in developing or submitting an SOQ.

Pursuant to Ark. Code. Ann. § 22-9-203, Owner encourages the participation of small, minority, and women's business enterprises in this RFQ process. Encouragement is also made all CM/GC firm's that in the event they subcontract portions of the work, consideration be given to these identified groups.

1.2 RFQ Organization

This RFQ consists of seven Sections and six Attachments:

- Section 1: Background
- Section 2: Project Overview
- Section 3: CM/GC Services
- Section 4: Procurement Process
- Section 5: SOQ Submission Requirements
- Section 6: SOQ Evaluation and Selection
- Section 7: Conditions for Respondents
- Attachment A: Definition of Terms
- Attachment B: Scope of CM/GC Services
- Attachment C: Design Criteria / Existing Site Information

Certain design criteria and existing site information are being made available to Respondents as Attachment C (Design Criteria / Existing Site Information) for the purpose of preparing SOQs.

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1.3 Owner's Objectives

- **Project Overview**
  - Construct New Facilities to Provide Workspaces and Equipment / Material Storage
- **Achievement of Project Goals**
  - Provide Work Environment with a Focus on Safety and Efficiency
  - Provide Adequate and Comfortable Facilities
  - Optimize Workspaces
  - Provide for Future Growth
- **Quality**
  - Provide facilities as designed and equipment that is specified that will be sustainable and will reliably meet the project technical requirements
- **Cost**
  - Minimize life-cycle cost
  - Construction Budget $10M
- **Risk**
  - Achieve an optimal balance of risk allocation between the Owner, A/E firm, and the CM/GC Firm.
- **Safety**
  - Implement an effective safety program incorporating industry's best practices.

Having chosen CM/GC delivery for this Project, the Owner expects the CM/GC Firm to collaborate closely with the Owner and its Architect / Engineer during the preconstruction phase to develop a design that achieves the Owner's objectives at a mutually agreeable GMP or fixed price for delivery of the Project. The Owner also expects the CM/GC Firm to construct the Project, as designed, within the agreed-on price and schedule, through start-up and commissioning.

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Section 2. Project Overview

2.1 Project Scope

The project scope consists of the following items:

- *Construction of facilities to include:*
  - *Office / workspaces*
  - *Vehicle / Equipment Storage*
  - *Materials Storage*
  - *Public & Employee Parking*
  - *Landscaping, Pavement, & Drainage*
  - *Provide for Efficient Movement of Personnel, Materials, and Customers*

The CM/GC scope of work is described in detail in Attachment B of this RFQ. Design standards and technical requirements are described in more detail in Attachment C (Design Criteria / Existing Site Information).

2.2 Project Schedule

The Overall Project Schedule is as Follows:

- **Schematic Design:** November 2026
- **Design Development:** March 2027
- **Construction Documents:** August 2027
- **Construction**: October 2027

As indicated in Section 4, it is anticipated that the CM/GC Contract will be executed on or about January 1st, 2027. The preconstruction, construction and performance testing of the completed Project are expected to be completed no later than May 1st , 2029.

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Section 3. CM/GC Services

3.1 General

As noted in Section 1 and more fully described in Attachment B (Scope of CM/GC Services), the CM/GC Firm will provide services in two distinct phases.

Preconstruction-phase services generally consist of participating in the review of the Project design and providing suggestions and recommendations based on experience. Construction-phase services generally encompass input to the Project's final design, construction, management and performance testing. Permitting activities are included in each phase.

Preconstruction services:

- *Provide input to the Architect / Engineer and Owner on the Civil, Architectural, and MEP design.*
- *Conduct constructability and value engineering reviews.*
- *Coordinate with Architect / Engineer and Owner on the specification of equipment*
- *Develop a preliminary project management plan and schedule.*
- *Provide construction cost estimates at various stages of design (concept phase & 30%)*
- *Provide Guaranteed Maximum Price (GMP) at 60% plan completion, including any appropriate contingencies.*
- *Place order(s) for equipment with extended lead time(s) in order to meet proposed construction schedule.*
- *Provide other preconstruction services as may be agreed on between the CM/GC Firm and the Owner.*

Construction services:

- *Procure equipment and subcontractors.*
- *Secure necessary building permits.*
- *Construct the Project.*
- *Conduct startup, commissioning and performance testing.*
- *Provide warranty coverage.*

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3.2 Roles and Responsibilities

Owner: The Owner will cooperate with the CM/GC Firm and will fulfill its own responsibilities in a timely manner to facilitate the CM/GC Firm's timely and efficient performance of services. Owner responsibilities include:

- Review submissions and provide comments to CM/GC Firm.
- Furnish existing studies and provide complete, accurate and reliable data and information regarding the Project, including record drawings, preliminary studies, environmental impact assessments, etc.
- Provide information and perform (or engage CM/GC Firm to perform) additional studies that may be necessary to complete the Project.
- Provide adequate funding, as approved by Owner's governing body.
- Provide access to the Project site and any necessary easements.
- Obtain the governmental approvals and permits Owner is responsible for, and assist CM/GC Firm in obtaining governmental approvals and permits it is responsible for.

CM/GC Firm: The CM/GC Firm will cooperate with the Owner and will provide in a timely manner the preconstruction- and construction-phase services necessary to complete the Project scope specified in this RFQ. CM/GC Firm responsibilities include:

- Provide input to the Architect / Engineer.
- Prepare construction documents.
- Supervise subcontractors and CM/GC Firm personnel.
- Obtain certain governmental approvals and permits.
- Maintain site security.
- Conduct performance testing.
- Implement quality-management procedures.
- Implement Project Health and safety practices.

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Section 4. Procurement Process

4.1 Acknowledgement of RFQ and Respondent Representative

Each potential Respondent should provide the Owner, within **7** days of receipt of this RFQ, an acknowledgement that it has received the RFQ and is a potential Respondent. Such acknowledgement shall identify and provide full contact information for the Respondent Representative, who shall be the Respondent's single point of contact for the receipt of any future documents, notices and addenda associated with this RFQ. Such acknowledgement must be sent in writing or electronically transmitted to the Owner Contact by email.

4.2 Communications and Owner Contact

On behalf of the Owner, **Travis Tripodi, Project Manager** will act as the sole point of contact for this RFQ and shall administer the RFQ process. All communications shall be submitted in writing, by fax, or by email, and shall specifically reference this RFQ. All questions or comments should be directed to the Owner Contact as follows:

Travis Tripodi
Project Manager
Rogers Water Utilities
PO Box 338, Rogers, AR 72756
(479) 936-6212
travisltripodi@rogerswaterar.gov

No oral communications from the Owner Contact or other individual is binding. No contact with Owner staff, board members or any public official concerning the Project during the procurement process is allowed. A violation of this provision may result in disqualification of Respondent.

4.3 Procurement Schedule

The current procurement schedule is as follows:

- Issue RFQ 10/25/2026
- Deadline for questions 11/4/2026
- Submit SOQ 11/16/2026
- Interviews (if required) 12/7/2026-12/8/2026
- Recommendation of CM/GC Selection to Commission 12/14/2026

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4.4 Pre-Submittal Meeting and Site Tour

There will be no pre-submittal meeting required for this project. RWU will meet with individual respondents upon request. Oral communications during these meetings shall not be considered as part of SOQ scoring criteria.

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Section 5. SOQ Submission Requirements

5.1 Submittal Place and Deadline

One electronic version of the SOQ (transmitted via email or delivered on USB flash drive) in PDF format, must be received no later than 4:30pm on 11/16/2026 , addressed to:

Travis Tripodi, Project Manager
Rogers Water Utilities

U.S. Mail
Rogers Water Utilities
PO Box 338
Rogers, AR 72757

or

Physical Address
Rogers Water Utilities
601 S. 2nd St.
Rogers, AR 72756

Email
Travisltripodi@rogerswaterar.gov

SOQs delivered by email shall be transmitted with the subject line "SOQ Attached". Respondents all receive a response with confirmation of receipt. If a USB drive is mailed or shipped, the delivered packaging containing the SOQ documents must note "SOQ Enclosed" on its face.

Each Respondent assumes full responsibility for timely delivery of its SOQ at the required location. Any SOQ received after the submittal deadline will be deemed nonresponsive and returned.

5.2 Submission Format

The SOQ must not exceed **20** total pages (most or all 8½ x 11 inch with 1-inch or greater margins), excluding the transmittal letter, index or table of contents, front and back covers, title pages/separation tabs, and appendices. A maximum of **5** of the total pages may be 11 × 17-inch tri-fold format. Eleven-point font or larger must be used in SOQ Parts 1 – 6.

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5.3 Submission Content

The content requirements set forth in this RFQ represent the minimum content requirements for the SOQ. It is the Respondent's responsibility to include information in its SOQ to present all relevant qualifications and other materials. The SOQ, however, should not contain standard marketing or other general materials. It is the Respondent's responsibility to modify such materials so that only directly relevant information is included in the SOQ.

The SOQ must include the following information in the order listed:

- Transmittal Letter
- Part 1 – Executive Summary
- Part 2 – CM/GC Firm Profile
- Part 3 – Project Team
- Part 4 – Experience
- Part 5 – Cost Control
- Appendix A – Forms for Affirmation of Compliance (Insurance & Licensure)
- Appendix B – Resumes
- Appendix C – Supporting Documentation

5.3.1 Transmittal Letter

Respondents must submit a transmittal letter on the Respondent's letterhead. It must be signed by a representative of the Respondent who is authorized to sign such material and to commit the Respondent to the obligations contained in the SOQ. The transmittal letter must include the name, address, phone number and e-mail address for the Respondent Representative, and must specify who would be the CM/GC Firm's signatory to any contract documents executed with the Owner. The transmittal letter may include other information deemed relevant by the Respondent.

5.3.2 Part 1 – Executive Summary

The executive summary (maximum three pages) must include a concise overview of the key elements of the SOQ and must summarize and refer to information in the SOQ concerning satisfaction of the Minimum Qualifications Requirements. The executive summary shall not be used to convey additional information not provided elsewhere in the SOQ.

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5.3.3 Part 2 – CM/GC Firm Profile

A detailed and complete description of the CM/GC Firm must be provided in Part 2 of the SOQ. (The term "CM/GC Firm" can refer to either a single entity or a joint venture.) Information concerning Key Personnel and other firms that may be included on the Project Team, such as sub-consultants and subcontractors, should be provided in Part 3 of the SOQ. The CM/GC Firm Profile must include the following information.

- **General.** Provide general information about the CM/GC Firm, such as lines of business and service offerings, locations of home and other offices, number of employees (professional and non-professional), years in business, and evidence of required licenses. Provide licenses in Appendix C (Supporting Documentation) of the SOQ.

- **Legal structure.** Identify whether the CM/GC Firm is organized as a corporation, limited-liability company (LLC), general partnership, joint venture, limited partnership, or other form of legal entity. As applicable, identify the owners of the CM/GC Firm (*e.g.*, shareholders, members, partners, and the like) who hold an interest of 10 percent or more.

- **Project office location.** Identify where the CM/GC Firm intends to maintain its project office(s) and the location where the construction management work will be performed.

- **Insurance. P**rovide a letter or Certificate of Insurance from the CM/GC Firm's insurance company stating its ability to acquire and provide the following minimum limits for the required insurance:
  - Statutory workers compensation insurance (as required by state law)
  - Employer's liability insurance: $**1** million
  - Commercial general liability insurance: $**1** million per occurrence; $ **2** million annual aggregate
  - Commercial automobile liability insurance: $**1** million combined single limit for bodily injury and property damage
  - Excess liability insurance above the employer's, general and automobile insurance: $ **5** million

- **Disclosures.** The Proposer is also required to disclose details pertaining to factors or events that have the potential to adversely impact the CM/GC Firm's ability to perform its contractual commitments regarding its financial condition, legal proceedings, violation of laws, and if the Proposer has failed to successfully complete any contract or has been debarred from bidding.

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The Respondent must notify the Owner of any changes subsequent to submission of the SOQ and before the selection process is completed (and, in the case of the selected Respondent, before executing the CM/GC Contract).

5.3.4 Part 3 – Project Team

Describe the composition, organization and management of the Project Team in two separate subsections.

CM/GC Firm/other firms:

- Identify any other firms (such as subcontractors and sub-consultants) included on the Project Team, and describe the scope of the CM/GC Firm's and each other firm's services and responsibilities during the preconstruction and construction phases.
- Provide preconstruction- and construction-phase organizational charts showing the reporting relationships and responsibilities of the CM/GC Firm and any other firms and describe the CM/GC Firm's approach to the management of such firms.

Key Personnel

- Identify all Key Personnel (and their firm affiliations) on the Project Team and describe their specific responsibilities during the preconstruction and construction phases of the Project.
- Provide preconstruction- and construction-phase organizational charts showing the reporting relationships and responsibilities of all Key Personnel (along with their firm affiliations) and describe the CM/GC Firm's approach to the management of such Key Personnel.
- Indicate the commitment of all Key Personnel in terms of an estimated percentage of time during each phase of the Project.
- Provide resumes for all Key Personnel in SOQ Appendix B (Resumes). Resumes must be limited to **two** pages per individual and include:
  - —Academic and professional qualifications
  - —Professional registration (as applicable)
  - —Experience as it relates to the Project and to the individual's specified role on the Project

5.3.5 Part 4 – Experience

The SOQ must describe the performance history and experience of the Project Team on similar projects and must also provide information concerning safety.

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Reference Projects

The Respondent shall submit descriptions of reference projects to demonstrate relevant experience.

Each project description shall contain at least the following information:

- Name of owner
- Owner reference and contact information
- Role of respondent
- Contract value
- Year started and year completed
- Description of the project showing relevance to this Project
- Names of firms and Key Personnel that participated in project and are included in this SOQ, along with a clear description of the roles and responsibilities of each

In addition, provide a one-page summary table to cross-reference the Project Team (firms and Key Personnel) with participation in the reference projects.

Safety

Provide a summary description of the CM/GC Firm's corporate safety program and include safety statistics or records indicating categories of accidents and their incidence or frequency rates for the past five years. The following safety records must be provided for the CM/GC Firm for the current and past five years:

- The experience modification rate (EMR) calculated by the National Council on Compensation Insurance or similar rating bureau. (The EMR is also referred to as the experience modification rating, experience modification factor, experience modifier or X-mod.)
- The days-away-from-work injury incidence rate. A day-away-from-work injury is an injury that prevents an employee from returning to his or her next regularly scheduled shift. The incidence rate is calculated by multiplying the number of days-away-from-work injuries for the particular year by 200,000 and then dividing the product by the person-hours worked for that year.

5.3.5 Part 5 – Cost Control

The SOQ must describe the performance history and experience of the Project Team on similar projects with respect to control of costs. For the reference projects listed in Part 4, include the initial contract price (noting any contingencies or allowances), and the final contract value upon project completion. Cite examples of unique or innovative methods used to introduce value to the project, either in design or construction phases, to minimize capital and/or life cycle costs of the project.

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Section 6. SOQ Evaluation and Selection

6.1 General

The Owner's selection committee (with assistance provided by outside advisors if desired by Owner) will review and evaluate the SOQs according to the requirements and criteria outlined in this Section 6. During the SOQ evaluation process, written questions or requests for clarifications may be submitted to a Respondent regarding its SOQ or related matters. Failure to respond in a timely manner to any such questions or requests may be grounds for elimination of a Respondent from further consideration. In addition, the Owner may require that all or a limited number of Respondents participate in interviews.

6.2 Responsiveness

Each SOQ will be reviewed to determine whether it is responsive to the RFQ. Failure to comply with the requirements of this RFQ may result in rejection of the SOQ as non-responsive. At its sole discretion, however, the selection committee may waive any such failure to meet a requirement of this RFQ and may request clarification or additional information to remedy a failure.

6.3 Minimum Qualification Requirements

Each responsive SOQ will be reviewed to determine whether it meets the Minimum Qualification Requirements outlined in this subsection. At its sole discretion, the selection committee may waive any failure to satisfy such requirements and may request clarification or additional information to address any questions that may arise in this regard. Any SOQ that does not satisfy all of the following Minimum Qualification Requirements may be rejected.

- **Performance bond.** Ability of the CM/GC Firm to provide a performance bond in the amount of $ **10 Million**.
- **Material adverse condition.** The CM/GC Firm must not be subject to a material adverse condition, such as pending litigation, insufficient liquidity, weak operating net income or cash flow, or excessive leverage, that gives rise to reasonable doubt concerning its ability to continue to operate as an ongoing concern, to provide performance bonds or insurance, or to maintain sufficient financial strength to undertake and successfully complete the Project and to mitigate/absorb Project risks.
- **Licensing and registration.** The CM/GC Firm and each other firm included in the SOQ must be licensed in **Arkansas** for the type of work to be performed.

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- **CM/GC Firm experience.** Within the past 10 years, the CM/GC Firm must have successfully completed at least **5 similar projects** for municipal, utility, or industrial clients in the United States.
- **Safety record.** The CM/GC Firm is expected to have achieved an experience modification rate (EMR) of not greater than **1.0** for the current and past two years.

6.4 Evaluation Criteria

The selection committee will evaluate and rank the responsive SOQs that satisfy the Minimum Qualification Requirements by applying the weighted comparative evaluation criteria set forth below. Financial condition is evaluated on a pass/fail basis as part of the Minimum Qualification Requirements.

- CM/GC Firm Profile **25%**
  - General
  - Legal Structure
  - Financial Condition
  - Capacity & Capability to Perform

- Project Team **25%**
  - Specialized Experience
  - Technical Competence
  - Key Personnel
  - Team Management
  - Subcontractors

- Experience / Record of Performance **25%**
  - Similar Projects
  - Control of Costs
  - Quality of Work
  - Ability to Meet Schedules
  - Safety Record

- Locality **25%**
  - Proximity to the site from respondent's primary office
  - Familiarity with the area in which the project is located

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6.5 Selection of Short List

After the first portion of the evaluation process is complete, the Owner will notify Respondents of the short-listed firms.

Short listed firms may be asked to interview, and/or provide additional background information as necessary. The Respondents on the short list will then be further evaluated, resulting in a top ranked Respondent, with whom Owner will attempt to negotiate a CM/GC Contract upon approval of the selection by the Rogers Waterworks and Sewer Commission.

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Section 7. Conditions for Respondents

7.1 Owner Authority

Owner is the municipal water and sewer utility of the City of Rogers, Arkansas, operating under the supervision of the Rogers Waterworks and Sewer Commission of the City of Rogers, Arkansas, a Commission of the City of Rogers, Arkansas created under Section 54-1 of the Code of Ordinances of the City of Rogers, Arkansas. The procurement process for this Project is authorized by Ark. Code Ann. § 14-235-226, Ark Code Ann. §19-11-801 *et seq* and other applicable law.

7.2 Ineligible Firms and Individuals

The following firms are serving in an advisory capacity to the Owner for this Project. The firm or any representative of the firm are therefore not eligible to assist or participate with any Respondent that submits an SOQ:

- WER Architects (Architect)
- Halff (Civil)

7.3 Conflict of Interest-Public Information

Respondents should be aware of the Arkansas Freedom of Information Act, codified at Ark. Code. Ann. § 25-19-101, the Rules on Conflicts of the Rules of the Arkansas Ethics Commission, and other applicable law that may provide for public disclosure of certain information concerning persons doing business or seeking to do business with the Owner, including affiliations and business and financial relationships such persons may have with Owner's employees and officers. Further, each Respondent should disclose any conflicts or potential conflicts with Owner including all contracts and/or transactions that might reasonably be construed to be adverse to the interests of Owner. Each Respondent should also disclose all relevant material facts regarding significant financial interests, or any influential interests, with any of Owner's employees and officers, members of the Rogers Waterworks and Sewer Commission, elected officials of the City of Rogers, members of the Rogers City Council, and City officers and employees of the City of Rogers.

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7.4 Proprietary Information

All materials submitted to the Owner become public property and are subject to the Arkansas Freedom of Information Act, codified at Ark. Code. Ann. 25-19-101, *et. seq*. (FOIA). If the SOQ contains proprietary information that the Respondent contends would give advantage to other competitors or bidders if disclosed, or which Respondent otherwise contends is exempt from disclosure under FOIA, each page containing such information must be identified and marked "PROPRIETARY" at the time of submittal. Owner will, to the extent consistent with FOIA and other applicable law, endeavor to protect such information from disclosure. However, the final decision on what information must be disclosed lies with Owner in consultation with its legal counsel. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available on public request. Respondents shall not be permitted to mark the entire SOQ as proprietary.

7.5 Rights of the Owner

In connection with this procurement process, including the receipt and evaluation of SOQs and development of the short list, the Owner reserves to itself (at its sole discretion) all rights available to it under applicable law, including without limitation, with or without cause, and with or without notice, the right to:

- Cancel, withdraw, postpone, or extend this RFQ, in whole or in part, at any time prior to the execution of the CM/GC Contract, without incurring any obligations or liabilities.
- Modify the procurement schedule.
- Waive deficiencies, informalities and irregularities in an SOQ and accept and review a non-conforming SOQ.
- Suspend and terminate the procurement process or terminate evaluations of SOQs received.
- Permit corrections to data submitted with any SOQ.
- Hold meetings and interviews, and conduct discussions and correspondence, with one or more of the Respondents to seek an improved understanding of any information contained in an SOQ.
- Seek or obtain, from any source, data that has the potential to improve the understanding and evaluation of the SOQs.
- Seek clarification from any Respondent to fully understand information provided in the SOQ and to help evaluate and rank the Respondents.
- Reject an SOQ containing exceptions, additions, qualifications or conditions not called for in the RFQ or otherwise not acceptable to the Owner.
- Conduct an independent investigation of any information, including experience, included in an SOQ by contacting project references, accessing public information, contacting independent parties, or any other means.
- Request additional information from a Respondent during the evaluation of its SOQ.

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7.6 Obligation to Keep Project Team Intact

Respondents are advised that all firms and Key Personnel identified in the SOQ shall remain on the Project Team for the duration of the procurement process and execution of the Project. (The anticipated dates for award of the CM/GC Contract and for completion of the Project are set forth in Subsection 2.3 of this RFQ.) If extraordinary circumstances require a change, it must be submitted in writing to the Owner Contact, who, at his or her sole discretion, will determine whether to authorize a change, recognizing that certain circumstances (such as termination of employment) may occur that are beyond the CM/GC Firm's control. Unauthorized changes to the Project Team at any time during the procurement process may result in elimination of the Respondent from further consideration.

7.7 Addenda

If any revisions to the RFQ or procurement process become necessary or desirable (at the Owner's sole discretion), the Owner may issue written addenda. **The Owner will maintain a list of interested firms and make every effort to transmit addenda to potential Respondents via email. However, it is Respondent's responsibility to verify that all addenda have been obtained prior to submitting its SOQ.**

7.8 Protests

Any protest to an Owner's action in connection with this procurement must be filed in writing no later than **seven** business days following such action and must be in strict accordance with the Owner's applicable procedures and with applicable law.

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Attachment A
Definition of Terms

The definitions of some of the capitalized terms used in this RFQ are presented below:

CM/GC Firm – The entity that will enter into the CM/GC Contract with the Owner and that will be the single point of accountability to the Owner for delivery of the services and the Project.

Architect / Engineer – The architectural / engineering firm that will provide professional design services and have responsible charge of the design, including preparation of the construction documents.

Draft CM/GC Contract – The draft contract, including the agreement and all of its attachments. The draft Contract will be presented in the RFP for selected firms.

Key Personnel – The individuals, employed by the CM/GC Firm or other firms included on the Project Team, who would fill certain key roles in delivery of the Project and related services, which may include, but not be limited to, the following positions: project manager, safety manager, designer, construction manager and **project foreman**.

Minimum Qualification Requirements – The requirements set forth in Subsection 6.3 of this RFQ that, at a minimum, must be satisfied (or waived by the Owner) in order for the SOQ to be evaluated and ranked according to the comparative evaluation criteria.

Owner – **Rogers Water Utilities,** the municipal water and sewer utility of the City of Rogers, Arkansas, operating under the supervision of the Rogers Waterworks and Sewer Commission of the City of Rogers, Arkansas, a Commission of the City of Rogers, Arkansas created under Section 54-1 of the Code of Ordinances of the City of Rogers, Arkansas.

Project – **RWU Field Operations Improvements**

Project Team – The CM/GC Firm, Key Personnel and any additional firms (such as subcontractors and sub-consultants) included in the SOQ.

Respondent – The entity responding to this RFQ by submitting the SOQ.

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Attachment B
Scope of CM/GC Services

The selected contractor will be introduced to the project team when plans are in concept stages of design. At this stage, the selected contractor will serve as a Construction Manager (CM) to provide preconstruction services.

Conceptual Phase

- *Participate and serve in an advisory capacity to review one or more concept plans, which may feature various site layouts, materials, and methods of construction. Major items of discussion will include:*
  - *Review and refinement of design criteria.*
  - *Conceptual costs*
  - *Scheduling*

Preliminary Design Phase (30% - 60% Plans):

- *Participate and serve in an advisory capacity in Preliminary Design Workshops. Major items of discussion will include:*
  - *Review and refinement of design criteria.*
  - *Review of materials, building systems, and equipment as identified in preliminary plans.*
  - *Review and refinement of the preliminary site plan and facilities layouts.*
  - *Review and preliminary selection of major equipment items.*
  - *Review of proposed construction sequencing and schedule.*
  - *Provide cost estimates at the following milestones:*
    - *Preliminary Plans (30%)*
    - *Preliminary Plans (60%)*

- *Provide recommendations to the Owner and Engineer on all aspects of the design including:*
  - *Preliminary Evaluation of the Overall Project*
  - *Constructability Review*
  - *Material Availability*
  - *Equipment Purchasing*
  - *Value Engineering*
  - *Construction Schedule*
  - *Temporary Facilities*
  - *Development of an Opinion of Probable Cost*
  - *Equipment data sheets and manufacturer recommendations prepared by the Engineer*

Construction Contract Development Phase (60% Plan Completion):

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- *Develop the guaranteed maximum price (GMP) for the project based on 60% design plans.*
- *Develop purchasing agreements with a select group of major equipment suppliers*
- *Review equipment shop drawing submittals*
- *Coordinate with Owner and Engineer to negotiate GMP and draft construction contract*

Final Design Phase (60% - 100% Plan Completion):

- *Contract Document Review and Administration*
- *Review 90% and 100% design plans and provide comments*
- *Review and advise Engineer's plan for construction sequencing with the goal of minimizing disruptions to the operation of the facility.*
- *Place orders for major equipment at approximately 90% plan completion (order at 60% after GMP to expedite schedule on long lead items).*

Construction Phase

- *Obtain all necessary building permits*
- *Attend Pre-Construction meeting to discuss:*
  - *Responsibilities of the Owner, Engineer, and Contractor*
  - *Team member roles and responsibilities*
  - *Construction sequencing and schedule*
  - *Critical Path Items*
  - *Equipment Order Status*
  - *Site Operations and Accessibility*
  - *Safety*
- *Construct Facilities*
  - *Site Improvements*
  - *Building Improvements*
  - *Electrical / Mechanical*
  - *Utilities & Services*
  - *Implementation of Equipment*
- *Provide all labor, materials, equipment, and services necessary to complete the Work.*
- *Responsible for the supervision and coordination of the Work, including the construction means, methods, techniques, sequences, and procedures utilized.*
- *Submit Weekly Progress Reports*
- *Hold Monthly Progress Meetings*

Startup & Implementation

- *Programming*
- *Calibration*
- *Testing*
- *Training*

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Attachment C

Design Criteria / Existing Site Information

General Design Criteria:

- **Construct new building(s) to house workspaces, equipment, and materials**
- **Project Construction Budget: $10M**
- **Decision Criteria:**
  - Analyze all potential building component upgrades / green initiatives in terms of 20-year ROI while not exceeding construction budget
  - Utilize functionality, simplicity, and resiliency as leading design principles.

- **Functional / Operational Requirements**
  - Vehicle parking –
    - minimum 55 employee spaces)
    - 14 Large heated storage bays
    - 6 large, covered storage bays
    - 6 small, covered parking storage bays
    - Wash bay and vacuum accommodating largest vehicle (Vac truck)
  - Material storage
    - Maximize use of space in warehouse
  - Optimizing office, meeting, and warehouse spaces
    - Open, collaborative, flexible, shared workspace concept with offices for admin & team leaders
  - Optimizing flow of customers, personnel, vehicles, and materials
    - Careful design of equipment maneuvering spaces

- **Productive**
  - Reliable systems
    - Backup power source(s)
  - Technology Integration
    - Evaluate current needs and plan for future flexibility
  - Occupant Comfort
    - Natural light
    - Locker room, showers, and laundry for field crews
    - Indoor break room(s) with kitchen
  - Promote Health / Well-Being
    - Outdoor break areas (w/ greenspace, shade and BBQ area)
    - Exercise opportunities

- **Safety & Security**
  - Occupant Safety
    - Considerations for fall/slip protections, active shooter, etc.
  - Building & Asset Security
    - Minimal number of designated entrances with ample emergency exits
    - Integrated security systems / cameras on buildings and secure site perimeter

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- Protection from fire and natural hazards
  - Fire suppression (per code), safe room(s)

- **Sustainability**
  - Planning for growth
    - Provide for 25% additional office space, employee parking, fleet parking, and equipment storage, or plan for phased approach
  - Optimize energy use - Energy use should be a consideration, but secondary priority to function, reliability, and simplicity
  - Optimizing site potential in the context of the municipal campus
  - Evaluation of maintenance needs
    - Maintenance needs factored into life cycle costs

- **Aesthetics**
  - Attractive structures
    - Evaluate Architectural styles with efficient use of materials
    - Provide attractive but secure fencing
    - Greenspace / trees (Provide low-maintenance planting areas w/ irrigation) and screening where needed.

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