

REQUEST FOR QUALIFICATIONS – CONSTRUCTION MANAGEMENT SERVICES FOR THE ARKANSAS STATE CAPITOL HVAC RENOVATIONS

The Arkansas Secretary of State (SOS) is soliciting responses from qualified Construction Management firms for the HVAC renovation project in the North half of the Arkansas State Capitol.

Project Description:

Twenty plus years ago the Secretary of State completed a much-needed HVAC upgrade for the South half of the State Capitol. This project in 2003 included the construction of a below grade mechanical room located south of the West entry to the Capitol to house 2 large air handlers to replace smaller air handlers and individual fan coil units scattered throughout all 5 floors in the south half of the building. The short-term plan was to then complete the HVAC upgrades to the North half of the building. However, funding has not been available for this 2nd phase of HVAC upgrades until now.

The Secretary of State has just completed the construction of the North Mechanical Basement located just North of the West entry to the Capitol. The penetration through the existing foundation walls has been completed in preparation of routing supply and return ductwork from the air handlers in the mechanical basement to the 5 floors throughout the north half of the capitol.

There is approximately 40,000sf of heated and cooled space in the north half of the building. The existing HVAC system is comprised of various hot water & chilled water air handlers, above ceiling fan coils and floor mounted fan coil units scattered throughout the building.

This project will entail selective demolition and put back to facilitate the replacement of equipment, ductwork, chilled / hot water piping and associated electrical service to the HVAC equipment.

The estimated cost of construction is 8.5 – 9 million, with construction starting in August of 2025, and completed by August of 2026.

Scope of Work

The selected Construction Management firm will be responsible for overseeing and coordinating the following aspects of the renovation:

Structural Modifications and Build Out

- Selective demolition of plaster walls and ceilings, acoustical grid and tile ceilings, to uncover ductwork, piping and equipment.
- Installation of gypsum board and light gauge metal framing for infill and put back of walls and ceilings
- Framing and build out of new interior spaces as required by the renovation plans

HVAC Systems

- Installation of new heating, ventilation, and air conditioning equipment
- Installation of new chilled / hot water to air handlers and fan coil units.
- Installation of new insulated ductwork

Plumbing

- Connection of new equipment to existing utilities (condensate drains) as required

Electrical and Safety Systems

- Electrical service to new and existing equipment
- Low voltage control system implementation
- Fire alarm system upgrades

Structural Modifications

- Selective demolition, including slab trenching and removal of concrete and clay tile walls
- Installation of gypsum board and light gauge metal framing for walls and ceilings in the dining room

Finishes and Aesthetics

- Installation of acoustical ceilings in areas disrupted by HVAC installation
- Patch and repair of plaster ceilings
- Patch and repair of plaster and clay tile walls
- Painting of all areas disturbed by HVAC work

The chosen vendor shall perform all work in a manner consistent with The Secretary of the Interior's Standards and Guidelines for Rehabilitation given the historical significance of the State Capitol building.

Anticipated Budget

The estimated cost of construction is between 8.5 – 9 million.

Proposed Schedule

3/16/25	RFQ advertisement #1
3/23/25	RFQ advertisement #2
4/01/25	Responses due by 2pm
4/03/25	CM evaluation and selection
8/01/25	Final plans and specs issued to CM
9/01/25	GMP pricing from subs due
9/15/25	Final GMP price due from CM
10/01/25	Contract and NTP issued
	14-month construction duration
12/01/26	Substantial completion / certificate of occupancy

Given the importance of completing this work prior to the next legislative session beginning on 1/13/27, there will be liquidated damages in the amount of \$500.00 per day for each day that the project completion is delayed beyond the date of substantial completion on 12/01/26.

Professional Services Required

The project committee will be comprised of the Architect / Engineer, and SOS. Construction Manager will work with representatives of this team for principal responsibility of:

- Preconstruction services of constructability and project cost estimating / pricing the 50% and 100% Construction Documents.
 - The CM is required to get a minimum of 3 bids from the major trade subcontractors (HVAC, Plumbing & Electrical) required for this project to promote competitive bidding for best value. A minimum of 2 bids will be required for all other trades.
 - The project schedule will require very close communications / coordination with the owners and design team to ensure timely and accurate estimates / costs.
 - Provide input on project scope phasing to ensure schedule objectives are achieved.
 - Provide Value Alternatives / Value Engineering in timely fashion to ensure project budget objectives are achieved / maintained. CM is responsible for alternative products / materials and construction methods.
- Input for early construction packages to expedite project delivery.
- Procurement and delivery of construction scope as defined by project drawings, specifications, and other related scope documents.

NOTE: To ensure contract budget control, the Construction Management firm will be expected to provide a Guaranteed Maximum Price (GMP) upon the finalized and owner agreed upon scope. This GMP contract will be in force throughout the project. Amendments to the GMP contract will be processed per owner approved change orders.

□ **Construction Phase:**

- Manage the project management of all phases of construction and best construction practices. Safety and security of the site a priority imperative.
- Project superintendent or assistant superintendent will be required on site all times construction activities are occurring.
- Provide frequent schedule and project reports. Weekly reports are the minimum, but some critical periods may require more frequent submissions.
- Follow the requirements of defined processes for project execution, shop drawings, submittals, Request for Information, Change Order Request, Change Order execution, payment applications, and other best practices for capital projects.

Statement of Qualifications Format and Content

A selection committee comprised of SOS Staff, and the design team will participate in the selection process. To aid the committee’s review of competing firms, the Interview and SOQ document should be structured in the following order and content:

1. Firm Base Information
 - a. Name and address of firm
 - b. Primary contact telephone numbers and email addresses
 - c. Web page address, and any social media addresses
2. Brief History of Firm
 - a. Size of firm (staff numbers)
 - b. Number of years in business
 - c. Organization chart of firm
3. CM Team Background
 - a. Primary Team Members (as applicable)
 - i. Principle In Charge
 - ii. Director of Construction Services
 - iii. Director of Preconstruction Services
 - iv. Project Estimator
 - v. Project Manager
 - vi. Superintendent
 - b. Resumes of Team Members
4. Representative Projects / Project Experience—projects completed by your firm that best represents a similar scope, budget, program and complexity (tight deadlines requiring multiple overtime shifts). Projects can be renovations or new construction. For each project, include:
 - a. Name and Location

- b. Owner Representative name and contact information
- c. Project Description (include any unique aspects)
- d. Photographs
- 5. Proof of Arkansas Contractors License
- 6. Proof of current professional liability insurance coverage (\$1,000,000 minimum required, more may be required upon project execution)
- 7. Bonding Capacity
- 8. Required Forms: Submit the following forms with your response packet:
 - a. Contract and Grant Disclosure and Certification Form
 - b. Company's Equal Opportunity Policy
 - c. Illegal Immigrant Contractor Disclosure Certification Form
 - d. Israel Boycott Restriction Certification Form
 - e. Signed Vendor Certification
 - f. W-9 Form

Selection Criteria and Process

Technical Scoring

Statements of Qualifications shall be evaluated by Secretary of State staff based upon requirements set forth in this request for qualifications and ranked in order of qualification from highest to lowest. Response packets that do not meet submission requirements shall be disqualified and not evaluated.

The maximum point values for each submission to be scored as follows:

Evaluation Criteria	Maximum Possible Points
CM team qualifications and specialized experience and technical competence	20 Points
Experience and capacity to managing medium-to-large Sized Construction Projects within time limitations set to complete the project	20 Points
Past project performance with respect to cost control, quality of work, ability to meet schedules and deadlines	40 Points
Experience on renovation projects within occupied buildings with multiple construction components, phases, etc.	20 Points

Total Points Available 100 Points

To derive the average technical score for each vendor, the combined technical scores for each rater will be added and divided by the total number of raters. The vendor with the highest average technical score will be deemed the most responsive vendor and negotiations shall begin. (See Negotiations section below.)

Negotiations

Secretary of State staff shall enter negotiations with the most responsive bidder (identified by the above scoring processes) to negotiate payment fees, payment schedule, and finalize a contract. If Secretary of State Staff is unable to negotiate a satisfactory contract for the services to be provided with the most qualified CM, negotiations will be formally terminated and negotiations with the next highest scoring vendor will be initiated. The negotiation process will be repeated until a successful CM has been determined, or until such time as the Secretary of State's Office decides not to move forward with a contract. It is the intent of the Secretary of State's Office to enter into a single contract with one (1) CM following the selection process.

Selection of the CM shall be at the sole discretion of the Secretary of State's Office and is final.

Contract Terms and Conditions

The selected CM will be required to enter into a formal written contract with the Secretary of State's Office prior to the commencement of the project. Any contract for services entered into by the Secretary of State's Office as a result of this request for qualification shall include the original request and the selected CM's submission.

Any contract entered into pursuant to this request for qualifications is not assignable nor are the duties thereunder delegable by either party without the written consent of the other party of the contract.

All payments shall be made in accordance with the terms and conditions of the payment provisions of the contract signed by the successful CM and the Secretary of State's representative, subject to legislative appropriations. CM acknowledges that the Secretary of State's Office is subject to constitutional and statutory limitations on spending. The Secretary of State's Office agrees to exercise its best efforts to obtain funding at the contract rate during each annual session of the Arkansas General Assembly, to which all spending obligations are subject.

Project Special Requirements and Schedule

This project will utilize construction procurement delivery method of construction manager (CM) with agreed guaranteed maximum price. The use of a CM will afford constructability input, pricing, and scheduling of advance work scope at all design stages.

RFQ Package Delivery

RFQ package is due no later than 2pm on Tuesday 4/01/25.

Deliver 3 hard copies and 1 pdf file on a thumb drive to the following address below:

Brent Stamp
Director Facilities Management
Arkansas Secretary of State
Arkansas State Capitol
500 Woodlane Street, Suite 061
Little Rock, AR 72201

