

# Dubuque Initiatives

## REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT AS AGENT (OWNER'S REPRESENTATIVE) SERVICES

Request for Proposals Issued: Monday, November 28, 2022

Questions Accepted Until: Wednesday, December 7, 2022 (5:00 p.m. CST)

Proposals Due: Friday, December 9, 2022 (5:00 p.m. CST)

Date of Selection: Wednesday, December 14, 2022 (5:00 p.m. CST)

## I. INTRODUCTION

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Dubuque Initiatives (DI), a nonprofit corporation located in Dubuque, Iowa is seeking proposals for professional Construction Management as Agent (CMA) Services to act as the owner's representative through the design and construction process of a Childcare, Early Learning, and Multi-tenant Center located at 7900 Chavenelle Road, Dubuque, Iowa, 50203.

The 10.43 acre commercial property located next to Bergfeld Pond in Dubuque Industrial Center West hosts a 67,100 square foot facility. The property also hosts over 500 parking spaces. The LEED certified facility was constructed in 2008 as a call center and is 210 by 312 feet. Electric, natural gas, water, and wastewater services are supplied to the facility by Alliant Energy, Black Hills Energy, and the City of Dubuque, respectively. Site telecommunication services are supplied by various providers.

A brochure of the property is attached. An in-depth video description of the building can be accessed [here](#).

Except as otherwise required by law, proposals received will not be shared with any other respondents before beginning negotiations with the selected candidate and to the extent legally allowed, will be kept confidential.

## II. PROJECT SCOPE

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Concurrent to this RFP, DI is seeking professional design services and construction firms for Childcare Center remodeling. The intent of DI is the development of a state-of-the-art multipurpose child development and support center and the selection of consultants and firms that can assure DI's intended outcomes and uses for the facility. Such intended uses include, but are not limited to:

- A new, state-of-the-art employer-sponsored childcare facility
- Early learning programs in collaboration with local public and private partners

- An outdoor recreation program in collaboration with local child care providers
- Further childcare-centric projects, including child care IT services
- The hosting of other community-supportive organizations

The overall cost of the employer-sponsored childcare facility project is estimated at \$4.5 million, with approximately \$2.5 million allocated for property purchase and \$2 million for building remodel and furniture, fixtures, and equipment (FFE).

DI intends to purchase the 7900 Chavenelle facility no later than January 31, 2023 and to begin needed construction as soon as possible thereafter. The goal is, at minimum, partial operational capacity by September 2023.

DI expects to award a single prime contract for construction (including general mechanical, electrical, plumbing and fire sprinkler), plus separate contracts with various vendors for FFE items.

### III. SCOPE OF SERVICES

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DI is seeking an experienced owner's representative to assist with all phases of design, building, and construction for the employer-sponsored childcare facility. The scope of services includes, but is not limited to, the following:

- Provide reviews of the following documents and activities to evaluate design team's progress and compliance with goals of the project:
  - Drawings and specifications
  - Schedules including project staging
  - Budget
  - Bidding and awards
  - Construction Administration including ongoing project inspection and construction site safety
- Provide monthly written reports and/or presentations to the DI Board of Directors
- Review all test reports
- Review all payment applications

- Assure adherence to DI Procurement Policy for Federal Grants
- Review all change order requests
- Update project budget as appropriate, at least once per month
- Attend and participate in contractor progress meetings
- Conduct site walk throughs with DI Board, staff, and partners
- Review contractor as-built documentation
- Review and revise all contractor and design team punch lists and completion
- Oversee FFE (furniture, fixtures and equipment) installations
- Oversee utility, internet, and phone utility installation
- Oversee all closeout training and documentation
- Oversee all warranties, project directories, and final acceptance

#### REQUIRED AND DESIRED QUALIFICATIONS

- Licensed to work in the state of Iowa
- Experience working with nonprofit organizations
- Prior experience working on a project of similar size and scope
- Excellent references

#### IV. INSTRUCTIONS

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All proposals are due via email by 5:00 p.m. (CST), Friday, December 9, 2022. Late proposals will not be accepted. Proposals must be submitted via email to [dubuqueinitiatives@gmail.com](mailto:dubuqueinitiatives@gmail.com).

Proposals must be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

This RFP is NOT a formal request for bids, or an offer by DI to contract with any organization(s) responding to this RFP.

DI reserves the rights to reject any and all proposals, amend this RFP as necessary, contract with any organization responding to this RFP for all or portions of the services requested, reject any proposal as non-responsive, seek

proposal from , or contract with, any organization not participating in this process, and not contract with any organization for the services requested.

DI makes no claim that responding to this RFP will lead to an award of contract or any consideration whatsoever.

All materials submitted to DI in response to this RFP shall remain the property of DI and may be subject to public review as required by law. DI shall not be responsible for the costs of preparing any proposal in response to the RFP.

Nothing in this RFP shall be construed to create any legal obligation on the part of DI or any Proposers. DI reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part at any stage. In no event shall DI be liable to proposers for any costs or damages incurred in connection with the RFP process, including but not limited to any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No proposer shall be entitled to any repayment from DI for any costs, expenses or fees related to this RFP. Proposers may also withdraw their interest in the RFP, in writing, at any point in time, as more information becomes known.

It is understood that any proposer acting as an individual, partnership, corporation, or other legal entity, is State and Federally licensed and otherwise certified in accordance with all State and Federal requirements that may apply. The proposer shall be financially solvent and each of its members, if a joint venture, its employees, agents, or subcontractors shall be competent to perform the services under this RFP.

This project will comply with all codes, standards, regulations, and rules that are administered by Federal agencies, State agencies, and any other local regulations and standards.

Failure to comply with any of the requirements of this RFP, including failure of an RFP to be received by the deadline noted above may, result in disqualification or rejection of the proposal.

## V. REQUEST FOR INFORMATION

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Questions related to this RFP should be submitted via email to DI at [dubuqueinitiatives@gmail.com](mailto:dubuqueinitiatives@gmail.com). Questions are welcome until Wednesday, December 7, 2022 at 5:00 p.m. (CST). Please indicate in the subject line that the question is in response to DI's RFP for Owner's Representative in the subject line. DI will endeavor to respond promptly to questions, but is not responsible for any effect on a particular proposal from the timing of, or the response itself.

## VI. PROPOSAL REQUIREMENTS

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To streamline proposal review, proposals must be organized to address each of the below criteria. Please keep responses short and concise. Proposers will be evaluated on the completeness of responses, not their formality.

Proposals shall at a minimum include the following information:

1. Key members of the proposed Owner's Representative's team and their experience
2. Proposed fee for the scope of work described
3. Reimbursable expenses (lump sum or not to exceed)
4. References on past projects
5. Owner's Representative's insurance carrier's confirmation of coverage of at least one million dollars (\$1,000,000) combined single limit for public liability, property damage, personal liability and automobile insurance. In addition, workers compensation shall be provided in accordance with the State of Iowa rules and regulations. If selected, DI shall be named as an additional insured.

## VII. EVALUATION CRITERIA AND SELECTION PROCESS

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DI will select the successful firm based upon its review of the following factors:

1. Qualification and experience of firm in performing similar work
2. Comprehensiveness of proposal
3. Reasonableness of fee
4. Ability to meet required delivery dates

Attachments: 7900 Chavenelle Property Brochure