

City of Nicholasville

REQUEST FOR QUALIFICATIONS

for

CONSTRUCTION MANAGEMENT SERVICES

Owner:	<u>City of Nicholasville</u>
Project:	<u>Nicholasville Fire Station 5</u>
RFQ Date:	<u>October 27 2026</u>

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1. ANNOUNCEMENT

- A. The City of Nicholasville will receive Statements of Qualifications from qualified Construction Managers (CMs) for *both Pre construction Phase services and Construction Phase services*.
- B. The intended Project is: Nicholasville Fire Station 5. The Fire Station will include an 9,675 square foot building. Plans available.
- C. Interested and qualified CMs can receive a copy of the official Request for Qualifications (RFQ) by submitting a one-page letter of interest to:

Doug Blackford
Director of General Government
517 North Main Street
Nicholasville, KY 40356
(859) 885-1121
Doug.blackford@nicholasvilleky.gov

- D. An authorized representative of the Owner will receive CM qualifications until November 30 at 3:00 PM (EST). **Qualifications received after this date will not be accepted.**
- E. Qualifications shall be submitted only on the form as received from the soliciting City of Nicholasville.
- F. Qualifications shall be enclosed in envelopes which clearly indicate a Statement of Qualification for Construction Management services.
- G. Responding CMs will be required to meet all qualifications set out in the RFQ which include the following:
 - 1. **CM Experience**
 - 2. **Payment and Performance Bonds**
 - 3. **Professional Liability Insurance**
 - 4. **Ability to Provide Experienced Office and Field Staff**
- H. Questions concerning Request for Qualifications or the project should be addressed to:

Doug Blackford
Director of General Government
517 North Main Street
Nicholasville, KY 40356
(859) 885-1121
Doug.blackford@nicholasvilleky.gov

- I. This Request for Qualifications is subject to all applicable local, state and federal regulations prohibition against conflict of interest, and gratuities and kickbacks.

2. INSTRUCTIONS TO PROPOSERS:

A. Preparation of Statement of Qualifications:

1. The respondent is expected to comply with all specifications, terms, conditions, and instructions contained in this Request for Qualifications (RFQ). Failure to do so may be cause for rejection.
2. The statement of qualification should be prepared simply and economically, providing a straight forward concise description of the respondent's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content. Each copy of the statement of qualification, and all documentation submitted with the RFQ, should be bound in a single volume where practical. The Owner will not be responsible for any costs incurred by respondent in preparing or presenting the RFQ.
3. Any exceptions taken to the terms and conditions of this RFQ shall be clearly identified. If no exceptions are listed it will be concluded that the respondent will meet, in every detail, the conditions stipulated in this RFQ.

B. Fee:

Fee and schedule for this project shall be negotiated at the completion of the selection process.

C. Submission of Qualifications:

The responding CM shall complete a qualification which includes responses to this document.

Qualifications shall be addressed to:

Doug Blackford
Director of General Government
517 North Main Street
Nicholasville, KY 40356
(859) 885-1121
Doug.blackford@nicholasvilleky.gov

D. Number of Copies:

The respondent shall furnish six (6) copies, minimum of the qualification.

E. Form of Agreement:

The form of agreement to be used shall be the AIA Document A133-2019 ***Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price***

F. Conditions:

1. The selected CM shall furnish all utilities required for the CM's on-site office and/or operations for the duration of the contract.
2. The selected CM shall furnish a Payment and Performance Bond, in an amount equal to 100% of the Construction Management fee as surety for the faithful performance of this contract. Bonds shall be kept in force for the duration of the contract; and, executed by a resident agent of the Commonwealth of Kentucky; and, be in compliance with Kentucky Revised Statutes.
3. Existence of insurance required hereunder shall be established by the furnishing of a Certificate of Insurance issued by insurers duly licensed within the Commonwealth of Kentucky. Insurance shall be in force on the

date of execution of the Contract and continued for a period equal to the duration of the project.

4. Insurance shall include coverage as stated in the AIA Document A133-2019 **Standard Form of Agreement Between Owner and Construction Manager as Constructor** where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price and associated exhibits.
5. CM shall hold harmless and indemnify the Owner, the Architect, and other design consultants against all claims, suits, actions, costs, council fees, expenses, damages and/or judgement in decrees by reason of persons or property being damaged or injured by the CM or any of the CM employees/subcontractors in any capacity during the progress of the work, whether by negligence or otherwise.
6. The prime contract shall be between Owner and successful bidding Construction Managers. All subcontracts for construction will be between the CM and the successful bidding Subcontractors.
7. CM shall maintain Professional Liability Insurance with minimum coverage as stated in the AIA Document A133-2019 **Standard Form of Agreement Between Owner and Construction Manager as Constructor** where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price and associated exhibits.

G. Late Qualification, Modification, or Withdrawal:

1. Qualifications received after the designated date will not be accepted.
2. Qualifications may be modified or withdrawn by written notice received prior to deadline for receipt of the RFQ. A qualification also may be withdrawn in person by a respondent or his authorized representative, provided his identity is made known and he signs a receipt for the qualification, but only if the withdrawal is made prior to the deadline set for receipt of the RFQ.

H. Compliance with State Laws:

Any contracts resulting from this solicitation shall be governed under the laws of the Commonwealth of Kentucky.

3. PROJECT DESCRIPTION

Nicholasville Fire Station 5

- a. The project scope includes the Construction of the New City of Nicholasville Fire Station #5, located on Wilmore Road in Nicholasville KY. The building program includes approximately 9,675sf of Office, Decon, Dormitory, Break, and Apparatus Bay spaces. The primary building structure is cold-formed framing with masonry and insulated metal panel façades and Standing Seam Metal Roofing. The 2 bay pull-thru apparatus structure is reinforced masonry with a brick facade, concrete floor system, and standing seam metal roofing. The facility includes an ICC-500 compliant storm shelter.
- b. In addition, a 3 bay Utility garage will be included, all site work, landscaping, utility connections, and site improvements are included in the contract. The primary site improvements include concrete drives and asphalt parking. A new Wilmore Road access, garbage enclosure, landscaping and a backup utility generator system.
- c. Onsite demolition will include the existing driveway, Existing residence, and features scheduled for demolition.

4. TENTATIVE PROJECT SCHEDULE

- Dec 20, 2026– Complete Design
- Jan. 3, 2027 – March 01, 2028, Substantial Completion
- April 01, 2028 Final Completion

5. GOALS FOR CONSTRUCTION MANAGER

- A. To participate as a responsible, cooperative and contributing member of the design and construction team.
- B. To manage and complete the Project within the defined time schedule, approved budget and the quality guidelines.
- C. To represent the best interests of the Owner in the performance of services toward the expeditious and efficient completion of the project.

6. CM DEFINITION

A Construction Manager means a qualified and experienced contracting organization which provides the services of construction management and possesses a general trades workforce, staff and equipment, financial base, insurance coverage, bonding capability, a minimum of five (5) years construction management experience on projects of \$5,000,000 or more, and the ability to provide the services required.

7. CM QUALIFICATIONS

- A. Knowledgeable of current applicable statutes, regulations and codes related to commercial building projects in Kentucky.
- B. Knowledgeable of current construction management contract requirements.
- C. Ability to provide Performance and Payment Bonds for 100% of the construction management contract amount from a bonding company licensed to conduct business in the Commonwealth of Kentucky.
- D. Ability to list successful completion of construction management services within the last five (5) years for work of a comparable nature; and, a total accumulative dollar value of these projects which is not less than the projected construction cost of this project.
- E. Ability to provide experienced office and field staff. Both the Project Manager and the Superintendent shall exhibit a minimum of four (4) years experience on similar size projects.
- F. Ability, through demonstration of past projects or written plan, to generate multiple bids for each required bid package.
- G. Ability to provide expertise in the services of conceptual estimating and budget control, constructability reviews, contractibility reviews, and value engineering including life cycle costing analysis.
- H. Ability to prepare and maintain critical path method (CPM) or bar chart project schedules and update project schedules, as needed.
- I. Ability to prepare and submit for approval, to Owner, all required documents in proper form and in a timely manner.
- J. Willingness to sign a non-collusion disclosure affidavit as presented by Owner.

8. PRE CONSTRUCTION PHASE SERVICES REQUIRED

The CM shall provide pre construction phase services as stated in the AIA Document

A133-2019 **Standard Form of Agreement Between Owner and Construction Manager as Constructor** where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price and associated exhibits including, but not limited to, the following:

- A Provide Bid Procurement Estimate
- B . Provide constructability and contractibility reviews prior to Bid Procurement.
- C Coordinate materials ordering and delivery, including long lead materials.
- D Assist the A/E in obtaining Outstanding approvals of design from the necessary State authorities.
- E Assist the Owner in obtaining required permits.
- F Prepare and submit cash flow analysis to Owner prior to bond sale, if applicable.
- G. Review design documents for clarity and completeness and make appropriate recommendations.
- H. Write the general conditions, supplementary/special conditions, the bid categories, the bid documents, and division 1 of the specifications for inclusion in joint or separate project manuals.
- I. Provide the proper construction management language for contract documents and bid packages.
- J. Separate construction work into appropriate bid packages, done in such a manner that all work categories can be bid using a single compiled set of Construction Documents.
- K. Prepare bid documents and forms and distribute to potential bidders.
- L. Review qualifications of potential bidders, generate interest, advertise, and solicit competitive bids for the Owner.
- M. Conduct pre-bid conference and assist in pre-construction meetings.
- N. Conduct public bid openings. Assist in reviewing and evaluating bids and in making recommendations to the Owner.

9. CONSTRUCTION PHASE SERVICES REQUIRED

The CM shall provide construction phase services as stated in the AIA Document A133-2019 **Standard Form of Agreement Between Owner and Construction Manager as Constructor** where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price and associated exhibits including, but not limited to, the following:

- A. Mobilization to job site - Provide and maintain a fully equipped project office facility on-site to perform all required CM duties and meetings and coordination of on-site temporary facilities.
- B. Maintain full-time on-site construction supervision to provide daily inspections, quality control, monitoring, coordination of the various trades, provide record drawings, and provide a daily work log. Also, assign/coordinate any Owner purchased materials.
- C. Conduct monthly job progress meetings following a CM generated agenda with the Architect and Owner and follow-up with distribution of minutes to all parties.

- D. Conduct a minimum of bimonthly on-site meeting with all trades to review safety, level manpower, procure materials and equipment, and coordinate efforts to ensure schedule conformance. Provide plans for maintaining original completion date with CPM scheduling updates to all parties.
- E. Provide general safety signage and posting for project and see that each Contractor prepares and submits an adequate safety program and monitoring throughout the project.
- F. Provide Owner with a monthly review of cash flow to allow investment of funds available.
- G. Review change order qualifications to verify validity, purpose and cost. Review with the Architect and Owner and process change order requests as required.
- H. Review shop drawings for conformance to construction documents and forward to Architect for approval.
- I. Monitor certificate of insurance for expiration from all contractors and confirm Owner's builder's risk policy.
- J. Compile payment requests, verify correctness and forward to Architect for approval. CM to sign cover sheet stating that application has been reviewed and is recommended for payment.
- K. Provide Architect and Owner with a monthly analysis of all bid packages indicating amount of contract completed and remaining, monies paid, retained, and owed.
- L. Assist Architect in conducting final inspections, approvals, and Certificates of Occupancy.
- M. Assemble close-out documents required and forward to Architect for approval (i.e., as-built documents, maintenance manuals, surety releases, keys, warranties, guarantees, record drawings, and lien waivers.)
- N. Coordinate any training specified for Owner's personnel in learning to operate equipment and systems.
- O. Provide assistance to Owner throughout warranty periods.
- P. Perform services and duties in compliance with contract between Owner and CM.

10. RESPONSE TO REQUEST FOR QUALIFICATIONS

INSTRUCTIONS

All items below should be included in the response in the same order and in similar format. Include the Certification and signature at the end of this section.

Note: *If more than one firm is involved in a joint-venture, a complete response from each firm is required.*

- A. Firm Identification: Please provide the following information about your firm:

- Name
- Address
- City/State/Zip
- Telephone Number
- Principal-In-Charge Name
- Principal-In-Charge Email Address
- Designated Contact Name
- Designated Contact Email Address
- Type of Organization (Sole Proprietorship, Professional

Corporation/Association, Corporation, Partnership, Joint Venture, Other**
- If Joint Venture or Other provide details)

- *Number of years firm has been in business*
- *Location of any branch offices*

B. Personnel:

1. Provide firm organization chart. Include names of all officers.
2. List firm's total number of personnel by skill group (i.e., cost control, scheduling, superintendents, etc.)

C. Sub-Consultants:

If outside consultants are utilized to perform any of your CM services, list firms and the services they will provide on your behalf. See Firm Identification in Section (A) above.

OVERVIEW

State when the firm was founded, how it is organized, and its operating philosophy.

CONSTRUCTION MANAGEMENT EXPERIENCE

Provide the following information on completed projects of a comparable nature over the past five (5) years. (Maximum of ten projects).

- *Name of Project*
- *Location by city and state*
- *Brief description of the project*
- *Construction cost and year project was completed*
- *Project Manager and Superintendent Name*
- *Name of owner's representative with address and telephone number*
- *Names and addresses of architects, consultants, and general trades contractor for project*

ABILITY TO COMPLETE PROJECTS WITHIN BUDGET AND ON TIME

Choose not more than five projects listed above, that are most similar to this project and provide the following additional information:

- *Owner's Initial Construction Budget*
- *CM's Final Construction Estimate*
- *Total Number of Bid Packages*
- *Total Project Cost (Contracts and Purchase Orders)*
- *CM scheduled months for construction activities*
- *Actual months for construction activities*
- *Other demonstrated ability to procure quality contractors, maximum productivity and workmanship within budget and schedule guidelines*

PROJECT ORGANIZATION

Please provide the following information regarding your proposed project organization for this project:

- A. Organization chart, identifying all project staff members by project titles, and showing how each interacts with other staff members assigned to this project. Specifically include principal-in-charge, and project manager.
- B. Explain how you plan to provide back-up staffing to insure continuity if key staff members leave the project.

PROJECT SERVICES

- A. Describe your in-house capabilities in the following areas:
- *Cost Estimating*
 - *Value Engineering*
 - *Life Cycle Cost Analysis*
 - *Energy Conservation and Energy Budgeting*
 - *Building Systems*
 - *Specification Writing / Coordination Experience*
- B. Discuss your plans for fulfilling the requirements for construction management services during the pre-construction phases of this project.
- C. Discuss your plans for fulfilling the requirements for construction management services during the bid and construction phases of this project.
- D. Describe your proposed method of scheduling and phasing for this project.
- E. Describe the estimating and cost control methods you propose to utilize on this project.
- F. In this type of project, what would your recommendation be for field supervision during construction (i.e., number of persons, qualifications and percent of time on the job, etc.)?
- G. Discuss your methods of value engineering and life cycle costing for architectural and mechanical/electrical work on this project.
- H. Discuss the criteria utilized in preparing bid packages for a project like this one. How will the packages fit the construction phasing?
- I. Describe how you intend to work as the Owner's representative with the project architects and other design team members.
- J. Describe your team's method of coordinating the efforts of the various trade contractors. How will you maximize the use of local area contractors/suppliers?

REFERENCES

List not more than ten (10) client references of similar projects. Provide Owner name, contact name, address and telephone number.

SUMMARY STATEMENT

Provide a summary statement, of not more than one page, which summarizes the reasons you feel your firm is best qualified for this project.

DOCUMENTS UTILIZED WITH CONTRACT

The following documents will be utilized to execute a contract.

- A. AIA Document A133-2019 ***Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price***
- B. AIA Document A133-2019 Exhibit A Guaranteed Maximum Price Amendment
- C. AIA Document A133-2019 Exhibit B Insurance and Bonds
- D. Non-Collusion Affidavit

CERTIFICATION OF INFORMATION PROVIDED

The information provided herein is accurate to the best of my knowledge and can be accepted by the recipient as a true representation of:

Firm Name: _____

Signed: _____

Principal-in-Charge: _____

Date: _____