

**Request for Qualifications (RFQ)
Construction Manager at Risk Services
Inwood Community Center
City of Inwood, Iowa**

Responses to the RFQ are due before 2:00 P.M. Wednesday, October 1, 2025. Please submit 6 bound copies and one (1) electronic copy on a USB drive in PDF format. Responses must be submitted to:

Mayor Becca Bixler
City of Inwood
103 South Main Street
P.O. Box 298
Inwood, Iowa 51240

TENTATIVE SCHEDULE OF EVENTS

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|----|--|----------------------------|
| 1. | Publication of Notice of Issuance of RFQ | Wednesday, Sept. 3, 2025 |
| 2. | Publication of Request for Qualifications | Wednesday, Sept. 17, 2025 |
| 3. | Statement of Qualifications Due - Before 2:00 p.m. | Wednesday, October 1, 2025 |
| | <ul style="list-style-type: none">• Qualifications will be publicly opened and names of firms read out loud at 2:00 p.m. | |
| 4. | Identify respondents who meet qualifications | Thursday, October 2, 2025 |
| 5. | Issue Request for Proposal to qualified respondents | Friday, October 3, 2025 |
| 6. | Request for Proposals Due - Before 2:00 p.m. | Monday, October 20, 2025 |
| | <ul style="list-style-type: none">• Proposals will be publicly opened and names of firms read aloud at 2:00 p.m. | |
| 7. | Proposal ranking | October 21-24, 2025 |
| 8. | Contract Award | Wednesday, Oct. 29, 2025 |

REQUEST FOR QUALIFICATIONS (RFQ)

CONSTRUCTION MANAGER AT RISK SERVICES

1. Eligibility

Any qualified Construction company or Construction Management company with relevant experience is herewith invited to submit a statement of qualifications for consideration as a candidate to provide Construction Management at Risk services for a Community Center located at 103 South Main Street, Inwood, IA 51240.

Each firm must present a full statement of qualifications in order to be considered as a candidate, and an authorized representative of the firm must sign the proposal. Responses to the RFQ received after the time due, whether delivered in person or mailed, will not be accepted.

The City of Inwood expressly reserves the right to select or not select any firm which submits information pursuant to this RFQ. Any information submitted is at the sole expense of the firm providing the information.

The City of Inwood will issue a Request for Proposal to each candidate who meets the qualifications and evaluation criteria set forth in this document.

2. Project Description

The work includes, but is not limited to, site preparation and improvements, exterior building shell and finishes, roofing installation, interior partitions, doors and windows, insulation, gypsum board systems, painting, flooring, plumbing fixtures, HVAC systems, electrical systems, lighting, and other work as shown on the drawings.

3. Submittal Requirements

Statement of Qualifications and Proposal: Each Construction Management firm will provide the following information in its Proposal and request for consideration as a candidate to build the Community Center.

- A. Cover Sheet showing the name, address, telephone, and e-mail address for the company. The sheet must also include the name of the individual representing the firm. Finally, the cover sheet must have a statement that the response and all attachments are being submitted to the City of Inwood as a submittal of qualifications for consideration of the firm as a candidate to provide Construction Management at Risk services, and it must be dated and signed by the authorized representative.
- B. Firm Description - A description of the firm including:

1. The type of business entity (corporation, partnership, sole proprietorship, professional corporation, joint venture, limited liability company, or other specified type of business).
 2. A brief background including:
 - a. the year the business was established;
 - b. the name of its parent company, if applicable, and location of the parent firm and date it was established;
 - c. the number of employees in the business;
 - d. a list of the services provided by the business which would be used in the project and the qualifications of personnel who would be used on the project;
 - e. limits of professional liability insurance and limits of general liability insurance; and
 - f. trade area for the business and, if the business has multiple offices, which office would have responsibility for the project.
- C. Experience in Similar Projects - A brief description of experience of the firm relevant to experience in renovation/construction of community centers or other facilities of similar size and complexity to this project. If no specific similar experience, then the three most recent projects which most closely relate to this project should be listed. This requirement includes projects that have been constructed or are presently being constructed. In describing this experience include:
1. Location of the project;
 2. Approximate size of the project in square feet, number of buildings, if more than one, and number of stories in each building;
 3. Approximate cost of the project;
 4. Owner of the project at the time of construction, including owner's address;
 5. Firm role in the project and specific person from the firm that had principal responsibility for that project;
 6. Aspects of that project which are similar to this project.
- D. References - A list of three professional references for the firm. As a part of these references include:
1. The name, business, business address and business telephone for each individual reference;
 2. The present position of the reference;
 3. The relationship of the firm with the reference;
- E. Financial Stability - A statement relevant the financial stability of the firm. Include the following:
1. No more than two bank references for the firm including the name and title of the bank officer for each bank and telephone contact information;
 2. No more than two references from other types of businesses including the name and title of the individual to contact at that business and that person's telephone

- number;
- 3. Evidence of the ability to provide a payment and performance bond in the amount of the total estimated construction cost for the project;
- 4. Any other financial statements or information that would substantiate the financial stability of the firm;
- 5. Evidence of the ability to provide adequate liability insurance.

F. Extent to Which the Services Meet the City's Needs – Include the following:

- 1. Name three (3) projects including a contact name, phone number, and contact's current position and a brief description of how a teamwork environment was developed and maintained successfully during the design and construction process.
- 2. Provide resumes of key personnel with no more than one page per person.
- 3. Provide staffing plan for all phases of the project.
- 4. Provide a statement about estimated schedule for each item below:
 - a. Furnish a schedule of estimated consecutive calendar days for this project;
 - b. Advise on conditions and/or potential problems which might affect the feasibility of completing the project by the desired time;
 - c. Provide information as to how the firm maintains construction timelines and approach to reducing construction inconsistency;
 - d. Describe how your firm manages construction escalation and pricing in the current bidding environment.

G. Safety Record

- 1. Provide safety records for the last five years.

H. Defaults/Disputes

- 1. Identify whether your firm has been determined to be in default on any construction projects in the last five years. This includes an owner determination of default as well as a formal finding of default in any dispute resolution process.
 - a. For any such default determination, identify the type of project, construction budget, location and owner.
- 2. Identify whether your firm has been involved in mediation, arbitration or litigation related to a construction project on which you were engaged in the last five years.
 - a. For any such mediation, arbitration or litigation, identify the nature of the dispute and the current status of the dispute.
 - b. Identify the type of project, construction budget, location and owner.

4. Form of Contract

The form of contract that is proposed for use will be the AIA A133 – Owner/Construction Manager as

Constructor Agreement – Cost of Work Plus Fee with GMP. A copy of the Agreement is available upon request.

All firms that submit qualifications in response to this RFQ will be required to accept and comply with Attachment A, Agreement, Attachment B, Payment and Performance Bonds and Attachment C, Insurance Requirements if selected. These requirements are not subject to negotiation. Please contact the Architect to receive a copy of these documents.

5. Scope of Work

An architectural firm has already been selected and is under contract to provide design services:

Oleson + Hobbie Architects, LLC
960 North Main Avenue
Sioux Center, IA 51250

The City of Inwood is seeking a Construction Manager at Risk that will provide the services generally including but not limited to the following:

IDENTIFY GENERAL SCOPE OF SERVICES TO BE PERFORMED

Expectations/tasks of Construction Manager at Risk in addition to the general overview:

- Construction Schedule Development
- Construction Phase Development
- Document Constructability Review
- Cost Estimates, Bidding, and Guaranteed Maximum Price
- Value Engineering Process Management
- Subcontractor/Vendor Solicitation in accordance with Iowa Code chapter 26A
- Bid Package Distribution
- Preconstruction Services
- Construction Services

6. Contact Person

Any questions concerning the RFQ should be directed to:

Eric Oleson
960 North Main Avenue
Sioux Center, IA 51250
Erico@oharchitects.com

7. Evaluation and Determination of Qualified Proposers

Demonstrable recent team experience (with an Owner or with an Architect) in the construction of a community center or similar facilities within the past five (5) years of comparable size and scope:.....10 points

Demonstrable recent team experience in providing services on a comparable size and schedule as the community center. Please provide information on how your team kept the project on schedule:.....10 points

Professional references demonstrating the following: 20 points

- A. Quality of work
- B. Keeping within established budgets
- C. Timely completion of projects
- D. Reputation of the Proposer and Proposer's services

Financial stability and capacity to perform the work 15 points

Extent to which the services meet the City's needs 40 points

- A. Office location from the City of Inwood
- B. Past experience with the City of Inwood
- C. Ability to develop teamwork environment
- D. Assigned personnel's qualifications and experience
- E. Daily availability on site

Safety Record 5 points

Total possible score is 100 points

8. Attachments

- Attachment A, Form of Contract
- Attachment B, Payment and Performance Bond
- Attachment C, Insurance Requirements