



## MERCED COUNTY MOSQUITO ABATEMENT DISTRICT

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MEMBER



MVC  
ASSOCIATION  
OF CALIFORNIA

### Request for Qualifications Construction Management Services

The Merced County Mosquito Abatement District (District) invites construction management firms (CM) to submit qualifications to perform construction management services for an upcoming new office and outbuilding project.

The scope of work for this project may include: The oversight and management of the demolition of existing structures and the construction of a new office building, a shop with a chemical shed and wash rack, and an enclosed parking structure. The CM will assist District staff in the step-by-step process of reviewing architect and construction firm plans, contracts, and agreements to ensure the project remains within scope, will meet deadlines, and that the overall facility design is in alignment with District needs.

The scope of work for the entire project may range from \$4M - \$6M.

The minimum qualifications that will be considered by the District as a basis for selection of a construction manager are as follows:

1. Responding firms must have a minimum of ten years experience providing professional construction management services as described in the RFP.
2. Firm's experience as a construction manager should include at least ten projects in California valued at over \$5 million each.

Only firms that meet or exceed the above minimum selection criteria set forth by the District will be seriously considered. The selected CM firm shall not bid or perform any of the trade construction work.

#### **CM SERVICES OUTLINE**

This document is to be used as a guide for defining services to be provided by the Construction Manager. The following is an outline of those services – it is not meant to be all-inclusive.

##### Prereferendum Phase

- Identify key project activities in a schedule.
- Assist architect/engineer to complete facility evaluations.
- Assist the District in defining parameters of project to assure that programming needs and budgetary constraints are aligned.
- Provide conceptual and schematic estimates as a tool to guide decisions.
- Provide budgets for preliminary designs that include incidental costs.

##### Preconstruction Phase

- Document review

*The purpose of the District is to provide area-wide mosquito control, prevent mosquito-borne disease, and reduce economic loss and discomfort from pestiferous mosquitoes.*

- Estimate preparation
- Master scheduling
- Value engineering
- Cash flow analysis
- Construction logistics planning
- Phased construction planning
- Procurement

Demolition and Construction Phase

- Provide full-time field coordination
- Manage all demo/construction contractors in the field
- Cost estimating
- Demo/Construction scheduling
- Manage shop drawing and submittal process
- Conduct all progress meetings
- Prepare monthly status reports for the District
- Review the safety programs of the trade contractors
- Track and review permits and approvals
- Minimize disruptions to workflow of Mosquito Abatement Staff
- Coordinate the District's occupancy requirements
- Coordinate all close out documentation

**QUALIFICATIONS REQUIREMENTS**

The respondent's qualifications shall include the following:

- a. Title page showing the submission is for construction management services; the firm's name, name, address and telephone number of a contact person, and the date of the proposal.
- b. Table of Contents
- c. Information described in the Qualifications Format Section as outlined below.

Please send (2) hard copies and (1) digital copy of your proposal to:

Merced County Mosquito Abatement District  
 Attn: General Manager, Rhiannon Jones  
 P.O. Box 909 Merced, CA 95341  
 MCMADOffice@gmail.com

- d. It is the intent of the District to select the CM based primarily based on a combination of their qualifications, personal interview(s) and fees that will be requested at a later time in the competition.

**QUALIFICATIONS FORMAT**

**1. *Company Profile***

This section should state the size of the firm, the type of firm, firm background, the

location of the office from which the work on this project is to be performed.

**2. Experience**

The submission should include details of experience with projects of similar size and complexity to the project described in this RFP. Please list **only those projects where your firm was the construction manager of record**, in which your firm's role was that of a pure Construction Manager and not a prime contractor, general contractor, architect/engineer, sub consultant, or subcontractor.

- a. List your firm's experience with new/addition projects. Include Owner's name; contact's name, title and phone number; a brief description; contract amount; and completion date. Please limit experience to last seven years.
- b. List your firm's experience with renovation projects. Include Owner's name; contact's name, title and phone number; a brief description; contract amount; and completion date. Please limit experience to last seven years.
- c. List your firm's current CM projects including District names, contract amounts and completion dates.

**3. References**

A list of references who may be contacted should be included in the submission. This list should include past and present clients where your firm was the Construction Manager of record.

**4. Specific Project Approach**

Please provide details regarding your prerespond, preconstruction and construction phase services and the approach your firm would use to achieve the owner's objectives.

**5. Proposed Staff**

Indicate the proposed team organization and identify key personnel including the project manager and field superintendent. Please include resumes for all key staff, outlining their roles on similar projects.

**TERMS AND CONDITIONS**

1. The project outlined in this submission shall be awarded by *Merced County Mosquito Abatement District*
2. The District is not liable for costs incurred in the preparation of this submission and any other subsequent submissions or presentations.
3. The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the District.

4. The District reserves the right to accept or reject any submission when it is considered to be in the best interest of the District.
5. The successful Construction Manager shall not discriminate against any individual in accordance with applicable federal, state or local laws.
6. The contracts entered into as a result of this Request for Qualifications, and any subsequent proposal, shall be between the selected firm and the District.

**SCHEDULE OF EVENTS**

The following table represents the anticipated schedule of events, as they relate to the selection process for the CM. The District may adjust or extend timelines as necessary, and will provide updated information to all respondents.

| <b>EVENT</b>  | <b>DATE</b>    |
|---|----------------|
| Release of Request for Qualifications documents                 | April 25, 2022 |
| Questions regarding RFQ must be received by                     | May 20, 2022   |
| Statement of Qualifications must be received by                 | May 27, 2022   |
| Interviews with Construction Manager applicants (if applicable) | TBD            |
| Anticipated announcements of selection of CM                    | June 21, 2022  |

**QUESTIONS**

Questions regarding the RFQ may be submitted via email to [MCMADOffice@gmail.com](mailto:MCMADOffice@gmail.com).