

**REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGER SERVICES AT RISK
WITH GUARANTEED MAXIMUM PRICE**

**Bid Solicitation # PW25-2
Health Education Hub (Stewart Building) #XPL288
California State Polytechnic University, Humboldt
1 Harpst Street, Arcata, California 95521**

1. INTRODUCTION

The Trustees of The California State University (Trustees) are requesting Statements of Qualifications (SOQ) from interested and qualified construction managers (Respondents) to provide construction management services with a guaranteed maximum price for the design and construction of the Project referenced above (Project).

The delivery method for this Project is commonly known as “Construction Manager at Risk” (CMAR). CMAR consists of a preconstruction phase and a construction phase with separate contracts for each phase. During the preconstruction phase, the CM will collaborate with the Architect on the design, constructability, cost and schedule of the Project and develop a Guaranteed Maximum Price (GMP) proposal to construct the Project. Upon the Trustees’ acceptance of the GMP the Trustees will issue a contract to the CM for the construction phase. If the Trustees and the CM do not agree upon a GMP, the Trustees will not award the construction phase of the Project to the CM.

2. PROJECT DESCRIPTION

The Project generally consists of the renovation of an existing two-story Type-V building located in Arcata, CA (the Stewart Building). It is envisioned that upon completion, the 41,781-square-foot renovation will consist of: office space, classrooms, student areas, and specialized health education environments. These include both low-fidelity and high-fidelity simulation spaces designed to support immersive learning experiences. Site work, structural, MEP, and building enclosure upgrades are anticipated.

The Stewart Building is located at 1125 16th Street, Arcata CA 95521. Built as an Elementary School in 1925 the building has a total of 42,000 GSF. 21,000 SF on the main floor, consisting of circulation space and 14 office spaces. 21,000 SF on the ground floor including 5 office spaces, 1,175 sf storage and 9,118 sf of unfinished storage space. There are 83 on-site parking stalls and the total lot size is 1.6 acres. The building was purchased by the University Foundation in 2021.

The Project Direct Construction Cost Budget is \$16,413,000.

The construction duration is approximately 485 calendar days. It is anticipated that the project will be permitted in multiple packages, and fast-tracked for concurrent design and construction activities.

Liquidated damages for each calendar day construction completion is late is \$3,000.

The CM is required to be licensed in the state of California with a ‘B’ license.

The project is currently in the Schematic Design Phase.

The Project is more fully described in the following documents:

Attachment 01: Basis of Design Document dated 04 March 2025 (excerpt)

Attachment 02. Site Map

3. SCOPE OF CM’S WORK

The work to be performed by the CM is specified in the preconstruction phase contract and construction phase contract documents. Form contracts may be viewed [here](#). In submitting an SOQ, the Respondent represents that it is

qualified and capable to provide all the requirements of both contracts. The following is a brief overview of the services the CM will be required to perform, if awarded both the preconstruction phase contract and the construction phase contract:

1. Review the initial cost estimate and provide continuous cost management to assure the design is within the budgeted cost estimate.
2. Participate in the development of the design and provide constructability reviews and analysis. Offer suggestions to improve the quality of the Project.
3. Provide construction planning, phasing, and scheduling during design and through construction completion.
4. Develop and maintain a Project schedule that incorporates all tasks and approvals of all involved parties necessary to complete the Project within the contract durations.
5. Incorporate LEAN practices and tools into the process.
6. Incorporate integrated project management practices into the Project.
7. Provide quality assurance.
8. Bring design-assist and design-build trade subcontractors into the design phase appropriate for the Project and as approved by the Trustees.
9. Provide cost estimating and value engineering. Reconcile CM cost estimates with Architect's cost estimates.
10. Coordinate with and provide information as required to regulatory agencies. Schedule and monitor required agency approvals.
11. Prequalify trade contractors to comply with Trustees' standards.
12. Comply with requirements to subcontract a minimum of three percent (3%) of the Project to DVBE subcontractors.
13. Develop Trade Contractor Bid Packages and receive bids in the most logical, competitive, and seamless manner.
14. Warrant the completeness and constructability of the construction documents and ensure that trade bid packages include a complete scope of work.
15. Submit a Guaranteed Maximum Price proposal.
16. Manage and administer the Project construction phase to achieve construction completion within the contract time and budget and with high quality workmanship.

4. CM SELECTION PROCESS

The Trustees will select the CM using a two-step process. The first step is this Request for Qualifications (RFQ) from which Respondents may submit SOQs to the Trustees. The Trustees will appoint a selection committee to review and score the SOQs, and the highest scoring three firms will continue in the selection process. Should the score of the fourth place firm be within ten points of the score of the third place firm, the fourth place firm will also be selected to continue in the selection process. Unsuccessful firms will be notified. The successful firms will be sent a Request for Proposal (RFP). The Trustees' selection committee will score the responding proposals from the finalists, conduct interviews, and may conduct reference checks. The highest scoring firm will be the successful CM and will be awarded a contract for preconstruction services. The judgment of the Trustees in this selection process is not subject to appeal.

All Respondents must be prequalified with the Trustees one day prior to the SOQ due date, or their SOQ submission will not be considered. The last day to submit an application for prequalification to the CSU Chancellor's Office is indicated on the enclosed schedule. The Proposer's prequalification rating must be greater than the construction manager's construction contract amount for this Project. For information regarding prequalification go [here](#). Direct any prequalification questions to the Trustees' Prequalification Administrator at cocm.prequal@calstate.edu.

Affidavit of Joint Venture, Form 703.12

If two or more prospective firms desire to submit a proposal as a joint venture on this project, they must file an affidavit of joint venture form with the Trustees at least five (5) Days prior to the date and time set for opening SOQs, on a form obtained from the Trustees. The affidavit of joint venture will be valid only for the specific project for which it is filed. Each party to the joint venture must be prequalified, as provided herein, at least one (1) Business Day prior to the date and time set for submitting the SOQs. If the Trustees announce that the joint venture is the successful Proposer in response to the Request for Proposals, the joint venture shall obtain the joint venture license prior to Trustees' award of the Contract (Business and Professions Code sections 7029 and 7029.1).

If the Trustees do not award the preconstruction phase contract or the construction phase contract, the Proposers or CM will not be entitled to recover any monetary awards of any type whatsoever. The Trustees reserve the right to reject all responses to this RFQ. The Trustees may terminate the CM's preconstruction phase contract prior to the construction phase and seek competitive public bids for the construction phase. There is no guarantee the construction phase contract will be awarded.

5. SELECTION PROCESS SCHEDULE:

Schedule Activities	Schedule
RFQ Advertised	15 April 2025
RFQ Conference (non-mandatory)	30 April 2025 @ 2:00 PM
Last day to submit application for prequalification	12 May 2025
Last day to submit RFQ questions	08 May 2025
Last day to submit Affidavit of Joint Venture form	19 May 2025
RFQ Addenda issued (if required)	14 May 2025
Statement of Qualifications due	28 May 2025 @ 3:00 PM
Proposer shortlist published by e-mail	30 May 2025
RFP distributed to shortlist	30 May 2025
Technical Proposals due date and time	01 July 2025
Cost Proposals due date and time	09 July 2025
Proposing firms interviewed	10 and 11 July 2025
Successful Proposer announced	17 July 2025
Preconstruction agreement executed	14 August 2025
Construction agreement executed	December 2025
Occupancy	04 May 2027

This is a proposed schedule that is subject to change. The preconstruction and construction (if awarded) contracts will identify the schedule commitments. Any changes to the schedule for the RFQ/RFP process will be issued to all Respondents/Proposers via addenda.

6. INSTRUCTIONS FOR SUBMITTING AN SOQ

Statement of Qualifications must be received in the Managing Office shown herein, before the date and time shown in the Selection Process Schedule.

Respondents for this Project shall submit a Statement of Qualifications in accordance with the following instructions:

1. Provide all information requested by this RFQ.
2. Provide information as it pertains to your firm. When referencing projects that were joint ventures, indicate such and explain your firm's role in the project.
3. The SOQ should be well organized and as concise and complete as possible while still providing the requested information.
4. Where contact information is requested, include the company name, address and a company representative's name, phone number and e-mail address.
5. Submit one digital file in PDF format. Deliver the SOQ via email or electronic file transfer to the managing office person identified herein prior to the date and time indicated in the Selection Process Schedule.

7. MANAGING OFFICE FOR THE SELECTION PROCESS

All communications concerning the selection process should be directed to the Managing Office for the Selection Process. In e-mail communications, place the name of the Project in the subject line. The campus contact for the Managing Office for the CM Selection Process is:

Campus Contact Name	Addie Dunaway, Procurement Specialist
Campus	California State Polytechnic University, Humboldt - Contracts and Procurement
Address (mailing):	1 Harpst Street, Arcata, CA 95521

Telephone:	(707) 826-3304
Fax:	(707) 826-3312
E-Mail:	addie.dunaway@humboldt.edu and procure@humboldt.edu

8. SOQ REQUIRED INFORMATION AND SCORING

Provide the following information in your SOQ. Each question will be scored against an ideal response which, in the opinion of the Trustees' Selection Committee, would receive the maximum number of points possible, as indicated herein. If all information is not provided, the SOQ may not be considered. The Trustees may, at its discretion, call the contacts provided or others as may become known for reference checks. SOQs should be organized with numbered tabs corresponding to the following questions. Provide concise and complete responses; non-requested information and lengthy responses are discouraged.

Tab	Required Information:	Points
SOQ (Maximum of three A3 pages (11" x 17")):		

- | | |
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| <ol style="list-style-type: none"> 1. Your firm's qualifications and demonstrated successful experience with CMAR projects in the public sector. Provide information for at least two projects that have been completed, or are 75% complete, in California within the last five (5) years for which the Respondent has worked directly with the architect and owner on a project of similar size and scope to the Project which demonstrates the Respondent's ability to act as a CM at Risk and include: <ol style="list-style-type: none"> A. A project description in summary form showing key data for each project submitted. B. A brief narrative project description and include the processes that were used to: <ol style="list-style-type: none"> (1) Provide design coordination and review with the architect. (2) Address and incorporate constructability issues into the design. (3) Provide cost estimating and value engineering; explain how issues were addressed and used to revise or develop the architect's design to meet the project construction budget. C. A brief narrative for the delivery method and include information that details: <ol style="list-style-type: none"> (1) The manner that trade contractor bids were solicited and awarded. (2) The types and qualifications of the trade work for the project type. (3) Demonstrates the firm's ability to effectively use CMAR delivery. D. Provide reference and contact information for the project owner or the owner's representative, and architect, and their roles, responsibilities and everyday interaction with your project team. 2. A. Your firm's general qualifications and experience managing projects of similar size and type. List up to five projects and provide contact information for the owner and architect. B. Your firm's process for assuring the Project cost is within the scope and budget and completed on time. 3. Your firm's unique qualifications to perform on this Project. <ol style="list-style-type: none"> A. Your firm's experience utilizing DVBE subcontractors. B. Your firm's experience in fast-tracking project execution through the use of multiple permit packages. C. Project Specific Requirements: Describe special design and construction skills or unusual conditions that are critical to project success. | <p>80 points</p> <p>50 points</p> <p>30 points</p> <p>20 points</p> <p>30 points</p> <p>30 points</p> |
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Appendices (8.5" x 11" single sided pages)

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| <ol style="list-style-type: none"> 4. Cover letter confirming that your firm's submittal is in response to this RFQ and agrees to enter into preconstruction and construction contracts if selected. A. Organization Information: <ol style="list-style-type: none"> ◦ Identify your firm's full legal name, address, phone, e-mail, and website. ◦ Provide the address of the office that will manage this Project. | <p>0 points</p> <p>0 points</p> |
|---|---------------------------------|

<ul style="list-style-type: none"> ◦ Describe any lawsuits to which you have been a party with any of your Project owners in the last five years. Describe if you were the plaintiff or defendant, a brief summary of each case, and the outcome. If there have been none, make that statement. 	
5. Copy of your firm's CSU prequalification letter.	0 points
6. Composite weighted Safety Score: The Trustees' prequalification letter will also indicate the Respondent's Composite Weighted Safety Score. The Trustees will rank each responding firm according to this Composite Weighted Safety Score. Two points will be awarded for each point above the minimum Composite Safety Score of 25.	50 points
7. Copy of your firm's California Contractor License and DIR public works registration number.	0 points
8. During the past five (5) years was your firm required to pay penalties for failure to pay prevailing wages? If yes, please provide a description of each instance and the amount of penalties paid.	30 points
9. During the past five (5) years has your firm been assessed CAL-OSHA fines in the serious, repeat, or willful category? If yes, provide circumstances, number of instances, and the amount of fine(s).	30 points
10. Your firm's experience within 100 miles of the Project.	20 points
11. Your firm's past experience on CSU projects.	0 points
12. Your firm's present contracts on CSU projects.	0 points
13. Response to RFQ was clear, concise and responsive. (No tab required)	20 points
TOTAL	390 points

9. QUESTIONS

Respondents must submit all questions regarding this RFQ in writing by e-mail or mail to the Managing Office for the Selection Process, and received no later than the due date indicated in the Selection Process Schedule. The Trustees will not consider questions received after the due date. Written responses to submitted questions will be sent by the Trustees to all registered Respondents. Respondents may request clarifications verbally; however, the Trustees will not consider verbal responses binding.

10. RFQ CONFERENCE

The Trustees will hold a non-mandatory conference to discuss this RFQ and the delivery process on the date(s) indicated in the enclosed schedule. Below are the details for these meetings.

RFQ Conference Time: 2:00 PM
 RFQ Conference Location: ZOOM Meeting Linked [HERE](#)
 Meeting ID: 861 0315 7375
 Passcode: 850669

End of Request for Qualifications