



**REQUEST FOR QUALIFICATIONS FOR  
CONSTRUCTION MANAGER AT RISK  
RFQ #2022-01Q**

The City of Grain Valley is seeking a Construction Manager at Risk in connection with the design and construction of a new police headquarters and will accept sealed proposals from qualified firms interested in providing the following:

**SIX (6) SIGNED COPIES AND ONE (1) ELECTRONIC COPY  
MUST BE RECEIVED BY:  
3:00 P.M. MAY 25, 2022**

**PLEASE MARK YOUR SUBMITTAL "SEALED PROPOSAL – PROPOSAL- CONSTRUCTION  
MANAGER AT RISK AND SEND IT TO:**

**City of Grain Valley  
Attention: Ken Murphy, City Administrator  
711 Main St.  
Grain Valley, Missouri 64029  
816-847-6291**

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **Respondent is REQUIRED to complete, sign and return this form with their submittal.**

Company Name _____		Authorized Person (Print) _____	
Address _____		Signature _____	
City/State/Zip _____		Title _____	
Telephone # _____	Fax # _____	Date _____	Tax ID # _____
E-mail _____		Entity Type _____	

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## REQUEST FOR QUALIFICATIONS 2022-01Q

### **PROJECT**

The City of Grain Valley, Missouri hereby gives notice of their intent to contract for construction management services using a Construction Manager at Risk (CMR) model in connection with the design and construction of a new police headquarters.

### **PART I**

#### **GENERAL INFORMATION**

Away from the hustle and bustle of city life — just east of Kansas City — lies the growing, vibrant town of Grain Valley, Missouri. Situated just 30 minutes from downtown, intersected by Interstate 70, Grain Valley is the gateway to the KC metro, serving as both its welcome and farewell point. Grain Valley is still building and still booming. With forward thinking leadership, the city is at a tipping point. Pushing boundaries and edging out your expectations.

#### **DESCRIPTION OF THE PROJECT**

The City of Grain Valley, Missouri has selected Hoefer Welker as the architectural firm that will assist the city in planning, programming, and designing the new police headquarters. The selected Construction Manager will work as part of the team with the City of Grain Valley, Missouri staff, Hoefer Welker, and other consultants. It is the desire of the City of Grain Valley, Missouri to collaborate and communicate with both the architect and the construction manager to best fulfill the needs of the project from conceptual design phase to building turnover.

The City of Grain Valley, Missouri (City) is in Eastern Jackson County along Interstate 70. Grain Valley is one of the fastest growing cities in Missouri. The 2020 US Census Population was 15,627 and is now estimated to be over 16,000.

Grain Valley has seen a substantial amount of growth and redevelopment around the I-70 interchange and in the City's industrial parks. This growth is expected to continue as the population increases and Grain Valley becomes more appealing for commercial development.

Shortly after Grain Valley's municipal building at 711 S. Main was opened in 2001, city leaders noticed they had a problem; the town was growing at such a fast pace they would have to expand or replace their new facility. Since 2000, Grain Valley's population has swelled over 200 percent. If that pace continues, and there is little reason to believe it won't, the town's population will triple in the next three decades.

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The city must ensure there is enough space for a growing staff and city services as population continues to increase. Knowing there is a strain on existing facilities, city officials began looking for a building site where they could put a new, expandable police headquarters. Utilizing Hoefer Welker, staff and a community-based police station study group examined the current and future needs of the police department and came up with a list of recommendations for the new facility. Based on the recommendations of the study group, the location being used for the new police headquarters is a city owned tract of land known as Butterfly Trail bordered by US Hwy 40 to the south and RD Mize Rd to the north. The study group’s work can be seen by visiting the city’s website at: [bit.ly/35HEyvo](http://bit.ly/35HEyvo)

On April 5, 2022, the voters of Grain Valley approved a ballot issue authorizing the issuance of up to \$14,000,000 in general obligation bonds for the site development, construction, furnishing and equipping of a new police headquarters.

The final amount of the project is unknown until design is complete, however, the Police Headquarters construction cost is anticipated to be approximately \$10,000,000.

**Tentative Project Schedule:**

Bond Campaign	Completed April 2022
Schematic Design	May – June 2022
Final Design & Construction Docs	June – November 2022
Bidding & Construction	November 2022 – Spring 2024

**CMR Selection Schedule:**

Publish Request for Qualifications	May 2, 2022
Mandatory Pre-Submittal Meeting – City Hall 1:30pm	May 10, 2022
Submit Qualification Statements	May 25, 2022
Notification of (3) Shortlisted Firms	May 31, 2022
-Fee Request (Shortlisted Firms)	
Interviews of (3) Shortlisted Firms	June 9, 2022
CMR Selection	June 13, 2022
Board of Aldermen Contract Award	June 27, 2022

Questions regarding the RFQ and process are directed via only email to Ken Murphy at [kmurphy@cityofgrainvalley.org](mailto:kmurphy@cityofgrainvalley.org) .

Submissions must be turned in to Ken Murphy at [kmurphy@cityofgrainvalley.org](mailto:kmurphy@cityofgrainvalley.org) by May 25, 2022, at 3pm. Late submissions will not be accepted.

**PART II**

**AGREEMENT**

The agreement between the City and CMR will be AIA Document A133-2014 Standard Form of Agreement between Owner and Construction Manager at Risk where the basis of

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payment is the Cost of Work plus a Fee with a Guaranteed Maximum Price, as amended by the City, and AIA Document A201-2007 General Conditions of the Contract for Construction, as amended by the City. Draft Agreement forms are in Attachment A.

The City of Grain Valley institutes prevailing wage law in accordance with the State of Missouri.

The City of Grain Valley, Missouri is not responsible for paying any costs incurred in preparing or submitting proposal or pricing or participating in any interviews requested.

### **PART III**

#### **SCOPE OF SERVICES**

##### Phase I – Preconstruction Services

CMR shall consult with the City and the Architect throughout Phase I of the Project to the point of developing a Guaranteed Maximum Price and Contract Time.

##### Phase II – Construction Services

At the option of the City, after approval of the Guaranteed Maximum Price and the Contract Time by the Governing Body of the City, CMR shall provide construction services.

Detailed scope of services provided by the CMR for the Project are included in AIA Document A133-2009, as amended by the city.

### **PART IV**

#### **SUBMISSION OF PROPOSALS**

Proposals will be submitted by May 25, 2022, by 3pm CST in the form of six (6) copies and one (1) electronic copy. Mark and deliver to:

Ken Murphy, City Administrator  
City Hall of Grain Valley  
711 Main Street  
Grain Valley, MO, 64029  
RE: Construction Manager at Risk – Police Headquarters  
May 25, 2022

The information to be submitted shall be organized as listed below and on 8 1/2” by 11” pages with minimum 11-point font size, double sided, exclusive of front and back hard covers and tabs. Submissions must be spiral bound. All information should pertain to one of the categories listed and have relevance to this project.



1. Table of Contents
2. Qualification Statement. Qualification Statements must use the following format and be organized in the following sequence:
  - a. Cover Letter – Provide a one-page cover letter on company letterhead. Identify the primary contact for the CMR including telephone number, mailing address, and e-mail address. Summarize your firm’s experience and capabilities to provide the required services.
  - b. Firm Background
    - i. Company profile – local/regional/national firm, years in business, number of employees, public or private entity
    - ii. Current Workload – indicate the amount of work in-progress and under contract.
    - iii. Licensing – Provide registration of license numbers, as applicable, indicating your firm is legally qualified to do business in Grain Valley, Missouri.
    - iv. Safety Program – Describe your firm’s safety program and provide your firm’s Experience Modification Rate (EMR) and Total Recordable Incident Rate (TRIR).
    - v. Bonding Capacity – Provide a letter from your Surety indicating your firm’s total and available bonding capacity.
    - vi. Work not Completed – Provide a list, if applicable, of work awarded to your firm but was failed to complete.
  - c. Project Team

The personnel proposed in CMR submittal cannot be removed from the project without consent of the City.

    - i. Provide a one-page organizational chart of key personnel including – but not limited to – Project Executive, Project Manager, Superintendent, and Preconstruction Manager.
    - ii. Provide a one-page resume for each key individual listed in the organizational chart. Resume must include:
      - Name and title
      - Description of role and responsibilities
      - Police stations and other public-sector construction experience
      - Years of relevant experience
      - Education – highest academic degree received / school
      - Credentials, awards, and training relevant to proposed project
  - d. Relevant Project Experience
    - i. Submit projects, (1) page each, your firm has completed: civic center, city hall, police headquarters, community/recreation center, recreation fields/parks, and/or outdoor aquatic center projects within the last 10 years. For those firms with multiple office locations, projects submitted to demonstrate the firm’s qualifications must be limited to those projects managed or constructed by the firm’s office that will be responsible for this project.
    - ii. Include in each profile:
      - Project name, location, owner
      - Delivery method (CMR preferred)

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- Description of the project including, but not limited to, square footage and cost of the project
  - Rendering and/or photographs
  - Project references including name, current phone and email address
- e. Management Capabilities and Services  
 This section is intended to demonstrate the CMR’s management capabilities for successfully completing the project utilizing the Construction Manager at Risk delivery method.
- i. Preconstruction Services – Describe your firm’s approach, processes and procedures including project management, current construction climate, and your approach to developing a Guaranteed Maximum Price (GMP), the preferred timing of establishing the GMP, and establishing and managing contingency.
  - ii. Construction Services – Describe your firm’s approach, processes and procedures including subcontractor selection and methods for disclosing all raw bid data, change order management, schedule development and managing the schedule, approach to use of contingency funds within the GMP and disposition of unused funds, Self-Performed Work and which scopes of work you recommend on this project, and Quality Assurance/Quality Control programs.
- f. References
- i. Provide (3) references of public sector clients whom your firm has performed work in the last 6 years.
  - ii. Provide (3) financial references.
- g. Additional Information
- i. Please include any additional information your firm feels would be pertinent to this project.

**PART V**

**SELECTION PROCESS**

The process for selection of the CMR will be generally as follows:

1. The City of Grain Valley, Missouri reserves the right to reject any and all proposals and to waive any and all irregularities based on its sole discretion.
2. The proposals will be individually reviewed by members of a selection committee appointed for this purpose and given a score not more than 100 points based the following:

- Key Personnel Experience: 30 points
- Project Experience: 30 points
- Management Capabilities: 30 points
- Responsiveness to RFP: 10 points

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3. References will be contacted, and results provided to the selection committee for consideration along with the proposals.

4. Interviews will be conducted of the (3) short-listed firms. Additional information may be asked of the short-listed firms to clarify information provided in the Qualifications Statement. Following the interview, the selection committee will adjust the initial qualification scoring and determine the highest ranked firm based on qualifications. The committee will meet and select the best-qualified firm and negotiate a contract with that firm.

The top ranked firm will be identified as the successful CMR for this project.





**EXHIBIT "A" NON-COLLUSION CERTIFICATION**

**STATE OF MISSOURI**

**CITY/COUNTY**

**OF** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that he is

\_\_\_\_\_ Title of Person Signing

of \_\_\_\_\_

\_\_\_\_\_ Name of Bidder

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

BY \_\_\_\_\_

BY \_\_\_\_\_

BY \_\_\_\_\_

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_ Notary Public

My Commission Expires \_\_\_\_\_

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**GENERAL CONDITIONS  
GOVERNING RESPONSES AND SUBSEQUENT CONTRACTS  
City of Grain Valley, MO**

1. **SCOPE:** The following terms and conditions, unless otherwise modified by the City of Grain Valley within this document, shall govern the submission of proposals and subsequent contracts. The City of Grain Valley reserves the right to reject any proposal that takes exception to these conditions.
2. **DEFINITIONS AS USED HEREIN:**
  - a. The term "request for proposal" means a solicitation of a formal, sealed proposal.
  - b. The term "respondent" means the person, firm, bidder or corporation who submits a formal sealed proposal.
  - c. The term "City" means City of Grain Valley, MO.
  - d. The term "Board of Aldermen" means the governing body of the City of Grain Valley, MO.
  - e. The term "contractor" means the respondent awarded a contract under this proposal.
3. **COMPLETING PROPOSAL:** All information must be legible. Any and all corrections and/or erasures must be initialed. Each proposal must be signed in ink by an authorized representative of the respondent and required information must be provided. The contents of the proposal submitted by the successful respondent of this RFP will become a part of any contract award as a result of this solicitation.
4. **REQUEST FOR INFORMATION:** Any requests for clarification of additional information deemed necessary by any respondent to present a proper proposal shall be submitted in writing to the City of Grain Valley, 711 Main Street Grain Valley, MO 64029, referencing this RFP number, a minimum of five (5) calendar days prior to the proposal submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above stated deadline will be responded to in writing by the City in the form of an addendum addressed to all prospective respondents.
5. **CONFIDENTIALITY OF PROPOSAL INFORMATION:** Each proposal must be submitted in or under cover of a sealed envelope to provide confidentiality of the information enclosed. The envelope should be sealed and clearly marked with RFP number and the name of the project.

All proposals and supporting documents will remain confidential until a final contract has been executed. Information that discloses proprietary or financial information submitted in response to qualification statements will not become public information. This is in accordance with the Missouri Sunshine Law.
6. **SUBMISSION OF PROPOSAL:** Proposals are to be sealed and submitted to the City of Grain Valley, 711 Main Street Grain Valley, MO 64029, prior to the date and time indicated on the cover sheet. At such time, all proposals received will be formally opened. The opening will consist of only the name and address recording of respondents.
7. **ADDENDA:** All changes, additions and/or clarifications in connection with this proposal will be issued by the Purchasing office in the form of a WRITTEN ADDENDUM. **SUBMIT EQUAL NUMBER OF SIGNED ADDENDUM WITH THE NUMBER OF PROPOSALS REQUIRED.** Verbal responses and/or representations shall not be binding on the City.
8. **LATE PROPOSALS AND MODIFICATION OR WITHDRAWALS:** Proposals received after the date and time indicated on the cover sheet shall not be considered.

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Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified must be sealed and submitted to the Purchasing Office prior to the proposal submission deadline. Each respondent may submit only one (1) response to this proposal.

9. BONDS:  
When a Bond is required it shall be executed with the proper sureties, through a company licensed to operate in the State of Missouri, and hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least A Best's rating and a FPR9 or better financial performance rating per the current A.M. Best Company ratings.)
10. NEGOTIATION: The City reserves the right to negotiate any and all elements of this proposal.
11. TERMINATION: Subject to the provisions below, any contract derived from this Request For Proposal may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then said contract may be extended upon written approval of the City until said work or services are completed and accepted.
  - (a) TERMINATION FOR CONVENIENCE  
In the event that the contract is terminated or cancelled upon request and for the convenience of the City, without the required thirty (30) days advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
  - (b) TERMINATION FOR CAUSE  
Termination by the City for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.
  - (c) TERMINATION DUE TO UNAVAILABILITY OF FUNDS IN SUCCEEDING FISCAL YEARS.  
When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.
12. TAX EXEMPT: The City and its Agencies are exempt from State and local sales taxes. Sites of all transactions derived from this proposal shall be deemed to have been accomplished within the State of Missouri.
13. SAFETY: All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
14. RIGHTS RESERVED: The City reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any proposal, and to make award to the response deemed to be most advantageous to the City.
15. RESPONDENT PROHIBITED: Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the City.
16. DISCLAIMER OF LIABILITY: The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

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17. HOLD HARMLESS: The contractor shall agree to protect defend, indemnify, and hold the Board of Aldermen, City of Grain Valley, MO, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the contractor, its agents, employees or representatives, in the performance of the contractor's duties under any agreement resulting from award of this proposal.
18. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri.
19. ANTI-DISCRIMINATION CLAUSE: No respondent on this request shall in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.
20. DOMESTIC PRODUCTS  
The City of Grain Valley has adopted a formal written policy to encourage the purchase of products manufactured or produced in the United States. (City of Grain Valley Resolution No. 87-18, MO. State Statute No. 34.353, Section 3, (5).
21. CONFLICTS: No salaried officer or employee of the City, and no member of the Board of Aldermen shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 – 105.496 shall not be violated. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.
22. DEBARMENT: By submission of its response, the Contractor certifies that neither it nor its principals is presently debarred or suspended by any Federal Department or agency, including listing in the U.S. General Services Administrations List of Parties Excluded from Federal Procurement or Non-Procurement programs; or if the amount of this response is equal to or in excess of \$100,000, that neither it nor its principals nor its subcontractors receiving sub-awards equal to or in excess of \$100,000 is presently disbarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by an Federal Department , agency or prevision of law. If the Contractor is unable to certify any of the statements in this certification, the responder must attach an explanation to its response.

**Para 17 Revised by Legal 1-4-96**  
**Para 21 Revised by Legal 10-31-03**  
**Para 20 Added by Legal 8/02**

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## FORM NO. 1: FIRM PROFILE

1. Company Name and Address:
  - 1a. Firm / Provider is:  National  Regional  Local
  - 1b. Year Firm / Provider Established:
  - 1c. Years of Experience providing services:
  - 1d. Licensed to do business in the State of Missouri:  Yes  No
  - 1e. Name, title, telephone number and email address of Principal to contact:
  - 1f. Address of office to perform work, if different from Item No. 1:
2. Please list the number of persons by discipline that your Firm/Joint Venture will commit to the City's project:
3. If submittal is by Joint Venture or utilizes subcontractors, list participating firms / providers and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:
  - 3a. Has this Joint Venture previously worked together?  Yes  No



## FORM NO. 2: EXPERIENCE / REFERENCES

Work by Firm/ Provider (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel that shall be assigned to the City's project. List no more than ten (10) total projects:

Project Name & Location:

Completion Date (Actual or Estimated):

Project Owners Name & Address:

Project Owner's Contact Person, Title & Telephone Number:

Estimated Cost (in Thousands) for Entire Project: \$

Scope of Entire Project: (Please give quantitative indications wherever possible).

Nature of Firm's / Provider's responsibility in project: (Please give quantitative indications wherever possible).

Firms / Providers Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project and applicable certifications that personnel hold:



## FORM NO. 3: QUALIFICATION CHECKLIST

- Signed Qualification
- Evidence of required licenses and certificates
- Evidence of Insurance
- Form No. 1
- Form No. 2
- Form No. 3
- Signed Non-Collusion Certification
- Addendum (if applicable)