

**POWDER HOUSE PASS
COMMUNITY IMPROVEMENT DISTRICT
LEAD, SOUTH DAKOTA**

**Procedures and Standards for Selecting and Awarding a
Construction-Manager-At-Risk
2022**

Criteria for Selection Evaluation

- Experience on any similar project
- Existing workload and available capacity
- Key personnel experience on any similar project
- Safety record
- Familiarity with the location of the public improvement
- Fees and expenses
- Compliance with state and federal law
- Any reasonable information the selection committee deems necessary

Procedures for Preparing and Submitting Proposals

To warrant evaluation of a submittal, the Construction-Manager-At-Risk (CMAR) firm must submit proof of the following requirements. If these minimum requirements are not met, the CMAR's statement of qualifications will not be evaluated.

Identify at least three comparable projects in which the firm served as the CMAR during construction. For each project identified, provide the following:

- Description of project
- Role of the firm (specify whether CMAR, Construction Manager, or General Contractor)
- Project's original contracted construction cost and final construction cost
- Project's original contracted final completion date and actual final completion date
- Project owner
- Reference information (two current names with telephone numbers per project)
- Proof of registration with the Secretary of State

Procedures for Evaluating Proposals

The CMAR will be selected through a qualification-based selection process. The governing body for the selection process will be the Powder House Pass Community Improvement District (PHP CID), Lead, South Dakota.

Members of the election committee will be appointed by the Powder House Pass Community Improvement District.

The selection committee will use the following qualification evaluation criteria and relative weighting of items to evaluate CMAR submittals. Firms interested in providing CMAR services must submit a Statement of Qualifications (SOQ) that addresses the following criteria:

- Firm's existing workload and available capacity
 - Describe current and anticipated workload of the proposed project team and their availability and commitment to this project.
 - Indicate where resources provided for the project will be based.
- Firm's key personnel experience on similar projects
 - For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. If a project listed for a key person is the same as one listed above, provide the project name and the role of the key person. For other projects, provide the following:
 1. Description of the project;
 2. Role of the person;
 3. Project's original contracted construction cost and final construction cost;
 4. Construction dates;
 5. Project owner; and,
 6. Reference information (two current names with telephone numbers).
- Firm's safety record
 - Provide OSHA 300 and 301 logs for past three years.
- Firm's familiarity with project location
 - Describe team's experience with local subsurface, climatic, and geophysical construction conditions.
 - Describe your team's participation and/or experience with past City and/or regional infrastructure projects and your knowledge and experience with City and/or State construction rules, regulations and methods.
 - Describe how team's subcontractor selection plan will incorporate these qualifications.
- Firm's history of compliance with state and federal law, to include Clean Water SRF requirements
- Overall abilities of Firm and ability to provide required services
 - Discuss major opportunities your team has identified on this project and how you intend to address those opportunities.
 - Describe how you intend to implement a subcontractor selection plan.
 - Describe firm's project management approach and team organization during design and construction phase services. Describe systems used for planning, scheduling, estimating, and managing construction.
 - Describe firm's approach to equipment and material procurement with respect to pre-procurement, and evaluation based on cost and quality.
 - Describe firm's approach related to coordination with the design process with regard to input to the design concepts, cost control, constructability, and value

engineering. Include your approach to developing the cost model and Guaranteed Maximum Price.

Procedures for Negotiations Between Powder House Pass Community Improvement District and Firms Submitting CMAR Proposals

Each proposal will be reviewed by the selection committee and the three highest ranked CMARs will be placed on a finalist list. At that time the selection committee may elect to:

- enter negotiations with the highest rank CMAR;
- interview the three highest ranked CMAR and re-rank the short-listed firms and enter negotiations with the top ranked firm, or
- consider using another allowed delivery method.

If fewer than three proposals are received, the governing body may re-solicit for qualifications, interview all firms that applied or consider using another allowed delivery method.

All information supplied by the submitting firms will be kept confidential.

After the selection and recommendation of a CMAR firm to the Powder House Pass Community Improvement District Board, based on the highest score on the evaluation criteria, the PHP CID Board may start the negotiation process with the CMAR for fees and terms of contract for the planning and design services or otherwise referred to as “pre-construction” services.

The PHP CID will enter negotiations with the top ranked firm and execute a contract upon successful completion of negotiation of fees and contract terms for PHP CID approval. If the selected CMAR declines the appointment or is unable to reach agreement with the PHP CID concerning fees or terms of the contract, the PHP CID shall terminate negotiations with the CMAR and begin negotiations with the CMAR with the next highest score and continue that process until agreement is reached or the list of finalists is exhausted. The PHP CID can then select another allowed public improvement delivery method.