

ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS
COUNCIL BLUFFS WATER WORKS
COUNCIL BLUFFS, IOWA
OAK STREET PUMP STATION IMPROVEMENTS

General Notice

Notice is hereby given that the Council Bluffs Water Works (Owner) pursuant to Iowa Code Chapter 26A, intends to enter a Guaranteed Maximum Price (GMP) contract for the construction of the following project. The Owner will publish a Request for Qualifications (RFQ) for the project on or about November 5, 2025, which will be requesting Statements of Qualifications from Construction Manager at Risk (CMAR) organizations (Proposers) for the construction of the following Project, and for related pre-construction and procurement CMAR services:

Oak Street Pump Station Improvements
Project Number: 125.0851.01

Changed to November 26, 2025

Owner will receive Statements of Qualifications demonstrating the Proposer's qualifications and ability to provide CMAR services and construct the Project by email sent to Chris Pedersen at the address cpedersen@snyder-associates.com until ~~November 25, 2025~~, at 12 pm (noon) local time. After that time, Owner will no longer accept Statements of Qualifications. See Requests for Qualifications (RFQ) for details on preparing and submitting the Statement of Qualifications.

The CMAR Contract will include the following services and Work:

Improvements to the existing Oak Street Pump Station to increase the pump station capacity as needed for increased demands. Improvements include pump improvements, piping modifications, replacement of instrumentation, addition of an emergency generator and transfer switch; replacement of most electrical, controls, and HVAC equipment at the pump station; building tuckpointing, adding doors to the building, and other associated improvements.

Owner anticipates that the estimated total project construction cost excluding any contingencies will be approximately \$1.5 million. The CMAR Construction Contract has an expected start date of approximately May 2026 and duration for construction of approximately 300 days.

Once posted, project Information for the CMAR Contract can be found on the following designated websites:

<https://adprintingdesign.com/>

<https://www.cbwaterworks.com/>

The Project Information may be downloaded from the designated website. All prospective Proposers are urged to register with the designated website as an interested party, even if the Proposer has obtained the Proposal Documents from a source other than the designated website.

Neither Owner, nor Engineer will be responsible for Project Information or Documents, including addenda, if any, obtained from sources other than the official designated websites indicated above.

Information Conference

An Information Conference regarding the Project Scope, CMAR Contract and CMAR selection process is not planned at this time.

Two-Step Selection Process

Selection of the Construction Manager will be made using a two-step process. Step One: Owner will receive Statements of Qualification and Owner's designated evaluation committee will evaluate these, along with other information, to develop a list of the most highly qualified Proposers. Step Two: The most highly qualified Proposers will receive a Request for Proposals and will submit a detailed Proposal for the CMAR Contract for the Owner's consideration. The Proposal and the previously submitted Statement of Qualifications will be used together to determine the final ranking of Proposers for award of the CMAR Contract. Details regarding the selection criteria and the selection process are included in the Request for Qualifications.

Under the two-step process the selection of the Construction Manager at Risk will be made using the following selection criteria and scoring:

Criterion	Description	Weighting Value (Points)
A	Experience and past performance of Proposer	20
B	Experience and qualifications of proposed key personnel	15
C	Proposer's approach to the Project	15
D	Estimated Guaranteed Maximum Price	50
Total Points		100

Proposal Documents

Details regarding the selection criteria and the selection process are included in the Request for Qualifications. Refer to the Proposal Documents for all further requirements regarding Statements of Qualifications, Proposals, CMAR selection, and other Proposal submittals, qualifications, and procedures.

This Advertisement is issued by:

Owner: Council Bluffs Water Works

By: Brian T. Cady

Title: Secretary of the Board of Trustees of the Council Bluffs City Water Works

Date: ~~October 22, 2025~~ ← Official Advertisement date is October 23, 2025

REQUEST FOR QUALIFICATIONS— CONSTRUCTION MANAGER AT RISK SERIES

ARTICLE 1—GENERAL INFORMATION

1.01 Definitions

- A. Terms used in the Proposal Documents have the meanings indicated in the General Conditions and Supplementary Conditions. Additional terms have the meanings indicated below:
1. Proposal Documents—The Advertisement of Request for Qualifications (Advertisement), Request for Qualifications, Statement of Qualifications, Request for Proposals, Proposal, Proposal Bond, and other documents so designated in Paragraph 1.04.
 2. Proposer—A Construction Manager at Risk (CMAR) entity that submits a Statement of Qualifications and, if invited to do so in a two-step selection process, submits a Proposal for the CMAR Contract.
 3. Request for Qualifications (RFQ)—The document issued by Owner to prospective Proposers requesting that they submit qualifications and other information to be used by the Owner in ranking Proposers and either selecting the successful Proposer in a one-step selection process or determining which Proposers in a two-step selection process will be invited to submit a Proposal for the CMAR Contract.
 4. Statement of Qualifications (SOQ)—The document submitted to Owner by a Proposer in response to the RFQ, including any completed forms, attachments, and exhibits, to demonstrate experience, competence, and ability to successfully perform the CMAR Services and furnish and complete the Work.
 5. Request for Proposal (RFP)—The document issued directly to the most highly ranked Proposers in a two-step selection process based on evaluations of the submitted Statements of Qualifications, asking each selected Proposer to submit a Proposal for providing CMAR Services and furnishing and completing the Work.
 6. Proposal—The document submitted to Owner by a Proposer in response to the RFP, including any completed forms, attachments, and exhibits presenting the compensation (price) terms to be included in the Agreement between Owner and Construction Manager at Risk if the selected Proposer is awarded the CMAR Contract.
 7. Proposal Bond—The surety bond provided by Proposer at the time the Proposal is submitted and held by Owner until the Agreement is executed and the evidence of insurance and bonds required by the Contract Documents are provided.
- B. In addition to terms specifically defined, terms with initial capital letters in the Proposal Documents include references to identified articles and paragraphs, and the titles of other documents or forms.

1.02 Project Description

A. The Project is identified as:

Council Bluffs Water Works
Oak Street Pump Station Improvements
Project Number: 125.0851.01

B. The scope of the CMAR Contract is summarized as follows: Provide CMAR services for the Oak Street Pump Station Improvements project, to increase the pump station capacity as needed for increased demands. Improvements include pump improvements, piping modifications, replacement of instrumentation, addition of an emergency generator and transfer switch; replacement of most electrical, controls, and HVAC equipment at the pump station; building tuckpointing, adding doors to the building, and other associated improvements. In general, the services required are as follows. A more detailed scope will be issued with the Request for Proposals (RFP).

1. Pricing, phasing, and constructability reviews for construction.
2. Pre-construction services, including cost estimating and bidding services.
3. Construction Manager at Risk of approved scope of work.
4. Solicitation of subcontractors pursuant to Iowa Code Chapter 26A.
5. Other pertinent information and required services to complete work.

C. Anticipated CMAR Selection Schedule:

1. Issuance of RFQ: November 6, 2025 (date revised from Advertisement of RFQ)
2. RFQ Questions Deadline: November 19, 2025, at noon
3. SOQ Due: November 26, 2025, at noon (date revised from Advertisement of RFQ)
4. Issuance of RFP: December 9, 2025
5. Proposals Due: January 9, 2025
6. Notification of Selected CMAR: January 21, 2026

D. All procurement for this project shall be in accordance with Iowa Code Chapter 26A and all other applicable Chapters.

1.03 Selection Process

A. The Owner is issuing this Request for Qualifications as the first step in a two-step process for selecting a CMAR. First step: Owner will receive and evaluate SOQs based on the prescribed selection criteria (which will not include price) to determine which of the responding Proposers the Owner deems most qualified to deliver the Project. Owner will identify no more than 5 Proposers that will continue in the selection process. Following the evaluation, the Owner will notify all respondents of the results.

1. In the second step, Owner will issue a Request for Proposals to the 5 (or fewer) Proposers deemed most qualified to deliver the Project, inviting each thus identified to submit proposed prices for CMAR Services, Construction Support Costs, the CMAR Fee on the Cost of the Work, and an Estimated Preliminary Guaranteed Maximum Price based on the Estimated Cost of the Work.

2. The price information submitted in the Proposal, and the scoring of qualifications from the Statements of Qualifications previously submitted, all as adjusted by Interviews, if any are conducted, will be used to prepare a final ranking of Proposers and identification of the successful Proposer to which an award of the CMAR Contract will be issued. The price information submitted in the Proposal will be for support to design activities only.
3. After the Owner selects the successful proposer and design is complete, the Owner will negotiate a Guaranteed Maximum Price (GMP) contract for construction of the project.

1.04 Proposal Documents

- A. Instructions for obtaining the Proposal Documents are set forth in the Advertisement.
- B. Proposers must obtain a complete set of the Proposal Documents indicated below for use in preparation of the Statement of Qualifications. Proposers are responsible for ensuring that a complete set of documents is obtained and used and assume sole responsibility for errors or misinterpretations resulting from the use of incomplete Proposal Documents. For those Proposers that qualify for the Proposal step, the Owner will provide additional Proposal Documents as attachments to the Request for Proposals.

The Proposal Documents available for the Statement of Qualifications step consist of the following:

1. Advertisement;
 2. Request for Qualifications;
 3. Statement of Qualifications;
- C. For those Proposers that are invited to submit a Proposal, the Owner will issue the following additional Proposal Documents:
 1. Request for Proposals;
 2. Proposal;
 3. Interim drafts of Contract Documents (including draft Front-End Contract Documents), to be determined.
 - D. Owner makes copies of the Proposal Documents, including any Addenda and related supplemental data, available for the sole purpose of obtaining Statements of Qualifications or, subsequently, as to Proposal Documents issued to short-listed Proposers only, to obtain Proposals, and does not confer a license or grant permission or authorization for any other use. Authorization to download documents includes the right for Proposers to print documents for their use. Electronic or printed documents may not be re-sold under any circumstances.

1.05 Information Conference

- A. Owner does not presently plan to conduct an Information Conference regarding the CMAR Contract and CMAR selection process.

1.06 Examination of Proposal Documents

- A. Examine the Proposal Documents before submitting a Statement of Qualifications.

1. Carefully study the Proposal Documents, including any draft or supplemental information made available to the Proposer.
 2. Become familiar with all federal, state, and local Laws and Regulations that may affect cost, progress, or the completion of Work.
 3. Make observations and investigations, correlate knowledge and observations with the requirements of the Proposal Documents and consider these in preparation of a Statement of Qualifications.
 4. Determine that the Proposal Documents, Addenda, and supplemental data are adequate to indicate and convey understanding of all terms and conditions for preparing a Statement of Qualifications.
 5. Promptly notify the Owner's Advisor of all conflicts, errors, ambiguities, or discrepancies that the Proposer discovers in the Proposal Documents, Addenda, or supplemental information.
- B. The submission of a Statement of Qualifications will constitute an incontrovertible representation by the Proposer that it has complied with every requirement of the RFQ and other Proposal Documents, that the Proposer has given the Owner's Advisor written notice of all conflicts, errors, ambiguities, and discrepancies that the Proposer has discovered in the Proposal Documents, and that the Proposal Documents indicate and convey understanding of all terms and conditions required for preparation of the Proposal.
- 1.07 Site Visit
- A. Owner will subsequently provide Site visit instructions to short-listed Proposers in the Request for Proposals, if a Site Visit will be held after submittal of SOQs.
- 1.08 Questions regarding the Statement of Qualifications
- A. Submit questions about the meaning or intent of the Proposal Documents, Addenda, and the related supplemental data to Chris Pedersen at cpedersen@snyder-associates.com. All inquiries must be received no later than the date listed in paragraph 1.02.C. If no date is listed in paragraph 1.02.C, the deadline shall be 7 days prior to the date for submittal of SOQs. Include the following subject line with all questions/communications: "CBWW CMAR RFQ Questions." All questions will be collected, responded to, and issued by Addendum.
- B. Responses to questions do not modify or supplement the Proposal Documents, including any draft Contract Documents, unless set forth in an Addendum that expressly modifies or supplements such documents. Any response that requires a modification or supplementation of the Proposal Documents, including any draft Contract Documents, will be made by Addendum posted on the designated websites. Owner will not be responsible for any explanations or interpretations other than those posted. Oral responses affecting the information provided by the Proposer in its submittal will not be binding on the Owner, its employees, agents, or representatives.
- 1.09 Addenda
- A. The Owner reserves the right to issue Addenda to the Proposal Documents. Proposer is responsible for being aware of all Addenda issued by the Owner.

1.10 Confidentiality of Submitted Information

- A. To the fullest extent permitted by Laws and Regulations:
1. Trade secrets and confidential information in Statements of Qualifications, and subsequently in Proposals, are not open for public inspection;
 2. Statements of Qualifications and Proposals will be opened in a manner that avoids disclosure of confidential information to competing Proposers and keeps the Statements of Qualifications and Proposals from the public until a CMAR Contract is awarded; and
 3. If it is necessary to make Statements of Qualifications or Proposals open for public inspection after the CMAR Contract is awarded, trade secrets and confidential information in Statements of Qualifications or Proposals will be shielded from public inspection.
- B. Each Proposer must clearly indicate in its SOQ submittal, and subsequently in a Proposal, which specific documents are considered to be trade secrets or confidential information by stamping or watermarking all such documents with the word “confidential” prominently on each page or sheet or on the cover of bound documents. Place “confidential” stamps or watermarks so that they do not obscure any of the required information on the document, either in the original or in a way that would obscure any of the required information in a photocopy of the document. Submit all confidential information in a distinct binder or electronic file so this confidential material is separate from the rest of the SOQ or Proposal.
- C. The Owner is a governmental body subject to the limitations of Laws and Regulations and has limited authority to withhold confidential information submitted by Proposers when presented with an open records request. The Owner, upon receiving an application or other request for the disclosure of confidential information, will promptly notify Proposer of the request as required by Laws and Regulations. Proposer may request a ruling by the agency having jurisdiction as to whether any such information may be withheld.
- D. Proposer acknowledges and agrees that it will be solely responsible for submitting any arguments, authorities, or other information to the agency having jurisdiction regarding release of the information marked as confidential as provided by Laws and regulations, and that if disclosure is required by the agency having jurisdiction, the Owner has no liability for releasing this information and Proposer will not be entitled to exercise any remedy for a disclosure made pursuant to the Laws and Regulations.
- E. By submitting a Statement of Qualifications or Proposal, the Proposer consents to the procedure outlined in this section of the RFQ as its sole remedy and waives any claim against the Owner because of actions taken under this procedure.
1. Notwithstanding any other provision of the RFQ, it is stipulated and agreed that by accepting a Statement of Qualifications or Proposal, the Owner has not and does not waive its sovereign immunity from suit and/or liability.
 2. To the extent that the Owner withholds from disclosure all or any portion of Proposer’s documents at Proposer’s request, Proposer, by submitting a Statement of Qualifications or Proposal in response to this RFQ or a RFP agrees to fully indemnify, defend, and hold harmless the Owner from all damages, penalties, attorneys’ fees and costs the Owner incurs related to withholding information from public disclosure.

- F. Under Chapter 22 of the Iowa Code, "Examination of Public Records", all records of a governmental body are presumed to be public records, open to inspection by members of the public. Section 22.7 of the Iowa Code sets for a number of exceptions to that general rule, establishing several categories of "confidential records." Under this provision, confidential records are to be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information." Among the public records which are considered confidential under this Iowa Code provision are the following:
- Trade secrets which are recognized and protected as such by law.
 - Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.
- G. Under Chapter 22 of the Iowa Code, the Owner, as custodian of the SOQ submitted in response to a RFQ, may, but is not required, to keep portions of such qualifications confidential under exceptions 3 and 6 (noted above). If a responding individual or company determines that a portion or portions of its SOQ constitute a trade secret or should otherwise be kept confidential to avoid giving advantage to competitors, a confidentiality request may be submitted with the proposal identifying which portion or portions of the SOQ should be kept confidential and why. The burden will be on each responding individual or company to make such confidentiality requests and to justify application of a confidentiality exception to its SOQ. The Owner will not under any circumstance consider the entire SOQ to be a confidential record.
- H. If a request is thereafter made by a member of the public to examine a SOQ including the portion or portions thereof for which a confidentiality request has been made, the Owner will so notify the responding individual or company and will keep confidential that portion of the SOQ covered by the confidentiality request, pending action by the individual or company requesting confidentiality to defend its request. In that notification, the individual or company requesting confidentiality will not be given more than seven (7) calendar days within which to file suit in Pottawattamie County Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its SOQ. Absent such action by an individual or company requesting confidentiality, and absent the entry of a court order declaring such portion or portions of the SOQ confidential, the entire SOQ will be released for public examination.

1.11 Other Instructions

- A. Responding firms will bear all costs for the preparation and delivery of the response to this RFQ.
- B. This SOQ shall not, in any manner, be construed to be an obligation on the Owner to enter a contract or result in any claim for reimbursement of cost for any effort expended in responding to the SOQ or in anticipation of any contract.
- C. The Owner reserves certain rights, including, but not limited to the following:
1. Cancel the entire RFQ or RFP process.
 2. Reject all SOQs or proposals.
 3. Cancel the entire RFQ or RFP process and restart with modified criteria.

4. Remedy technical errors in the RFQ or RFP process.
5. Appoint evaluation committees to review qualifications and proposals.
6. Seek the assistance of outside technical experts in evaluation.
7. Issue subsequent requests for proposals.
8. Waive informalities and irregularities in the RFQ or subsequent RFP process not otherwise required under Iowa Code 26A or other applicable law.

ARTICLE 2—EVALUATION CRITERIA

2.01 Evaluation Categories

- A. The table in this paragraph lists the rating categories (A through D) by which Owner will make a final determination of the successful Proposer and make an award of the CMAR Contract. Rating categories A through C will be applied to the evaluation of the Statements of Qualifications. These scores will be used to identify no more than 5 fully qualified Proposers, to which Owner will issue Requests for Proposals. In the second step of the CMAR selection process, rating category D will be derived from the Proposals submitted solely by invited Proposers. The maximum point value for each category is indicated in the final column of the table:

Rating Category	Description	Point Value
A	Experience and past performance of Proposer	20
B	Experience and qualifications of proposed key personnel	15
C	Proposer's approach to the Project	15
D	Estimated Guaranteed Maximum Price	50
Total		100

2.02 Evaluation for Rating Categories

- A. Rating Category A—Experience/Past Performance of Proposer
1. Owner will consider the experience and past performance of the Proposer as a company, including, but not limited to:
 - a. Proposer's current experience and performance on similar projects;
 - b. Qualifications of the offered management team;
 - c. Organization's operating philosophy and approach to managing changes in project scope;
 - d. Financial stability and approach to financial management of projects;
 - e. Safety programs and past safety performance;
 - f. Experience on claims and litigation; and
 - g. Owner's past experience with the Proposer on previous Owner projects, if there are any.

2. Companies that cannot meet the requirements for similar projects defined in the Statement of Qualifications may be disqualified.
- B. Rating Category B—Experience and Qualifications of Proposed Key Personnel
1. Owner will consider the experience and qualification of the proposed Project Manager, CMAR Services Manager, Project Superintendent, Safety Manager, and Quality Control Manager (Key Personnel) for this Project, including:
 - a. Education, training, and personal experience in delivering similar projects while serving in the capacity for which they are being proposed;
 - b. Demonstrated ability to complete quality projects on time and within budget as demonstrated by proposal information and reference checks for offered individuals;
 - c. Demonstrated leadership, character, and capability of proposed individuals; and
 - d. Availability and commitments to other projects.
- C. Rating Category C—Project Approach
1. Owner will consider the Proposer's approach to constructing, completing, and commissioning projects, including:
 - a. Demonstrated experience in providing Preconstruction and Procurement Services;
 - b. Demonstrated ability of the Proposer to complete projects for the Contract Price;
 - c. Demonstrated ability to complete projects on time;
 - d. Construction contract administration;
 - e. Construction site safety and risk management;
 - f. Quality management;
 - g. Management of Subcontractors and Suppliers; and
 - h. Resolving construction issues and resolving disputes and claims.
- D. Rating Category D—Proposed Contract Price
1. Owner will consider the Proposer's proposed Estimated Guaranteed Maximum Price for completion of the CMAR Contract as well as any specified intermediate milestones in determining best value to the Owner. Scoring for this rating category will be made after receipt and evaluation of Proposals.

ARTICLE 3—REQUIREMENTS FOR THE STATEMENT OF QUALIFICATIONS

- 3.01 The Statement of Qualifications (SOQ) as submitted must include the information described in this RFQ, as a minimum, to allow the Owner (a) to assess the qualifications of each Proposer to successfully perform CMAR Services and complete the Work, and (b) to rank the Proposer's qualifications objectively and as compared to the qualifications of other prospective Proposers. The information requested in the RFQ must be provided completely and in detail.
- 3.02 The SOQ as furnished to Proposers is set up to require that certain information be provided in forms included in the SOQ. The information in these forms will be used to make direct

comparisons with the information provided by other Proposers in response to this RFQ. Failure to submit the required information in the Statement of Qualifications may result in the Owner considering the Proposer as non-responsive. Failure to provide the information completely and clearly may result in lower scores in the evaluations which could result in the Proposer not being invited to submit a Proposal. Proposers may be required to provide supplemental information, if so requested by the Owner, to clarify, enhance, or supplement the information provided in the Statement of Qualifications.

- 3.03 Information requested in the forms that cannot be totally incorporated in the forms may be included as an appendix to the form. This appendix must be clearly referenced by appendix number on the form, and the appended material must include the appendix number on every sheet of the appendix. The appendix must include only the information that responds to the question or item number to which the appendix applies.
- 3.04 The information requested is used to address each of the selection categories presented in the RFQ (not including any price category) and should be presented in that order and be keyed specifically for each selection category. Proposers may provide supplemental information to the Statement of Qualifications such as organizational brochures or other marketing information to help demonstrate their qualifications to the Owner. This supplemental information may not be submitted as a substitute for the information specifically requested in this document. The reference must include the specific selection category to demonstrate strengths for each criterion.
- 3.05 Proposal Format and Presentation
- A. Provide an electronic PDF copy of the SOQ via email to the addresses cpedersen@snyder-associates.com before the deadline stated. SOQ that are incomplete or are received after the date and time listed will not be considered. Please keep submissions under 20 MB total. Provide confidential information in a separate PDF file.
 - B. Electronic submittal must be combined into one PDF file with a file name formatted as "CBWW_SOQ_COMPANYNAME.pdf." The subject line in the email must include "CBWW CMAR SOQ Submission" to ensure that submission is clearly identified upon receipt.
 - C. Document formatting shall be standard letter size 8 ½ "x11" pages. The SOQ narrative text shall not exceed 15 single-sided pages. This does not include information such as covers, cover letter, divider pages, tables from the SOQ (CMAR-210) document and their attachments, table of contents, appendices of documents specifically requested, and similar information. All content pages shall be consecutively numbered.
 - D. Submit confidential information in accordance with the requirements in this RFQ. Information marked confidential but not placed in a separate binder or electronic file as required will not be considered confidential and will be treated as other non-confidential information in the SOQ.

ARTICLE 4—INSTRUCTIONS FOR PREPARING THE STATEMENT OF QUALIFICATIONS

- 4.01 The following Tables, provided in the Statement of Qualifications, are to be used in preparing the Statement of Qualifications:

Table	Document Title
	Statement of Qualifications Certification
1	General Information
2	Current Projects and Projects Completed within the last 5 Years
3a	Proposed Project Managers
3b	Proposed CMAR Services Manager
3c	Proposed Project Superintendents
3d	Proposed Project Safety Managers
3e	Proposed Project Quality Control Managers
4	Project Information for Key Personnel
5	Demonstration of Budget Performance
6	Demonstration of On-Time Performance

4.02 Proposer's Organization and General Information

- A. Provide general information about the Proposer's organization using copies of Table 1. Provide the same information for each joint venture partner if the Proposer is a joint venture.
- B. Provide information regarding the operational structure of the Proposer's organization, including a list of officers, the limits of authority for these individuals with regards to the proposed CMAR Contract, documentation of authority to execute documents, and a copy of organizations' certificate of authorization to conduct business in the state where the Project is located.
- C. Financial Management
 1. Provide Proposer's most recent audited financial statement and the most recent financial statement if the most recent audited financial statement is more than 2 years old.
 2. Provide the Proposer's financial summary information in Table 1, including the financial indicators from the Proposer's most recent financial statement using the formulas below:

Current Ratio:	$\text{Current Assets} \div \text{Current Liabilities}$
Quick Ratio:	$(\text{Cash and Cash Equivalents} + \text{Accounts Receivable} + \text{Short Term Investments}) \div \text{Current Liabilities}$

3. Describe the resources that are available to the Proposer to provide adequate cash flow for the project if Proposer's Current Ratio or Quick Ratio are less than 1.0.
- D. Safety
 1. Provide a narrative describing the Proposer's safety program and a statement regarding the organization's commitment to safety. Also provide a narrative, not to exceed four

pages, describing the organization's success in implementing a specific site safety program. Proposers should not provide copies of safety manuals or programs.

2. Provide Experience Modification Ratio (EMR), Total Recordable Frequency Rate (TRFR), and Recorded Man Hour history for the last 3 years for the Proposer and any proposed Subcontractors that will provide Work valued at 25 percent or more of the Contract Price. Provide this information in Table 1.
 - a. The Proposer's EMR is a computation by the insurance industry that compares a company's annual losses in workers' compensation insurance claims against its policy premiums over a three-year period, excluding the current year.
 - b. The Proposer's TRFR is a calculation of a firm's total number of OSHA-recordable injuries and illnesses over a given period (usually a year), divided by the total number of personnel-hours worked.
- E. Claims Experience and Litigation History: Provide a list of all pending, active, and unresolved claims or litigation involving owners on other construction projects. Include this information in Table 1. Provide a narrative describing the issues being contested and when it is anticipated that the disputes will be resolved. Claims are to include only those items which have progressed through the change management process for the project and are being disputed by the Proposer or the project owner.
- F. Experience with the Owner: Provide a list of projects that have been completed with the Owner over the last 10 years. Include this information in Table 1. Provide a narrative not to exceed two pages describing how this experience will impact the performance of the organization on this Project.

4.03 Project Experience

- A. Provide a list of projects completed by the Proposer in the last 8 years using copies of Table 2.
- B. Provide information on projects which demonstrate the experience of the Proposer's team with construction of similar projects. Experience must include, as a minimum, the satisfactory completion of at least 3 similar projects within the last 8 years. Companies not meeting this requirement for similar projects may be disqualified as being non-responsive. Similar projects must include:
 1. Drinking water pumping facilities with a total capacity of at least 3 MGD.
 2. Construction of new facilities as listed in item 1, or significant modifications to existing facilities including at a minimum one new pump, with associated piping, electrical, and controls modifications.
 3. Pumping facilities must be constructed on-site and cannot include pump stations where the entire structure is pre-engineered and factory constructed.
- C. Provide a narrative not to exceed two pages for each project describing up to 5 specific projects that qualify as similar projects. Projects selected must demonstrate the capabilities of the organization.

4.04 Experience and Qualifications of Proposed Key Personnel

- A. Provide a narrative not to exceed four pages describing the Proposer's project management structure and the qualifications of the project management team for this Project. Include an

organization chart showing the relationship between Proposer and key Subcontractors and Suppliers.

- B. Provide information on the key personnel proposed for this project on Tables 3 through 7. Key personnel include the Project Manager, Project Superintendent, Safety Manager, and Quality Control Manager. The Proposer may provide information on an alternate individual if the Proposer is not able to commit to one individual for the Project at the time the Proposal is submitted. Qualifications of these individuals will be considered in evaluating the qualifications of the Proposer. The Proposer must commit to providing the services of the proposed key personnel or alternate for the life of the Project as a condition of qualification. Unexcused failure to provide the proposed key personnel may provide the basis for termination of the CMAR Contract at the discretion of the Owner.
- C. Include a list of the current project assignments for each of the individuals proposed, the anticipated completion date for this assignment and the percentage of the time they will have available to devote to this Project. The Project Superintendent must be dedicated to the CMAR Contract full-time for the Project's duration while construction is occurring on-site. If any other key personnel are not devoted solely to the CMAR Contract, indicate how time is to be divided between the CMAR Contract and their other assignments. Specifically address how and when individuals currently on other assignments will transition into this CMAR Contract.
- D. Provide resumes not exceeding two pages for each individual proposed for the key personnel positions and their alternates. Resumes must describe the qualifications of the individual and include the following as a minimum: technical experience, managerial experience, education and formal training, primary language, and a work history which describes project experience, including the roles and responsibilities for each assignment. Additional information highlighting the experience which makes them the best candidate for the assignment should also be included. Focus on projects on which the individuals proposed have had significant involvement in the last 5 years and which demonstrate their experience with similar projects.
- E. Identify individuals that will fill one or more of these key roles and describe their ability to manage multiple responsibilities. Provide a written narrative describing the percentage of the time that will be devoted to each role and their qualifications to fulfill each role if an individual is to fulfill more than one of the key personnel roles.
- F. Provide a tabulation of the projects in which these key personnel have been personally involved using copies of Table 7. This tabulation is to include the name and a current telephone number for references for each of these project assignments.
- G. Provide a narrative not to exceed two pages for each project the proposed individuals have worked on that qualify as similar projects. Specifically identify the roles and responsibilities of the individual on these similar projects. Projects selected must demonstrate the capabilities of the proposed key personnel.
- H. Provide a narrative not to exceed ten pages to describe the overall performance of the individuals on these projects. This narrative may include references to letters of recommendation, project awards, and other references to demonstrate experience in providing services or constructing a project which meets the Owner's expectations for a quality project constructed on time and within budget.

4.05 Proposer's Ability to Complete Projects within the Contract Price and Contract Times

- A. Provide a tabulation of budget performance on projects completed by the Proposer within the last 5 years using copies of Table 8 to demonstrate the ability of the Proposer to complete projects for the Contract Price. Notes may be added to each line item to describe circumstances for contract modifications beyond the control of the Proposer.
- B. Provide a tabulation of all projects completed by the Proposer within the last 5 years on Table 9 to demonstrate performance in completing projects on time. Notes may be added to the tabulations to indicate the reasons for not meeting original contract completion dates.

ARTICLE 5—SUBMITTING THE STATEMENT OF QUALIFICATIONS

5.01 Delivery of Statement of Qualifications

- A. Deliver the SOQ no later than the date and time prescribed and at the place indicated in the Advertisement.
- B. If the Advertisement permits or requires delivery of a printed SOQ, enclose the SOQ and Confidential or Proprietary Information, along with other required documents, in an opaque sealed package plainly marked with the Project name, and the name and address of the Proposer. Enclose these sealed packages in a separate package plainly marked on the outside with the notation "SOQ ENCLOSED" if the SOQ is sent by mail or other delivery system. Address the outer package to the mailing address shown in the Request for Qualifications. Assume full responsibility for ensuring that the SOQ arrives at the prescribed location before the prescribed time.
- C. If the Advertisement permits or requires electronic delivery of the SOQ, email or upload the SOQ as indicated in the Advertisement.
- D. Statements of Qualifications may be modified or withdrawn using a document executed in the same manner that a SOQ must be executed. Using a method permitted for delivery of the SOQ, deliver the modification/withdrawal document prior to the date and time for the receipt of SOQs.
- E. Statements of Qualifications submitted in response to this RFQ will become the property of the Owner.

ARTICLE 6—EVALUATION OF STATEMENTS OF QUALIFICATIONS

- 6.01 The governmental entity shall receive, publicly open, and read aloud the names of contractors submitting statements of qualifications. The Owner will evaluate and rank each SOQ using the selection criteria within 45 days after the date SOQs are received. The Owner will determine if SOQs comply with the prescribed requirements and will consider the qualifications of the

- Proposers, and other factors as described in this Article to determine which Proposers are best qualified to complete the Project.
- 6.02 Owner may conduct investigations as it deems necessary to establish the responsibility, qualifications, and capability of Proposers.
- 6.03 Owner, at its discretion, may choose to conduct interviews with Proposers to clarify any points in the SOQ to gain a better understanding of how the Proposers can provide the best value to the Owner for the CMAR Contract.
- A. If the Owner chooses to conduct interviews with some or all Proposers, they will be notified of:
1. The time and place for the interview;
 2. Interview format and agenda;
 3. Topics to be discussed at the interview; and
 4. Individuals expected to participate in the interview.
- B. Failure to participate in the interview may result in disqualification from consideration for the award of the CMAR Contract.
- 6.04 Submission of a Statement of Qualifications indicates the Proposer's acceptance of the evaluation technique and methodology in this RFQ as well as the Proposer's recognition that some subjective judgments must be made by the Owner during the evaluation and selection process.
- 6.05 Ranking of Proposers
- A. Based on the evaluation of the Proposals and their preliminary scoring, Owner will develop a short list of Proposers and send each a Request for Proposals.

Statement of Qualifications Certification

Project: Oak Street Pump Station Improvements, Council Bluffs Water Works

Project Number: 125.0851.01

By submitting this Statement of Qualifications and related information, Proposer certifies that it has read the Proposal Documents and that Proposer's representations are true and correct and contain no material misrepresentations, and that the individual signing below is authorized to make this certification on behalf of the Proposer's organization.

Proposer:

(typed or printed name of organization)

Signature:

(individual's signature)

Name:

(typed or printed)

Title:

(typed or printed)

Designated Representative:

Name:

Title:

Address for giving notices:

Phone:

Email:

(Attach evidence of authority to sign if Proposer is a corporation, partnership, or a joint venture.)

Table 1—General Information

Organization			
Legal Name of Business:			
Form of Business: ☐ Sole Proprietorship ☐ General Partnership ☐ Limited Partnership ☐ Corporation			
☐ Limited Liability Company ☐ Joint Venture comprised of the following companies:			
1.			
2.			
3.			
Provide a separate Statement of Qualifications for each Joint Venturer			
Date Business was formed:		State under which Business was formed:	
Is this Business authorized to operate in the Project location: ☐ Yes ☐ No ☐ Pending			
Is this Business licensed as a general contractor in the Project location: ☐ Yes ☐ No ☐ Pending ☐ N/A			
List of companies, firms, or organizations that own any part of this Business.			
Name of company, firm, or organization.			Percent ownership
Principal Office			
Primary contact		Main telephone number	
Email address		Website address	
Business address of principal office			
Regional Office			
Primary contact		Main telephone number	
Email address		Website address	
Business address of regional office			
Business officers, partners, and limits of authority			
Name:		Title:	
Authorized to sign contracts: ☐ Yes ☐ No		Limit of Authority:	
Name:		Title:	
Authorized to sign contracts: ☐ Yes ☐ No		Limit of Authority:	
Name:		Title:	
Authorized to sign contracts: ☐ Yes ☐ No		Limit of Authority:	

Table 1 –General Information (Continued)

Business History			
List of names that this Business currently has or anticipates operating under over the history of the Business, including the names of related companies presently doing business:			
Names of organization	From date	To date	

Indicators of Organization Size	
Average number of current full-time employees	
Estimate of revenue for the current year	
Estimate of average revenue for the previous 3 years	

Licensure			
Name of License:			
Licensing Agency:			
License Number:		Expiration Date:	
Name of License:			
Licensing Agency:			
License Number:		Expiration Date:	
Name of License:			
Licensing Agency:			
License Number:		Expiration Date:	

Diverse Business Certifications		
Name of Certification	Certifying Agency	Certification Date
☐ Disadvantage Business Enterprise:		
☐ Minority Business Enterprise:		
☐ Woman Business Enterprise:		
☐ Disabled Veteran Owned Business:		
☐ Historically Underutilized Business:		
☐ Small Business Enterprise:		
☐ Other:		
☐ None		

Table 1 –General Information (Continued)

Previous Contracting Experience			
Years of experience in projects similar to the proposed project:			
As a general contractor		As a joint venture partner	
Has this or a participating or a predecessor organization ever been disqualification as a proposer by any local, state, or federal agency within the last 5 years? ☐ Yes ☐ No If yes provide full details in a separate attachment.			
Has this or a participating or a predecessor organization ever been barred from contracting by any local, state, or federal agency within the last 5 years? ☐ Yes ☐ No If yes provide full details in a separate attachment.			
Has this, a participating or a predecessor organization been released from a proposal in the past 5 years? ☐ Yes ☐ No If yes provide full details in a separate attachment.			
Has this or a participating or a predecessor organization ever defaulted on a project or failed to complete any contract awarded to it? ☐ Yes ☐ No If yes provide full details in a separate attachment.			
Has this or a participating or a predecessor organization ever refused to construct or refused to provide materials defined in the contract documents or in a change order? ☐ Yes ☐ No If yes provide full details in a separate attachment.			
Is this or a participating or a predecessor organization currently involved in any litigation or contemplating litigation? ☐ Yes ☐ No If yes provide full details in a separate attachment.			
Previous History with Owner			
List projects that have been completed with the Owner over the last 5 years. If more than 5 projects, list only the most recent.			
	Project Name		Year
1			
2			
3			
4			
5			
Previous Claims History and Litigation Experience			
List all claims or litigation involving owners on other construction projects that have been active over the last 5 years or that are currently unresolved.			
	Description of Claim or Litigation		Status
1			
2			
3			
4			
5			

Table 1 –General Information (Continued)

Surety			
Surety Name			
Mailing address (principal place of business):		Physical address (principal place of business):	
Telephone (main number)		Telephone (claims notices)	
Name of Local Agent for Surety			
Telephone		Email	
Surety is a corporation organized and existing under the laws of the state of:			
Is surety authorized to provide surety bonds in the Project location? ☐ Yes ☐ No			
Is surety listed in the U.S. Department of the Treasury's Listing of Approved Sureties (Department Circular 570 "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies")? ☐ Yes ☐ No			
Financial Summary Information for Proposer			
Date of Proposer's most current financial statement:		☐ Attached	
Date of Proposer's most current audited financial statement:		☐ Attached	
Financial indicators from the most current financial statement:			
Proposer's Current Ratio (Current Assets / Current Liabilities)			
Proposer's Quick Ratio ((Cash and Cash Equivalents + Accounts Receivable + Short Term Investments) / Current Liabilities)			
Describe the resources that are available to the Proposer to provide adequate cash flow for the project if Proposer's Current Ratio or Quick Ratio are less than 1.0:			

Table 1 –General Information (Continued)

Insurance									
Name of Insurance Provider:									
Provider is a corporation organized and existing under the laws of the state of:									
Is Provider licensed or authorized to issue insurance policies in the Project location?						☐ Yes ☐ No			
Does Provider have an A.M. Best Rating of A-VIII or Better?						☐ Yes ☐ No			
Mailing Address (principal place of business)									
Physical Address (principal place of business)									
Telephone (Main)									
Telephone for Notice of Claims									
Local Agent for Provider									
Address for Local Agent									
Telephone for Local Agent									
Coverage Providers									
Insurance Provider				Type of Policy (Coverage Provided)					
Construction Site Safety Experience									
Provide Proposer's Worker's Compensation Experience Modification Ratio (EMR), Total Recordable Frequency Rate (TRFR) for incidents and Total Number of Recorded Manhours for the last 3 years and the EMR, TRFR, and MH history for the last 3 years of any proposed Subcontractor(s) that will provide Work valued at 25% or more of the Contract Price. Provide documentation of the EMR and TRFR history for the Proposer.									
Year									
Company	EMR	TRFR	MH	EMR	TRFR	MH	EMR	TRFR	MH
Safety Officer Experience and Certifications									
Safety Officer									
Years of Experience									
Certification Name									
Issuing Agency									
Expiration									

Table 2—Current Projects and Projects Completed within the last 5 Years

Name of Organization							
Project Owner				Project Name			
General Description of Project							
Project Cost				Date Project Completed			
Key Project Personnel	Project Manager	CM Services Manager	Project Superintendent	Safety Manager	Quality Control Manager		
Name							
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)							
	Name	Title/Position	Organization	Telephone	Email		
Owner							
Designer							
Construction Manager							
Project Owner				Project Name			
General Description of Project							
Project Cost				Date Project Completed			
Key Project Personnel	Project Manager	CM Services Manager	Project Superintendent	Safety Manager	Quality Control Manager		
Name							
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)							
	Name	Title/Position	Organization	Telephone	Email		
Owner							
Designer							
Construction Manager							
Project Owner				Project Name			
General Description of Project							
Project Cost				Date Project Completed			
Key Project Personnel	Project Manager	CM Services Manager	Project Superintendent	Safety Manager	Quality Control Manager		
Name							
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)							
	Name	Title/Position	Organization	Telephone	Email		
Owner							
Designer							
Construction Manager							

Table 3a—Proposed Project Managers

Name of Organization			
Primary Candidate			
Name of individual			
Years of experience as project manager			
Years of experience with this organization			
Number of similar projects as project manager			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment	Percent of time used for this project	Estimated project completion date	
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	
Alternate Candidate			
Name of individual			
Years of experience as project manager			
Years of experience with this organization			
Number of similar projects as project manager			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment	Percent of time used for this project	Estimated project completion date	
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	

Table 3b—CMAR Services Managers

Name of Organization			
Primary Candidate			
Name of individual			
Years of experience as CMAR Services manager			
Years of experience with this organization			
Number of similar projects as CMAR Services manager			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment		Percent of time used for this project	Estimated project completion date
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	
Alternate Candidate			
Name of individual			
Years of experience as CMAR Services manager			
Years of experience with this organization			
Number of similar projects as CMAR Services manager			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment		Percent of time used for this project	Estimated project completion date
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	

Table 3c—Proposed Project Superintendents

Name of Organization			
Primary Candidate			
Name of individual			
Years of experience as project superintendent			
Years of experience with this organization			
Number of similar projects as project superintendent			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment	Percent of time used for this project	Estimated project completion date	
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	
Alternate Candidate			
Name of individual			
Years of experience as project superintendent			
Years of experience with this organization			
Number of similar projects as project superintendent			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment	Percent of time used for this project	Estimated project completion date	
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	

Table 3d—Proposed Project Safety Managers

Name of Organization			
Primary Candidate			
Name of individual			
Years of experience as project safety manager			
Years of experience with this organization			
Number of similar projects as project safety manager			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment	Percent of time used for this project	Estimated project completion date	
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	
Alternate Candidate			
Name of individual			
Years of experience as project safety manager			
Years of experience with this organization			
Number of similar projects as project safety manager			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment	Percent of time used for this project	Estimated project completion date	
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	

Table 3e—Proposed Project Quality Control Managers

Name of Organization			
Primary Candidate			
Name of individual			
Years of experience as quality control manager			
Years of experience with this organization			
Number of similar projects as quality control manager			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment	Percent of time used for this project	Estimated project completion date	
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	
Alternate Candidate			
Name of individual			
Years of experience as quality control manager			
Years of experience with this organization			
Number of similar projects as quality control manager			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment	Percent of time used for this project	Estimated project completion date	
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	

Table 4—Project Information for Key Personnel

Name of Organization							
Provide information on all projects completed by the Organization within the last 5 years							
Project Owner				Project Name			
General Description of Project:							
Project Budget and Schedule Performance							
Budget History	Amount	% of Contract	Schedule Performance		Date	Days	
Original Contract Price			Notice to Proceed				
Change Orders			Contract Substantial Completion Date at Notice to Proceed				
Owner Enhancements			Contract Final Completion Date at Notice to Proceed				
Unforeseen Conditions			Change Order Authorized Substantial Completion Date				
Design Issues			Change Order Authorized Final Completion Date				
Total			Actual / Estimated Substantial Completion Date				
Final Cost			Actual / Estimated Final Completion Date				
Key Project Personnel							
	Project Manager	CMAR Services Manager	Project Superintendent	Safety Manager	Quality Manager	[Other Position]	
Name							
Percentage of time devoted to the project.							
Percentage of time proposed for this Project.							
Did Individual start and complete the project?							
If not, who started or completed the project?							
Reason for change?							
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)							
	Name	Title/Position	Organization	Telephone	Email		
Owner							
Designer							
Owner's Advisor							
Surety							
Issues / disputes resolved or pending resolution by arbitration, litigation, or dispute review boards							
Number of issues resolved		Total amount involved in resolved issues		Number of issues pending		Total amount involved in issues pending	

Table 5—Demonstration of Budget Performance

Name of Proposer							
Provide information on all projects completed by the Proposer within the last 5 years.							
Owner Name	Project Description	Original Contract Price	Value of Change Orders			Total Change Orders	Percent of Changes to Original Contract Price
			Owner Enhancements	Unforeseen Conditions	Design Issues		
Notes:							
Notes:							
Notes:							
Notes:							
Notes:							
Notes:							
Notes:							
Notes:							
Notes:							
Notes:							
Notes:							

