

6 December 2018

REQUEST FOR GENERAL CONTRACTOR QUALIFICATIONS: EDCKC Office Tenant Finish

1. PROJECT INFORMATION

- a. Project name: Economic Development Corporation of Kansas City, Missouri (EDCKC) Tenant Finish
- b. Owner: EDCKC
- c. Project location: 300 Wyandotte, 4th Floor; KCMO 64105
- d. Landlord agent: Cushman & Wakefield; (Travis Helgeson)
- e. Architect: Dan Maginn Architecture Group
- f. Project type: approximately 8,500 square foot tenant finish in existing building.

2. INVITATION TO SUBMIT GENERAL CONTRACTOR QUALIFICATIONS

- a. The Economic Development Corporation of Kansas City, Missouri (EDCKC) is a recognized economic development leader. With a mission to attract and retain businesses domestically and internationally, the EDCKC serves as a resource and advocate to cultivate the competitiveness of business locating to or expanding in the City of Kansas City, Missouri. Serving as a liaison between City departments, businesses and the development community, the EDCKC provides informational assistance, workforce resources, customized research services and more to ensure the City's strategic economic development and quality job choice for our residents. As a 501(c)(4) agency, the EDCKC also works closely with commercial developers, business owners, real estate brokers and site selectors to navigate the legislative process related to development and incentive programs.
- b. EDCKC is seeking proposals from Kansas City, Missouri-based General Contractors for the tenant finish buildout of its new Headquarters offices. The design will provide a flexible, well-crafted work environment for staff and visitors, and promote the organizations dedication to professionalism and quality.
- c. Currently, EDCKC is seeking to shortlist 3-5 General Contractors through this qualifications-based selection process. These shortlisted General Contractors will then be invited to immediately competitively bid the project.
- d. The project will have KCMO HRD MBE / WBE goals of 13% and 9% respectively.
- e. The Architect is currently in the Construction Documentation Phase and will produce a complete CD package for permitting and vendor bidding per the schedule set forth in this RFQ.
- f. **EDCKC reserves the right to accept or reject any and all Qualification Statements and to waive any technicalities or irregularities therein.** EDCKC reserves the right to request additional information from any respondent after the submission deadline. EDCKC will make the selections and determinations in its sole discretion.

3. GENERAL CONTRACTOR QUALIFICATION SUBMITTAL REQUIREMENTS

- a. **General Note:** It is the intent of this invitation to determine qualifications of General Contractors to complete the project in a timely and highly responsive manner. EDCKC has purposefully kept the Qualifications Submittal brief. With this in mind, please refrain from generalized responses and try to address the specific requirements outlined. To help General Contractors familiarize themselves in general with the project, the 50% Construction Documents will be made available, for informational purposes.
- b. **Letter of Transmittal** (limit 1 page). Letter of Transmittal should identify primary contact for the company, and a brief summary of distinguishing qualities, capabilities and why the company is interested in the project.
- c. **General Contractor Profile** (limit 2 pages). Include summary of company's qualifications for responsiveness, craft, schedule adherence, quality control, cost containment with regard to tenant finish projects. Include summary of previous experience achieving MBE / WBE participation goals.
- d. **Experience of Key Personnel** (limit 1 page each). Include profiles for proposed Project Manager and Project Superintendent that will be dedicated to the job. Outline what characteristics and experiences makes these individuals suited to achieve success for the project. List 3 relevant projects of similar scope, including brief description of work, and references.
- e. **Approach** (limit 2 pages). Why should EDCKC hire your company for its tenant finish project? Include a summary of how you would work with EDCKC and Architect to achieve success for the project. What are the expected challenges that are presented by the project type, schedule or other factors that would need to be overcome? Why do you want this job?
- f. **Relevant Project Experience** (3 projects x maximum of 2 pages each = 6 total pages). Submit and describe three projects of similar scope that you feel address your company's ability to build successful tenant finish projects. Projects must have included significant involvement of your proposed Project Manager or Project Superintendent. Include square footage, project cost, project timeframe for completion, references and other information you find to be helpful for EDCKC to evaluate. Describe initial cost versus final cost and what reasons led to cost increases.
- g. **Timely Completion.** Provide experience in the completion of project with time schedules similar to the subject tenant finish project. Share methods used to meet timelines and budget.

4. PROJECT SCHEDULE

- a. **Qualification Statement Due Date:** Submit a PDF copy on thumb drive by no later than 3 PM on 14 December 2018. Deliver to: EDCKC Attn: Bob Langenkamp; 1100 Walnut, Suite 1700; Kansas City, MO 64106
- b. **Notification of Shortlisted General Contractors:** 17 December 2018
- c. **Construction Documents made available for bidding to Shortlisted General Contractors:** 19 December 2018
- d. **Bids from Shortlisted General Contractors due:** 16 January 2019
- e. **Negotiation of agreement between EDC and Selected General Contractor:** 8 February 2018
- f. **Construction start:** 11 February 2019
- g. **Substantial Completion:** 21 June 2019
- h. **EDCKC Move-in:** week of 24-28 June 2019.

5. EVALUATION PROCESS. Qualification Statements will be evaluated and scored by EDCKC. The highest available score is 100 points. A breakdown of scoring is as follows:

- a. **General Contractor Profile:** (20 points). Experience, reputation and responsiveness of the General Contractor to complete this project in a timely manner is important.
- b. **Experience of Key Personnel** (30 points). Experience of proposed key personnel is critical for the successful completion of the project.
- c. **Approach** (30 points). Understanding why you want this project, and how you will achieve success will help EDCKC evaluate the most qualified General Contractor for the project. Respondents must confirm their ability to complete the work by June 21 2019, as per the schedule above.
- d. **Project Experience** (20 points). Relevant work, completed in a timely manner under the oversight of the proposed Key Personnel is important.

6. QUESTIONS. Other than official questions asked as described, please do not reach out directly to EDCKC staff, board members or Architect with regard to this RFQ. Relevant, brief questions about the submittal emailed to Bob Langenkamp (blangenkamp@edckc.com) by 5 pm on 10 December 2018 may be answered by 5 pm on 12 December 2018.

--End of RFQ--