

United Way of West Tennessee
470 North Parkway
Jackson, TN 38305

REQUEST FOR QUALIFICATIONS (RFQ)

Construction Project Management

Date Issued: Tuesday, June 10, 2025

Type of Project: The United Way of West Tennessee seeks a qualified Construction Manager for the Ford Community Center project in Stanton, TN.

Contact Person: Matthew Marshall, President/CEO,
United Way of West TN
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cc: Lauren Cino, EVP of Community Impact
United Way of West TN
lcino@unitedway.tn.org

Last Day for Questions: Friday, June 20, 2025

Submission Deadline: Tuesday, July 8, 2025 @ 4:30 P.M. CST

Submission Address: United Way of West Tennessee
470 North Parkway
Jackson, TN 38305

Qualifications will be accepted at the United Way of West Tennessee's office located at 470 North Parkway, Jackson, TN 38305 or via email to mmarshall@unitedway.tn.org and lcino@unitedway.tn.org until the date and time noted above. Qualifications will be held in confidence and not released in any manner until after the contract award.

The responsibility for submitting a response to this RFQ at the United Way of West Tennessee on or before the stated time and date will be solely and strictly the responsibility of the respondent. The offeror shall wholly absorb all costs incurred in preparation and presentation of the submission.

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PART I – GENERAL INFORMATION

1.1 Introduction

The United Way of West Tennessee is soliciting competitive qualification submissions from qualified, bonded, licensed Construction Project Managers to provide the detailed services provided in this RFQ. If the selected Firm is successfully awarded a contract pursuant to this RFQ, the Firm shall then become United Way of West Tennessee's Construction Project Manager, and said Project Manager shall furnish sufficient management, supervision, labor, material and equipment to perform work as detailed below.

The Firm shall provide all labor, materials, equipment, supervision, and transportation necessary to provide the services outlined in this RFQ. All work to be scheduled as detailed below or as scheduled with a United Way of West Tennessee representative and performed in a competent and timely manner. The Firm shall carry out all services for the construction project located at:

Ford Community Center, 5 Lafayette Street, Stanton, TN 38069

The selected vendor is expected to be onsite as needed.

1.2 Request for Qualifications

Qualified construction management firms must submit a statement of qualifications to provide Design Phase Project Management and Construction Management services for the project assigned by the United Way of West Tennessee. The United Way will consider the qualifications of all submitting firms and will select one firm to enter into an agency CM services agreement with the most qualified firm to provide construction management services for this project.

1.3 Obtain Copies of this Solicitation

Copies of the RFQ package may be obtained at no cost by:

1. Visiting the United Way of West Tennessee's website at www.uwwt.org and download the RFQ package
2. Copies may also be picked up in person at:
United Way of West Tennessee
470 North Parkway
Jackson, TN 38305

PART II – SCOPE OF WORK

The United Way of West Tennessee is partnering with the Ford Motor Company Fund and Town of Stanton to convert a former 3,576 square foot schoolhouse into a Ford Community Center.

This space will serve as a community center, social and human services site to those residents within a 15-mile radius of Ford BlueOval City.

The Construction Project Manager shall be responsible for project management duties during both the pre-construction and construction phases of the project.

The Construction Project Manager shall familiarize themselves with any applicable grant requirements related to the construction of the Ford Community Center and shall timely report any anticipated challenges to the United Way of West Tennessee. The Construction Project Manager should confirm that documents provided by subcontractors are compliant with any grant restrictions.

Pre-Construction Phase:

The Construction Project Manager shall be responsible for managing the contracted architectural responsibilities of the project, including but not limited to structural, mechanical, and electrical engineering services.

The Construction Project Manager shall also be responsible for the schematic design phase services included in the project. This includes, but is not limited to, preparing a preliminary evaluation of the United Way of West Tennessee's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the project.

The Construction Project Manager shall prepare Schematic Design Documents for the United Way of West Tennessee's approval. The Schematic Design Documents should include a site plan, preliminary building plans, sections and evaluations, and may include some combination of study models, perspective sketches, and digital representations.

Construction Phase:

The Construction Project Manager shall also be responsible for all activities during the Construction Phase of the project, including, but not limited to project scheduling, procurement and oversight of the General Contractor, subcontractor oversight, budget management, compliance reporting to Owner, grant funders, and associated stakeholders, etc.

The Construction Project Manager shall assist in the requirements for federal, state, and local permit requirements.

The Construction Project Manager shall make all adjustments to the construction schedules needed to maintain a current schedule reflecting accurate construction progress throughout the project.

The Construction Project Manager shall assist the United Way of West Tennessee in developing the required Construction Documentation. During the development of these documents, this will include procurement information that describes the time, place, and conditions of bidding, forms of agreement, and the Conditions of the Contract for Construction.

The Construction Project Manager shall assist the United Way of West Tennessee in establishing a list of potential contractors for the construction work completion.

The Construction Project Manager shall assist the United Way of West Tennessee in obtaining qualifications by distributing an RFP to prospective contractors, organizing interviews with prospective contractors, preparing responses to questions from prospective contractors, and participating in negotiations with prospective contractors as directed by the United Way of West Tennessee.

The Construction Project Manager shall track all project costs and maintain a comprehensive project budget.

The Construction Project Manager shall visit the Ford Community Center site in Stanton, TN at regular intervals to evaluate the progress and quality of the work that has been completed.

The Construction Project Manager shall report to the United Way of West Tennessee any anticipated obstacles or delays that may impact the timeline of the project to maintain grant compliance.

ADDITIONAL SERVICES:

Should the United Way authorize additional services beyond those contained here, compensation will be negotiated based on accepted hourly rates with the UWWT/CM Agent Master Task Order Agreement.

SECTION III – STATEMENT OF QUALIFICATIONS

The CM is selected through a qualifications-based selection process. Firms interested in providing Construction Management services must submit a Statement of Qualifications (SOQ) that follows the outline of required information and addresses the following issues:

3.1 General Organization (10 Points)

- a. Provide a general description of the firm that is proposing to provide construction management services. Explain the legal organization of the proposed firm.
- b. Provide an organizational chart showing numbers and types of key personnel available to perform CM services.
- c. Identify any sub-consultants that will provide the services required.
- d. Provide assurances that if selected to perform these services you will provide a qualified certificate of insurance. (limits will be defined by the Dept. of Economic and Community Development).

3.2 Project Management Experience (25 Points)

- a. Identify at least three comparable projects in which the firm served as agency

Construction Manager during design and construction phases. For each comparable Project identified, provide the following information using the outline provided:

- i. Description of projects
 - ii. Specify services provided
 - iii. Construction dates
 - iv. Project Owner
- b. Describe experience with TN Department of Economic and Community Development (ECD) projects and list completed or on-going projects.
- c. Describe the firm's knowledge and experience with ECD Policies and Procedures.
- d. Describe the firm's knowledge and experience with ECD Quality and Performance Standards.
- e. Describe the firm's experience with projects related to BlueOval City or in collaboration with Ford Motor Company (if applicable)
- f. Describe the firm's experience with projects that have state or federal grant funding components, including compliance with [Secretary of the Interior guidance for Historic Restoration](#).
- g. Provide historic cost estimating data for projects you have provided services on over the past three (3) years to demonstrate your ability to provide accurate conceptual and construction cost estimates within the construction market in general.

3.3 Key Personnel Qualifications (25 Points)

- a. Provide a list of all key personnel who will be assigned to these projects and describe the role each key personnel will be playing in the projects assigned.
- b. List key persons that will be assigned to this project that are:
 - i. Certified Construction Managers
 - ii. Construction Claims Specialists (CCS)
 - iii. LEED AP professionals with the U.S. Green Building Council certifications
 - iv. Experienced on projects where Building Information Modeling (BIM) is being employed throughout the design and construction of the building
 - v. Experienced with the creation of construction phasing plans for occupied facilities
- c. List any proposed consultants that may be performing key elements of the project.

3.4 Project Approach and Understanding (15 Points)

- a. Describe your firm's project management approach and services during the project development, design and the construction phases, specifically highlighting any differentiated processes for historic properties.
- b. Describe your firm's project management systems and software used for scheduling, estimating, budget tracking and managing construction.
- c. Briefly describe the firm's experience on construction quality control dispute resolution and

safety management.

PART IV – SUPPLEMENTAL INSTRUCTIONS TO FIRMS

4.1 Statement of Qualification Submission/Time of Completion

Statement of Qualification Submission: Statement of Qualification submission must be submitted with a title that clearly shows the firm’s name and address, and includes the words “**Construction Project Management**”. The submission deadline is **Tuesday, July 8, 2025 @ 4:30 P.M. CST** and bids must be delivered to **United Way of West Tennessee at 470 North Parkway, Jackson, TN 38305** or to mmarshall@unitedway.tn.org and lcino@unitedway.tn.org.

PROJECT SCHEDULE

Advertisement	June 10, 2025
Statement of Qualifications Due	July 8, 2025
Selection of Firm	July 15, 2025
Execution of Contract	August 1, 2025

The selected Firm shall possess all of the required state and local licenses, and certifications required to perform work of the type required by this RFQ and provide copies to the United Way of West Tennessee.

The Firm shall comply with all laws, ordinance, and regulations applicable to the specifications herein and are to be familiar with all Federal, State, and local laws, ordinances, codes, rules, and regulations that may in any way affect the delivery of the Firm’s services.

The Firm shall be responsible for submitting regular reports detailing their compliance with the conditions of the contract awarded in the format prescribed by, and at the intervals required by the United Way of West Tennessee. These include, but are not limited to payroll reports, certifications, and other various forms required by the TN Department of Economic and Community Development.

4.2 Wage Decisions

Davis Bacon Prevailing Wages are applicable to this project and the Labor Standards and Related Acts: This project is subject to the **General Decision Number TN190020 dated 01/04/201n TN20** (Appendix C). Work to be performed is subject to Davis Bacon Wage Requirements for all contracts where the construction is estimated to be over \$2,000. All laborers and mechanics employed under this contract in the construction or development of the project(s) involved will be paid unconditionally and not less often than once a week at a minimum labor rate established in the Wage decision.

4.3 Insurance Requirements

Commercial General Liability Coverage	\$1,000,000 each occurrence
Comprehensive Automobile Liability Coverage	\$500,000 each occurrence
Worker's Compensation with Statutory Limits of the State of TN	

4.4 Clarification (Pre-Award Survey) Meeting

United Way of West Tennessee reserves the right to conduct a clarification (Pre-Award Survey Meeting) with the Firm(s) prior to making an award to determine if the Firm(s) is (are) a responsible party(ies) as described and required by applicable law. This pre-award survey meeting may include, but not be limited to:

- a. A review of the Firm's capacity to perform the terms and conditions of the contract
- b. A review of the Firm's understanding of the scope of work, and confirmation of inclusion of the entire scope of work related to the costs
- c. A discussion of the Firm's expertise in reading and interpreting the drawings and technical specifications included with this solicitation
- d. Breakdown of costs, discuss required forms after contract award, e.g. Davis Bacon, etc.
- e. Past performance on United Way of West Tennessee or other local government agencies contracts
- f. Current employee depth and capabilities
- g. Financial records and resources
- h. Any other area or aspect of the Firm's integrity, operations or capability that will assist United Way of West Tennessee in making a determination of responsibility

4.5 Contract Award

- A. United Way of West Tennessee will evaluate statement of qualification submissions in response to this solicitation without discussions, and will award a contract to the responsible Firm, responsive and confirming to the solicitation, will be most advantageous to the United Way of West Tennessee, considering the Lump Sum Total and the price-related factors specified elsewhere in the solicitation.
- B. United Way of West Tennessee may waive informalities or minor irregularities in statement of qualification submissions received and may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the statement of qualification submissions.
- C. United Way of West Tennessee reserves the right to reject any and all statement of qualification submissions, or to reissue or withdraw this Request for Statement of Qualifications in the event that competition is deemed inadequate or that it is otherwise

deemed to be in the best interest of the United Way of West Tennessee. In such instances, the United Way of West Tennessee reserves the right to seek procurement by means of non-competitive negotiation.

- D. In selecting the lowest responsive and responsible Firm(s), United Way of West Tennessee will examine which Firm(s) offers are lowest responsive and responsible Lump Sum Base Total among other criteria. United Way of West Tennessee anticipates awarding a single **Firm Fixed Price** contract under this solicitation based on the **Lump Sum Base Total**.

This concludes the Request for Statement of Qualifications for Project Construction Management for the United Way of West Tennessee.