



REQUEST FOR QUALIFICATIONS

Pre-Construction and Construction Management Services

**YMCA of the Virginia Peninsulas
New Surry County YMCA**

NOVEMBER 2025



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PART A**General Information****1.0 INTRODUCTION**

Your firm has been identified to submit qualifications and a fee proposal for pre-construction and construction management services to the YMCA of Virginia Peninsulas in conjunction with the Association's pending capital development initiative for a new Surry County YMCA center. This document provides information about the initial initiative, as well as requirements for your written submission. Also included is information and requirements for an oral presentation and interview with YMCA leadership, if invited.

2.0 GOALS AND OBJECTIVES

Once selected, it is expected that the successful firm will immediately begin delivery of pre-construction services, including project cost estimating and value assessment. Following the successful awarding of the various sub-contracts, the successful firm will be expected to manage the general construction effort for the project(s). Throughout the process, the selected firm will also be expected to perform services related to project schedule development and maintenance.

Many organizations have benefited from a partnering process in which a general contractor/construction manager is selected at the conclusion of the schematic design phase of development initiatives and positioned to contribute to the subsequent project phases of design development, construction documentation and bidding. A similar process will be employed by the YMCA.

3.0 SCOPE OF SERVICES

The scope of services to be delivered by the selected firm will include both pre-construction and construction services in conjunction with the proposed YMCA initiative. Pre-Construction services will commence with the selection of a Construction Management firm.

The Scope of Work shall be as indicated in the attachments and in the Project Information section of this document. The Scope of the Work will involve both pre-construction and construction phase services, with the intended form of contract for the project being AIA Document A133-2019 (GMP), with AIA Document A201-2019, General Conditions of the Contract for Construction. The Scope of the Work shall include all necessary site work required by the owner for occupancy.

Any objections to such a basis for the form of agreement should be articulated in submission made in response to the Request For Qualifications.

4.0 ARCHITECT / PROGRAM MANAGER / ARCHITECTURAL CONSULTANT

Gro, a professional services firm serving YMCAs and similar organizations, is providing program management, initial schematic design, and on-going facility development and design consulting services to the YMCA and its selected design and construction professionals on the Project. Gro will work with the Owner's senior management in overseeing aspects of the project related to YMCA design standards and operational impact.

Selection of a full-service architectural firm(s) to serve as the Architect-of-Record for the project is currently underway.

When necessary, the Construction Manager may also select a pool contractor/builder to be responsible for the construction of the pool tanks. The pool contractor/builder will be responsible for review and oversight of the pool installation, including coordination of the pool construction schedule with the overall construction schedule for the project.

5.0 SELECTION PROCESS

The materials submitted by interested firms will be reviewed by the YMCA leadership team and Gro. The Committee will employ a qualifications-based selection process incorporating the following criteria in its evaluation:

- Relevant project experience
- Project understanding and approach
- Experience, skill-set and demonstrated leadership of proposed project team
- Experience of the firm's proposed team of consultants
- Ability to comply with proposed project schedule
- Financial capability
- Expertise delivering pre-construction services
- Construction experience
- Experience working with owner consultants
- Experience working with not-for-profit organizations
- Familiarity with project site/location
- Experience with similar project types, venues, and programs
- Interaction with owner and consultant throughout the selection process
- Expertise in negotiated construction contract delivery methods
- Experience working in the municipality

Following its evaluation of the materials received, the committee will invite a short-list of firms to interview and submit fee proposals. Following the oral presentations, the committee will select a firm with which to enter contract negotiations for the project.

The YMCA reserves the right to reject any and all qualifications and subsequent proposals, including those that do not provide the requested information.

6.0 SITE VISIT (OPTIONAL)

Firms are invited to visit the site on their own, a site visit will be not be hosted by a representative of the YMCA. The purpose of the site visit is only to review the existing conditions of the buildings and site – it is not intended to offer further information about the proposed project or the selection process. All questions about the proposed project or the selection process should be submitted in writing per the Clarifications section of this document.

Please RSVP for the site visit with contact indicated in the Key Dates section of this document.

7.0 METHOD AND DATE OF SUBMITTAL

Regardless of delivery method, submission materials must be delivered and received by the individuals below NO LATER THAN as indicated in the Key Dates section. Packages and email messages must be clearly marked as indicated below. Electronic delivery of materials is preferred.

ELECTRONIC DELIVERY – EMAIL (PREFERRED)

Electronic delivery of submission materials is preferred. If delivered via email, no hard copy of materials will be required. For submittals delivered by email, please address email to the following recipients:

- Kathleen Womack, Gro – kwomack@gro-dev.com
- David Nathe, Gro – dnathe@gro-dev.com
- Adam Klutz, YMCA of Virginia Peninsulas – Adam.Klutts@YMCA.org
- Craig Payne, YMCA of Virginia Peninsulas – Craig.Payne@YMCAVP.org

The subject line for all electronic submittals should be as follows:

CM Selection – New Surry County YMCA

HARD COPY DELIVERY

Hard copies are not required if submitting via email. For hard copy submissions, eight (8) copies of all materials must be delivered in a **SEALED** package, to:

YMCA of the Virginia Peninsulas
Attn: Adam Klutts
41 Old Oyster Point Road, Suite C
Newport News, VA 23602

The outside of the sealed package shall be clearly marked with the following identification:

CM SELECTION
New Surry County YMCA

8.0 NOTICE OF INTENT TO RESPOND

A notice of intent to respond must be received by email no later than the date indicated in the Key Dates section of this document.

9.0 KEY DATES SCHEDULE

KEY DATES	
RFQ Issued	Nov 17
Public Posting of RFQ	Nov 18-24
Notice of Intent to Respond	Nov 25
Written Questions Due	Nov 25
Responses to Questions	Dec 1
Qualifications Submission	Dec 4 @ 1:00 PM Eastern
Invitations to Interview and Fee Submittal	Dec 5
Fee Proposals Due (short-listed firms only)	Dec 8 @ 8:00 am Eastern
Interviews (short-listed firms only)	Dec 8 (times to be issued with invitation)

It is recommended that participating firms prepare their whole project team for a tentative interview by holding the scheduled interview date should an interview invitation be extended.

10.0 CLARIFICATIONS

Any questions or requests for additional information regarding the project, selection process, or the attachments are to be made only in writing and transmitted electronically to:

- Kathleen Womack, Gro – kwomack@gro-dev.com
- David Nathe, Gro – dnathe@gro-dev.com

All questions must be received in writing by the date specified in the Key Dates section of this document. Responses to all questions received will be distributed to all participating firms prior to the submittal due date.

PART B**Project Information****1.0 SCOPE OF INITIATIVE / LOCATION**

In keeping with its strategic plan, the YMCA has initiated a capital reinvestment program for the project outlined below.

New Surry County YMCA – 205 Enos Farm Drive, Dendron VA 23839

New construction of approximately 42,000 – 46,000SF

- Lobby and Lounge Areas (Commons)
- Child Watch Area and Kids Adventure Room
- Community Kitchen (not commercial)
- Multipurpose Room
- Teen / Intergenerational Center
- Group Exercise Studios
- Fitness Center
- Indoor Track (alternate option)
- Indoor Aquatic Center (two pool tanks: lap tank + warm water tank)
- Male, Female, and Universal Locker Rooms
- Administrative Areas
- With Associated Sitework, Landscape and Hardscape Improvements

The unique needs of the communities and populations served by the YMCA are the basis for the project scope. This scope is the result of a combination of market research, community needs assessment, and related learnings stemming from the YMCA's strategic planning process. Additionally, recent experiences and successes of this YMCA, that of other YMCAs in the region, industry trends, and the experience and recommendations of the YMCA's consulting team have contributed to the development program.

2.0 BUDGET

The project budgets to cover the Cost of the Work for construction (building and site) are indicated below. These project budgets do not include costs associated with furnishings, fixtures and equipment, architectural and related professional services fees, Owner-controlled contingencies, and fundraising costs.

Project	Approx. Cost of Work	Notes
New Surry County YMCA	\$16.26 M (building & site)	

The Architect and construction team will be required to work toward the budget for the Cost of the Work for the Project, as indicated in the "Scope of Initiative" section of this document.

3.0 SCHEDULE

The anticipated start of construction and time of construction for each project is below.

Project	Anticipated Construction Start	Anticipated Length of Construction
New Surry County YMCA	Q3 2026	12-14 months

Initial schematic planning has been completed. Refined schematic design and design development will be completed by the selected Architect-of-Record.

Part C**Submittal Requirements**

The submittal must include the following information in sections as numbered below.

1.0 COVER LETTER

A cover letter, signed by an officer of the firm, containing a commitment to provide the services required if selected, with the proposed personnel, while also expressing interest in the project.

2.0 GENERAL INFORMATION

The following information should be included in the submission:

- Name and address of firm
- Contact Person
- Date firm was established and last change, if any, in ownership or senior management
- Firm history

3.0 TEAM ORGANIZATION & LIST OF KEY PERSONNEL

Provide an organizational chart identifying all team members, relationships and responsibilities throughout the various phases of the project including initial design and constructability review, cost estimating, bid negotiations, and on-site construction management and administration.

Identify the role of each key team member and the amount of their time that will be dedicated to each of the various phases of the project. Provide resumes for each key team member.

4.0 EXPERIENCE

As a non-profit organization, the YMCA must establish a scope for each project that is both reasonable and within its project funding budget. The role of the Construction Manager during the design, construction document, estimating and bidding phases of the project will be critical. The selected firm will be expected to function as a member of the team with the Owner, the Architect, and Consultants, helping to determine and maintain a scope of work and cost, within established parameters, for the project. To that end, please share/include:

- The firm's experience working in such a capacity
- The contributions the firm will make throughout the process to ensure the success of the initiative
- The resources to be committed to, and results to be achieved during, each of the three phases of the project: 1) Design Review and Cost Estimating, 2) Bidding/Negotiations, 3) Construction Management/Administration
- Identify all proposed consultants including the firm name, address, phone and primary contact.

5.0 RELEVANT PROJECT EXPERIENCE

Provide information on relevant experience with comparable projects completed in the last six years or currently in progress, in the format which follows:

Please limit the number of examples offered to four (4), focusing on projects most relevant to the current initiative.

PROJECT INFORMATION

- Project Name
- Project Location
- Project Type
- Project Scope in Square Feet and Construction Cost
- Firm's Project Management
- Firm's Project Superintendent
- Name of Architect of Record

CLIENT INFORMATION

- Client Name
- Client Contact Name, Title, Address, Telephone Number, Email Address

COMPLETION INFORMATION

- Date of Completion; Length of Project

CONTRACT INFORMATION

- Original Construction Budget
- Original Construction Contract Amount
- Final Construction Contract Amount
- Original Completion Schedule
- Actual Completion Schedule
- Contract Type

6.0 BONDING CAPACITY

Provide evidence of the firm's bonding capacity, rate and maximum liability coverage. Please identify any past or current claims of litigation with which the firm has been or is presently involved.

7.0 FINANCIAL

Attach a letter from your bank/financial institution stating the following:

- length of time the firm has been doing business with said bank/institution,
- average balance (in general terms)
- extent of credit available and terms of availability
- bank's/institution's rating of the firm as a customer
- name and telephone number of contact person(s) at the bank/institution

8.0 BACKLOG

Please provide a statement of the firm's total backlog, currently and for the past two years utilizing the following format.

	Firm Size Number of Professionals	Current Contracts # of Active Contracts	Contracts (A) Total Original Value of Cost of Construction for Contracts	Contracts (B) Total Value of Construction Completed to Date for same Contracts (A)	Backlog (A-B) Balance to Completed
Currently			\$	\$	\$
One Year Ago			\$	\$	\$
Two Years Ago			\$	\$	\$

9.0 PROJECT SCHEDULE

The timely completion of services is important to the overall success of the initiative. Provide a proposed timeline/schedule depicting the anticipated activity of the firm during the various phases of the project. The proposed schedule will be evaluated upon the amount of time your firm estimates is required to execute the scope of services while maintaining the necessary levels of quality control to meet professional standards.

Part D**Interview** (if invited to interview)**1.0 SCHEDULE**

Interviews with firms shortlisted by the committee will be conducted as indicated in the Key Dates Schedule. The exact times of the presentations/interviews are yet to be determined.

It is recommended that participating firms prepare their whole project team for a tentative interview by holding the scheduled interview date should an invitation be extended.

2.0 ATTENDEES

The key individuals responsible for both construction and pre-construction services for the project should attend the interview, if an interview is requested. A list of attendees will be requested when the presentation time is scheduled.

Representing the YMCA in the interviews will be members of the YMCA's leadership team and Gro.

Individual solicitation of these individuals throughout the selection process is prohibited.

3.0 AGENDA

The total oral presentation/interview time will likely be limited to 45 Minutes, allowing 30 minutes for presentation of any materials by the firm followed by interview questions and answer by the Owner. Issues to be addressed during the interview include:

- Understanding of the initiative
- Relevant project experience
- Team organization
- Experience, skill-set and demonstrated leadership of proposed project team
- Project cost estimating experience
- Proposed project schedule
- Proposal for compensation
- Familiarity with project site/location
- Interaction throughout selection process

Part E

Fee Proposal (if invited to interview)

1.0 SCOPE OF WORK

The Scope of Work section of this document and other project information provided in the selection process should be used as the basis for formulating the professional services fee proposal. The Scope of the Work will involve both pre-construction and construction phase services, with the intended form of contract for the project being A133-2019 (GMP), with AIA Document A201-2019, General Conditions of the Contract for Construction.

The Scope of the Work shall include all necessary site work required by the Owner for occupancy, which may include:

- Site clearing
- Parking Areas, and Walk Paths
- Site Lighting
- Grading, Seeding, and Irrigation
- General Site Improvements
- Utilities Integration

2.0 FEE PROPOSAL CONTENT REQUIREMENTS

The firm's fee proposal must be submitted prior to interviews (if invited) per the Key Dates in this document and organized as follows, with a separate figure provided for each category of fee.

Present fee proposal as follows:

A. Pre-Construction Services: Reported as a lump sum, fixed fee

Include an outline of the work to be performed and proposed fees associated with the firm's delivery of said pre-construction services during the design development and construction documentation phase of the project, including, but not limited to cost estimating, drawing/constructability review, scheduling, and participation in pre-construction phase project meetings.

B. General Conditions: Reported as a fixed fee, per month

With the understanding that the General Conditions for the project will be as outlined in the standard AIA Document A201-2019, include a comprehensive list of those components and their respective charges as typically utilized and incurred by your firm, and paid on behalf of, and to be reimbursed by, the Owner.

C. Overhead and Profit: Reported as a percentage of the Cost of the Work

With the understanding that the scope of the project, and anticipated construction costs are as indicated above and as described in earlier, please include in this fee all work or services to be performed in managing the construction during the construction phase of the project with the exception of those items reported in items (B) and (D).

D. Reimbursable Expenses: Reported as a not-to-exceed amount

Include all anticipated, additional expenses associated with the performance of construction management for the project and not included in item (B) above. A description of the items included in this category should be included.

Include a separate line item in this section for the anticipated cost of Builder's Risk Insurance.

NOT TO BE INCLUDED IN THE FEE PROPOSAL

Please do not include costs for any of the following in the fee proposal:

- Bonding Fees
- Taxes
- Permit Fees

3.0 FEE PROPOSAL DELIVERY REQUIREMENTS

Detailed fee submission requirements will be issued with invitations to interview.