



**CITY OF ADA**  
**A Municipal Corporation**

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**Engineering Department**  
231 SOUTH TOWNSEND  
ADA, OKLAHOMA 74820  
580-436-6300 Ext. 236  
FAX 580-436-8152

October 6, 2023

Re: Request for Qualifications for Construction Manager at Risk: site planning, building plans, construction plans and specifications as well as bid documents for construction of a new Multi-use Center and site expansion as part of the Ada Sports Complex and Recreation Area.

The City of Ada is seeking Statements of Qualifications from qualified Construction Manager at Risk Companies (CMAR) interested in providing professional services for pre-construction project development activities and construction services. These services would be coordinated with the selected design team to begin expansion of the existing Sports Complex and a new 50K-75K SF Multi-use Facility. The sixty-five-acre site plan and facility will include basketball courts, pickleball, soccer, walking trails, multiple flat fields, and playground area.

The (CMAR) Construction Manager at Risk services will include delivery of the project within a Guaranteed Maximum Price (GMP) based on the construction documents and specifications. The CMAR will provide professional, pre-construction phase services and act as a consultant to the Owner in the Schematic Design and construction phases. The CMAR is being engaged at the beginning stages of Schematic Design, enabling the designers and builders to collaborate through the remainder of the project to achieve optimum results for the Owner.

If your firm is interested in providing services for this important project, please respond to the enclosed Request for Statement of Qualifications no later than **4:00 p.m. on November 7, 2023**. The RFQ is also published on the city's website at <http://www.adaok.com>. Statements of Qualifications will be reviewed by City staff members. A brief presentation may be requested for further evaluation in the selection process.

The City of Ada looks forward to reviewing the RFQ submittals and working with the selected team in a successful development of this project.

Respectfully,

City of Ada

Shelly Williams, PE  
Engineering Project Manager

cc:

Cody Holcomb, City Manager, City of Ada  
Angie Stout, Assistant City Manager, City of Ada  
Frank Stout, City Attorney, City of Ada  
Tommy Eaton, Parks and Public Facilities Director



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**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL SERVICES**

**Engineering Department**  
231 SOUTH TOWNSEND  
ADA, OKLAHOMA 74820  
580-436-6300 Ext. 236  
FAX 580-436-8152

for

Ada Sports Complex and Recreation Area including Multi-use Facility

**CITY OF ADA / PARKS AND RECREATION**

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Date: **October 6, 2023**

Subject: Request for Qualifications to provide Construction Management at Risk (CMAR) during design and construction of a new Multi-use Center and site expansion as part of the Ada Sports Complex and Recreation Area.

Submittal Address:

Statements of Qualification shall be mailed or hand delivered to the following:

City of Ada  
Attn: Shelly Williams, PE  
231 S Townsend  
Ada, OK 74820  
580-436-6300 Extension 224

Due Date and Time:

Statement of Qualifications are due by 4:00 p.m. on November 7, 2023. Interested parties should submit 3 hard copies of qualifications.

Questions:

All questions regarding this Request for Qualifications should be submitted **via email only** prior to 4:00 p.m. on October 31, 2023.

Please address questions to Shelly Williams, Engineering Project Manager, at the following email address:

Shelly Williams, PE  
Email: [shelly.williams@adaok.com](mailto:shelly.williams@adaok.com)