

REQUEST FOR QUALIFICATIONS

PROJECT AND CONSTRUCTION MANAGEMENT CONSULTANT

RFQ # 17-001

DUE: April 12, 2017 | 1:00 P.M.

Grandview School District #200

913 W. 2nd Street
Grandview, WA 98930

District Representative/Contact: Mr. Brad Shreeve

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Release Date: March 29, 2017

REQUEST FOR QUALIFICATIONS

PROJECT AND CONSTRUCTION MANAGEMENT CONSULTANT TO DIRECT AND COORDINATE CONSTRUCTION OF SCHOOL FACILITIES

The Grandview School District is requesting statements of qualifications for Project/Construction Management Consultant consulting services for its upcoming Capital Projects Construction Program.

Enclosed is pertinent information for use in preparing your proposal. This information will be used as a guide in the preparation of any subsequent contract.

Proposals shall be submitted in a sealed opaque envelope and clearly labeled "CM/PM RFQ". Proposals shall be addressed to Brad Shreeve, Assistant Superintendent, Grandview School District, 913 W. 2nd Street, Grandview, WA 98930. Time of receipt will be as determined by the time stamp in Grandview School District central office. Proposals received by the Grandview School District after the time specified will be returned to the proposer unopened.

This solicitation does not commit the Grandview School District to pay any costs incurred in the preparation, presentation, or return of submittals, including interview time, or to select any Consultant who responds.

Interested Consultants must submit copies of the requested information to the following: Grandview School District Office – 913 W. 2nd Street, Grandview, WA 98930 at or before 1:00 p.m. April 12, 2017. Three (3) printed copies and one (1) digital copy of the proposal should be submitted.

Henry Strom
Superintendent

REQUEST FOR QUALIFICATIONS

SCHOOLS FACILITIES IMPROVEMENT

PROJECT AND CONSTRUCTION MANAGEMENT CONSULTANT

I. Introduction

The Grandview School District is seeking the services of a qualified Project/Construction Management Consultant (CM/PM) to direct and coordinate all activities, including management of architectural, specialty consultants, and construction contracts required to complete the following school facilities listed below:

1. New Grandview High School (construction value \$55 to \$60 million)

II. Scope of Work

A. Project/Construction Management services required include:

1. Establishment of overall project management plan, proposing all team member roles and responsibilities.
2. Assume overall responsibility for full project management and construction management services for the predesign, design, permitting, construction, occupancy and post occupancy warranty phases. Emphasis on project management, budget management, schedule, quality control, contract administration, and safety management services. The CM/PM will not normally perform field inspection duties, but will be responsible that all inspecting and testing is accomplished and properly documented.
3. Advise the district and consult with district legal counsel on all bid documents (at minimum general conditions, division 0 instructions to bidders and division 1 general requirements of the specifications).
4. Perform project financial management including project controls to maximum value received within available project funding, and schedule the projects to optimize the use of local dollars. Perform reconciliation of the project budget with accounts payable, warrant and transactions reports. Assist the District in submittal of OPSI reimbursement claims.

5. Prepare, maintain, and use expedited or “fast track” progress and control schedule(s) with the aid of network analysis or other acceptable techniques.
6. Develop, monitor and report cash flow, and costs throughout the program period.
7. Administer all contracts including architectural, engineering, special consultant services and general contractor.
8. Evaluate and recommend change orders, review contractor’s application for payments, monitor and administer the construction contract for compliance.
9. Prepare and coordinate preparation of periodic progress and financial information reports required by the school district, periodically brief the District staff and Board of Directors on progress and issues.
10. Identify the scope and prepare budgets for design services and construction contracts that may be required.
11. Prepare District procured consultant proposal solicitations, assist the District in the selection of other specialty consultants as required and assist with the negotiation of service agreements. Negotiate and advise the District on Architectural or other specialty consultant Additional Service Requests (ASR).
12. Provide general direction and coordinate consultant activities and perform quality control review of all consultant activities and products, review and recommend payment of all District consultant billings.
13. Coordinate communication with the staff, community and news media as requested, so as to enhance understanding and support for the program.
14. Present or assist in presentation of project(s) to appropriate Boards, Commissions, Agencies, and public hearings as required.
15. Assist the District as directed by the Superintendent or designee in coordination, research, report preparation, and other tasks required for project execution.
16. Act as District Liaison for the project to the local jurisdictions and state agencies for securing approval of permits and funding.
17. Monitor and review the Contractor’s CPM Schedule, provide analysis of progress and issue reports noting status based on critical path network logic and computerization of schedule.

18. Manage, coordinate, and oversee the OSPI state matching funds process.
19. Assist in the development and maintenance of District project and construction standards, protocols and best practices.
20. If desired by the District, lead the approval and selection process for GCCM alternative contracting method. This includes evaluating the project for suitability, preparing the application, seeking approval of the Project Review Committee, procuring the General Contractor and executing the contract through design and construction.
21. Assist the District in plan development, procurement and financial accounting of Owner Fixtures, Furnishing and Equipment (FF&E).
22. Assist the District in development and execution of a project closeout, occupancy and warranty plans.
23. Assist the District and the selected Architectural firm in facilitating, conducting, documenting and monitoring of Washington Sustainable Schools Protocol (WSSP) Eco-Charette and accreditation reporting requirements.
24. The CM/PM is required to assure the Grandview School District No. 200 that it will comply with all applicable state and federal guidelines and regulations relating to non-discrimination. Accordingly, all firms seeking engagement and contracts will be considered without regard to, and not discriminated against on the basis of, race, color, national origin, gender, or disability. This non-discrimination agreement is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX of the Education Amendments of 1972, as amended.

III. Consultant Direction:

1. The CM/PM will report to and will work closely with the Superintendent and Assistant Superintendent of the School District.

IV. Proposal Content:

1. Please follow the format as described below.
 - a. **Firm Overview:** Provide a brief narrative describing the Consultant's experience providing CM/PM services to Washington state school districts.

Additionally, address the following questions:

- (1) What relationship do you see between staff of the District and your organization to carry out the project?
- (2) What duties are you prepared to handle?
- (3) Which responsibilities need to be accomplished by the District?

- b. **Approach and Methodology:** This section should provide detailed discussion of the philosophy of management, which the consultant has applied to other programs similar to the District's CIP. Please include a brief discussion of your involvement from the beginning of a School District program through the completion of construction and warranty period of all projects.

Address your approach to phase construction and how you promote safety for students, staff and community during construction.

Address your approach to value engineering, constructability review, and building commissioning as it relates to the District's program.

Address your in-house estimating and scheduling capabilities.

Address your approach to change order management.

Address your approach with project closeout, training of district staff and occupancy coordination.

Address your approach in assisting in the management and execution of warranty phase services of both the architect and general contractor.

- c. **Staffing:** This section should contain detailed and specific discussion of the Consultant's proposed management staffing and reporting relationships for this project. Include names of key staff in the Consultant's organization, including appropriate biographical data and resumes.

Provide an organizational chart describing the firm's organization as it relates to this project.

Provide resumes of all key staff. Include years of directly relatable experience in the industry, relevant project experience, and duties/responsibilities.

Responses from interested firms must include both a listing of all key project staff and any sub-consultants to be utilized. Outline the commitment of the responding Consultant to time (manhours) spent on site per week, itemized through each phase of planning, design and construction, and which assigned personnel will be in attendance. Indicate temporary office facilities required and whether they will be the responsibility of the Consultant or the Owner.

- d. **Firm's Experience:** This section should detail the Consultant's background and qualifications to establish the firm's experience and performance in the management of projects similar to the District projects within the past ten (10) years. Please include answers to the following questions:
- (1) Experience in managing other projects similar in scope and type, including location of each project and name of client.
 - (2) Experience in managing projects on occupied sites.
 - (3) Experience working with School Districts in Washington State.
 - (4) What are three of the most important aspects, in your opinion, related to CM/PM consultant procurement for K-12 projects?
 - (5) Explain your firm's approach and expertise in providing project controls including schedules, budgets, invoicing and document controls.
 - (6) What is the firm's capability to provide access to electronic file sharing and information?
 - (7) Provide insight as to how your firm will handle major claim issues during the course of construction.
- e. **Additional Information:** Describe any systems or procedures utilized in managing school projects. Describe the nature of the system and/or procedures that provides the District management of Time, Cost, Quality and Scope controls.

- f. **Insurance:** List amounts and types of insurance coverage. The Project and Construction Management firm shall demonstrate the ability to carry and maintain a minimum of \$5,000,000 dollar general liability insurance coverage for the duration of the program. Provide insurance certificate, insurance company address and point of contact.
- g. **References:** Provide three (3) each of owner, design team and contractor references for review. Provide name, firm and current contact information.
- h. **Proposal Length:** Proposals shall be no greater than twenty-five (25) pages typewritten, double-sided (each side counts as a page); not including cover, tabs, cover letter and table of contents.

V. Selection Criteria:

1. Selection of the successful CM/PM will be entirely at the discretion of the Grandview School District, and the District reserves the right to reject any and all proposals. All proposals will be reviewed by a committee of individuals representing the Grandview School District. The District may shortlist firms based on their written proposal to make oral presentations and be interviewed regarding their proposal. The District reserves its right to select the firm based on the proposal only. Contract award will be based on interviews (if held) and evaluative criteria ranking. The selection / ranking criteria is as follows:

<u>EVALUATION CRITERIA</u>	<u>MAXIMUM SCORE</u>
Experience & Qualifications of the Proposed Project Staff	30
Specific Firm Qualifications and Experience Relating to Proposed K-12 Work	30
Management Approach and Methodology	20
Project Understanding	10
Clarity of Proposal	10
TOTAL	100

2. It is anticipated that the successful firm will negotiate and enter into a professional services contract with the School District within twenty (20) days of approval of contract award by the Grandview School Board.
3. If a reasonable fee cannot be negotiated within twenty (20) days, negotiations will cease and the second ranked firm will be selected for negotiations for the contract.
4. The District reserves the right to reject any and all submittals, to waive informalities or irregularities, and to select the firm which, in its opinion, is in the best interest of the District.
5. The District at its discretion may select the successful firm based on the written proposals submitted.
6. The Grandview School District No. 200 is an equal opportunity employer.

VI. Interviews (If deemed necessary by the District):

Should your firm be invited to interview, Principal-in-Charge, and Project Manager dedicated to the project shall be in attendance. Format and scoring for the interview will be provided to the short listed firms upon notice.

VII. Questions and Contact

All questions related to this RFQ must be submitted via email no later than April 07, 2017 to: Brad Shreeve at the above contact information.

Upon issuance of this RFQ, and until award, no person or entity (including officers, employees, representatives...) submitting a response to this RFQ, shall contact through any means or have any discussion regarding this RFQ with any member of the District, Board of Directors, selection members or any member of the interview committee.