



REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC SERVICES)

Return Completed Qualifications To:
Bonneville Joint School District No. 93
3497 North Ammon Road
Idaho Falls, Idaho 83401

**TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED IN THE SCHOOL
DISTRICT PURCHASING OFFICE BY 4:30 P.M. (MST) January 17, 2017.**

REQUEST FOR QUALIFICATIONS

Bonneville Joint School District No. 93 (“District”) is seeking responses from licensed Idaho Public Works Construction Managers (CMs) and licensed Idaho Public Works Contractors, in good standing, to provide their qualifications to perform certain construction manager services (“CM Services) in accordance with Idaho Code, 54-4501, *et. seq.*, as determined by the District. The District is contemplating a bond issue in the amount of \$17,500,000 to fund the construction and furnishings for classroom additions at two to four elementary schools or a school.

The District intends to construct these projects using the Construction Manager\General Contractor (CM/GC) delivery process, but reserves the right to execute some or all of the projects using a Construction Manager Representative (CMR) approach as well. Additionally, the District intends to select a qualified construction manager from those who respond to this RFQ for this project. Responses should address the proposer’s specific qualifications for the particular project described below.

The School District’s “Qualification Based Selection” (QBS) is to comply with Idaho Code 67-2320. This procedure provides for an orderly process of: (1) Solicitation of professional qualifications, (2) Evaluation and ranking of qualifications, (3) Establishment of a ranked list of service providers, and (4) Negotiation of scope of services and fees.

A. PROJECT INFORMATION

The District is planning to construct the following projects for which CM/GC services are required:

The district hopes to construct 20,100 SF classroom additions at two existing elementary schools and 14,200 SF additions at two elementary schools. The currently estimated total project budget is \$17,500,000. As an alternative the district may choose to build one new elementary school. The project will be proposed to the community and placed on a bond election in the fall of 2017 or spring of 2018. If the bond election is successful construction will commence as soon as a suitable design is selected, refined and approved.

It is the intent of the District that the three main components of the Project Team will consist of the District, including their Independent Owner’s Representative, the Architectural Design Team, and the CM/GC.

The District contact for the building program is:
John Pymm, Director of Facilities and Operations
Bonneville Joint School District No. 93
3497 North Ammon Road
Idaho Falls, Idaho
(208) 227-9667
pymmj@d93.k12.id.us

The Independent Owner’s Representative is:

Brad McKinsey

The Architects for the new High School are:

TBD

REQUIRED SERVICES (SCOPE OF WORK)

Throughout the project, the CMs shall provide the District with professional construction management services and represent the District’s interests in completing the project on time, within budget, and as planned with a minimum of difficulties. It is anticipated that AIA Document A133-2009 (the Form Contract) will form the basis of agreements for CM Services to be entered into for the project; provided however, the District reserves the right to change, modify or amend the Form Contract in formulating the final contract to be entered into by the District. CM Services shall include, but are not limited to, pre-construction services through design of the project, and either as CMR or CM\GC construction services through project completion. For purposes of this RFQ, proposers should describe their qualifications to provide CM Services as those services are generally described in the Form Contract.

B. RESPONSE, FORMAT, CONTENT, AND EVALUATION CRITERIA

Responses must include the following information in this sequence. Respondents are invited to include innovative methods and/or procedures, which they can provide to assist in ensuring successful completion of the project. Unique qualities and/or capabilities and cost efficiencies may be identified. For each of the specific areas listed below, your responses should include a description of responders’ qualification to service as a CM\GC.

| Written Requirements for Responses to Request for Qualifications | Possible Points For Each Section of Proposal |
|---|---|
| 1. Cover Letter (limit to one page) | 0 |
| 2. Complete the “ CM INFORMATION ” as provided on Part G | 10 |
| 3. COMPANY PROFILE. Describe your firm’s history, size, resources, philosophy of service, typical volume of work, financial stability, and basic construction management techniques and methods. Describe how your particular expertise, experience and/or techniques can be an advantage to the District in completing the project. | 10 |

| | |
|---|-----------|
| <p>4. PROJECT APPROACH. Describe your approach to Providing CM Services described in the Form Contract: A) Preconstruction Services; B) Construction Services as either CM/R or CM/GC. Discuss how you would provide leadership to facilitate teamwork and communications among all parties involved in the project covered by your response. Identify personnel to whom construction management responsibility will be assigned by names, titles, roles, qualifications, experience, and resumes. Provide an organizational chart clearly illustrating proposed staffing.</p> | <p>20</p> |
| <p>5. TOTAL PROJECT BUDGET CONTROL. Submit detailed description of how your firm provides and periodically updates construction cost estimates and participation in Value Management during project design, and successfully tracks and reports construction costs, including line item costs for each bid package, fee, permits, reimbursable costs, CM fees, and all other project costs.</p> | <p>15</p> |
| <p>6. SCHEDULING. Describe the primary scheduling techniques you use and the software you will employ to produce an effective construction schedule. Provide examples of successful construction management and scheduling services provided on complex, multi-phase projects. Discuss in detail how you intend to enforce contract schedule compliance.</p> | <p>15</p> |
| <p>7. HOME OFFICE SUPPORT. Describe your home office support staff by name, position, and provide a flow chart of how pay requests will be received, approved, and prepared for payment.</p> | <p>5</p> |
| <p>8. PAST PERFORMANCE. Name three (3) recent and relevant projects of similar size and scope to that of the District's projects for which you will propose on that you completed demonstrating your firm's ability to manage and complete projects within budget and on schedule. Include a current letter of reference from the owner of <u>each</u> project.</p> | <p>25</p> |

C. RESPONSE SUBMISSION PROCEDURES

Written responses to the RFQ will be accepted until 4:30 P.M. (MST) January 17, 2017 at:
 Bonneville School District #93, Administrative Offices
 3497 North Ammon Road
 Idaho Falls, Idaho 83401

1. Submittals shall include one (1) original and ten (10) copies of the proposal. The original must be marked “original” and be dated and signed by a duly authorized partner or corporate officer. Proposals must be sealed in an opaque package and clearly marked: **CM/GC Services Elementary School Additions -Sealed Proposal Enclosed.**
2. Responses shall include a copy of each submitter’s current Construction Manager and Public Works Contractor Licenses and Certificate of Authority from the Idaho Secretary of State demonstrating that the submitter entity has a current construction manager license, is lawfully in existence, and is in good standing in the state of Idaho.
3. All questions regarding this RFQ must be directed to John Pymm, 3497 North Ammon Road, Idaho Falls, Idaho 83401, Phone (208) 277-9667, Fax (208) 529-0104, Email: pymmj@d93.k12.id.us. All questions must be in writing or in email format by January 10, 2017 and directed to Mr. Pymm. Submitting firms are requested **NOT** to contact the project architects, the Independent Owner’s Representative, or the School District Trustees or other District employees.

D. SELECTION TIMELINE AND PROCEDURES

1. The RFQ schedule is as follows:

| | |
|--|------------------------|
| RFQ advertisements: | January 3 and 10, 2017 |
| RFQ available: | January 3, 2017 |
| Pre-Proposal Meeting 1:30 p.m. (District Board Room) | January 10, 2017 |
| RFQ proposals due: | January 17, 2017 |
| Evaluation committee ranking: | January 26, 2017 |
| Interview notification: | January 31, 2017 |
| Evaluation committee interview and selection: | February 7, 2017 |
| Recommendation to Board of Trustees: | February 8, 2017 |

2. The representatives of District Board of Trustees and their designees will evaluate all responses;
3. The Project Architect will be present in an advisory non-voting capacity at all interviews;
4. Proposals will be ranked on qualifications and interviews conducted at the sole discretion of the District; and
5. All persons or entities who submit responses to this Request for Qualifications will be notified when the District has chosen to hire a CM/GC for the project, or has determined to submit a new Request for Qualifications.

E. PROPOSAL GUIDELINES

1. The District will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract for Construction Manager Services.
2. All responses and other materials submitted will become the property of the District.
3. All information contained in the RFQ and acceptable provisions of the selected firm’s response may be made a part of the contract for CM Services.
4. Upon the District’s request, a respondent may be asked to submit additional information to supplement their response.
5. The District reserves the rights to:
 - Waive any informalities or irregularities and reject any or all responses received as a result of this RFQ;
 - Negotiate the scope of services, contract terms and compensation for CM Services to be provided; and
 - Conduct investigations required to determine the respondent’s performance record and ability to perform the work specified a part of the RFQ.

F. CONSTRUCTION MANAGER INFORMATION

1. Contact information for your firm’s main office as follows:

Firm Name: _____

Mailing Address: _____

(City, State, Zip)

Physical Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

2. Name, title, address, telephone, and fax number of the firm's officer responsible to the District for all work to be provided under this RFQ:

Name/Title: _____

Mailing Address: _____

Physical Address: _____
(City, State, Zip)

Physical Address: _____
(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

3. Please check the appropriate box to identify the legal status of the entity making this proposal.

Corporation Partnership Limited Liability Other (explain)

Please provide the following license information:

Idaho Public Works Construction Management License #: _____, held by
_____ (name of licensed CM who will be responsible).

Idaho Public Works Contractor License #: _____

4. Contact information of the office where your project team will be located and from which the work for this assignment will be conducted, if different than "1." above.

Firm Name: _____

Mailing Address: _____

Physical Address: _____
(City, State, Zip)

Physical Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

5. Provide a letter from Surety for the project.

6. State the contact information for your current insurance company(s) that provides coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Company Name: _____

Agent Name: _____

Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

7. If you answer yes to any of the following questions, provide complete explanation on a separate sheet.

a. Has any one of your current or former sureties or bonding companies ever been required to perform under or canceled a bid bond, labor or material payment or a performance bond issued on your firm's behalf?

Yes No

b. Has your firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? (If so, please state the company, date, reason and specific details.)

Yes No

c. Within the past five (5) years has your current firm or any predecessor organization been involved as a party or filed a claim in any bankruptcy, litigation, mediation or arbitration proceedings?

Yes No

8. Name, title and signature of your firm's officer who was responsible for the preparation and hereby verifies the accuracy of your proposal.

Printed Name

Title

Signature

Date