



JOINT SCHOOL DISTRICT NO.2

Ada and Canyon Counties

1303 East Central Drive

Meridian, Idaho 83642

Phone (208) 855-4500

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REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT GENERAL SERVICES
RFQ 912001

Return Completed Qualifications To:

Joint School District #2 dba West Ada School District
Purchasing Department
1303 E. Central Drive
Meridian, Idaho 83642

STATEMENT OF QUALIFICATIONS IS DUE AT THE DISTRICT SERVICE CENTER BY
10:00 A.M. (MST), April 30, 2019

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Joint School District # 2, Meridian, Idaho, doing business as the West Ada School District (“WASD”), in accordance with Idaho Code § 67-2320, is requesting “Statements of Qualifications” (SOQ) from qualified Construction Management firms. The purpose of this RFQ is to establish a pool of three (3) preapproved construction management firms to provide professional construction management services to WASD for a period of five (5) years.

INTRODUCTION

The construction management firms selected by this Request for Qualifications (RFQ) process will be utilized for projects where:

- 1.) The individual project fee may exceed the sum of twenty-five thousand dollars (\$25,000.00).
- 2.) The individual project fee may be less than twenty-five thousand dollars (\$25,000.00).

The District reserves the right to, at any time, issue an individual project RFQ that falls within the scope of work parameters of this Construction Management Services RFQ without prejudice to the Construction Management firms selected under this RFQ.

The successful construction management firms selected through the School District’s effort by this RFQ will provide services for a varied nature of on-going maintenance, capital improvement and future projects on a district wide basis. Construction Management is considered a viable delivery system for selected projects. All District projects will be evaluated as to the appropriate delivery system to meet the District’s needs. Funding sources for new construction and major remodel projects would primarily be future school bonds and a current Plant Facilities Levy for an estimated \$16,000,000.00 per year to be submitted to voters for renewal in 2027.

West Ada School District is soliciting proposals from qualified Construction Management Firms for assistance in new construction and remodeling projects over a five (5) year period, which may include, but is not limited to, the following:

- Construction of new elementary, middle and high school facilities.
- Construction of various support facilities.
- Completion of various major repair and remodels to existing facilities.
- Major repairs to facilities including, but not limited to, roofing, carpeting, painting, paving and general site improvements.
- Evaluation and cost estimation of future projects.

As previously stated, the purpose of this RFQ is to create a pool of three (3) preapproved Construction Management firms for a period of five (5) years with whom WASD may contract to work in conjunction with architects, engineers, and District personnel to oversee the completion of these projects.

WASD reserves the right to at any time to issue an individual project RFQ that falls within the parameters of this Construction Management Services RFQ without prejudice to the architectural service providers selected under this RFQ.

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Per Idaho Code Sections 44-1001, it is provided that each Contractor “must employ ninety-five percent Con(95%) bona fide Idaho residents as employees on any such contract except for procurement authorized in Section 67-2808 (2), Idaho Code, or where under such contracts fifty (50) or less persons are employed the contractor may employ ten percent (10%) nonresidents, provided, however, in all cases employers must give preference to the employment of bona fide residents in the performance of said work, and no contract shall be let to any person, firm, association, or corporation refusing to execute an agreement with the above mentioned provisions in it.” The construction management firms selected by this RFQ will be responsible for ensuring that these requirements are met.

Per Idaho Code section 54-1218, a professional engineer must prepare the plans, specifications, and estimates for the construction of any public works, and the construction must be reviewed by a professional engineer. The Construction Management firms selected by this RFQ will be responsible for ensuring that these requirements are met.

PURPOSE OF PROCEDURE

The WASD’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 with the selected provider best suited for the individual project

TIMELINE

RFQ availability and Response Period	April 13, 2019
RFQ Response due	April 30, 2019
Evaluation and Ranking	May 1 – 3, 2019
Finalist Interviews	May 7, 2019
Selection Recommendation to Board of Trustees	May 14, 2019 Board Meeting

SOLICITATION CYCLE

The solicitation cycle for RFQ 912001 shall be in force until May 14, 2024. The District reserves the right to award future projects based upon prototypical designs to the Construction Managements firms selected by this RFQ, if deemed to be in the best interest of the District. Solicitations by RFQ for “Statements of Qualifications” (SOQ) from applicants who desire to provide professional construction management services will be made periodically hereafter at a time to meet the District’s needs. Ranking of submittals, creation of service provider shortlist and applicant notification of ranking shall be determined within 45 calendar days of the RFQ due date.

REQUIRED SERVICES

CONSTRUCTION MANAGEMENT GENERAL SERVICES

Throughout all phases of any project, the Construction Management firm is expected to provide professional construction management services to the District and represent the District's interest in having a project completed on-time, within budget, and as planned. Construction Management services will vary greatly with the selected projects; however, the following list is provided to indicate the anticipated list of services that may be applicable:

1. DESIGN PHASE

- 1.1 In conjunction with the project architect and District staff, develop a comprehensive management plan to include an efficient, effective, non-duplicating set of procedures, responsibilities and contracting strategy for overall project administration and contract compliance.
- 1.2 Assist in establishing a detailed scope of work to include all project costs.
- 1.3 Based upon agreed scope of work, evaluate existing project budget and make recommendations to the District as necessary.
- 1.4 Assists in the acquisition of all necessary agency reviews, approvals and permits.
- 1.5 Develop combined or sequential bidding documents for contractors and vendors.
- 1.6 Develop and maintain critical path schedule and responsibilities for all phases of the project and monitor participants' compliance.
- 1.7 Suggest value engineering options and ideas where cost and timesaving might be achieved.
- 1.8 Construction Management firm may assist in identifying, ordering, and/or coordinating delivery of District furnished furniture, fixtures or equipment.

2. BIDDING PHASE

- 2.1 Develop and maintain critical path schedule and responsibilities for all phases of the project requirements and documents.
- 2.2 Identify those bid packages in excess of the project budget and assist in working with possible bidders to identify cost savings opportunities, alternate methods, duplications, omissions, etc.
- 2.3 Verify correct licensure of contractors and sub-contractors.
- 2.4 Make recommendations to the District for the award of bid packages to the lowest responsive bidder.
- 2.5 The Construction Management firm will assist in developing bidder lists, contractor pre-qualification (if utilized), distribution and tracking of bid documents. Management and return (if necessary) of bid security, payment and performance bonds, and will work with the District in advertisement and receipt of bids.

3. CONSTRUCTION PHASE

- 3.1 Assist project architect in conducting pre-construction meetings.
- 3.2 Initiate construction activities and provide necessary General Conditions services such as project supervision, office trailers, telephones, toilets, temporary utilities, site cleanup, etc.
- 3.3 Assume overall responsibility for project safety, administration and scheduling of subcontractors, quality assurance and inspection responsibilities.
- 3.4 Maintain cost control records and monitor costs to assure compliance with project budget.

4. PROJECT COMMISSIONING

- 4.1 Develop a schedule for District move-in and occupancy.
- 4.2 Assist the District and architect in final inspection and acceptance of project. Obtain and verify all occupancy certificates, project guarantees, as-built drawings, manuals, etc.
- 4.3 Assist in the training of District personnel provided by contractors and vendors.
- 4.4 Assist the District in the management of compliance with all warranties for the applicable term of such warranties, including the one (1) year correction period after substantial completion.

PROPOSAL FORMAT CONTENT

As a minimum, proposals must include the following information in the sequence as listed. Proposing firm to submit technical information to meet the requirements stated below. **Proposals need not be exhaustive in the information presented**; rather, the proposing firm is encouraged to present only concise information relevant to your pertinent qualifications. **All proposals must be submitted in a sealed envelope.**

1.0 General Information

Cover Letter (respondent content discretion), one page maximum
CONSTRUCTION MANAGEMENT Qualification Statement (included in RFQ 912001 packet)

2.0 Signed Sex Offender Registry (SOR) Form

3.0 Signed/Notarized Alcohol and Drug-Free Workplace Affidavit

4.0 Sealed Envelope – Fees/Rates

Submit in a separate, sealed envelope (one copy/envelope only) within the sealed Statement of Qualifications the following:

1. A schedule of hourly rates for all related services that your firm may provide and charges for reimbursable expenses
2. Provide information relative to how your company develops fees for CONSTRUCTION MANAGEMENT services

Per Idaho Code, submitted fees/rates will not be used in the selection process.

5.0 Company Profile

Describe your firm's history, size, resources, philosophy of service, volume of work, financial stability and construction management techniques and methods along with any other information that would be helpful to characterize the firm.

6.0 Project Approach

Describe your approach to providing the services outlined in "Required Services". Discuss how you provide leadership to facilitate teamwork and communication among all parties. Provide a professional resume for each key person assigned to WASD projects. Describe the proposed roles and responsibilities of key personnel assigned to WASD projects. Identify personnel who will be WASD's primary points of contact with your firm. Include an organization chart of the proposed project team.

7.0 Past Performance

Briefly describe other projects executed by your firm that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged. List at least three (3) public agencies for which you have performed similar work in the past five years. For each project listed, include the name, address and phone number of a person to contact regarding your firm’s performance on the project. Projects listed for which your firm worked in an auxiliary capacity or in a joint venture/partnership should include the name, address, phone number, and a contact person of the lead firm.

EVALUATION CRITERIA

Submittals will be rated by the following point evaluation method; the total of all evaluator’s points will be used to determine rankings.

1.0	General Information	Mandatory
2.0	Signed SOR Form	Mandatory
3.0	Signed/Notarized Alcohol and Drug-Free Workplace Affidavit	Mandatory
4.0	Sealed Envelope – fees/rates	Mandatory
5.0	Company Profile	15 Points
6.0	Project Approach	40 Points
7.0	Past Performance	30 Points
8.0	Evaluator’s Discretionary Rating	15 Points

ADDENDA

If any addenda are issued to this RFQ, a good faith attempt will be made to deliver a copy to all prospective bidders who were provided with the RFQ. However, prior to submitting the proposal, it shall be the sole responsibility of each firm to contact Mike Carrithers, Purchasing Agent, (208) 350-5003, to determine if addenda were issued and, if so, to obtain such addenda for attachment to the statement of qualifications. All addenda will be posted to WASD’s purchasing web page and the Idaho AGC.

FINAL SELECTION PROCEDURE

The five (5)-member selection committee will evaluate all submittals, tabulate the results and prepare a shortlist of the five (5) highest ranked respondents for the interview phase. For the interview phase, finalists should prepare the following:

1. A description of a previous project undertaken by the firm similar in scope to those identified by this RFQ. The presentation should include, at a minimum, a start to finish project recap that includes progress visuals, examples of owner cost savings proposals, examples of any value-added strategies, and methods used to overcome obstacles.
2. Be prepared for questions from the selection committee

Each interview will be rated as follows:

1. Previous project presentation 25 points
2. Question and answer 15 points
3. Discretionary rating 10 points

The selection of the three (3) firms to provide Construction Management Services to WASD for five (5) years will be based upon the interview phase. District administration will make the final recommendations to the Board of Trustees.

WASD reserves the right to negotiate with any of the three (3) selected firms, regardless of ranking order. WASD shall endeavor to: 1) Select the firm that is the most advantageous in accomplishing the goals of WASD, 2) Select the firm most qualified to meet specific project requirements, 3) Evaluate each firm's ability to deliver services within the time required by the WASD, 4) Not place an unreasonable workload on any individual firm.

WASD will seek to negotiate a contract, a detailed scope of work, fee, schedule, general conditions, etc. with the firm it determines best suited to meet items 1-4 listed in the preceding paragraph. If unable to reach an agreement, WASD will terminate negotiations and commence negotiations with the firm it determines to be the next best suited and so forth.

PROPOSAL SUBMISSION PROCEDURES

1. Written proposals in response to the RFQ will be accepted at the WASD Purchasing Department, 1303 E. Central Drive, Meridian, Idaho 83642 until **10:00 A.M. (MST), April 30, 2019.**
2. Submittals shall include one (1) clearly marked original and five (5) copies of the proposal. The original must be marked **“ORIGINAL”** and be dated and signed by a duly authorized partner or corporate officer.
3. Proposals must be sealed in an opaque package and clearly marked: **“Request for Qualifications 912001, CONSTRUCTION MANAGEMENT General Services.**
4. Standard company brochures and literature may be submitted as separate documents but must not be bound as part of the proposal.
5. Questions regarding this project may be directed to Mike Carrithers, 1303 East Central Drive, Meridian, Idaho 83642 Phone (208) 350-5003, Fax (208) 350-5962, Purchasing@westada.org. Submitting firms are requested not to contact district trustees, administration or staff.

PROPOSAL GUIDELINES

1. WASD 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.
2. All proposals and other materials will become the property of the WASD. Any information the respondent deems proprietary or a trade secret must be clearly identified as such. Information not so identified will be subject to release pursuant to public records law.
3. All information contained in the RFQ and acceptable provisions of the selected firm’s response will be made a part of the executed agreement for services.
4. Upon request, the submitting firm shall submit additional information as requested by WASD.
5. WASD reserves the right to:

Waive any informalities or irregularities and reject any or all proposals received as a result of this RFQ; select all or part of the respondent’s proposal; negotiate changes in the scope of work or services to be provided; conduct investigations required to determine the submitting firm’s performance record and ability to perform the assignments specified as a part of the RFQ; negotiate separately with any source in a manner deemed to be in the best interest of WASD.

6. If, through any cause, the contracted firm shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the firm shall violate any covenants, terms, or conditions

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of the agreement, WASD can cancel the contract without prejudice by giving at least five (5) business days prior written notice to the firm of such termination.

CONSTRUCTION MANAGEMENT QUALIFICATIONS STATEMENT

COMPLETE THE ENTIRE STATEMENT

MUST BE SIGNED

General Information:

Firm Name _____

Address _____

City, State, Zip _____

Phone _____ E-mail _____

Idaho PW License No. _____

Principal Information – Responsible to WASD for all services provided under this RFQ:

Name _____

Title _____

Address _____

City, State, Zip _____

Phone _____ E-mail _____

LEGAL STATUS OF YOUR COMPANY: Corporation Partnership Individual Joint Venture

QUESTIONS:

What types of licenses in accordance with Idaho Code 67-2320 exist within your firm: _____

Does your firm carry errors and omissions insurance? Yes No

What is the amount of your errors and omissions insurance liability limits? _____

What is the amount of your errors and omissions insurance deductible? _____

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If yes to any to the following questions, please attach a separate sheet of explanations; state the project(s), date, owner and reason.

Has your firm or joint venture failed to accept a contract or to complete an awarded professional service contract?

Yes No

Has your firm or joint venture under another or previous name failed to accept a contract or to complete a contract awarded to you?

Yes No

Has your firm or joint venture had a contract terminated or been given written notice or demand incident to proposed contract termination?

Yes No

If yes to any of the following questions, provide complete explanation on a separate sheet:

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

Yes No

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 and reason.

Yes No

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 or arbitration?

Yes No

Does your firm have any conflict of interests regarding any WASD work?

Yes No

State the company name, agent's name, address, and telephone number of your current bonding company(s) and identify any other sureties used by your firm during the past five (5) years:

Company Name _____
Agent Name _____
Address _____
City, State, Zip _____

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State the name, agent's name address, telephone and fax number of your current insurance company(s) that provides or during the past five (5) years have provided coverage for your firm in the areas of liability, builder's risk, and workers' compensation.

Company Name _____
Agent Name _____
Address _____
City, State, Zip _____
Phone _____ Fax _____

Name, title and signature of the Principal responsible for the completion of this form:

Name _____
Title _____
Signature _____ Date _____

IDAHO/NATIONAL SEX OFFENDER REGISTRY

Idaho Code §18-8329 prohibits any person who is registered or required to register under the Idaho Sex Offender Registration Act from being on school property if the person has reason to believe children under the age of 18 are present. West Ada School District Policy 504.81 reads, in part:

It is prohibited for any person who is currently registered or required to register under the sex offender registration act as provided in Idaho Code 18-8329 to apply for/accept employment, or to volunteer at a school, or to be upon or to remain on the premises of a school or facility owned by West Ada School District while children are present.

As a provider of goods and/or services to West Ada School District, your company and those in your employment are subject to this law and district policy.

Please sign and return this letter confirming to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. Further, by signing, you confirm that you have cross checked such employees against the Idaho Sex Offender Registry and the National Sex Offender Registry found at the following web links:

www.isp.idaho.gov/sor_id/

<http://www.nsopr.gov/>

In addition, by signing, you agree to provide WASD with a list of all employees (first, middle, last name and birthdate) assigned to work on WASD property if your company is awarded the project and will provide updated lists if/when new employees are assigned to the project. Further, you agree to provide lists of all subcontractor employees to WASD and will provide updated lists if/when new subcontractor employees are assigned to the project. Please send the list of employees via email to purchasing@westada.org or submit in person/via email to Kim Harp at the District Service Center.

Company/Contractor Name (Print)

Signature of Company/Contractor Representative

Printed Name

Date

**SIGNED DOCUMENT MUST BE INCLUDED IN
PROPOSAL FOR RFQ 912001**

**CONTRACTORS AFFIDAVIT
CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE**

STATE OF _____

COUNTY OF _____

Pursuant to the Idaho Code, Section 72-1717, I, the undersigned, being duly sworn, depose and certify that _____ is in compliance with the provisions of Idaho Code section 72-1717; that _____ provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that _____ shall subcontract work only to subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

Name of Contractor

Address

City and State

By: _____
(Signature)

Subscribed and sworn to before me this _____ day of _____, _____,

Commission expires:

NOTARY PUBLIC, residing at

**SIGNED AND NOTARIZED DOCUMENT MUST BE
INCLUDED IN PROPOSAL FOR RFQ 912001**