



STEVENSVILLE

PUBLIC SCHOOLS

Request for Qualifications
General Contractor/Construction Manager (GC/CM)
Services
For the Stevensville Elementary and High School
Renovation Project

Issued: May 29, 2019

Due: June 28, 2019

For further information, contact:

Dr. Robert Moore, Superintendent

406-777-5481

MooreB@stevensville.k12.mt.us

INTRODUCTION AND BACKGROUND

Stevensville School District (“District”) seeks to engage a qualified General Contractor/Construction Manager (“GC/CM”), engaged in this profession and duly registered as a Contractor in the State of Montana, to provide GC/CM services through an alternate project delivery process for its Elementary and High School Renovation projects through the bond measure approved by voters in May 2019. Voters approved bond amounts up to \$6,369,000 million for its Elementary district and \$14,169,000 for its High School district (for a total of \$20,538,000) for the following projects:

- Improvements to the existing elementary facilities which include:
 - ◆ Adding new classrooms and upgrading current classrooms
 - ◆ Safety-related improvements (relocating the playground and student drop-off locations);
 - ◆ Consolidating building access and administration spaces;
 - ◆ Replacing aging infrastructure (upgrading heating and electrical systems and replacement of windows); and
 - ◆ Installing drainage improvements.

- Improvements to the existing high school facilities which include:
 - ◆ Consolidating building access and administration areas;
 - ◆ Adding classroom spaces (including a new Ag/Trades/Technology wing and special education spaces);
 - ◆ Improving parking and pedestrian access;
 - ◆ Remodeling the library, science classrooms, administration space, and restrooms;
 - ◆ Converting courtyard space into new common and flexible classroom spaces;
 - ◆ Replacing aging infrastructure (including the heating boiler system, ventilation fans, windows, electrical systems, conversion to LED lighting); and
 - ◆ Replacing deteriorating features on the exterior of the high school building.

- Improvements to shared spaces which include:
 - ◆ Replacing aging infrastructure in the high school gymnasium which is shared between schools to include improving restrooms, energy efficiency, and correction of the roof drainage;
 - ◆ Remodeling existing satellite buildings used for educational and activities; and
 - ◆ Removing an unsound building and relocating maintenance services to the existing bus barn.

The District has retained MMW Architects to provide architecture and engineering services for the project. Preliminary information can be accessed through the District’s website at <https://www.stevensvilleschools.org>.

Time is of the essence for this project. Construction is estimated to commence the spring of 2020 and consist of multiple phases with all projects completed no later than fall of 2021.

The District anticipates that the final form contract shall be an amended American Institute of Architects (AIA) A133- 2009 Agreement, Standard Form of Agreement Between Owner and Construction Manager as Constructor form of contract and an amended American Institute of Architects (AIA) A201-2007 General Conditions of the Contract for Construction, including any Supplemental Conditions, subject to negotiations by the parties after the District has selected the

NOTICE TO PROPOSERS – ALL SOLICITATIONS SHALL BE:

- Submitted to Stevensville School District in a sealed envelope and delivered to:

**Stevensville School District
Attn: Dr. Robert Moore, Superintendent**

- Sealed proposals will be received until: **4:00 p.m. on June 28, 2019.**
- The outside of the envelope shall be clearly marked: **“RFQ Elementary and High School Renovation Project”**
- All proposals shall be clearly and distinctly typed or written with ink. No erasures are permitted.
- If a response is not legible, the District has the discretion determine that the proposal is non-responsive.
- All proposals shall be in the format requested by the District; the District retains the discretion to reject non-conforming submissions.
- It shall be the Proposer’s responsibility to ensure that the proposal is delivered to the District at the specified address above before the time and date set for proposal closing as noted in the solicitation.
- The District will not be responsible for proposals delivered to any location other than the address listed above. Proposals delivered to another address will be considered non-responsive.
- Proposal documents may be obtained via an email request to Dr. Robert Moore at MooreB@stevensville.k12.mt.us or on the District’s website: <https://www.stevensvilleschools.org> or at the District Administration Office, 300 Park Avenue, Stevensville, MT 59870.
- Interested firms shall have no unauthorized contact with District staff or Trustees during the selection process. All questions shall be directed in writing to Dr. Robert Moore at MooreB@stevensville.k12.mt.us.

The District may, for good cause, reject any or all proposals and to rescind the award of any contract at any time before the execution of said contract by all parties with no liability against the District.

SELECTION PROCEDURE

This Request for Qualifications (“RFQ”) is the first of a multi-part selection process. In order to qualify for further consideration, Proposers must comply with the mandatory requirements provided below. Statements of Qualifications that do not contain the required documentation will be deemed nonresponsive to this RFQ requirement and will be rejected on that basis. Proposers that satisfy the required qualifications detailed below will be invited to provide a Request for Proposal (“RFP”) for consideration by the District. The District intends to invite the top **three** highest scoring firms from the RFP submission to interview regarding the project. Selection of the GC/CM will occur after the completion of the interviews.

SCOPE OF PRECONSTRUCTION SERVICES

GC/CM firms submitting a proposal shall propose a maximum preconstruction services fee. The specific scope of preconstruction services will be negotiated prior to signing the GC/CM Contract. In general, services are anticipated to include, but are not limited to the following:

1. Immediate availability to provide cost estimating and scheduling services in coordination with the design team and District;

2. Participation in all design, coordination, and building committee meetings;
3. Review of all designs for constructability;
4. Work with the District, its consultants, and design team on phasing, scheduling, and other strategies to complete construction of this scale of project on or before the stated date;
5. Coordination and gathering of input from subcontractors regarding constructability;
6. Review and cost evaluation at each phase of design taking into consideration schedule, phasing and market conditions;
7. Consult with, advise, assist, and provide recommendations to the District, its consultants, and design team on all aspects of the planning and design of the work;
8. Provide information, estimates, schemes, and participate in decisions regarding construction materials, methods, systems, phasing, sustainability, and costs to assist in determinations which are aimed at providing the highest quality building, constructed using the most sustainable construction materials and practices, within the budget and schedule;
9. Review in-progress design and construction documents and provide input and advice on construction feasibility, alternative materials, costs and availability;
10. Review completed design and construction documents prior to subcontractor/supplier bidding/selection and suggest modifications to improve completeness and clarity and to eliminate construction change requests due to inconsistencies or omissions in the construction documents;
11. Provide input to the District, its consultants, and the design team regarding construction market bidding climate, status of key subcontract markets, and other relevant economic conditions;
12. Recommend and actively source labor and material resources necessary to complete the project construction;
13. Provide input to the District, its consultants, and the design team regarding long lead time materials and equipment, impact on the construction schedule and strategies for mitigating the impact;
14. Prepare construction cost estimates for the Project at the schematic, design development and construction document design phases and, if appropriate, at other times throughout of the work;
15. Notify the District and design team immediately if construction cost estimates appear to be exceeding the construction budget, and reconcile each cost estimate with the Architect's cost estimate, if required;
16. Furnish a final construction cost estimate for the District's review and approval;
17. Develop a preliminary construction schedule;
18. Develop all subcontractor/supplier bid packages and perform all advertising and receipt of subcontractor/supplier bids;
19. Obtain bids per trade for the District's review, unless otherwise approved by District in order to meet resourcing requirements, per GC/CM Contract. Self-performed work must be bid against at least two subcontractors, if readily available;
20. Upon execution of any Early Work Amendment prior to a GMP agreement, undertake early material procurement, site preparation, and advance construction work.

Please note, all engineering services must be performed by a professional engineer.

SCOPE OF CONSTRUCTION PHASE SERVICES

In general, Construction Phase Services are anticipated to include the following:

It is anticipated that a Guaranteed Maximum Price (“GMP”) for the entire project will be requested near the completion of the Construction Documents phase provided the cost estimate is within the District’s budget. The established GMP will be the maximum amount paid for the entire work, unless scope changes are requested by the District. Acceptance of the GMP by contract will constitute completion of preconstruction services and the GMP Agreement/Amendment will initiate the construction period services for the Campus Consolidation and Renovation Project. For any work conducted on site prior to the establishment of the GMP the GC/CM will provide appropriate levels of performance and payment bonds for any work in progress. At the time of execution of the GMP, the GC/CM will be required to submit a 100% performance and 100% payment bond for the amount of the GMP. The District retains the option to cancel the construction phase services, or to start a new process for the construction of the project, or terminate the contract and negotiate a replacement contract with the next highest rated Proposer from this solicitation, or to conclude the GC/CM’s services at pre-construction and issue the Project on a lowest, responsible bidder method.

The selected GC/CM(s) will be required to comply (as a minimum allowable rate schedule) with the State of Montana Wage Rates/Schedule adopted and effective at the time of signing the GMP Agreement/ Amendment or any time work is awarded on the project for construction. Reference to the State of Montana Wage Rates/Schedule incorporated in this RFQ is provided for informational purposes only. Full text for rates and compliance can be found on the State of Montana, Department of Labor website at: <http://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates>.

SELECTION TIMELINE

PROPOSAL AND AWARD TIMELINE:	
May 28, 2019	RFQ issued
June 28, 2019	RFQ Proposals due at 4:00 PM
July 10, 2019	Proposals submitted to be reviewed and scored by the Facilities Committee of the Board; qualifications for RFP determined
By July 17, 2019	Notification of finalists selected for RFP
Week of July 22-26, 2019	Walk-through for finalists
August 9, 2019	RFP Proposals due at 4:00 PM
August 13, 2019	Proposals submitted to be reviewed and scored by Board; top three highest scoring firms will be invited to interview
August 22, 2019	Top Three Scoring GC/CM Finalists interview; Board compiles scores from interview and RFP
September 10, 2019	Approval of selection of GC/CM by Board of Trustees
<i>Note: dates for the RFP are subject to change and will be confirmed in the RFP packet</i>	

The District reserves the right to modify this schedule at its discretion. Proper notification of changes in the response schedule will be made via addendum.

A. INSTRUCTIONS TO PROPOSERS:

Proposers must submit a Statements of Qualification that conforms to the following:

1. The format conforms to the requirements outlined in this RFQ.
2. Is signed by an officer or principal of your firm.
3. Is contained in a document not to exceed a total of **twenty-five (25)** single side, standard size (8 1/2" x 11") pages in length, single sided, minimum 11-point font. This page limit is inclusive of all information, pictures, charts, graphs, tables, and text the proposer deems appropriate to be part of the review of the firm's qualifications. A transmittal letter and front and back cover pages are exempted from the page limit.

Proposers shall provide one (1) original, **clearly marked ORIGINAL on the cover** and **nine (9)** bound copies and one (1) electronic copy of the Statement of Qualifications. Divider sheets, void of specifics related to the proposal content and evaluation, are required for each of the required components. Divider sheets will not be included in the page count. Facsimile or e-mailed transmissions will not be accepted.

B. PROPOSAL CONTENT

The Proposers shall provide the following information, clearly separated by tabs, in the order listed below:

1. **Cover Letter/Statement of Interest:** Confirm your firm's interest in the project and commitment to meet all requirements.
2. **Firm Contact Information.** Provide the firm name and complete address listing street and mailing addresses.
3. **Identification of Responsible Office.** Provide the address of the specific office of your firm that will be responsible for providing work.
4. **Resumes of Proposed Staff.** Provide resumes of proposed staff for the project listing relevant experience.
5. **Responses to Minimum Qualifications**

C. MINIMUM QUALIFICATIONS

Proposers must provide responses to the following minimum qualifications as part of their Statement Of Qualifications to be considered as a finalist for purposes of submitting a response to the Request for Proposal to be issued:

1. General Contractor/Construction Manager Firm Information:
 - a. Proposer must demonstrate successful experience and capacity to act as a GC/CM on projects of similar size, type and complexity. Specifically, the District will be looking for successful experience constructing educational facilities, and ability to manage similar

work in the specified timeframe.

- b. Firm Background: Describe your firm's history, including ownership structure, service area, length of time in the industry. Include information identifying the firm's annual volume of business, financial/bonding capacities, and speak to the firm's stability in the marketplace. If you are proposing in a joint venture or teaming arrangement, provide a clear description of the legal and business relationship between the firms.
- c. Complete information on the firm's bonding company and agent that includes:
 - i. Contact name, phone and email information for the bonding company and agent proposed for this project.
 - ii. Years of relationship with the bonding company.
 - iii. If less than 5 years, or not the exclusive surety source, a list of other companies and agents used in the last 5 years
- d. In the last five (5) years, have you (for each "yes" response provide an explanation):
 - i. had a settled or pending claim against your payment or performance bond?
 - ii. had a contract terminated for default on a project?
 - iii. been assessed liquidated damages for late delivery of a project?
 - iv. taken legal action or dispute resolution proceedings against an Owner other than for an Owner's failure to pay?

2. Bonding Capacity:

Provide proof of bonding capacity. The Proposer must be capable of providing a 100% performance bond and 100% payment bond for a project valued up to **\$25 million** in construction costs, as documented by a letter or binder from the Surety, submitted with the RFQ response.

3. Construction Contractor Registration:

Proposer must include evidence of valid and current Montana Contractor Registration.

4. Safety:

Provide incidence rate and Experience Modification Rate ("EMR") submitted with the RFQ response. An EMR greater than 1.0 may result in immediate disqualification at the discretion of the District.

D. EVALUATION AND SELECTION PROCESS

The proposals shall be evaluated by the Board of Trustees. Those proposals submitted that do not meet mandatory requirements outlined herein will not be evaluated.

The role of the Board shall include a complete review of all documents submitted.

Trustees may not be contacted or solicited by any firm or individual submitting proposals during the proposal solicitation and review process. Contact shall only be made with Dr. Robert Moore, the District's Superintendent.

Selection of the successful firm will be entirely at the discretion of the District, and the District reserves the right to waive minor irregularities in the selection process and to reject any and all proposals.

This RFQ shall not commit the District to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The District reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the District's best interest to do so. By offering to perform services under this procurement, proposers agree to be bound by the laws of the State of Montana, including but not limited to: applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, safety, etc.