REQUEST FOR QUALIFICATIONS / PROPOSAL FOR
CONSTRUCTION MANAGEMENT AND
GENERAL CONTRACTOR SERVICES

September 21, 2015

RFQ # 6-002

Existing Track and Sports Field Replacement and Conversion Projects at
Ben Lomond High School and Ogden High School, Ogden, UT

Ogden City School District’s Website: www.ogdensd.org
Ogden City School District (hereafter referred to as OCSD) and its Selection Committee seeks a Request for Qualifications (RFQ) for Construction Management / General Contractor (CM/GC) services for the removal of existing natural turf football fields and asphalt track to be replaced with a new artificial turf field within a new post-tensioned running track and surface. Included within the scope of work will be miscellaneous track and field events. This scope of work will be conducted at Ben Lomond High (BLHS) School and Ogden High School (OHS), Ogden, UT.

The Ogden City School District Board of Education reserves the right to reject any or all proposals, or to waive any formality or technicality in any proposal in the best interest of the District. OCSD reserves the right to award all or individual separate projects or any combination thereof, which they feel are in the best interest of OCSD to accomplish the scope of work given the allotted project constraints.

The contractor and their employees shall comply with and require all its subcontractors to comply with the license laws as required by the State of Utah and the Federal Government. All work shall be performed by those appropriately certified and licensed to do the work performed as applicable. This project is partially federally funded and will have to follow all the associated requirements.

Contractor must comply with Utah Code 63G Chapter 12, Utah Immigration Accountability and Enforcement Act.

Note: A person with an outstanding tax lien in the state may not submit a quote, bid or offer. (63G-6a-908)

When entering into a subcontract the CM/GC shall procure the subcontractor by using a standard procurement process in the same manner as if the subcontract work was procured directly by OCSD. 63G-6a-1302

The Request for Qualifications (RFQ) documents, including the selection requirements and the selection schedule, will be available from www.bidsync.com on Monday, September 21st, 2015. For questions regarding this project, please contact Ken Crawford in writing at crawfordk@ogdensd.org or through bidsync. No others are to be contacted regarding this project.

Proposals, including a management plan, references and statements of qualifications, must be uploaded (in pdf format) to www.bidsync.com by 2:00 p.m. on Thursday, October 1st, 2015.

The Selection Committee will conduct a two-step selection process.

- Step One will evaluate the submitted responses – Please submit this response in a single PDF file.
- Step Two will evaluate fee proposals. Please submit your fee proposal in a separate single PDF file. Fee proposal will not be evaluated until after the review and ranking of the proposals.

The contractor for the project must be a Utah Licensed General Contractor. The District will enter into an agreement for the project with the successful Contractor.

The Ogden City School District Board of Education reserves the right to reject any or all proposals, or to waive any formality or technicality in any proposal in the best interest of the District.
Ogden School District desires to replace an existing worn out track surface / asphalt track and a natural grass turf football field at both Ben Lomond and Ogden High Schools. All events shall meet the governing rules of the National Federation of State High School Associations for the designated sporting events. The scheduled time frame is for this project is as follows;  Design and Construction documents to be completed by Oct/Nov 2015, Guaranteed Maximum Price Jan/Feb 2016 with construction starting Apr/May of 2016 with finish date of Aug 2016.

Proposed Project Description of Work:

A. Ben Lomond High School.

Material Selection –
- Sports Field surface to be new artificial turf sports surface surrounded by a post-tensioned concrete track with a polyurethane base mat with a structural overlay surface.

Design Criteria –
- High Jump to be on North D area, South D area to be turf
- Shot put to go south of bleachers
- New long/triple jump with pits on both sides
- Discus to throw into baseball field and Javelin to be throw at south west baseball field so they throw together. Additional throw area down at Soccer field - west of school
- Security fence around entire track, south will be main ADA route, include ADA to long jump with new walk.
- Sports on new Turf Fields - Soccer - red or blue lines. Football – White
- New Football Score Board
- Track Surface- Red with white lines
- Security and crowd control fence around track.

B. Ogden High School.

Material Selection –
- Sports Field surface to be new artificial turf sports surface surrounded by a post-tensioned concrete track with a polyurethane base mat with a structural overlay surface.

Design Criteria –
- Move finish line to north east side and create home bleachers to the East (more room for fans, parking, etc.)
- Timing Boxes - camera pole - 10'-12' distance from track edge onto field
- Drinking water access points at 4 corners of field - QC set up if no field irrigation system
- Turf Field must allow Discus to be thrown on field
- No pole vault
- Track Surface- Black w/ orange lines
- Shot to be on south west corner currently in asphalt
- Sports on new Turf Fields - Soccer - orange or black lines. Football - White
- D Areas - South D area to be all track surface. North D area to be turf and have long jump and triple jump runways and pits
- Security is a concern from the west side and all around the track. Need crowd control fence.

See attached Aerials of Ogden & Ben Lomond High School.
The purpose of this RFQ is to solicit & qualify proposals to establish a contract with a qualified firm to assist in system analysis of concrete post-tensioned track and running surface as well as a new high quality artificial turf sports surface and selection including pricing, warranties maintenance costs and other relevant pre-construction services, then transition to construction.

This RFQ will be evaluated on the best fit that meets District budget and goals which may or may not be lowest bid. Proposals shall demonstrate expertise in turf system installation as well as the ability to be a valuable member of the preconstruction team.

The successful respondent will perform the following CM/GC services but not limited to:

- **Estimating**
  - Preliminary Estimate
  - Add/Alternates costs/deducts
  - Value Engineering pricing as needed to meet budget

- **Scheduling**
  - Long lead time procurement deadlines
  - Single Mobilization

- **Review Systems Design & Analysis**
  - Turf manufacturer systems, warranties, maintenance
  - Help evaluate Infrastructure and existing drainage
  - Installation details
  - Help analyze existing conditions

- **Installation**
  - Fields of similar size
  - Multipurpose use and markings (soccer & football)

- **Project Team Partner**
  - Productive and contributory team member
PROCUREMENT PROCESS

BLHS & OHS TRACK & FIELD REPLACEMENT

The Selection Committee will conduct a two-step selection process. Step One will consist of the evaluation of submitted responses on the basis of contractor qualifications and will comprise of seventy percent (70%) of the total score. Step Two is the evaluation of the fee proposal and will comprise thirty percent (30%) of the total score.

Requests for Information

All requests for information regarding this project shall be submitted to www.bidsync.com.

Last Day to Submit Questions

All questions must be received at www.bidsync.com no later than 72 hours prior to the proposal deadline time and date listed on the Project Schedule. Questions and answers will be posted to www.bidsync.com.

Addendum

All responses to questions and requests for clarification will be in writing and issued as addenda to the Request for Proposals. The addenda or notice of the addendum will be posted on www.bidsync.com.

Any addenda issued prior to the submittal deadline shall become part of the Request for Qualifications and any information required shall be included in your proposal.

Submitted Response Due Dates and Times

All required submittals must be uploaded to www.bidsync.com in pdf format prior to the date and time indicated in the Project Schedule. Submittals received after the specified time, will not be accepted. Submitted responses, consisting of the required Statement of Qualifications and Management Plan, are limited to thirty (30) single sided pages 8 ½ by 11-inch format.

Selection Criteria for CM/GC

The following criteria will be used in ranking each of the Contractors. The Contractor that is ranked the highest will represent the best value for the OCSD. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal.

A. Past Performance Rating: Each construction firm will be given a past performance rating. The rating will be based first on how well the firm did on past projects. A rating will be established by using references from previous submitted projects, supplemented by references supplied by the contractor in the Statement of Qualification.

B. Strength of Contractor’s Team: Based on the Statement of Qualification, and Management Plan, the selection team shall evaluate the expertise and experience of the construction firm, the project manager, and the superintendent as it relates to this project in size, complexity, quality and duration. Key personnel assigned to which task and their commitment to each phase of the work will be evaluated.

C. Project Management Approach: Based on the information provided in the Management Plan,
the selection team shall evaluate how each team has planned the project and determined how
to construct the project in the location and in the time frames presented. The construction firm
shall also discuss what portions of the project they plan to self-perform. The selection team will
also evaluate the degree to which risks to the success of the project have been identified and a
reasonable solution has been presented.

D. **Cost**: The Contractor’s Cost Proposal will be considered with all other criteria to determine the
final ranking of the firm. Contractor’s Cost Proposal shall be submitted in separate PDF file on
bid sync.

**CM/GC Work Phases**

The CM/GC Work for the project consists of two (2) phases: Pre-construction and Construction.

A. **Preconstruction Phase**: This phase of the Work includes, but is not limited to, attending design
meetings, estimating and cost control, schedule development, and drawing / constructability
reviews. The Construction Manager shall provide a full construction estimate at the design
development design phase prior to issuance of final construction documents to assist the Owner
and Design Consultant in maintaining the cost of construction within the FLCC and the duration
of the construction within the project’s schedule. The Construction Manager shall monitor the
bid climate and make recommendations to the design team as to the most advantageous
bidding time and then solicit bids from sub-contractors.

B. **Construction Phase**: This phase of the Work consists of the Contractor furnishing and
installing all Work as required in the Contract Documents.

**STEP ONE – CONTRACTOR QUALIFICATIONS**

Please address the following information in proposal for step one of the selection process.

**Statement of Qualification**

The CM/GC shall provide the statement of qualification containing the following information:

- Financial viability of the firm
- Experience, skill level, and qualification of the firm including proposed project manager and site
  superintendent.
- Examples of similar projects (track and field only) completed by the firm. When listing similar
  projects, include information to indicate the dates, size, firm worked for at the time and what the
  responsibility of the individual was on the project. Include the experience and special
  qualifications of the team that are applicable to this project and/or are part of the project specific
  selection criteria.
- Indicate in your proposal your firm’s experience with post-tensioned concrete.
- Examples of the firm’s areas of expertise and other special qualifications
- Track record of completing projects on time and within budget.
- Reputation and commitment to high quality workmanship.
- Ability to bond the project as required.
- Submit evidence of valid Utah contractor’s license.
- Submit evidence of past experience of working on federally funded projects following the Davis
  Bacon Wage requirements and others.

**Past Performance and References**

Each Contractor wishing to compete for this project will be required to provide one (1) copy of a list of
references on similar (track and field only) projects for a total of five (5) projects within the last 10 years.

For projects, provide the following information:

- **Project Name**: Name of the project.
- **User Name**: Name of the Company/Institution that purchased the construction work.
- **Point of Contact**: Person who will be able to answer any customer satisfaction questions.
- **Phone Number**: Phone number of the contact we will be surveying.
- **Date Completed**: Date when the work was completed.
- **Address**: Street, city and state where the work was performed.
- **Size**: Size of the project (in dollars).
- **Duration**: Duration of the project/construction in months.
- **Type**: Type of project (i.e., Artificial Turf, Track, etc.)

**Management Plan**

The Management Plan should contain information on how the construction will be managed, including items such as security and safety controls, and required interfaces at the site with the using agency. The Management Plan should also contain the following information:

- Project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the time frames are reasonable.
- Address project specific criteria, risks that have been identified by the RFQ (if any), and additional risks that the team has identified. State how those risks will be mitigated.
- Indicate what portions of the work you plan on self-performing and why this is a benefit to the Owner.
- Indicate all services that will be provided during the Preconstruction Phase of this project and the individuals who will be performing these services. Provide an organizational chart to clarify the Contractor’s supervision and support structure during this phase.
- Provide a description of the process to be used to ensure the project meets the FLCC.
- Indicate all services that will be provided during the Construction Phase and the individuals who will be performing these services. Provide a comprehensive organizational chart to clarify the Contractor’s supervision and support structure during this phase. Clearly identify all personnel that will be considered a Construction Supervision Cost under the GMP. Any personnel not identified in this management plan to be a Construction Supervision Cost, will be considered a part of the lump sum Construction Management Fee and will not be allowed as either a future General Conditions or Construction Supervision Cost except for those that are actually performing the construction activities. All proposed personnel that are scheduled to work on this project will remain on the project for the duration unless the proposed change is approved of by the Architect and owner.
- Provide a description of the process used for selecting and managing sub-contractors, ensuring the accuracy of bids, and minimizing change orders.
- Describe the actions that will be taken to bring the project back on schedule if it has fallen behind schedule.

**Termination or Debarment Certifications**

The Contractor must submit certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The contractor must also certify that neither it nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the Contractor cannot certify these two (2) statements the firm shall submit a written explanation of the circumstances for review by OCSD. Contractors are to submit these
certifications with the Statement of Qualifications.

**STEP TWO – FEE PROPOSAL**

Cost Proposals will be reviewed by the Selection Committee. One copy of the cost proposal is required to be submitted with the proposal as a separate pdf.

**FLCC and GMP**

A. **FLCC:** The Fixed Limit of Construction Cost or FLCC is the project’s construction budget and set at $3,980,000.00. The Owner, the design team and the CM/GC Contractor agree to work together to keep the cost of construction, as represented in the design, within the FLCC.

B. **Guaranteed Maximum Price (GMP):** The guaranteed Maximum Price is the final price that the contractor agrees to accept in full performance of the attached Construction Manager/General Contractor Agreement (CM/GC Agreement) and is based on the final contract drawings and specifications. The GMP shall include all fees and percentages required by this RFQ as well as the costs for General Conditions and all work as required in the Contract Documents.

Please note that should the Work be completed in project phases and bid packages, the successful Contractor will be required to submit a GMP for each of these phases and packages of the Work. The sum or total of all the GMP’s for these phases of the Work, shall be the final GMP. In addition to the Preconstruction Fee, all other GMP’s for the phases of the Work shall become part of the CM/GC Agreement by contract modification. The final GMP is normally determined at the completion of the contract documents and receipt of subcontractors bid. However, a GMP may be negotiated at an earlier point as may be needed by the District.

**Cost Proposal, Fees, and Markups**

Before submitting a Cost Proposal, each Contractor shall carefully examine the RFQ, and shall include in the proposal the cost of all items required by the RFQ. If the contractor observes that portions of the Contract Documents are at variance with applicable law, building codes, rules, regulations or contain obvious erroneous or uncoordinated information, the Contractor shall promptly notify the specified OCSD Representative and the necessary changes shall be accomplished by Addendum.

The Cost Proposal, bearing original signatures, must be typed or handwritten in ink on the Cost Proposal form provided in the procurement documents and submitted in a sealed envelope at the location specified below prior to the deadline for submission of cost proposals indicated on the Project Schedule.

All contractors shall furnish the following fees and markups as part of the Cost Proposal:

A. **Preconstruction Fee:** This lump sum fee consists of all costs for the CM/GC to provide the required services of the Preconstruction Phase, except pre-authorized, out-of-state travel. No other reimbursable costs will be allowed or considered in addition to this fee. (Please note if the lowest fee is 15% lower than the next bidder the bid could be subject to automatic dismissal.)

B. **Construction Management Fee:** This lump sum fee shall consist of and include overhead (e.g., home office), profit, and home office personnel who will be managing the project during bidding, construction, and closeout, including the warranty period. This fee does not
include General Conditions. (Please note if the lowest fee is 15% lower than the next bidder the bid could be subject to automatic dismissal.)

C. **Cost of Bonds:** This is the cost of payment and performance bonds based on an amount equal to 100% of the FLCC amount.

D. **Construction Supervision Cost:** This is a per month cost to the project from notice to proceed to final completion for the CM/GC’s on-site management/supervision team (e.g., project manager, superintendent, etc.). All services and personnel not specifically identified as a Construction Supervision Cost will be considered to be part of the lump sum Construction Management Fee. This includes receptionist, accountants, safety officers, expediters, commissioning agents, etc. This cost does not include General Conditions or people performing the actual construction activities.

E. **Contractor Change Order Markup:** This is the fixed percentage markup that the Contractor may apply to a change order for scope increase to the CM/GC Agreement. The markup shall replace the percentages indicated in Section 7.2.2(6)(a) and (b) shall apply to Subcontractors.

F. **Self-Performed Work Markup:** This is a fixed percentage markup that will be applied to the cost for the CM/GC’s actual labor plus burden cost, material costs, and equipment costs for self-performed work.

The Contractor will be allowed to self-perform work. This work must be billed for at actual cost incurred, plus the Self-Performed Work Markup. Actual costs for self-performed work will be subject to audit. No billing rates will be allowed. The Contractor’s bid will then be evaluated by the Owner and Design Consultant and must be determined to be the best value bid for the work to be awarded to the Contractor. The cost of any work that is self-performed will be part of the established GMP. **Sealed bids for self-performed work shall be submitted to OCSD Purchasing Department three (3) hours prior to the bid close time.** They shall be opening during the meeting to evaluate the sub-bids to establish the GMP. Strict procurement procedure are to be followed.
The following forms and documents from the American Institute of Architects (AIA) will govern the course of construction of the projects:

AIA Document A133-2009 Standard Form of Agreement between Owner and Construction Manager as Constructor
AIA Document A133-2009 Exhibit A Guaranteed Maximum Price Amendment
AIA Document A201-2007 General Conditions of the Contract for Construction
AIA Document A310-2010 Bid Bond
AIA Document A312-2010 Performance Bond
AIA Document A701-1997 Instructions to Bidders
AIA Document G701-2001 Change Order
AIA Document G702-1992 Application and Certificate for Payment
AIA Document G703-1992 Continuation Sheet
AIA Document G704-2000 Certificate of Substantial Completion
AIA Document G707-1994 Consent of Surety to Final Payment
BLHS & OHS TRACK & FIELD REPLACEMENT

NAME OF PROPOSER __________________________ DATE __________________

I/We acknowledge receipt of the following Addenda:  _____/_____/_____/

A. **Preconstruction Fee:** For all work during the pre-construction period, I/we agree to perform for the lump sum of:

   _________________DOLLARS ($__________________)
   (In case of discrepancy, written amount shall govern)

B. **Construction Management Fee:** For all work during the construction phase of the contract for the management of the project, I/we agree to perform for the lump sum of:

   _________________DOLLARS ($__________________)
   (In case of discrepancy, written amount shall govern)

C. **Cost of Bonds:** The cost of payment and performance bonds based on the amount of the FLCC.

   _________________DOLLARS ($__________________)
   (In case of discrepancy, written amount shall govern)

D. **Construction Supervision Cost:** For project supervision and support team costs not covered in the above management fee, I/we agree to perform for the sum of:

   ________________________________ Per month.

E. **Contractor Change Order Markup:** For all work added to the contract by change order, I/we agree to add not more than ____________% to the subcontractor/supplier costs for the additional work.

F. **Self-Performed Work Markup:** For all self-performed work, I/we agree to add no more than ________________% to our labor and material costs to perform the work. The labor burden, including benefits, adds ____________% to the labor rate.

With the cooperation of the OCSD and Design Consultant, the undersigned will continue to work with due diligence to provide a Guaranteed Maximum Price (GMP) within the FLCC.