



**REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGEMENT
AND
GENERAL CONTRACTOR SERVICES (CM/GC)**

April 17, 2018

RFQ # 8-014

**Innovation Center
at
Mound Fort Junior High School,
Ogden, UT**

Ogden City School District's Website: www.ogdensd.org

NOTICE TO CONTRACTORS

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 following project.

Innovation Center at Mound Fort Junior High School

This project is to provide a unique space to enhance learning and help students develop skills in several areas such as engineering, computer science, biology, and medicine through cross curriculum collaboration and as such, those types of classes will be housed there. This will be accomplished using 21st century design concepts.

The procurement shall be based upon the Value Based Selection RFP method. Proposals, including management plan, references and statements of qualifications, must be submitted as directed within this document. This RFQ will be evaluated on the best fit that meets the District budget and goals, which may or may not be lowest bid. Proposals shall demonstrate expertise in project management and building construction as well as the ability to be a valuable member of the preconstruction team

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. All work shall be performed by those appropriately certified and licensed to do the work performed as applicable. It is the intent of the District to enter into an agreement for the project with the successful General Contractor.

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.

The Request for Qualifications (RFQ) documents, including the selection requirements and the selection schedule, will be available from <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> **Tuesday, April 17, 2018.** Questions regarding this project shall be submitted via [SciQuest](https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah), the only designated contact is Ken Crawford at crawfordk@ogdensd.org. No other employees of OCSD shall to be contacted regarding this project if contact is made it may be grounds for disqualification.

In order to be considered for selection, Proposals, including a management plan, references and statements of qualifications, must be received in the Purchasing Office (Ogden School District, 1950 Monroe Blvd., Room 210, Ogden, Utah 84401) **no later than 2:00 p.m. on Thursday, May 10, 2018. 5 (five) paper copies and one (1) electronic copy (either emailed to crawfordk@ogdensd.org or on a flash drive) must be submitted** (You may also submit one (1) redacted copy of your proposal). The outside of the submittal must be labeled **RFP #8-014**. Proposals received after this deadline will be late and ineligible for consideration. Following the deadline, the names of those responding to the RFP will be available for public inspection. Submitted responses, consisting of the required Statement of Qualifications, Management Plan, references, terminations and debarment are limited to thirty-five (35) single sided pages 8 ½ by 11-inch format with minimum font size of 11.

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 this project in a manner which they feel is in the best interest of OCSD to accomplish the scope of work given the allotted project constraints.

GENERAL DESCRIPTION

Innovation Center at Mound Fort Junior High School

The scheduled time frame for this project is as follows; Design and Construction documents to be completed by Aug/Sept 2018, Guaranteed Maximum Price Sept 2018 with construction starting Sept of 2018 with finish date of Aug 2019.

Proposed Project Description of Work:

Innovations Center is meant to provide a unique space to enhance learning and help students develop skills in several areas such as engineering, computer science, biology, and medicine through cross curriculum collaboration and as such, those types of classes will be housed there. This structure will need to include space for the following:

1. Engineering, Computer Science, Biology and Medical Science classes
2. Collaboration space for Industry and community partners
3. Prototyping and research space for product development
4. Group work space
5. Academic preparation space.

Approximate size would be about 10,000 square feet.

PROCUREMENT PROCESS

Innovation Center at Mound Fort Junior High School

The Professional Services Selection Committee will conduct a three-step process to select the Construction Manager/General Contractor to be used on this project. Step One will consist of the evaluation of proposals on the basis of contractor qualifications and will comprise fifty points (50) of the overall total score. Step Two will be the results of interviews of the top three qualified general contractors with the Selection Committee for twenty points (20) of the total score. Step Three is the evaluation of the fee proposal and will result in thirty points (30) of the total score. In the event that the interview is not required no points will be awarded for that portion of the evaluation.

Requests for Information

All requests for information or questions regarding this project shall be submitted to <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>.

Last Day to Submit Questions

All questions must be received at bids.sciquest.com no later than Monday May 7, 2018 @ 12:00 pm. Questions and answers will be posted to bids.sciquest.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 <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>.

Any contact made with others than specified may be grounds for disqualification. 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.

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 and constructability reviews. The Construction Manager shall provide a full construction cost estimate of design prior to issuance of final construction documents to assist the Owner and Design Consultant in maintaining the cost of construction within the anticipated and approved construction budget and throughout 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. The construction manager will 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. Please note that the Work of the Construction Phase may be bid in several packages, such as demolition, excavation, footings and foundations, structural steel, etc.

STEP ONE – CONTRACTOR QUALIFICATIONS- 50 points

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 of importance. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal.

Please address the following information in the proposal for step one of the selection process. Proposals should be submitted with the information required in this RFQ. **Each section must be labeled and in the order listed below.** Failure to comply may deem proposal non-responsive. As a minimum, proposals must include the following:

Statement of Qualification-10 points

The statement of qualification is a short document that indicates the experience and qualifications of the Contractor and the project team key individuals as identified in the management plan. It should include information on similar projects that have been completed by the Contractor and the project team individuals. 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.

Provide name and contact information of firm's current bonding company. Provide a letter dated no earlier than 90 days prior to the due date of submission of proposal from firm's current bonding

company stating what the firm's current bonding capacity is. Firm's financial statements are to be made available upon request.

Demonstrate ability to perform services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously.

Provide any other pertinent information regarding qualifications and performance data requested by the Ogden City School District.

Management Plan-10 points

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

As part of the Management Plan, address the project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the time frames are reasonable. CMGCs are to present, as part of their proposal, a schedule that they feel best utilizes available resources to meet the completion dates listed above.

Address project specific criteria, risks that have been identified by the RFP, 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.

The Management Plan should be concise yet contain sufficient information for evaluation by the Selection Committee.

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.

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 and included within the Construction Supervision Costs 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.

Past Performance and References-10 points

For all similar CM/GC school district projects completed in the last five (5) years, identify the project by name. Each Contractor wishing to compete for this project, who has not completed at least three (3) similar school district projects in the last five (5) years, will be required to provide one (1) copy of a list of references on additional similar projects for a total of three (3) projects.

For projects,	provide the following information:
<i>Project Name:</i>	<i>Name of the project.</i>
<i>User Name:</i>	<i>Name of the Company/Institution that purchased the construction work.</i>
<i>Point of Contact:</i>	<i>Person who will be able to answer any customer satisfaction questions.</i>
<i>Phone Number:</i>	<i>Phone number of the contact we will be surveying.</i>
<i>Date Completed:</i>	<i>Date when the work was completed.</i>
<i>Address:</i>	<i>Street, city and state where the work was performed.</i>

Size: *Size of the project (in dollars).*
Duration: *Duration of the project/construction in months*
Type: *Type of project (i.e., school, office, warehouse, etc.)*

Termination or Debarment Certifications- 5 points

The Contractor must submit a 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 the Ogden School District. Contractors are to submit these certifications with the Statement of Qualifications. Describe any litigation, arbitration, or other alternative dispute resolution proceedings your firm has been involved in with an owner within the past ten (10) years.

Licensure- 5 points

The Contractor shall comply with and require all of its subcontractors to comply with the license laws as required by the State of Utah. Submit evidence of valid Utah contractor's license.

The Contractor shall comply with all Federal, State, and Local laws and ordinances in effect during the duration of the projects.

Responsiveness: (do not submit a section for responsiveness)- 10 points

The Committee will determine the completeness of each submittal as requested.

STEP TWO - CONTRACTOR INTERVIEW- 20 points (if necessary)

The Professional Services Selection Committee will evaluate the proposals received in Step One and create a short list of approximately three contractors to interview. The short-listed contractors will be contacted by the Selection Committee and given details of the interview, date, time, location, and questions to address during the interview. Please note, at the discretion of the selection committee, they reserve the option to direct award the project without executing Step Two – Contractor Interview. If this is the desire of the Committee, the top selected short listed contractors will be invited to submit the fee proposal criteria for evaluation.

STEP THREE - FEE PROPOSAL- 30 points

Cost Proposals will be turned in to the Professional Services Selection Committee at the interview or as requested if the interview is not required. One copy of the cost proposal is required.

- A. Construction Cost: The anticipated construction cost or the Fixed Limit of Construction Cost (FLLC) of the Innovation center is \$2,500,000. 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 budget.
- B. Guaranteed Maximum Price (GMP): The Guaranteed Maximum Price is the final price that the contractor agrees to accept in full performance of the Construction Manager/General Contractor 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. The GMP shall include all fees and percentages required by this RFP, as well as the costs for Pre-Construction services, General Conditions and all work as required in the Contract Documents. Please reference Articles 4, 5 and 6 of the CM/GC Agreement.

Cost Proposal, Fees, and Markups

Before submitting a Cost Proposal, each Contractor shall carefully examine the RFP, and shall include in the proposal the cost of all items required by the RFP. 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 Ogden City School District Representative and the necessary changes shall be accomplished by Addendum.

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.

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. Any omission or information requested including line item details or indication that item(s) will be paid by subcontractor(s) or others may be considered as nonresponsive and may be considered grounds for disqualification.

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. The CM/GC(s) will be required to provide such bonds within 10 days of receiving Notice to Proceed from the Owner or Architect.
- 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, expeditors, 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 twenty- four (24) 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 is to be followed.

MISCELLANEOUS FORMS

INNOVATION CENTER AT MOUND FORT JUNIOR HIGH SCHOOL

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 where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price
AIA Document A133-2009 Exhibit A	Guaranteed Maximum Price Amendment
AIA Document A201-2017	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 G701-2017	Change Order
AIA Document G702-1992	Application and Certificate for Payment
AIA Document G703-1992	Continuation Sheet
AIA Document G704-2017	Certificate of Substantial Completion
AIA Document G707-1994	Consent of Surety to Final Payment

FEE PROPOSAL FORM

OGDEN CITY SCHOOL DISTRICT
INNOVATION CENTER AT MOUND FORT JUNIOR HIGH SCHOOL

NAME OF APPLICANT: _____ **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:**

_____ DOLLARS (\$ _____) 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. For change orders up to \$5,000, _____% for change orders above \$5,000 and up to \$50,000, and _____% for change orders over \$50,000.**

- 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 Consultants, the undersigned will continue to work with due diligence to provide a Guaranteed Maximum Price (GMP) within the FLCC.

I/We guarantee that the work will be complete, including punch list items, within the negotiated time frame after receipt of the Notice to Proceed, should I/we be the successful applicant, and agree to pay liquidated damages in the amount of \$1,000 per day for each day after expiration of the Contract Time.

Enclosed is a bid bond in the amount of 5% of the FLCC.

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

This bid shall be good for 45 days after bid submission.

The undersigned Contractor's License Number for Utah is: _____

Upon receipt of notice of award of this bid, the undersigned agrees to execute the contract within fifteen (15) days, unless a shorter time is specified in the Contract Documents and deliver acceptable Performance and Payment bonds in the prescribed form in the amount of 100% of the Contract Sum for faithful performance of the contract upon final agreement of the GMP. The Bid Bond attached, in the amount not less than five percent (5%) of the FLCC, shall become the property of the Ogden City School District Board of Education, as liquidated damages for delay and additional expense caused thereby in the event that the contract is not executed, and/or acceptable 100% Performance and Payment bonds are not delivered within the time set forth.

Type of Organization: _____
(Corporation, Partnership, Individual, etc.)

Respectfully submitted,

Name of Proposer

ADDRESS

Authorized Signature

Scoring Sheet Selection Criteria for Proposal

OCSD 2018 CM/GC RFQ FIRST PHASE INNOVATION CENTER

Statement of Qualification:

The statement of qualification is a short document that indicates the experience and qualifications of the Contractor and the project team key individuals as identified in the management plan. It should include information on similar projects that have been completed by the Contractor and the project team individuals. 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.

Provide name and contact information of firm's current bonding company. Provide a letter dated no earlier than 90 days prior to the due date of submission of proposal from firm's current bonding company stating what the firm's current bonding capacity is. Firm's financial statements are to be made available upon request. Demonstrate ability to perform services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously. Provide any other pertinent information regarding qualifications and performance data requested by the Cache County School District.

Points Awarded: _____ (10 Points Possible)

Management Plan

The Management Plan should contain information of how the construction will be managed, including items such as security and safety controls, and required interfaces at the site with the using agency. As part of the Management Plan, address the 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 RFP, 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. The Management Plan should be concise yet contain sufficient information for evaluation by the Selection Committee. 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. 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, per project, all personnel that will be considered and included within the Construction Supervision Costs 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.

Points Awarded: _____ (10 Points Possible)

Past Performance and References

For all similar CM/GC school district projects completed in the last five (5) years, identify the project by name. Each Contractor wishing to compete for this project, who has not completed at least three (3) similar school district projects in the last five (5) years, will be required to provide one (1) copy of a list of references on additional similar projects for a total of three (3) projects.

Points Awarded: _____ (10 Points Possible)

Termination or Debarment Certifications:

The Contractor must submit the requested information for termination or debarment and the committee will review responses to determine if there are any current or unresolved issues. If there are unresolved issues, full points may not be awarded.

Points Awarded: _____ (5 Points Possible)

Licensure:

Must meet licensure requirement or will be cause for disqualification.

Points Awarded: _____ (5 Points Possible)

Responsiveness:

The Committee will determine the completeness of each submittal as requested.

Points Awarded: _____(10 Points Possible)

Total Points Awarded: _____(50 Points Possible)

Name of Reviewer: _____

OCSD 2018 CM/GC RFQ FIRST PHASE INNOVATION CENTER

Scoring Sheet Selection Criteria for Step Two Interview

STEP TWO - CONTRACTOR INTERVIEW

The Professional Services Selection Committee will interview three (3) firms and give them one hour to present to the committee.

Name of Contractor: _____

This document is given to help during the oral interview period. These are the critical points that we have addressed in the RFP and may be questions you might ask. Consider them when reviewing and scoring the Interviews. There are twenty (20) points available during this stage of the proposal. Please score them based on your evaluation of their proposal and how well they cover the critical points below:

Statement of Qualifications:

- Qualifications of key team individuals
- Information on similar projects (at least three similar in the past 5 years) with name of project, dollar value of project, contact person and contact information
- Special qualifications of the team members applicable to this project
- Firm's current bonding capacity
- Ability to perform the work based on current workload, adequate personnel, etc.

Management Plan

- How the work will be managed including security and safety controls
- How the firm will interface with the School District
- Projected schedule with critical dates showing reasonable time frames to complete the work
- Identify any risk the team has identified and how those risk will be mitigated
- Indicate what work will be self-performed and explain how the School District will be benefited
- Indicate all services that will be provided during the preconstruction phase
- Indicate all services that will be provided during the construction phase

Notes:

Based on your personal evaluation of the Contractors oral presentation, please score them out of a possible twenty (20) points:

Evaluators Name: _____ Evaluator's Score: _____
(20 Points Possible)

OCSD 2018 CM/GC RFQ FIRST PHASE INNOVATION CENTER

Scoring Sheet Selection Criteria for Step Three Fee Proposal

OCSD CM/GC 2018 RFQ will use the State Purchasing Standard Cost Formula as its formula for calculating the cost proposals from the General Contractors.

The Formula is calculated below on the total Summation of Items A, B, C and (D times 10) from the - Fee Proposal Form

Cost Points x (2 - Proposed Cost/Lowest Proposed Cost) *(30 Points Possible)*