

Ogden City School District

**STATEMENT OF QUALIFICATIONS
Program Management Consultant Services for Construction
SOQ # 9-011**

**DUE: February 7, 2019
2:00 p.m.**

**Ogden City School District
Purchasing Department
Attn. Ken Crawford
1950 Monroe Boulevard
Ogden, UT 84401**

Ogden City School District
SOQ # 9-011
Due: February 7, 2019, 2:00 p.m.

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**OGDEN CITY SCHOOL DISTRICT
REQUEST FOR STATEMENT OF QUALIFICATIONS**

**PROGRAM MANAGEMENT SERVICES FOR CONSTRUCTION
SOQ # 9-011**

DUE: February 7, 2019

NOTICE TO CONSULTANTS

Ogden City School District recently passed an \$87 million bond and is soliciting the services of qualified firms/individuals to perform Program Management Services for Construction on behalf of Ogden City School District for the following Projects:

- Horace Mann Elementary School – New School to replace older school
- Wasatch Elementary School – Addition to older school to replace portable classrooms
- TO Smith Elementary School – New School to replace older school
- Polk Elementary School – Renovation of Old building and New Addition

I. GENERAL

A. Intent of Request for Statement of Qualifications (SOQ)

The purpose of this request for Statement of Qualifications is to solicit competitive sealed proposals from qualified and experienced individual(s) or firm(s) to provide Program Management Services for Construction to Ogden City School District (the “District”). It is intended the selected firm will work with the District as part of a dynamic team, including contractors, architects, and District Staff to maximize value of services rendered and ensure fiscal responsibility in providing state-of-the-art facilities that will meet current and future needs. Based on the information submitted, a firm whose experience and qualifications will best serve the interests of the District and on whom we can rely for competent experienced program management services may be selected to provide such to the District for the aforementioned bond projects.

B. Ogden City School District Background

The District has fourteen (14) elementary schools, three (3) junior high schools, three (3) comprehensive high schools, and one secondary school that serves primarily students in Youth in Custody programs. All schools are located in Ogden, Utah. October 1, 2018

enrollment was 11,553. The Board of Education consists of seven (7) elected members. The District's FY2019 Budget is just over \$150,000,000.

C. PROGRAM MANAGEMENT CONSULTANT SERVICES – SCOPE OF WORK:

The Program Manager Consultant will work directly with the District and the District's management team as their Owner Representative throughout the programming, design, procurement and construction phases. The following is a list of services that may be required, but it is not intended to be a complete list of services, which may be required.

1. Act as a key management and technical consultant to the District.
2. Provide project specific expertise to the District.
3. Provide reports as required by the District and Utah State Board of Education.
4. Provide comprehensive pre-construction services.
 - a. Provide design review and constructability reviews,
 - i. Peer level design reviews for Mechanical, Electrical, Plumbing, Structural Systems, Civil and Architectural are to be provided by engineers and architects.
 - b. Produce, verify and track cost estimates against construction budgets for all phases,
 - c. Bid evaluations, and
 - d. Assist in the procurement of Design & Construction Services
 - d. Value engineering.
5. Provide comprehensive construction management for construction phase administration
 - a. Provide schedule verification and management,
 - b. Provide accounting and cost verification for bid packages, change orders and payment applications,
 - c. Provide submittal and shop drawing reviews, and
 - d. Provide site analysis and observation reports,
 - e. Provide Design Management and work with design teams to manage the following throughout design:
 - i. Quality control
 - ii. Schedule control
 - f. Value Engineering
6. Provide public relations as directed by the District.
7. Provide all other related work as directed by the District.

Expense of Proposals: Any expenses for preparation of proposals, including any expenses for travel or meals throughout the selection process, shall be at the sole expense of the firm and shall not be any responsibility of the District.

The consulting firm must maintain an office in the State of Utah and be available on a daily basis as needed by the District, from the time of the full execution of the resulting contract of this SOQ through the completion of the subject project.

*****Unless approved by the District, Neither the Prime Program Management Consulting Firm, or any Sub-consultant of the firm, will be allowed to propose or bid on any other aspect or phases of the subject project. Consultant is obligated to inform all Sub-consultants of this prohibition and all other requirements of this Solicitation as well as the resulting Contract***.**

D. PROJECT DESCRIPTIONS

PROJECT DESCRIPTION – Horace Mann Elementary School:

The District is proposing the construction of a new elementary school to replace Horace Mann Elementary located at 1300 9th St, Ogden, Utah. The new facility must be able to meet the current and future needs of the District in terms of capacity and student populations served. The facility also must have the design and space necessary to promote the District’s desire to provide state-of-the-art educational facilities to service the needs of the district for years to come. This school will be constructed on site. It has yet to be determined if school will remain open during construction. MHTN Architects has been selected as the architect for this project.

PROJECT DESCRIPTION – Wasatch Elementary School:

The District is proposing the construction of a new addition to Wasatch Elementary School to replace nine portable classrooms currently on site. Wasatch Elementary is located at 3370 Polk Avenue, Ogden, Utah. The new addition must be able to meet the current and future needs of the District in terms of capacity and student populations served. The facility also must have the design and space necessary to promote the District’s desire to provide state-of-the-art educational facilities to service the needs of the district for years to come. This project may include some upgrades to the existing facility as may be recommended and will require a design that can be assimilated into a future facility anticipated to replace the old school with the next bond in 8 to 10 years. It is anticipated the school will be closed during construction. Design West Architects has been selected as the architect for this project.

PROJECT DESCRIPTION – TO Smith Elementary School:

The District is proposing the construction of a new elementary school to replace TO Smith Elementary located at 3295 Gramercy Ave., Ogden, Utah. The new facility must be able to meet the current and future needs of the District in terms of capacity and student populations served. The facility also must have the design and space necessary to promote the District’s desire to provide state-of-the-art educational facilities to service the needs of the district for years to come. This school may be constructed on site or a new site to be determined. Whether or not the school remains open during construction has yet to be determined. Naylor Wentworth Architects has been selected as the architect for this project.

PROJECT DESCRIPTION – Polk Elementary School:

Polk Elementary School, located at 2615 Polk Ave., Ogden, Utah is the oldest elementary school in the District. The original building dates to the 1920's. The District is proposing to renovate the 1920's section of the building and do a new addition as part of the renovation. The new and renovated facility must meet the current and future needs of the District in terms of capacity and student populations served. The facility also must have the design and space necessary to promote the District's desire to provide state-of-the-art educational facilities to service the needs of the district for years to come. FFKR Architects has been selected as the architect on this project.

E. Management Plan and Statement of Qualifications Submittal

The submittal for management plan and statement of qualifications shall be combined into one document and shall be limited to 15 pages maximum. Six hard copies and one electronic copy (by either email or flash drive) are required. Firms may also submit a redacted electronic copy if you have submitted a business confidentiality form with your submission (not counted in 10 page limit). The submittal must be organized in the following order:

COVER PAGE: Should include the SOQ name and project number as well as the prime firm's name. The cover page may have a picture on it with a brief description of the picture.

TAB ONE: Letter of introduction – Must include point of contact information containing name of individual authorized to represent the organization, email, phone number and address As well as

TAB TWO: Organizational chart – including team resumes and project roles.

TAB THREE: Management Plans – Firms will be required to develop and submit a plan demonstrating how they will manage their responsibilities. An organization chart showing the roles and responsibilities of all pertinent decision-makers is a required part of the presentation. The Management Plan should be concise yet contain sufficient information for evaluation by the selection committee.

TAB FOUR: Statement of Qualifications – The Statement of Qualifications is a short document that indicates the experience and qualifications of the firm, the project manager and other critical members of the team. It describes what talents their team brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project. It should include information on similar projects that have been completed by the firm, project manager and other team members. Include the experience and special qualifications that are applicable to this project and/or are part of the project specific selection criteria. Include a statement regarding what distinguishes the firm from other potential respondents

TAB FIVE: Past Performance and References- The firm is required to provide three references that include:

- 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.
- Client: Name of agency that purchased the services.
- Project Name Name of the project.
- Date Complete: Date of when the work was completed.
- Address: Street, city and state where the work was performed.
- Size: Size of project in dollars
- Duration: Duration of the project / construction in months.
- Type: Type of project (i.e.: School, Offices, Warehouse, etc.)

TAB SIX: Termination and Debarment Statement and Miscellaneous Information.

F. Other Requirements

To be considered acceptable, proposals must be complete and conform to all SOQ instructions and conditions.

1. Proposals Submitted in a Timely Basis. Proposals must be received by the Ogden School District Purchasing office, 1950 Monroe Blvd. Building #1 room 210, Ogden, UT, 84401 no later than 2:00 PM on through Thursday February 7, 2019. Proposals received after that deadline will be deemed non-responsive and will not be considered for evaluation. **Faxed copies are not accepted.** Packages must be sealed and labeled SOQ #9-011.
2. Non-Discrimination. The Respondent must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-discrimination laws, ordinances, rules and regulations. Any violation of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination, or suspension.

G. Questions

All questions must be directed to Mr. Ken Crawford, Director of Purchasing and submitted through SciQuest.

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> Questions must be submitted by January 31, 2019, by 12:00 PM. Any contact with other District personnel or School Board members regarding this request during the selection process is grounds for disqualification.

H. Return of Proposal

Once received, proposals become the property of the District.

I. Confidentiality

Any information submitted by the respondent deemed confidential or proprietary shall be clearly identifiable. The District shall endeavor to protect confidential material from disclosure to non-District personnel to the extent possible as required by State or Federal law. The District is not responsible for inadvertent disclosure of responses to this SOQ. Any firm claiming confidentiality must submit the Business Confidentiality form.

J. Discretion of Ogden City School District

This is a request for statements of qualifications (SOQ) and not a purchase order, contract, or offer. As such, the District is under no obligation to respondents. The District reserves the right to reject any or all proposals, to negotiate with any or all firms submitting proposals, and to enter into an agreement with any firm for any services mentioned in this request.

K. Written Agreement

The District will enter into written agreement with the selected firm or individual.

L. Selection Criteria

The following criteria will be used in ranking each of the proposed Consultant Teams. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criteria in the form of points.

A. Strength of Team. 180 Points

- 10 Points.** *Firm Experience:* show the overall experience of the firm in relation to projects of similar scope, size and complexity.
- 20 Points.** *Project Team Experience:* show the overall experience of the project team in relation to projects of similar scope, size and complexity.
- 30 Points.** *Project Specific Team Experience:* what is the project team's specific experience on past successful projects, in relation to similar project type, scope, size and complexity?
- 10 Points.** *Past Project Experience as a Team:* what experience does the project team have working together on past projects?
- 40 Points.** *Team Experience:* what experience does the team have in the specific geographical region and how will this experience be a benefit to the project?
- 10 Points.** *Project Executive/Principal:* show the experience of the project director/principal on relevant projects with similar roles.

- 20 **Points.** *Project Manager Experience:* show the experience of past relevant projects. Consider availability, other current projects and percent of commitment, years of experience and years of experience with current firm.
- 20 **Points.** *Key Consultant Experience:* show the experience of past relevant projects, availability, years of experience and years of experience with current firm.
- 20 **Points.** *Experience of Additional Project Specific Team Member:* show the experience of any additional project specific team members or experts.

B. Project Management Approach. 200 Points

- 20 **Points.** *Program Management Services Plan:* teams plan demonstrates the ability to provide the required deliverables, adequate plan reviews and provide the needed quality control.
- 30 **Points.** *Budget Control Plan:* budget control plan clearly defined and will it work for this project.
- 20 **Points.** *Project Communication Plan:* show how the team will identify and communicate with the Stakeholders (Owner, User and Contractor).
- 10 **Points.** *Sub-Consultant Management Plan:* show how sub-consultants will be selected and managed.
- 30 **Points.** *Schedule Control Plan:* provide a detailed Schedule; identify the necessary bid packages; include identifying, managing and controlling critical path activities.
- 30 **Points.** *Value Added Ideas:* has the team provided value added ideas that will benefit the project?
- 30 **Points.** *Tools and Techniques:* does the team use any unique tools or techniques that will benefit the project?
- 30 **Points.** *Project Team Interaction:* can you work well with this design team throughout design and construction?

M. Fee Negotiation

Following selection of a Consultant by the Selection Committee and prior to the award of the agreement, the District will negotiate the final agreement fee with the top ranked firm.

Should the District be unable to agree to a satisfactory contract with the top ranked firm at a price that the District determines to be fair and reasonable, discussions with that firm shall be formally terminated. Negotiations will then be undertaken with the second ranked firm.

N. Proposal Calendar

It is anticipated that the following schedule will be followed:

1/17/19	SOQ released
2/07/19	Proposals due Proposals must be submitted by an official of the firm authorized to bind the firm and the proposed terms for a period of sixty (60) days from the due date.
2/08/19 – 2/15/19	Evaluation of Proposals. OCSD may request formal written clarification of any item. Potential Oral Interviews with selected firms.
2/21/19	Board Approval

CERTIFICATION OF PROPOSAL

Professional Legal Services

I (we) have read the Ogden School District Request for Statement of Qualifications (SOQ) #9-011 and fully understand its intent. I (we) certify that I (we) have adequate personnel and resources to fulfill the proposal requirements. I (we) further understand that our ability to meet the criteria and provide the required services shall be judged solely by Ogden School District.

I (we) further certify that, since the receipt of this SOQ, no contact, discussion, or negotiation has been made nor will be made regarding this proposal with any Ogden School District employee or Board Member other than the appropriate contact people identified in the Request for Proposal.

I (we) certify that all forms and addenda contained herein shall be considered part of the entire RFP response and that the complete documents submitted shall be considered a legally binding document. Furthermore, I (we) are prepared to comply with all requirements contained therein.

I (we) agree to hold the RFP amount(s) firm for sixty (60) days to give the District adequate time to evaluate this proposal.

I (we) agree that any knowledge, experience, process or product developed as a result of this scope of work may be replicated by the District for future use and/or projects.

Submitted By:

Legal Name of Submitting Firm

Authorized Agent Signature

Name and Title

Date Signed