

MEMORANDUM

TO: Construction Management Firm

FROM: Chad Martin, Superintendent
Jefferson County School District #251

RE: Request for Qualifications

DATE: August 26, 2024

Proposals for construction management firms to perform certain Construction Manager/General Contractor ('CM/GC') services which will be determined by the Jefferson County School District. The scope of the work will be to oversee the construction of a proposed new indoor recreational facility. Packets will be received by the Jefferson County School District #251 {on or before}:

Thursday, September 26, 2024 [4:00 p.m.]

Attached to this cover letter is a copy of our:

- RFQ packet for (CM/GCs)

It is requested that submittals shall include seven (7) originals of the proposal and any attachments. The original copies (single-sided 8 ½" X 11" numbered pages in at least twelve (12) point font) **must** be signed by a duly authorized partner or corporate officer. Proposals are to be sealed in an envelope/package and clearly marked "**Construction Management Proposal.**" Proposals are limited to not exceed forty (40) single sided pages.

A committee will review the proposals and short-list two finalists. These two (2) finalists may be asked to submit additional information regarding key persons, technical specialists, and consultants who will be utilized with this project. Interviews will be scheduled with these two (2) shortlisted firms, as the District will select their desired firm using the completed RFQ packets, reference letters and interviews.

The Jefferson County School Board is scheduled to approve their final selection of a construction management firm on or before October 16, 2024.

For additional information, questions, or inquiries, please contact:

Bryce Bronson, Business Manager
Office # (208) 745-6693
bbronson@sd251.org

The Jefferson County School District is looking forward to receiving your completed RFQ.

JEFFERSON COUNTY SCHOOL DISTRICT #251

REQUEST for QUALIFICATIONS

CONSTRUCTION MANAGEMENT SERVICES

Return this completed RFQ Proposal to:

Jefferson School District #251
Bryce Bronson, Business Manager
3850 East 300 North
Rigby, ID 83442

Office (208) 745-6693
bbronson@sd251.org

***TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED IN THE DISTRICT
OFFICE BY 4 P.M., THURSDAY, SEPT 26, 2004***

The Jefferson County School District No. 251 is seeking proposals for construction management firms to perform Construction Manager/General Contractor ('CM/GC') services which will be determined by the JCSD. The scope of the work will be to oversee the construction of a new donated indoor recreation facility. The projects will be located in Rigby, Idaho.

A. PROJECTS

The District is planning the following:

- Indoor Recreational Facility

Architect: T.B.D.

Donation Amount: \$4 Million - \$8 Million (contingent upon final donation)

Const. Start: ASAP

Completion: ASAP

B. REQUIRED SERVICES (SCOPE OF WORK)

Throughout **all** phases of the project, the CM/GC is expected to provide the District with professional construction management services and represent the District's interests in having the project completed on time, within budget, and as planned with a minimum of difficulties. It is anticipated that the AIA Document A133 Standard Form of Agreement between Owner and Construction Manager, with modifications, will form the basis of the services agreement in conjunction with AIA Document A201/CMA, General Conditions of the contract for Construction Manager-Adviser Edition, latest edition. Services shall include, but are not limited to the following:

1.0 DESIGN PHASE

- 1.1** In conjunction with the District staff and project architect, develop a comprehensive management plan to include efficient, effective non-duplicating set of procedures, responsibilities, and contracting strategy for overall project administration and contract compliance.
- 1.2** Assist in establishing a detailed scope of work to include all project costs such as construction, permits, fees, testing, equipment, administrative costs, soft costs, etc.
- 1.3** Based on the agreed scope of work, provide preliminary project construction estimates and make recommendations to the District. Provide a minimum of two (2) construction cost estimate updates during the construction document phase of the project.
- 1.4** Assist in obtaining all necessary agency reviews, approvals, and permits.

- 1.5 Develop combined or sequential bidding document packages for contractors and vendors.
- 1.6 Develop and maintain critical path schedules and responsibilities for all phases of the project and monitor participants' compliance.
- 1.7 Review bid documents to determine the lowest possible cost and the most responsive and responsible bidders. Make recommendations consistent with meeting the District's objectives.
- 1.8 Suggest options and ideas where cost and time savings might be achieved in all phases.
- 1.9 Solicit and maintain certificates and proof of performance and payment bonds and workman's compensation insurance from all subcontractors before and during construction, naming the District as an "other insured party".
- 1.10 Coordination and proof of tax payment by all subcontractors will be the responsibility of the construction manager.

NOTE CM/GC will be required to coordinate delivery of District furnished items and furnishings as required. Include in critical path schedule timelines and coordinate with District staff.

2.0 BIDDING PHASE

- 2.1 Develop bidding strategy and assist in evaluating bids for compliance with project requirements and documents.
- 2.2 Identify bid packages, which are in excess of the project budget and assist in working with the lowest possible bidder to identify cost savings opportunities, alternate methods, duplications, omissions, etc.
- 2.3 Make recommendations to the District for award of bid packages to the lowest responsive and responsible subcontractors and vendors.

NOTE CM/GC will be required to advertise, receive bids, tabulate bid results, and prepare vendor purchase orders for the District on a monthly basis or as directed by the District administration. All work must be in compliance with Idaho Code 54-4511.

3.0 CONSTRUCTION PHASE

- 3.1 With the project architect, conduct pre-construction meetings with all subcontractors and initiate construction activities under the field supervision of the CM/GC.
- 3.2 Provide traditional Division I, General Condition types of services such as project supervision, office trailers, telephones, toilets, temporary utilities, cleanup, etc.
- 3.3 Assume overall responsibility for the administration and scheduling of the construction contracts, quality assurance, and special inspection requirements. Receive, evaluate, and make recommendations for disposition of all requests for payment.

- 3.4 Maintain cost control records and monitor costs to assure compliance within the budget. Provide a schedule of values for all construction work in conjunction with the construction estimate and evaluate each subcontractor bid when received against the estimated construction cost value. Advise the Owner of significant differences found.
- 3.5 Schedule, conduct, and document weekly project coordination meetings involving all onsite personnel to verify compliance with overall project schedule.
- 3.6 Communicate to the contractors and vendors design clarifications, pricing requests, change orders, etc. Receive and review same documents for appropriateness and make prompt recommendations to the District for approval or disapproval.
- 3.7 Establish and maintain a construction reporting and monitoring system including daily construction reports, shop drawing logs, photographs, inspection reports, request for information, logs, etc. Maintain all project information clearly identified in three-ring binders for periodic review by the District staff and project architect.
- 3.8 Monitor construction workmanship and quality control. Monitor cash flow and provide project progress reports to the District and project architect as required.
- 3.9 Establish an effective procedure for timely claims resolution.

4.0 PROJECT COMMISSIONING

- 4.1 Develop a schedule for District move-in and occupancy. Coordinate delivery of District furnished equipment and furnishings as required.
- 4.2 Assist the District and project architect with final inspection and acceptance of the project. Obtain and verify all project guarantees, warranties, as-built drawings, manuals, etc., per the project manual and construction documents.
- 4.3 Assist in the subcontractors and vendor-provided training of District personnel, as required per the project manual and construction documents.
- 4.4 Address all post occupancy one-year warranty problems in a timely manner and coordinate subcontractor completion requirements with the District.

C. PROPOSAL, FORMAT, CONTENT, AND EVALUATION CRITERIA

As a minimum, proposals must include the information noted in this sequence. Proposers are invited to include innovative methods and/or procedures, which they can provide or assist in ensuring the successful completion of this program. Unique qualities and/or capabilities should be identified.

Written Response Requirements	100 Total Proposal Points
1. Cover Letter	Mandatory
2. Complete the “ CONSTRUCTION MANAGER INFORMATION ” provided on Part G (CM/GM Information) of the Request for Qualifications	5
3. COMPANY PROFILE. Describe your firm’s past schoolwork history, size, resources, philosophy of service, volume of work, financial stability, and construction management techniques and methods.	5
4. PROJECT APPROACH. Describe your approach to providing the service outlined in “Required Services”. Discuss how you provide leadership to facilitate teamwork and communications among all parties. Identify personnel to whom responsibility for the District’s project will be assigned and their names, titles, roles, qualifications, experience, and resumes. Provide an organizational chart clearly illustrating proposed staffing. Identify and discuss how you propose to ensure contractors mobilize, perform, and complete their work according to the schedule you develop.	30
5. SCHEDULING. Describe the scheduling techniques you will use, and the software employed to produce an effective schedule and CPM. Describe how you will identify activities and their duration. Include a discussion of scheduling shop drawings and submittals and how you intend to enforce schedule compliance.	10
6. HOME OFFICE SUPPORT. Describe your home office support staff and indicate hours/week they will dedicate to our staff positions. Provide a flow chart of pay request review, approval, and disposition. Explain how you could assist us in determining our proposed future high school project. List several School Districts that you have assisted in this endeavor.	5
7. PAST PERFORMANCE. Describe several school projects that you have completed as a Construction Manager which best illustrates your firm’s ability to manage and complete projects within budget and on-schedule. Include <i>current</i> letter of references from the owner on <u>each</u> of these school projects. Preference will be given to those firms having school construction knowledge and experience.	25

Describe any previous experience your firm may have had working for the Jefferson School District #251.	
<p>8. INFORMATION. Please furnish us with a complete school project budget from item #7. The budget shall be broken out into three major categories: Soft Costs, Construction Manager Costs, and Subcontractor Costs. Under the Soft Costs -- identify all permits, fees, furnishings, equipment, and architect/engineer fees. Under the Construction Manager category include all line item costs that were paid directly to the Construction Management firm. Information is to be broken out into multiple categories to identify on site management costs, general office costs, overhead and profit, and any/all miscellaneous costs reimbursed directly to the Construction Manager. Under the Subcontractor category, provide a detailed breakout identifying all subcontracts and their amounts. The total of all three categories shall equal the entire project budget. Please present this information in a clear, concise manner, representative of the format that you would recommend that the Jefferson County School Dist. #251 utilize in our overall project budgeting/tracking.</p>	20
TOTAL POINTS POSSIBLE	100

D. PROPOSAL SUBMISSION PROCEDURES

1. Requests for Qualifications will be emailed out on Monday, August 26, 2024. They also may be requested from:

Bryce Bronson, Business Manager
Office # (208) 745-6693
bbronson@sd251.org

2. Written proposals in response to the RFQ will be accepted at the Jefferson County School District #251 Administrative Office {full address shown on the front page of this document} **until** 4 p.m., prevailing time, Thursday, September 26, 2024.
3. Submittals shall include seven (7) originals of the proposal and any attachments. The original copies (single-sided 8 ½” X 11” numbered pages in at least twelve [12] point font) **must** be dated and signed by a duly authorized partner or corporate officer. The total number of sheets is limited to not exceed forty [40] single sided pages. Proposals are to be sealed in an envelope/package and clearly marked **“Construction Management Proposal.”**

4. Submittals must include the CM Idaho License Number with appropriate reference identification.
5. Questions that may arise because of this RFQ must be addressed to:

Bryce Bronson, Business Manager
Office # (208) 745-6693
bbronson@sd251.org

E. SELECTION TIMELINES

STEP 1:

Emailing of RFQ's will be available as per D-1.

STEP 2:

Deadline for receipt of RFQ's as per D-2.

STEP 3:

A committee will evaluate all proposals. From this evaluation, a short-list of two (2) firms will be established. As part of this evaluation process, the committee reserves the option to visit the proposer's office(s). Selected firms will be notified after the short-list by telephone if the JCSD is planning to visit their office(s).

STEP 4:

Two firms will be scheduled for an interview {on or about October 16, 2024} for this selection process. RFQ materials and reference calls will also be utilized by the Jefferson County School District #251 for its selection of a CM firm.

STEP 5:

The Jefferson County School Board is estimated to formally approve of the final selection of a CM firm on Wednesday, October 16, 2024.

F. PROPOSAL GUIDELINES

1. The JCSD will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract.
2. All proposals and other materials submitted will become the property of the JCSD.
3. All information contained in the RFQ and acceptable provisions of the selected firm's response may be made a part of the executed Agreement for Services.

4. Upon the JCSD's request, the proposer may be asked to submit additional information as directed.
5. All proposal contents must be guaranteed for ninety (90) days from the proposal submittal date.
6. The Jefferson County School District #251 reserves the right to:
 - Waive any informalities or irregularities and reject any or all proposals received as a result of this RFQ;
 - Select all or part of the respondent's proposal;
 - Negotiate changes in the scope of work or services to be provided;
 - Conduct investigations required to determine the proposer's performance record and ability to perform the assignment specified as part of the RFQ; and
 - Negotiate separately with any source in a manner deemed to be in the best interest of the JCSD.
7. If, through any cause, the contracted CM firm shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the firm violates any covenants, terms, or conditions of the agreement, then the JCSD can cancel the contract without prejudice by giving at least five (5) days prior written notice to the firm of such termination.

G. CONSTRUCTION MANAGER APPLICATION INFORMATION

1. Name of firm, address, email, phone and fax number of your firm's main office.

Firm: _____
 Address: _____
 City, State, and Zip: _____
 Telephone: _____ Fax: _____
 Email: _____

2. Name, title, address, email, phone, and fax number of the firm's officer responsible to the Jefferson County School District for all the work provided under this RFQ.

Name/Title: _____
 Address: _____
 City, State, and Zip: _____
 Telephone: _____ Fax: _____
 Email: _____

3. Please check appropriate box identifying the legal status of the entity making this proposal.

() Corporation () Partnership () Individual () Joint Venture

4. If a Joint Venture is being proposed, identify the other firm(s) in association.

Jt. Firm & Contact: _____
 Address: _____

City, State, and Zip: _____
Telephone: _____ Fax _____
Email: _____

5. Address, email, phone, and fax number of the office where the project team will be located and conducting office work for these JCSD projects.

Name/Title: _____
Address: _____
City, State, and Zip: _____
Telephone: _____ Fax _____
Email: _____

6. If you answer yes to any of the following three (3) questions, please **attach** a separate sheet stating the project(s), date, owner, and reason:

- a. Has your firm or Joint Venture failed to accept a contract or to complete a contract awarded to you? Yes No
- b. Has your firm or Joint Venture under another or previous name failed to accept a contract or failed to complete a contract awarded to you? Yes No
- c. Has your firm or Joint Venture had a contract terminated or had been given written notice of a demand incident to a proposed contract termination? Yes No

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

Company Name: _____
Agent's Name: _____
Address: _____
City, State, and Zip: _____
Telephone: _____ Fax _____

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

Company Name: _____
Agent's Name: _____
Address: _____
City, State, and Zip: _____
Telephone: _____ Fax _____

9. If you answered yes to any of the following questions, provide a complete explanation upon a separate sheet:

- a. Has any one of your current or former sureties or bonding companies ever been required for you to perform under a cancelled bid bond, labor and material payment bond, or a performance bond that they issued on your firm's behalf?
 Yes No
- b. Has your firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? (If so, state the company, date, reason, and specific details). Yes No
- c. Within the past five (5) years, has your current firm or any predecessor organization been involved as a party or filed a claim in any bankruptcy, litigation, mediation, or arbitration proceedings? Yes No

10. Name, title, and signature of your firm's officer from who was responsible for this respective RFQ preparation and that they 'hereby verify' the accuracy of your proposal:

Printed Name: _____

Title: _____

Signature: _____

Date: _____

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