



Kelso School District

REQUEST FOR QAULIFICATONS

**General Contractor
Construction Manager
(GC/CM)**

**Wallace and Lexington Elementary Schools
Replacement Project**

Kelso, WA

Submittal Deadline: August 23, 2018 3:00 pm

REQUEST FOR QUALIFICATIONS (RFQ)

General Contractor/Construction Manager Services

1. INTRODUCTION

Kelso School District (KSD) is accepting Statements of Qualifications (SOQs) from General Contractors/Construction Manager (GC/CM) to:

- Join and embrace the role as an integrated team member of the KSD team that includes Integrus Architecture, specialty consultants, KSD staff, and ESD 112 owner's representatives. As team member the GC/CM must and key subcontractors must be focused entirely on ensuring the best interest of the project, KSD staff and students.
- Perform and provide top quality pre-construction services that include cost estimating, scheduling, collaboration with the design consultants, logistics and phasing, site investigation and destructive testing, and assist with the selecting building materials and systems.
- Utilize and provide integrated construction technology including BIM, Virtual Design and Construction.
- Aid in the establishment and in the achievement of high performance construction and design goals.
- Manage and solicit subcontractor and supplier bidding
- Ensure the delivery of the highest quality project, through top-notch construction services that ensure safety is the highest priority.
- Provide a project that is on time and under budget.

KSD intends to award a contract for GC/CM services (GC/CM Contract) via a three-step competitive negotiation method to ensure the procurement of the highest qualified contractor based on the strongest management and fees that are market competitive. The first step is the Submittal of Qualifications, as per section 6 of this RFQ and evaluated as per section 12. The firms with the highest rank after the evaluation of the SOQ's will be requested to participate in extended interview, that may include site and office visits along with a team interview. The highest evaluated teams after the interview will be invited to submit price proposals for specified general conditions and contractor's fee.

- There will be an optional pre-submittal conference on Tuesday August 14th at 9:15 am starting at the Wallace Elementary School 610 Elm Street, Kelso, WA 98626.
- All official documents and notification of all addenda for this process is on the District website.
- All costs incurred by submitting who choose to participate in the RFQ process shall be the responsibility of the proposing/submitting firms.

Project Team Members:

Mary Beth Tack, Kelso School District, Superintendent

Scott Westlund, Kelso School District, Chief Business and Operations Officer

Gary Schimmel, Kelso School District, Director of facilities Services

Roy Parsons, Kelso School District, Vice President, School Board

Phil Iverson, Project Manager, ESD 112 Construction Services Group, GCCM
Consultant/Project

Richard Skreen, Project Manager, ESD 112 CSG

Amy Vanderhost, Associate Principal, Integrus Architecture

Patrick Donnelly, Architect- Senior Associate, Integrus Architecture

2. PROJECT DISCRIPTION:

A new Wallace Elementary School will be located on the existing site at 410 Elm Street, Kelso WA. The new Wallace elementary school will house 450 K-5 elementary students and is estimated to be 54,000 SF. The Lexington Elementary School will be located on the 10 acre parcel located West of Boardwalk Way, and Directly North of Westminster Drive. The near intersections are Leif Drive and Boardwalk Way, Kelso WA. The new schools will house 650 K-5 elementary students and is estimated to be 72,000 SF. KSD has selected Integrus Architecture to lead educational specifications and the design for the projects. At this time, the full scope of the project is yet to be determined. Currently it is assumed that at a minimum, the work will include the following:

- Hazardous materials abatement - Wallace site
- The demolition/removal of multiple portable classrooms - Wallace site
- The demolition and/or of the existing buildings - Wallace site
- New elementary schools and new construction to the site circulation; student drop off and bus loop; and parking – Wallace and Lexington sites
- Playground, fields, and miscellaneous site and landscaping improvements - Wallace and Lexington sites

3. SCHEDULE

The following is the projected schedule for the project.

GC/CM Selection

PRC Approval	July 26, 2018
1 st Advertisement for GC/CM	August 1, 2018
2 nd Advertisement for GC/CM	August 8, 2018
Pre-Submittal Meeting	August 14, 2018 9:15 AM
Receive GC/CM SOQs	August 23, 2018
Notify GC/CM Short listed Finalists	August 28, 2018
Probable Site & Office Visits	TBD August 30 – Sept. 7, 2018
Interview of GC/CMs	September 11, 2018
RFP Issued to GC/CM Finalists (GC's & Fee)	September 11, 2018
Public Opening of Sealed Proposals (GC's & Fee)	September 13, 2018

Design and Construction

Ed Specs/Programming	June – August 2018
Schematic Design	August 8, - October 2018
Design Development	Oct. 30, 2018 - February 15, 2019
Construction Documents	February 18, - June 10, 2019
Permitting Process	April 2, 2019 – June 10, 2019
Anticipated Construction Start	May 2019
Anticipated Construction Completion	August 2020
Building Occupancy	August 2020

4. SCOPE OF GC/CM SERVICES

The Kelso School District is seeking a highly qualified GC/CM firm to become an integrated team member. The firm must be led by a creative and strong manager throughout design and construction. In addition to the traditional pre-construction consulting services, KSD desires to have a GC/CM that has proven skills of working closely with designers to integrate the best in current technology. This technology includes BIM and Virtual Design and Construction, along with life cycle cost analysis and total cost of ownership.

The GC/CM must also be proficient in all aspects typical to a GC/CM including, but not limited to, developing Critical Path Method schedules, performing and participating in value engineering and life cycle cost studies, estimating, recommending and analyzing alternative design options, accurately knowing and studying the current labor conditions, understanding current/modern construction methods and techniques, be innovative and creative, participate/perform constructability reviews, logics/phasing and planning of work, be familiar/ become familiar with the local labor market, and be excellent at coordinating and communicating the activities of the team throughout the design and construction phases to all members of the project delivery team. Additionally, the GC/CM must be familiar with the local labor market, and be capable of working with subcontractors to develop viable pricing alternatives.

5. SELECTION AND AWARD PROCESS

Kelso School District will be select the GC/CM for contracted services based on the evaluated combination of qualifications and fees.

- 5.1** Received Submittals of Qualifications will be evaluated and ranked based on the evaluation criteria in section 12 of these instructions. The top ranked firms will be invited to participate in an extended interview process that may also include site visits/office visits so that the District can observe how the proposing GC/CMs perform as a cohesive team unit on an actual job site. KSD hopes to be inviting two to four firms to participate in the interview process.
- 5.2** After the interviewed GC/CMs have been ranked, KSD may further short-list the competition, and send a RFP detailing the contract terms and specified general conditions and fee terms.
- 5.3** The GC/CM achieving the combined highest ranking/score based on the interview, and Fee proposal will be selected for preconstruction services and negotiations of the GMP.
- 5.4** Guaranteed Maximum Price (GMP) negotiations will follow RCW 39.10 requirements and will occur when the project scope is adequately defined at the 90% complete construction documents as determined by the GC/CM and the Kelso School District. Once the GMP has been successfully negotiated the

GC/CM and the Kelso School District will execute the GMP amendment the GC/CM contract.

5.5 GMP negotiations will be part of the preconstruction services, prior to the GMP amendment. If as determined by KSD that a satisfactory, fair and reasonable within the funds available GMP cannot be achieved, KSD may cancel the negotiations prior the entering into an agreement, and may begin to negotiate with the next highest ranked firm, and/or pursue fixed price bids.

6. SOQ SUBMITTAL FORMAT

Respond to each of the items as stated below in a clear and concise manner. All responses must be in the order as listed, clearly separated with tabs and labeled by response. Ensure attention to specific requests for information. The submittals shall be organized in a manner that will enable the GC/CM selections committee to quickly and easily access and assess the information. The submittal must be bound in 8-1/2" X 11" format; eight (8) signed hard copies, and one (1) pdf copy supplied via flash/usb drive are required. All submittals must be tabbed as per section 6. Please limit submittals to a maximum of 20 double sided pages excluding tabs.

Any questions regarding he RFQ should be directed to Phil Iverson via email at Philip.iverson@esd112.org

All Submittal of Qualifications must be received by 3:00 PM PST Thursday August 23, 2018, to: Scott Westlund, Chief Financial and Operations Officer, Kelso School District, 601 Crawford Street Kelso, WA 98626

6.1 Letter of interest: (0 points)

The letter of interest must be under two (2) pages and may contain any information not shown elsewhere in the submittals. Also, submit an executed Contactor Verification Form. The Contractor Verification Form is a requirement for consideration of the Statement of Qualifications. See Attachment A.

6.2 Staff Qualifications: (10 points)

6.2.1 Provide an organizational chart and a staffing plan showing proposed staff, reporting relationships and key roles for each staff member. Describe roles and responsibilities for pre-construction and construction phase services. Provide the staffing plan should be narrative form. At a minimum include information for the following staff members: the principal in charge, or corporate executive dedicated to the project, project manager, project engineers, superintendents, estimator, scheduler, and the safety officer. The proposer will provide, for the duration of the project, the full complement of staff, including the key individuals identified in this proposal.

Clearly identify the key individuals who will be providing the leadership role for the project and provide the day to day contact for KSD. Demonstrate proven success and how this the individual(s) has accomplished that success in a similar role on other projects.

6.2.2 Provide detailed resumes for each proposed staff member including the last five relevant projects, employment history, education, and personal references.

6.3 Past Performance on Relevant Projects of Submitting Firm

6.3.1 Provide a description of the history and capabilities of your firm. Describe the types of projects or services the firm normally performs and the relative dollar value of each. Provide the firms bonding capacity and state the ability of the firm to bond these projects. List the name, contact person, and the contact information for the firms bonding agent, and include a statement from the bonding agent committing to bond these projects.

6.3.2 Provide the profiles of at a minimum of three (3) completed K12 projects where the basis of compensation was a negotiated price. Profiles should include new construction projects of similar size, scope, and the complexity regardless of the delivery method. Provide the initial negotiated price, the

final negotiated price, and also the duration of the project. Provide the references for both the Owner and Architect (include the manager who is familiar with your firms performance) for the projects profiled. Also note if any of the individuals named in your project team participated as members of the projects team for the listed project.

6.4 Self-performed Work, Location, and Current Workload (6 points)

- 6.4.1 Describe the work your firm typically self performs and your capability to do so on these projects. How will you assure price competition on these scopes of work?
- 6.4.2 Describe the typical geographic range of your firms work. If Kelso is outside of that typical geographic range, how do you plan on managing this work to benefit of KSD, including pre-construction meeting attendance and management during construction?
- 6.4.3 Provide a summary and overview of you firms current, recent, and projected workload in addition to this project. Include a summary of the proposed team's current and projected work through the duration of the project. What has been your annual volume of work over the last five (5) years (in dollars)? What is your anticipated volume for the current year and what is your plan for the next three (3) years?

6.5 Accident Prevention, Safety and Claims (4 points)

- 6.5.1 Provide a summary of your team's accident prevention program and submit your team's EMR and OSHA (WISHA) Lost Time Accident Rate for the past five (5) years.
- 6.5.2 Provide a record of claims, litigation, or arbitration matters initiated by you firm or against your firm (in which you were a named party), for the last five years, List the name of the project, the dated of litigation, the amount of the settlement and identify you involvement, i.e. plaintiff or defendant.
- 6.5.3 Provide a record of complains or findings filed against your firm by regulatory agencies (e.g., OSHA, L&I, WISHA< WDFW, WDOE, City or County regulators, etc.) for the last five years. List the name of the project, the date

of the complaint, and the amount of the settlement. Identify your involvement, i.e. plaintiff or defendant.

6.6 Project Approach: (10 points)

- 6.6.1 Tell us what your teams approach to this project/projects. What is your plan for completing the project, and how will you support KSD design and integrated team delivery goals?
- 6.6.2 Describe your firms estimating capabilities, along with its cost tracking and cost control approach when working as a project team member during the design. Describe the submitted teams experience in actively interfacing with the design team to provide continuous, real-time cost feedback and estimating services.
- 6.6.3 Describe your firm's approach to determining and assessing constructability issues and proposing value engineering as well assessing alternative construction options, projects and engineering systems for cost savings and life cycle cost design considerations.
- 6.6.4 Inform us of your firms approach to quality control during design and construction including the coordination of subcontract work and commissioning building systems. Include a description of the quality control organization you plan to employ and the levels and authority of the individual's assigned responsibility.

6.7 DBE/MWBE Approach (2 points)

- 6.7.1 Provide your firm's plan related to the DBE/MWBE outreach during design and construction including coordination of materials procurement and subcontract work.

7.0 Interviews (50 points)

The highest ranked firms after the evaluations of the SOQ's will be invited to extended interviews to assist the Kelso School District with determining the proposers with the strongest management teams including their leadership and communication skills/abilities. KSD may visit jobsites and the offices of the firms selected for interviews to conduct an informal interview and to gain an idea of

how the GC/CM actually performs in the field. A formal extended interview will held in the Kelso School District Board room.

If your firm is invited to be interviewed, questions will be directed to the proposed key project staff. At a minimum, the corporate executive, the project manager, project engineers and project superintendents dedicated to the project, project estimator, and the key individuals responsible for preconstruction shall be in attendance. Additionally to presenting qualifications, experience, and the project team's approach to the project, the interviewees will be expected to respond to questions from the panel regarding the firm's proposal as well as additional questions that might be posed in correspondence directed to the most qualified proposers after this solicitation is closed. The length and format for the interview will be provided to the short-listed firms.

8.0 FEE PROPOSALS (10 Points)

Following the interviews, KSD may at its sole discretion invite selected firms to submit fee proposals. If a fee proposal is requested, the firm will be required to submit two (2) amounts on a form to be provided by KSD. The first number shall be for the "GC/CM Fee", and the second shall be for the "Specified General Conditions Work" will be specifically defined in the GC/CM Contract to be provided to those firms selected to submit final proposals.

8.1 State your fee as a percentage and multiply it by the estimated contract sum to determine a single lump sum number for the dollar amount of the fee. The dollar amount of the fee will be added to the dollar amount for the Specified General Conditions Work to determine a single number, the proposer's total proposal.

8.2 No other entries, modifications, or qualifications should be made to the proposal. KSD reserves the right to reject any or all proposals, and waive informalities or non-material irregularities in the proposals received.

8.3 The name, address, and contractor registration number of proposer shall be typed or printed on the bid in the space provided. The name must match the name on the proposal guarantee.

8.4 Proposals must be submitted on the forms furnished by KSD, or on copies of those forms, and signed. The person signing the proposal must initial each page.

8.5 Proposers shall submit proposals in the format provided in the proposal form. Only the amounts and information asked for in the proposal form will be considered as the proposal. All blank spaces must be filled in.

9.0 CONTRACTORS REGISTRATION

All proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020.

10. PROPSAL GAURANTEE

Proposers selected to participate in the fee proposal process shall furnish a proposal guarantee in the form of a firm commitment, such as bid bond, postal money order, cash or cashers check payable to KSD, in the amount of at least 5% of the total proposal for Fee and Specified General Conditions. KSD reserves the right to hold the proposal guarantees of all proposers until the successful proposer has into the GC/CM Contract and furnished the required bonds and insurance certificates, or for a period of 90 days, whichever is shorter.

11. DBE/MWBE OUTREACH

KSD encourages proposals from disadvantaged and women and minority business enterprises and outreach to these organizations as part of the subcontractor bid packages on this project.

12. EVLAUATION CRITERIA

12.1 Statement of Qualifications

12.1.1 Staff qualifications	10 Points
12.1.2 Past performance on relevant projects	8 Points
12.1.3 Self-performed work, firm location, workload	6 Points
12.1.4 Accident prevention program safety record	4 Points
12.1.5 Project approach	10 Points
<u>12.1.6 DBE/MWBE approach</u>	<u>2 Points</u>

Subtotal: 40 Points

12.2 Interview.

The Selection Committee will review all conforming proposals received in response to this RFQ, and based upon the results of their scoring/ranking, develop a short-list of firms to interview. Presentation topics will be identified in a request for proposal that will be transmitted to appropriate firms.

Subtotal 50 points

12.3 Fee Proposals

The most qualified firms based on evaluations committee ranking after the interviews will be requested to submit sealed proposals for fee and specified general conditions. The lowest conforming Fee Proposal will receive 10 points. All other fee proposals shall be evaluated as follows:

$(\text{Low Conforming Fee}^*/\text{Fee Submitted}) \times 10 \text{ points} = \text{Points Awarded}$

*Low Conforming Fee = GC fee + Specified General Conditions; conforming fee is defined as a fee that conforms to the requirements in the forthcoming RFP.

Subtotal 10 points

Total Possible Points all Combined Categories

100 Points

The firm with highest number of total points scored will be retained to provide preconstruction services and negotiation of the GMP.

The Kelso School District reserve the right to waive any informalities or irregularities in any submittal.

Attachment A

CONTRACTOR VERIFICATION

The party who submits the statement of qualification and to whom the contract may be awarded is, and notice of acceptance should be mailed or delivered to:

NAME:

Legal name of person, firm or corporation submitting bid/proposal/qualifications

Corporation Individual Partnership Sole Proprietor

State of Washington, UBI Number

Data Universal Numbering System, DUNS Number

ADDRESS:

Street Address

City, State and Zip Code

PHONE NUMBER:

FAX NUMBER:

(initial) Not disqualified from proposing on any public works contract under RCW 39.306.010 or 39.12.065(3) and Common Rule 68 FR 66533.

(initial) Can provide proof of Industrial Insurance (worker's compensation) coverage for firm's employees working in Washington per RCW Title 51.

(initial) Can provide current Washington certification of registration as a contractor in compliance with RCW 18.27.

SIGNATURE:

Authorized Signature

Name Printed or Typed

Date

Title

Contractor Verification Form