

8/1/2018



**REQUEST FOR QUALIFICATIONS**

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

**Surprise Lake Middle School  
Replacement Project**

**Milton, WA**

**Submittal Deadline: August 21, 2018 3:00 pm**

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **General Contractor/Construction Manager Services**

#### **1. INTRODUCTION**

Fife School District (FSD) 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 FSD team that includes Integrus Architecture, specialty consultants, FSD staff, and ESD 112 owners' representatives. As a team member, the GC/CM and key subcontractors must be focused entirely on ensuring the best interest of the project, FSD 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 in accordance with RCW 39.10
- 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.

FSD 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 to current projects 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 Thursday, August 16th at 1:00 pm at the Surprise Lake Middle School located at 2001 Milton Way, Milton, WA 98354.
- 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:**

- Kevin Alfano, Fife School District, Superintendent
- Mark Beddes, Fife School District, Principal Surprise Lake Middle School
- Kari Harris, Fife School District, Director of Business Services
- Jeff Nelson, Fife School District, Executive Director of Teaching and Learning
- Ben Ramirez, Fife School District, Assistant Superintendent
- Cheryl Reid-Simmons, Fife School District Board, Vice President
- Kateri Schlessman, Project Manager, ESD 112 Construction Services Group
- Kirk Pawlowski, Director, ESD 112 Construction Services Group
- Loretta Sachs, Associate, Integrus Architecture
- Brian Carter, CEO | Principal, Integrus Architecture

**2. PROJECT DESCRIPTION:**

The Surprise Lake Middle School Replacement Project is a key priority for the Fife School District as part of its larger 2018 voter approved bond program. The existing facilities include two buildings and portables connected via a covered walkway and serves approximately 600 students. Located on the same campus as Discovery Primary School and Endeavour Intermediate School, the new, approximately 92,000 GSF facility estimated to have an approximate \$42,500,000 maximum allowable construction cost, is to be located adjacent to the existing school while occupied. FSD has selected Integrus Architecture to lead educational specifications and the design for the project. 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
- The demolition/removal of multiple portable classrooms
- The demolition and/or of the existing buildings
- New middle school (may require phased construction) due to occupied site
- Site improvements including bus and parent drop off, parking, green space, and outdoor learning areas.

**3. SCHEDULE**

The following is the projected schedule for the project.

**GC/CM Selection**

PRC Approval	July 26, 2018
1 <sup>st</sup> Advertisement for GC/CM	August 3, 2018
2 <sup>nd</sup> Advertisement for GC/CM	August 10, 2018
<b>Pre-Submittal Meeting</b>	<b>August 16, 2018 1:00 PM</b>
<b>Receive GC/CM SOQs</b>	<b>August 21, 2018</b>
Review and Notify GC/CM Short listed Finalists	August 22, 2018
Interviews	August 29, 2018
Notify Submitters of Most Highly Qualified Firms & Invite to Submit Final Proposals	August 30, 2018
Probable Site & Office Visits	TBD August 30 – Sept. 7, 2018
Deadline Sealed Proposals (GC's & Fee)	September 11, 2018
Public Opening and Notify Submitters of Scoring and Most Qualified GC / CM	September 12, 2018 10 AM, FSD District Office
Preconstruction Work Plan Due	September 21, 2018
Tentative Approval by School Board of Selected Firm	September 24, 2018

### **Design and Construction**

Ed Specs/Programming	June – August 2018
Schematic Design	September 4 - October 29, 2018
Design Development	October 29 – December 30, 2018
Construction Documents	December 30, 2018 – May 15, 2019
Anticipated Construction Start	July 2019
Anticipated Final Construction Completion	December 2020

### **4. SCOPE OF GC/CM SERVICES**

The Fife 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, FSD 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**

Fife School District will 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. FSD hopes to be inviting two to four firms to participate in the interview process.
- 5.2** After the interviewed GC/CMs have been ranked, FSD 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 Fife School District. Once the GMP has been successfully negotiated the GC/CM and the Fife School District will execute the GMP amendment to the GC/CM contract.
- 5.5** GMP negotiations will be part of the preconstruction services, prior to the GMP amendment. If as determined by FSD that a satisfactory, fair and reasonable within the funds available GMP cannot be achieved, FSD may cancel the negotiations prior to 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 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; three (3) signed hard copies, and one (1) pdf copy supplied via flash/usb drive or email to [jnelson@fifeschools.com](mailto:jnelson@fifeschools.com) are required. Please limit submittals to a maximum of 20 double sided pages including cover pages/letters, table of contents, and resumes. Contractor Verification Form may be added as an attachment in addition to the 20 pages.

Any questions regarding the RFQ should be directed to Kateri Schlessman, Project Manager with CSG on behalf of the Fife School District, via email at [Kateri.Schlessman@esd112.org](mailto:Kateri.Schlessman@esd112.org)

All Submittal of Qualifications must be received by 3:00 PM PST Tuesday, August 21, 2018, to: Jeff Nelson, Executive Director of Teaching and Learning, Fife School District, 5802 20<sup>th</sup> Street East, Fife, WA 98424.

**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. 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 FSD. 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 Fife is outside of that typical geographic range, how do you plan on managing this work to benefit of FSD, 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 FSD 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 as assessing alternative construction options, projects and engineering systems for cost savings and life cycle cost design considerations.
- 6.6.4 Inform us of your firm’s 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 Fife School District with determining the proposers with the strongest management teams including their leadership and communication skills/abilities. FSD 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 be held in the Fife 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, FSD 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 FSD. 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. FSD 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 FSD, 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. PROPOSAL 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 FSD, in the amount of at least 5% of the total proposal for Fee and Specified General Conditions. FSD 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**

FSD 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

12.1.6 DBE/MWBE approach 2 Points

**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 Fife 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