

REQUEST FOR QUALIFICATIONS

**CONSTRUCTION MANAGER/
GENERAL CONTRACTOR (CM/GC) SERVICES**

PRESTON SCHOOL DISTRICT #201

REQUEST FOR QUALIFICATIONS (RFQ): CM/GC SERVICES

Preston School District will accept Statements of Qualification (SOQs) from licensed Idaho Public Works Construction Managers in good standing to perform construction manager services in accordance with Idaho Code 54-4504 et seq., and as determined by Preston School Board.

Preston School District plans to use the Construction Manager/General Contractor (CM/GC) delivery process. In accordance with the Qualification Based Selection process set forth in Idaho Code 67-2320, Preston School District #201 is seeking SOQs from qualified firms to provide CM/GC services to assist with this project.

Written SOQs will be received at the offices of Preston School District #201 until August 26, 2021 at 4:00 PM MST. Any SOQ received after such time will not be considered and will not be returned. Each SOQ will be evaluated on the basis of qualifications as specified in this RFQ. A selection committee will evaluate each of the SOQs and the committee may choose to conduct interviews with one or more of the firms. The Preston School District Board of Trustees will make the final decision regarding the firm chosen for CM/GC services for this project.

Preston School District reserves the right to reject any and all SOQs, to waive any irregularities in the SOQs received, and to select the CM/GC that is in the best interest of Preston School District and the public. The issuance of the RFQ and the receipt and evaluation of sealed SOQs does not obligate Preston School District to award a contract. Preston School District will pay no costs incurred in responding to this RFQ, Preston School District may, at its discretion, cancel this process at any time prior to execution of a contract without liability.

A Pre-Proposal Meeting will be held on July 26, 2021 at 3:00 PM MST, at Preston School District Office, 105 E 2nd S, Preston, ID. Preston School District strongly recommends attendance by all Respondents, or, in other words, those firms responding to this RFQ.

SECTION 1

Instructions to Respondents

1.1 SOQ Information

Statements of Qualification shall be submitted in an opaque envelope or box and must be sealed and plainly marked for delivery as follows:

Please indicate "CM/GC: Preston School District-SEALED STATEMENT OF QUALIFICATION ENCLOSED" on the outside of the submittal package. Also indicate, on the outside of the submittal package, the firm name of the Respondent.

SOQs shall be delivered to:

Brad Nielsen
Preston School District #201
105 E 2nd S
Preston, ID 83263

Please sign your SOQ. UNSIGNED SOQs MAY NOT BE ACCEPTED. Submittal packages must include:

- a. One (1) signed/printed original SOQ.
- b. At least eight (8) printed copies of the SOQ.
- c. One (1) digital (PDF) version of the entire SOQ on Flash Drive.
- d. Exhibit A and B Forms (Included in the SOQ as described in SECTION 5 of this RFQ).

Late or incomplete submissions will not be accepted. Email or fax submissions will not be accepted.

SOQ DEADLINE is August 26, 2021 at 4:00 PM MST

At the time of the deadline above, only the names of the respondents will be made public. Respondent assumes full responsibility for the timely delivery of its submittal package to Preston School District. Respondent will be responsible for all costs (including site visits if needed) incurred in preparing or responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of Preston School District and will not be returned.

1.2 Contact with Preston School District #201 Personnel

All communications by Respondent should be made via the below-named contact. No other communication, initiated by the Respondent, with Preston School District is permitted (excluding the pre-proposal meeting). Address all communications concerning the RFQ in writing/email to:

Brad Nielsen
Business Manager
Preston School District
105 E 2nd S
Preston, ID 83263
brad.n@psd201.org

1.3 CM/GC Selection Process Schedule

RFQ Available for Release: July 14, 2021
Pre-Proposal Meeting: July 26, 2021 @ 3:00 PM MST
SOQ Deadline: August 26, 2021 @ 4:00 PM MST
Evaluation Committee Rankings: August 30, 2021 - September 14, 2021
Interview Notification: September 17, 2021
Interviews and Selection: October 6 – 7, 2021
Recommendation to Preston School District Board of Trustees: October 20, 2021

1.4 Rates, Overhead, Multipliers, and other Cost Information

While CM rates overhead, and multipliers may be requested for reference during the selection process, pursuant to Idaho Code 67-2320, Respondents shall not provide any cost information, related to this project, in their SOQ.

SECTION 2

Project Information

2.1 Project Location

151 E 2nd S
Preston, ID 83263

2.2 Project Budget

Project Budget is yet to be determined. Currently Preston School District patrons have approved a plant facility levy, of which, approximately \$2,000,000 have been designated for the primary project. If the project cannot feasibly be scaled to meet this budget, additional funding would need to be obtained in the form of an additional bond or levy by the school district.

2.3 Project Description, Information, and Background

The primary structure of Preston High School was first constructed in 1939. Since then there have been significant additions made to the overall structure in 1959, with additional classrooms and a gymnasium being added. In 1998 a new cafeteria and library were added to the building footprint, followed in 2011 with the addition of more classrooms and a new gymnasium. Preston High School has served as the primary high school (grades 9-12) in Preston school district since it's construction.

In 2019 it was determined by the Preston School District School Board that significant updating and remodeling of the original 1939 and 1959 sections of the school was needed in order to maintain and enhance the educational environment for students and teachers who worked and attended school in Preston High School. This project was added as the most significant single project included in a plant facility levy that was passed by patrons in March of 2020. The levy was approved for \$900,000 per year for five years, totaling \$4,500,000 after five years. Approximately \$2,000,000 of this levy was designated as being used for the remodeling and updating of the 1939 and 1959 sections of the high school.

The respondent chosen for this project will work with Preston School District in the primary tasks as follows, including, but not limited to:

1. Comprehensive assessment of current structural state of 1939 and 1959 sections of the high school structure.
2. Identification of needs including, but not limited to, the structural, mechanical, and material needs of the 1939 and 1959 sections of the high school.
3. Development of options for the remodel and updating of the 1939 and 1959 sections of the high school structure, including, but not limited to:
 - a. Possible Phased Project Plan
 - b. Possible Single Project Plan
 - c. Other Options as determined by selected CM/GC
4. Pre-design, Design, and Selection of Design Processes
5. Scheduling and Housing of Students During Construction Phases

6. Bidding Process
 - a. Breakdown of systems and sub-contracts
 - b. Development of Bid Proposals
7. Evaluation and Selection of Sub-Contractors
8. Management of Construction Plan

2.4 Project Timeline

Appropriate timelines will be developed between Preston School District and the selected CM/GC after appropriate structural and needs assessments have been completed. It is anticipated that the aforementioned assessments will take place as soon as possible following the CM/GC selection and contracting processes have been completed.

2.5 CM/GC Scope of Services

All CM/GC contracted services must be performed by staff properly licensed in the State of Idaho. The following services are anticipated in the CM/GC Services agreement with Preston School District. These descriptions are illustrative in nature and not exhaustive. The actual scope of services will be negotiated after this RFQ selection process has been conducted.

Preconstruction Phase, for Design and Bidding and Long Lead Procurement Services [THESE ALL MAY BE CHANGED, DELETED, OR REPLACED]:

- Work with Preston School District staff and the design team to review the project and visit the work areas to become familiar with the project;
- Review draft design drawings and specifications to identify clarity and constructability issues;
- Provide cost estimates as needed and required in the contract;
- Work with staff to develop a project schedule and refine the logistics plans;
- As necessary, provide recommendations with regard to accelerated or fast track scheduling, procurement, or phased construction;
- Develop and disseminate trade contract scopes and other contract documents;
- Establish bidder interest and obtain competitive bids for all the work, materials, and equipment;
- Work with Preston School District staff and the design team to address questions, issue addendums, and publicly open bids;
- Work with Preston School District staff and design team to value engineer the design and reconcile budget overruns as needed;
- Research and coordinate with specialty contractors and vendors on specialized items.
- Work with Preston School District staff to derive and negotiate project Guaranteed Maximum Price.

If the project will require multiple bid packages/GMPs the following statement will apply to the preconstruction services provided by the CM/GC. Prior to release of the first package for the subcontractor bidding, CM/GC firm shall submit a bid package estimate that itemizes all bid packages to be bid and awarded and which includes the CM/GC firm's estimate of the cost of each bid package. As permitted by Preston School District, the bid package estimate will include line items for any work the CM/GC firm proposes to self-perform. CM/GC firm's overhead,

profit, and contingencies shall be identified in separate line items. The total of the bid package estimate shall equal the Construction Cost on the CM/GC firm's most recent estimate.

Construction Phase Service [THESE ALL MAY BE CHANGED, DELETED, OR REPLACED]:

- Obtain project bonding, issue subcontracts and trade contracts, and obtain permits for all the work;
- Serve as the General Contractor and as a licensed Construction Manager, including:
 - Manage the construction process including the coordination, planning, trade contractor management, submittals management, procurement of long-lead material items, and requests for information;
 - Plan and provide general condition services such as site management, mobilization, storage areas, staging, et cetera
 - Obtain permission and coordinate access with public and private property owners implicated by the construction activity.
 - Review and negotiate change orders, and resolve issues and claims;
 - Coordinate safety programs, and maintain a safe job site;
 - Ensure project quality and conduct and coordinate inspections;
 - Update construction schedules as required to meet project milestones;
 - Conduct and document coordination meetings;
 - Maintain records, record documents, and manuals;
 - Develop, monitor, and complete project punch list;
 - Coordinate and assist with warranty corrections.

2.6 Special Instructions

Throughout the project, the CM/GC firm shall provide Preston School District with professional construction management and contractor services and represent Preston School District interests in completing the project on time, within set budgets, and as planned with minimum difficulties. It is anticipated that standard AIA or Consensus Docs contracts will form the basis of agreement for CM/GC services to be entered into for the project. However, Preston School District reserves the right to change, modify, or amend the final contract to be entered into by Preston School District.

SECTION 3

GENERAL CONDITIONS OF RFQ

3.1 Intent of RFQ

It is the intent of Preston School District to run a Qualification Based Selection process to select a firm capable of providing the CM/GC services, including but not limited to, those outlined within this RFQ. The Respondent ranked highest will be approached to negotiate the contract(s) necessary for this project. If contracts cannot be negotiated, Preston School District will then approach the next highest ranked Respondent to negotiate the contracts pursuant to Idaho Code § 67-2320.

3.2 Reserved Rights

Preston School District reserves the right to act in the public's best interest and in furtherance of the purposes of Idaho Code Title 67, Chapter 28 (Purchasing by Political Subdivisions). Preston School District reserves the right to waive any formalities or defects as to form, procedure, or content with respect to its Request for Qualifications and any irregularities in the SOQs received, to request additional data and information from any and all Respondents, to reject any submissions based on real or apparent conflict of interest, to reject any submissions containing inaccurate or misleading information, and to accept the SOQ that is in the best interest of Preston School District and the public. The issuance of this RFQ and the receipt and evaluation of SOQs does not obligate Preston School District to select a firm nor award a contract. Preston School District may, at its discretion, cancel, postpone, or amend this RFQ at any time without liability.

3.3 Public Records

Preston School District is a public entity. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Law, Idaho Code §§ 74-101 through 74-125. The Public Records Law contains certain exemptions – one of which is potentially applicable to part of your response is an exemption for trade secrets. Trade secrets may include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. Prices quoted in a SOQ are not trade secrets. If any Respondent claims any part of a SOQ is exempt from disclosure under the Idaho Public Records Law, the Respondent must: 1.) Indicate by marking the pertinent document "CONFIDENTIAL"; and, 2.) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire SOQ as "CONFIDENTIAL" is not in accordance with Idaho Public Records Law and will not be honored. Preston School District, to the extent allowed by law and in accordance with these Instructions, will honor a nondisclosure designation. By claiming material to be exempt from disclosure under the Idaho Public Records Law, Respondent expressly agrees to defend, indemnify, and hold Preston School District harmless from any claim or suit arising from Preston School District's refusal to disclose such materials pursuant to the Respondent's designation. Any

questions regarding the applicability of the Public Records Law should be addressed to your own legal counsel prior to submission.

3.4 Insurance

Prior to executing any contract for CM/GC services with Preston School District or commencing any work under the contract, the CM/GC firm will be required to provide evidence of the coverages listed below and pay all costs associated with the insurance coverage. Insurance policies or certificates of insurance will name Preston School District as a named insured, (except professional liability and worker's compensation insurance) and the CM/GC firm will maintain these minimum insurance coverages during the entire term of the contract:

- a. Professional liability insurance coverage with minimum coverage of one million dollars (\$1,000,000.00) per occurrence and a minimum aggregate limit of one million dollars (\$1,000,000.00).
- b. Commercial general liability Insurance coverage with minimum coverage of two million dollars (\$2,000,000.00) on an occurrence basis (rather than a claims-made basis).
- c. Automobile insurance coverage with minimum coverage of one million dollars (\$1,000,000.00) per occurrence for owned, non-owned, and hired vehicles.
- d. Worker's compensation insurance in an amount as required by statute and employer's liability insurance in an amount not less than one million dollars (\$1,000,000.00) for each occurrence, for all of the firm's employees to be engaged in work on the project under contract and, in the case any such work is subcontracted, the CM/GC firm will require Subcontractors and trade contractors similarly to provide worker's compensation and employer's liability insurance for all the subcontractors and trade contractors to be engaged in such work.

3.5 Bonding

As the general contractor, the CM/GC must have the capability to bond 100% of the contract price of the project estimated at the time the contract is negotiated and until such time that all of the entire projects bid, the overall Guaranteed Maximum Price (GMP) for the work is established, and the bond is delivered to Preston School District. The performance and payment bonds shall be AIA Document A312, 2010, or a standard surety form certified approved to be the same as the AIA A312 form and shall be executed by a surety or sureties reasonably acceptable to Preston School District and authorized to do business in the State of Idaho.

3.6 Taxes

Preston School District is exempt from federal and state taxes and will execute the required exemption certificates for items purchased and used by Preston School District. Items purchased by Preston School District and used by a contractor may be subject to use tax. All

other taxes are the responsibility of the Contractor and are to be included in the Contractor's pricing.

3.7 Legal Residency Requirement

By submitting a SOQ, the Respondent attests, under penalty of perjury, that they are a United States citizen or legal permanent resident or that they are otherwise lawfully present in the United States pursuant to federal law. Prior to being issued a contract, the firm will be required to submit proof of lawful presence in the United States in accordance with Idaho Code § 67-7903.

3.8 License Requirements

Proposals will be accepted from Idaho licensed construction managers and the firm of which they are a principal or full-time employee who, prior to the SOQ deadline, also have a valid public works contractor license as a general contractor pursuant to Idaho Code § 54-1902. Idaho Code § 54-1902 requires that public works contractors and subcontractors have the appropriate public works license for the particular type of construction work involved, and the general contractor must perform at least 20% of the work under contract.

SECTION 4 SUBMISSION PROCESS

4.1 Pre-Proposal Meeting

A pre-proposal meeting will be held on July 26, 2021 at 3:00 PM at Preston School District Office, 105 E 2nd S, Preston, ID. Preston School District strongly recommends attendance by all Respondents.

4.2 Forms Submitted

Respondents must submit the following items by the SOQ deadline:

- a. One (1) signed/printed original SOQ.
- b. At least eight (8) printed copies of the SOQ.
- c. One (1) digital (PDF) version of the entire SOQ on flash drive.
- d. Exhibit A and B Forms (Included in the SOQ as described in SECTION 5 of this RFQ).
 - o RFQ Submittal Information Form – Attached to this RFQ as Exhibit A
 - o RFQ Waiver and Release Form – Attached to this RFQ as Exhibit B

Failure to submit all requested information may render any SOQ nonresponsive and void.

4.3 Objections to Specifications or Process

Objections to specifications or RFQ procedures must be in writing and received by Preston School District at least three (3) business days before the SOQ due date and time. The objection must state the exact nature of the protest, describing the location of the protest portion or clause in the RFQ and explaining why the provision should be struck, added, or altered, and contain suggested corrections. Preston School District may deny the objection, modify this RFQ, and/or reject all or part of the objection.

4.4 Addenda

In the event it becomes necessary to revise any part of this RFQ, addenda will be issued. Information given to one Respondent will be available to all other Respondents if such information is necessary for purposes of submitting a SOQ or if failure to give such information would be prejudicial to uninformed Respondents. It is the Respondents' responsibility to check for addenda prior to submitting a SOQ. Failure to do so may result in the SOQ being declared nonresponsive. No addenda will be issued less than three (3) business days before the SOQ deadline unless the deadline is extended.

4.5 Modification or Withdrawal of SOQ

A SOQ may be modified or withdrawn by the Respondent prior to the submission deadline set forth in this RFQ. After the submission deadline, the submitted SOQ shall remain in effect for a minimum of 90 days for evaluation purposes.

4.6 Protest

If any participating Respondent objects to Preston School District's notice of selecting a firm for CM/GC services, that Respondent shall respond in writing to the notice from Preston School District within seven (7) calendar days of the date of transmittal of the notice, stating the express reason or reasons that the decision of Preston School District Board of Trustees is in error. Upon receipt of such objection, the Preston School District Board of Trustees shall review the award and determine whether to affirm, modify or re-issue the RFQ, setting forth the reason or reasons for its decision. At completion of the review process, Preston School District may proceed as it deems to be in the best interest of Preston School District and the public.

SECTION 5 REQUIRED CONTENT, EVALUATION, AND SELECTION

5.1 Required Submission Materials and Format

The SOQ format described here is meant to allow uniform review and easy access to information by the evaluation committee. Respondents not conforming to the requested format or not in compliance with the specifications may be considered nonresponsive.

SOQs must include the following information in the sequence set forth below. Respondents acknowledge they will be ranked according to articles below, with points applied per article:

Pass/Fail Proposal Criteria – organized with the following information:

Cover Letter: A signed letter briefly stating the Respondent’s understanding of the work to be done, the commitment to perform the work within the time period, and a statement as to why the firm believes it is qualified to perform CM/GC services for the project. Behind the Cover Letter, please submit a completed RFQ Submittal Information Form (Exhibit A) and a completed RFQ Waiver and Release Form (Exhibit B).

Scored Proposal Criteria– organized with the following information:

SECTION 1 | Company Profile: Describe the firm’s history, size, resources, philosophy of service, typical volume of work, financial stability, and basic construction management techniques and methods. Describe how your particular expertise, experience, and techniques can be an advantage to Preston School District in completing the projects. (30 points)

SECTION 2 | CM/GC Approach: Describe the firm’s philosophy and approach to providing CM/GC services during both the Pre-construction and Construction phases of the project as outlined under 2.5 CM/GC Scope of Services in this RFQ. Also include a description of your post construction approach including your firms warranty program. (30 points)

SECTION 3 | Key Project Personnel: Identify the personnel to whom CM/GC responsibilities will be assigned. Include names, titles, roles, qualifications, years of experience, project experience, and resumes. Please identify your firm’s main point of contact for this project. Also, provide an organization chart clearly illustrating key and support personnel for your project team. (30 points)

SECTION 4 | Budget Control: Submit detailed information of how your firm provides budget control throughout all phases of the project. This shall include but is not limited to, periodic updates of construction cost estimates and participation in value engineering during project design, and successfully tracking and reporting construction costs, including line item costs for each bid package, fees, permits, reimbursable costs, CM fees, and all other project costs. (20 points)

SECTION 5 | Scheduling: Describe the primary scheduling techniques the firm uses and the software you will employ to produce an effective construction schedule. Provide examples of successful construction management and scheduling services provided on complex, multi-phase projects. Discuss in detail how you intend to enforce contract schedule compliance. (20 points)

SECTION 6 | Relevant Experience: Include project name, project description, client reference (including contact name and title, role on the project, email address, and telephone), project budget, type of services provided, and other pertinent information for three (3) projects of similar size and/or scope. Please focus on firm experience – do not include individual experience for projects performed while individuals were employed by other firms. (30 points)

SECTION 7 | Local Experience: Also, describe your firm’s presence and past experience in Idaho, including but not limited to, past projects completed in Idaho, employment of residents of Idaho, other work performed in Idaho and corporate presence in Idaho. (40 points)

5.2 Evaluation of Respondent

Proposals will be evaluated based on the Respondent’s response and qualifications by a selection committee that may include Preston School District employees and consultants. Before a firm is selected, Preston School District may conduct reference investigations or interviews with one or more Respondents as is necessary to evaluate and determine the performance record and ability of the Respondents to perform the size and type of work anticipated and to determine the quality of the service being offered. By submitting a SOQ, the Respondent authorizes Preston School District to conduct reference investigations as needed and interview as necessary.

5.3 Qualification Based Selection

Selection will be based on the procurement rules set forth in Idaho Code § 67-2320. Final selection is made by the Preston School District Board. The Preston School District Board has the right to waive or alter submission requirements or to reject any or all submissions, consistent with Idaho law. It is the Respondent’s responsibility to conform to all applicable federal, state, and local statutes or other applicable legal requirements. The information provided herein is intended to assist Respondents in meeting applicable requirements but is not exhaustive, and Preston School District will not be responsible for any failure by any Respondent to meet applicable requirements.

5.4 Exhibits

- A. RFQ Submittal Information Form
- B. RFQ Waiver and Release Form

EXHIBIT A
Submittal Information Form
CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC) SERVICES:
TO: PRESTON SCHOOL DISTRICT #201

FROM: Firm Name: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

License Information: Idaho Public Works Contractor License # _____

Idaho Public Works Construction Management License # _____

held by _____, name of licensed CM for your firm.
(Please include a copy of each license behind this form. Also include a copy of your firms Certificate of Authority, naming both your firm and the licensed CM for your firm.)

Surety Information: Please attach a project specific letter from your Surety.

Other Information: Has your firm been insolvent or filed for bankruptcy within the last five years?

Has your firm ever been denied insurance coverage or had coverage cancelled over the last five years?

Has any current or former surety rejected a request by your firm for either a payment and performance or labor and materials bond over the last five years?

If your response to any/all of these questions is "Yes", please attach a written document describing, in detail, each situation.

Firm's officer responsible for CM/GC services contemplated by this RFQ:

Signature: _____

Printed Name/Title: _____

Date: _____

EXHIBIT B
RFQ Waiver and Release Form
(REQUIRED FOR SUBMISSION)

Firm Name: _____

The undersigned has read this waiver and release and fully accepts the Preston School District's discretion and nonliability as stipulated herein, and expressly for, but not limited to, Preston School District's decision to proceed with a qualification-based selection process in response to the Request for Qualifications (RFQ) to select a firm to supply CM/GC services to Preston School District for the project.

A. Discretion of Preston School District: The firm or individual submitting a response to this CM/GC RFQ agrees that Preston School District has the right to, unless contrary to applicable state law:

- 1) Modify or suspend any and all aspects of the process seeking SOQs and making any decisions concerning this RFQ.
- 2) Obtain further information from any person, entity, or group regarding the Respondent, and to ascertain the depth of Respondent's capability and experience for supplying CM/GC services and in any and all other respects to meet with and consult with any Respondent or any other person, entity, or group;
- 3) Waive any formalities or defects as to form, procedure, or content with respect to Preston School District RFQ to select a CM/GC firm and any response by any Respondent thereto;
- 4) Accept or reject any sealed SOQs received in response to the RFQ, including any sealed SOQ submitted by the undersigned; or select any one SOQ over another in accordance with the selection criteria;
- 5) Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of SOQ.

B. Non-Liability of Preston School District:

- 1) The undersigned agrees that Preston School District shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of Preston School District as identified above.
- 2) The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

Firm's officer responsible for CM/GC services contemplated by this RFQ:

Signature: _____

Printed Name/Title: _____

Date: _____