

# BLAINE COUNTY SCHOOL DISTRICT

## REQUEST FOR QUALIFICATIONS (RFQ) CONSTRUCTION MANAGEMENT SERVICES

The Blaine County School District is soliciting Statements of Qualification from Idaho-licensed Construction Management firms for Construction Management Services for Plant Facility Levy and ESSER funds. These projects may include HVAC upgrades, lighting efficiency upgrades, roofing projects, track rebuild, weight room construction, or other projects as associated until 2027. The School District's "Qualification Based Selection" (QBS) is to comply with Idaho Code 67-2320. This procedure provides for an orderly process of:

- (1) Solicitation of professional qualifications,
- (2) Evaluation and ranking of qualifications,
- (3) Establishment of a ranked list of service providers, and
- (4) Negotiation of scope of services and fees.

The Blaine County School District will either use the CM as Advisor or CM/GC contractual method, depending upon the scope of said project.

### **Scope of Services**

- **DESIGN PHASE**
  - 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.
  - 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.
  - Based on the agreed scope of work, provide preliminary project construction estimates and make recommendations to the District. Provide a minimum of one construction cost estimate at schematic design phase, one construction cost estimate at design development phase, one construction cost estimate at 50% construction document phase, and one construction cost estimate at completion of construction documents
  - Assist in obtaining all necessary agency reviews, approvals, and permits.
  - Develop combined or sequential bidding document packages for contractors and vendors.
  - Develop and maintain critical path schedules and responsibilities for all phases of the project and monitor participants' compliance.
  - Review design documents and suggest options and ideas where cost and time savings might be achieved in all phases. Make recommendations consistent with meeting the District's objectives.

- **BIDDING PHASE**

- Develop bidding strategy and assist in evaluating bids for compliance with project requirements and documents.
- 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.
- Make recommendations to the District for award of bid packages to the lowest responsive and responsible trade contractors and vendors.
- **NOTE** CM will be required to advertise, receive bids, tabulate bid results, and prepare vendor purchase orders for the District as directed by the District administration. All work must be in compliance with Idaho Code 54-4511.

- **CONSTRUCTION PHASE**

- Solicit and maintain certificates and proof of performance and payment bonds and workman's compensation insurance from all trade contractors before and during construction, naming the District as an "other insured party."
- Coordination and proof of tax payment by all trade contractors will be the responsibility of the construction manager.
- With the project architect, conduct pre-construction meetings with all trade contractors and initiate construction activities under the field supervision of the CM.
- Provide traditional Division I, General Condition types of services such as project supervision, office trailers, telephones, toilets, temporary utilities, cleanup, etc.
- 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.
- 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 trade contractor bid when received against the estimated construction cost value. Advise the Owner of significant differences found.
- Schedule, conduct, and document weekly project coordination meetings involving all onsite personnel to verify compliance with overall project schedule.
- 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.
- 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.

- Monitor construction workmanship and quality control. Monitor cash flow and provide project progress reports to the District and project architect as required.
- Establish an effective procedure for timely claims resolution.
- Coordinate delivery of District furnished items and furnishings as required. Include in critical path schedule timelines and coordinate with District staff.

- **PROJECT COMMISSIONING**

- Develop a schedule for District move-in and occupancy. Coordinate delivery of District furnished equipment and furnishings as required.
- 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.
- Assist in the trade contractors and vendor-provided training of District personnel, as required per the project manual and construction documents.
- Address all post occupancy warranty problems in a timely manner and coordinate trade contractor completion requirements with the District.
- The District is considering hiring an outside consultant to provide commissioning services for specific systems for all projects, possibly including, but not limited to, mechanical, electrical and roofing systems. The construction manager, in conjunction with the Architect, will assist the commissioning agent.

## **Submission Requirements**

***The following items should be included in your Statement of Qualifications:***

1. A Cover Letter signed by a Principal of the firm. (Mandatory)
2. Executive Summary: Provide a brief statement of the firm's history, legal structure, and why you believe your firm is the best choice for Blaine County School District. Provide information on your philosophy of service, volume of work, financial stability and construction management techniques and methods. (10 Points)
3. Project Approach: Describe your approach to providing the services outlined in the above Scope of Services. Discuss how you provide leadership to facilitate teamwork and communication. Describe the scheduling techniques you will use and the software employed to produce an effective schedule. Describe how you will identify activities and their duration and how you propose to ensure contractors mobilize, perform and complete their work according to the schedule you develop. (20 Points)
4. Project Team: Provide current Idaho licensure information for the firm and current resumes for the

personnel to whom responsibility for the District's projects will be assigned. Provide the title, roles and responsibilities for each team member. Provide an organizational chart clearly illustrating proposed staffing. (10 Points)

5. District Experience Summary: Provide a summary of your recent and historical experience with the Blaine County School District. (20 Points)
6. K-12 Experience Summary: Provide photos and a narrative summary of at least eight (8) K-12 projects completed by your firm within the last five years as Construction Manager as Adviser, of \$4 million or more in value which best illustrate your firm's ability to manage and complete projects on time and within budget. (15 Points)
7. References: Provide name, title, phone number and email address for at least five (5) Idaho public school district clients. Include reference letters from Idaho public school district clients written within the past five years. (10 Points)
8. Reviewer Discretion: Each reviewer has the option to distribute these points as desired based on the accuracy, completeness, professionalism and content of each submission. (15 Points)

#### **SUBMITTAL GUIDELINES**

- Provide a minimum of five (5) original copies of all above requested information. Limit your proposal (including all attachments) to **not** more than twenty five (25) total pages. Proposal contents must be "project specific" (avoid any boiler-plate information). Use only single-sided 8½" x 11" pages and printed at least in an eleven (11) point font. The District may choose to select from submissions or to schedule oral interviews with the top ranked applicants.
- Statements must be received by 12:00 PM on December 9, 2022, at the Blaine County School District Office:  
  
**Jim Foudy, Superintendent**  
**Blaine County School District 61**  
**118 W Bullion Street**  
**Hailey, Idaho 83333**
- Statements should be sealed in an envelope or package with "Blaine County School District Statement of Qualifications – Construction Management Services" clearly printed on the container. No email statements will be accepted.
- The District will not be liable for any costs incurred in the preparation and production of a submittal or any work performed prior to the execution of a contract.
- All submittals and other materials submitted will become the property of the District.
- All information contained in this SOQ solicitation may be made a part of the executed agreement for services.
- Upon request, respondents shall submit additional information as requested by the District.
- The District reserves the right to waive any informalities or irregularities and reject any or all submittals received as a result of this SOQ solicitation; negotiate changes in the scope of work or

services to be provided; and conduct investigations required to determine the respondent's performance record and validity of information provided as a part of this submittal.

- After review of each submittal, Selection Committee members will meet to tally point scores. The District may choose to conduct interviews of top ranked firms.

*All RFQ inquiries are to be made **directly** through Jim Foudy, Superintendent of the Blaine County School District at (208) 578-5000. Please **do not** contact any Administrative Personnel or Selection Committee Members during this selection process.*