

**Vermillion Unified School District 380  
Vermillion, Kansas**

**Request for Qualifications (RFQ)  
For Construction Management at Risk  
Services**

**Submission Deadline: September 6, 2016**

**Submit Statement of Qualifications to:**

**Vermillion USD 380  
209 School Street  
Vermillion, KS 66544**

**Issued August 2016**

# Request for Qualifications for Construction Management at Risk Services

## I. General Information

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### A. Project Information

Awarding Authority: **Vermillion USD 380**  
**Vermillion, KS**

Project Title: **Infrastructure Improvements**

Submission Deadline: **September 6, 2016**

Submit One (1) original and six (6) complete copies of the Statement of Qualifications ("SOQ") with all required forms, attachments, supporting documentation and information to:

Vermillion USD 380  
209 School Street  
Vermillion, KS 66544  
Telephone: 785-382-6216

Package(s) must be labeled on the outside with the following information: "RFQ for Construction Management at Risk Services," the Construction Manager (CM) firm's name, business address and telephone number.

**Estimated Construction Duration: 1 Year**

## **B. Introduction**

Firms interested in providing Construction Management at Risk (“CMAR”) Services for the Project are invited to submit a Statement of Qualifications (“SOQ”) to the Vermillion Unified School District 380 (“District”). This CMAR services procurement is conducted pursuant to Kansas Statute 72-6760f. This Request for Qualifications (“RFQ”) is the first phase of a three-phase procurement process for selection of a Construction Manager (CM) as outlined below:

Phase I: Statement of Qualifications: After the deadline for the submission of SOQs has passed (Phase I) the District will review and evaluate the SOQs submitted. The District will prepare a short list containing a minimum of three and maximum five qualified firms, which have the best and most relevant qualifications to perform the services required for the project, to participate in Phase II of the selection process. If the District receives qualifications from less than four firms, all firms shall be invited to participate in Phase II of the selection process.

Phase II: Request for Proposal: The District will issue a Request for Proposal to the Phase I respondents that were short listed for a more in depth response. The total RFQ/RFP deliverable consists of the following list. Some of this information will be submitted with the SOQs as indicated, thus additional responses for those sections will not be required:

### **Items 1 through 8 to be submitted with the SOQ during the RFQ phase.**

1. Interest and Qualifications – Submit with SOQ
2. Related Experience and References – Submit with the SOQ
3. Project Team and Availability – Submit with the SOQ
4. Project Team and Firm Requirements – Submit with the SOQ
5. Project Approach – Submit with the SOQ
6. Bonding Capacity, Insurance Coverage and Litigation Status – Submit with the SOQ
7. Audited Financial Statement – Submit with the SOQ
8. Local Presence and Requirements – Submit with the SOQ

### **Items 9 through 14 to be submitted in the RFP phase.**

9. Overview of Preconstruction Services
10. Overview of Construction Services
11. Overview of Post Construction Services
12. Overview of Commissioning Services
13. Safety Procedures
14. Fee Structure

Phase III: Interview: The District will interview the Phase II respondents and select the firm providing the best value based on the proposal criteria.

**This RFQ is Phase I of the procurement process.**

**C. Potential Project Scope**

Frankfort K-12 School, Centralia K-12 School, Vermillion Early Childhood School

- Mechanical infrastructure improvements
- Electrical infrastructure improvements
- Plumbing infrastructure improvements

Drawings, specifications, and other design documents have not been prepared at this stage of the process and thus are not available to respondents during the three phase RFQ/P CMAR procurement process.

**D. Project Schedule**

The schedule is as follows:

- September 6, 2016: Phase I Statement of Qualifications due
- September 12, 2016: Short list of respondents announced, Phase II RFP Issued
- October 1, 2016: Phase II RFP Proposals due
- October 17, 2016: Phase III interviews complete, Construction Manager selected
- November 15, 2016: Construction Manager under contract for Preconstruction Services (Project Development, Design and Bid)
- January 30, 2016: Project Development Complete – Scope and Guaranteed Maximum Price completed
- TBD: Bonds approved/not approved – proceed with Design and Bid of appropriate scope
- TBD: Construction Manager under contract for construction
- TBD: Construction period
- TBD: Post Construction Services and Commissioning
- TBD: Warranty Period

## **E. Communication between District and Respondents**

Inquiries for 1) General information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ; and 2) general inquiries about the RFQ process can be made via e-mail to:

Mrs. Marceil Hasenkamp  
Hasenkampm@usd380.com

No project specific inquiries will be permitted.

Any issues brought to the attention of the District as set forth above, which the District determines require additional clarification will be addressed by issuing a written addendum. Oral and other clarifications will be without legal effect. All such addenda will be considered part of this RFQ, and the respondent shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. The District will e-mail addenda to all respondents who received the RFQ from the District.

It shall be the sole responsibility of the Respondent to ascertain the existence of any and all addenda issued by the District.

## **F. Status of Request for Qualifications**

This Request for Qualifications is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent. The District shall not be responsible under any circumstances for any costs incurred by any respondents to this RFQ. The District reserves the right to modify, suspend or cancel this procurement at any time at its sole discretion.

## **Request for Qualifications for Construction Management at Risk Services**

### **II. Scope of Services for Construction Management**

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*The Construction Manager shall be responsible for complete construction management services for all phases of the project for a guaranteed maximum price. At each phase, the District at its sole discretion will determine whether it will proceed to the next phase or terminate Construction Manager services on the project. The following is an outline of services anticipated.*

#### **A. Preconstruction Services - Project Development**

1. Develop preliminary (25%) design documents for the purpose of clearly defining and confirming the scope.
2. Obtain concurrence of scope with the District. Attend board meetings and other meetings as necessary with District.
3. Generate a guaranteed maximum price (GMP) based on the agreed upon scope. The final GMP shall be negotiated between the District and the CM at 25% completion of the design documents.

#### **B. Preconstruction Services - Design and Bid**

1. Prepare a preliminary project schedule and update at the conclusion of the Preconstruction Services phase.
2. Finalize design documents and bid packages for the scope agreed to in the Project Development phase.
3. Prepare bid documents for all trade work consistent with the design documents, project schedule and legal requirements.
4. Solicit bids, schedule and lead site visits and pre-bid meetings for prospective bidders, review and negotiate bids and determine/recommend to the District the lowest responsible bidder for award of subcontracts. CM shall present proposed subcontractors to the District for approval prior to the award of a subcontract.
5. In the case of the Construction Manager providing a bid for self-performed work, the District will determine the lowest responsible bidder.
6. Enter into a contract with each firm providing construction services.

### **C. Construction Phase Services**

1. Develop a detailed critical path method (CPM) schedule that identifies all design activities, permits and all other activities required to be completed before construction activities.
2. Develop a system for tracking project costs and cash flow.
3. Obtain and pay for all required construction related permits.
4. Furnish bonds and insurance as required by the contract documents.
5. Provide and maintain a construction site office and provide all site management and administration.
6. Manage and coordinate all trade contractors and subcontractors and others engaged in the performance of the work.
7. Continuously supervise and observe all work in progress so as to ensure that the work is proceeding in accordance with the construction contract documents.
8. Schedule and lead regular project and construction progress meetings, and conduct regular meetings at the site with each subcontractor. All meetings shall be held at a location and time convenient to the District.
9. Develop and implement a project wide safety program, including monitoring and enforcement of the program for Trade and subcontractors.
10. Monitor closely the progress of construction of each subcontractor, prepare a construction schedule report at least monthly and, if and as necessary, prepare and submit recovery schedules.
11. Furnish monthly reports concerning the progress of the work which address: (a) compliance with the construction schedule, (b) status of testing and inspection activities performed by the CM and subcontractors, (c) status of shop drawings and submittals, (d) status of change orders, (e) and (e) other matters relating to the progress of work.
12. Determine when each subcontractor's work is substantially complete and prepare a list of incomplete work and work which does not conform to the requirements of the construction documents.
13. Maintain complete and accurate records, including (a) correspondence, (b) meeting notes and minutes, (c) shop drawings and submittals, (d) construction documents including change orders, (e) clarifications and interpretations of the construction documents, (f) progress reports including observations of testing performed, (g) as-built drawings, and (h) all other project related documents.

**D. Post-Construction Phase – Construction Closeout**

Develop and implement procedures for orderly completion of punch list items, checkout of utilities, operational systems and equipment, staff training for District building operations staff, and initial start-up and testing. Preparation and delivery to the District of warranties, as built drawings, maintenance manuals, and the like, and generally administer closeout of the project. Ensure performance of all warranty obligations, resolution of all claims, and other post-construction requirements.

**E. Commissioning – Design/Construction/Acceptance/Warranty**

Commissioning guidelines will be based on the NEBB Procedural Standards for Building Systems Commissioning. All commissioning requirements will be executed by the CM as the acting Commissioning Agent (CA).

**General Requirements for Preconstruction/Design Phase Commissioning**

1. Uphold Owner Project Requirements (OPR) in Design Standards, Commissioning Scope, Contract Documents, and Construction Documents
2. Develop and implement a Commissioning Plan identifying team roles and responsibilities, testing plan, and schedule for all project phases
3. Maintain Issues Log of commissioning related issues with responses, dates and authors of the issues and responses

**General Requirements for Construction/Acceptance Phase Commissioning**

1. The CA will verify commissioning activities are integrated with the construction schedule
2. The CA will be responsible for championing the commissioning process as well as conducting meetings to review the commissioning process, requirements, and progress status with the Owner, design team, and construction team.
3. Perform regular progress interval site observation inspections to verify and document the construction compliance with the contract documents, and OPR's
4. Create, administer and document static Pre-Functional Tests (PFT) for installed systems and equipment.
5. Maintain Issue Log, report deficiencies from the PFT on the issues Log and distribute to the appropriate members for resolution
6. Create, administer and document dynamic Functional Performance Tests (FPT) for installed systems and equipment.
7. Maintain Issue Log, report deficiencies from the FPT on the issues Log and distribute to the appropriate members for resolution
8. Evaluate completeness of as-built documentation from the standpoint of operator training and instruction for operation and maintenance.
9. Review, recommend pre-approval, and verify the training provided by the contractors.



### **Post Construction (Warranty) Phase Commissioning**

1. Verify deferred or seasonal testing completion as required.
2. Provide owner a final report with completed final commissioning documentation.
3. Identify areas that may come under warranty or under the original construction contract.
4. Assist owner and operations staff in resolving any outstanding or warranty issues.

5.

### **Request for Qualifications for Construction Management at Risk Services III. Submission Instructions and Requirements and Evaluation Criteria**

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#### **A. Submission Deadline**

**2:00 P.M. September 6, 2016**

An original and six complete copies of the Statement of Qualifications with all required forms, attachments, supporting documentation and information must be received by the District on or before the submission time and date set forth above. All envelopes must be labeled “**RFQ for Construction Management at Risk Services for Vermillion USD 380**”, with the **respondent firm’s name, business address and telephone number** and be mailed or delivered to the following address:

**Mrs. Marceil Hasenkamp  
Vermillion USD 380  
209 School Street  
Vermillion, KS 66544**

Statements of Qualification received by the District later than the submission deadline specified above will be rejected and returned to the respondent. Respondents are cautioned to allow sufficient time for mailed materials to be received. Faxed or e-mailed qualifications will not be accepted. Qualification statements will not be opened or read publicly.

#### **B. Submission Requirements and Evaluation Criteria:**

The following are the contents that all Statements of Qualification must include; all the listed criteria should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm. Note: The sequence of this listing is not intended to reflect relative weight of each category.

##### **1. Interest and Qualifications:**

- a. **Company Overview:** A brief description of the firm, including its location, years in business, history, and philosophy. Include an outline of the firm’s officers and executive management.
- b. **A Statement of Interest for the Project** including a narrative describing the respondent’s capabilities and unique qualifications as they pertain to this particular project.

##### **2. Related Experience and References:**

- a. Proposal shall include a list and description of three projects that demonstrate the CM’s experience in CM at Risk services with emphasis on

mechanical, electrical and plumbing scope of work. At least two of the projects shall be educational facilities. List the projects in order of priority, with the most relevant project listed first. Provide for each, at a minimum:

- i. Project name, location, year completed, and description. Proje
  - ii. Project size (gross sq.ft.) and final construction cost. Proje
  - iii. Include whether the project met the budget and schedule. Includ
  - iv. Names of the Project Manager and Project Superintendent. Identify any members of the proposed CM team that also worked on the project. Include a description of their role on the project. N
- b. Proposal shall include references and current contact information from at least two of the projects. Each reference should have extensive professionally relevant experience with the CM on at least one of the projects listed as well as with key personnel of the CM team being proposed.

### 3. Project Team and Availability

- a. Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the Project.
- b. Proposal shall include a description of the CM's proposed preconstruction and construction management team. CM shall identify all key personnel as well as any consultants. Proposal shall outline roles, responsibilities and reporting relationships. Proposal shall identify key contact person for communicating with the District on all project-related matters. Proposal shall include an organizational chart of CM's team including project manager and any consultants.
- c. Provide resumes for all the key personnel; include educational background/training and detailed descriptions of roles played on past projects.

### 4. Project Team and Firm Requirements

The following requirements must be met by your firm, not by third party companies.

- a. Project team shall have at least one Professional Engineer registered in Kansas. List team member(s) with Kansas PE's and License Numbers.
- b. Project team shall have at least one construction manager with OSHA 10 hour training and OSHA 30 Hour training. List individuals with OSHA 10 and 30 hour training.
- c. Project team shall have at least one construction manager who has completed the Mechanical Contractors Association of America (MCAA) Institute of Project Management.
- d. Firm shall be National Environmental Balancing Bureau (NEBB) Certified in Building Systems Commissioning. Indicate if your firm is certified.

- e. Firm shall be NEBB Certified in Retro-Commissioning. Indicate if your firm is certified.
- f. Firm shall be NEBB Certified in Air and Hydronic Systems. Indicate if your firm is certified.

5. Project Approach

- a. Proposal shall include a narrative indicating an understanding of the scope of the Project and the Services to be performed. An overview of the intended approach to providing preconstruction and construction management services should be provided.
- b. Describe the firm's history and ability to establish and maintain schedules.
- c. Describe the firm's history and ability to establish budgets and control costs.
- d. Describe the firm's methods for developing firm fixed construction costs.
- e. Describe the firm's safety history.
- f. Describe the proposed methodology for working with the District to deliver a GMP and maintain it throughout the entire process.
- g. Describe the firm's process for ensuring that the 25% Construction Documents provide the information necessary to arrive at a complete GMP and your process for subsequently ensuring that the final 100% Construction Documents align with the project's GMP in both quality and scope.

6. Bonding Capacity, Insurance Coverage and Litigation Status

- a. Provide bonding capacity documentation. Minimum requirement is \$50 million.
- b. Provide a certificate of insurance showing firm's current limits of liability for commercial, general and professional liability, workers compensation and business automobile liability.
- c. List all current and unresolved litigations, arbitrations or mediations of the firm.

7. Audited Balance Sheet: Respondent must attach a complete copy of its audited balance sheet for the most recent fiscal year.

8. Local Presence:

CM shall have a permanent office location within a 100 mile radius of Vermillion, KS that has been in place for 5 years or more.

- a. Provide location and quantity of full time employees within 100 miles of Vermillion, KS. Indicate years the office has been located at each location.
- b. Provide quantity of Kansas employees
- c. Provide dollar volume of construction projects implemented in Kansas by your firm in the past five years
- d. Provide dollar amount of Kansas income tax paid for each of the past five years.
- e. Firm shall be a Kansas Corporation.

### C. Scoring Criteria

The following table quantifies the scoring criteria for the RFQ responses.

#### RFQ Scoring Criteria

<b>Response Category</b>	<b>Maximum Points</b>
Interest and Qualifications	15
Related Experience and References	10
Project Team and Availability	15
Project Team and Firm Requirements	10
Project Approach	15
Bonding Capacity, Insurance, Litigation Status	10
Audited Balance Sheet	10
Local Presence	15
<b>Phase I - RFQ Subtotal</b>	<b>100</b>

By submitting a Proposal in response to this RFQ, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of the “most qualified and capable” firm(s) will require subjective judgments by the District. The District reserves the right to modify, suspend or cancel this procurement at any time at its sole discretion, to reject any and all submittals, or to waive any irregularities or informalities in the submittal process. Thank you in advance for your interest.

END OF REQUEST FOR QUALIFICATIONS