



USD 385 - Andover Public Schools

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Request For Qualifications for Owner Representative/Project Manager Services

Applications Due 4:00 PM CST August 18, 2017

Application Schedule

Request for Qualifications Issued:	Tuesday, July 25, 2017
Final Questions Submission Deadline:	Friday, August 11, 2017 @ 2:00 PM CST
Final Inquiries Answered by:	Tuesday, August 15, 2017
Applications Due On or Before:	Friday, August 18, 2017 @ 4:00 PM CST

Deliver to:

*Andover USD 385
Attn: Owner Representative Application
1432 N. Andover Rd., Andover, KS 67002*

Notification to Finalists:	Wednesday, August 23, 2017
Interview(s):	Wednesday, August 30, 2017

USD 385 Contact Person:

Jamie Bohannon, USD 385 Board of Education Clerk
1432 N Andover Rd
Andover, KS 67002
bohannoj@usd385.org
(316) 218-4660

All communications regarding this procurement should be addressed to Ms. Jamie Bohannon through the contact information provided. Email is the preferred method of submitting questions regarding this RFQ.



FOR DISTRICT-WIDE BOND ISSUE PROJECTS:

The Andover Unified School District 385 seeks to obtain Owner Representative/Project Manager applications from qualified individuals or firms to assist the District with the management, record keeping, oversight, coordination and reporting of design and construction for the district-wide bond construction projects.

The bond construction will commence in early October 2017. Interested/qualified individuals or firms will be expected to be available at that time.

DISTRICT INFORMATION

The Andover USD 385 spans 47 square miles in Butler and Sedgwick counties, covering both the City of Andover and an eastern portion of Wichita. Approximately 5,800 students attend one virtual, six elementary, two middle and two high schools in Andover.

A \$188,800,000 million bond was passed in May 2017 to meet the facility needs of Andover USD 385. The project includes: 1) Storm safety shelters in all attendance centers sized for the projected population of each building and controlled/secure entrances at all attendance centers; 2) Roof replacements and repairs, foundation repairs, mechanical replacement, roof top unit replacement, parking lot and drive maintenance, fire alarm and intercom upgrades in our buildings; particularly those at or near the end of their useful life; 3) Additional classroom and education facilities needed to provide growth in student population and changes in curriculum programming for our students; 4) Replacement of facilities that have reached the end of their useful and functional life; and 5) Addressing any other facility deficiencies that would improve the student experience or improve the usefulness of a facility or extend its life.

Andover Public Schools take pride in our academic excellence and progress to exceed local, state and national goals. Our tradition of excellence is evident in our National Merit Finalists and Semifinalists, continually high ACT scores, state championships in athletics and activities and regional and national recognitions awarded to programs and staff. Andover USD 385 is a progressive district focused on helping all students succeed. The district has high expectations for students and staff. Our success is evident in the many awards and recognitions staff receives. Andover educators have won recognitions such as Kansas Teacher of the Year, Kansas Master Teacher, Kansas History Teacher of the Year and many more.

The district enjoys a partnership with Butler Community College that allows high school students the opportunity to earn college credit hours. The district also participates in the Butler County Special Education Interlocal and the South Central Kansas Education Service Center. Andover USD 385 employs counselors and nurses in each building, has intervention and prevention teams available to work with at-risk students, utilizes paraprofessionals and aides to assist librarians and teachers and has active parent volunteer organizations that enhance learning experiences.

All of this has contributed to the success of Andover Public Schools.



JOB DESCRIPTION

Owner Representative/Project Manager will be responsible for tactical project tracking, communication, cost effectiveness, risk analysis and mitigation, quality assurance, team management and implementation from design through construction of the district-wide bond construction projects. Owner Representative/Project Manager will also oversee the turnover, transitional move-in and occupancy of bond construction projects at Andover USD 385. The

Owner Representative/Project Manager will interface with external entities and internal owner groups and stakeholders and must have experience in performing work on projects where contractor has performed work in an occupied educational environment.

As the Owner Representative/Project Manager it is essential to possess strong communication and team-building skills along with reporting, management and proven leadership capabilities. Candidates must have the ability to work independently, collaboratively, with full transparency, as required by the client/project. In addition, this position will be required to coordinate all aspects of projects with the various stakeholders in order to ensure their successful completion within the established quality, budget, time, operational and safety parameters.

Other responsibilities will include being an active part of construction coordination meetings, reporting on new construction and renovations projects, leading project team meetings with in-house District personnel to coordinate the construction with other District initiatives, tracking procurement efforts and assisting with departmental moves into new spaces. In this role, participation is expected in cost-control activities by seeking/requesting alternative designs, reviewing documents for compliance with District standards and site conditions and maintaining interface with users and internal District departments.

Major Duties & Responsibilities

Duties and responsibilities may include, but are not limited to:

- Interfacing with District users to define project requirements and establish project work plan/schedule and deadlines.
- Qualifying contractors and subcontractors by reviewing and analyzing bids and related documents alongside the Construction Manager at Risk and architect.
- Representing the District when interacting with architects, engineers, vendors, consultants and regulatory agencies (including review of fees).
- Coordinating activities with District's consultants, architect and Construction Manager at Risk.
- Participating in Owner-Architect-Contractor meetings and keeping meeting minutes.
- Capability and willingness to perform observations of job site conditions and project progress, as required, including after-hours and weekends if necessary, which might result in temporary exposure to unsafe conditions (i.e. climbing stairs and ladders to access areas throughout District properties and campus, accessing roofs, inspecting mechanical equipment rooms and electrical rooms).
- Processing architect and contractor applications for payment, contingency changes, addendums, change orders and contract amendments.
- Accountability for continually managing and tracking the funds that have been allocated for each specific project, ensuring that projects are consistently completed within budget and on schedule.
- Tracking and reporting of project financials, construction schedules, phasing and documentation in various software systems - MS Project/P6/Unifier/e-builder/Procore, etc. a plus.



Qualities & Abilities

The Owner Representative/Project Manager, must possess the following qualities & abilities:

- Comprehend, analyze and interpret complex District documents.
- Respond effectively to the most sensitive issues in a confidential manner.
- Write reports, manuals, presentations and articles using distinctive style.
- Make effective and persuasive presentations on complex topics to employees, users, top management and/or public groups.
- Motivate and negotiate effectively with District employees and stakeholder groups to take a desired action.
- Take initiative and make decisions with in-depth understanding and interpretation of procedures, District policies and school practices to achieve complex results.
- Knowledge of financial terms and principles; conduct complex financial/business analysis including the preparation of complex reports, as well as to prepare and manage project/related budgets.
- Advanced analytical and quantitative skills; excellent skills with Microsoft Office Suite.

Experience/Education

- Bachelor's Degree (BA/BS) in Engineering, Architecture, Project Management or Construction Management required
- Advanced degree in Business, Planning & Design, Construction Management, Engineering or Architecture a plus.
- Professional license a plus.
- Five or more years' experience in construction project/construction management; experience with multiple sides of the construction business (i.e., consultant, owner, owner rep, contract/architect, contractor, engineer) a plus.

Job Type

- Contract for full-time management through completion of bond projects (estimated 3 years)



QUALIFICATIONS/APPLICATION

The following information shall be included in the application:

- A. Basic Information:
 - Name of individual or company*
 - Direct mailing address*
 - Overview of individual/company experience*
- B. Name and/or title of a single point of contact for questions
- C. Summary of applicant's qualifications, certifications, and other information applicant feels is pertinent to consideration of the application
- D. Required fees
- E. Sample Agreement: *A copy of the formal agreement you may recommend between your company and the District*
- F. References: *Include contact name and email address or telephone number. Reference list must include 3 previous, comparable position roles and responsibilities.*

SUBMITTING A RESPONSE

In submitting an application, the Applicant agrees to provide the roles and/or services outlined in their application. The successful Applicant will enter into an agreement with the District on the date indicated on the following schedule.

SCHEDULE OF EVENTS

1. Issue RFQ: This RFQ is being issued by Andover Unified School District 385, **Tuesday, July 25, 2017**.
2. Deadline to Submit Written Questions: Potential Firms may submit written questions as to the intent or clarity of this RFQ until 2:00 PM on **Friday, August 11, 2017**. All written questions must be addressed to Ms. Jamie Bohannon, Clerk of the Board of Education, at bohannoj@usd385.org
3. Response to Written Questions/RFQ Amendments: Any responses related to this RFQ will be answered by **Tuesday, August 15, 2017**.
4. ALL APPLICATIONS MUST BE RECEIVED AT THE DISTRICT OFFICE FOR REVIEW AND EVALUATION BY ***Brett White, Superintendent of Schools***, FOR DISTRIBUTION TO THE EVALUATION COMMITTEE by 4:00 PM on **Friday, August 18, 2017**. Applications submitted shall be sealed and shall be properly identified on the outside of the submittal package as "Owner's Representative Application". Applications received after this deadline will not be accepted. It is the responsibility of the applicant to ensure that the application is delivered at the proper time and place. If you are shipping by US Mail or a common carrier, it is the applicant's responsibility to ensure that the application is submitted on time to the proper location by way of tracking information. Applications must be addressed and delivered to the District Office at the address listed on the cover page. Applications submitted by facsimile will not be accepted.
5. Application Evaluation: The evaluation of applications will be performed by an Evaluation Committee appointed by the District. During the evaluation time, the Superintendent or Director of Operations may, at his option, initiate discussions with individuals or firm(s) for the purpose of clarifying aspects of the applications. Applications may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the applicant.



6. Selection of Finalists: The Evaluation Committee will select, and the USD 385 Clerk of the Board of Education will notify the final individuals or firm(s) on **August 23, 2017**. If there are multiple finalists, they will be invited to participate in the subsequent steps of the interview process.

7. Interviews: At the Evaluation Committee's discretion, individuals/firms MAY be required to participate in an oral interview with the Evaluation Committee. The place and times for interviews will be determined based on the number of interviews. Interviews will be held at the location specified in the Finalist Notification Letter.

8. Recommendation for Award: The recommendation for award will be finalized by **September 11, 2017**. This date is tentative, being mindful of schedules for Board of Education meetings. In the event that mutually agreeable terms cannot be reached within the time specified between the District and the selected individual/firm, the District reserves the right to finalize an agreement with the next most advantageous applicant without undertaking a new procurement process.
9. The USD 385 Board of Education has the final authority in this matter and has the right to reject any and/or all applications, waive technical defects, and to select the applicant deemed most advantageous to the District.