



HAGERMAN JOINT SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

Vo-Ag Building Addition

CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC SERVICES)

Return Completed Qualifications To:

Hagerman Joint School District

**Main Office
324 North 2nd Ave.
Hagerman, Idaho 83332**

**TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED BY 2:00 P.M.
(MST), 2/9/2023**

REQUEST FOR QUALIFICATIONS

Hagerman Joint School District (“District”) is seeking responses from licensed Idaho Public Works Construction Managers (CMs) and licensed Idaho Public Works Contractors, in good standing, to provide their qualifications to perform certain construction manager services (“CM Services) in accordance with Idaho Code, 54-4501, *et. seq.*, as determined by the District.

The District intends to construct the project using the Construction Manager/General Contractor (CM/GC) delivery process, but reserves the right to execute the project using a Construction Manager Representative (CMR) approach as well. Responses should address the proposer’s specific qualifications for the project described below.

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.

A. PROJECT INFORMATION

The District is planning to construct the following project for which CM/GC Services are required:

The project includes the construction of an addition to the existing Vo-Ag Food Sciences building with a project expenditure not to exceed \$500,000.

It is the intent of the District that the three main components of the Project Team will consist of the District, the Architectural Design Team, and the CM/GC.

The District contact for the building program is:

Dr. Jim Brown
Superintendent
Hagerman Joint School District
208-837-4777
jim.brown@hjsd.org

The Design Team is:

Architect:
Design West Architects, PA
216 SW 5th Ave.
Meridian, Idaho 83642

B. REQUIRED SERVICES (SCOPE OF WORK)

Throughout the project, the CM/GC shall provide the District with professional construction management services and represent the District's interests in completing the project on time, within budget, and as planned with a minimum of difficulties. It is anticipated that AIA Document A133-2019 (the Form Contract) will form the basis of the agreement for CM/GC Services to be entered into for the project; provided however, the District reserves the right to change, modify or amend the Form Contract in formulating the final contract to be entered into by the District. CM/GC Services shall include, but are not limited to, support through procurement of funding, pre-construction services through design of the project and construction services, CM/GC, through project completion. For purposes of this RFQ, proposers should describe their qualifications to provide CM/GC Services as those services are generally described in the Form Contract.

C. RESPONSE, FORMAT, CONTENT, AND EVALUATION CRITERIA

Responses must include the following information in this sequence. Respondents are invited to include innovative methods and/or procedures, which they can provide to assist in ensuring successful completion of the project. Unique qualities and/or capabilities and cost efficiencies may be identified. For each of the specific areas listed below, your responses should include a description of responders' qualification to service as a CM/GC.

Written Requirements for Responses to Request for Qualifications	Possible Points For Each Section of Proposal
1. Cover Letter (limit to one page)	0
2. Complete the "CM INFORMATION" as provided on Part G	10
3. COMPANY PROFILE. Describe your 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/or techniques can be an advantage to the District in completing the projects.	10

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<p>4. PROJECT APPROACH. Describe your approach to Providing CM Services described in the Form Contract. A) Preconstruction Services, B) Construction Services as CM/GC. Discuss how you would provide leadership to facilitate teamwork and communications among all parties involved in the project. Identify personnel to whom construction management responsibility will be assigned by names, titles, roles, qualifications, experience, and resumes. Provide an organizational chart clearly illustrating proposed staffing.</p>	<p>20</p>
<p>5. TOTAL PROJECT BUDGET CONTROL. Submit detailed description of how your firm provides and periodically updates construction cost estimates and participation in Value Management during project design, and successfully tracks and reports construction costs, including line item costs for each bid package, fee, permits, reimbursable costs, CM fees, and all other project costs.</p>	<p>15</p>
<p>6. SCHEDULING. Describe the primary scheduling techniques you use and the software you will employ to produce an effective construction schedule. Provide examples of successful construction management and scheduling services provided on your remodel projects. Discuss in detail how you intend to enforce contract schedule compliance.</p>	<p>15</p>
<p>7. HOME OFFICE SUPPORT. Describe your home office support staff by name, position, and provide a flow chart of how pay requests will be received, approved, and prepared for payment.</p>	<p>5</p>
<p>8. PAST PERFORMANCE. Name three (3) recent and relevant projects of similar size and scope to that of the District's projects for which you will propose on that you completed demonstrating your firm's ability to manage and complete the project within budget and on schedule. Include a current letter of reference from the owner of each project.</p>	<p>25</p>

D. RESPONSE SUBMISSION PROCEDURES

1. Written responses to the RFQ will be accepted at the Hagerman Joint School District Office, 324 North 2nd Ave, Hagerman, ID 83332 until 2:00 P.M. (MST), February 9, 2023.
2. Submittals shall include one (1) original and five (5) copies of the proposal. The original must be marked “original” and be dated and signed by a duly authorized partner or corporate officer. Proposals must be sealed in an opaque package and clearly marked: **CM/GC Proposal**
3. Responses shall include a copy of each submitter’s current Construction Manager and Public Works Contractor Licenses and Certificate of Authority from the Idaho Secretary of State demonstrating that the submitter entity has a current construction manager license, is lawfully in existence and is in good standing in the state of Idaho.
4. All questions regarding this RFQ must be directed to Cathy Bridwell at cathy.bridwell@hjsd.org. All questions must be in writing in email format by February 1, 2023 and directed to Cathy Bridwell. Submitting firms are requested **NOT** to contact the School District Trustees or other District employees.

E. SELECTION TIMELINE AND PROCEDURES

1. The RFQ schedule is as follows:

RFQ advertisements:	1/19/23 and 1/26/23
RFQ available:	1/17/23
RFQ proposals due:	2/9/23
Evaluation committee ranking:	2/9/23
Interview notification (if necessary):	2/9/23
Evaluation committee interview and selection:	2/13/23
Recommendation to Board of Trustees:	2/13/23
2. The representatives of District Board of Trustees and their designees will evaluate all responses.
3. The Architect may be present in an advisory non-voting capacity at all interviews.

4. Proposals will be ranked on qualifications and interviews conducted at the sole discretion of the District
5. All persons or entities who submit responses to this Request for Qualifications will be notified when the District has chosen to hire a CM/GC for the project, or has determined to submit a new Request for Qualifications.

F. PROPOSAL GUIDELINES

1. The District will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract for CM/GC Services.
2. All responses and other materials submitted will become the property of the District.
3. All information contained in the RFQ and acceptable provisions of the selected firm’s response may be made a part of the contract for CM/GC Services.
4. Upon the District’s request, a respondent may be asked to submit additional information to supplement their response.
5. The District reserves the rights to:
 - Waive any informalities or irregularities and reject any or all responses received as a result of this RFQ;
 - Negotiate the scope of services, contract terms and compensation for CM/GC Services to be provided;
 - Conduct investigations required to determine the respondent’s performance record and ability to perform the work specified a part of the RFQ

G. CONSTRUCTION MANAGER INFORMATION

1. Contact information for your firm’s main office as follows:

Firm Name: _____

Mailing Address: _____

(City, State, Zip)

Physical Address: _____

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

2. Name, title, address, telephone, and fax number of the firm's officer responsible to the District for all work to be provided under this RFQ:

Name/Title: _____

Mailing Address: _____

Physical Address: _____
(City, State, Zip)

(City, State, Zip)

Telephone: _____ Fax: _____

E-mail Address: _____

3. Please check the appropriate box to identify the legal status of the entity making this proposal.

Corporation Partnership Limited Liability Other (explain)

Please provide the following license information:

Idaho Public Works Construction Management License #: _____, held by
_____ (name of licensed CM/GC who will be responsible).

Idaho Public Works Contractor License #: _____

4. Contact information of the office where your project team will be located and from which the work for this assignment will be conducted, if different than "1." above.

Firm Name: _____

Mailing Address: _____

(City, State, Zip)

Physical Address:

(City, State, Zip)

Telephone:

Fax:

E-mail Address:

5. Provide a letter from Surety for the project or projects you propose on.

6. State the contact information for your current insurance company(s) that provides coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Company Name:

Agent Name:

Address:

(City, State, Zip)

Telephone:

Fax:

E-mail Address:

7. If you answer yes to any of the following questions, provide complete explanation on a separate sheet.

a. Has any one of your current or former sureties or bonding companies ever been required to perform under or canceled a bid bond, labor or material payment or a performance bond issued on your firm's behalf?

Yes No

b. Has your firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? (If so, please state the company, date, reason and specific details.)

Yes No

c. Within the past five (5) years has your current firm or any predecessor organization been involved as a party or filed a claim in any bankruptcy, litigation, mediation or arbitration proceedings?

Yes No

8. Name, title and signature of your firm's officer who was responsible for the preparation and hereby verifies the accuracy of your proposal.

Printed Name: _____

Title: _____

Signature: _____

Date: _____