

REQUEST FOR PROPOSALS

Construction Manager/General Contractor (CM/GC) Services



Stanfield School District #61R Stanfield Schools Additions and Improvements

RFP Issue Date: April 19, 2021

Proposal Due Date: May 6, 2021 at 4pm, PST

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Stanfield School District

1120 N. Main Street

Stanfield, OR 97875

Attn: Beth Burton, Superintendent

Advertisement:

Stanfield School District #61R

**Stanfield Schools Bus Garage Project Request for
Proposals for CM/GC Services**

Due Date: May 6, 2021 at 4:00 PM Pacific Time

Notice is hereby given that the Stanfield School District is currently soliciting proposals for Construction Management/General Contractor (CM/GC) services for the Stanfield Schools Bus Garage project.

Proposals will be accepted until 4:00 pm on May 6, 2021 and shall be delivered to: Beth Burton, Superintendent beth.burton@stanfieldsd.org, Stanfield School District #61R, Stanfield, OR 97875.

The Request for Proposal and all attachments are available to any interested party via an email request to Superintendent Beth Burton. All questions regarding this solicitation shall be directed to Dion Zimmerman, Project Architect at dzimmerman@designwestid.com.

TABLE OF CONTENTS

- 1. PROPOSAL FORM**
- 2. INTRODUCTION**
- 3. PROJECT DESCRIPTION**
- 4. INSTRUCTION TO PROPOSERS**
- 5. SELECTION PROCEDURE AND TIMETABLE**
- 6. RESPONSE REQUIREMENTS AND EVALUATION CRITERIA**
- 7. GENERAL REQUIREMENTS**
- 8. LIST OF ATTACHMENTS**
 - A. CM/GC COST MATRIX**
 - B. SCHEMATIC DESIGN**

1. PROPOSAL FORM:

Responses to the Stanfield School District #61R—Stanfield Schools Bus Garage Project Request for Proposals must contain a signed photocopy of this page as the first page of the response.

Firm Name:

The Undersigned offers and agrees to provide Construction Management/General Contractor (CM/GC) Services for the Stanfield School District #61R, Stanfield Schools Additions & Improvements Project.

The proposer understands that any false statement may disqualify this proposal from consideration or be cause for contract termination.

The proposer certifies that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, handicap, financial ability, age or other non-job- related factors.

Oregon CCB Number:

Expiration Date:

- | | | | |
|--------------------------|-----------------|--------------------------|-------------------|
| <input type="checkbox"/> | Resident Firm | <input type="checkbox"/> | Non-resident Firm |
| <input type="checkbox"/> | Corporation | <input type="checkbox"/> | Partnership |
| <input type="checkbox"/> | Sole Proprietor | <input type="checkbox"/> | Joint Venture |
| <input type="checkbox"/> | Other | | |

1. Has your firm ever been disqualified by a government agency from bidding or proposing on a public project? (yes/no).

If the answer is yes, explain the circumstances, project, contracting agency and date. State the reason for disqualification and if the disqualification has ended. Use additional sheets if required.

2. Has your firm ever been terminated from a public contract? (yes/no)

If the answer is yes, explain the circumstances, project, contracting agency and date. State the reason for termination. Use additional sheets if required.

3. Has your firm ever been involved in litigation involving a public contract? Has a claim been made against any payment or performance bond taken out by your firm? Has a legal claim been made against your firm for alleged contract breach or substandard performance, or has a claim been made against your firm for dishonesty, fraud, or misappropriation in relation to a construction contract? (yes/no).

If the answer is yes, provide a full explanation on a separate sheet entitled "Claims".

4. I acknowledge receipt of Addendum(s)

Firm Name:

Phone:

Address:

By (print):

Title:

Signed:

Date:

This form must be signed in ink and returned with the proposal.

2. INTRODUCTION:

The Stanfield School District #61R (District) is seeking proposals from qualified firms interested in providing Construction Manager/General Contractor (CM/GC) services for the Stanfield Schools Bus Garage (Project).

The BOLI Prevailing Wage Rates will apply to this project in accordance with Oregon statutes.

All proposers must be registered with the Oregon Construction Contractors Board (CCB) and have filed with the CCB the required Public works bond prior to submitting the Proposal. Failure to do so will be sufficient cause to reject a Proposal as non-responsive.

The successful CM/GC firm(s) will become part of the project team comprised of the District staff, Beth Burton (Superintendent) and Design West Architects and consultants. The CM/GC firm shall be skilled in developing schedules, preparing construction estimates, performing life cycle analysis and value engineering, analyzing the constructability of alternative designs, selecting subcontractors and suppliers and procuring long-lead items. They must also be skilled in safely and efficiently executing the work and managing subcontractors and suppliers. The CMGC must be able to clearly communicate and coordinate with all affected stakeholders. In addition, the CMGC must be familiar with the local and regional labor, subcontracting and supplier market and be capable of generating competitive and viable pricing as well as successfully executing the work.

3. PROJECT DESCRIPTION:

The scope of work for this project includes the following:

- Construction of a maintenance shop structure for the bus fleet
- Construction of an adjoining office space with bathroom
- The structure is expected to utilize a conventional wood or steel framed building structure for both the closed bay maintenance shop as well as the office space. Site development shall include electrical service, parking and drives, and connection to city services. The location of the project is planned to be sited slightly east below the existing district maintenance shop.

All new construction will be single story on the existing district campus. . The estimated size of this project is:

- 1,440 SF bus maintenance bay
- 720 SF office suite
- 1,440 SF uncovered wash bay
- The building is expected to begin immediately following the contractor selection process with a final construction completion date of October 1, 2021.

The entire budget including the architect's fee and other soft costs is approximately \$500,000 of which the construction budget is expected to be approximately \$ 440,000.

4. INSTRUCTIONS TO PROPOSERS:

Your response must not exceed thirty (30), single sided pages. The cover letter, transmittal, table of contents and dividers will not be counted in the 30-page limit.

All information contained in the proposal must be specific to this project and must not be

comprised of generic marketing material. No supplemental information to your proposal will be allowed.

Information shall be presented in the same order and category as outlined in the evaluation criteria provided in Section 7. Provide **Seven (7) copies** of the response in bound format. Comb or spiral bound proposals are preferred. No three ringed binders are allowed. The page size shall be 8 ½" by 11" with any fold outs being 11" x 17" in size. Also provide an electronic version of your proposal in pdf format.

The proposal shall be signed by a corporate officer who is so authorized.

The District may reject any proposal not in compliance with the described requirements and applicable public procurement procedures and may cancel this solicitation or reject all proposals upon determining that it is in the public interest to do so.

The District is not responsible for any costs associated with a response to this RFP. Telephone, facsimile or electronically transmitted submittals will not be accepted. Responses received after the closing date and time will not be accepted.

Proposals shall be delivered to:

Beth Burton
Superintendent
Stanfield School District
1120 N. Main Street
Stanfield, OR 97875

5. SELECTION PROCEDURES & TIMETABLE:

Proposals will be evaluated against the selection criteria described in Section 7 by the Selection Committee, which is comprised of representatives of the School District and their project consultants. The selection process is a three-step process, as follows:

1. Firm's proposals will be scored and numerically ranked by the Selection Committee using the criteria in Section 7. The Committee may invite the top ranked firms to an interview or proceed with selection from received submissions.
2. If the District chooses to interview top ranked firms, the Selection Committee will re-evaluate the rankings based on the results of the interview process.
3. Final rankings will be evaluated after the reference check and a final selection will be made.

Selection Timetable:

Issue RFP: April 19, 2021

Last Day for Questions/Clarifications: May 3, 2021

Proposals Due: **4:00 pm on May 6, 2021**

Notification of Firms for Interview (if required): May 10, 2021

Interviews (if required): May 13, 2021

CM/GC Selection & Notification: May 14, 2021

6. GENERAL REQUIREMENTS:

Interviews – Interviews may be held with the top ranked firms. The number of firms to be interviewed will be at the sole discretion of the Selection Committee. The interview process may be used to supplement and clarify information contained in the proposal. The results of the interview may bear on the firm's final ranking. The invited firms will be given adequate notice as to the time and place of the interview and will be given general information regarding the format and content of the interview well in advance of the interview.

Form of Contract – The contract between the CM/GC and Stanfield School District #61R will be AIAA133– 2009 and AIA A201-2007. If the proposer intends material changes to the language contained in those base agreements, such proposed changes must be included in the response to this RFP.

Financial Ability – The District reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting firm's financial ability to perform the anticipated scope of work. Submission of the response shall constitute approval for the District to obtain credit information deemed necessary to conduct the financial evaluation. The District will notify the firm in writing of any other documentation required, which may include recent income statements, balance sheets and ratios, availability of short-term financing, bonding capacity and credit information.

Failure to promptly provide the requested information shall result in rejection of the firm's proposal

Questions & Addendum – All questions regarding this Request for Proposal must be submitted in writing no later than seven (7) calendar days prior to the RFP closing date. All written questions or requests for clarification shall be sent via e-mail to the Owner's representative:

Dion Zimmerman, dzimmerman@designwestid.com

If the answer or clarification has significance, it will be included in an addendum. Addendums will be distributed electronically to the email addresses provided at the mandatory pre-proposal meeting.

No information received in any manner other than addendum will serve to change the RFP, regardless of the source of the information.

Protests – Any respondent to this RFP who claims to have been adversely affected or aggrieved by the result of the selection process shall have five (5) calendar days after notification of the selection to submit a written protest to:

Beth Burton,
Superintendent
1120 N. Main St.
Stanfield, OR 97875

Proprietary Information – The District will retain this RFP and one copy of each original response received, together with all documents pertaining to the award of a contract. These documents will be made available for public inspection after an award is made. If a response contains information that is considered a trade secret under ORS 192.501c, mark such information as follows: "This data constitutes a trade secret under the ORS and shall not be disclosed except in accordance with Oregon Public Records Law". Pricing information cannot be considered proprietary information.

Cost to Respond - The District is not liable for any costs incurred by the Contractor in its response to this RFP.

District Reserves the Right To:

- i. Reject any proposal that does not comply with the prescribed requirements.
- ii. Amend the RFP.
- iii. Extend the deadline for submission of proposals
- iv. Not award a contract for requested services
- v. Waive any irregularities of informalities in any proposal
- vi. Accept the proposal deemed to be the most beneficial to the public and the District

7. RESPONSE REQUIREMENTS & EVALUATION CRITERIA:

a. Company Background (information only): Provide a brief description of your firm. Include annual revenue and bonding capacity for the past five years.

b. Similar Experience (15 points):

- Provide recent examples of your firm's experience working on Oregon CM/GC projects. Describe how your firm used the CM/GC process to bring value to the project in both the pre-construction and construction phase.
- Describe your firm's experience working on projects of similar type, size and complexity. Provide details for three (3) examples. Include the following information:
 - Building use
 - Owner and contact information
 - Architect and contact information
 - Contract type, (Public CM/GC, Public Bid, Private Bid, etc.)
 - Original and final contract amount.
 - Project time frame and completion date.

c. Key Personnel (10 points):

- Provide an organizational chart showing your proposed staff. Indicate if they will be stationed in the home office or on-site during the construction phase. Explain what percentage of their time will be dedicated to this project.
- Provide detailed resumes for all staff shown on the project organizational chart.

d. Local Knowledge (25 points): Describe your firm's experience and knowledge of local construction conditions, local labor market and local/regional subcontractors and suppliers. Explain how you will use this knowledge to benefit the project.

e. Project Approach (10 points): Describe how your firm utilizes the CM/GC process to create value during preconstruction & construction phase. Include the following information:

- Estimating - Describe your estimating process from initial schematic design through final buy-out. How do you ensure that the owner and design team are constantly aware of the project estimate as the project evolves?
- Project Management – Describe your firm's project management and scheduling system. How will you ensure the project is completed on schedule and in a well-organized and orderly manner?
- Cost Control – Describe your cost reporting system. How will you keep the District apprised of current and projected costs during the construction phase? How will you minimize change orders?
- Quality Control – How will you ensure appropriate quality, minimal punch lists and timely close-out?

f. Project Safety & Communication Plan (15 points):

- Describe your plan to safely and efficiently and without disruption, accomplish the work within such close proximity to operating schools.
- Provide a brief description of your firm's safety and drug/alcohol program. Include your current Worker's Compensation experience modifier rate.

g. Fees and Compensation (25 points):

- **Pre-construction Costs:** Provide a not-to-exceed price for pre-construction services. Include a breakdown of hourly rates for personnel as well as a list of reimbursable expenses that would be included in the not-to exceed price. Include the cost of mechanical and electrical pre-construction services and explain if those services will be handled by in-house staff or by a subcontractor.
- **Fee:** State the fee as a percentage of the direct construction costs. No other mark-up will be allowed. The CM/GC will be required to provide accounting documentation to substantiate that all cost inputs to the project will be at the CM/GC's bare cost. The CM/GC will not be allowed to include "corporate rates" for labor, bonding or insurance programs. Tool and equipment charges will be required to be comparable to market rental rates.
The fee shall cover, at a minimum, those items excluded from the Cost of the Work and General Conditions as defined in the agreement and as clarified in the CM/GC Cost Matrix, (Attachment A). The matrix shall provide the Proposers greater clarity about which costs will be reimbursed and which costs will not.
After the Contract award and before the GMP is established, the maximum not-to-exceed amount for General Conditions will be established and set forth in a contract amendment.
- **Bond and Insurance Rate:**
 - Provide the cost of the 100% Payment and Performance Bond as a percent of the direct construction costs plus fee.
 - Provide a letter from your bonding company confirming their ability to provide 100% payment and performance bond for the project.
 - Provide the cost of General Liability Insurance as a percent of the direct construction costs plus fee.
- **Contingency, Allowances and Savings:** Describe your firm's proposed use of contingencies and allowances within the GMP. How do you propose the contingencies are managed, what are the allowable uses and who has control of their use? In the event that the final project costs are less than the GMP, it is the District's intent that 100% of project savings are returned to the owner.

h. References (information only): Provide four (4) references familiar with your firm and the members of your proposed team.

8. ATTACHMENTS:

A. CM/GC COST MATRIX

B. CONCEPT DESIGN

CM/GC COST MATRIX

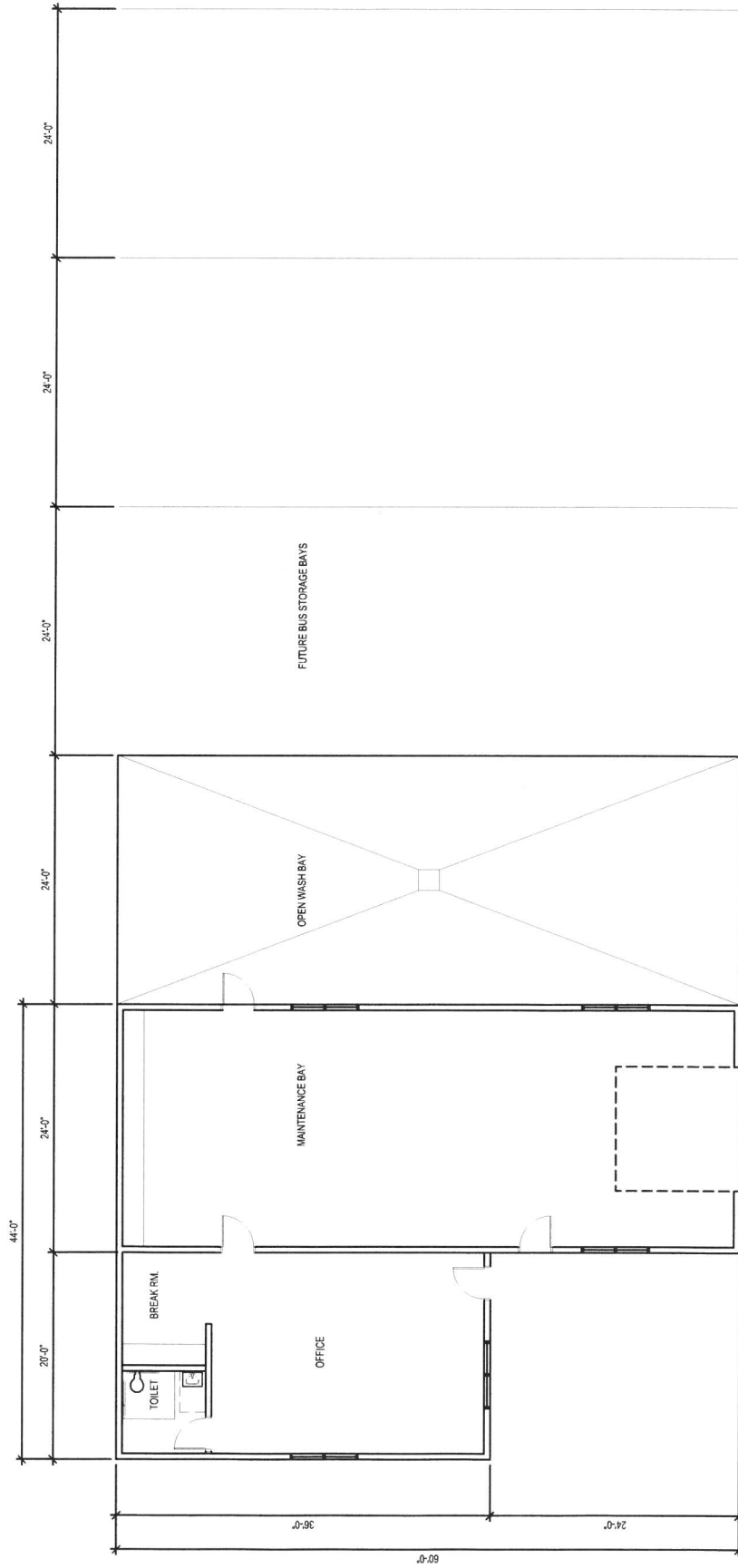
Note: Not all of these items will apply to this project. Base fee and general conditions estimate only on those cost items that apply.

	Direct Cost of Work	General Conditions	CM/GC Fee	Owner Cost
Project Superintendent		X		
Senior Project Manager			X	
Project Manager		X		
Assistant Project Manager		X		
Project Engineer		X		
Field Engineer		X		
On Site Clerical Support		X		
Scheduler (project specific)		X		
MPE Coordinator (project specific)		X		
Safety Coordinator (project specific)		X		
Employee Fringes, Sick Leave, Vacation		X		
Travel, Lodging, Meals, per diem		X		
Site Office and Storage Trailer Rental		X		
Site Office Furniture, Equipment & Expendables		X		
Site Office Security and Cleaning		X		
Vehicle Costs		X		
Postage and Shipping		X		
Project Photo Documentation		X		
Computers, Printers, Fax		X		
Document Printing		X		
Warranty and Correction	X			
Commissioning Coordination		X		
Cost Estimating			X	
Value Engineering			X	
Temporary Toilet Facilities		X		
Drinking Water		X		
Contractor Signage		X		
Safety Equipment for CM/GC Personnel		X		
First Aid Supplies & Fire Extinguishers		X		
Substance Abuse Testing/Monitoring		X		
CM/GC Mobilization & Demobilization		X		
Jobsite Security		X		
CM/GC Parking		X		
Phone & Internet Installation & Line Charges		X		
Telephones, Radios, Pagers		X		
Small Tools for CM/GC Usage		X		
Area Superintendents			X	
Project Executive			X	
CM/GC Principal(s) in Charge			X	
Payroll, Accounting, Data Processing			X	
Bonuses			X	
Corporate Safety Officer			X	

CM/GC COST MATRIX

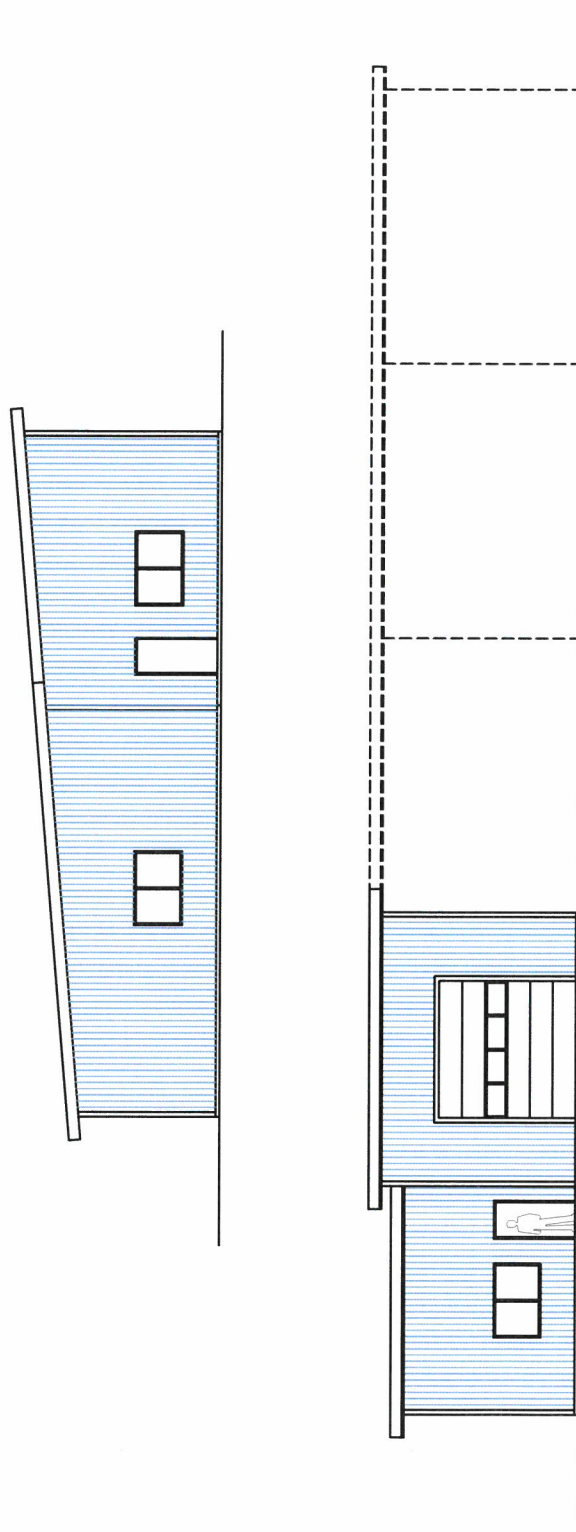
Note: Not all of these items will apply to this project. Base fee and general conditions estimate only on those cost items that apply.

	Direct Cost of Work	General Conditions	CM/GC Fee	Owner Cost
Home Office Administration			X	
Corporate IT Support			X	
Computer Software			X	
Home Office Payroll Costs, Fringes, Bonuses, Etc.			X	
Soils Report				X
Initial Site Survey				X
Special Inspections and Testing				X
Planning and Building Permits and Fees				X
Development Fees				X
Performance & Payment Bond	X			
Subcontractor Bonds	X			
Builder's Risk Insurance				X
General Liability Insurance	X			
BOLI Fees	X			
Construction Surveying / Building Layout	X			
Subcontracts	X			
Wages for Trade Labor	X			
Materials and Equipment for Site Logistics	X			
Rental Equipment Used On Site	X			
Temporary Fencing	X			
Barricades	X			
Temporary Enclosures		X		
Temporary Stairs		X		
Opening Protection		X		
Safety Railings and Fall Protection		X		
Weather Protection		X		
Temporary Utilities Hookup		X		
Temporary Utility Bills		X		
Periodic Cleanup	X			
Dump Fees		X		
Final Cleanup		X		
Flagging / Traffic Control	X			
Dust Control	X			
Trade Permits (if not included in subcontracts)	X			



A4 MAINTENANCE BUILDING - FLOOR PLAN

1/8" = 1'-0"



A4

MAINTENANCE BUILDING - EXTERIOR ELEVATIONS

1/8" = 1'-0"

