

ARLEE JOINT SCHOOL DISTRICT

ARLEE, MONTANA

**REQUEST FOR QUALIFICATIONS FOR
GENERAL CONTRACTOR/CONSTRUCTION MANAGER SERVICES
FOR
ALTERNATIVE PROJECT DELIVERY
FOR
Elementary School Addition and Renovations**

May 2023

**Request for Qualifications for General Contractor/Construction Manager Services
Elementary School Addition and Renovations
Arlee, Montana**

The voters of Arlee, Montana, approved funding for the design and construction of the Elementary School Addition and Renovations. The Board of Trustees of Arlee Joint School District (the "District") requires the services of a competent General Contractor/Construction Manager (GC/CM), generally engaged in this profession and duly registered as a Construction Contractor in the State of Montana, to provide GC/CM services as an alternative delivery process, specifically for the following project:

**Elementary School Addition and Renovations
72220 Fyant Street, Arlee, MT**

The District desires to engage a qualified GC/CM firm to work with the District and the selected Architectural firm for the performance of this project. The District has selected A&E Architects as the Design Firm for the project.

Time is of the essence, as the Elementary School additions and Renovations shall be ready for occupancy for the 2025/2026 school year.

The final form of the contract shall be an amended AIA A-133™ "Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of Work Plus A Fee with a Guaranteed Maximum Price," in conjunction with AIA A201™ "General Conditions of the Contract for Construction." The District intends to make a single award for these services specific to the new Elementary School Addition and Renovations. The entire context of this RFQ/RFP for GC/CM services, including submittal instructions, can be found on the District's website at the following link: <https://www.arleeschools.org/> and are also available at the Administration office at 72220 Fyant Street, Arlee, Montana.

SUBMITTAL OF INFORMATION

Eight (7) hard copies and one electronic copy of the written response to this RFQ must follow submittal instructions, must be placed in a sealed package, clearly marked Elementary School Addition and Renovations RFQ, and be received at:

Arlee Joint School District
Dr. Mike Perry, Superintendent
72220 Fryant Street
Arlee, MT 59821

ALL QUESTIONS AND CONTACTS REGARDING THIS RFQ MUST BE SUBMITTED IN WRITING (email or facsimile is acceptable) TO:

Dr. Mike Perry, Superintendent
mperry@arleeschools.org

INSTRUCTIONS TO PROPOSERS:

Statements of Qualifications must:

1. Follow the format outlined in the Selection Procedure;
2. Be signed by an officer or principal of your firm;
3. Be contained in a document not to exceed a total of Twenty-five (25) single-side, 8.5" x 11" pages. This page limit is inclusive of all information, pictures, charts, graphs, tables, and text the proposer deems appropriate to be part of the review of the firm's qualifications. A transmittal letter and front and back cover pages are exempted from the page limit. Page size is limited to 8-1/2 x 11 inches, with basic text size of all information reasonably legible.

TIMELINE FOR REVIEW AND SELECTION AS FOLLOWS:

Advertising dates: May 14, 2023, May 21, 2023, and May 28, 2023

Submission of firms Qualifications due **June 2, 2023, @ 2 PM MST**

Review by the District: June 5, 2023

Short List Notification: June, 6th, 2023

Issue RFP to shortlisted GCs: June 6th, 2023

RFP Response: June 23, 2023

Interviews: TBD

Selection and Negotiation: TBD

Award: TBD

GENERAL REQUIREMENTS FOR GC/CM SERVICES:

SCOPE OF PRECONSTRUCTION SERVICES

The specific scope of pre-construction services will be negotiated before signing the contract. In general, pre-construction services are anticipated to include the following:

1. Participation in all design, coordination, and building committee meetings;
2. Review of all designs for constructability;
3. Work with the District and design team on phasing, scheduling, and other strategies to complete the construction of this scale of the project on or before the aforementioned dates;
4. Coordination and gathering of input from subcontractors regarding constructability;
5. Review and cost evaluation at each phase beyond 50% CD's of design, taking into consideration schedule, phasing, and market conditions;
6. Consult with, advise, assist, and provide recommendations to the District and design team on materials and constructability;
7. Provide information, estimates, schemes, and participate in decisions regarding construction materials, methods, systems, phasing, and costs to assist in determinations which are aimed at providing the highest quality building, constructed using the most sustainable construction materials and practices, within the budget and schedule;
8. Review in-progress design and construction documents and provide input and advice on construction feasibility, alternative materials, costs, and availability;
9. Review completed design and construction documents prior to subcontractor/supplier bidding/selection and suggested modifications to improve completeness and clarity and to eliminate construction change requests due to inconsistencies or omissions in the construction documents;
10. Provide input to the District and the design team regarding construction market bidding climate, the status of crucial subcontract markets, and other relevant economic conditions;
11. Recommend and actively source labor and material resources necessary to complete the project construction;
12. Provide input to the District and the design team regarding long lead time materials and equipment, impact on the construction schedule and strategies for mitigating the effects;
13. Prepare construction cost estimates for the project at the construction document design phase and, if appropriate, at other times throughout the work;
14. Notify the District and design team immediately if construction cost estimates appear to be exceeding the construction budget, and reconcile each cost estimate with the Architect's cost estimate, if required;
15. Furnish a final construction cost estimate for the District's review and approval;
16. Develop a firm construction schedule;

17. Develop all subcontractor/supplier bid packages and perform all advertising and receipt of subcontractor and supplier bids;
18. Obtain bids per trade for the District's review unless otherwise approved by District in order to meet resourcing requirements per the GC/CM Contract. Self-performed work must be bid against at least two subcontractors, if readily available;
19. Upon execution of any Early Work Amendment before a GMP agreement, undertake early material Procurement, site preparation, and advance construction work.

SCOPE OF CONSTRUCTION PHASE SERVICES

In general, Construction Phase Services are anticipated to include the following:

It is anticipated that a GMP for the entire project will be requested near the completion of the Construction Documents phase, provided the cost estimate is within the District's budget. The established GMP will be the maximum amount paid for the entire work, unless scope changes are requested by the District. Acceptance of the GMP by contract will constitute completion of preconstruction services, and the GMP Agreement/Amendment will initiate the construction period services for the project. For any work conducted on-site before the establishment of the GMP the GC/CM will provide appropriate levels of performance and payment bonds for any work in progress. At the time of execution of the GMP, the GC/CM will be required to submit a 100% performance and 100% payment bond for the amount of the GMP. The District retains the option to cancel the construction phase services, or to start a new process for the construction of the project, terminate the contract and negotiate a replacement contract with the next highest rated Proposer from this solicitation, or conclude the GC/CM's services at pre-construction and issue the project on a lowest, responsible bidder method.

Reference to The State of Montana Wage Rates/Schedule incorporated in this RFQ is provided for informational purposes only. The selected GC/CM(s) will be required to comply (as a minimum allowable rate schedule) with those Rates adopted and effective when signing the GMP Amendment or any time work is awarded on the project for construction.

Full text for rates and compliance can be found on the State of Montana Department of Labor website:

<http://erd.dli.mt.gov/Portals/54/Documents/Labor-Standards/dli-erd-Is148.pdf?ver=2016-01-13-091253-813>

SELECTION PROCEDURE

This RFQ is the first of a multi-part selection process. To qualify for further consideration, Proposers must comply with the mandatory requirements provided below. Statements of Qualifications that do not contain the required documentation will be deemed nonresponsive to this RFQ requirement and will be rejected on that basis. Only firms that satisfy the required qualifications determined by the District selection committee will be invited to submit on the subsequent RFP.

The District has identified the following pass/fail Qualification Conditions to establish eligibility (qualified) to advance further as part of this RFQ. The scoring questions that follow these Qualification Conditions, will show the qualified firms and said firms will be invited to provide a Proposal.

Qualification Conditions (pass/fail)

- 1. General Contractor/Construction Manager Firm Information:
 - a. Proposer must demonstrate successful experience and capacity to act as a GC/CM on projects of similar size, type, and complexity. Specifically, the District will be looking for successful experience constructing schools.

 - b. Firm Background: Describe your firm's history. Include information identifying the firm's annual volume of business, financial/bonding capacities, and speak to the firm's stability in the marketplace. Information identifying the firm's strengths and weaknesses and special capabilities that may be appropriate to this project will assist in the evaluation.

 - c. Provide complete information on your bonding company and agent.
 - i. Provide contact name, phone, and email information for this project.
 - ii. If less than 5 years, or not your exclusive surety source, list others used in the last five years

 - d. In the last five (5) years, have you (for each "yes" response provide an explanation):
 - i. Had a settled or pending claim against your payment or performance bond?
 - ii. had a contract terminated for default on a project?
 - iii. been assessed liquidated damages for late delivery of a project?
 - iv. taken legal action or dispute resolution proceedings against an Owner other than for an Owner's failure to pay?

2. Bonding Capacity:

Provide proof of bonding capacity. The Proposer must be capable of providing a 100% performance bond and 100% payment bond valued for a project up to \$15 million in construction costs, as documented by a letter or binder from the Surety.

3. Construction Contractor Registration:

Proposer must include evidence of valid current Montana construction contractor registration submitted with the RFQ response.

4. Safety

- a) Provide incidence rate and experience modification rate. An incidence rate greater than the latest average for non-residential building construction as established by the federal Bureau of Labor Statistics (BLS) for the prior year or an experience modification rating (EMR) greater than 1.0 may result in immediate disqualification on this item.
- b) Provide your firm's number of employees.
- c) The proposer may submit an explanation for incident rate and EMR greater than those listed here for further consideration by the Owner. The Owner reserves the sole right to waive the pass/fail requirement if sufficient justification exists for any explanation provided in the Owner's sole judgment. The Owner also reserves the right to request additional information and clarification on this item but is not obligated to do so before determining whether or not to waive the requirement.

The District selection committee will further evaluate firms that meet the aforementioned pass/fail requirements to determine the reasonableness of meeting the following minimum qualification standards specific to this type of project.

1. Specific Project Requirements:

- a. Proposer should provide evidence of successful experience and capacity to act as a GC/CM on similar projects (i.e., alternative delivery methodology, pre-construction services, phased construction, and critical timelines). Provide all pertinent contact information for the Districts and designers familiar with your work on each project.
- b. Proposer's project manager and superintendent should demonstrate that they have successfully completed projects of this size and type.
- c. Proposers should provide evidence of their success in maintaining project schedules for projects specific to schools.
- d. Proposers should provide their current and projected workload, specifically projects under construction and projects under contract. Provide a specific total dollar value for projects under contract.

e. Proposers should provide a general description of their experience in the preparation and execution of a Subcontracting Plan as pertains to public bidding requirements.

f. Proposers should provide evidence and knowledge of standard cost-estimating practices and the ability to maintain established budgets for projects of similar size and scope.

g. Proposers should provide evidence of successfully completing work in a public school facility.

In addition to the above, responders are asked to provide the following:

1. Cover letter / Statement of interest;
2. List the firm's name and complete address. List both street and mailing address;
3. Provide the address of the specific office which will have responsibility for performing the work;
4. Provide résumés of proposed staff and relevant experience.

This RFQ shall not commit the District to enter into any agreement, to pay any expenses incurred in preparation for any response to this request, or to procure or contract for any supplies, goods, or services. The District reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the District's best interest to do so. By offering to perform services under this procurement, proposers agree to be bound by the laws of the State of Montana, including but not limited to applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, and safety.

- END OF THIS RFQ -