

REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER SERVICES

NEW MIDDLE SCHOOL – 212,000 SQUARE FEET

**DICKINSON PUBLIC SCHOOL DISTRICT NO. 1
DICKINSON, NORTH DAKOTA**

November 25, 2014

1. INTRODUCTION:

Dickinson Public School District #1 is undertaking the construction of a new middle school for grades 6-8, 1200 student capacity. The DLR Group of Minneapolis has been hired as the architect. The new school will be constructed to meet the needs of the students of the school district that includes, but is not limited to the following:

- a. Fully functional school facilities that include all required classrooms, common use and support spaces necessary for a complete project.
 - i. Educational
 - ii. Administrative
 - iii. Physical Education
 - iv. Arts
- b. On-site roads, parking lots, curb and gutter, lighting and striping as required.
- c. On-site play and practice fields
- d. On-site infrastructure:
 - i. Electrical
 - ii. Storm Water
 - iii. Sanitary Sewer
 - iv. Domestic Water and Fire Line
 - v. Communications including Security
- e. Coordination with City of Dickinson or developer, developed off-site infrastructure.
 - i. Off-site roads, lighting and striping.
 - ii. Off-site Sanitary Sewer
 - iii. Off-site Domestic Water
- f. Mechanical and Electrical systems and support spaces.
- g. Landscaping and green space development.

2. SCOPE OF CMAR SERVICES:

- a. Estimating services from Schematic Design through Construction Documents.
- b. Construction feasibility recommendations throughout the design phase.
- c. Complete, phased project construction delivery with a total budget for all projects of \$65 million which would include all construction costs, fees and other costs typical of large capital projects including furniture, fixtures and equipment. Land acquisition and other fees such as architectural will be included within the maximum of \$65 million.

3. SUBMITTAL REQUIREMENTS:

Dickinson Public School District #1 requests the following information be submitted within an 8.5" x 11" soft bound document for use in selecting a Construction Manager at Risk.

- a. Format:
 - i. Paper Submittal: Submittals should not exceed 25 printed pages, excluding the front and back covers and section dividers, and shall be with a soft bound document using 8.5" x 11 " portrait format paper. Eight paper copies shall be submitted.

- ii. Electronic Submittal: One electronic format copy of the submittal shall be included in the submittal on an electronic thumb drive. This copy shall be a non-editable PDF version of the paper copy.
- b. Project Experience:
 - i. Each firm shall supply project names, size, cost and schedules for a minimum of six comparable projects based on total project cost, function and typical construction methods. Reference information shall also be included indicating experience with CM Agency and CMAR projects. Project examples should include projects similar to those included in this request.
- c. Ability of Key Personnel:
 - i. Qualifications and resumes of Principal In-Charge, Sr. Project Manager, Project Managers and on-site Superintendents. Give an organizational chart with a list of responsibilities of each team member.
- d. Project Schedule:
 - i. Based on information from the DLR Group, design and construction document will be available in April 2015, followed by site work beginning in May 2015. This new middle school project must be completed by July 1, 2017.
- e. Current and Projected Workload:
 - i. Indicate availability of key personnel, workforce, and consultants as it relates to project commitments and schedule.
- f. Sub-Contractors:
 - i. Services required from Sub-Contractors will be procured through a Competitive Bid Selection Process administrated and processed by the CMAR. The Dickinson Public School District #1 reserves the right to approve any and all Sub-Contractors. Criteria for selection of the CMAR based on Sub-Contractors, includes, but is not limited to the following:
 1. The number and quality of Sub-Contractors the CMAR will obtain.
 2. The ability to demonstrate a positive working relationship with Sub-Contractors (or other construction related services) including references from key General, Mechanical and Electrical Contractors attesting to the ability of the CMAR to complete the project and coordinate the various aspects of the work.
 3. Demonstrating an ability to forecast local bidding and construction conditions as it relates to sufficient work force and costs.
 4. Open book bidding to be reviewed by the Owner.

g. Fees:

- i. Provide a fee for Construction Manager at Risk that includes, but not limited to, the following items:

Preconstruction services

- Estimating (Schematic, Design Development & Final Construction Estimates)
- Owner and Architect Meetings
- Value Management
- Quality and Constructability Review
- Front-End Specifications
- Bidding and Procurement
- Contract Requirements

Home office expenses

Accounting and In-house support

Profit and Overhead

Note, assume no work will be self performed and 100% of trade work competitively bid out.

h. Self-Performance and Bidding:

- i. The CMAR will not be allowed to self-perform. 100% of the construction must be competitively bid through an advertised bid process. The only potential exception for self-performance will be for a scope of work for which no competitive bids were received and then, only with owner approval.

i. Guaranteed Maximum Price:

- i. The Guaranteed Maximum Price (GMP) will be provided to the Owner at the completion of the bidding phase. The CMAR will be required to obtain bids and/or quantify costs for all work so that the GMP amendment may be executed within one week of completion of the Construction Documents Phase.
- ii. The GMP must be equal to or less than the last estimate provided to the Owner during the Design Phase, or result in forfeiture of all design phase fees.

j. Savings on the Guaranteed Maximum Price:

- i. It is an expectation that the CMAR will make all effort to find savings within the project during the Construction Phase. Any savings on the GMP will return to the owner.

k. Bonds and Insurance:

- i. Proof of ability to provide a bond in an amount at least equal to the amount of the Guaranteed Maximum Price of the project as well as meet necessary insurance requirements of the State of North Dakota.

I. Procedure for Submissions:

- i. Firms wishing to be considered shall submit eight (8) paper copies and one (1) electronic copy of the qualification materials no later than 2:00 PM MT on Wednesday January 7, 2015 at the offices of:

Dickinson Public School District #1
Attn: Vince Reep, Assistant Superintendent
444 4th St. W.
Dickinson, ND 58601
Phone: 701-456-0002
Email: vreep@dpsnd.org

- ii. The following sequence of events is contemplated for the selection procedure of a Construction Manager:

RFQ Advertisement	November 25, 2014
Qualifications Due	January 7, 2015
Shortlisting of CMAR Candidates	January 12, 2015
Interviews with Select CMAR Candidates	January 21, 2015
Select CM Services	February 9, 2015
Final Project Completion	July 1, 2017

NOTE: Submitting a Proposal indicates the Firm will be available for interviews on Wednesday, January 21, 2015. Interviews will be conducted in the Board Room at Dickinson Public Schools and will be approximately one hour in duration. It is anticipated by the Owner that the CMAR will have the project personnel in attendance. Interviews may be rescheduled by the Owner as needed.

4. SPECIAL NOTE:

This Request for Qualifications (RFQ) for a Construction Manager At Risk (CMAR) does not obligate the Dickinson Public School District #1 to award a contract or complete the proposed projects. The Dickinson Public School District reserves the right to cancel this RFQ if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFQ format or binding specifications may be rejected. Responding vendors must include the required information called for in this RFQ, The Dickinson Public School District #1 reserves the right to reject a proposal if required information is not provided or is not organized as directed. The Dickinson Public School District #1 also reserves the right to change any provision in this RFQ. Nothing in this RFQ obligates or commits The Dickinson Public School District #1 to any arrangement regarding the projects.