

Hamilton County School District
RFQ 21-101

CONSTRUCTION MANAGEMENT SERVICES
FOR SMALL PROJECTS

REQUEST FOR QUALIFICATIONS (RFQ)

EVALUATION PROCEDURES

Project Name: Construction Management Services

Project Scope: Construction Management Service Firm(s) to assist with the construction phase of various small projects to be less than two million dollars (\$2,000,000.00) on an as needed basis for a negotiated percentage based on the Guaranteed Maximum Price (GMP) per project. This shall be for a period of one (1) year with provisions to extend the agreement annually for an additional three (3) years with the approval of both Hamilton County School District and the Construction Management Firm(s). An AIA document A133 – 2019 where the basis is the cost of the work plus a fee with a GMP will be used for each project. A qualifying Construction Management Firm will be selected for each project, at Hamilton County School District discretion, based on current scheduling needs of the Board.

I GENERAL INSTRUCTIONS

- A. This Application shall not be more than 80 pages including the Experience Questionnaire. The Experience Questionnaire and all forms, reports or statements included in this application shall be typed or printed. Any corrections made to the Experience Questionnaire, forms, reports or statements, by the applicant prior to the designated deadline, shall be initialed and dated by the same person signing the Experience Questionnaire.

This application shall be submitted in a sealed envelope addressed to:

Michael D. Vinson Jr., CPA
Director of Business Services
Hamilton County School District

Deadline: Applications will be date/time stamped when received. Applications must be received no later than **3:00 pm, January 27, 2021**. Applications received after the designated deadline will be returned to the applicant unopened. The Owner reserves the right to reject any application deemed to be “not in compliance” with these instructions.

- B. Submit one (1) original and two (5) copies of all documents requested in the general instructions.
- C. The original Experience Questionnaire must contain an “original signature” of the authorized representative of the responding Firm. If the Firm is a Corporation, furnish one (1) certified original of the corporate minutes authorizing the representative’s signature, one (1) copy of the Incorporation documents by the Secretary of State and one (1) copy of the current Florida General Contractor Professional Registration Certificate.
- D. The applicant shall respond completely to each of the items on the Experience Questionnaire.

- E. Shortlisted Firms must be available for presentations/interviews to the Selection Committee on **Thursday, February 4, 2021**, beginning at **9:00 am**. Specific time slots will be given according to scoring rank. If selected, firms will be recommended for approval on the February 9, 2021, Board meeting. Negotiations with the Superintendent will be scheduled after Board approval.
- F. Questions concerning this request for qualifications can be directed to Michael D. Vinson Jr., CPA, Director of Business Services Department, at (386) 792-7818, or by email at michael.vinson@hamiltonfl.com.
- G. The Owner is not liable for any cost incurred by the applicants prior to the issuance of an executed contract.

II **SELECTION PROCESS**

- A. The Selection Committee may consist of a School Board member, Hamilton County citizen and staff members as governed by School Board Rules and determined by the Superintendent of Hamilton County School District.
- B. The Committee shall meet to review all applications received and accepted and shall, through the process outlined in this "Request for Qualifications", identify and short list no less than three (3) and no more than (5) Firms with the highest scores.
- C. After the successfully "shortlisted" Firms have been notified, the Committee shall conduct individual Firm presentations/interviews and shall rate each firm in accordance with the guidelines in the "Request for Qualifications".
- D. The Committee shall tabulate evaluations and make a recommendation to the Board.
- E. Upon approval by the Board, the Business Services Department shall notify the successful Firm(s) of selection and proceed into negotiations.
- F. The Superintendent will commence negotiations in order of ranking.
- G. The Superintendent will negotiate profit and overhead terms with the top three (3) ranking firms. If negotiations are unsuccessful, Owner reserves the right to proceed to the next ranking Firm(s) or to reject any or all Firms.
- H. Successful negotiations will be approved by the Board prior to contracting.
- I. Schedule:

1 st Ad Runs	01/06/21
2 nd Ad Runs	01/13/21
3 rd Ad Runs	01/20/21
RFP's Due to District	01/27/21
Shortlist Notification	02/01/21
Presentations	02/04/21
Board Approval	02/09/21
Negotiations	TBD
Board Approval of Negotiated Terms	TBD

III INITIAL SCREENING/SHORTLISTING (100 Total Points)

Respond to the following items on the forms provided in the Experience Questionnaire.

A. General Information: (10 Points)

Complete this section of the Experience Questionnaire accurately. The information contained therein is an essential part of the Firm overview to be considered here.

B. Related Building Experience: (20 Points)

Complete this section of the Experience Questionnaire accurately. Use a separate form for each completed and current project.

C. Financial Capability: (10 Points)

Bonding a Guaranteed Maximum Price contract will be a requirement, therefore, provide a written statement from the Firm's Bonding Company indicating the Bonding Company's attestation to the Firm's bonding capacity and attach it to the Experience Questionnaire.

OR

In the absence of such written verification, referred to above, attach an audited financial statement current within the past twelve (12) months including your organization's latest balance sheet and income statement.

D. Scheduling and Cost Control: (15 Points)

Submit the Firm's schedule compliance and cost control results for each of the projects listed in Section B. The information should describe the Firm's scheduling and methods of cost control systems.

E. Office Staff: (10 Points)

Describe the specific project related capabilities of the Firm's in-house office staff. Provide a resume of the key personnel who will be in direct support of HCSD projects, including, but not limited to the following:

1. Name and title
2. Number of years with this firm
3. Number of years with other firms
4. Experience – a) types of project, b) size of projects (dollar value & square footage); c) specific project involvement
5. Education
6. Active registration
7. Other experience and qualifications that are relevant HCSD projects

F. On-Site Field Staff: (20 Points)

Describe the ability and experience of the Firm's key on-site Field staff, Project Manager and Project Superintendent, with specific attention to project related experience. Provide a resume of the key personnel who will be in direct support of HCSD projects, including, but not limited to the following:

1. Name, title and assignment for HCSD projects
2. Number of years with this firm
3. Number of years with other firms
4. Experience – a) types of project, b) size of projects (dollar value & square footage), c) specific project involvement
5. Indicate which projects were fast tracked
6. Education
7. Active registration
8. Other Experience and qualifications that are relevant to HCSD projects

For items # E7 & F8 above, appropriately address the individual's capabilities as they relate to the following technical services:

1. Design Expertise – review and analysis
2. Budget Estimating & Cost Control
3. Value Engineering
4. Life Cycle Cost Analysis
5. Construction Scheduling
6. Quality Control – design and construction
7. Change Order Negotiation
8. Claims Management
9. Project Close-out

With respect to both office and on-site staff, provide an organizational chart, as it will relate to HCSD projects, indicating key personnel and their relationships. Indicate each staff member's assignments and responsibilities. Describe how the organizational structure will ensure timely communications, orderly distribution of information, effective coordination of activities and accountability.

G. Insurance Program: (5 Points)

Itemize the Firm's Insurance coverage and validate adherence to State and Local requirements.

H. Information System: (5 Points)

Describe the functions and capabilities of the firm's computer-based project management and information system.

I. Distance to Site: (5 Points)

Identify the location of the Firm's office, which will have direct responsibility for HCSD projects. Indicate the distance in miles from this office to HCSD schools.

IV PRESENTATION INTERVIEWS

(100 Total Points)

After the Selection Committee short lists, the top ranked Firms, Presentations/Interviews will be scheduled.

Part III Initial Screening/Shortlisting ends with the selection of the top ranked Firms. With the beginning of Part IV Presentations/Interviews, a new ranking procedure is established. The Firm with the highest point total in Part IV shall be ranked the number one Firm. The Top Firm(s) shall be recommended by the Selection Committee to the Superintendent and the Negotiating Committee for selection as Construction Manager for HCSD projects.

A. Knowledge of the Site and Local Conditions: (15 Points)

Demonstrate knowledge of HCSD school sites, local codes and ordinances, local subcontractors and suppliers. Indicate the Firm's ability to deliver quality workmanship in an effective and timely manner.

B. Proposed Project Staff and Functions: (25 Points)

Identify the following key staff positions and names of the actual staff members to be assigned to those positions for HCSD projects: Principal or Project Executive, Office Manager, Project Manager and Project Superintendent. Describe their individual abilities and experiences and indicate the function of each within the organization and their proposed duties and responsibilities on HCSD projects.

C. Overall Approach and Methodology: (20 Points)

Demonstrate verbally and/or graphically the plan for performing HCSD projects, documenting the services to be provided and showing the interrelationship of all parties.

D. Cost Control/Value Engineering: (20 Points)

Demonstrate knowledge and experience in the evaluation of building systems, construction techniques and the recommendations of materials to create an optimum value in meeting the design requirements.

E. Scheduling this Project: (20 Points)

As a part of the project approach, propose a scheduling methodology for effectively managing and executing the work in the optimum time. Describe procedures for scheduling and for compliance controls. Identify any current projects and the projected versus the actual schedule.