

Kuna Library District

REQUEST FOR QUALIFICATIONS (RFQ)

BASIC CONSTRUCTION MANAGEMENT & BOND/LEVY INFORMATION SERVICES

Return the completed RFQ Proposal to:

Kuna Library District
457 N. Locust
P.O. Box 129
Kuna, ID 83634

**TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED IN THE LIBRARY DISTRICT
OFFICE BY MONDAY JULY 16TH, 2018 at 3:00 p.m.**

The Kuna Library District is seeking proposals from qualified CM firms to provide comprehensive Construction Management (CM) Services. The scope of work will be to participate in the bond/levy campaign (i.e. estimates and at public meetings), along with standard CM services after bond passage to oversee the addition and remodel at the existing Kuna Library.

A. THE PROJECT

The Kuna Library District is planning to add an addition, approximately 10,000 SF and remodel other areas as required to the existing Kuna Library.

Owner:	Kuna Library District
Construction Amount:	TBD
Bond/Levy Campaign:	TBD
Bidding:	TBD
Completion:	TBD

B. REQUIRED SERVICES (Scope of work)

Throughout all phases of the project, the CM is expected to provide the Kuna Library District with professional construction management services and represent the library's interests in having the projects completed on time, within budget, and as planned with a minimum of difficulties. It is anticipated that the AIA Document A132-2009 Owner/Contractor Agreement, CMA Edition with modifications will form the basis of the services agreement in conjunction with AIA Document A232-2009 General Conditions of the contract for Construction, CMA Edition. Services shall include, but are not limited to the following:

- 1) **PRELIMINARY DESIGN PHASE AND BOND CAMPAIGN:**
 - a) In conjunction with the Kuna Library District staff and Hsa, develop a comprehensive management plan to include efficient, effective non-duplicating set of procedures, responsibilities, and contracting strategy for overall project administration and contract compliance.
 - b) Assist in establishing a detailed scope of work to include all project costs such as construction permits, fees, testing, equipment, administrative costs, soft costs, FF&E, etc.
 - c) Based on the agreed scope of work, provide preliminary project construction estimates and make recommendations to the Kuna Library District. Provide a minimum of two (2) construction cost estimate updates during the construction document phase of the project.
 - d) Assist in obtaining all necessary agency reviews, approvals, and permits.
 - e) Develop combined or sequential bidding document packages for contractors and vendors.
 - f) Develop and maintain critical path schedules and responsibilities for all phases of the project and monitor participants' compliance.
 - g) Review bid documents to determine the lowest possible cost and the most responsive and responsible bidders. Make recommendations consistent with meeting the library's objectives.
 - h) Suggest options and ideas where cost and time savings might be achieved in all phases.
 - i) Solicit and maintain certificates and proof of performance and payment bonds and workman's compensation insurance from all subcontractors before and during construction, naming Kuna Library's District as an "other insured party".

- j) Coordination and proof of tax payment by all subcontractors will be the responsibility of the construction manager.

NOTE: CM will be required to coordinate delivery of Kuna Library District furnished items and furnishings as required. Include in critical path schedule timelines and coordinate with the library's staff.

2) BIDDING PHASE:

- a) Develop bid packages, bidding strategy and assist in evaluating bids for compliance with project requirements and documents.
- b) Identify bid packages which are in excess of the project budget and assist in working with the lowest possible bidder to identify cost savings opportunities, alternate methods, duplications, omissions, etc.
- c) Make recommendations to the District for award of bid packages to the lowest responsive and responsible subcontractors and vendors.

NOTE: CM will be required to advertise, receive bids, tabulate bid results, and prepare vendor purchase orders for the District on a monthly basis or as directed by the library district administration. All work must be in compliance with Idaho Code 54-4511.

3) CONSTRUCTION PHASE:

- a) With Hutchison-Smith Architects, P.A., HSA, conduct pre-construction meetings with all subcontractors and initiate construction activities under the field supervision of the CM.
- b) Provide traditional Division I, General Condition types of services such as project supervision, office trailers, telephones, toilets, temporary utilities, cleanup, etc.
- c) Assume overall responsibility for the administration and scheduling of the construction contracts, quality assurance, and special inspection requirements. Receive, evaluate, and make recommendations for dispositions of all requests for payment.
- d) Maintain cost control records and monitor costs to assure compliance within the budget. Provide a schedule of values for all construction work in conjunction with the construction estimate and evaluate each subcontractor bid when received against the estimated construction cost value. Advise the Kuna Library District of significant differences found.
- e) Schedule, conduct and document weekly project coordination meetings involving all onsite personnel to verify compliance with overall project schedule.
- f) Communicate to the contractors and vendors design clarifications, pricing request, change orders, etc. Receive and review same documents for appropriateness and make prompt recommendations to the District for approval or disapproval.
- g) Establish and maintain a construction reporting and monitoring system including daily construction reports, shop drawing logs, photographs, inspection reports, request for information, logs, etc. Maintain all project information clearly identified in three-ring binders for periodic review by District staff and HSA.
- h) Monitor construction workmanship and quality control. Monitor cash flow and provide project progress reports to the library and HSA as required.
- i) Establish an effective procedure for timely claims resolution.

4) PROJECT COMMISSIONING:

- a) Develop a schedule for the Library's move in and occupancy. Coordinate delivery of library furnished equipment and furnishings as required.
- b) Assist the library and HSA with final inspection and acceptance for the project. Obtain and verify all project guarantees warranties, as-built drawings manuals, etc., per the project manual and construction documents.
- c) Assist in the subcontractors and vendor-providing training of library personnel, as required per the project manual and construction documents.

- d) Address all post occupancy one-year warranty problems in a timely manner and coordinate subcontractor completion requirements with the library.

C. PROPOSAL, FORMAT, CONTENT, AND EVALUATION CRITERIA

As a minimum, proposals must include the following information in the sequence as listed. Proposing firm to submit technical information to meet the requirements stated below. Proposals need not be exhaustive in the information presented; rather, the proposing firm is encouraged to present only concise information relevant to your pertinent qualifications. All proposals must be submitted in a sealed envelope.

1) GENERAL INFORMATION

Cover letter (respondent content discretion), one-page maximum
Construction Management Qualification Statement (Included RFQ 819101 packet)

2) FEES/RATES

Provide information relative to how your company develops fees for Construction Management Services. Do not provide a fee for this project. The library Board wants to understand the method used by the CM in preparation of costs and fees for the required services section "B" 1-4.

3) COMPANY PROFILE

Describe your firm's history, size, resources, philosophy of service, volume of work, financial stability and management techniques and methods along with any other information that would be helpful to characterize the firm.

4) PROJECT APPROACH

Describe your approach to providing the required services. Describe how your firm provides unique construction management services, steps taken to deliver on time and within budget, and problem solving techniques. Discuss how you provide leadership to facilitate teamwork and communication among all parties. Provide a professional resume for each key person to be assigned to this project. Describe the proposed roles and responsibilities of key personnel on this project. Identify a proposed project manager who would be responsible for the day-to-day management of project tasks and be the primary point of contact with your firm. Include an organization chart of the proposed project team.

5) PAST PERFORMANCE

Briefly describe other projects executed by your firm that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged. List all public agencies for which you have performed similar work in the past five years. For each project listed, include the name, address and phone number of a person to contact regarding your firm's performance on the project. Projects listed for which your firm worked in an auxiliary capacity or in a joint venture or partnership should include the name, address, phone number, and a contact person of the lead firm.

6) EVALUATOR'S DISCRETIONARY RATING

Each selection committee member will have discretionary points to rate factors such as project specificity clarity and completeness of proposal, level of interest and professionalism.

SUBMITTAL EVALUATION CRITERIA

A five (5) member selection committee will evaluate the submittals and short-list firms by numerical ranking to determine finalists for the interview phase. Preference will be given to those firms having local construction management knowledge and experience in the identified areas of professional services. Each member of the committee will evaluate each submittal; the total combines points will determine rankings. Submittals are rated by the following point evaluation method:

1) General Information	Mandatory
2) Fees/rates	Mandatory
3) Company Profile	15 Points
4) Project Approach	40 Points
5) Past Performance	30 Points
6) Evaluator's Discretionary Rating	15 Points

D. PROPOSAL SUBMISSION PROCEDURES

- 1) Requests for Qualifications will be available on Monday July 2nd at 10 a.m., from the Kuna Library, 457 N Locust Ave, Kuna, ID 83634 or online at kunalibrary.org.
- 2) Written proposals in response to the RFQ will be accepted until July 16th 2018 at 3:00 p.m. at the Kuna Library 457 N Locust Ave, Kuna, ID 83634.
- 3) Submittals shall include (8) eight originals of the proposal and any attachments. The originals should be single sided 8 ½ x11 pages, in at least twelve (12) point font, must be dated and signed by a duly authorized agent, partner or corporate officer. Proposals are to be sealed in an envelope/package and clearly marked "Construction Management Proposal".

Questions that arise as a result of this RFQ must be addressed to the Kuna Library District, 208-922-1025, admin1@kunalibrary.org.

E. SELECTION TIMELINES

- 1) A screening committee will evaluate all proposals. From this evaluation, a short-list of two (2) top rated firms will be established and a selection with interviews.
- 2) The Library Board at their regularly scheduled meeting on August 21st, 2018 at 5:00 p.m. will formally approve their final selection of a CM firm.

F. PROPOSAL GUIDELINES

- 1) The Kuna Library 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.
- 2) All proposals and other materials submitted will become the property of the Kuna Library District.
- 3) All information contained in the RFQ and acceptable provisions of the selected firm's response may be made a part of the executed Agreement For Services.
- 4) Upon the Library's request, the proposer may be asked to submit additional information as directed.
- 5) All proposal contents must be guaranteed for ninety (90) days from the proposal submittal date.
- 6) The Library District reserves the right to:
 - a) Waive any information or irregularities and reject any or all proposals received as a result of this RFQ;
 - b) Make selections based on all or part of the respondent's proposal;
 - c) Negotiate changes in the scope of work or services to be provided;
 - d) Conduct investigations required to determine the proposer's performance record and ability to perform the assignment specified as part of the RFQ;
 - e) Negotiate separately any source in a manner deemed to be in the best interest of the District.

- 7) If, through any cause, the contracted firm shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the firm shall violate any covenants, terms, or conditions of the agreement, then the Library District can cancel the contract without prejudice by giving at least five (5) days prior written notice to the firm of such termination.

G. CONSTRUCTION MANAGER APPLICATION INFORMATION: (See attached form)

CONSTRUCTION MANAGER INFORMATION

1. Name of firm, address, phone and fax number of your firm’s main office

Firm: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____

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

Name/Title: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____

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

Corporation Partnership Individual Joint Venture

4. If a Joint Venture, identify other firm(s) in association.

5. Address, phone, and fax number of the office where the project team will be located and the work for this assignment will be conducted.

Name/Title _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____

6. If you answer yes to any of the following questions, please **attach** a separate sheet stating the project(s), date, owner, and reason:

a. Has your firm or Joint Venture failed to accept a contract or complete a contract awarded to you?

Yes No

b. Has your firm or Joint Venture under another or previous name failed to accept a contract or to complete a contract awarded to you?

Yes No

c. Has your firm or Joint Venture had a contract terminated or been given written notice or demand incident to a proposed contract termination?

Yes No

7. State the name, agent's name, address, telephone, and fax number of your current bonding company(s) and identify any other sureties used by your firm during the past five (5) years.

Company Name: _____

Agent's Name: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____

8. State the name, agent's name, address, telephone, and fax number of your current insurance company(s) that provide, or during the past five (5) years has provided, coverage for your firm in the areas of liability, builder's risk and worker's compensation.

Liability & Builder's Risk Insurance

Company Name: _____

Agent's Name: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____

Worker's Compensation Insurance

Company Name: _____

Agent's Name: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____

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

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

Yes () No ()

b. Has your firm ever been denied coverage or has coverage terminated or cancelled by any insurer during the past five (5) years? (If so, 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 ()

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

Printed Name: _____

Title: _____

Signature: _____

Date: _____