

CROWLEY INDEPENDENT SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS – STEP 1 CONSTRUCTION MANAGER AT-RISK

MULTIPLE BID PACKAGES



September 6, 2017

NOTICE OF REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGER AT-RISK, TWO-STEP PROCESS

Pursuant to the provisions of the Texas Government Code Chapter 2269, Subchapter F, it is the intention of the Crowley Independent School District to select a Construction Manager/s At-Risk (CMAR), via a two-step Request for Qualifications (RFQ) process, for Multiple Bid Packages

The RFQ package is available by contacting VLK Architects. Questions regarding the RFQ should be directed in writing via email to Mr. Richard Jaynes, VLK Architects, at rjaynes@vlkarchitects.com. Sealed responses marked "CMAR Request for Qualifications – Step 1, Multiple Bid Packages, Crowley Independent School District, September 21, 2017" will be received until **10:00 AM (Local Time), Thursday, September 21, 2017**. Sealed responses will be received at the Crowley ISD Vehicle Maintenance Facility, Attn: Mr. Randy Reaves, Executive Director of Non-Instructional Services, 2205 North Crowley-Cleburne Road, Crowley, Texas 76036. Submittals received after that time will not be considered for evaluation.

The Crowley ISD reserves the right to waive any informality or to reject any, or all, CMAR Request for Qualifications submittals.

**REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGER AT-RISK SERVICES
MULTIPLE BID PACKAGES**

The Crowley ISD (the District) intends to select a Construction Manager/s At-Risk for the purpose of constructing Multiple Bid Packages. The selection shall be accomplished in a two-step process as provided for in the Texas Government Code, Chapter 2269, Contracting and Delivery Procedures for Construction Contracts, Subchapter F, Construction Manager At-Risk Method. The District's Board of Trustees may select multiple Construction Managers for these projects.

Responses shall include the information requested in the sequence and format prescribed. In addition to and separate from the requested information, submitting organizations may provide supplementary materials further describing their capabilities and experience.

Sealed submittals shall be identified on the cover as follows;

**CMAR Request for Qualifications – Step 1, Multiple Bid Packages
Crowley Independent School District
September 21, 2017**

Sealed submittals (four hard copies and one digital copy in .pdf format) of the Qualifications Statements shall be submitted to:

**Mr. Randy Reaves
Executive Director of No-Instructional Services
Crowley Independent School District
2205 North Crowley-Cleburne Road, Crowley, Texas 76036**

No later than 10:00 AM (local time) on Thursday, September 21, 2017

The District shall receive, publicly open, and read aloud the name of the firms submitting a Statement of Qualifications. The District shall select no more than five firms for Step 2 Proposals solely on the basis of Step 1 qualifications. The selection criteria shall include the firm's experience, past performance, safety record, proposed personnel and methodology, and other appropriate factors that demonstrate the capability of the Construction Manager At-Risk. The District's Board of Trustees has delegated the authority of selecting and ranking firms to a committee composed of members of the CISD administration, facilities and architectural representatives.

Interviews may be conducted with the short-listed firms prior to submission of Step 2 Proposals. The interview shall be considered a part of the Step 2 evaluation process. In accordance with the schedule, interviews may be conducted Thursday/Friday, October 5/6, 2017. The firms to be interviewed should include the project manager/s and job superintendent/s identified in the qualification proposal. Upon conclusion of the interviews and submission of the Step 2 Proposals, the firms will be evaluated and ranked in accordance with the criteria contained in the Request for Qualifications and determined to provide the best value for the District. Queries about the project and the Request for Qualifications should be addressed via e-mail to:

**Mr. Richard Jaynes, AIA
VLK Architects, Inc.
2821 West 7th Street, Suite 300
Fort Worth, TX 76107
Phone: 817.307.1355
Email: rjaynes@vlkarchitects.com**

CONSTRUCTION MANAGER @ RISK SELECTION SCHEDULE

- First Advertisement Wednesday, September 6, 2017
- Request for Qualifications Released Wednesday, September 6, 2017
- Second Advertisement Sunday, September 10, 2017
- Pre-submittal Conference **10:00 AM** - Thursday, September 14, 2017
CISD VMF Conference Room,
2205 N Crowley-Cleburne Rd.
Crowley, TX 76036
- Receive Statements of Qualifications (Step 1) **10:00 AM** - Thursday, September 21, 2017
- Establish short list of firms and notify for Step 2 Tuesday, September 26, 2017
- Conduct Interviews (if elected) Thursday/Friday, October 5/6, 2017
- Receive Proposals (Step 2) **2:00 PM** - Tuesday, October 10, 2017
- Evaluate Proposals and Rank Selections Thursday, October 12, 2017
- CMAR Recommendation/s in Board Packet Wednesday, October 18, 2017
- Recommendation to Board of Trustees Thursday, October 26, 2017

PROJECT DESCRIPTION

Multiple Bid Packages

Scope:

The anticipated scope of work for this proposal is as follows;

- **CISD BP2018-1** A new 150,000 SF CTE Center and Renovations at the Bill R. Johnson CTE.
- **CISD BP2018-2** A 19,000 SF Fine Arts addition at CHS, a 11,000 SF Gymnasium expansion at NCHS, a 19,000 SF Fine Arts addition at NCHS, outdoor dining area at NCHS and a 35,000 SF classroom addition at CHS 9th grade Center.
- **CISD BP2018-3** A new 50,000 SF Warehouse and renovations at the CISD Vehicle Maintenance Facility (VMF).

Anticipated Schedule:

CISD BP2018-1

Design/Construction Document Phase:	September 2017 – July 2018
Proposal Phase:	August 2018 – September 2018
Construction Phase:	October 2018 – April 2020 (19 months)

CISD BP2018-2

Design/Construction Document Phase:	September 2017 – March 2018
Proposal Phase:	April 2018 – May 2018
Construction Phase:	May 2018 – July 2019 (14 months)

CISD BP2018-3

Design/Construction Document Phase:	November 2017 – May 2018
Proposal Phase:	June 2018 – July 2018
Construction Phase:	August 2018 – September 2019 (14 months)

Anticipated Construction Budget:

CISD BP2018-1	\$37,620,000
CISD BP2018-2	\$27,020,400
CISD BP2018-3	\$12,250,320

Pre-Construction Services: The Construction Manager shall provide the following:

1. Attend regular design meetings with the District and Architect to review the project status and to develop an understanding of the project scope.

2. Consult with the District and Architect regarding on-site and off-site development, building systems selection, material selection, and identification of long-lead items impacting the project schedule.
3. Provide recommendations on construction feasibility.
4. Provide alternative design solutions, including cost and schedule impacts, for determination of best value for the District.
5. Prepare and periodically update a preliminary project schedule for the Architect's review and the District's approval. The Construction Manager shall coordinate and integrate the preliminary project schedule with the services and activities of the District, Architect, and Construction Manager.
6. Develop multiple proposal packages as necessary in order to achieve occupancy, efficiency of general conditions cost, and the greatest economy for the District. The Construction Manager shall assist the District and Architect in determining phasing, packaging, and the associated definition of scope.
7. Prepare a comprehensive probable cost estimate at the completion of Schematic Design, Design Development, 50% and 90% Construction Documents to ensure alignment with the project budget. If any estimate submitted to the District exceeds the agreed upon budget, the Construction Manager shall make recommendations to the District and Architect to reduce the cost of the project.
8. Recommend to the District and Architect a schedule for procurement of long-lead items that will constitute the work as required to meet the project schedule.

The District intends to use the 2007 AIA Document A133-2009 (formerly A121CMc-2003), Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price and the A201-2007, General Conditions of the Contract for Construction, subject to revisions agreed upon by the parties.

SUBMISSION REQUIREMENTS

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format.

1. Firm Information

Name of firm:

Address of principal's office:

Phone and Fax:

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, other):

Year Founded:

Primary Individual to Contact:

Primary Contact e-mail:

2. Organization

2.1 How many years has your organization been in business as a CMAR/Contractor?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President's name, Vice-President's name(s), Secretary's name, Treasurer's name.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership (if applicable), and names of general partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

3. Licensing

3.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration of license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is filed.

4. Experience

4.1 List the categories of work your organization normally performs with its own forces. Would you propose to do any work with your own forces or to bid all work to subcontractors?

4.2 List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.

4.3 Claims and suits (If the answer to any of the questions below is yes, please attach details).

4.3.1 Has your organization ever failed to complete any work awarded to it?

4.3.2 Are there any judgments, claims, arbitration proceedings, or suits pending, or outstanding, against your organization or its officers?

4.3.3 Has your organization filed any law suits or requested arbitration with regards to construction contracts within the last five years?

4.4 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

4.5 Current Work:

List the major construction projects your organization has in progress, giving the

name and location of project, the nature of your selection for the project and the service you are providing (general contractor with bid selection, construction manager with qualification selection and GMP, etc.), owner, architect, contract amount, percent complete, and scheduled completion date.

4.6 Work over last 5 years:

List major projects constructed by your organization over the last 5 years. For each project, provide the name, nature of the project/function of the building, size (SF), location, cost, completion date, owner and architect, and the manner in which your organization was selected (bid, RFP or other method).

5. Financial Information:

- 5.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:
 - a. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and pre-paid expenses).
 - b. Net Fixed Assets
 - c. Other Assets
 - d. Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, and accrued payroll taxes).
 - e. Other Liabilities (e.g., capital stock, authorized and outstanding shares par value, earned surplus, and retained earnings).
- 5.2 Name and address of firm preparing attached financial statement and date thereof.
- 5.3 Is the attached financial statement for the identical organization named under Item 1 above? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g. parent-subsidary).
- 5.4 Will the organization, whose financial statement is attached, act as guarantor of the contract for construction?
- 5.5 Provide name, address, and phone number for bank reference.
- 5.6 Surety: Name of bonding company and name and address of agent.

6. Experiences with Concepts for Work as a Construction Manager At-Risk

- 6.1 Describe your organization's concepts for working in a team relationship with the Owner and Architect during the design and construction of major projects. Describe your organization's methods for estimating costs, and for scheduling during the design/documents phases. Which (one or more) of those projects listed above best exemplify these concepts and experience?
- 6.2 Cost Estimates
Attach a sample conceptual cost estimate prepared during the design phase of a project, and a sample of the final cost estimate/breakdown used to fix the contract amount for the construction of the same project. (Identity of the project may be concealed. The intent is to see the nature and format of the cost information provided).
- 6.3 Savings
Describe your organization's concept for the disposition of savings realized during construction. Is the full amount returned to the owner?
- 6.4 Contingencies
Describe your organization's concept for cost contingencies both during design and during construction? What is your organization's concept for the disposition of contingency funds after the completion of the project?
- 6.5 Cost Information
Does your firm make all cost information during design and construction available to owner and architect?

7. Personnel

Given the scope and schedule of the project, identify the specific Project Manager/s, Project Engineer, Estimator, and Superintendent/s who would work on the project. Provide a resume and references for each individual. Provide assurances the identified team will remain with this project throughout the course of construction.

8. Owner/Construction Manager Agreement:

The Owner will use AIA document A133-2009 as the base construction contract document with the Construction Manager. The general form of the General Conditions document will be the AIA document A201 – 2007. These contracts will be modified/amended by the District's legal counsel, and provided to the short-listed firms prior to submission of the Step 2 Proposals. Any changes, modifications, or exceptions must be specifically noted, in writing, as part of the Step 2 Proposal. Fee structures will be negotiated and contained as a part of the final agreement. As a part of your proposal indicate that, if selected, you will execute this contract, noting exceptions. All requests for modifications will be through mutual agreement of the Owner and Construction Manager. In the event an agreement cannot be reached, the District will terminate negotiations, and begin negotiations with the next ranked firm that provides the best value to the District.

9. References

For six (6) of the projects listed above (re Item 4.6), identify a representative of the owner and a representative of the architect (provide name, phone/fax numbers) whom we could contact as references regarding your organization's services. Ideally, some of the references should be for similar projects of comparable scope.

10. Schedules:

Provide samples of schedules that will be used to control various project phases.

11. **Felony Conviction Notice**
12. **Non-Collusion Affidavit**
13. **Conflict of Interest Questionnaire**
14. **Certificate of Residency**
15. **W-9 Request for Taxpayer Identification and Certification**

Note; Any CMAR entering into a contract for construction with Crowley ISD will be required to file Form 1295 electronically with the Texas Ethics Commission using the online filing application.

CRITERIA FOR SELECTION

Pursuant to Section 2269.055 of the Texas Government Code, the following criteria shall be considered in evaluating and ranking the proposals. The District shall select the offeror that submits the proposal that provides the best value to the District, based upon the published selection criteria. The District shall first attempt to negotiate a contract with the highest ranked offeror. If the District is unable to negotiate a satisfactory contract with the selected offeror, the District shall formally, and in writing, end negotiations with that offeror and proceed to negotiate with the next offeror in the order of the selected ranking until a contract is reached or negotiations with all ranked offerors end.

The selection process is not just fee based, but weighted heavily on other important issues critical to the success of the project. The following are several of the key issues in the Owner's selection decision:

30 points	Price (Total Fee and General Conditions).
10 points	Reputation of CMAR: <ol style="list-style-type: none"> a. Past relationships with provided project references. b. Performance as a team player and ability to work with the Owner.
10 points	Quality of services, including: <ol style="list-style-type: none"> a. Quality of service provided and buildings constructed. b. Safety record.
15 points	Experience in the construction of schools and school facilities (as CMAR): <ol style="list-style-type: none"> a. Construction of educational projects of similar size and complexity. b. Experienced in the North Texas construction market. c. Years in Business.
10 points	Warranty Work: <ol style="list-style-type: none"> a. Response to warranty work requests. b. Ability to perform warranty work in a timely manner.
10 points	Project Closeout: <ol style="list-style-type: none"> a. Past performance regarding closeout process duration.
15 points	Project Team: <ol style="list-style-type: none"> a. Time in construction industry for each individual. b. Number of K-12 schools projects completed by each individual. c. Time with company for each individual.