

GATES COUNTY PUBLIC SCHOOLS

Request for Qualifications

Program and Project Management Services RFQ

Gates County Schools, ("GCS") is seeking proposals from pre-qualified firms for Program and Project Management Services in connection with approximately \$8 million of school construction and renovations of a middle school.

PROGRAM AND PROJECT MANAGEMENT

Proposals are being solicited for Program and Project Management.

(A) Program Management. Program Management Services to be provided will be those required to assure completion of the work for which the Program Manager is responsible within budget and within the time provided. Respondents should be aware that GCS is seeking full service Program Management.

(B) Project Management. Project Management Services will include serving as the owner's representative at each site, monitoring the performance of all project participants, including the designer and owner furnished work. As part of the Project Management to be provided, the respondent must identify issues before they become problems, identify and propose solutions, and work with the project participants to implement the solutions in order to assure that the construction is completed within budget and on schedule with minimal involvement of GCS Management Personnel.

One (1) original and eight (8) copies of the RFQ submission should be delivered to the address shown below no later than **4:30 P.M. EST. Thursday, March 30, 2017**. The selection committee may determine in its sole and absolute discretion whether to accept any responses that are not received by the date and time set forth in this paragraph. RFQ submissions may not be submitted via facsimile machine or electronic mail. Respondents should allow sufficient mail delivery time to ensure timely receipt. Failure to provide all requested information or otherwise comply with these provisions may disqualify a response. Firms should submit their response to:

Mr. Rube Blanchard, CFO
Gates County Board of Education
205 Main Street
P.O. Box 125
Gatesville, NC 27938

In addition to the submission of hard copies, respondents should also submit an electronic copy of their response in Adobe PDF format. GCS will retain, and is under no obligation to return, all

materials submitted in response to this RFQ. Please make specific reference in the response and in any accompanying cover letter or document to any legitimately and appropriately confidential or proprietary materials contained in the response and mark the material accordingly. All questions or requests for information regarding this RFQ should be submitted in writing by email to **Mr. Rube Blanchard** at blanchardrf@gatescountyschools.net. The Request for Qualifications along with any addendums will be posted on the Gates County Schools homepage <http://coserver.gates.k12.nc.us/>. No questions will be responded to after **4:30 P.M. EST, Thursday, March 30, 2017.**

The Selection Committee is committed to providing equal opportunities for participation in all aspects of Gates County Schools contracting. The Selection Committee actively seeks to identify qualified minority, handicapped, and women-owned business enterprises and has adopted a verifiable goal of **12.46** % percent for participation by minority and women-owned business enterprises, and such business enterprises are encouraged to submit their qualifications. After review of the submitted qualifications, selected firms will be requested to make a formal proposal and presentation.

Background

The said renovation, demolition, and construction work of the Central Middle School will occur while students will remain on campus and will include the following (the "Project"):

- Demolish and reconstruct the administration section, 8th grade wing, and gymnasium.
- New construction consists of an eighth grade wing, gymnasium, locker rooms, media center, music/band room, art room, teacher work room and an administrative area including guidance and student support services.
- The existing seventh grade wing will be renovated. It may include upgraded HVAC system, floor coverings, lighting, windows and doors.
- The existing sixth, seventh grades areas along with the cafeteria will be retained and painted.
- The existing cafeteria will continue to be utilized.

Description of Services

The Program and Project Manager will report to GCS's Pinnacle Architectural Firm Superintendent, Barry Williams, or his designee. Program and Project Management Services to be provided shall include at a minimum the following: General

- Review GCS needs and requirements in order to refine the definition of the Program.
- Assist GCS in identifying the Program management team, lines of communication, and areas of responsibility.
- Assist GCS in selecting, retaining and coordinating professional services of designers, surveyors, consultants and testing agencies.

- Review the safety programs for each project.
- Identify important issues needing resolution and assist GCS in resolving them.
- Prepare and present reports to Gates County Schools and other governmental entities as required through conclusion of the Program.
- Record the progress of the project and submit written progress reports.

Schedule and Budget

- Provide ongoing evaluation of GCS Program schedule and budget.
- Provide administrative management and related services to assist in the coordination of schedule activities and responsibilities.
- Create a master Program schedule and schedule program activities for each project in the Program. The schedule will be updated as needed.
- Participate in the preparation of proposed project duration on a project by project basis.
- Assist architect in identifying important milestones and coordination of phases of construction.
- Review and advise GCS concerning the project construction schedule; review updated and reissued project construction schedules; recommend corrective action or methods for shortening durations and avoiding delay.
- Monitor scheduling and coordination of the sequence of construction.
- Provide budgeting services for the Program and the individual projects identified.
- Develop cash flow reports and forecasts and advise GCS and the architect as to variances.
- During design and construction, identify projects that are at risk for exceeding the established budget and provide value engineering to assist in bringing projects back within budget.
- Update cost estimates and construction durations on an as-required basis.
- Monitor the approved estimate of construction cost, review actual cost for activities and progress and estimates for uncompleted tasks.
- Review applications for payment. Determine in general that the work for each contractor is being performed in accordance with the contract requirements; recommend rejection of work which does not conform and recommend withholding payment to contractors.

Planning

- Survey existing and proposed site conditions for feasibility on a project by project basis.
- Review and propose as appropriate alternative construction methods which may provide cost savings or shorten project duration.

Design

- Establish and monitor a schedule for the delivery of design services on a project by project basis.
- Participate in project analysis during pre-design and design process.
- Evaluate design for conformance to budget and identify potential cost savings.
- Provide constructability review of design during design process.

Bidding and Procurement

- Preparation, coordination and evaluation of bid packages.
- Prepare construction market information on contractor availability and alternate construction systems.
- Advise GCS and architect on the packaging of work in various bid packages to expedite completion.
- Develop bidder interest in each project and establish bidding schedules.
- Assist GCS in minority business and equal employment opportunity programs.
- Review list of prospective bidders and consult with GCS concerning pre-qualification procedures.
- Receive and review certificates of insurance and forward to GCS.
- Arrange for the delivery, storage, protection and security of GCS purchased materials.

Construction

- Provide administration of the contracts with the contractors and the architect including on-site representation as necessary.
- Endeavor to obtain satisfactory performance from the designer and each of the contractors, including owner provided work, and recommend courses of action when requirements are not being fulfilled.
- Participate in project meetings and review minutes for accuracy.
- Assist GCS, the architect and contractor in obtaining building permits and other applicable governmental approvals.
- Monitor construction progress and identify potential causes for delay and cost overruns, change orders, changes in scope and provide recommendations to GCS in connection therewith to minimize impact.
- Review request for changes and assist in negotiations; submit recommendations and assist architect in preparing change orders.
- Assist GCS and the architect in the avoidance of and the review, evaluation, documentation and resolution of claims.

Close Out

- Observe the contractors' final testing and start up.
- Participation in the preparation of a list of incomplete or unsatisfactory items and schedule for expeditiously completing such items; assist the architect in conducting inspections and determine whether complete.
- Coordinate the correction and completion of the work and punchlist warranty items.
- Assist the architect in obtaining from contractors warranties and project close out documentation.
- Verify that all as-built plans have been received and are suitable for use in future maintenance and/or additional construction.
- Provide at the conclusion of all projects a summary of all architectural and construction costs and a final as-built cost report.

Form of Proposals

Interested parties submitting their qualifications for GCS projects must follow the format below. Materials must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with the boldfaced headers below; e.g., the first tab would be entitled "Letter of Interest", the second tab "Firm Information", etc. Double-sided printing is encouraged.

Provide one (1) original and eight (8) copies. Submittals shall include the following information; sections should be placed in order and identified as detailed below:

I. Letter of Interest

Submit a letter of interest, including a brief description of the firm's overall qualifications to perform the work successfully. This letter should introduce the firm (team) or individual and must be signed by a representative of the firm with authorization to sign contracts.

- a. If submitting as a team, note which team member (company) is the prime consultant or lead joint venture partner, or if it will be a prime-sub consultant(s) contractual relationship.
- b. Identify primary contact person for your firm (team).

II. Firm Information

This section must include name of firm, address, telephone number, fax number, email address, home page URL, type of firm (i.e., corporation), and North Carolina business license number. Provide a brief history of the firm including the year the firm was established as presently organized. Include total number of staff and a company profile

that list the primary services offered. Identify location of the office that will be responsible for the implementation of services provided to GCS.

III. Sub-Consultants

Provide organizational chart showing the relationship between team members. Describe firm information for each sub-consultant including a company profile, contact information, years in business, number of employees, and location of the sub-consultant office that will be responsible for the implementation of services provided to GCS.

IV. Resumes

Identify the key management personnel you anticipate working on the middle school project; provide resumes outlining area(s) of expertise, role on projects, number of years employed by firm along with total years of direct experience, and professional licensing information. Experience while employed at another firm must be clearly identified. Resumes should represent projects conducted during the last 5 years.

V. Project Experience

Provide a comprehensive list of projects your firm has worked on in the past ten years, indicating services provided. To be used as references, list at least five projects including:

- a. Project name
 - b. Owner name and address
 - c. Contact person, phone number, and e-mail address
 - d. Services provided
 - e. Total size of project in square feet
 - f. Total project cost
 - g. Completion Date
 - h. Brief description of the project, and unique attributes
- Project examples should be recently completed facilities related to the district's project list and represent the type of approach and quality of work you anticipate completing for GCS.

VI. Quality Control

Describe your procedures related to project cost containment, value engineering, and lifecycle cost, as part of your planning and management considerations. Outline cost estimating procedure, at what phases of the project, and to what detail cost estimates are complete.

VII. Diversity

If firm is designated as a Minority/Woman owned Business Enterprise, include appropriate certification documentation. Describe methods firm utilizes to ensure participation of Minority/Women owned businesses.

Financial/Legal

Provide financial statements for the last two years. Include a statement of the firm's insurance coverage, including general liability, professional liability errors and omissions, automobile, and workers' compensation carried by the firm. Describe any legal action brought against the firm in the past five years and the resolution of the action if a final determination has been made.

Declaration

Submit a declaration under penalty of perjury by an authorized corporate officer or principal, stating that reasonable diligence has been used in preparation of the Statement of Qualifications submitted in response to the RFQ and that all information provided is true, correct and complete.

Selection and Award Process

Statements of qualification will be evaluated by a selection committee. The committee may include administrators, school staff, Board of Education, and community members. A short list of firms deemed to be the most highly qualified for the proposed project will be identified by the selection committee. Shortlisted firms may be invited to participate in an oral presentation and interview to determine which team is the best qualified to work with the district and community in completing the project. The district may request additional information from firms on the short list prior to interviews.

The recommendation of the selection committee will be subject to a successful contract negotiation and approval by the Board of Education. If an agreement cannot be reached the district reserves the right to negotiate with other qualified firms.

Selection Criteria

Finalists for contract consideration by the district will be selected on the basis of qualifications and demonstrated competence as evidenced by the information presented in the qualifications submittal. Evaluation of qualifications may include, but is not limited to the following:

1. The program and project management firm's understanding of the educational environment related to the project and qualifications to complete the services required.
2. The program and project management firm's previous experience, qualifications and competence on educational facility projects of similar size and scope.

3. Past performance on similar projects, and as indicated from reference contracts.
4. Experience and qualifications of personnel assigned to the project.
5. Methodology used to achieve technical, management and project control.
6. Comprehensive nature of the qualifications submitted.
7. Ability to communicate with the selection committee both in written format and verbally.
8. Knowledge of state and local requirements.