

Perris Union High School District

155 E. 4th Street, Perris, CA 92570

(951) 943-6369

March 27, 2018

<p>REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS CONSTRUCTION MANAGEMENT SERVICES – Various Projects RFQ/RFP No. 041018</p>

The Perris Union High School District (“District”) is inviting submittals from qualified construction managers to provide coordination, scheduling, oversight, and related management services for the construction of school facility projects in the District.

The District expects to establish and maintain a short list or pool of qualified construction managers that can provide full service construction management services to the District for school construction projects. The District is considering improvements throughout the District, but has not yet selected a construction delivery method for the project(s). The District will diligently follow up on references regarding the above qualifications.

Interested firms may obtain a hard copy of the Request for Qualifications/Request for Proposals (“RFQ/RFP”) by contacting the District at the address listed below. [Optional: A copy of the RFQ/RFP is also available for download on the District’s website at: <http://www.puhsd.org/blogs/contracting-opportunities>

Three (3) copies of your complete RFQ/RFP response must be received by **2:00 PM** on **April 10, 2018**.

**Perris Union High School District
Attn: Hector Gonzalez
155 E. 4th Street
Perris, CA 92570**

Questions regarding this RFQ/RFP may be directed to Hector Gonzalez by email at Hector.gonzalez@puhsd.org.

This is not a formal request for bids, nor an offer to contract with any party responding to this RFQ/RFP. The District reserves the right to reject any and all responses.

Sincerely,

Hector Gonzalez
Director of Facilities

STATEMENT OF QUALIFICATIONS

The Perris Union High School District (“District”) is inviting submittals from qualified construction managers to provide professional coordination, scheduling, oversight, and related management services for school construction projects.

TERMS AND CONDITIONS

A. GENERAL

1. Responsibilities of Construction Manager

The responsibilities and duties listed below are stated in general terms and are for informational purposes only. The parties may negotiate a construction management services agreement after a recommended construction manager has been selected.

The selected construction manager shall be responsible for providing coordination, scheduling, oversight, and related management services for one or more of the projects. The construction manager’s basic services include: design phase elements, such as cost review, creating a master construction schedule, and a constructability and value engineering review; procurement phase elements, such as creating scopes of work for contractors based on drawings and specifications, coordinating performance of the contractors, and assistance with prequalification and bidding; and construction phase elements, such as administration of meetings (including pre-construction), contract, schedule, budget, materials, equipment, submittals, testing, safety program, warranty, certifications, records, bonds, change orders, payments, training, approvals and inspections.

The construction manager and the architect (or contractor) will work together in a cooperative and professional manner for the orderly and timely completion of the project(s), and shall coordinate their activities. The construction manager shall also coordinate with any other District consultants or employees involved with the project(s) to the extent appropriate.

2. Questions and Inquiries

Any questions regarding this RFQ/RFP or the projects shall be directed, in writing, to the District representative specified below. Transmission of questions may be made by fax or e-mail and must be received by the District by not later than the date and time established as the “RFI Deadline” in Item 3 below.

Proposers are strongly cautioned to refrain from contacting any other member of the District staff, administration or any member of the District’s governing board prior to the final selection of a construction manager for the Projects. Doing so may result in immediate disqualification of a proposer’s response.

District Representative:

Name: Hector Gonzalez
Telephone: (951) 943-6369 Ext. 80274
Email: Hector.gonzalez@puhsd.org

3. Deadlines, Schedules, and Location for Submission

Advertisement: March 27, 2018
RFI Deadline: April 4, 2018

Response Due: April 10, 2018
Time: 2:00 p.m.

Evaluations: April 2018
Interviews of Firms (if any): April 2018 (Time and date TBD)

Board Meeting/Award: May, 2018 (anticipated)

Submissions may be withdrawn at any time prior to the closing date and time for receipt thereof specified above.

B. INSTRUCTIONS FOR SUBMITTING RESPONSE

Each construction manager responding to the RFQ/RFP shall address the following items in its response.

1. Cover Letter

A maximum one-page, dated introductory letter must be submitted including the legal name of the respondent, address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the qualifications on behalf of the construction manager.

2. Table of Contents

A table of contents of the material contained in the qualifications should follow the cover letter.

3. Executive Summary

The executive summary should contain an outline of construction manager's general management style and business approach, along with a brief summary of construction manager's qualifications to engage in a professional relationship with the District.

4. Description of Construction Manager

Provide specific information regarding the size, financial strength, location, nature of work performed, number of employees, years in business, California business license number, and tax identification number of construction manager. Please identify the principal-in-charge who will serve as the District's main contact throughout the Projects. Include the address, telephone, and fax number of the office that will be primarily responsible for providing services under the proposal.

5. Background of Construction Manager's Personnel

Identify and provide the background of employees whom the construction manager expects will be utilized on the project(s). The District understands that this list may not be exhaustive or exclusive, but it will provide the District with illustrations of the background and experience of the construction manager's employees.

6. Consultants

Provide the District with an understanding as to construction manager's customary practice in subcontracting out work on projects. Please also provide the District with a list of consultants whom the construction manager expects will be utilized on the Projects. As stated above, the District does not expect this list of consultants to be exhaustive or exclusive, but it will provide the District with illustrations of the background and experience of the construction manager's consultants.

7. Experience in Construction Management for School Facilities

Provide a detailed summary of the construction manager's experience in working with other California public school districts, including information regarding coordinating, planning, overseeing and providing "field" services for the construction of education facilities at the grade levels for which the projects are intended. Provide specific examples of projects of similar scope, character, and value as that included in this RFQ/RFP. Please also identify the types of projects for which the construction manager has the most experience or specialization.

Describe the construction manager's experience with building envelope repairs resulting from water damage or other causes.

8. Experience with Green Technology

Describe the construction manager's experience, approach, and methodology in regard to:

- LEED Certification
- Collaborative for High Performing Schools ("CHPS")
- California Green Building Standards Code
- Green Buildings and Construction in General

9. Litigation History — Construction Management Related

The construction manager shall list all construction management-related litigation in the last five (5) years, filed either by an owner or an owner's consultant or contractor, which names the construction manager, construction manager's employees, construction manager's consultants, or consultant's employees as defendants of any tier. State the nature of the complaint, the beginning and end date, or anticipated end date, of each lawsuit, case number of proceeding, and the judgment or resolution or the anticipated judgment or resolution.

The construction manager shall also provide specific information on termination for default and information concerning any convictions for filing false claims within the past five (5) years.

The construction manager shall state whether the construction manager has or has not filed a petition for bankruptcy. If the construction manager has filed a petition for bankruptcy, the construction manager shall provide the date the petition was filed and identify the jurisdiction in which the petition was filed.

10. Complaints Lodged with Local, State, or Professional Agencies

The construction manager shall disclose the complaint(s), if any, that have been lodged against the construction manager with any local public agency, any agency of the State of California, or any professional organization with which the construction manager is affiliated and, if so, describe the nature of the complaint(s) and outcome(s) or anticipated outcome(s).

11. Insurance Claims History

The construction manager shall describe the outcome of claims, if any, filed against construction manager's general liability, professional liability, or automobile liability insurance carriers during the past five (5) years. Identify the construction manager's insurance carriers' name and address and policy number(s) for General Liability and Professional Liability for the past five (5) years.

12. Project Experience and References

The construction manager shall list a minimum of five (5) references for whom construction manager has provided full service construction management work in California for state or locally funded public school construction. Please include the following information:

- 1) Year(s) during which work was performed
- 2) School district
- 3) Current contact person
- 4) Title/position
- 5) Contact phone number

- 6) Project description
- 7) Dollar value of the project
- 9) Delivery method
- 10) Duration of planning
- 11) Duration of construction
- 12) Division of the State Architect (“DSA”) Closeout (# of months)

Please note these projects must be available for visitation, if required. Site visits will, if required, be arranged through the construction manager during the final stages of the screening and selection process.

At least three (3) of the projects must be demonstrated to show project certification by DSA under letter type #1 or #2. Include DSA application number and verify that this is shown on the DSA website or provide other written documentation.

13. Experience with State Regulatory Agencies

Specify the construction manager’s experience working with State agencies, including the Office of Public School Construction, State Allocation Board, California Department of Education, DSA, and the Department of Toxic Substances Control.

14. Knowledge of State-Funded School Construction Projects

Describe the knowledge possessed by the construction manager’s personnel regarding the requirements for State-funded school facilities construction projects, including construction manager’s experience with the application and funding process.

15. Project Plan and Methodology

Describe the procedures construction manager will employ to ensure that the needs of the District will be satisfied, including completion of the project(s) in a cost-effective and timely manner.

16. Joint Ventures and Associations

If the proposed projects are to be undertaken by the construction manager in joint venture or in association with one or more other entities, identify the parties involved in such a joint effort, the roles and responsibilities of each party, and whether all parties will be jointly and severally liable for performance and all contractual liabilities.

17. Fee Estimate Range and Terms

Describe the method proposed by the construction manager for calculating and charging fees for performance of the work on the Projects, including whether the fee will be based on time and material, percentage of construction, a fixed fee, a not-to-exceed fee, some other method, or a combination of methods.

If the proposed fee approach includes hourly rates for additional services, describe the additional services and the hourly rates or costs associated with these services.

Identify whether the construction manager proposes to bill reimbursable costs at cost or to add a mark-up to such costs.

The fee shall be negotiated with the District should the construction manager be selected to perform the work.

18. Method of Project Delivery

Describe construction manager's experiences with various project delivery methods, such as a construction manager with multiple prime contractors, etc.

19. Other

Each construction manager is encouraged to provide a description of resources or any other information the construction manager believes is pertinent to its proposal. Do not include brochures or other marketing-related materials.

C. DISTRICT'S EVALUATION PROCESS

The District's selection process will include a screening review and evaluation of responses by District staff and/or consultants. Selection of the construction manager(s) will be based on demonstrated competence and on the professional qualifications necessary to meet the District's needs to perform coordination, scheduling, oversight, and related management services as described in this RFQ/RFP. The District may perform an investigation of the construction managers that extends beyond contacting the school districts or other entities identified in the proposals. After an initial screening of construction managers, the District may conduct in-person interviews with one or more construction managers.

The District reserves the right to contract with any construction manager responding to this RFQ/RFP and to reject any response which is non-responsive or fails to meet the minimum requirements of this RFQ/RFP. The District makes no representation that participation in the RFQ/RFP process will lead to an award of a contract or any agreement.

The District reserves the right to waive any irregularities in a proposal, reject any and all proposals, to amend the RFQ/RFP process, or to discontinue the process at

any time. The District further reserves the right to cancel this RFQ/RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation, or other marketing costs associated with this RFQ/RFP.

The District shall have the right to request additional information from any or all of the proposing construction managers, to select, in its sole discretion, construction managers that will be interviewed, and to recommend to the District's governing board the construction manager(s) that best meet the needs of the District. Upon selection, the District will recommend a short list, or pool, of construction managers for approval by the board of trustees. District staff will be authorized to negotiate and enter into agreements on a project-specific basis, subject to approval/ratification by the governing board.

D. MISCELLANEOUS

Tabs should be provided for each of the sections listed in Section B above. The RFQ/RFP response shall not exceed thirty (30) single-sided pages, excluding front and back covers, tabs, and appendices (if any). The individual or official of construction manager who has the authority to contractually bind construction manager must sign the RFQ/RFP response.

The RFQ/RFP response preparation and associated costs are the sole responsibility of construction manager and will not be reimbursed by the District.

Submission of proposals by facsimile or email is not acceptable. Construction manager is entirely responsible for the means of delivering the proposal to the appropriate office on time. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

CERTIFICATION

I certify that I have read the attached **Request for Qualifications/Request for Proposals – Construction Management Services** and the instructions for providing a response. I further certify that I must submit three (3) copies of construction manager’s response to this request and that I am authorized to commit construction manager to the qualifications submitted.

Signature	Type or Print Name
Title	Company
Address	
Telephone	Fax
Date	

If you are responding as a corporation, please provide your corporate seal here:

All materials submitted in response to this RFQ/RFP shall become the property of the Perris Union High School District