



REQUEST FOR QUALIFICATIONS

General Contractor/Construction Manager (GC/CM)

Fran Rish Stadium Improvements

Richland, WA

ISSUED: March 30, 2021

Submittal Deadline: April 22, 2021, By 3:00 pm

REQUEST FOR QUALIFICATIONS (RFQ)
General Contractor/Construction Manager Services

1. INTRODUCTION

Richland School District (RSD) is accepting Statements of Qualifications (SOQs) from General Contractors/Construction Managers (GC/CM) to:

- Join and embrace the role as an integrated team member of the RSD team that includes Design West Architects, specialty consultants, RSD staff, and ESD 112 owners' representatives. As a team member, the GC/CM and key subcontractors must be focused entirely on ensuring the best interest of the project, RSD staff and students.
- Perform and provide top quality pre-construction services that include value engineering, constructability reviews, cost estimating, scheduling, collaboration with the design consultants, logistics and phasing, site investigation and destructive testing, and assisting with selection of building materials and systems.
- Manage and solicit subcontractor and supplier bidding in accordance with RCW 39.10
- Ensure the delivery of the highest quality project, through top-notch construction services that ensure safety is the highest priority.
- Provide a project that is on time and under budget.

RSD intends to award a contract for GC/CM services (GC/CM Contract) via a three-step competitive negotiation method to ensure the procurement of the highest qualified contractor based on the strongest management, and fees that are market competitive. The first step is the Submittal of Qualifications, as per section 6 of this RFQ and evaluated as per section 11. The firms with the highest rank after the evaluation of the SOQ's will be requested to participate in an extended interview. The highest evaluated teams after the interview will be invited to submit price proposals for specified general conditions and contractor's fee.

- **There will be a MANDATORY PRE-SUBMITTAL CONFERENCE on April 8, 2021 at 2:00 pm at Fran Rish Stadium located at the intersection of Lee Blvd and Wellsian Way, Richland, WA 99352.**
- All official documents will be provided via email from:
Caren Johnson, Director of Capital Projects
Richland School District
caren.johnson@rsd.edu
- All costs incurred by the firms who choose to participate in the RFQ process shall be the responsibility of the proposing/submitting firms.

Project Team Members:

Richland School District	ESD 112 Construction Services Group	Design West Architects Architects
Shelley Redinger, Superintendent Richard Krasner, Exec. Dir. Support Services Caren Johnson, Dir. of Capital Projects	Mike Melling, Const. Manager Dax Logsdon, Project Manager Kirk Pawlowski, Director	Brandon Wilm, Principal Matt Whitish, Project Architect

2. PROJECT DESCRIPTION:

The Fran Rish Stadium Improvements are a key project for the Richland School District as part of its 2017 voter-approved bond program. The proposed improvements include installation of a new artificial turf field, replacement of the current track, improvements to the home side grandstands, and replacement of up to 10,200 SF of restrooms, training rooms, and locker rooms. Based on a September 2022 completion date, the stadium improvements have an estimated maximum allowable construction cost (MACC) in the range of \$10M to \$13M.

RSD has selected Design West Architects to lead design and construction administration for the project. At this time, the full scope of the project is yet to be determined. Currently it is assumed that at a minimum, the work will include the following:

- Hazardous materials abatement
- Demolition and/or removal of existing buildings
- Construction of a new building under the existing grandstands
- Improvements to grandstands including accessibility upgrades
- Installation of artificial turf field
- Replacement of existing track
- Site improvements including bus and parent drop off, parking/circulation, access driveways and green space
- Phased construction will likely be required due to occupied site and schedule constraints

The project may include other scopes of work related to the Fran Rish Stadium location, if agreed upon between the RSD and the selected GC/CM contractor.

** Note that this project is in the beginning of the schematic design process and that the final size and scope of the new facility has yet to be determined. This RFQ is using preliminary estimates for cost and size, both of which will be refined during the design process.*

3. SCHEDULE

The following is the projected schedule for the project.

GC/CM Selection:

March 25, 2021	PRC Approval
March 30, 2021	First Advertisement for GC/CM
April 6, 2021	Second Advertisement for GC/CM
April 8, 2021 @ 2:00	Pre-Submittal Meeting
April 22, 2021	Statement of Qualifications Due
April 29, 2021	Review and Notify GC/CM Short Listed Finalists
May 6, 2021	Interviews
May 7, 2021	Notification to Most Highly Qualified Firms to Submit Final Proposals
May 20, 2021	Deadline Sealed Proposals (GC's & Fee)
May 20, 2021 @ 2:00, RSD Support Services Bldg	Public Opening and Notify Submitters of Scoring and Most Qualified GC/CM
May 25, 2021	School Board Approval GC/CM Selection & Award Pre-const Services

Design and Construction:

March - June 2021	Schematic Design
Phase 1 – Early Site Demo	
May – June 2021	Design Development
June – August 2021	Construction Documents
August – September 2021	Permit Submittal and Review
September – October 2021	Bid Package #1
Oct 2021 – Feb 2022	Phase 1 Construction
Phase 2	
June - Sept 2021	Design Development
Sept - Dec 2021	Construction Documents
Nov 2021	90% Constructability Review
Dec 2021 - Feb 2022	Permit Submittal and Review
Jan 2022	GMP Amendment Executed
Feb 2022 - Sept 2022	Phase 2 Construction
Aug 2022	Substantial Completion
Sept 2022	Final Completion

4. SCOPE OF GC/CM SERVICES

The Richland School District is seeking a highly qualified GC/CM firm to become an integrated team member. The firm must be led by a creative and strong manager throughout design and construction. The GC/CM must be proficient in all aspects typical to a GC/CM including, but not limited to:

- Understanding current/modern construction methods and techniques
- Developing Critical Path Method schedules
- Performing and participating in value engineering, life cycle cost studies, and constructability reviews
- Estimating
- Recommending and analyzing alternative design options
- Accurately knowing and studying the current labor market and conditions
- Ability to work with subcontractors to develop viable pricing alternatives
- Innovation and creative approaches
- Planning of work – logistics and phasing
- Coordinating and communicating with all members of the project delivery team.

5. SELECTION AND AWARD PROCESS

Richland School District will select the GC/CM for contracted services based on the evaluated combination of qualifications and fees.

- a) Received SOQ's will be evaluated and ranked based on the evaluation criteria in section 12 of these instructions. The top ranked firms will be invited to participate in an interview. RSD hopes to be inviting two to four firms to participate in the interview process, but the number shall be at RSD's discretion.
- b) The form of contract, which shall also define specified general conditions and fee terms, shall be provided to the firms selected for interviews.
- c) After the interviewed GC/CMs have been ranked, RSD may further short-list the competition, and send an RFP to those firms.
- d) The GC/CM achieving the combined highest ranking/score based on the interview and SOQ will be selected for preconstruction services and negotiations of the GMP.
- e) Guaranteed Maximum Price (GMP) negotiations will follow RCW 39.10 requirements and will occur when the project scope is adequately defined at the 90% complete construction documents as determined by the GC/CM and the Richland School District. Once the GMP has been successfully negotiated, the GC/CM and the Richland School District will execute the GMP amendment to the GC/CM contract.
- f) GMP negotiations will be part of the preconstruction services, prior to the GMP amendment. If RSD determines that a satisfactory, fair, reasonable and funded GMP cannot be achieved, RSD may cancel the negotiations prior to entering into a GMP agreement, and may begin to negotiate with the next highest ranked firm, and/or pursue fixed price bids.

6. SOQ SUBMITTAL FORMAT

Respond to each of the items as stated below in a clear and concise manner. All responses must be in the order as listed, clearly separated and labeled by response. Ensure attention to specific requests for information. The submittals shall be organized in a manner that will enable the GC/CM selections committee to quickly and easily access and assess the information. The submittal must be bound in 8-1/2" X 11" format; one (1) signed hard copy, and one (1) pdf copy supplied via flash/usb drive or email to caren.johnson@rsd.edu are required. Please limit submittals to a maximum of 20 double sided pages including cover pages/letters, table of contents, and resumes. Contractor Verification Form may be added as an attachment in addition to the 20 pages.

Any questions regarding the RFQ should be directed to Mike Melling, Project Manager with CSG, on behalf of the Richland School District via email at mike.melling@esd112.org. Please do not contact the District directly.

All Submittal of Qualifications must be received by 3:00 PM PST April 22, 2021, to: Caren Johnson, Director of Capital Projects, Richland School District, 701 Stevens Dr., Richland, WA 99352.

A. Letter of interest: (0 points)

The letter of interest must be under two (2) pages and may contain any information not shown elsewhere in the submittals. Also, submit an executed Contractor Verification Form. The Contractor Verification Form is a requirement for consideration of the Statement of Qualifications. See Attachment A.

B. Staff Qualifications (10 points)

1. Provide an organizational chart and a staffing plan showing proposed staff, reporting relationships and key roles for each staff member. Describe roles and responsibilities for pre-construction and construction phase services. At a minimum, include information for the following staff members: the principal in charge, or corporate executive dedicated to the project, project manager, project engineers, superintendents, estimator, scheduler, and the safety officer. The proposer will provide, for the duration of the project, the full complement of staff, including the key individuals identified in this proposal.
2. Clearly identify the key individuals who will be providing the leadership role for the project and provide the day-to-day contact for RSD. Demonstrate proven success and how these individuals have accomplished that success in a similar role on other projects.
3. Provide detailed resumes for each proposed staff member including the last five relevant projects, employment history, education, and personal references.

C. Past Performance on Similar Projects (10 points)

1. Provide a description of the history and capabilities of your firm. Describe the types of projects or services the firm normally performs and the relative dollar value of each. Provide the firms bonding capacity and state the ability of the firm to bond these projects. List the name, contact person, and the contact information for the firms bonding agent, and include a statement from the bonding agent committing the ability to bond these projects.
2. Provide the profiles of a minimum of three (3) recent projects where your services included those most closely related to the scope of the pre-construction services and construction scope

of this project. Profiles may include construction projects of similar size, scope, and complexity regardless of the delivery method. Provide the initial negotiated price, the final negotiated price, the contract completion date, and the date substantial completion was certified. Provide contact information (Owner, Project Manager, or Facilities Manager) for the above referenced projects: Name, phone number, email, and position held at time project was completed. Also note if any of the individuals named in your project team participated as members of the projects team for the listed project.

D. Self-performed Work, Location, and Current Workload (5 points)

1. Describe the work your firm typically self performs and your capability to do so on these projects. How will you assure price competition on these scopes of work?
2. Describe the typical geographic range of your firm's work. If Richland is outside of that typical geographic range, how do you plan on managing this work to the benefit of RSD, including pre-construction meeting attendance and management during construction?
3. Provide a summary and overview of your firm's current, recent, and projected workload in addition to this project. Include a summary of the proposed team's current and projected work through the duration of the project. What has been your annual volume of work over the last five (5) years (in dollars)? What is your anticipated volume for the current year and what is your plan for the next three (3) years?

E. Accident Prevention, Safety and Claims (5 points)

1. Provide a summary of your team's accident prevention program and submit your team's EMR and OSHA (WISHA) Lost Time Accident Rate for the past five (5) years.
2. Provide a record of claims, litigation, or arbitration matters initiated by your firm or against your firm (in which you were a named party), for the last five years. List the name of the project, the date of litigation, the amount of the settlement, and identify your involvement, i.e. plaintiff or defendant.
3. Provide a record of complaints or findings filed against your firm by regulatory agencies (e.g., OSHA, L&I, WISHA, WDFW, WDOE, City or County regulators, etc.) for the last five years. List the name of the project, the date of the complaint, and the amount of the settlement. Identify your involvement, i.e. plaintiff or defendant.

F. Project Approach: (5 points)

1. Explain your team's approach to this project. What is your plan for completing the project, and how will you support RSD design and integrated team delivery goals?
2. Describe your firm's estimating capabilities, along with its cost tracking and cost control approach when working as a project team member during the design. Describe the submitted team's experience in actively interfacing with the design team to provide continuous, real-time cost feedback and estimating services.
3. Describe your firm's approach to determining and assessing constructability issues and proposing value engineering as well as assessing alternative construction options, projects and engineering systems for cost savings and life cycle cost design considerations.
4. Inform us of your firm's approach to quality control during design and construction including the coordination of subcontract work and commissioning building systems. Include a description of the quality control organization you plan to employ and the levels and authority of the individual's assigned responsibility.

G. DBE/MWBE Approach (5 points)

Provide your firm's plan related to DBE/MWBE and small business entity outreach during design and construction including coordination of materials procurement and subcontract work, and your firm's past performance in the utilization of such firms.

7. INTERVIEWS (50 points)

The highest ranked firms after the evaluations of the SOQ's will be invited to interview with the Richland School District to determine the strongest teams, including their leadership and communication skills/abilities. RSD may visit jobsites and the offices of the firms selected for interviews to gain an idea of how the GC/CM actually performs in the field. The formal interview will be held at the Richland School District.

If your firm is invited to be interviewed, questions will be directed to the proposed key project staff. At a minimum, the corporate executive, the project manager, project engineers and project superintendents dedicated to the project, project estimator, and the key individuals responsible for preconstruction shall be in attendance. In addition to presenting qualifications, experience, and the project team's approach to the project, the interviewees will be expected to respond to questions from the panel regarding the firm's proposal as well as answering any written questions that might be directed to the most qualified proposers after this solicitation is closed. The length and format for the interview will be provided to the short-listed firms.

8. FEE PROPOSALS (10 points)

Following the interviews, RSD may at its sole discretion invite selected firms to submit fee proposals. If a fee proposal is requested, the firm will be required to submit two (2) amounts on a form to be provided by RSD. The first number shall be for the "GC/CM Fee", and the second shall be for the "Specified General Conditions Work" will be specifically defined in the GC/CM Contract to be provided to those firms selected to submit final proposals.

1. State your fee as a percentage and multiply it by the estimated contract sum to determine a single lump sum number for the dollar amount of the fee. The dollar amount of the fee will be added to the dollar amount for the Specified General Conditions Work to determine a single number, the proposer's total proposal.
2. No other entries, modifications, or qualifications should be made to the proposal. RSD reserves the right to reject any or all proposals and waive informalities or non-material irregularities in the proposals received.
3. The name, address, and contractor registration number of proposer shall be typed or printed on the bid in the space provided.
4. Proposals must be submitted on the forms furnished by RSD, or on copies of those forms, and signed. Proposers shall submit proposals in the format provided in the proposal form. Only the amounts and information asked for in the proposal form will be considered as the proposal. All blanks must be completed.

9. CONTRACTOR REGISTRATION

All proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020.

10. DBE/MWBE PARTICIPATION

RSD strongly encourages proposals from disadvantaged and women and minority business enterprises and outreach to these organizations as part of the subcontractor bid packages on this project.

11. EVALUATION CRITERIA

Statement of Qualifications	40 points
Staff qualifications	10 points
Past performance on relevant projects	10 points
Self-performed work, firm location, workload	5 points
Accident prevention program, safety record.....	5 points
Project Approach	5 points
DB/MWBE/Small Business Approach	5 points
Interview	50 points
Fee Proposal	10 points
Total Possible Score.....	100 points

All scores will be kept confidential until prior to the public opening of the pricing proposals.

Interview

The Selection Committee will review all conforming proposals received in response to this RFQ and based upon the results of their scoring/ranking, develop a short-list of firms to interview. Presentation topics will be identified in a request for proposal that will be transmitted to appropriate firms.

Fee Proposal

The most qualified firms based on evaluations committee ranking after the interviews will be requested to submit sealed proposals for fee and specified general conditions. The lowest conforming Fee Proposal will receive 10 points. All other fee proposals shall be evaluated as follows:

$$(Low\ Conforming\ Fee^*/Fee\ Submitted) \times 10\ points = Points\ Awarded$$

*Low Conforming Fee = GC fee + Specified General Conditions; conforming fee is defined as a fee that conforms to the requirements in the forthcoming RFP.

The firm with highest number of total points scored will be retained to provide preconstruction services and negotiation of the GMP. **The Richland School District reserves the right to reject any GC/CM whose combined Fee Proposal amount exceeds the combined Fee Proposal of another finalist by 20% or more.**

The Richland School District reserves the right to waive any informalities or irregularities in any submittal.

ATTACHMENT A – CONTRACTOR VERIFICATION FORM

Please include completed form with your SOQ

Attachment A

CONTRACTOR VERIFICATION

The party who submits the statement of qualification and to whom the contract may be awarded is, and notice of acceptance should be mailed or delivered to:

NAME:

Legal name of person, firm or corporation submitting bid/proposal/qualifications

Corporation Individual Partnership Sole Proprietor

State of Washington, UBI Number

Data Universal Numbering System, DUNS Number

ADDRESS:

Street Address

City, State and Zip Code

PHONE NUMBER: _____

FAX NUMBER: _____

(initial) Not disqualified from proposing on any public works contract under RCW 39.306.010 or 39.12.065(3) and Common Rule 68 FR 66533.

(initial) Can provide proof of Industrial Insurance (worker's compensation) coverage for firm's employees working in Washington per RCW Title 51.

(initial) Can provide current Washington certification of registration as a contractor in compliance with RCW 18.27.

SIGNATURE:

Authorized Signature

Name Printed or Typed

Date

Title

Contractor Verification Form

