

**REQUEST FOR PROPOSAL
DESIGN-BUILD SERVICES**

Return Completed Proposals To:

**Middleton School District #134
ATTN: Marc Gee
5 S. Viking Ave
Middleton, ID 83644**

**TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED BY:
5:00 PM, August 15, 2024**

REQUEST FOR PROPOSAL

Middleton School District is preparing to build a new building of approximately 4000-7000 square feet to accommodate Career Technical Classrooms specifically for Construction programs with a design that would allow for a future addition of an auto-tech facility in the Middleton School District, near the existing Middleton Academy (200 S. Viking Ave, Middleton). Middleton School District intends to have the new building open for school beginning in August of 2025. The goal is to design and construct a cost-effective yet quality facility that will benefit each student with access to a high-quality education.

Middleton School District seeks responses from Design Build Contractors licensed in the State of Idaho and in good standing to provide their qualifications to perform certain Design Build services (“DB Services”) as determined by Middleton School District.

Middleton School District intends to construct its project using the Design-Build (DB) project delivery process but reserves the right to execute its project as it sees appropriate.

Pursuant to the requirements of *Idaho Code Section 67-2320*, Middleton School District’s “Qualification Based Selection” (QBS) will comply with the orderly process of (1) Solicitation of professional proposals, (2) Evaluation and ranking of proposals, (3) Establishment of a ranked list

of service providers, and (4) Negotiation of the Service Contract setting forth the scope of services and fees.

A. PROJECT INFORMATION

Middleton School District is planning to construct the following project for which DB Services are required:

Project: Middleton School District currently owns the property on which the project will be constructed. The new building will be constructed adjacent to the existing school, Middleton Academy, located at 200 S Viking Ave, Middleton, ID. The Project includes:

- Construction shop (3500 – 5000 sq ft), one (1) general classroom (approx. 900 sq ft), restroom facilities, storage. Additional site improvements, such as landscape and parking, will generally be in place with the existing building but will require modification of the existing irrigation systems where the new building will be constructed.

Middleton School District is requesting proposals from Design Build Firms with proven experience in constructing career technical or other comparable facilities. The DB Firms submitting proposals shall specify their proposed Project Team, provide resumes, and designate roles and responsibilities for each team member. The proposed team will be expected to fulfill assigned roles performing at a high level from start to finish.

It is the intent of the Middleton School District that the main components of the RFP Selection Committee will consist of essential Middleton School District personnel and their Governing Board of Trustees.

Funding: Middleton School District has secured a grant from the Idaho State Department of Education for \$1,125,000 and has committed an additional \$375,000 for the completion of this project, for a total contribution of \$1,500,000.

Firms are asked **NOT** to contact Middleton School District directly outside of the appointed contacts identified in this RFP

DB Firms to submit questions regarding the RFP via email only to:

TO: Marc Gee, mgee@msd134.org

CC: Alicia Krantz, akrantz@msd134.org

B. REQUIRED SERVICES (SCOPE OF WORK)

Throughout the project, the Design Builders (DBs) shall provide the team with professional DB services and represent Middleton School District's best interests in completing the project on time, within budget, and as planned, with a minimum of difficulties. Middleton School District reserves the right to select, change, modify or amend the contract type in formulating the final contracts to be entered into by Middleton School District. DB Services shall include but are not limited to, (1) Preconstruction services through the design of the project, and (2) Construction services through project completion. For purposes of this RFP, proposers should describe their qualifications to provide DB Services as those services pertain to items (1) and (2) above.

All public works construction completed pursuant to the RFP must be performed by qualified and licensed public works contractors, and all contracts to construct public works shall be publicly noticed and bid in accordance with Chapter 28m, of Title 67 of the Idaho Code governing purchasing by Political Subdivisions.

C. RESPONSE, FORMAT, CONTENT, AND EVALUATION CRITERIA

Responses to this RFP must include the following information in this sequence. Respondents are invited to include innovative methods and/or procedures, which they can provide to assist in ensuring successful completion of the project. Unique qualities and/or capabilities and cost efficiencies may be identified. For each of the specific areas listed below, your responses should include a description of responders' qualification to perform as a Design/Build firm.

WRITTEN REQUIREMENTS FOR-RESPONSES TO REQUEST FOR QUALIFICATIONS	POSSIBLE POINTS FOR EACH SECTION OF PROPOSAL
1. Cover Letter (limit to one page)	0
2. Complete the "DB INFORMATION" as provided in Part H	10

<p>3. QUALIFICATIONS and EXPERIENCE.</p> <ul style="list-style-type: none"> • Describe your firm’s history, experience in constructing career technical facilities, specifically industrial shops (construction/auto-tech). Provide case studies or examples of similar projects completed. • List the qualifications, experience, and expertise of the project team members. 	15
<p>4. PROJECT UNDERSTANDING AND APPROACH.</p> <ul style="list-style-type: none"> • Describe your approach to providing (1) Preconstruction Services, (2) Construction Services as a DB. • Describe your approach to secure competitive bidding • Describe how your Firm provides unique value to a project team, beyond satisfying contractual obligations. • Describe your approach to constructability during design • Discuss how you would provide leadership to facilitate teamwork and communications among all parties and sub-contractors involved in the project. • Identify personnel to whom Construction Management responsibility will be assigned by names, titles, roles, qualifications, experience, and resumes. Provide an organizational chart clearly illustrating proposed staffing. 	10
<p>5. DESIGN AND TECHNICAL MERIT.</p> <ul style="list-style-type: none"> • Present your design concept for the CTE shop, highlighting creativity, functionality, and suitability. Provide sketches, drawings, or renderings as necessary. • Provide detailed technical specifications and ensure they meet the required standards and guidelines for a student occupied building. Address aspects such as materials, construction methods, and safety features. 	30

<p>6. SCHEDULING.</p> <ul style="list-style-type: none"> • Describe the primary scheduling techniques you use and the software you will employ to produce an effective construction schedule. • Describe in detail how you intend to enforce contract schedule compliance. This is a critical part of your qualifications. • Provide two examples of scheduling conflicts both within and outside of your Firm’s control and how your Firm identified and implemented solutions to overcome the conflict. • Provide a comprehensive timeline for project completion, including major milestones and deliverables. 	<p>15</p>
<p>7. HOME OFFICE SUPPORT.</p> <ul style="list-style-type: none"> • Describe your standard home office and location support staff by position. • Provide a flow chart of how pay requests will be received, reviewed, approved, and submitted to Middleton School District for review and payment. 	<p>5</p>
<p>8. PAST PERFORMANCE.</p> <ul style="list-style-type: none"> • Name and identify in financial and timeline detail recent and relevant projects of similar size and scope to that of Middleton School District that you have completed, demonstrating your firm’s ability to manage and complete projects within budget and on schedule. • Include a current letter of reference from the owner of each project. Include letters from at least three different projects. 	<p>20</p>

BUDGET AND COST EFFECTIVENESS

- Submit a detailed cost proposal, outlining all expenses and justifications. Ensure it aligns with the project budget and includes contingencies.
- Explain your approach to cost control and how you will ensure the project remains within budget.

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D. RESPONSE SUBMISSION PROCEDURES

1. RFP submittals will be accepted at:

Attn: Marc Gee
Middleton School District
5 S. Viking Ave
Middleton, ID 83644

No later than 5:00 PM Thursday, August 15th, 2024

2. Submittals shall include one (1) original, an electronic copy on a thumb drive, and six (6) bound copies of the proposal. The original must be marked “original” and be dated and signed by a duly authorized partner or corporate officer of the DB. Proposals must be sealed in an opaque package and clearly marked: **MSD #134 CTE Building Design Build Contractor Proposal.**
3. Responses shall include a copy of each submitter’s current License and Certificate of Authority from the Idaho Secretary of State demonstrating that the submitting entity has a current construction manager license, is lawfully in existence, and is in good standing in the state of Idaho.
4. All questions regarding this RFP must be directed to the School’s Representative, Marc Gee via email (mgee@msd134.org) copying Alicia Krantz (akrantz@msd134.org). All questions must be in writing, in email format by **5 PM 8/13/24**. Submitting firms are requested **NOT** to contact anyone other than the designated contacts identified in this RFQ.
5. Firms that would like to schedule a time to inspect the site should contact Marc Gee to schedule a time prior to August 7th, 2024.
6. Soils testing report will be distributed upon receipt by school district.

E. SELECTION TIMELINE AND PROCEDURES

The RFP proposed schedule is as follows:

- Distribution of RFP **July 19th, 2024**
- Publication of RFP (Idaho Press) **July 19th, 2024 & Aug 3rd, 2024**
- Questions to RFP Due **August 13th, 2024**
- Addendum #1 (if necessary) **August 5th, 2024**
- **Statement of Qualifications Due Date** **August 15th, 2024 (5:00 PM)**
- Interview Notification **August 22nd, 2024**
- Selection Committee Interview and Selection..... **August 26th – Sept 6th, 2024**
- Recommendation of Selection **TBA**
- Notification of Selection **TBA**

The representatives of the Middleton School District Selection Committee will evaluate all responses received by the deadline.

F. SELECTION AND AWARD

The Selection Committee, consisting of persons from Middleton School District and the School’s Board of Trustees, will rank the proposals based on the above Qualifications Criteria. The Selection Committee will determine if supplemental interviews will be required to finalize their recommendation of Selection.

The Selection Committee will recommend a decision to Middleton School District and their remaining Board Members for their concurrence.

Upon Selection of a Qualified Firm, Middleton School District will issue a letter of intent. The final award is contingent upon the successful negotiation of a contract. The contents of the Proposal may be used in legal contract or agreement. Respondents should be aware that methods and procedures defined in submitted Proposal could become contractual obligations and are part of the public record. Middleton School District reserves the right to reject any or all Proposals received from this RFP.

G. PROPOSAL GUIDELINES

1. Middleton School 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 for DB Services.

2. All responses and other materials submitted will become the property of Middleton School District.
3. Upon Middleton School District's request, a respondent may be asked to submit additional information to supplement their response.
4. Middleton School District reserves the right to:
 - a. Waive any informalities or irregularities and reject any or all responses received as a result of this RFP;
 - b. Negotiate the scope of services, contract terms, and compensation for DB Services to be provided;
 - c. Conduct investigations required to determine the respondent's performance record and ability to perform the work specified as a part of the RFP.

H. DESIGN BUILD CONTRACTOR INFORMATION

1. Contact information for your firm's main office as follows:

Firm Name: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

2. Name, title, address, telephone, and fax number of the firm's officer responsible to Middleton School District for all work to be provided under this RFP:

Name/Title: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

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

- Corporation Partnership Limited Liability Other (explain)

Please provide the following license information:

Construction Management License #: _____, held by

_____ (Name of licensed CM who will be responsible).

4. Provide a letter from Surety for the project.

5. State the contact information for your current insurance company(s) that provides coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Company Name: _____

Agent Name: _____

Address: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

6. 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 under or canceled a bid bond, labor or material payment or a performance bond issued on your firm's behalf?

Yes

No

b. Has your firm ever been denied coverage or had coverage terminated or cancelled by any insurer during the past five (5) years? (If so, please 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 of your leadership team been involved as a party or filed a claim in any bankruptcy, litigation, mediation, or arbitration proceedings?

Yes

No

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

Printed Name: _____

Title: _____

Signature: _____

Date: _____

END