

REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGEMENT SERVICES

ISSUED BY:

DIXON UNIFIED SCHOOL DISTRICT
John Calise, Director of Facilities, Operations and Capital Projects

Issued: September 10, 2018

Due: September 28, 2018

SCHEDULE OF EVENTS

DIXON UNIFIED SCHOOL DISTRICT (SELECTION OF CONSTRUCTION MANAGER)

EVENT	DATE
Release of Request for Qualifications Documents	9/10/18
Receive and Evaluate Statement of Qualifications	9/28/18
Interviews with Construction Manager Applicants	10/11/18
Announcement of Selection of Construction Manager	10/18/18
<i>Note:</i> All dates are preliminary and subject to revision	

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR CONSTRUCTION MANAGEMENT SERVICES
FOR DIXON MIDDLE SCHOOL MODERNIZATION PROJECT AND VARIOUS
MEASURE Q BOND PROJECTS**

INTRODUCTION

The Dixon Unified School District (“District”) is requesting Statements of Qualifications (“SOQ(s)”) from qualified construction management consultants who are experienced in the construction of K-12 public school facilities in California, and are experienced in working with architects, inspectors, contractors and other facility related consultants as the representative of the District in establishing project scope, project budgets, bidding procedures under both the Public Contract Code and alternative construction delivery methods and in representing the District throughout the construction of the District’s Dixon Middle School Modernization Project (“Project”) that will be principally funded by the District’s Measure Q Bond Program. .

BACKGROUND

The District is interested in building a high quality, 21st Century learning environment that will support blended learning instructional delivery.

Each Statement of Qualifications (SOQ) shall be presented in a bound 8-1/2 inch by 11-inch (vertical) format. Each responding firm shall submit one (1) original SOQ with wet signatures and five (5) copies of each SOQ along with a copy in electronic format. All SOQs shall be submitted to the District no later than 3:00 p.m. on September 28, 2018 at the following address:

**Dixon Unified School District
180 South First Street
Dixon, CA 95620**

Attn: John Calise, Director of Facilities, Operations, and Capital Projects

This Request for Qualifications does not commit the District to award a contract or pay any costs incurred in the preparation of a statement responsive to this request. The District reserves the right to accept all or part of any statement or to cancel in part or in its entirety this Request for Qualifications. The District further reserves the right to negotiate changes in and to accept the statement(s) that it considers to be in the best interest of the District.

Thank you for your interest in working with the Dixon Unified School District.

GENERAL INSTRUCTIONS

SUBMITTAL REQUIREMENTS

The District desires the successful candidate to provide professional and comprehensive Construction Management services in cooperation with the District and its Architect. The intent of the District is to award a contract or contracts for construction management services for the completion Project and the District's various Measure Q projects.

Each firm's Statement of Qualification ("SOQ") should respond according to the attached guidelines. Additionally, each firm should be prepared to address the level of service and the management techniques and approach for executing the Proposed Services outlined in Section III. The District will evaluate each SOQ based on the information provided in response to Section II and Section III of the Guidelines.

Submittal of SOQ's should be reviewed for accuracy before submission to the District since SOQ's may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any SOQ's. Failure to include all specified sections in the response to this RFQ may result in the disqualification of the respondent. The SOQ should address the following items succinctly and specifically within the appropriate sections as noted below. The District reserves the right to reject any and all SOQ's, or to waive any irregularities, or informalities in the SOQ's.

Submittals should address the following:

I. COVER LETTER/LETTER OF INTEREST

Provide a cover letter/letter of interest of not more than one page that includes the name, title, address, phone and facsimile numbers for the contact individual. The Cover Letter should also provide a general understanding of the needs of the District and how the firm intends to fulfill them. Describe the general structure of the proposed team, the names of the team members and the roles they will fulfill. Each firm should also describe the method by which the firm intends to accommodate the District's projects with full time coverage on-site or from remote sites.

II. QUALIFICATION GUIDELINES

SOQs from each responding firm must address all the elements in the following sections:

- 1) **Legal Entity:** Describe the legal entity under which your organization operates:
 - a) Corporation; provide the date of incorporation, state(s) of incorporation filed, President's name, Vice President's name(s), Secretary's name, and Treasurer's name.
 - b) Partnership or Joint Venture; provide the date of organization, type of partnership or venture, names of General Partners and Limited Partners. Joint Ventures are to provide an explanation why they are associating.

- c) Sole Proprietor; provide the date of organization and the name of the owner.
- 2) **Business Experience and Licensing:** Describe the business experience of your organization and address the following:
- a) Indicate the year your organization was founded under the present name.
 - b) List any other or former names under which the organization has operated.
 - c) Indicate the number of years your organization has practiced Construction Management.
 - d) Describe your organization's annual revenues over the last five (5) years.
 - e) Describe your organization's current work backlog, broken down by "Multiple-prime", CM "At risk", "Design-Bid-Build" work, Lease-Leaseback, negotiated work, etc.
 - f) Provide a line item list of prior educational K-12 projects of similar scope and client type that have been completed by your firm within the last seven (7) years.
- 3) **Locations:** If your organization operates from more than one location, indicate the office from which the proposed project will be served.
- 4) **License:** Provide your firm's qualifying state contractor's license number and professional registration number with the DIR.
- 5) **Construction Experience and References:** Describe the construction experience of your organization:
- a) Provide a list of modernization and new school construction projects currently in progress or under contract and specify the delivery method. Include experience in delivery methods such as "Multiple-prime", CM "At risk", "Design-Bid-Build", Lease-Leaseback, negotiated work, etc.
 - b) Provide a list of school projects completed in the last seven (7) years and specify the delivery method.

Note: For each project, indicate the project name, description of facility, location, owner, owner contact name and phone, architect contact and phone, budgeted construction cost, actual construction cost, start date, completion date.

- 6) **Insurance Certificate:** Provide a copy of your current certificate of insurance listing all coverage. Firms must have the ability to secure insurance coverage and provide Proof of Certificated of insurance, as described below:
- a) Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
 - Owned, non-owned and hired vehicles;
 - Blanket contractual;
 - Broad form property damage;
 - Products/completed operations; and
 - Personal injury;

b) Professional liability insurance, including contractual liability, with limits of \$2,000,000 per claim.

c) Workers' Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

7) **Team Members:** Identify the construction management team members your firm intends on assigning to the District for its projects and describe each individual's role. In the event the District requires your firm to attend an interview in connection with this RFQ, all team members proposed in response to this Item No. 7 must attend the interview. Failure to produce the proposed team members at the interview may subject your firm to disqualification. Notwithstanding the above, please also provide the following:

a) Provide resumes of key proposed project personnel and their role on the project. Indicate number of years employed by firm, and number of years employed in a similar role for projects of similar scope, size and client type.

b) Key resumes should include: Project Executive; Project Managers; Construction Managers; Project Assistant Superintendents; Assistant Project Managers; Project Engineers, Estimators, and Schedulers.

c) Provide an organization chart identifying the manner in which the team will operate, what support is available to the team by the firm, and what role that support will provide. Include a resume for each project team member outlining relevant specific qualifications and experience.

8) **State and Local Agencies:** Describe your organizations familiarity with the procedures and requirements of the following state and local agencies and their approval process:

- a. Office of Public School Construction.
- b. Division of State Architect.
- c. Department of Toxic Substance Control.
- d. California Department of Education.
- e. State Allocation Board.
- f. Department of Industrial Relations

9) **DVBE:** Describe your organizations experience and procedures for administering Disabled Veteran Business Enterprise requirements:

10) **Labor Compliance Program:** Describe you organization's experience and procedures for ensuring compliance with public works labor laws, codes, regulations, and DIR registration requirements.

11) **Claims/Litigation/Arbitration/Termination:** Provide a summary and history of any and all claims, suits, arbitration or other proceedings filed by your firm against a public school

district/community college district or against your firm by a public school district/community college district related to the provision of construction management services in the last seven (7) years. Provide a description of each claim/suit/proceeding, the amount of damages at issue in the claim/suit/arbitration/proceeding, the public entity that was involved and how the claim/suit/arbitration/proceeding was resolved. The firm shall also identify any projects or programs in which the firm was terminated from within the last seven (7) years, whether by cause or convenience, and the circumstances surrounding such terminations.

- 12) **Project Controls:** Demonstrate your Firm's abilities in: (1) Estimating; (2) Cost Control and (3) Document Management/Control, quality control review.
- 13) **Financial Strength:** Indicate the dollar value of the three largest projects (within the past seven (7) years) that your firm has served in a Construction Management capacity, regardless of project type.
- 14) **Prequalification:** Describe the methods and controls your firm will use to prequalify contractors and subcontractors as required by the Public Contract Code.
- 15) **Fees:** Please provide a proposed fee schedule, general conditions costs and/or reimbursable expenses that your firm intends on proposing for the completion of the District's projects.

III. BASIC SERVICES

- 1) The form of Master Agreement the District will require, subject to minor revision in the District's sole discretion, is attached hereto as Exhibit "A" with corresponding. Notwithstanding the foregoing, please describe your firm's experience in performing the services and detail the level of service and the management techniques, and your organization's approach, for executing the services outlined in the Exhibit.
- 2) List any exceptions to the covenants, terms and conditions set forth in the Exhibit. The nature of extent of any exceptions of shall be a substantial factor in evaluating Respondents. The Successful Respondent(s) will be expected not to raise, or otherwise seek negotiation of any covenants, terms or conditions not disclosed as exceptions in response to this RFQ and any effort to do so may result in the disqualification of a Successful Respondent prior to the award of any contract. Selection as a Successful Respondent does not entitle the Successful Respondent to the award of a contract, which award shall be made only, if at all, at the sole discretion of the District.

IV. FEE SCHEDULE PROPOSAL

Please provide a fee schedule and method of calculating fees for projects on a not-to-exceed basis. The District is seeking the best value, prioritizing capability and expertise, but will consider methods for calculating fees and fee schedules as part of its value based evaluation.

All proposed reimbursable expenses shall be directly related to the services required for the Project and must be supported by proper documentation and prior District authorization. Reimbursement shall not exceed cost plus 5%.

EVALUATION CRITERIA:

Submitted SOQs will be reviewed and ranked by an Evaluation Committee selected by the District. The District may elect to shortlist firms for interviews or recommend award on the basis of the submitted statements of qualifications.

The District will evaluate all SOQs submitted and select the successful firm(s) from the contents of the SOQ's, and any applicable interviews, based on the District's selection criteria which includes, but not limited to, the following:

- Successful experience of the firm managing K-12 public school construction projects.
- Demonstrated professional experience of the personnel to be assigned to the projects.
- Quality and comparability of recently completed work.
- Continuity and location of the firm and sub consultants.
- Claims, arbitration and litigation history involving other school districts or community college districts.
- Satisfactory references from other K-12 school districts.
- Demonstrated ability to perform constructability reviews.
- Demonstrated ability to perform cost estimating on K-12 public school construction project.
- Demonstrated ability to perform value engineering of project plans and specifications.
- Identification of procedures and processes that will be used by the construction manager to team with the District, the project architect, and the project inspector to ensure the completion of the District's projects within the District's approved schedules and budgets.
- Exceptions to Exhibits "A."

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**John Calise, Director of Facilities, Operations, and Capital Projects
Dixon Unified School District
180 South First Street
Dixon, CA 95620**

Clarifications or questions regarding submittals must be submitted in writing and submitted to the District no later than 3 pm September 19, 2018. Questions will be answered in writing and transmitted to each respondent by facsimile, email or regular mail as determined by the District. Clarifications and questions regarding this RFQ should be sent to:

John Calise, Director of Facilities, Operations, and Capital Projects
Dixon Unified School District
180 South First Street
Dixon, CA 95620

NO LATE SUBMISSIONS WILL BE ACCEPTED
STATEMENT OF QUALIFICATIONS SUBMITTED BY FACSIMILE OR EMAIL
WILL NOT BE ACCEPTED

Submittals are to be placed in sealed packages with the following information clearly marked on the outside of each package:

- 1) Name of the firm responding.
- 2) Title: Request for Qualifications for Construction Management Services.

Once the District receives the SOQ they will remain valid for a period of at least six months.

EVENT	DATE
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<i>Note: All dates are preliminary and subject to revision</i>	

MISCELLANEOUS INFORMATION

1. SOQ's should be typewritten, concise, straightforward, and must address each requirement and questions set forth above.
2. The District has the right, and sole discretion, to reject any or all qualification packages without indicating the reason for such rejection and to waive any informality on any SOQ received. The District reserves the right, and sole discretion, to hire more than one firm, delay the selection process, withdraw the RFQ, cancel the project(s), or proceed with the project(s) without the firm/individual. The District does not guarantee any work on all or any specific project(s). The District is not committed to negotiate a contract with any firm or individual. The District may select an alternative construction management firm through any other means determined to be in the District's best interests.
3. The firm's qualification package, and any other supporting materials submitted to the District in response to this RFQ will not be returned. Upon submission to District, the SOQ and other documents responding to this RFQ shall become the exclusive property of the District, are deemed matters of public record and shall be thereupon considered public records, except for information contained in such SOQ or other documents submitted with the SOQ deemed to be "Trade Secrets" (as defined in California Civil Code §3426.1), "Confidential" or "Proprietary." A firm who indiscriminately marks all or most of its SOQ or other documents submitted with its SOQ as exempt from disclosure as a public record, whether by the notations of "Trade Secret"/

"Confidential"/ "Proprietary" or otherwise, may render the SOQ non-responsive and rejected. At such time as SOQ's and other documents are deemed matters of public record, pursuant to the above, any party shall be afforded access thereto for inspection and/or copying, by request made to the District in conformity with the California Access to Public Records Act, California Government Code §§6250, et. seq. Information contained in a SOQ, excluding the firm's financial information, shall become public documents subject to the Public Records Act.

4. This RFQ shall not obligate the District to pay any costs or incur any liability for the preparation or presentation of an SOQ submittal. The District shall also not be responsible for any costs that a responding firm may incur in preparation for or attendance at any RFQ interview. All costs associated with the preparation or submission of an SOQ in response to this RFQ is solely the responsibility of the responding firms.

5. In the event your firm is asked to attend an interview, it is mandatory that the proposed primary project contact and a principal of the firm with the authority to enter into binding contracts with the District attend the interview along with the proposed project team members.

6. From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person or entity submitting a SOQ in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFQ or subsequent RFP, the evaluation or selection process, or the award of the contract with any member of the District's staff not mentioned above to be contacted in connection with this RFQ, the Board of Trustees, or members of the selection panel. Any such contact shall be grounds for: (1) the disqualification of the firm; or (2) the termination of any contract awarded to any firm where it is later discovered that such improper contact occurred.

7. As set forth above, the District shall review and assess all SOQ's to develop a list of top firms and shall negotiate fees with the top firm to perform Construction Management Services on a given project or projects. If fee negotiations with that firm are not successful, and/or the fees discussed are outside the budgetary constraints for the project, the District reserves the right to suspend negotiations with that firm, and proceed to negotiate with another firm on the shortlist. All SOQ's must provide a breakdown of the proposed fees for the firm's work and discuss the charges, if any, applicable to additional services that may become necessary if the Project goes over budget. The District reserves the right to negotiate the fee provided in any Firm's SOQ. However, all Firms must provide information regarding how its fee will be calculated and a total proposed price for the District's consideration.

8. By submitting a response to this RFQ, the professional consultant, understands and agrees to enter into a standard Construction Management Agreement with the District which will contain the indemnity clauses set forth in Exhibit "A."

EXHIBIT “A”
MASTER AGREEMENT
(Attached)