

REQUEST FOR QUALIFICATIONS

PROJECT AND CONSTRUCTION MANAGEMENT CONSULTANT

DUE: May 4, 2018 | 4:00 P.M.

Walla Walla Public Schools
364 S. Park Street
Walla Walla, WA 99362

District Representative/Contact:

Wade Smith, Superintendent

Email: wsmith@wwps.org

REQUEST FOR QUALIFICATIONS

PROJECT AND CONSTRUCTION MANAGEMENT CONSULTANT TO DIRECT AND COORDINATE CONSTRUCTION OF SCHOOL FACILITIES

A. Advertisement

Walla Walla Public Schools is requesting statements of qualifications for Project/Construction Management Consultant consulting services for its upcoming Capital Projects Construction Program. It is the intent of the District to make a selection contingent on passage of the bond measure in November of 2018.

A copy of the RFP may be obtained via email request to wsmith@wwps.org.

Proposals shall be submitted in a sealed opaque envelope and clearly labeled "CM/PM RFQ". Proposals shall be addressed to:

Wade Smith, Superintendent
Walla Walla Public Schools
364 S. Park Street
Walla Walla, WA 99362

Time of receipt will be as determined by the time stamp in Walla Walla Public Schools central office. Proposals received after the time specified will be returned to the proposer unopened.

This solicitation does not commit the District to pay any costs incurred in the preparation, presentation, or return of submittals, including interview time, or to select any Consultant who responds.

Interested Consultants must submit copies of the requested information at or before 4:00 p.m. May 4, 2018. Three (3) printed copies and one (1) digital copy of the proposal must be submitted. The digital copy must be submitted on either a CD or USB Drive.

B. Introduction

Walla Walla Public Schools is seeking the services of a qualified Project/Construction Management Consultant (CM/PM) to direct and coordinate all activities, including management of architectural, specialty consultants, and construction contracts for a capital

improvement program with a total cost of approximately \$118 million. More detailed scope and budget information is provided in Exhibit A. The preliminary schedule is provided in Exhibit B. Additional bond information may be found on the District's website at www.wwps.org

C. Scope of Services

Project/Construction Management services required include, but are not limited to:

1. Establishment of overall project management plan, proposing all team member roles and responsibilities.
2. Assume overall responsibility for full project management and construction management services for the predesign, design, permitting, construction, occupancy and post occupancy warranty phases. Emphasis on project management, budget management, schedule, quality control, contract administration, and safety management services. The CM/PM will not normally perform field inspection duties, but will be responsible that all inspecting and testing is accomplished and properly documented.
3. Advise the district and consult with district legal counsel on all bid documents (at minimum general conditions, division 0 instructions to bidders and division 1 general requirements of the specifications).
4. Perform project financial management including project controls to maximize value received within available project funding, and schedule the projects to optimize the use of local dollars. Perform reconciliation of the project budget with accounts payable, warrant and transactions reports. Assist the District in submittal of OPSI reimbursement claims.
5. Prepare, maintain, and use progress and control schedule(s) with the aid of network analysis or other acceptable techniques.
6. Develop, monitor, and report cash flow and costs throughout the program period.
7. Assist the District in administering all contracts including architectural, engineering, special consultant services, and general contractor(s).
8. Evaluate and recommend change orders, review contractor's application for payments, monitor and administer the construction contract for compliance.
9. Prepare and coordinate preparation of periodic progress and financial information reports required by the school district, periodically brief the District staff, Bond Oversight Committee, and Board of Directors on progress and issues.
10. Identify the scope and prepare budgets for design services and construction contracts that may be required.
11. Prepare District procured consultant proposal solicitations, assist the District in the selection of other specialty consultants as required and assist with the

- negotiation of service agreements. Negotiate and advise the District on Architectural or other specialty consultant Additional Service Requests (ASR).
12. Provide general direction and coordinate consultant activities and perform quality control review of all consultant activities and products, review and recommend payment of all District consultant billings.
 13. Coordinate communication with the staff, community and news media as requested, so as to enhance understanding and support for the program.
 14. Present or assist in presentation of project(s) to appropriate Boards, Commissions, Agencies, and public hearings as required.
 15. Assist the District as directed by the Superintendent or designee in coordination, research, report preparation, and other tasks required for project execution.
 16. Act as District Liaison for the project to the local jurisdictions and state agencies for securing approval of permits and funding.
 17. Monitor and review the Contractor's CPM Schedule, provide analysis of progress and issue reports noting status based on critical path network logic and computerization of schedule.
 18. Manage, coordinate, and oversee the OSPI state matching funds process.
 19. Assist in the development and maintenance of District project and construction standards, protocols and best practices.
 20. If desired by the District, lead the approval and selection process for GCCM alternative contracting method. This includes evaluating the project for suitability, preparing the application, seeking approval of the Project Review Committee, procuring the General Contractor and executing the contract through design and construction.
 21. Assist the District in plan development, procurement and financial accounting of Owner Fixtures, Furnishing and Equipment (FF&E).
 22. Assist the District in development and execution of project closeout, occupancy, and warranty plans.
 23. Assist the District and the selected Architectural firm in facilitating, conducting, documenting, and monitoring of Washington Sustainable Schools Protocol (WSSP) Eco-Charrette and accreditation reporting requirements.
 24. The CM/PM is required to assure Walla Walla Public Schools that it will comply with all applicable state and federal guidelines and regulations relating to non-discrimination. Accordingly, all firms seeking engagement and contracts will be considered without regard to, and not discriminated against on the basis of, race, color, national origin, gender, or disability. This non-discrimination agreement is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX of the Education Amendments of 1972, as amended.
 25. Other duties as assigned and mutually agreed.

D. Consultant Direction

The CM/PM will report to and will work closely with the Superintendent and/or his designee within the School District.

E. Proposal Content

Please follow the format as described below.

1. Firm Overview (10 points): Provide a brief narrative describing the Consultant's firm and experience providing CM/PM services in the region, highlighting any previous work with public school districts in the last fifteen years.
2. Approach and Methodology (25 points): This section should provide detailed discussion of the philosophy of management, which the consultant has applied to other programs similar to the District's bond program. Please include a brief discussion of your involvement from the beginning of a School District program through the completion of construction and warranty period of all projects.

Address your approach to phase construction and how you promote safety for students, staff and community during construction.

Address your approach to value engineering, constructability review, and building commissioning as it relates to the District's program.

Address your in-house estimating and scheduling capabilities.

Address your approach to change order management.

Address your approach with project closeout, training of district staff and occupancy coordination.

Address your approach in assisting in the management and execution of warranty phase services of both the architect and general contractor.

Address your approach on how you may support the district's desire to maximize the opportunity for local contractor and vendor involvement, when possible.

3. Staffing (25 points): This section should contain detailed and specific discussion of the Consultant's proposed management staffing and reporting relationships for this project. Include names of key staff in the Consultant's organization, experience, resumes and references of all staff members assigned to this project.

Provide an organizational chart describing the firm's organization as it relates to this project. Provide resumes of all key staff. Include years of directly relatable experience in the industry, relevant project experience, and duties/responsibilities.

Responses from interested firms must include both a listing of all key project staff and any sub-consultants to be utilized. Outline the commitment of the responding Consultant to time (man-hours) spent on site per week, itemized through each phase of planning, design and construction, and which assigned personnel will be in attendance. Indicate temporary office facilities required and whether they will be the responsibility of the Consultant or the Owner.

4. Firm's Experience (25 points): This section should detail the Consultant's background and qualifications to establish the firm's experience and performance in the management of projects similar to the District projects within the past ten (10) years. Please include answers to the following questions:

Experience in managing other projects similar in scope and type, including location of each project and contact information of client.

Experience in managing projects on occupied sites.

Experience working with School Districts in Washington State.

Explain your firm's approach and expertise in providing project controls including schedules, budgets, invoicing and document controls.

What is the firm's capability to provide access to electronic file sharing and information?

Provide insight as to how your firm will handle major claim issues during the course of construction.

5. Additional Information (15 points): Describe any systems or procedures utilized in managing school projects. Describe the nature of the system and/or procedures that provides the District management of Time, Cost, Quality and Scope controls.
6. Insurance: List amounts and types of insurance coverage. The Project and Construction Management firm shall demonstrate the ability to carry and maintain a minimum of \$2,000,000 dollar general liability insurance coverage for the duration of the program. Provide insurance certificate, insurance company address and point of contact.
7. References: Provide three (3) each of owner, design team and contractor references for review. Provide name, firm and current contact information.

Proposal Length: Proposals shall be no greater than thirty (30) pages typewritten, double-sided (each side counts as a page); not including cover, tabs, cover letter, table of contents, and staff resumes.

F. Selection Process:

Selection of the successful CM/PM will be entirely at the discretion of Walla Walla Public Schools, and the District reserves the right to reject any and all proposals. All proposals will be reviewed by a committee of individuals representing Walla Walla Public Schools. The District may shortlist firms based on their written proposal to make oral presentations and be interviewed regarding their proposal. The District reserves its right to select the firm based on the proposal only. Contract award will be based on interviews (if held) and evaluative criteria ranking. The selection/ranking criteria is as follows:

1. Firm Overview (10 points)
2. Approach and Methodology (25 points)
3. Staffing (25 points)
4. Firm's Experience (25 points)
5. Additional Information (15 points)

It is anticipated that the successful firm will negotiate and enter into a professional services contract with the School District within twenty (20) days of approval of contract award by the School Board, contingent on successful passage of the November 2018 bond measure. Pre-election services will be required from the firm and will be negotiated as part of the contract.

If a reasonable fee cannot be negotiated within twenty (20) days, negotiations will cease and the second ranked firm may be selected for negotiations for the contract.

The District reserves the right to reject any and all submittals, to waive informalities or irregularities, and to select the firm which, in its opinion, is in the best interest of the District.

The District at its discretion may select the successful firm based on the written proposals submitted.

Walla Walla Public Schools is an equal opportunity employer.

Selection Schedule:

RFQ advertised:	April 16, 2018
Last day for written Questions:	April 27, 2018
Addendum issued (if necessary):	May 1, 2018
Proposals due:	May 4, 2018 by 4:00 pm local time
Interviews (if necessary):	Day and time to be determined
Negotiate fee and agreement:	By June 4, 2018

Commencement of Pre-Bond Services: June 5, 2018

Commencement of Post-Bond Services (contingent on successful bond measure):

November 7, 2018

G. Interviews (If deemed necessary by the District): Should your firm be invited to interview, Principal-in-Charge, and Project Manager(s) dedicated to the project shall be in attendance. Format and scoring for the interview will be provided to the short listed firms upon notice.

H. Questions and Contact

All questions related to this RFQ must be received no later than April 27, 2018 to: Wade Smith at the above contact information.

Upon issuance of this RFQ, and until award, no person or entity (including officers, employees, representatives, etc.) submitting a response to this RFQ, shall have any discussion regarding this RFQ with any member of the District, Board of Directors, selection members or any member of the interview committee.

EXHIBIT A

Walla Walla Public Schools - Facility Improvement Summary Scope & Cost			
Scope	Total Cost	State Match	Local Funds
Walla Walla High School	\$77,247,547	\$40,066,094	\$37,181,453
1984 Vocational Building			
Minor improvements			
Partial cover over student project area			
Recondition original greenhouse			
1963 Food Service/Commons			
Renovate original commons and kitchen			
Modest commons addition to accommodate ADA, expanded student center and student store			
1963/90 Performing Arts			
Limited improvements to 1990 auditorium			
Modest addition to support band/choir/orchestra performing arts programs			
Re-purpose original 1963 music classrooms into small drama performance area and for theater/performing arts needs			
1963 "Small Gym" Complex			
Renovate lockers and classrooms in original 1963 building			
Modest improvements to 1963 gym			
1990 "Big Gym" Complex			
Minimal improvements to gym and spaces			
Replace non-code compliant fitness shed with permanent structure			
1990 Library/Media Center			
Minor improvements to media center			
Two-classroom addition to accommodate culinary arts/CTE			
1963 Science and Academic Buildings			
Renovate & enlarge original classrooms			
Renovate and incorporate safety improvements to support services, visitor, and admin areas			
New Classroom Addition (Science)			
Construct new 10-classroom wing that matches existing architecture to replace existing portables			
Site Improvements			
Improved ADA accessibility campus-wide			
Parking lot traffic flow and pick up/drop off improvements			
Remove portable classrooms			
Safety and Security Improvements			
Lincoln High School	\$10,964,781	\$5,256,022	\$5,708,759
Interior remodel of original 1927 building			
Minor Improvements to 1964 Gym/Cafeteria			
Small addition to accommodate ADA , safety, and fine arts			
New heating & cooling system			
New windows			
New ADA bathrooms			
Remove portable classrooms			
Improve parking & traffic flow			
Safety and security improvements			
Pioneer Middle School	\$23,349,229	\$7,300,825	\$16,048,404
Minor improvements to "1990 fire" classroom wing			
Fix subfloor and renovate 1950 classroom wing			
Slight expansion of fine arts area to meet program needs			
Reconfigure front entry to improve safety and circulation			
Renovate 1950 gym & locker rooms to meet ADA			
Improve parking & traffic flow			
Enlarge and renovate 1950's commons area to meet larger student population			
Remove portable classrooms			
Provide additional space for PE/Activity to meet larger student population			
Additional internal and site safety and security improvements			
Other Improvements	\$6,680,000	\$0	\$6,680,000
Districtwide	\$6,680,000	\$0	
Total Improvements	\$118,241,557	\$52,622,941	\$65,618,616

EXHIBIT B (Tentative Schedule)

WMPS Bond Projects

