



Grass Valley School District

Request for Qualifications
Construction Management
Services

Request for Qualifications Issued:

September 13, 2018

Deadline for Submittal of Responses:

October 4, 2018

I. BACKGROUND

The Grass Valley School District (“District”) is a school district located in Nevada County, 75 miles northeast of Sacramento along the Highway 80 corridor, the City of Grass Valley is the largest city in the western region of Nevada County. The District serves 1,721 students in kindergarten through eighth grade in its four schools: Bell Hill Academy (K-4), Margaret G. Scotten Elementary School (K-4), Lyman Gilmore Middle School (5-8) and the Grass Valley Charter School at Hennessy (K-8).

II. INTRODUCTION

The District is requesting Statement of Qualifications from firms to provide comprehensive professional services associated with Construction Management. The District is engaged in modernization projects, site development and planning, plus growth projects with the passage of a local bond issue, Measure D.

III. GENERAL INSTRUCTIONS

Interested firms are invited to submit one original signed (by authorized representative) un-bound Statement of Qualifications, and three (3) bound copies. The response shall be made in the format provided and the complete response, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 2:00 p.m. on Thursday, October 4, 2018 to the following address:

Grass Valley School District
Attention: Purchasing Department
10840 Gilmore Way
Grass Valley, CA 95945

The sealed envelope shall be marked on the outside lower left corner with the words “Construction Management Services RFQ”. Submittals received after this time and date will not be accepted by the District. Facsimile (FAX) or E-mail copies of the Statement of Qualifications will not be accepted.

The Board of Trustees reserves the right to accept or reject any and all Statement of Qualifications, to negotiate with any or all responsible firms, and to waive any informality in the process. The District is not responsible for any expenses related to the preparation or presentation of the Statement of Qualification, including travel costs.

Statement of Qualifications may be withdrawn by the firm submitting the Statement at any time prior to the closing date and time for receipt of Statement of Qualifications.

In order to control information disseminated regarding this Request for Statement of Qualifications, organizations interested in submitting Statement of Qualifications are directed not to make personal contact with members of the Governing Board or District Administration with the exception of the individual listed below.

If you have any questions, contact Brian Martinez, at bmartinez@gvsd.us.

IV. SCOPE OF WORK

Summarized below is the list of proposed facilities projects for each of the schools in the District. Three priority categories have been proposed with preliminary estimated costs. The intent of the District is to proceed with Priority 1 and 2 projects identified below utilizing the June 5, 2018 voter approved local general obligation bond of \$18.8 million. Priority 3 projects will proceed upon receipt of State School Facility Program funds.

Bell Hill Academy – Summary of Facility Construction Needs

#	Item	Estimated Cost	Priority 1	Priority 2	Priority 3
1	Construct Multi-Purpose Room	\$2,083,369	\$2,083,369		
2	Weatherproof roof of entire campus	\$134,513	\$134,513		
3	Modernize technology and telecommunication systems	\$90,431	\$90,431		
4	Construct shaded outdoor patio area in courtyard	\$219,158		\$219,158	
5	Repair or replace front retaining wall	\$19,691	\$19,691		
6	Repair or replace side retaining wall by office	\$75,257	\$75,257		
7	Designate and improve lot next to administration building	See MPR costs			
8	Resurface and repair blacktops	\$84,227	\$84,227		
9	Remove unused boiler system	\$7,488			\$7,488
10	Install fencing as needed	TBD			
11	Paint and update all classrooms	\$414,840		\$414,840	
12	Replace old HVAC Units	\$283,629	\$283,629		
13	Close all open legacy DSA projects	\$0			
14	Underground Utilities Replacement (Water, Sewer, Gas)	\$90,380	\$90,380		
15	Replace Furniture	\$111,794		\$111,794	
TOTALS			\$2,861,497	\$745,792	\$7,488

Grass Valley Charter School – Summary of Facility Construction Needs

#	Item	Estimated Cost	Priority 1	Priority 2	Priority 3
1	Construct Gym	\$5,711,553			\$5,711,553
2	Weatherproof roof of entire campus	\$185,538	\$185,538		
3	Modernize technology and telecommunication systems	\$336,689	\$336,689		
4	Construct shaded outdoor patio area in courtyard	\$229,813		\$229,813	
5	Modernize library	\$111,794			\$111,794
6	Repair or replace play structure	\$509,778	\$509,778		
7	Close all open legacy DSA projects	\$0			
8	Resurface and repair blacktops	\$207,377	\$207,377		
9	Remove unused boiler system	\$12,921			\$12,921
10	Paint and update all classrooms	\$1,298,525		\$1,298,525	
11	Upgrade windows to solar attenuating dual panes	\$354,634	\$354,634		
12	Fencing/Security (near garden)	TBD			
13	Underground Utilities Replacement (Water, Sewer, Gas)	\$215,183	\$215,183		
14	Replace Furniture	\$335,381		\$335,381	
TOTALS			\$1,809,199	\$1,863,719	\$5,836,268

Margaret G. Scotten School – Summary of Facility Construction Needs

#	Item	Estimated Cost	Priority 1	Priority 2	Priority 3
1	Modernize MPR/GYM with stage, new sound system, repair/replace floor, and storage for tables and chairs	\$995,663	\$995,663		
2	Weatherproof roof of entire campus	\$415,691	\$415,691		
3	Modernize technology and telecommunication system	\$234,530	\$234,530		
4	Install new play apparatus and update existing	\$300,983		\$300,983	
5	Resurface and repair blacktops	\$364,619	\$364,619		
6	Finish retro-fit of all lights to LED	Prop. 39			
7	Paint and update all classrooms	\$1,189,741		\$1,189,741	
8	Replace old HVAC units	\$653,562	\$653,562		
9	Repair and replace sidewalks	\$125,897	\$125,897		
10	Repair or replace swamp cooler in MPR	\$60,197	\$60,197		
11	Outdoor eating area with tables (covered maybe)	\$215,353		\$215,353	
12	Parking lots expanded	\$109,353	\$109,353		
13	Additional fencing	\$37,150	\$37,150		
14	Shade structure and tables between Bldg.'s C & D	\$215,353		\$215,353	
15	Replace Furniture	\$313,022		\$313,022	
16	Identify and repair underground utilities	\$121,309	\$121,309		
17	Add wing of 9 portable classrooms/with restrooms	\$5,094,519			\$5,094,519
TOTALS			\$3,117,971	\$2,234,452	\$5,094,519

Lyman Gilmore Middle School – Summary of Facility Construction Needs

#	Item	Estimated Cost	Priority 1	Priority 2	Priority 3
1	Install new play apparatus	\$257,985		\$257,985	
2	Weatherproof roof of entire campus	\$254,083	\$254,083		
3	Modernize technology and telecommunication system	\$33,796	\$33,796		
4	Modernize GYM to include: floor, modernize stage, kitchen, sound system, add storage	\$1,979,889	\$1,979,889		
5	Close all open legacy DSA projects - Gym ramp	\$113,810	\$113,810		
6	Build additional Multi-Purpose Room	\$5,474,207			\$5,474,207
7	Fix sidewalks for ADA compliance and deterioration	\$172,330	\$172,330		
8	Resurface and repair blacktops	\$386,838	\$386,838		
9	Beautify courtyards between wings	\$146,192		\$146,192	
10	New drop ceilings in not standard locations and LED flat panels.	\$534,165	\$534,165		
11	Replace swamp coolers with HVAC	\$1,096,041	\$1,096,041		
12	Paint and update all classrooms	\$1,206,368		\$1,206,368	
13	Replace Furniture	\$335,381		\$335,381	
14	Identify and repair underground utilities	\$96,989	\$96,989		
15	Shade structure for eating area	\$211,548		\$211,548	
TOTALS			\$4,667,941	\$2,157,474	\$5,474,207

V. CONTENTS FOR RESPONSES

The response shall be organized in the format listed below. Respondents shall read each item and answer each of the following items accurately to ensure compliance with District requirements.

Section A. Business Profile

1. Company name, address, telephone number, fax number, and e-mail address.
2. Identify who is authorized to sign agreements and represent your firm in matters related to this Statement of Qualifications.
3. Briefly summarize the qualifications and experience of your firm's professionals in construction management in general. Please include your firm's experience with school districts in the past three (3) years.
4. Provide the location of the office which will perform the services and the project team.
5. Describe briefly the services to be provided by your firm.

Section B. Performance Standards

1. Describe your firm's organizational structure.
2. Qualifications and depth of experience of assigned personnel who will conduct work for the District. Please provide resumes for these individuals.
3. References: Provide the names and contact information for at least three (3) California school districts your firm has worked with providing construction management services over the past three (3) years. Contact information to include name, title, school district, phone number and e-mail address.

Section C. Fee Structure

Provide your firm's fee structure for construction management services. If there are to be charges for reimbursable expenses, please list all charges to be considered reimbursable. Please provide the hourly rates for your team.

Section D. Legal Issues

Please respond to each of the following questions:

- Is there currently any pending legal action alleging violations of the law in California against the firm or any employee of the firm? If so, please describe such pending action.
- Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.
- Are there pending legal or disciplinary matters involving such actions against the firm by any State or Federal regulatory agency? If yes, describe. Include information about any criminal indictments or convictions against the firm.

VI. EVALUATION CRITERIA

All Statement of Qualifications will be evaluated as submitted pursuant to each firm's qualifications, approach, methodology and relevant experience with similar school districts and facility programs. The District will further evaluate the firms based on their performance history, proposed team members, knowledge of the various issues, technical capabilities, and overall responsiveness to this Statement of Qualifications. The following factors are important for further consideration and evaluation:

Technical Competence – Experience, training, and proven expertise is required in the area of work for pre-construction services and construction management services. Must be highly proficient in Microsoft Excel, Word and Powerpoint. Ability to provide administrative support, including, but not limited to: manage paper flow, maintain project files, compose letters, respond to inquiries, reconcile budgets to the District's financial system. Act as liaison with the District and the staff.

Staffing Capabilities – The capacity under current workloads to perform the work within the desired time frame may be considered. The size and availability of qualified staff may be considered for this item.

Project Approach and Planning – Items that may be considered here are work methodology, management structure, and any other indications of company processes that would improve construction planning and reduce the impact of unexpected field conditions.

Past Performance Record – Past performance is evaluated for providing quality projects in an efficient, timely manner. The quality of work could be an indication of exercising good judgment in foreseeing future problems, accurately estimating potential change orders and knowing the impact of change orders on the overall construction cost of the project – records may be checked by having conversations with prior clients. The consultant's past experience on projects of a similar nature is important.

Experience in Resolving Disputes – Items to consider are proven claims avoidance and the claims resolution record.

Quality Control/Assurance – The consultant's process shall ensure the contractor's compliance with the design plans and special provisions, District standard specifications, as well as DSA, CDE and OPSC requirements and inspections.

Cost Control and Reporting – The firm's overall operation should encourage employees to implement cost effective construction services and construction methods. Emphasis should be on cost control, effective management, clear communications with staff, and completion of all work well within budget are essential elements contributing toward the success of the project. Provide examples of how this was achieved with former clients.

Best Management Practice – Exemplify familiarity and experience with the Best Management Practices in order to prevent storm water pollution for construction-related activities.

Experience with DSA, CDE and OPSC – Exemplify familiarity and experience with DSA, CDE, and OPSC in terms of funding, reporting and project closeout.

VII. SELECTION PROCESS

All Statement of Qualifications received by the specified deadline will be reviewed by the District for content, completeness, experience, and qualifications. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process. The District may also contact references from the client lists provided by the firms selected to be interviewed.

The District may, at its discretion, interview one or more firms for further consideration. The senior project manager, project manager, and construction managers assigned to this project will be expected to attend the interview.

The District reserves the right to complete the selection process without proceeding to an interview process and may choose to select a firm(s) based on the information supplied in the Statement of Qualifications. The District reserves the right to select the firm, which, in its sole judgment, best meets the needs of the District.

Each Statement of Qualifications will be evaluated based on the following criteria (not listed in the order of importance):

- a. Demonstrated understanding and responsiveness to the request for Statement of Qualifications.
- b. Experience and expertise of firm and personnel named in the Statement of Qualifications.
- c. Past experience with assisting school districts with Construction Management Services.
- d. Proposed fees.