



REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P) FOR AN OWNER’S REPRESENTATIVE

Limon School District (Owner)

874 F Avenue, Box 249
Limon, CO 80028
Phone (719) 775-2350

PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 4:00 p.m. November 19, 2013

Deliver 1 electronic copy via email + 5 Original Copies to:

Owner Contact Dave Marx

874 F Avenue, Box 249
Limon, CO 80028
Phone (719) 775-2350 ext. 361
marxd@limonbadgers.com

All official communication with Candidates and questions regarding this RFQ/P will be via email to the Owner Contact listed above. **No inquiries will be accepted after the clarification deadline as indicated in the project schedule.**

All Candidate inquiries will be responded to at the same time which will be after the “Clarification Deadline”. Responses to clarification will be made available. Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. **Candidates should not contact any team members or any individual associated with the Owner or the Colorado Department of Education (CDE) regarding this RFQ or this project.**

I. PROJECT SCHEDULE

RFQ/P Available	10/30/2013
OPTIONAL Site Visit	11/11/2013
RFQ/P Clarification Deadline	11/12/2013
RFQ/P Clarification Responses	11/16/2013
RFQ/P Responses due	11/19/2013
Interview Invitations sent to Short-Listed Candidates	11/23/2013
Interviews	12/4/2013
Candidates Notified of Selection	12/11/2013
Contract Negotiations Complete	12/16/2013
Decision Memorandum Sent to Unsuccessful Candidates	12/17/2013
Notice to Proceed Given to Successful Firm	12/18/2013
Project Estimated Substantial Completion	9/2015

Limon Page 1 of 7

II. BACKGROUND

Owner Background

Limon School District RE-4J encompasses parts of Lincoln and Elbert Counties with the school buildings located in Limon, about halfway between Denver and the Kansas border on Interstate 70. A school district was first established in Limon in 1889. The first grade school building was built not long after that on C Avenue. In 1901, due to a growing population a new grade school building was built at the corner of 2nd Street and F Avenue. In 1912, a new high school was built at the intersection of 8th Street and E Avenue. The grade school moved into a new building to the west of the high school in 1923. A gymnasium was built to the east of the high school in the mid-1920's. The grade school building built in 1923 is still in use today. A separate school district was established to manage the high school when the high school was built but the two school boards collaborated until re-organization in 1959. Over the years, the original high school and gymnasium buildings were demolished and replaced with additions to the grade school building. The most recent addition was a science room added to the north end of the high school addition in 2005.

The Limon School Board has reviewed the three project delivery models and has selected design/build as their delivery model.

Project Description

The BEST funded proposal scope as defined in the approval includes: aging existing facilities (the 1950 Middle School and the 1923/53 Elementary School) will be demolished; existing athletic facilities will remain and receive upgrades; the reconfigured K-12 facility will provide a long-term sustainable LEED Gold facility with significantly lower operational and maintenance costs; the gross area of the proposed K-12 facility is 118,014 sq. ft. with all educational spaces to be right sized and efficiently located; corridors will be clearly organized optimizing supervision and security; core classrooms will be located in a two story classroom wing with clear separation of ES, MS and HS students; day lighting is optimized; shared spaces will be centrally located to all grade levels and accessed from the Commons; site circulation is optimized as the school is now set back from the street, all student arrival and departure is visible at the front of the school, including bus/parent drop-off and HS parking.

III. RFQ/P OBJECTIVE

The purpose of this RFQ is to solicit a Qualified Owner Representative (Candidate) to contract with the Owner and also work closely with the CDE to provide customary owner's representative services for the pre-construction, construction, and post-occupancy phases of the project. In addition to providing customary Owner's Representative/Construction Management Advisor services, the Candidate will be responsible for advising the Owner on maintaining compliance with the terms of the BEST Grant, and the Sublease and Site Lease requirements therein, throughout the course of the project.

IV. SUBMITTAL REQUIREMENTS

Organize your RFQ/P response using the following outline. Please separate each section with dividers or tabs using

the appropriate section labels. ***No fees shall be included in the RFQ Submittal.***

SECTION 1 – LETTER OF INTEREST

A maximum two page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, and signed by the principal-in-charge.

SECTION 2 – EXPERIENCE AND QUALIFICATIONS

Please address each criterion listed below as it relates to your firms relevant experience and qualifications.

1. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. Consultant shall not change or substitute these individuals without prior approval. The Owner reserves the right to determine the acceptability of these individuals.
2. Provide all team members experience and responsibilities, including resumes. Provide background information including education, professional titles, related qualifications, design/ build experience, specific roles in past projects.
3. Describe your firms past experience with providing Owner’s Representation, highlighting any projects with similar size, scope, and delivery method to the proposed project.
4. Provide your firms project organization structure and responsibilities.
5. How does your firm provide an in-depth cost evaluation of proposals, fees, budgets and construction change orders?
6. Show your ability/approach to overseeing project schedules.
7. The project intends to use a multidisciplinary collaborative project approach. Describe your firm’s knowledge with the design/build process and collaborative delivery.
8. Describe your firm’s knowledge of LEED & CO-CHPS criteria and program requirements.
9. Describe your firm’s understanding of commissioning, measurement and verification.
10. Describe your firm’s knowledge and experience with operations and maintenance of school facilities.
11. Describe your understanding of the Owner, its organization and leadership.
12. Based on your current number of projects your firm currently has under contract or in negotiation does your firm have the capacity to complete this project? What percentage of your firm is currently involved in other projects?
13. This project requires the Candidate to carry, at a minimum, general liability insurance and workers compensation according to State laws.
14. Demonstrate ability to manage and develop a master budget and maintain it accurately throughout the project to ensure a quality project is delivered within budget.
15. Demonstrate a working knowledge in some or all disciplines including architectural design, structural engineering, mechanical engineering, electrical engineering, civil engineering, roof design and maintenance, construction cost estimating, facility management and maintenance, information technology (word, excel, accounting). Indicate which disciplines you are knowledgeable and have expertise and/or experience.
16. Provide description of any lawsuits or claims including status and resolutions.

17. Describe understanding of Bonding, Permitting and Insurance requirements for publicly funded construction.
18. Identify unique challenges/ approaches that you have experienced that will assist the Owner with a successful project.
19. Describe your firm's process for minimizing Owner's risk thought a project.
20. How does your firm enforce and encourage high safety standards on occupied construction sites?
21. Assisting the district with fund requests is an important role of this project. The requirements for this project include obtaining accurate invoices from consultants and vendors, and providing complete and thorough draw requests to CDE on behalf of the district in which each individual invoice is accurate as well as the total request. The OR will be submitting the funding request to CDE for approval, and responding to questions from CDE for clarification or inaccuracies. Please explain your experience regarding draw requests, the expectations you will set for your firm and for the consultants, contractor and vendors to ensure timely payment, and any lessons learned from past projects.
22. Please explain your firm's role in construction administration, including the observations and reporting your firm will complete for the project on behalf of the district. Please provide a sample of an OR field report from your firm.
23. Demonstrate how you have worked with other design/build teams to deliver more value to your client than they expected.
24. Design/Build project delivery is intended by the Owner for this project. Describe the inherent risks of this delivery method, and how your specific approach and expertise as Owner's Representative will mitigate those risks.
25. Describe your recommended approach to the procurement and management of a Design/Builder to ensure the highest quality of design and construction services are provided for the funds available, and that quality standards are communicated at procurement and maintained through construction.
26. Due to the design/build delivery method intended by the Owner, additional pre-design services, design review, and construction oversight will be requested of the Owner's Representative as noted in the scope exhibit. Please describe how your team is qualified to provide these services.

SECTION 3 – SCOPE OF SERVICES

The Owner's Representative is expected to act on the owner's behalf in overseeing the project through completion and into occupancy. The candidate's proposed scope of services should include, but is not limited to, each item listed below. Please provide a narrative of your approach to providing the services below, and explicitly identify any additions or exclusions. When appropriate include the number of meetings, site visits, etc., and any other pertinent descriptions that clearly identify services included in the proposal.

1. Owner's Representative Services

Complete the Scope of Services Matrix provided as Exhibit A. The Candidate must validate each line in the exhibit by marking either provided or excluded.

SECTION 4 – SCHEDULE

It is expected that your firm has the current capabilities and capacity to complete the project by the date listed in the project schedule. Provide a detailed schedule, including milestones, from the notice to proceed date through post-occupancy services. Provide reasoning, in this section, for any modifications or alterations

your firm wishes to make to the recommended project schedule

SECTION 5 – REFERENCES

Provide a comprehensive list of **ALL** school projects completed or begun within the last 10 years, with contact information, along with a project description.

V. SUBMITTAL REVIEW & SELECTION PROCESS

The selection process consists of two phases, followed by negotiations with the apparent winner.

Phase 1 – RFQ Review

The Owner’s Selection Committee will evaluate and score the RFQ submittals based on the selection criteria listed below:

Selection Criteria	Max Point Possible
Section 1: Letter of Interest. How complete and concise was the letter of interest and RFQ/P response? Was the RFQ/P well organized, with complete information responding to all of the submittal criteria?	10 points
Section 2: Experience and Qualifications Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel in addition to other items as stated.	30 points
Section 3: Scope of Services. Candidate has affirmed each of the Owners requirements for this project and demonstrates a clear understanding of Owner's needs and clear direction toward completing scope of work.	30 points
Section 4: Schedule. Ability to complete the tasks within the timeframe needed. Submitted complete & understandable schedule.	25 points
Section 5: References. Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.	5 points
Total Points	100 points

Phase 2 – Interview

An interview invitation will be sent out to the three Candidates with the highest RFQ/P submittal scores on the date noted in the project schedule. The invitation will explain the interview requirements and provide the

time and location. The purpose of the interview is to ensure a full understanding of the RFQ/P responses and to introduce key members of the O/R team.

The interviews will consist of a 20 minute presentation followed by a 35 minute period for questions and answers. During the presentation, the lead consultant for the project should be identified along with members of the O/R team. Please note team members that will not be directly working on the project day to day are not invited to the oral interviews.

The apparent winner will be determined based on their interview score along with evaluation of materials submitted as requested, which is separate from their RFQ/P submittal score.

VI. FEE PROPOSAL

Shortlisted Candidates shall prepare a detailed fee proposal as outlined below. The fee proposal is to be submitted in a sealed envelope prior to the start of their interview. Failure to provide a fee proposal which addresses each of the items listed below may result in disqualification from the RFQ/P process.

Detailed fee proposals shall include the following:

- ✓ Lump sum fee;
- ✓ Detailed statement of work;
- ✓ Confirmation that all scope items from the original RFQ/P will be addressed;
- ✓ Any exclusions with explanations;
- ✓ Breakout of fee by phase;
- ✓ # of hours anticipated;
- ✓ # of people anticipated;
- ✓ Other resources;
- ✓ How the resources are to be used;
- ✓ Breakout of anticipated reimbursables included in the lump sum fee proposal;
- ✓ Hourly rates for all personnel involved in the project;
- ✓ Number of site visits anticipated to complete the work;
- ✓ Breakout of fees for any non-required scope proposed;

The negotiated fee is anticipated to include all costs including reimbursables for the project resulting in a “lump sum” format contract.

Only the fee proposal of the apparent winner will be revealed to the selection committee

If the apparent winner’s fee exceeds the Owners budget and if subsequent negotiations with the apparent winner are unsuccessful, the Owner reserves the right to negotiate with the next highest-scoring Candidate.

VII. Acceptance and Rejection

After the final selection has been made, the Owner will provide a summary of scores and a decision memorandum to each of the RFQ/P Candidates.

The Owner reserves the right to select any or reject any and all proposals in their best interest. The Owner also reserves the right to pre-qualify any or all Candidates or reject any or all Candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. The Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

The Owner is not responsible for cost incurred in preparation of this proposal. Proposals will not be returned and become the property of the Owner once submitted, which could be publically shared. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ/P and the RFQ/P will become part of the awarded Candidates contract. The Owner and Owner's legal council will submit a draft agreement to the apparent winner to be used on this project. The Owner and Owner's legal council will negotiate terms with the apparent winner prior to commencement of work.

VIII. RFQ/P Supporting Material

The following are provided for informational purposes in regard to the project:

1. Limon Public Schools RE-4J 2012 Facilities Master Plan and 2013 Supplement provides background for the proposed project
2. 2013-14 BEST Grant Application Documents - For reference on the scope of the BEST Grant
 - a. Detailed Project Budget
 - b. Preliminary Project Schedule
 - c. Grant Application Narrative
 - d. Plan Diagrams
 - e. Proposed Building Program