

# Request for Qualifications

## Gallatin Gateway School

*Owner's Representative – Upcoming School Building Projects*

Gallatin Gateway School District #35 desires to contract with an 'Owner's Representative' during school building projects including the construction and/or renovation of Gallatin Gateway School. The total estimated construction cost for a wide variety of projects is up to seven million dollars.

**Fundamental Task:** Act as the District's representative during all phases of the planning, bonding, bidding, construction, and completion processes related to various school building projects.

The Owners' Representative will represent the interests of the Gallatin Gateway School and will report directly to the District Superintendent as well as update the Board of Trustees on a regular basis. Updates to Board of Trustees will be in accordance with open meeting laws when applicable.

Gallatin Gateway School is a rural kindergarten through eighth-grade school that serves an average of 150 students per year. It was started prior to 1884, and for over a hundred years has fulfilled the needs of the rural families. The school has established itself in this deep-rooted community and is continuing to thrive and expand.

**Description of project:** Renovation and/or new construction of Gallatin Gateway School.

1. Facilitate a comprehensive needs assessment to determine the District's need for new construction and/or renovation of District facilities.
2. Scheduling, Reporting and Communications
  - Establish and coordinate routine meetings amongst District Superintendent and all other related agencies, committees, and personnel.
  - Generate and contribute, throughout all phases of project, informational reports as needed, detailing project progress, schedule, and financial status. The School will maintain all financial project accounting and reporting with Owners' Rep to assist in account and report formulation.
  - Schedule, facilitate and attend meetings as a representative of the School. Owners' Representative shall attend meetings amongst the District Superintendent and Project Specific Committees on a regular basis. The Owner's Rep shall provide a verbal and written update report to the District Superintendent every two weeks and shall provide a brief verbal report at project specific Committee meetings as requested including Board of Trustees meetings. The Owner's Representative shall attend all meetings of the Project Specific Committees.
  - Facilitate the development and viability of the possible bond election.
  - Oversee the development of construction phasing plans in conjunction with the District Superintendent, the General Contractor/Construction Manager, and the Architects and Engineers.
  - Participate in community engagement strategies.

## 2. Design

- Coordinate design timeline, deliverable timing and scheduled visits with architect and the contractor in the GC/CM process.
- Manage process of reviewing design proposals, submittals and documentation - and - gathering input from the administration and staff on the Project Specific Committees.
- Work with the District Superintendent and members of the Project Specific Committees to communicate the proposed design to the community.
- Coordinate the process of gaining approval for the design at appropriate stages from the District Superintendent and School Board of Trustees.
- Oversee and manage the completion of all project phases for the School, functioning as primary conduit between the District Superintendent, School Board of Trustees, community and the architecture, engineering firms and contractor.
- Coordinate material specification submittals and selections with the District Superintendent and architect and contractor in the GC/CM process to assure installation of low maintenance products and highest life cycle value.
- Provide ongoing review and input directly to the architect and contractor in the GC/CM process to improve constructability and cost effectiveness including review of structural and other critical systems, design critical details and finish schedules as well as identification of missing information required for accurate bidding and accurate construction.
- Assist the architect and contractor in the process and solution that defines the scope of sustainability, costs and benefits for the project (e.g., efficiency and practicality in the pursuit of any/appropriate Green or LEED Certification)

## 3. Construction

- Act as the District's representative during all phases of the planning, bonding, bidding, construction, and completion processes, including serving as the District's primary point of contact with the architect, engineer, and general contractor.
- Under the direction of the District, establish a construction office, including maintenance of related records, documentation, design data, drawings, correspondence, etc. pertaining to the project.
- Coordinate communication between the architect, general contractor, and the District Superintendent regarding operational logistics, timing, and construction requirements.
- Attend meetings with architect, general contractor/construction manager, sub-contractors.
- Oversee the on-site construction activities.
- In collaboration with the general contractor's Onsite Construction Manager, provide routine reporting on project progress. Track communication between the general contractor and the Architect including Change Order Requests and Requests for Clarifications during the construction process to ensure effective communication and to mediate disputes.
- Approve all Change Orders up to a specified delegation of authority, and obtain approval from the District Superintendent for all Change Orders exceeding that delegation of authority.

## 4. Budgeting Contracts and Administration

- In conjunction with the District Superintendent facilitate all project related contract negotiations and scope of work progress or completion.

- Provide the review and analysis of the bidding process, and work with the architect and general contractor in support of the bid-out, sub-contracting and final cost estimating of the project.
- Provide review and analysis of the preliminary project estimates (based on architect's Schematic Design) from general contractor.
- Review bills and payment applications by architect and general contractor and provide the School with recommendation for payments.
- Coordinate, develop, and track budgets for approval by the District Superintendent.

#### 5. Completion and Close-out

- In conjunction with the architect, manage the procurement, storage, handling, and installation of furniture, fixtures and equipment.
- Oversee General Contractor and Architect in building commissioning process.
- Manage the project close-out process with general contractor, architect, engineers, and District Superintendent.

#### 6. Applicants shall submit the Following Information:

- Documentation on significant projects of similar scope, with project description and professional involvement
- Evidence of experience in construction management, field supervision, current construction methods and materials, technology design and application; project manager; sustainable project management and construction (school buildings or other)
- Examples of services you have provided for previous school building or similar projects (including experience in evaluating how the project fulfilled the needs and requirements of the client).
- Demonstrated experience with projects budgeted at \$10M or more.
- Experience in architecture and design (including knowledge and experience with LEED projects).
- Submit resume for each person or persons proposed to work on the project and define the scope of responsibilities for each person's role.
- All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature.

Insurance Requirements - The Proposer certifies that they can comply with the minimum insurance requirements of:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual and personal injury coverage's -- \$1,000,000 per claim and \$2,000,000 per occurrence.
3. Commercial automobile liability -- \$1,000,000 per accident.
4. Professional liability in the amount of \$1,000,000 per claim.

The School shall be named as an additional insured on the CGL and Commercial Auto liability.

With the exception of resumes, submit the above information in 10 pages or less.

Please mail or deliver five paper copies and a digital copy to:

Gallatin Gateway School District #35  
Attn: District Clerk  
PO Box 265 (100 Mill Street)  
Gallatin Gateway, MT 59730  
fisher@gallatingatewayschool.com

Deadline for submission is: **Friday, December 13, 2019 at 4pm**

7. Evaluation Criteria: The evaluation of proposals will be completed by the Board and based on the following criteria (per the RFQ):

- Pertinent experience of the applicant with preferred background in school construction
- Resumes of key personnel
- Commitment of specific personnel to the project
- Understanding of School needs and requirements
- Community engagement and communication strategies
- Fee Structure and costs

Anticipated timeline:

- RFQ's available- November 22, 2019
- RFQ's due- December 13, 2019
- Preliminary review of RFQ's- December 18, 2019
- Interviews of Owner's Reps- prior to January 15, 2020
- Final decision by Board- January 15, 2020

**Disclaimer:** This RFQ does not form or constitute a contractual document. Gallatin Gateway School District shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFQ. The District also will not be responsible for any expenses which may be incurred in the preparation of this RFQ or for other costs, including attorney fees associated with any challenges (administrative, judicial, or otherwise) to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of a proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees. This RFQ is not to be construed as a contract or commitment of any kind. The District reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the District's best interest to do so. All proposals are subject to Montana open records laws and will be reviewed by Board of Trustees in accordance with Montana open meeting laws.