

January 3, 2020

Dear Qualified Design-Builders:

Gallatin Gateway School District, Gallatin Gateway, Montana, is seeking proposals from qualified Design-Build Firms for preconstruction and potentially construction phase services who meet the qualifications listed below:

**Gallatin Gateway School District
REQUEST FOR QUALIFICATIONS FOR
PRE-CONSTRUCTION PHASE SERVICES
CONSTRUCTION PHASE SERVICES**

1. Introduction

Gallatin Gateway School District (hereinafter “the District” or “GGSD”), is seeking qualified firms to undertake preconstruction and potentially construction services for the Project described hereinbelow. The District, in its sole discretion, intends to enter into a Design-Build Contract with the selected Design-Build Firm that will include Preconstruction Services and identification of a Design-Build Fee and Fixed Costs for General Conditions Work, with provisions for adding Construction Services through acceptance of a Guaranteed Maximum Price (GMP). The GMP would include construction services through completion of the Project. Alternatively, the District may, at its sole discretion, choose not to continue the Design-Build Contract beyond the completion of preconstruction activities and solicit bids from qualified contractors for the construction of the Project.

As part of the Request for Qualification (“RFQ”) response, firms shall include sub-contractor or group of sub-contractors representing mechanical, electrical, and plumbing trades that the firm proposes to partner with for this project, including the identification of architects and engineers that will be providing applicable services.

The District will use the RFQ process to evaluate each of the proposers’ qualifications. A subsequent Request for Proposals (RFP) will be issued to all qualified Design-Build Firms, as determined by the District, who will then be required to submit detailed information regarding project-specific capabilities, experience, and costs. Design-Build selection will be determined from the Proposals submitted in response to the RFP document, interviews (at the discretion of the District), and any other information sought by the District to assess a firm’s ability to complete the project as anticipated.

The District envisions the process for the development of the design and the delivery of the project to be a collaborative process in which a qualified Design-Build Firm will participate as a partner with the District and the other members of the design and delivery team as determined by the District.

This RFQ shall not commit the District to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The District reserves the right to accept or reject any or all responses received as a result of this RFQ. This procurement is governed by the laws of the State of Montana and venue for all legal proceedings shall be the Eighteenth Judicial District, Gallatin County.

By offering to perform services under this procurement process, all proposers agree to be bound by the federal and state laws, rules and regulations, including but not limited to applicable prevailing wage requirements, building codes, equal opportunity employment practices, safety, open meeting laws, public records laws, etc.

Any and/or all work contemplated as described hereinbelow is contingent upon the financial capacity of the District, including but not limited to the passage of a bond election by the electors of the District.

Key Anticipated Milestones

- Issue RFQ: January 3, 2020
- RFQ Due: February 13, 2020
- Interviews/Selection: The week of February 24-28, 2020

(* Interviews may or may not occur and will be at the discretion of GGSD)

- Award: March 11, 2020
- Pre-referendum support, design services: March 2020 – November 2020
- Bond Vote: May 4, 2021
- Construction start: June 2021 – TBD (Dependent on final project scope)

The District makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the bidding and/or selection process. In order for the District to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed in the contract documents. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.

2. Project Description

The purpose of this RFQ is to request proposals from Design-Build Firms who are qualified to develop and implement a comprehensive facility improvement program for the District. The intent of this RFQ is to provide the District with the means to renovate the facilities various and interrelated systems while realizing maximum life cycle value, construction coordination, utility and operational savings. Potential new construction shall be included based upon final design selection. These services will also include architectural requirements, engineering, cost estimating, master planning update/review, participation and support for public outreach and stakeholder meetings, and conceptual planning. Timely services to support GGSD's planning efforts and timely implementation of their project will be of the essence.

From the list of interested qualified firms, GGSD will select the firm which best suits the needs and intent regarding the proposed project. GGSD intends that the selected firm will provide both pre-construction services and potentially construction phase services. Upon completion of pre-construction services the successful firm will be required to provide a GMP (Guaranteed Maximum Price) for the completion of the project, if, in the sole discretion of the District, GGSD moves forward with construction services.

This project is an alternative delivery method under Montana Code Annotated Title 18, Chapter 2, Part 5 and that the traditional bid process will not be followed. The design and construction of the project is proposed to be funded by bond funds generated by the sale of bonds issued by the District. GGSD will administer all related contracts according to the terms and conditions of the award and applicable laws and guidelines. GGSD reserves the right not to select any respondent, for any reason, who provides a response.

3. Scope of Anticipated Pre-Construction Services

Subsequent to the RFQ selection and short-listing, each potential firm invited to respond to the RFP shall propose a **maximum** pre-Construction services fee. Pre-construction services will be provided on a cost reimbursement basis up to a stated maximum. The specific scope of pre-construction services will be negotiated prior to signing the final Design-Build Contract, based on the proposer's input as well as the District's requirements. In general, services are anticipated to include the following:

General scope of pre-construction services:

- Review and analyze previous master plan documents
- Facilitate a comprehensive needs assessment to determine the District’s need for new construction and/or renovation of District facilities.
- Assist in conceptual design options (new build vs. remodel/addition)
- Provide conceptual cost estimates
- Provide renderings and 3D modeling as needed
- Participation and support for public outreach and stakeholder entities
- Participation in Gallatin Gateway School planning exercises
- Participation in presentations to the public and School Board
- General assistance in process/programing in support of District’s effort to secure funding
- Detailed planning/Design

4. Scope of Potential Construction Services

Should the District decide, in its sole discretion to move forward with construction services, the Design-Build Firm will be required to submit a GMP for construction services. The established GMP will be the maximum amount paid for construction, unless scope changes are requested and approved by GGSD. Acceptance of the GMP by contract will constitute completion of preconstruction services and that GMP Agreement/Amendment will initiate the construction period services for the Project. At the time of execution of the GMP for construction services, the Design-Build Firm will be required to submit a 100% performance and 100% payment bond for the amount of the GMP.

GGSD retains, in its sole discretion, the option, including but not limited to, terminate the contract after the pre-construction phase and/or start a new selection process for the construction of the Project, if the project moves forward, using the alternative delivery method or the bidding process as provided in Montana law.

5. Selection Procedure / Statement of Qualifications Requirements

This RFQ is the first of a multi-part selection process. In order to qualify for further consideration, proposers must comply with the mandatory requirements provided below. Statements of Qualifications that do not contain the required documentation will be deemed nonresponsive to this RFQ requirement and will be rejected on that basis. The Request for Proposals (RFP) will be issued to all qualified Design-Build Firms, as determined by the District, who will then be required to submit detailed information regarding project-specific capabilities, experience, and costs.

The District will evaluate each of the firms based on the overall merit of the written qualifications in accordance with the criteria listed below. Non-prerequisite criteria will be rated on a scale of 0 through 10 (10 being highest rating) by the District and weighted in accordance with the importance of each item. Ratings will be determined by consensus scoring of the selection team as recommended in “Best Practices for Use of Best Value Selections,” a joint publication of the National Association of State Facilities Administrators (NASFA) and the Associated General Contractors of America (AGC).

Firms must receive a minimum of a “6” rating in 9 and 10 below, and a minimum weighted total of 50 to be considered qualified.

<u>Category</u>	<u>Rating</u>	<u>Weight</u>	<u>Total Possible Score</u>
1. Signature of Officer or Principal	----	----	Prerequisite

2. Firm Profile and Identification of Project Team	----	----	Prerequisite
3. References	----	----	Prerequisite
4. Local Presence	----	----	Prerequisite
5. Bonding Capacity	----	----	Prerequisite
6. Safety	----	----	Prerequisite
7. MT Construction Contractor Registration	----	----	Prerequisite
8. List subcontractors your firm proposes to partner with, including architectural and engineering services	----	----	Prerequisite
9. Design-Build Firm Information	0-10	3	30
10. Specific Project Experience Information	0-10	5	50
		TOTAL:	80

Proposers must meet certain minimum Qualification Conditions in order to be eligible to submit a Proposal. The District has identified the following Qualification Conditions:

- Statement of Qualifications must be signed by an officer or principal of your firm.
(PREREQUISITE)
- Firm Profile and Identification of Project Team **(PREREQUISITE)**
 - Provide general information on the responding firm, including; name, business address, telephone number, officers of the firm, number of employees
 - Annual volume the last three years
 - Provide a list of the personnel to be used on their project, their responsibilities and their qualifications, and the contact person for this project.
- References **(PREREQUISITE)**
The respondent shall include a reference list of at least three prior projects developed and implemented by the Project Team designated above demonstrating experience designing and constructing projects of similar scope. Their list will be used to determine the prior relevant work experience of the Design-Build Firm. References shall include contact names and phone numbers. A minimum of three similar contracts must be demonstrated. References for projects where the responding firm was not the prime contractor or where a design-build contract was not implemented are not acceptable.
- Local Presence **(PREREQUISITE)**
The respondent shall provide the address and telephone number of the firm's office located nearest to the District.
- Bonding Capacity **(PREREQUISITE)**
 - a) It is required that proposing firm have the bonding capacity for this project.
Proposer must have a single-project bonding capacity of at least \$10 million or more depending upon the total anticipated cost of the project at the time of the RFP. Provide single-project and aggregate bonding program amount. Please note that bonding capacity is a requirement and if not met, the proposer will not be selected to move forward in the process.
 - b) In addition to bonding capacity noted above in a), please provide:

- Bonding company and agent, with phone and email contact information;
- Years of relationship;
- If less than 5 years, or not your exclusive source, name all others used in the last 5 years; and
- If less than 5 years, or not your exclusive source, provide additional explanation regarding any transitions or changes.
- Safety **(PREREQUISITE)**
 - a) Provide incidence rate, experience modification rate, AND loss ratio. An incidence rate greater than the latest average for non-residential building construction for Montana as established by the federal Bureau of Labor Statistics (BLS) for the prior year or an experience modification rating (EMR) greater than 1.0 or a loss ratio of more than 100% may result in immediate disqualification on this item.
 - b) Provide your firm's number of employees for BLS's most recent reporting period and the firm's applicable NAICS code.
 - c) Proposer may submit an explanation for incident rate, EMR, and/or loss ratio greater than those listed here for further consideration by the District. The District reserves the sole right to waive the pass/fail requirement if, in the District's sole judgment, sufficient justification exists for any explanation provided. The District also reserves the right to request additional information and/or clarification on this item but is not obligated to do so prior to making its determination on whether or not to waive the requirement.
- Include evidence of valid Montana Contractor Registration. **(PREREQUISITE)**
- Design-Build Firms should submit responses to this RFQ with a sub-contractor or group of sub-contractors representing architectural services, engineering services, mechanical, electrical, and plumbing trades that the firm proposes to partner with. **(PREREQUISITE)**
- Design-Build Firm Information:
 - a) Proposer must demonstrate successful experience and capacity to act as a Design-Build Firm on non-residential, renovation projects between \$5M and \$50M construction value.
 - b) Describe your firm's approach specific to Pre-Construction services, Project estimates, Project schedules, Bid Packages, and balancing value and budget to avoid value engineering (VE) efforts.
 - c) Proposer must list other projects, both private and public, that will be concurrent with the schedule stated in this RFQ for this project. Potential future workload coincident to this project's schedule is also requested.
 - d) Along with current backlog in dollars, provide workload in terms of total contract values or annual business volume for the last 3 years.
 - e) In the last five years, have you (if you answer "yes", provide full explanation):
 - Had an Owner claim against Performance Bond and/or initiate legal action against you?
 - Been declared in default and/or terminated on a project?
 - Assessed liquidated damages for delay in delivery of project?
 - Taken legal action, filed liens, or dispute resolution proceedings of any kind?
- Specific Project Experience Information:
 - a) Provide a narrative of how your firm's approach to sub-contractor collaboration with the design team will bring value to the District by addressing the following:
 - Your firm's experience partnering with architectural, engineering, mechanical, electrical, plumbing subcontractor's during the design phase of projects, i.e., preconstruction services.
 - Sub-contractor ability to provide accurate cost estimates to the District at all stages of design.

- b) Provide a narrative explaining your team's ability to integrate with the BIM component of the design process as described in pre-construction services.
- c) Proposer should provide **three** specific project examples demonstrating experience and capacity to act as a Design-Builder on:
 - Renovations in buildings with difficult existing constraints including structural, mechanical, electrical, and plumbing limitations.
 - Renovations with adjacencies to occupied space.
 - New Construction.
- d) Firm Background:
 - What three unique approaches and practices used at your firm differentiate your firm from competitors in your ability to provide excellent service to the District.

6. Response Format and Preparation Instructions

Responses must be submitted in the format outlined in this section. Provide one hard copy and one electronic copy to be received at the Gallatin Gateway School, 100 Mill Street., Gallatin Gateway, MT 59730 until **3:30 PM MST, on February 13, 2020**. Each response will be reviewed to determine if it is complete prior to actual evaluation. The District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the requests for information contained in their section. It is requested by GGSD that all responses follow the format in the order outlined to facilitate evaluation of each response fairly.

Eligible Design-Build Firms are limited to those companies that can demonstrate successful implementation of similar projects. The contractor must also demonstrate, to the satisfaction of GGSD, their ability to organize, manage, and deliver a project of this type. Additional ability to manage guaranteed utility savings is required.

Statements of Qualification must be submitted with the identified information outlined in their document. Each RFQ response will be reviewed to determine if it is complete prior to actual evaluation.

Respondents shall use the prescribed format outlined in the Selection Procedure above. RFQ responses will be evaluated in light of the material and substantiating evidence presented in the proposal; not on the basis of what is inferred.

The selected contractor, if any, will be required to assume total responsibility for all services and solutions offered in its proposal, and required to meet the needs of GGSD through the entire project. The selected contractor will be considered the prime contractor and the sole point of contact with regard to all contractual matters.

Submission of a response grants permission to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by GGSD. Any proprietary information that the contractor does not want disclosed to the public shall be so identified on each page in which it is found. Data or information so identified will be used by GGSD solely for the purpose of evaluation and contract negotiations.

If your company is interested in providing a proposal or if you have any questions or requests for information, please contact Carrie Fisher, District Clerk at 406-763-4415, extension 36.