

REQUEST FOR QUALIFICATIONS

PROJECT MANAGEMENT CONSULTANT

DUE: April 14, 2017 | 3:00 P.M.

Prosser School District

1126 Meade Ave., Ste. A
Prosser, WA 99350

District Representative/Contact: Mr. Craig Reynolds

Email: craig.reynolds@prosserschools.org

Phone: (509) 786-3323

Fax: (509) 786-2062

Release Date: March 29, 2017
REQUEST FOR QUALIFICATIONS

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

The Prosser School District is requesting statements of qualifications for Project Management Consultant consulting services for its upcoming Capital Projects Construction Program.

Enclosed is pertinent information for use in preparing your proposal. This information will be used as a guide in the preparation of any subsequent contract.

Proposals shall be submitted to Craig Reynolds, Business Manager, Prosser School District, 1126 Meade Ave., Ste. A, Prosser, WA 99350. Time of receipt will be as determined by the time stamp in Prosser School District central office. Proposals received by the Prosser School District after the time specified will be returned to the proposer unopened.

This solicitation does not commit the Prosser School 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 to the following: Prosser School District Office – 1126 Meade Ave., Ste. A, Prosser, WA 99350 at or before 3:00 p.m. April 14, 2017. Three (3) print copies and one (1) digital copy of the proposal should be submitted.

Signed

Superintendent

REQUEST FOR QUALIFICATIONS

SCHOOLS FACILITIES IMPROVEMENT

PROJECT MANAGEMENT CONSULTANT

I. Introduction

The Prosser School District is seeking the services of a qualified Project Management Consultant to direct and coordinate all activities, including management of architectural, specialty consultants, and construction contracts required to complete the following school facilities listed below:

1. New Prosser High School (construction value \$35 to \$40 million)
2. Subsequent Projects at the discretion of the District

II. Scope of Work

A. Project Management services required include:

1. Establishment of overall project management plan, proposing all team member roles and responsibilities.
2. Assume overall responsibility for the coordination and administration of project planning, design and construction. The Project Manager will not normally perform field inspection duties, but will be responsible that all inspecting and testing is accomplished and properly documented.
3. Identify the scope and prepare budgets for design services and construction contracts that may be required.
4. Administer architectural and construction contracts.
5. Prepare, maintain, and use expedited or "fast track" progress and control schedule(s) with the aid of network analysis or other acceptable techniques.
6. Perform project financial management, including control of costs to maximize value received within available project funding.
7. Prepare Consultant proposal solicitations, assist in selection of Consultants as required, and negotiate service agreements.

8. Provide general direction and coordinate Consultant activities and perform quality control review of all Consultant activities and products. Review and recommend the payment of all consulting billings.
9. Monitor quality control, cash flow, and costs throughout the construction period; assist in the preparation of and evaluate change orders; review Contractor's progress for payment; monitor and administer construction contract for compliance.
10. Prepare and coordinate preparation of periodic progress and financial information reports required by the District; periodically brief the District staff on progress.
11. Coordinate communication with the staff, community and news media as requested, so as to enhance understanding and support for the program.
12. Present or assist in presentation of project(s) to appropriate Boards, Commissions, Agencies, and public hearings as required.
13. Assist the District as directed by the Superintendent or designee in coordination, research, report preparation, and other tasks required for project execution.
14. Act as District Liaison for the project to the local jurisdictions and state agencies for securing approval of permits and funding.
15. 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.
16. Manage, coordinate, and oversee the OSPI state matching funds process.
17. Assist in the development and maintenance of District project and construction standards, protocols and best practices.
18. 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.

III. Consultant Direction:

1. The Project Manager will report to and will work closely with the Superintendent and Business Manager of the School District.

IV. Proposal Content:

1. Please follow the format as described below.

- a. **Firm Overview:** Provide a brief narrative describing the Consultant's experience providing Project Management services to Washington state school districts.

Additionally, address the following questions:

- (1) What relationship do you see between staff of the District and your organization to carry out the project?
- (2) What duties are you prepared to handle?
- (3) Which responsibilities need to be accomplished by the District?

- b. **Approach and Methodology:** This section should provide a brief general discussion of the philosophy of management which the Consultant has applied to other projects similar to this District project. Please include a brief discussion of your involvement from the beginning of a District project through completion of construction and owner turn over.
- c. **Staffing:** 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, including appropriate biographical data and resumes.

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.

- d. **Firm's Experience:** 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:
 - (1) Experience in managing other projects similar in scope and type, including location of each project and name of client.
 - (2) Experience in managing projects on occupied sites.
 - (3) Experience working with School Districts in Washington state.

- e. **Additional Information:** 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.

- f. **References:** Provide three (3) each of owner, design team and contractor references for review. Provide name, firm and current contact information.

- g. **Proposal Length:** Proposals shall be no greater than twenty-five (25) pages typewritten, double-sided (each side counts as a page); not including cover, tabs, cover letter and table of contents.

V. Selection Criteria:

- 1. Selection of the successful Project Manager will be entirely at the discretion of the Prosser School District, and the District reserves the right to reject any and all proposals. All proposals will be reviewed by a committee of individuals representing the Prosser School District. 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:

<u>EVALUATION CRITERIA</u>	<u>MAXIMUM SCORE</u>
Experience & Qualifications of the Proposed Project Staff	20
Management Approach and Methodology	30
Specific Firm Qualifications and Experience Relating to Proposed K-12 Work	30
Project Understanding	10
Clarity of Proposal	10
TOTAL	100

2. 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 Prosser School Board.
3. If a reasonable fee cannot be negotiated within twenty (20) days, negotiations will cease and the second ranked firm will be selected for negotiations for the contract.
4. 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.
5. The District at its discretion may select the successful firm based on the written proposals submitted.
6. The Prosser School District is an equal opportunity employer.

VI. Interviews (If deemed necessary by the District):

Should your firm be invited to interview, Principal-in-Charge, and Project Manager dedicated to the project shall be in attendance. Format and scoring for the interview will be provided to the short listed firms upon notice.

VII. Questions and Contact

All questions related to this RFQ must be submitted via email no later than April 12, 2017 to: Craig Reynolds at the above contact information.

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