



REQUEST FOR QUALIFICATIONS (RFQ) CONSTRUCTION MANAGEMENT SERVICES

This document shall serve to provide interested parties with specific information as to the Procedures for Selection of a Construction Management Firm where the method of compensation is a Negotiated Fee on a Guaranteed Maximum Price. Pursuant to Chapter 1013, Florida Statutes, the Florida Consultant's Competitive Negotiation Act, Section 287.055 Florida Statutes, and Rule 6A-2.0010 Florida Administrative Code, the School District of Volusia County Florida will consider the contracting of one (1) firm to provide construction management services for the project described below.

PROJECT LOCATION

Woodward Avenue Elementary
1201 South Woodward Avenue
DeLand, Florida 32720

PROJECT DESCRIPTION

Woodward Avenue Elementary – Renovations and Addition - Project No. 2147823

Woodward Avenue Elementary is a 1966 era, PK-5 public school, located at 1201 South Woodward Avenue, DeLand which is in the west area of Volusia County.

The District anticipates construction of a new food service building incorporating a dining/multipurpose room and kitchen space; a new 11 classroom and administration offices building; a new physical education pavilion with storage and restrooms; new intermediate and primary playgrounds; and a new playcourt. The District also anticipates the renovation of the existing administration offices to resource areas; renovation of the media center; and potential demolition of the existing kitchen structure for expansion of the existing bus loop and covered walkway.

Site work may include, however is not limited to, storm water systems, site utilities, fencing, irrigation and landscaping. Other Work may include upgrade to existing chiller system (increase capacity), modification of head end system, power, data and MEP.

Construction will be on an occupied campus; work will be phased in order to minimize interruptions of student and staff services.

GENERAL INFORMATION

It is the intent of the School District to utilize the internet to disseminate information for this request to include the RFQ, addenda or subsequent information as applicable to the Project. Solicitation information, this RFQ and all other relevant documents are available via the Volusia County School District website at: <https://www.vcsedu.org/facilities-design/construction-management-services>. Documents are in PDF format and may be viewed, printed or saved to your computer.

A current Certification as a Prequalified Contractor with the School Board is required to meet the minimum qualifications necessary to submit as a construction manager pursuant to this RFQ. The current RFQ package for Pre-Qualification of Contractors for Educational Facilities Construction is available at <https://www.vcsedu.org/facilities-design/construction-management-services>. Contact Volusia County Schools Purchasing & Warehouse Services at (386) 947-8786 for pre-qualification requirements.

The contracted Firm shall be responsible for all services as set forth in the Construction Management contract documents to include the agreement and general conditions of the contract; draft documents are attached to this RFQ. The School Board reserves the right to negotiate contract terms with the selected Firm prior to execution, at its discretion.

The Construction Management Firm's services shall consist of two phases. The first phase of service will be for pre-construction wherein the Construction Manager shall be paid a fixed fee for services performed; pre-construction services may include value engineering and shall include the development of a Guaranteed Maximum Price (GMP). If the GMP is accepted by the Owner, the construction phase will proceed. During the construction phase, the Construction Manager shall become contractually bound to the Owner to provide the actual labor and materials for the Project.

In order to minimize the possibility of unethical pressures or influences on the recommendations of the Selection Committee; vendors, contractors, consultants or their representatives shall not meet with, speak individually with or otherwise communicate with School Board members, the Superintendent, or School District staff on any matters related to this RFQ, other than the District employee named in this RFQ. School Board members, the Superintendent, or School District Staff, other than the District employee named in the RFQ, shall not meet with, speak individually with or otherwise communicate with vendors, contractors, consultants, or their representatives, about a potential contract related to this RFQ with the School Board once an invitation to bid, request for quote, request for proposal, invitation to negotiate or request for qualifications has been issued.

Any such communication shall disqualify the Construction Management Firm, contractor or consultant from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate or request for qualifications.

SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

The construction management firm will be responsible for the successful, timely, and economical completion of the Project. The Construction Management firm's services may include, but are not limited to the following:

1. Enter an "At Risk" contract with all subcontractors, materials suppliers and equipment suppliers necessary for the construction of the Project. The Successful firm shall be responsible for all services as set forth in the Standard Form of Agreement Between Owner and Construction Manager as Constructor, attached to this RFP for reference. The School Board of Volusia County has the right to require the selected Firm to sign the contract as attached or negotiate contract language prior to execution, at its discretion.
2. Employ competent Project Managers, Project Superintendents, and necessary assistants to be the Construction Manager's representatives who shall be in attendance at the project site full time during the progress of the Work.

3. New buildings will be constructed to meet the High Performance Building Criteria to achieve an Energy Use Intensity (EUI) requirement of 25 or less and a building envelop Air Leakage (infiltration and exfiltration) maximum of 0.25 CFM/SF.
4. Provide preconstruction services as directed by the Owner's Representative during the design phases of the work to include cost estimating, schedule development, timely document review, existing infrastructure evaluation expertise, permit request and administration, and all other related administrative items necessary to ensure the timely delivery of the Project.
5. The Owner has set an Owner Direct Purchase goal of twenty percent (20%) for this Project. The Construction Manager shall make every effort to meet or exceed the Owner's expectation for this goal. The Construction Manager must work with its subcontractors, sub-subcontractors and material suppliers to ensure there is a streamlined process in place to maximize discounts offered for prompt payment of items purchased through the Owner Direct Purchase Program.
6. Provide continuous on site construction management services through the completion of the project to include, but not be limited to:
 - a. Schedule and conduct preconstruction meetings and regular job site meetings.
 - b. Maintain daily on-site project logs and schedule reports.
 - c. Manage quality assurance testing and inspection programs.
 - d. Monitor construction management staff and subcontractor work performance for deficiencies.
 - e. Maintain record copy of all contract documents, RFIs, ASIs, change orders and other project-related documentation.
 - f. Supervise construction management staff and subcontractor safety programs.
7. Develop, update and maintain master project schedules, detailed construction schedules, submittal schedules, inspection schedules and occupancy schedules.
8. Provide construction program accounting and reporting to the Owner's Representative.
9. Report potential budget and schedule variances and prepare recovery plans.
10. Work with and coordinate activities with any third party contracts or contractors that the Owner provides for the project.
11. Coordinate surveyors, special consultants, and testing lab services contracted by the Owner, as required.
12. Develop and administer a Warranty Implementation Plan.
13. Administer post construction closeout, start-up and transition to operation.
14. Schedule, coordinate and participate in a walk-through inspection of the Work one month prior to the expiration of the one-year warrantee period and request their participation in the walk-through inspection. The Construction Manager shall notify, and request the participation of, the Owner's

Representative, the appropriate Architect and any necessary subcontractors and suppliers, of the time and date of the walk-through inspection.

15. Work with the architect of record and the Owner's Representative when submitting the various documents required for review, which includes but is not limited to Change Orders, Contingency Transfers, Buyout Transfers, Applications for Payment, and Certificates of Substantial Completion and Certificates of Final Inspection.
16. All meetings shall be documented using appropriate Meeting Minutes. The sign-in sheet, meeting minutes and any other documents distributed during the meetings must be distributed to attendees after each meeting. The Construction Manager is responsible for facilitating the design meetings, distributing an agenda for each meeting and managing a sign-in sheet. The Construction Manager is also responsible for making sure the meeting minutes are documented using an appropriate Meeting Minutes form.
17. Administer post construction closeout, start-up, Owner training and transition to operation.

Important Dates

- a. Mandatory Pre-submittal meeting: April 5, 2021 at 9:00 AM
- b. Submittal Inquiries due: April 9, 2021 at 3:00 PM
- c. Submittal due: April 23, 2021 at 3:00 PM
- d. Shortlisting Press Release: April 23, 2021
- e. Shortlisting: May 12, 2021 at 9:00 AM
- f. Mandatory Site Visit (shortlisted Firms only): May 19, 2021 at 9:00 AM
- g. Anticipated Interviews: June 4, 2021

Estimated Construction Budget: Nineteen Million Dollars (\$19,000,000)

Projected Design Schedule

- a. Design: March 31, 2021 – October 21, 2021
- b. Bidding and Permitting: November 10, 2021 – January 25, 2022

Projected Construction Schedule

- a. Construction: February 1, 2022 – February 1, 2024

Mandatory Pre-submittal Meeting

A mandatory pre-submittal meeting, to describe the project more fully, will be held on Monday, April 5, 2021 at 9:00 AM at Facilities Services, 3750 Olson Drive, Daytona Beach Florida. All attendees must check in as a visitor in the building reception area. In order to allow for social distancing, Firms are requested to bring no more than two (2) representatives. The Firm's representative shall be an authorized employee and shall sign-in the meeting accordingly. Only those firms signed-in attendance at this meeting will be eligible to submit for this Project.

Submittal Inquiries

All inquiries regarding this RFQ shall be in writing via mail, hand delivery or email to: Michelle Black, Buyer, Purchasing & Warehouse Services, 3750 Olson Drive, Daytona Beach Florida 32124; Email: mblack@volusia.k12.fl.us.

All written inquiries must be received no later than 3:00 PM on April 9, 2021. Written inquiries will be provided a written response that shall be made available at: <https://www.vcsedu.org/facilities-design/construction-management-services>.

Submittal Opening

Submittals received by the due date and time will be publicly opened in the District's Purchasing & Warehouse Services department, 3750 Olson Drive, Daytona Beach Florida, on April 23, 2021 at 3:00 PM. To help prevent the spread of COVID-19, the submittal opening will be made publicly available and live streamed via Teleconference on Microsoft Teams (Dial-In: +1-386-868-2669; Conference ID: 434 454 834#).

The recording of the submittal opening shall be exempt from public records requests until such time as the notice of an intended decision is published or until 30 days after opening, whichever occurs earlier.

Firm Selection – Shortlisting

The shortlisting is scheduled for May 12, 2021 at 9:00 AM at Facilities Services, 3750 Olson Drive, Daytona Beach Florida. A public press release will be published online on April 23, 2021. Access the following link to view the Shortlisting Press Release: <https://www.vcsedu.org/newsroom>

In determining whether a firm is qualified, the School District Selection Committee shall consider the firm's strategy to utilize local businesses, business structure, experience and past performance, proposed project staff and functions, project approach, scheduling methodology, and workload; as well as other supporting factors such as evidence of insurance, financial strength and bonding capability, references and litigation as set forth in the RFQ Submittal Guidelines.

Selection Committee shall have a minimum of 5 members including representatives from Facilities with experience in planning, architecture, site acquisition, construction, building maintenance and operations; a finance representative or designee; and a citizen member. Participation may be extended to include a site administrator or others as deemed appropriate.

All Firms submitting for this RFQ will receive notification via email, to the attention of the person designated by the Firm as contact for the Firm's submittal, of the selection results.

Mandatory Site Visit – Shortlisted Firms Only

A mandatory site visit will be held at Woodward Avenue Elementary, 1201 South Woodward Avenue, DeLand Florida on May 19, 2021 at 9:00 AM with shortlisted firms. All attendees must check in as a visitor in the main office. The Firm's representative shall be an authorized employee and shall sign-in accordingly.

Firm Selection - Interviews

Interviews, if needed, are anticipated to occur June 4, 2021, at times to be scheduled with the shortlisted Firms. Interview Guidelines shall be distributed to shortlisted Firms at the mandatory site visit.

Attachments

1. Campus Aerial
2. Shortlist Rating Sheet (template)
3. Construction Management Agreement (draft)
4. General Conditions of the Contract (draft)

SUBMITTAL GUIDELINES AND SHORTLISTING RATING CRITERIA

Submit one (1) original printed and bound submittal and one (1) flash device of the submittal in combined PDF format in the same order as the printed submittal with corresponding bookmarked tabs for navigation.

Submittals are due no later than 3:00 PM on April 23, 2021 and must be clearly labeled indicating the Facility Name, Project Name, Project Number and the name of the submitting firm. Address Submittals to: Michelle Black, Buyer, Purchasing & Warehouse Services, 3750 Olson Drive, Daytona Beach Florida 32124. Selection results shall be published online at: <https://www.vcsedu.org/facilities-design/construction-management-services>.

Qualification Packages will be scored using Adjectival Rating times a weighted value.
Adjectival Rating: Unsatisfactory (0), Marginal (1), Satisfactory (2), Good (3) Excellent (4).

Tab 1: Letter of Introduction and Table of Contents (non-scored)

A brief profile of the Firm, including a brief history of the company, location, project team location, corporate structure, ownership interest, and the length of company's existence shall be provided and addressed in a letter to Michelle Black, Buyer, Purchasing & Warehouse Services.

Tab 2: Insurance Forms (non-scored)

Attach evidence of General Liability, Workers' Compensation and Automobile Liability Insurance coverage, or proof of insurability for limits not less than \$2,000,000. If available, a properly completed ACORD Form is preferable.

Tab 3: Financial Strength and Bonding Capability (non-scored)

The Firm's financial capability is to be expressed in a financial statement; audited financial information current within the past twelve months, such as a balance sheet and statement of operations indicating the Firm's resources and the necessary working capital to assure financial stability through the completion of the Project. A certified audit is preferred; however, the Firm's most recent tax return and balance sheet will be accepted. The statement may be labeled Confidential. Disclose any material changes in the business operations of the Firm, including without limitation any pending bankruptcy proceedings, bankruptcies, receiverships, mergers, acquisitions, stock acquisitions or spin-offs that have occurred within the last three (3) years and any material pending or threatened litigation. If appropriate, discuss the impact of these changes on the Firm's financial or managerial ability to perform the noted tasks under this Contract. Provide the name, title, address, email and phone number of the financial officer of the Firm responsible for providing this information.

Attach a letter of intent from a surety company indicating the firm's ability to obtain a bond for projects with a construction cost of \$19,000,000. The surety company must be licensed to do business in the state of Florida and have an A. M. Best rating of "A-" or better.

Tab 4: Firm’s Strategy to Utilize Local Businesses (weighted value of 5 points)

Provide detailed documentation regarding the Firm’s strategy to utilize local businesses for past projects. Provide the Firm’s strategy to utilize local businesses for future projects; include specific rationale for your decision to utilize or not utilize local businesses as subcontractors or consultants.

Tab 5: Business Structure (weighted value of 10 points)

Corporation, Joint Venture or Partnership - Submit a copy of records from the Florida Department of State, Division of Corporations, indicating when the corporation organized. Provide corporate number, date and status of the most recent annual report. Firms submitting as joint venture shall submit a copy of the joint venture agreement. If a joint venture or prime/subcontractor arrangement of two (2) firms, indicate how the Work will be distributed between the partners.

Time in Business - Length of time the Firm has been in business under current or any previous name.

Capabilities - Size, resources and capabilities of responding entity.

- a. Organizational structure of business entity for this program (partners, associates, consultants, subcontractors, other participation).
- b. Indicate the depth of staff and capabilities from within the organization that can be drawn upon as needed, to include management, professional, technical and support staff.

Licenses and Certificates – Attach a copy of the Firm’s Business Occupational License and all applicable current State of Florida professional registration license renewals for the Firm’s key professional personnel to be used on the Project. Firm shall be properly registered to practice in the State of Florida with the appropriate state board governing the services offered. The Selection Committee may verify the current status with the appropriate state board. Provide copies of current State of Florida Department of Professional Regulation Construction Industry Licensing Board Certificate of Corporate Authorization indicating the (1) License No., (2) Certificate of Authorization date and (3) designation of professional(s) qualifying the corporation to practice as a Construction Firm.

Tab 6: Experience and Past Performance (weighted value of 35 points)

Firms may submit any information they deem appropriate for evaluation of past contracted performance which have/had scope of services similar to the services required for this Project.

Detail the experience the Firm has providing construction management services for K-12 educational facility projects.

List all contracts the Firm has provided/is providing construction management services in the past five (5) years, for which the services provided by the Firm are similar to the Project Description and Scope of Services detailed in this RFQ. The projects shall be sufficiently comparable so that the District’s Selection Committee may conclude the Firm is familiar with and capable of handling the Project described herein. Preference will be given to projects dealing with K-12 construction of similar size and scope, and to projects that were required to meet the specific High Performance Criteria detailed in the

Project Description and Scope of Services in this RFQ. List contracts in priority order, with the most relevant contract first. For each of the listed contract provide the following information:

1. Contracted name of Owner
2. Owner's representative name, address, email and phone number
3. Identify the Firm's key professionals assigned to the contract
4. Project description and scope of services
5. Construction delivery method
6. Relevance to this RFQ
7. Sustainability certifications, if any
8. High Performance Building certifications, if any
9. Owner's construction budget
10. Negotiated Guaranteed Maximum Price to include all change orders/amendments to the original agreement
11. Final construction value and cost per square foot
12. Indicate the number of change orders on the project and include the following detail:
 - a. Change order increase or decrease amount
 - b. Reason for change order (Owner Requested Changes, Unforeseen Conditions, Design Changes or Building Code Requirements)
13. Contracted substantial and final completion dates
14. Actual substantial and final completion dates (If the project is not complete, indicate the percent complete and whether or not it is on schedule)

Tab 7: Proposed Project Staff and Functions (weighted value of 30 points)

Firm shall express the general and specific project related experience and capability of in-house staff and their functions as they relate to the Project Description, Scope of Services and High Performance Criteria detailed in this RFQ.

Provide a detailed organization chart describing your proposed organizational structure for this Project, indicating key personnel and their relationship to this Project and other team members.

Firm shall name the proposed staff to be assigned to the Project. Describe their job skills, education, training and experience. Portray the role and function of each within the organization. Staff proposed for this Project should be present for interview.

Firm shall provide resumes for all professional staff assigned to the Project. This is the Firm's opportunity to share with the committee the capabilities of the Firm and assigned staff; Include appropriate construction project related detail in the submittal. An example of such detail is listed below.

1. Name and title
2. Job assignment for other projects
3. Number of years with this Firm
4. Number of years with other Firms
5. Project experience (type of project, dollar value, square footage, etc.)
6. Education
7. Active registrations and certifications
8. Other experience and qualifications that are relevant to this Project

If a joint venture, or prime subcontractor arrangement of two (or more) firms, the Firm must indicate how the work shall be distributed between the associated firms. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

Provide the supporting office location(s), address(es), email(s) and telephone number(s).

Tab 8: Project Approach (weighted value of 15 points)

Explain the Firm's approach to project management to include, but not be limited to quality assurance, cost control, and reporting to the Owner's Representative.

1. Present a plan setting forth the approach and program for implementing and carrying-out construction management services to include information management systems, document control, records management, procurement of equipment and supplies, stimulating bidding by and engagement of local trade contractors, project status reporting and project administrative services.
2. Describe the safety program, safety record, and safety litigation record as a contractor and/or construction manager.
3. Describe how the proposed organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.
4. Detail understanding of the Project Description, Scope of Services, High Performance Criteria and the Projected Project Schedule in effort to ensure the success of the Project.

Tab 9: Scheduling Methodology (weighted value of 15 points)

Firm's demonstration of a coherent and specific plan for completing this Project within the project parameters, documenting the services to be provided and showing the interrelationship of all parties. Firm shall describe the scheduling methods, approach and plan for implementing construction management services and a program for construction quality assurance and schedule adherence.

For three of the projects listed in **Tab 6, Experience and Past Performance**, Firm shall draw parallels between these projects and this Project in the following areas:

1. Describe how project schedules are developed and maintained and provide specific examples of scheduling challenges and how they were resolved.
2. Describe the types of records, reports, monitoring systems and information management systems that they use in the management of each project. Provide examples of each report used.
3. Describe the way quality control is maintained during the preconstruction and construction phases of the project. Provide specific examples of how these techniques were used.

4. Describe specific construction management services and how they helped the Client in terms of cost, quality, schedule, safety, etc.

Tab 10: Workload (weighted value of 10 points)

As part of the evaluation criteria, the Selection Committee will review the Firm and its subcontractor current workload provided in the submittal.

Firm shall provide a list of outstanding projects, client names, status of completion, dollars committed on open projects and overall workload with other Owners.

Tab 11: References (non-scored)

Provide a minimum of three (3) reference letters from Owner Representatives for Projects that the Firm has provided / is providing construction management services for public K-12 facilities that are similar in scope to this RFQ. Reference letters shall be current, dated within three (3) years of this solicitation. The reference letter from the Owner Representative must be provided on company letterhead, and include details regarding the Firm's role, level of service provided and how cost competitive the Firm was when negotiating cost proposals. Letters from School District of Volusia County staff shall not be considered. If evaluation data is available, School District staff will provide input on the Firm's past work performance.

Tab 12: Litigation (non-scored)

Identify all litigation in which the Firm has been a party to legal action (including arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a client for claims in excess of \$100,000.00. Include a brief description of the dispute and its current status. Where the action or lawsuit has involved a guaranteed maximum price contract, please describe the particular circumstances giving rise to the dispute and the actions which the Firm took to attempt to settle the matter prior to and after suit being filed.

Describe in detail any projects within the last three years where liquidated damages, penalties, liens, defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, threatened or filed against the Firm.