

RFQ/CONSTRUCTION MANAGEMENT PROFESSIONAL SERVICES
TACOMA SCHOOL DISTRICT PLANNING & CONSTRUCTION DEPARTMENT

**REQUEST FOR QUALIFICATIONS
FOR CONSTRUCTION MANAGEMENT PROFESSIONAL SERVICES**

Part I: Qualifications Information

A. General Information

The Tacoma School District is soliciting **Qualifications** for onsite construction support services to support the project team for the construction of several new school facilities. A majority of the time will be spent onsite. A general description of the project(s) is included in Part I, Section B, and a specific scope of services is included in Part II. Described duties may or may not be inclusive or exhaustive of all services required and may be modified at the sole discretion the Director of Planning and Construction for Tacoma Public Schools.

Construction management firms responding to this Request for Qualifications must submit their responses as specified in (Part I, Section C) and in (Part III) Firms will be selected for interviews based upon the quality of their Qualifications and the results of reference checks.

Qualifications are due by: (April 27, 2015 at 2:00pm)

Qualifications and questions concerning this Request for Qualifications should be addressed to:

**Rob Sawatzky/ Director Planning and Construction
Tacoma School District
3223 So. Union Avenue
Tacoma, WA. 98409
253-571-3350**

Respondents are instructed not to contact School Board members.
Failure to comply with this instruction may result in disqualification.

Tentative Time Schedule as Follows

| | |
|---|----------------------|
| Review and Shortlisting for Interviews | April 28-May 1, 2015 |
| Interview and Final Selection | May 5-8, 2015 |
| Contract Negotiations | May 11-15, 2015 |
| Board Review and Approvals | May 28, 2015 |
| Construction Support Services to Commence | June 1, 2015 |

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B. Vision and Guiding Principals

Academic Excellence, Partnerships, Early Learning and **Safety** are the strategic goals in Tacoma Public Schools. Construction management firms responding to this Request for Qualifications must keep in mind these strategic goals and use them as daily filters for decision making.

- **Academic Excellence**
All students will perform at or above grade level, and we will eliminate disparities among all groups of students.

- **Partnerships**
We will fully engage our parents, community and staff in the education of our children.

- **Early Learning**
We will focus on early assessment and intervention at the Pre-K through third grade levels to ensure early academic success.

- **Safety**
All schools will create and maintain safe learning environments that promote excellent academic achievement.

In addition to these filters, responding firms should become familiar with, embrace and become an integral part of the evolving vision for creating the most innovative, engaging, future proofed, safe and healthy learning/working environments possible. What's best for **Learning**, is what will drive the decisions for the built environment in Tacoma Public Schools.

The more a school is built around present conditions, the less it will adapt to unknown conditions in the future. The traditional educational specification creates a rigorously programmed school. In our experience, most rigorously programmed schools are often obsolete upon opening. We share with you our district vision as an alternative to the traditional educational specification. Our vision expresses an environment where students are continuously challenged, relentlessly supported, and engaged in a way that's safe and healthy. Vision is generic, and generic is adaptive.

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C. **Project Description New Construction and/or Current Modernization**

Project Name(s): SAMI (Science and Math Institute), Arlington ES, Birney ES, Hunt MS, Browns Point ES, Mary Lyon ES, Boze ES, Stewart MS, McCarver ES, Wainwright IS, Grant ES, Downing ES, Small Capital Projects, Other duties and projects as assigned.

CM Schedule: CM Selection:

Pre-Construction Planning:
Cost Management:
Time Management:
Quality Management:
Project/Contract Administration:
Safety Management:
Construction Means and Methods:
Close-Out:

D. **Submittal Requirements**

The Qualifications should be submitted in a bound format with section dividers corresponding to the sections that follow. Respondents are instructed to adhere to this format and to provide one (1) original Qualification and seven (7) copies. The statement of qualifications shall not exceed ten (10) pages of data plus the cover, cover letter and section dividers, (front and back, or twenty sheets of single-sided print).

1. Provide the following information about your firm:
 - Name of firm
 - Address of main office and any branch office
 - Telephone number and fax number for each office
 - Name and title of contact person
 - Names of officers in firm and an organizational chart

2. Provide the following information:
 - An overview of your firm's financial status including bond rating
 - Certificates of Professional Liability Insurance

If your firm is selected for an interview, you will be required to provide a financial statement from your CPA, attesting to your financial solvency.

3. Please provide a brief overview of your firm including the number of years the firm has provided construction management services.
4. Provide a description of the methodology your firm will use to substantiate and document any savings achieved by your participation.
5. Provide a listing of public school construction management projects that your firm has completed within *the past* five- (5) years with a construction value of at least ten (\$10) million. Provide the following information for each project:

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- Name of project
 - Name and location of school district
 - Name, title, and telephone number of school district contact
 - Name, address, telephone number of project architect
 - Project description including size in square feet
 - Number of prime contractors
 - Project schedule including start and completion dates
 - Construction document estimate and actual bid total
 - Final construction costs including change orders
6. Provide a listing of public school projects with a value of at least ten (\$10) million for which your firm is *currently* providing construction management services. Provide the following for each project:
- Name of project
 - Name and address of school district
 - Name, title, and telephone number of school district contact
 - Name, address, telephone number of project architect
 - Project description including size in square feet
 - Number of prime contractors
 - Project schedule including start and completion dates
 - Construction document estimate and actual bid total
 - Final construction costs including change orders
7. Provide an organizational chart of your proposed construction management team for this project. Provide a resume for each member of the proposed team including education, general experience, public school construction experience, and their proposed role in the project.
8. Provide a description of your firm's Quality Assurance Program and submit exhibits related to the program.
9. Describe Your Recent and Relevant Experience with City of Tacoma Planning & Development Services (Permitting and Inspections), the City of Fircrest and Metropolitan Parks Tacoma.
10. Describe Your Recent and Relevant GC/CM Alternative Delivery Experience and Knowledge.
11. Describe Your Multi-Project Approach to Workload Distribution, Cost Efficiency, Document Control and Conflict Resolution.

-End of Part 1-

Part II: Scope of Services

A. Construction Phase-On-Site Work

The Construction Manager will collaborate with the Project team to help expedite and improve the efficiency of the construction process through professional planning and execution of Project activities to address the School District's scope, cost, quality and time requirements. The Construction Manager's overall Project management responsibilities include:

1. On-site Coordination

Provide **onsite** coordination of individual design professionals and contractors. Endeavor to ensure work activities are coordinated with School District functions.

2. On-site Meetings

Assist the Project team in regularly scheduled meetings to address coordination, schedule, costs, and quality of work in progress. Assist the Project team at special meetings with team members, as required, to discuss and resolve Project issues. Ensure that minutes are promptly prepared and distributed.

3. Time Management

Support the Project team by monitoring the Project master and construction schedules and keep the School District informed of progress.

4. Shop Drawings

In collaboration with the project team, monitor and confirm that appropriate procedures are established, implemented and followed for expediting the processing and approval of Shop Drawings, Product Data, Sample and other submittals.

5. Payment Requests

Assist the project team to review and recommend approval of requests for payment, as requested.

6. Quality Management

Support the Project team in quality assurance functions during construction, as requested.

7. Record Drawings

Assist the Project team to endeavor to ensure records are maintained by the Contractor. Assist in a review for completeness of final as-builts.

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8. Record Keeping

Coordinate with the Project team to establish a systematic method for paperwork, such as a management information system.

9. Management reporting

Assistance in keeping the School District and team members informed of construction progress and issues.

10. Photographic inventory

Ongoing high quality photography of site and building development to be used for school district communication and photographic records.

B. Cost Management

The Construction Manager will assist Project team to implement the cost management procedures and help monitor costs through the completion of construction. The Construction Managers role includes:

1. Establish a schedule for values with the Contractor for payments.
2. Establish and implement a change order control system.
3. Collaborate with the Project team to perform independent estimates for change order to determine reasonableness.

C. Time Management

The Construction Manager will assist the Project team to endeavor to ensure that the approved Contractor's construction schedule supports the master schedule and milestone dates. The Construction Manager will coordinate with the Project team to monitor the Contractor and master schedule as follows:

1. At least monthly, review and assess the performance of the Contractor and other team members.
2. Establish a systematic procedure for gathering and analyzing the progress of the Project.
3. Establish a regular schedule of Project meetings and require that each team member bring all the necessary schedule status information.
4. Prepare a narrative report the School District on the status of the overall Project. Address progress to date and those areas or activities having problems or requiring management attentions, and pay particular attention to the critical path and near critical path activities.
5. Clearly documented and maintained time extension requests and time extensions granted, pending, and denied.
6. Prepare independent time impact analysis to substantiate time changes for critical path activities.
7. As necessary, recommend recovery of lost time or time delays and develop a recovery schedule with the Contractor.
8. In the event of Project claims, prepare reports and supporting information to resolve the dispute or defend against the claim. Upon request, make specific

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recommendations and work with the School District and legal counsel to resolve the claim.

D. Quality Management

The Construction Manager will assist the Project team in assuring that construction is completed in accordance with the requirements of the contract documents and will obtain documentation to verify that such compliance was achieved and make recommendations to the School District. The major elements of the construction phase quality management plan are.

- Construction Planning and Scheduling
- Coordinate Inspection and Testing
- Reports and record keeping
- Control of changes in the work
- Document control and distribution
- Nonconforming and deficient work
- Final review, documentation and punch list work completion
- Occupancy
- Substantial and final completion
- Final acceptance.

E. Project/Contract Administration

The Construction Manager will assist the Project team in assuring that documentary evidence of proper contract implementation is managed, maintained, and focused upon fulfilling the scope, cost quality, and time requirements for the Project.

Preconstruction orientation conference. The Project Manager will assist the Project team to organize a meeting with the successful Contractor to review administrative and other reporting procedures required as well as introduce the design team and other team members and explain their Project role. The Project Manager will participate in any formal partnering process established by the School District.

Project Site Meetings. The Construction Manager will assist Project team to organize, conduct, and record regularly scheduled meetings involving the Construction Manager, the Contractors supervisory personnel, the Architect, and appropriate School District Personnel. The purpose of the meetings is to:

- Review progress and discuss short-term and long range plans for Contractor.
- Discuss and resolve scheduling/coordination problems.
- Obtain answers and clarifications to any questions.
- Review and resolve monthly payment requests, specifically noting concurrence

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with the Architect on the Contractors invoices. Ensure proper format and documentation is submitted.

- Coordinate long-lead procurements.
- Resolve any other issues brought to the Project team.

Contract document procedures. The Construction Manager will assist the Project team to establish systems for receiving, handling, and distributing the following.

- Contract documents
- Contractor requests for information
- Change orders and construction change directives
- Submittals- receipt and approvals
- Unforeseen conditions
- Claims
- Meeting minutes
- Project Reports
- Daily field reports
- Payment requests and payment reports
- Photographs
- Cash flow projections
- Cost summary reports
- Schedule variance reports
- Special record keeping
- As-built drawings

F. Construction Means and Methods

Neither the professional activities for the Construction Manager, nor the presence of the Project Manager or its employees at a construction/project site, shall impose any duty on the Construction Manager with regard to construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations as such duties the responsibility for the Contractor.

G. Commissioning and Close-Out Phase

Construction Management. The Construction Manager will assist the Project team to manage an effective commissioning and start-up program, endeavor to ensure punch work items are completed, schedule and participate in the occupancy permit process, and close out all Project contracts.

Cost Management. The Construction Manager will assist the Project team to summarize the total Project cost in a final report, listing all change orders and identifying any unresolved issues that may have a cost impact.

Project/Contract Administration. To assist the Project team to endeavor to ensure satisfactory facility use/occupancy, the Construction Manager will assist the Project team to perform the following activities related to administration.

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- Maintenance manuals and operating procedures are obtained, indexed, and organized for future maintenance
- Spare parts and warranties are reviewed for contract compliance and safely archived
- Final permits are obtained and meet agency requirements
- Move-in plan established
- Installation and setup of fixtures, furniture and equipment
- Training of the School District staff in building functionality and maintenance
- Start-up of major equipment and confirmation of performance is verified
- Punch list items corrected
- Final payment conditions met
- Contract close-out
- Close-out reports prepared
- Warranty submitted
- Contractor/subcontractor evaluation completed and submitted to OSPI

-End of Part II -