

SALIDA SCHOOL DISTRICT R-32-J



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Developing World Class Citizens

310 East 9th Street, Salida, Colorado 81201
Phone (719) 530-5200 Fax (719) 539-6220

REQUEST FOR QUALIFICATIONS & PROPOSAL FOR OWNER'S REPRESENTATIVE

Please review this Request for Qualifications & Proposal (RFQ/P) and follow these guidelines to be considered for Service Provider for Salida R-32-J School District (Owner). The selection process will consist of this RFQ/P, possibly followed by Oral Interviews.

PROJECT:

**Salida Middle School Roof
Salida, Colorado**

TIMELINE & PROPOSAL GENERAL REQUIREMENTS:

- March 19, 2010: Issue Request for Qualifications and Proposal for Service Provider
- April 5, 2010: Clarification deadline for questions from applicants
- April 6, 2010: Responses due from candidates
- April 13, 2010: Optional oral interviews for three short-listed candidates (5:00 PM, 310 E. 9th Street, Salida, CO)
- April 13, 2010: Selection of successful candidate
- April 14, 2010: Team kick-off meeting

Prospective consultants must submit one original and seven (7) copies of proposals in a sealed envelope clearly identifying that this is a response to this RFQ/P, addressed to:

Superintendent
Salida R-32-J School District
310 E. 9th Street Salida, Colorado 81201

As well as electronically to (wsneddon@salida.k12.co.us).

Consultants must include as part of their response a sealed envelope with their proposed fee. See COST PROPOSAL section.

Owner shall accept delivery of proposals **no later than: April 12, 2010 at 4:00pm.**

All official communication with Applicants and questions regarding this RFQ/P will be via email or fax to **Owner Contact:** Walt Sneddon (same address). All interested Applicants should provide notification to Owner Contact prior to clarification deadline.

Applicants may make written email or fax inquiries concerning this RFQ/P to obtain a clarification of requirements or to ask questions. **No inquiries will be accepted after the clarification deadline as indicated in the above timeline.**

All Applicant inquiries will be responded to at the same time which will be after the "Clarification Deadline". Responses will be provided to Applicants that have provided notification to the Owner Contact and/or who requested clarification or provided questions. Applicants should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. **Applicants should not contact any team members or any individual associated with the Owner or Colorado Department of Education (CDE) regarding this RFQ/P or this project.**

PROJECT BACKGROUND

Replace the existing roof structure at Salida Middle School.

SCOPE OF SERVICES

The purpose of this RFQ/P is to solicit & qualify proposals to establish a contract with a Service Provider for:

Owner Representative – Qualified Owner Representative Consultant to partner with both Grantee and CDE and to provide services for the pre-construction and construction of K-12 Schools . The Owner's Representative will be designated as the official representative of the Owner. They will work with the Owner's best interests in mind. The Owner's representatives should have experience in both design and construction, using their experiences to solve problems and offer solutions. The owner's rep will control the overall coordination effort between the design team members. During construction they will spend significant time on the construction site to recognizing and solving conflicts. When complicated issues arise, the owner's rep will explore all of the options, condense the information, and provide the owner with options, along with a recommended course of action.

APPLICANT INFORMATION, EXPERIENCE & QUALIFICATIONS

Describe your relevant experiences and demonstrated success with the types of projects described in the RFQ/P document and services provided. Prospective consultants should provide the following information:

- Name of company
 - Address
 - Phone number
 - Fax number
 - Website
- Contact person
 - Direct phone number
 - Email address
- Signature
- Printed name, Date
- Was written clarification received?
- Provide references for projects of similar scope and size if available;
- Provide description of any lawsuits or claims including status and resolutions;
- Provide narrative describing understanding of this project and how the project would be managed;
- Provide resumes for proposed project members;

- Demonstrate understanding of the Owner, its organization and leadership;
- Demonstrate understanding of CDE Division of Public School Capital Construction Assistance Grants.
- Expertise and experience completing educational projects;
- Qualifications of consultant's team and professionals;
- Knowledgeable in some or all disciplines including architectural design, structural engineering, mechanical engineering, electrical engineering, civil engineering, high performance energy design (passive and active solar), roof design and maintenance, construction cost estimating, facility management and maintenance, information technology (word, excel, accounting);
- Capability of consultant's legal oversight;
- Capability of consultant's construction oversight;
- Capability of consultant's accounting oversight;
- Capability of consultant's administrative oversight and interpersonal skills;
- Capability of consultant's ability to organize and meet schedules;
- Consultant's ability to demonstrate outstanding project organization, responsibilities, team experience, areas of experience;
- Approach to bond initiatives in Colorado Public Schools;
- Knowledge of LEED & CO-CHPS criteria and program requirements;
- Approach/understanding of BEST, its organization and leadership;
- Approach to working in the geographical location of the project;
- Team synergy and past performance;
- Team experience and responsibility;
- Construction responsibilities;
- Project organization and responsibilities;
- Areas of experience and responsibility;
- Administrative oversight and interpersonal skills;
- Ability to organize and meet schedules;
- Overall understanding of the project;
- Understanding of natural and renewable building materials;
- Approach to working with local labor;
- Applicant's proposal for the overall cost of services, however an applicant's overall experience and capability may be weighed more strongly in the final evaluation than a cost comparison;

- Preconstruction fee;
- Construction fee.

COST PROPOSAL

Each application shall provide a separate proposal for the cost to perform the scope of work and including itemized cost/reimbursable as well as hourly rates, and documentation supporting their expenses as described in this RFQ/P. The cost proposal shall be included in a separately sealed envelope marked "Applicant's Cost Proposal" and shall be enclosed in the proposal package. **Only one cost proposal in a sealed envelope is required for each Applicant.** The Applicant's Cost Proposal will be opened after all the Technical Proposals are reviewed, in order that the technical proposal can be evaluated without consideration of the price.

SELECTION CRITERIA

Award Methodology

Proposals will be evaluated and ranked in accordance with the evaluation factors stated in this section.

Failure of the Applicant to provide any information requested in this RFQ/P may result in disqualification of their proposal. The responsibility to provide all information requested belongs to the Applicant.

A Decision Memorandum will document the basis for the award decision.

Applicants should not assume that they will have an opportunity for oral presentations or revisions of proposals. Applicants should submit their fullest and most thought-out proposal as their initial proposal. If the award is not able to be made on the basis of initial proposals, then the Applicants in the competitive range (those most responsive to the requirements) may be asked to make an oral presentation. An oral presentation would be held for the purpose of clarifying and ensuring a full understanding of solicitation requirements.

If proposal revisions are permitted after oral presentations and discussions, a date will be established in writing for submission of final offers. Applicants will not be provided an opportunity for comprehensive proposal revisions.

Evaluation Factors

Proposals will be ranked using the criteria below. Ratings shall be based on the Owner's assessment of the adequacy of the Applicant's experience and ability to meet the requirements of the RFQ/P.

An Applicant's overall experience and capability may be weighed more strongly in the final evaluation than a cost comparison to other Applicants.

The RFQ/P will be numerically evaluated on the following point system. The scores of the evaluation committee will be added together, and the applicant with the highest score will be selected.

<u>Proposal Evaluation Criteria</u>	<u>Points</u>
Ability to Meet Timeline	
Scope of Services	
Experience & Qualifications	
Past Performance Experience/Budget/References/Timeline	
Fees	
Board Interview	
Total Points Possible	

Qualifications and proposals must be accurate and complete.

Acceptance and Rejection:

The Owner reserves the right to select any or reject any and all proposals in their best interest. The Owner also reserves the right to pre-qualify any or all proposers or reject any or all proposers as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. The Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

OWNER'S STANDARD LANGUAGE:

The Salida Board of Directors has adopted a policy that provides for preference points for local vendors and service providers. It allows the use of a Local Contractor Preference Factor (LCP) such that:

- Bids up to and including \$1,000,000 may receive an allowance of up to 5%
- Bids above \$1,000,000 may receive an allowance of up to 3%.

For the complete language of the policy, see policy DJF in the board policy section of the school district's web site: www.salida.k12.co.us, [Added by District IT Dept.: Click on "Board of Education Key Documents" and look for the link to Colorado Association of School Boards (CASB) Web site, or go directly to: <http://www.casb.org>. To access these policies on the CASB site, click on *Services -->Policy Services-->Online Policy Solutions-->Option 2*. Then scroll down the page to view the district's policies.]