

HUMBOLDT COUNTY SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

12/19/2008

“OWNER’S REPRESENTATIVE/BOND PROJECTS MANGER”

REGARDING SELECTED BOND 2008 CONSTRUCTION PROJECTS

PROJECT OVERVIEW

A. INTRODUCTION

The Humboldt County School District (District) has secured funding for creating safer and more efficient schools by replacing, improving, acquiring, constructing and equipping school facilities. To assist in this effort, the District intends to secure the services of an “Owner’s Representative/Bond Projects Manager.”

B. PROGRAM DESCRIPTION:

The Bond 2008 projects include but are not limited to: general infrastructure improvements to mechanical, electrical, plumbing and communication systems. ADA compliance deficiencies will be addressed as feasible. Energy conservation measures (ECM’s) will be identified and considered in the prioritization of the bond projects. Prioritization categories, in descending order, include: 1) Life Safety/Accessibility or Liability Concern Improvements, 2) Code Compliance Improvements, 3) Building Systems/Energy Efficient Improvements, 4) Site/Building Functional Improvements, 5) Appearance Improvements. The District may award construction contracts based on competitive bids in accordance with NRS 332 or other construction delivery systems as provided in Nevada Revised Statutes. The District may use District personnel to accomplish some of the work. Sequencing of the work is dependent on availability of funds. However, the funds for the first phase of projects are available and the District desires to complete identified projects by August of 2009. The total funds available for this phase are identified as \$2.95 million dollars.

In general the District is seeking the services of an Owner's Representative/Bond Projects Manager to perform the following duties and functions:

1. To be an integral part of the bond management, oversee and direct the design and construction team, representing the Owner in all matters and functions related to the management of the Bond Projects.
2. Facilitate and represent the Owner as requested at School Board of Trustees meetings and provide ongoing information to the Bond Oversight Committee meetings.
3. The Owner's Representative/Bond Projects Manager will perform the work detailed in the following "Owner's Representative/Bond 2008 Manager" list of services:

“OWNER’S REPRESENTATIVE/BOND 2008 MANAGER”
LIST OF REQUIRED SERVICES

- Assist and guide the District in the selection of all Bond Design Team members including but not limited to the Architect, Structural, Mechanical, Plumbing and Electrical Engineers, Civil and Geotechnical Engineering, and Environmental/Hazardous Materials consultants as required.
- Coordination of the overall design team, negotiates, review/approve consultant contracts and billings where necessary or requested by Owner.
- Help prepare/review overall cost spreadsheet – including construction costs and soft costs working with owner, helping to ensure that all items are budgeted correctly. This needs to be an on-going process in keeping individual project budgets that wrap into the overall costs so the final budget will not be exceeded.
- Prepare/review with Owner, the preliminary Bond management schedule and maintain/update as necessary to ensure the Bond Management/Construction Team is working diligently to maintain the Owner's schedule and goals.

Required Services, continued:

- Organize and control the entire pre-construction operation – coordinating with the owner, design consultants and all applicable Agency approvals. This includes up-dating budgets, value engineering and constructability reviews.
- Schedule and facilitate design meetings and provide/maintain/review design meeting notes with levels of responsibility and who is working on what.
- Review and make recommendations to the Owner for appropriate action, the conditions and terms of all construction contracts. Help prepare the actual contract and make sure the necessary exhibits become part of the contract, including unit costs when applicable, hourly rates for the contractor and major subcontractors to use in change order approvals, construction schedule and other critical components.
- Review building commissioning processes as required
- Review and facilitate Owner required safety management processes
- Review and represent Owners goals regarding sustainability (LEED) certification efforts
- Manage on behalf of the Owner, move out/in logistics
- Attend construction meetings on a weekly/bi-weekly basis to ensure that the project remains on schedule, all design questions and Owner related questions are being addressed.
- Review and make appropriate recommendations to Owner, all billings, change order requests and any lost day requests to the critical path.
- Ensure that all necessary parties are getting the information needed to maintain the established schedules.
- Prepare and evaluate change orders requested by the District, which do not require the review of the Architect.
- Review RFI's, etc. from contractors and consult with the Design Team members on questions that arise during the contract concerning the plans or technical specifications.
- Document any variations in the construction from the Contract requirements for recommendations on approval of change orders, and promptly notify the District of such.
- Represent the Owner's interest in the preparation of the final punch list for the project.

Required services, continued

- Prepare and maintain a log of all pertinent events that occur during the contract which includes but is not limited to discussions with the sub-contractors, work progress, construction methods, materials compliance test results, contract delays caused by weather or other factors and any other event or factor which could result in a contract claim by the sub-contractors.
- Promptly advise the District of any potential claims that may arise during construction.
- Assist/represent the District regarding the disposition of claims or actions related to project design or construction.

QUALIFICATIONS PROPOSAL PREPARATION AND EVALUATION

A. QUALIFICATIONS PROPOSAL REQUIREMENTS

The Owner's Representative/Bond 2008 Manager qualification proposal shall be organized in the following manner to include:

- I. Executive Summary
- II. Management Approach
- III. Bond Management (publically funded) Qualifications

I. Executive Summary:

A concise narrative describing the approach to the services to be provided and demonstrated capabilities from similar Public funded projects.

II. Management Approach:

A summary indicating the key issues, problems and unique aspects pertinent to the management of the project.

Qualifications, continued

III. Bond Management (publically funded) Qualifications:

A description of previous “publically funded” management projects, a list of references and information regarding the firms or individuals capabilities. The latter should include a summary of:

- a. Similar oversight and/or management for public school projects.
- b. Experience involving claims avoidance and resolution.
- c. Familiarity with Nevada Revised Statutes pertaining to Public Works Construction.

1. Home Office Support:

A summary that includes the location and relationship to the activities provided at this locale, which will facilitate your firm’s management services.

2. Deliverables:

The Consultant will essentially provide program management expertise necessary for the completion of the various projects. Included in this section should be a discussion of how the following will be organized and accomplished during the course of the contract:

a. Reporting

The Consultant will be required to provide monthly progress reports which summarize the progress of the project and any significant problems.

- b. Any other work such as estimating, scheduling, inspection and claims analysis.

B: SELECTION PROCESS - EVALUATION CRITERIA:

A selection committee will review all submitted qualification proposals. The information provided in your qualification proposal will be the basis for selecting the most qualified consultant. The criteria for selection will be determined from the following general areas:

- a. A demonstrated understanding of issues, objectives, and scope of work to be provided.
- b. Demonstrated abilities and experiences.
- c. Familiarity and experience with School District operations and processes.

The selection committee will invite the most qualified individual/firms to give an oral presentation and to provide additional information, which supports and amplifies the written qualification proposal. The oral presentation will be based upon the firm's ability to meet all the project management services listed.

The selection committee will determine based upon the oral presentation and written qualification proposal of the most qualified firms, the best-qualified firm with whom the District will attempt to negotiate a professional services contract.

Schedule for Selection Of Owner's Representative/Bond 2008 Manager

- RFQ's due before 2pm, January 5th, 2008 (Request for Qualifications received after this time and date will not be accepted) in the office of:
David Jensen, Assistant Superintendent
Humboldt County School District
310 E. Fourth Street
Winnemucca, Nevada 89455
- Invitations for interviews sent out to "most Qualified" firms/individual - on or around January 12, 2009
- Interviews conducted – on or around January 20, 2009
- Recommendation for Owner's Representative taken to School Board of Trustees January 27, 2009