

**RIM OF THE WORLD UNIFIED SCHOOL DISTRICT
REQUEST FOR QUALIFICATION**

**CONSTRUCTION MANAGEMENT SERVICES
RFQ #17-18-001**

The RIM OF THE WORLD UNIFIED SCHOOL DISTRICT (The District) is requesting Statements of Qualifications from Construction Management firms for the Construction and Modernization projects. The District is planning Modernization and miscellaneous Construction projects.

Statements of Qualification (SOQ) in response to this RFQ# 17-18-001 must be received by **1:00 pm on 4/5/18** at the District Office, RIM OF THE WORLD UNIFIED SCHOOL DISTRICT, 27315 North Bay Road, Blue Jay CA 92317.

RFQ packet is available through the District website at:
<https://www.rimsd.k12.ca.us/Page/154>

A. BACKGROUND

Rim of the World Unified School District is located in the San Bernardino Mountains, located in the eastern Inland Empire region of San Bernardino County. Rim of the World U.S.D. spans 110 square miles and serves 11 communities. The elevation between the boundaries ranges from 4,700 to 7,200 feet.

Rim of the World Unified School District was established June 21, 1954 and currently includes three Elementary Schools (TK-5), one Intermediate School (grades 6-8), one High School, and one Continuation High School. The District's enrollment is approximately 3,300 students.

B. OVERVIEW

The goal is to find a construction management services for future Modernization projects. The modernization has an anticipated budget of four million (\$4,000,000.00)

The District anticipates hiring the firm on **4/26/18** and the total project duration for the delivery of services is estimated to be **three (3) years**. The District requests that firms responding to this RFQ base your fee structure on the above timelines.

C. SELECTION PROCESS

The selection process will include an evaluation of proposals, and, if the District chooses, an interview with select firms.

The District assumes no responsibility for costs related to the preparation of proposals or

submittals. The District's Selection Committee will evaluate and rank proposals and at the District's discretion, invite firms to an interview. The interview will be held with the intended purpose of introducing those Firms to the District's primary contacts and provide information about the expectations required of the selected Firm. However, the District reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information supplied in the Statements of Qualifications. -

D. BASIC SERVICES

Phases of Service will include, but not limited to assist the District with project programming, developing cost estimates and value engineering, providing specifications and bid documents, conducting public bidding for modernization projects, prepare and administer contracts. The selected firm will also manage site operations, coordinate inspections and manage warranties for projects, produce O&M manuals and other documents for the projects. Review and approve progress and final payments, provide records of retention and assist in closing out the various contracts.

E. RESPONSE REQUIREMENTS

The District intends to select a Firm that has demonstrated significant experience in public education facilities of similar size, scope and complexity. In order to be considered for selection, the response to this RFQ shall provide the information necessary for the evaluation of your Firm/Team.

The selected firm must submit a and Non-Collusion Declaration and Certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency.

The information below describes the criteria that will affect the selection committee's decision. Statements of Qualifications must respond to each item listed below and follow the prescribed format. Limit response information to 25 pages and include relevant information only.

1. Cover Letter:

Provide a cover letter expressing interest, availability to provide services and a summary of the Firm's qualifications.

2. Firm Profile:

Provide a brief description of your firm's history, firm size, financial resources, office location(s), contact numbers and your Firm's capabilities to perform Construction Management services.

3. Experience:

Describe the Firm's experience with projects of similar size and complexity. Highlight three projects within the past 10 years that demonstrate the Firm's experience and ability to complete the services; List your firm's current projects including name, contract amounts and completion dates.

4. Staffing Plan

Explain your firm's staffing plan and the role they will play during this project. Include individual's qualifications and project experience. Describe each team member's experience with projects of similar size and complexity. Please include all applicable qualifications, licenses, certifications, etc.

5. Project Approach, Methodology and Philosophy:

Describe your approach, methodology and philosophy in implementing this project.

6. **Fee Proposal.**

Submit within the submission packet.

7. References

Provide references and contact information for three (3) Architectural and/or Engineering Firms that have been employed on projects where your firm has been the project manager.

8. Additional Information:

Provide any additional information or suggestions you believe would assist the District in consideration of your Firm for this project.

F. SUBMITTAL REQUIREMENTS

The individual or official of the Firm who has the authority to bind the Firm contractually must sign Proposal.

Interested Firms should submit five (5) copies of their bound proposal, including one original with original signatures, by the due date. Proposals should be clearly labeled (UPS/FED-EX):

“RFQ 17-18-001, Construction Management Services”.

Attn: Jenny Haberlin, Chief Business Official
Rim of the World Unified School District
27315 North Bay Rd, Blue Jay, CA 92317

Proposer submitting a response to this RFQ agrees that its proposal shall be irrevocable for ninety (90) days after the proposal due date. All submittals become the property of the District.

G. BASIS OF AWARD AND RFQ MODIFICATION

The RFQs will be evaluated based on each Firm's qualifications, relevant experience with similar work, and location. This Request for Qualifications does not commit the District to awarding a Contract, to paying any costs incurred in the preparation of the

submittal for this request, or to procuring or contracting for services. The District reserves the right to cancel in whole or in part this RFQ, to reject any and all submittals, to accept the Firm it considers most favorable to the District's interest in its sole discretion, and to waive irregularities or informalities in any submittal. The District also reserves the right to reject all submissions and seek new submissions when such procedure is considered by it to be in the best interest of the District. The District further reserves the right to withdraw, modify or discontinue this RFQ process at any time. If one of these events should occur, participating candidates will be notified as soon as practically possible. The District may at its option revise the schedule of events or anticipated date of award or may request further information from any Firm.

H. AGREEMENT

The Firm selected by the District to perform the services will be required to execute an Agreement for Professional Services (Agreement) with the ROWUSD. Attention will be directed at the time of contract negotiation to the types and amounts of insurance that the selected firm will be required to maintain.

I. FEE

District reserves the right to negotiate all fees. Fees will be negotiated following the tentative selection of a Firm to perform Services on the project. If fee negotiations with that Firm are not successful, and/or the fees discussed are outside the budgetary constraints for the project, the District reserves the right to suspend negotiations with that Firm and proceed to negotiate with another Firm or re-issue the Request for Qualification (RFQ).

J. CONFIDENTIALITY

The California Public Records Act (Cal. Govt. Code Sections 6250, et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between the District and Proposer shall be available to the public.

If the Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the District withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal or Bid as confidential. Additionally, Proposer may not designate its Price Proposal or other Proposal Forms as confidential.

If Proposer requests that District withhold from disclosure information identified as confidential and District complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless District from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Proposer information), and pay any and all cost and expenses related to withholding Proposer information. Proposer shall not

make a claim, sue or maintain any legal action against District or its directors, officers, employees or agents in connection with the withholding from disclosure of Proposer information.

If the Proposer does not request that the District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without liability to the District.

K. INQUIRIES

Questions to this RFQ and requests for information will be accepted until 01:00 P.M. on 3/29/18 and should be sent the Chief Business Official, via e-mail address: Jenny_haberlin@rimsd.k12.ca.us.

NON-COLLUSION DECLARATION

I am the _____ of _____
(Title) (Name of Bidder)

The party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct and that this declaration if executed on this

(Date)

Signature

(Print Name and Title)