

**Request for Qualifications
for Owner's Representative
For DeSmet Elementary K-8 Bond Project**

Completed Response Due Date: 4:00 PM MST December 5th, 2019.

Delivery Requirements: Deliver 1 electronic copy + 1 original and 5 copies to:

Matthew Driessen, Principal
406-549-4994
mdriessen@desmetschool.org

DeSmet School District (“District”) seeks to immediately engage the services of an individual or firm to act as the Owner’s Representative to manage, on behalf of the District, all aspects of design and construction for the successful completion of: A new gymnasium building, 6-8 new classrooms, new kitchen and dining area, renovation and expansion to the existing library, demolition of the existing kitchen and gym building and site & utility improvements in a phased manner to minimize the disruption of school operations.

The District hired Gavin-Hanks Architecture to perform the pre-bond design; however, the OCR shall assist the District in selecting the design firm for the post-bond design and construction administration work, as well as other District hired professional services as needed.

A sealed envelope that is prominently marked “Request for Qualifications, Owners’ Representative, “K-8 Facility Bond Project” containing one original and five copies plus one electronic copy (USB flash drive or CD Rom in PDF) of a proposal meeting all criteria listed in this document must be received at the DeSmet School District, 6355 Padre Ln, Missoula, MT 59808 by **4:00 PM MST, December 5, 2019**. Late, faxed, or emailed copies will not be accepted for consideration. It shall be the responsibility of the firm submitting the proposal to ensure that it has been properly received by the deadline. If a proposal is not legible, the District has the discretion determine that the proposal is non-responsive.

Each proposing firm shall submit a proposal that is signed in ink by an authorized individual or officer of the firm submitting the response and no proposals shall be withdrawn for a period of 90 days after receipt. In order to control information disseminated regarding this RFQ, firms are **not** to make personal contact with the Board of Trustees and/or any District Employees with exception of the person listed above.

All submitted items will become property of the District and the District reserves the right to make use of any or all information it contains or reject any or all proposals, information in the proposal will become public property and subject to disclosure laws.

All costs associated with the preparation or submission of the proposal for this RFQ are solely the responsibility of the candidates.

The District may, for good cause, reject any or all proposals and to rescind the award of any contract at any time before the execution of said contract by all parties with no liability against the District.

Project Team

The Project Team will be developed in three main groups:

- 1) Owner: DeSmet School District, represented by the Board of Trustees and Administration. Assisted by the Owner’s Representative.
- 2) The Designers: Architects, Engineers and any other specialized design disciplines.

- 3) The Constructors: The Owner's Representative will assist the District in making the decision on how best to design the construction scenario, and will provide guidance in soliciting and selecting the Constructors.

The preferred individual or firm should possess the following:

- A minimum of 10 years of field experience in a construction-related field on projects with construction costs in excess of \$6,000,000 or a Bachelor's Degree in Engineering, Architecture, or Construction Technology.
- Demonstrated ability to professionally represent the District's interests in all phases of the project, management, construction, inspection, and acceptance.
- Strong verbal and written communication skills.
- An ability to promote an honest, effective working environment among all parties involved in the project.
- Experience with the design and construction process, construction practices, and materials, preferably with school projects.
- A working knowledge of building systems, codes, and regulatory requirements.
- A working knowledge of Montana laws on public contracts, bidding, and procurement methods, including but not limited to alternate project delivery methods.
- Experience with construction and architectural contracts, their modifications, and the working relationships between them.
- Experience managing a project budget and schedule.
- Ability to develop creative and cost effective solutions to problems.
- Ability to work with a publicly funded board, including making public presentations to and for the Board.
- Working knowledge in some or all disciplines including architectural design, structural engineering, mechanical engineering, electrical engineering, civil engineering, construction cost estimating, facility management and maintenance, information technology (word, excel, accounting).
- This project requires the Candidate to carry, at minimum, general liability insurance (\$2,000,000), professional liability insurance (\$2,000,000) and workers compensation according to Montana law.

Duties shall include, but are not limited to:

- Review and provide a written assessment of the District's project information, including the preliminary conceptual plan options and cost projections.
- Review and provide a written assessment of the District's project budget.
- Design and monitor project delivery methodology.
- Develop, monitor, and update the overall project schedule.
- Provide agendas for, organize, coordinate, and provide minutes for regular facility committee meetings and all other related meetings.
- Provide guidance on selecting the design team, including engineers and special consultants. Coordinate negotiations on appropriate fees and scope of work with the design team.
- Provide guidance and input on selecting the construction team.
- Function as communication liaison between all parties. Provide written record of all substantive project communications and actions.
- Provide guidance to District on construction-related issues such as Change Orders, schedule adjustments, and other items that may develop during the course of the project.
- Coordinate, with the design team, the permitting process through local and state jurisdictions.

- Represent the District’s interests in all matters pertaining to the design, permitting, bidding, inspection, and construction of the proposed facilities and enhancements.
- Provide and catalog a photo-documented digital record of key construction related activities.
- Produce, update, and provide to the District a complete project file.
- Provide regular updates to the School Board of Trustees including attending trustee meetings.
- Provide project closeout coordination, including one-year warranty inspection.
- Attend public meetings as needed and/or required by the District. Speak and make presentations on behalf of the project.
- Both parties may agree upon other duties.
- Generally protect the District’s interests during the course of the project.

Tentative Project Schedule

PROPOSAL AND AWARD TIMELINE:	
November 20, 2019	RFQ issued
December 5, 2019	RFQ Proposals due at 4:00 PM
December 6, 2019	Proposals submitted to be reviewed and scored by Board of Trustees
December 9, 2019	Interviews (if determined to be necessary)
December 11, 2019	Approval of Owners’ Representative by Board of Trustees

Instructions to Interested Proposers

Interested individuals or firms must submit a Response that conforms to the following:

1. Is signed by an officer or principal of your business organization.
2. Is contained in a document not to exceed a total of twenty-five (25) single side, standard size (8 1/2” x 11”) pages in length, single sided, minimum 11-point font. This page limit is inclusive of all information, pictures, charts, graphs, tables, and text the proposer deems appropriate to be part of the review of the firm's qualifications. A transmittal letter and front and back cover pages are exempted from the page limit.
3. Proposers shall provide one (1) original, **clearly marked ORIGINAL on the cover**, and five (5) bound copies of its response and one electronic copy. Divider sheets, void of specifics related to the proposal content and evaluation, are required for each of the required components. Divider sheets will not be included in the page count. Facsimile or e-mailed transmissions will not be accepted.

Content of Submissions

1. General Information

Provide a company or individual profile including principal areas of expertise and experience providing owner's representative services. Include an organizational chart depicting the management of the firm's organization and its relationship to any other business entity. Proposals should include the following information:

- Date, state and type of business organization (close, general, or S corporation; LLC or PLLC; sole proprietorship)
- Names of Owners, Principals, and/or Officers
- The name, title, e-mail address, mailing address, fax and telephone number of the officer authorized to represent the consultant in any correspondence, negotiations, and sign any contract that may result.
- Any civil or criminal claims, judgments, or suits within the last ten (10) years.
- Disclosure of any disciplinary actions on any previous projects, if any.

2. Project Approach

Describe your recommended and/or alternative approaches to delivering owner's representation services, including the following:

- Describe those services that your firm may or proposes to provide as an owner representative for the project.
- Describe any resources that your firm would use or provide in serving as an owner representative.
- Describe how you will use information technology in the performance of project duties.
- Describe how you will manage the project budget, schedule, and scope.
- Describe how you will ensure quality control.

When appropriate include the number of meetings, site visits, etc., and any other pertinent descriptions that clearly identify services included in the proposal.

3. Staffing Proposal

Provide a staffing proposal including a narrative description, organizational chart of the proposed team and resumes of key personnel. Proposals should include the following information:

- Identification of key personnel to be utilized for the project.
- Key personnel's resumes including name, title, education, experience, references, professional affiliations certifications, licenses, and registrations.
- Describe the roles and responsibilities of the key personnel in your staffing proposal.
- Number of hours of key personnel to be devoted to the project (in the aggregate, by week or by month).
- Key personnel's current assignments and the percentage of their time each will devote to each assignment if selected for this project.
- Key personnel's office location(s).
- Identify any external sub-consultants and describe their roles and responsibilities with the Project Team.

4. Similar Project Experience & References

Describe the firm's current and recent experience serving as an owner representative on similar projects. Proposals should include the following information:

- Brief description of **no less than three or more than six** recent similar projects where the firm provided owner representative or similar services, including the owner, project delivery methods, architect owner reference including name, title, phone number, contractor reference including name, title, phone number, and email address.
- Provide a list of all school projects completed or begun within the last 10 years with contact information and a brief project description.

5. References/Letters of Recommendations from previous relevant experience with similar projects.

Owner's Representative Compensation

Compensation for the successful candidate(s) will be negotiated on a fair basis in conformance with normal industry standards.

Selection Process

Depending on the number and quality of submittals received, the District may conduct interviews of selected candidates or may choose to make the selection of the preferred Owner's Representative candidate based on the submittal information alone.

After interviews numeric scores will rank the candidates, and the District will begin contract negotiations with the preferred candidate. If negotiations are successful the other candidates will be informed immediately. If the negotiations with the preferred candidate are unsuccessful negotiations will be formally terminated by the District and started anew with the second ranked finalist, and thus until a suitable agreement can be reached.

The District reserves the right to accept or reject any or all responses to the Request for Qualifications.

Candidate Assessment Scoring

Selection Criteria	Max Points Possible
1. RFQ: How complete were the RFQ Responses? Was the RFQ well organized, with complete information responding to all of the submittal criteria?	10 Points
2. Experience and Qualifications: Provided a comprehensive package which highlight experience with key personnel who will staff the project. Previous experience as Owner's Representative with similar projects. Experience with governmental agencies with jurisdiction.	30 points
3. Scope of Services: Candidate(s) has affirmed each of the District's requirements and expectations for this project and demonstrates a clear understanding of the District's project and a clear direction toward completing scope of work.	15 Points
4. Subjective Fit: How well does the candidate(s) understand the district goals and mission? General approach, concepts of moving forward.	30 points
5. References: Candidate has provided a comprehensive project list with contact	15 Points

information for projects completed over the last ten years.	
Total Points	100 Points

Selection of the successful firm will be entirely at the discretion of the District, and the District reserves the right to waive minor irregularities in the selection process and to reject any and all proposals.

This RFQ shall not commit the District to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The District reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the District's best interest to do so. By offering to perform services under this procurement, proposers agree to be bound by the laws of the State of Montana, including but not limited to: applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, safety, etc.

End of This RFQ