



Providing recreation opportunities through:

The Meridian Community Swimming Pool
Fuller Park and
Settlers Village Neighborhood Park

REQUEST FOR QUALIFICATIONS

PROJECT: MERIDIAN COMMUNITY POOL RENOVATION

FOR:

CONSTRUCTION MANAGEMENT AT-RISK SERVICES

QUALIFICATIONS MUST BE RECEIVED PRIOR TO
5:00 P.M.

FEBRUARY 11, 2016

DELIVER TO: WESTERN ADA RECREATION DISTRICT
30 E. FRANKLIN RD, SUITE 40
MERIDIAN, IDAHO 83642

Prepared by: CAROL WHITE

NAME AND ADDRESS OF VENDOR SUBMITTING QUALIFICATIONS

NAME: _____ ADDRESS: _____

PART 1

NOTICE CALLING FOR QUALIFICATIONS

PURPOSE

Western Ada Recreation District ("WARD"), in accordance with Idaho Code Section 67-2320, is soliciting qualification statements from firms capable of providing professional Construction Management At-Risk Services for the Meridian Community Pool Renovation Project. The District is looking for a Construction Manager who will be a team player who works closely and in harmony with the District's Board of Directors, Architect, and Regulatory Agencies to produce a quality project within budget and schedule.

DESCRIPTION OF PROJECT

Western Ada Recreation District seeks Construction Management At-Risk services to assist the District in renovating the Meridian Community Pool located in Storey Park at 213 E Franklin, Meridian, Idaho. Concept planning and design development is underway. MWA Innovate has been commissioned to perform this task.

The Construction Manager At-Risk (CM) will work closely with Western Ada Recreation District and the Architect to implement the scope that fits the district needs and budget. It is anticipated the project will include, but will not be limited to:

- Demolition of existing pool building structure
- Construction of a new two story pool building structure
- Renovation of the main pool, including structural analysis and correction as needed and in compliance with ADA requirements
- Demolition of existing "kiddie pool"
- Construction of a new "kiddie pool" at existing site, in compliance with ADA requirements
- Installation of appropriate plumbing and piping for future lap pool construction
- Installation new pool operating equipment

The Project is expected to commence after August 26, 2016 and be complete by April 1, 2017.

PRELIMINARY SCHEDULE

- January 18, 2016 Issue Request for Qualifications
- February 11, 2016 Qualification Statements Due
- February 18, 2016 Selection
- March 2016 Negotiate & Award Contract

SCOPE OF WORK (Required Services)

Western Ada Recreation District is requesting submittals for Professional Construction Management At-Risk Services beginning with coordination of project design services through project construction, including coordination of project commissioning, and the two (2) year period of correction following substantial completion. The District is looking for a Construction Manager who will be a team player who works closely and in harmony with the District's Board of Directors, Architect, and Regulatory Agencies.

An estimated construction budget of \$2,100,000, including construction management fees and reimbursable expenses, is expected.

The Construction Manager will be required to meet as needed, but not less than weekly, with the Architect and other team members for the purpose of providing a report regarding the previous weeks' progress. Such weekly meetings will: advise the team of projected project cost and related value engineering; including critical path schedules, and show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Construction Manager shall be responsible for complete construction management services for all phases of the project for a guaranteed maximum price. The following is an outline of services anticipated.

1. PRE-CONSTRUCTION (DESIGN PHASE)

1.1 Review and recommend revisions, if appropriate, to the project master Schedule, Construction Budget and permitting plan developed by WARD.

1.2 Develop the scope of work and prepare bid packages in concert with the Architect for each trade to be bid and participate in the prequalification and qualification of each of the Trade Contractors and other subcontractors as defined by law.

1.3 Attend and, if requested by WARD, schedule and lead periodic project meetings and special meetings for the exchange of information concerning the project, and review of design progress, permits and approvals. All meetings shall be held at a location and time convenient to WARD Project Manager.

1.4 Review the design documents and other construction documents and make recommendations to WARD as to value engineering, constructability, suitability of materials and equipment, scheduling, time, methods and sequence of construction, and the clarity, consistency and coordination of documentation.

1.5 Perform periodic detailed cost estimates for the entire construction and for phases or portions of the work as directed by WARD, and work with the project designer to reconcile differences.

1.6 Perform detailed cost estimates and value engineering analyses during the development of Schematic Design, Design Development, and Construction Documentation phase of the project. The Construction Manager shall work with the Architect to reconcile differences.

1.7 WARD may require additional cost estimates to confirm budget due to modifications made via design workshops. The Construction Manager shall work with the Architect to reconcile differences.

1.8 The Construction Manager shall assign a professional project scheduler possessing building and site design and construction experience. If deemed qualified by WARD, the

Construction Manager can assign an in-house scheduler. Develop a detailed critical path method (CPM) schedule that identifies all design activities, permits and all other activities required to be completed before construction activities can begin and a preliminary construction schedule. The CPM project schedules shall be developed using Microsoft Project's latest version.

1.9 Develop, in coordination with WARD, a system for tracking project costs and cash flow.

1.10 Conduct activities relating to the procurement and award of Trade Contracts and all other contracts for the furnishing of labor, materials, equipment, or other services in connection with the construction of this project, In accordance with procedures to be developed by WARD.

2 Construction Phase

2.1 Obtain and pay for all required construction related permits.

2.2 Furnish bonds and insurance as required by the contract documents.

2.3 Provide and maintain a construction site office and provide all site management and administration.

2.4 Manage and coordinate all Trade Contractors and subcontractors and others engaged in the performance of the work.

2.5 Implement procedures following WARD's standards for reviewing and processing requests for information or clarifications and interpretations of the contract documents; shop drawings, samples, and all other submittals, contract schedule adjustments, change order proposals, proposals for substitutions, payment applications, as-built drawings, and maintenance of logs using the internet based PMAS/Prolog system software, or other construction management software as long as the selected software meets the requirements set forth in this RFQ.

2.6 Continuously supervise and observe all work in progress so as to ensure that the work is proceeding in accordance with the construction contract documents.

2.7 Attend and, if requested by WARD, schedule and lead regular project and construction progress meetings, and conduct regular meetings at the site with each subcontractor. All meetings shall be held at a location and time convenient to the WARD Project Manager.

2.8 Develop and Implement a change order control system using the Internet based PMAS/Prolog system software, or other construction management software as long as the selected software meets the requirements set forth in this RFQ.

2.9 Establish and implement a Quality Control program including monitoring the quality programs of all subcontractors.

2.10 Develop and implement a project wide safety program, including monitoring and enforcement of the program for Trade Contractors and subcontractors.

2.11 Monitor closely the progress of construction of each subcontractor, prepare a construction schedule report at least monthly and, if and as necessary, prepare and submit recovery schedules.

2.12 Provide a part-time independent, project-dedicated scheduler to develop, maintain and update the detailed CPM schedule.

2.13 Furnish monthly reports concerning the progress of the work which address: (a) compliance with the construction schedule, (b) status of testing and inspection activities performed by the Construction Manager and subcontractors, (c) status of shop drawings and submittals, (d) status of change orders, (e) status of MBE/WBE participation, and (f) other matters relating to the progress of work as directed by WARD.

2.14 Determine when each subcontractor's work is substantially complete and prepare a list of incomplete work and work which does not conform to the requirements of the construction documents.

2.15 Maintain complete and accurate records, including (a) correspondence, (b) meeting notes and minutes, (c) shop drawings and submittals, (d) construction documents including change orders, (e) clarifications and interpretations of the construction documents issued by the project designer, (f) progress reports including observations of testing performed, (g) as-built drawings, and (h) all other project related documents including but not limited to those utilizing the

PMAS/Prolog system, or other construction management software as long as the selected software meets the requirements set forth in this RFQ.

3 **Post-Construction Phase**

In accordance with the project designer, develop and implement procedures for orderly completion of punch list Items, checkout of utilities, operational systems and equipment and initial startup and testing. Preparation and delivery to the WARD warranties, as built drawings, maintenance manuals, and the like, and generally administer closeout of the project. Ensure performance of all warranty obligations, resolution of all claims, and other post- construction requirements.

BASIS FOR SELECTION

The Board of Directors will rank the qualifications. This Request for Qualifications will be evaluated utilizing the criteria listed below. History from the current or previous project and customers of the respondent may be used to evaluate some of the criteria.

Those respondents which are determined to be best qualified to undertake the services required under this Request for Qualifications may be invited for an interview / presentation to the District.

CRITERIA

- a. (5 points) Adherence to the RFQ.
- b. (20 points) Demonstrated competence in the performance of the type of work to be provided.
- c. (20 points) The ability of respondent to perform the scope of work within the time parameters required.
- d. (20 points) The respondent's record of meeting project schedules, budgets, and deadlines
- e. (15 points) The nature, quality, and relevance of recently completed work.
- f. (15 points) Project Manager's experience
- g. (5 points) Qualifications of all team members

After the District has identified the Construction Manager with the best qualifications for the project, the District shall have the right to negotiate with the Construction Manager over the final terms and conditions of the contract. These negotiations may include bargaining. The primary objective of the negotiations is to maximize the District's ability to obtain best value, based on the requirement and the evaluation factors set forth in the Request for Qualifications. If an agreement cannot be reached, the negotiation will be terminated and similar negotiations will occur with the second ranked Construction Manager.

Upon successful negotiations, the Board of Directors will make a decision to enter into an AIA Construction Management At-Risk Agreement with the Construction Manager, as modified for this project per the District's purchasing policy and procedures.

LATE QUALIFICATIONS AND MODIFICATIONS

Qualifications and modifications thereof received after the exact time of closing of Qualifications which is **5:00 p.m. MT, February 11, 2016** will not be considered.

DISTRICT'S REPRESENTATIVES

Purchasing Representative

Carol White
Secretary-Treasurer
30 E Franklin, Suite 40
Meridian, ID 83642
(208) 887-1730
Fax (208) 884-5387
info@westernada.com

Any and all explanations desired by a respondent regarding the meaning or interpretation of this Request for Qualifications or any part thereof must be requested in writing and directed to the person named as the Purchasing Representative. Violation(s) may be cause for rejection of the Qualifications.

Dated: _____

CAROL WHITE, SECRETARY-TREASURER
WESTERN ADA RECREATION DISTRICT

PART 2

INSTRUCTIONS TO RESPONDENTS

SUBMITTAL REQUIREMENTS

One (1) original and four (4) copies of the respondents sealed Qualification will be received by the Districts until 5:00 p.m., February 11, 2016 MT at the office of the Secretary-Treasurer, Western Ada Recreation District, 20 E. Franklin Suite 40, Meridian, Idaho, 83642.

The Qualifications must contain, but is not limited to the following information:

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, association, etc., may be included. Information shall include, as a minimum, firm name, office address, phone number, fax number, organizational status (corporation, partnership, etc.), and names of officers and the names and license numbers of all Construction Managers employed by the firm. Office brochures should be submitted separately as supplemental data.

Western Ada Recreation District reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past clients, employees, and creditors. As a minimum, include a letter from proposer's bonding agent and a letter from proposer's bank, giving an opinion of financial stability. Unfavorable responses to these investigations are grounds for rejection of qualification statement.

The Construction Manager or firm will be required to provide payment and performance bond or bonds in the amount of one hundred twenty-five (125%) of the total construction management contract.

The Construction Manager shall be licensed as a Public Works Construction Manager by the State of Idaho. Firms proposing for these services shall hold and maintain a Certificate of Authority for providing construction management services.

- B. **Specific Qualifications:** List the team expected to accomplish this work. Describe who will perform the various tasks, their experience as a Construction Manager for public works and commercial swimming pool projects, the amount of their involvement and responsibilities, and give their qualifications. In addition provide the following:
1. List the most recent completed project as a Construction Manager. Name the project, the Owner, the Architect, cost of construction, project description, and cost of CM fee including all reimbursable expenses for General Condition costs.
 2. List all current CM projects including name of the Owner, Architect, and total of expected construction costs, CM fees and reimbursable expenses for each project.
 3. List all CM projects completed within the past three years (identify public & private projects), including the name of Owner, Architect, project description, construction costs, CM fees, and reimbursable expenses.

(Note: While cost information will not be used as part of the selection criteria, it is important to the Owner, and failure to provide will not be received favorably.)

- C. **Other Information:** Provide any additional information demonstrative of the proposer's superior qualifications for this project. Examples are: construction of original building or pool, special training or experience with commercial pool projects.
- D. **Format:** To assist evaluation, it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to this specific project.

NOTATION

Responses must be sealed and addressed as directed below. Failure to do so may result in a premature opening of, or a failure to open, such Qualifications. Such premature or late opening, or failure to open, may result in disqualification of the Qualifications. The outside of the envelope must bear the notation:

**PROJECT: MERIDIAN COMMUNITY POOL RENOVATION
CONSTRUCTION MANAGEMENT SERVICES
FEBRUARY 11, 2016**

**The envelope must be addressed and delivered to: Western Ada Recreation District,
30 E. Franklin Suite 40, Meridian, Idaho, 83642**