

Timpview High School Replacement  
Dixon Middle School Replacement  
Wasatch Elementary School Replacement  
Westridge Elementary Classroom Addition

CM/GC Services  
Request for Qualifications  
Request for Proposals

Provo City School District Website: <https://provo.edu>



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# Notice to Contractors

Provo City School District Professional Services Committee seeks a Request for Qualifications and Proposal for Construction Management / General Contractor (CM/GC), services for the following project (s):

**Timpview High School Replacement  
Dixon Middle School Replacement  
Wasatch Elementary Replacement  
Westridge Elementary Classroom Addition**

For questions regarding this project, please contact Tina Fluehe, Director of Purchasing at [tinaf@provo.edu](mailto:tinaf@provo.edu). No others are to be contacted regarding these projects.

Ten (10) paper copies of your proposals, including a management plan, references and statements of qualifications, must be submitted to the Provo City School District Purchasing Department, 280 West 940 North, Provo, Utah 84604. Additional information will be required as stated on the Project Schedule.

The Professional Services Selection Committee will conduct a multi-step selection process. First, the District will evaluate the proposals and create a short-list for interviews. Next, the District will schedule an interview with those on the short-list. Fee proposal is to be submitted by the due date and time and must be in a separate sealed envelope.

The contractor (s) for these projects must be a Utah Licensed General Contractor.

The selected CM/GC(s) could be awarded a single project or multiple projects. Please include a preference of which project(s) your firm will pursue.

The Provo City School District Board of Education reserves the right to reject any or all proposals, or to waive any formality or technicality in any proposal in the best interest of the District.

Provo City School District will provide Builder's Risk Insurance. Construction Manager/General Contractor will be required to provide \$2 million coverage for Liability and Workers Compensation insurance.

# Description of Work

## Timpview High School Replacement

The Construction Management/General Contractor (CM/GC) project includes the phased demolition and new construction of Timpview High School on the existing campus, excluding the main gymnasium, baseball field and the existing track & field. The site is approximately 37 acres. Only 30 acres are buildable space, with an additional 11 acres pending purchase to expand the campus to the south. The new Timpview High School will be approximately 400,000 square feet.

Fixed Limit of Construction Cost (FLCC) for the CM/GC is **\$115 Million**.

The CM/GC must be capable and willing to work closely with the Owner and Design Consultant, **VCBO Architects**, through the design phase, providing cost estimates, schedules and feedback on constructability of design details and availability of materials selected.

It is anticipated that construction will commence March of 2020 with a final phase completion by June of 2023. This timeline does not include Pre-Construction Services. Pre-Construction Services will commence upon the Selection Committee's recommendation to the Board of Education and the Board of Education's final approval. The CM/GC must meet this schedule.

**Project Risk Factors:** All demolition and construction work will be located in and around an occupied Timpview High School, an adjacent elementary school and residential areas.

## Dixon Middle School Replacement

The anticipated scope includes a single phase, new construction build, on an unoccupied site. The site is approximately 20 acres located at 890 South and 1100 West in Provo, Utah. The new Dixon Middle School will be approximately 155,000 square feet.

Fixed Limit of Construction Cost (FLCC) for the CM/GC is \$40 million.

The CM/GC must be capable and willing to work closely with the Owner and Design Consultants. Curtis Miner Architecture has been selected as the Project Architect. The CM/GC will assist throughout the design phase, providing cost estimates, schedules and input regarding constructability of design details associated with available FLCC.

It is anticipated that construction will commence March of 2020 with completion by May of 2022. This timeline does not include Pre-Construction Services. Pre-Construction Services will commence upon the Selection Committee's recommendation to the Board of Education and the Board's final approval.

## Wasatch Elementary Replacement

The general scope includes demolition and new construction on the existing Wasatch campus. The site is approximately 12 acres. The new Wasatch will include 90,000 square feet.

Fixed Limit of Construction Cost (FLCC) for the CM/GC is \$24 million.

The CM/GC must be capable and willing to work closely with the Owner and Design Consultants. FFKR Architects has been selected as the Project Architect. The CM/GC will assist throughout the design phase, providing cost estimates, schedules and input regarding constructability of design details associated with available FLCC.

It is anticipated that construction will commence by March of 2020 with completion by July of 2021. This timeline does not include Pre-Construction Services. Pre-Construction Services will commence upon the Selection Committee's recommendation to the Board of Education and Board's final approval.

Project Risk Factors: All demolition and construction work will be located in and around an occupied Wasatch Elementary School, adjacent BYU properties, adjacent BYU Student Housing, adjacent City Park and residential areas.

## Westridge Elementary Classroom Addition

The general scope includes a 12 classroom addition to the exiting Westridge Elementary campus. It also includes renovation of existing restrooms, a renovation of the Faculty Lounge and added playground space.

Fixed Limit of Construction Cost (FLCC) for the CM/GC is anticipated to be \$6 million.

The CM/GC must be capable and willing to work closely with the Owner and Design Consultants. FFKR Architects has been selected as the Project Architect. The CM/GC will assist

throughout the design phase, providing cost estimates, schedules and input regarding constructability of design details associated with available FLCC.

It is anticipated that construction will commence by March of 2020 with completion by July of 2021. The timeline does not include Pre-Construction Services. Pre-Construction Services will commence upon the Selection Committee's recommendation to the Board of Education and the Board's final approval.

**Project Risk Factors:** All construction work will be located in and around an occupied Westridge Elementary School, adjacent City Park and residential areas. The project will proceed while the existing school is occupied.

## Procurement Process

The Professional Services Selection Committee will conduct a multi-step process to select the Construction Manager/General Contractor to be used on these projects. Step One will consist of the evaluation of proposals and qualifications on the basis of contractor qualifications and will comprise of twenty-five percent (25%) of the overall total score. Step Two will be the results of an interview with the Selection Committee for thirty percent (30%) of the total score. Step Three is the evaluation of the fee proposal and will result in forty-five percent (45%) of the total score.

**Requests for Information:** All requests for information regarding this project shall be in writing and directed to Tina Fluehe, Director of Purchasing, at [tinaf@provo.edu](mailto:tinaf@provo.edu).

**Last Day to Submit Questions:** All questions must be received at the office of Provo City School District Purchasing Department no later than the time and date listed. Questions and answers will be posted to the District website and via communication with Project Architects.

**Addendum:** All responses to questions and requests for clarification will be in writing and issued as addenda to the Request for Proposals, directed to the above contact only. Any contact made with others may be grounds for disqualification. The addenda or notice of the addendum will be posted on the District website and via communication with Project Architects.

Any addenda issued prior to the submittal deadline shall become part of the Request for Proposals and any information required shall be included in your proposal.

**Submittal Due Dates and Times:** All required submittals must be delivered to, and be received by, the Provo City School District Purchasing Department prior to the date and time indicated in the Project Schedule. Submittals received after the specified time will not be accepted. Please

allow adequate time for delivery. If using a courier service, the contractor is responsible for ensuring the delivery will be made directly to the required location.

**CM/GC Work Phases:** The CM/GC Work for the project (s) consist of two (2) phases. Pre-Construction and Construction.

- A. **Preconstruction Phase:** This phase of the Work includes, but is not limited to, attending design meetings, public input meetings, estimating, budget development and cost control, schedule development and drawing and constructability reviews. The CM/GC shall provide a full construction estimate of design development prior to issuance of final construction documents to assist the Owner and Design Consultant in maintaining the cost of construction within the anticipated and approved construction budget and throughout the duration of the construction within the the project's schedule. The CM/GC shall monitor the bid climate and make recommendations to the design team as to the most advantageous bidding timeline. The CM/GC will then solicit bids from subcontractors and suppliers in compliance with the project schedule.
- B. **Construction Phase:** This phase of the Work consists of the CM/GC furnishing and installing all Work as required in the Contract Documents. Please note that the Work of the Construction Phase may be bid in several packages, such as demolition, footings and foundations, structural steel, etc.

#### **STEP ONE – CONTRACTOR QUALIFICATIONS (25% of the overall total score)**

The following criteria will be used in ranking each of the CM/GC's. The CM/GC that is ranked the highest will represent the best value for the Provo City School District. The criteria are not listed in any priority order. The Selection Committee will consider all criteria in performing a comprehensive evaluation of the proposal.

Please address the following information in proposal for Step One of the selection process:

**Statement of Qualification:** The CM/GC will provide ten (10) copies of the Statement of Qualifications, management plan (for all projects), references, termination and debarment statement and contractor's license. The Statement of Qualification is a short document that indicates the experience and qualifications of the CM/GC and the Project Team key individuals as identified in the management plan. It should include information on similar projects that have been completed by the CM/GC and the proposed Project Team individuals. When listing similar projects, include information to indicate the dates, size, firm worked for at the time and what the responsibility of the individual was on the project. Include the experience and special qualifications of the team that are applicable to this project and/or part of the project specific selection criteria.

Provide current Financial Statements reflecting the firm's financial resources to adequately perform the work described herein. These financial statements may be submitted in a separate sealed envelope.

Ability to perform services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously.

Provide any other pertinent information regarding qualifications and performance data requested by the Provo City School District.

**Management Plan:** The Management Plan should contain information of how the construction will be managed, including items such as security and safety controls, and required interfaces at the site with the using agency. As part of the Management Plan, address the project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the time frames are reasonable.

Address project specific criteria, risks that have been identified by the RFP, and additional risks that the team has identified. State how those risks will be mitigated.

Indicate what portions of the work you plan on self-performing and why this is a benefit to the Owner.

**The Management Plan should be concise, yet contain sufficient information for evaluation by the Selection Committee.**

Indicate all services that will be provided during the Pre-Construction Phase of this project and the individuals who will be performing these services. Provide an organizational chart to clarify the CM/GC's supervision and support structure during this phase.

Indicate all services that will be provided during the Construction Phase and the individuals who will be performing these services. Provide a comprehensive organizational chart to clarify the CM/GC's supervision and support structure during this phase. Clearly identify all personnel that will be considered and included within the Construction Supervision Costs under the FLCC. Any personnel not identified in this management plan to be a Construction Supervision Cost will be considered a part of the lump sum CM Fee and will not be allowed as either a future General Conditions or Construction Supervision Cost except for those that are actually performing the construction activities.

**Responsiveness:** The Selection Committee will determine the completeness of each submittal as requested.

**Past Performance and References:** For all similar K-12, University, Charter, Private or DFCM projects completed in the last five (5) years, identify the project by name. For Projects, provide the following information:

- A. Project Name
- B. Client Name
- C. Point of Contact
- D. Phone Number/Email



- E. Date Completed
- F. Project Address
- G. Contract Amount
- H. Project Duration
- I. Project Type

**Termination or Debarment Certifications:** The CM/GC must submit a 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 CM/GC must also certify that neither it nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the CM/GC cannot certify these two (2) statements, the firm shall submit a written explanation of the circumstances for review by the Provo City School District. CM/GC's are to submit these certifications with the Statement of Qualifications. Describe any litigation, arbitration or other alternative dispute resolution proceedings your firm has been involved in with an owner within the past five (5) years.

**Licensure:** The CM/GC shall comply with and require all of its subcontractors to comply with the license laws as required by the State of Utah. Submit evidence of valid Utah Contractor's License.

**Additional Legal Information:** It will be required of all contractors and subcontractors to comply with State of Utah Code 63G-11-103 concerning identity documents and verification and compliance with status verification. This code can be found on the web at:  
<http://le.utah.gov/code/TITLE63G/htm/63G11010300.htm>

It will be required of all contractors and subcontractors to comply with controlled substance rules found in State of Utah Rule 33-10:  
<http://www.rules.utah.gov/publicat/bulletin/2010/20100601/33656.htm>

It will be required of all CM/GC's and subcontractors to comply with performing a "Name Check" through the Bureau of Criminal Identification, a division of the Utah Department of Public Safety, for all employees who will be working on any Provo City School District project. The employees must have passed the check and records must be maintained by the employer and made available for inspection by appropriate Provo City School District personnel to ensure compliance with this policy and to ensure the safety of students. Background checks may not be older than three years to be considered current and valid. Applicants who have been CONVICTED of any felony shall not be hired by Provo City School District. Applicants who have been convicted of any job related misdemeanor shall be reviewed and may not be hired by Provo City School District.

Smoking is prohibited on and around all Provo City School District properties.

**STEP TWO – CONTRACTOR INTERVIEW (30% of the overall total score):** The Professional Services Selection Committee will evaluate the proposals received in Step One and create a short list of CM/GC's to interview. Short listed CM/GC's will be contacted by the Selection Committee and given details of the interview, date, time, location and questions to address during the interview.

**STEP THREE – FEE PROPOSAL (45% of the overall total score):**

Cost Proposals will be submitted to the Professional Services Selection Committee at the interview. One copy of the cost proposal is required.

**GMP:**

- A. The Fixed Limit of Construction Cost (FLCC) is the project's construction budget as listed in the Notice to Contractors and this RFP's Description of Work section. The Owner, Design Team and the CM/GC agree to work together to keep the cost of construction, as represented in the design, within the approved budget.
- B. The Guaranteed Maximum Price (GMP) is the final maximum price that the contractor agrees to accept in full performance of the final CM/GC Agreement. The GMP must be provided to the District within seven (7) days of the final bid opening. The GMP shall include all fees and percentages required by this RFP, as well as the costs for General Conditions and all the work as required in the Contract Documents.

**Cost Proposal, Fees and Markups:** Before submitting a Cost Proposal, each CM/GC shall carefully examine the RFP, and shall include in the proposal the cost of all items required by the RFP. If the CM/GC observes that portions of the Contract Documents are at variance with applicable law, building codes, rules, regulations or contain obvious erroneous or uncoordinated information, the CM/GC shall promptly notify the specified Provo City School District Representative and the necessary changes shall be accomplished by Addendum.

The Cost Proposal, bearing original signatures, must be typed or handwritten in ink on the Cost Proposal form provided in the procurement documents and submitted in a sealed envelope at the location specified below prior to the deadline for submission of cost proposals indicated on the Project Schedule. Any omission or information requested including line item details or indication that item(s) will be paid by subcontractor(s) or others may be considered as nonresponsive and may be considered grounds for disqualification. Provo City School District will not pay the CM/GC or any subcontractor for any General Conditions items for which an amount has not been entered on the form.

All CM/GC's shall furnish the following fees and markups as part of the Cost:

- A. Preconstruction Fee: This lump sum fee consists of all costs for the CM/GC to provide the required services of the Preconstruction Phase, except pre-authorized, out of state travel. No other reimbursable costs will be allowed or considered in addition to this fee.

- B. Construction Management Fee: This lump sum fee shall consist of and include overhead (e.g., home office), profit, and home office personnel who will be managing the project during bidding, construction and closeout, including the warranty period. This fee does not include General Conditions.
- C. Cost of Bonds: This is the cost of payment and performance bonds based on an amount equal to 100% of the FLCC amount. Pursuant to State of Utah Code 63G-6-504 bid security requirements, bid security in the amount equal to at least 5% of the amount of the bid shall be required for all competitive sealed bidding for construction contracts. Bid security shall be a bond provided by a surety company authorized to do business in this state, the equivalent in cash, or any other form satisfactory to the state. Per Provo City School District Policy, a bond is the only form that will be accepted.
- D. Construction Supervision Cost: This is a per month cost to the project from notice to proceed to final completion for the CM/GC's on site management/supervision team (e.g., project manager, superintendent, etc) All services and personnel not specifically identified as a Construction Supervision Cost will be considered to be part of the lump sum CM Fee. This includes receptionist, accountants, safety officers, expeditors, commissioning agents, etc. This cost does not include General Conditions or people performing the actual construction activities.

## MISCELLANEOUS FORMS

The following forms and documents from the American Institute of Architects (AIA) will govern the course of construction of the projects:

AIA Document A701-2007	Instructions to Bidders
AIA Document A310-1997	Bid Bond
AIA Document A312-1984	Performance Bond
AIA Document G702-1992	Application & Certificate for Payment
AIA Document G703-1992	Continuation Sheet
AIA Document G701-2001	Change Order
AIA Document G704-2000	Certificate of Substantial Completion
AIA Document G707-1994	Consent of Surety to Final Payment
AIA Document A201-2007	General Conditions of the Contract for Const
AIA Document A121 CMc-2003	Standard Form of Agreement between Owner and Construction Manager where the CM is also the Constructor

# FEE PROPOSAL FORM

\_\_\_\_\_ School Replacement

**NAME OF PROPOSER** \_\_\_\_\_ **DATE** \_\_\_\_\_

I/We acknowledge receipt of the following Addenda \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/

**Preconstruction Fee:** For all work during the pre-construction period, I/We agree to perform for the lump sum of: \_\_\_\_\_  
DOLLARS (\$ \_\_\_\_\_) In case of discrepancy, written amount shall govern)

**Construction Management Fee:** For all work during the construction phase of the contract for the management of the project, I/We agree to perform for the lump sum of:  
\_\_\_\_\_ DOLLARS  
(\$ \_\_\_\_\_) In case of discrepancy, written amount shall govern)

**Cost of Bonds:** The cost of payment & performance bonds based on the amount of the FLCC.  
\_\_\_\_\_ DOLLARS  
(\$ \_\_\_\_\_) In case of discrepancy, written amount shall govern)

**Construction Supervision Cost:** For project supervision and support team costs not covered in the above management fee, I/We agree to perform for the sum of:  
\_\_\_\_\_ Per month.

**Contractor Change Order Markup:** For all work added to the contract by change order, I/We agree to add not more than a fee of \_\_\_\_\_% to the subcontractor/supplier costs for the additional work.

**Self Performed Work Markup:** For all self performed work, I/We agree to add no more than \_\_\_\_\_% to our labor and material costs to perform the work. The labor burden, including benefits, adds \_\_\_\_\_% to the labor rate.

With the cooperation of the Provo City School District and Design Consultant, the undersigned will continue to work with due diligence to provide a Guaranteed Maximum Price (GMP) within the FLCC.

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Signature \_\_\_\_\_ Date

PROPOSAL SCHEDULE

<b>PROJECT NAME: CM/GC Services</b>				
<b>EVENT</b>	<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>
RFP/RFQ Posted	Tuesday	June 4 <sup>th</sup> , 2019	10 AM MST	<u>Provo City School District</u> website: <u>www.provo.edu</u>
Advertisement Placed	Tuesday	June 4 <sup>th</sup> , 2019	--	<u>www.provo.edu</u>
Last Day to Submit Questions	Tuesday	June 11th, 2019	10:00 AM, MST	<u>tinaf@provo.edu</u>
Final Addendum Issued	Thursday	June 13th, 2019	11:00 AM, MST	Posted to <u>www.provo.edu</u>
Contractors turn in References, Statements of Qualifications & Management Plans Termination/Debarment Certifications Due	Tuesday	June 18th, 2019	2:00 PM, MST	<u>District Purchasing</u> Attn: Tina Fluehe <u>Provo School District</u> <u>280 West 940 North</u> <u>Provo, Utah 84604</u>
Short List Selection by Professional Services Selection Committee	Thursday	June 20th, 2019	Short List announced at 4:00 PM, MST	Posted to <u>www.provo.edu</u>
Contractors turn in Cost Proposals in sealed envelope and interviews	Tuesday	June 25th, 2019	9:00 AM to 1:00 PM, MST	<u>Provo School District</u> <u>280 West 940 North</u> <u>Provo, Utah 84604</u>
Announcement	Wednesday	June 26th, 2019	3:00 PM, MST	Post on <u>www.provo.edu</u>