

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**  
**CONSTRUCTION OF THE NEBRASKA CENTER FOR ADVANCED PROFESSIONAL**  
**STUDIES (CAPS) AT THE SANDY CREEK FACILITY LOCATED IN**  
**FAIRFIELD, NEBRASKA**  
**May 31, 2016**

1. **REQUEST FOR QUALIFICATIONS.** South Central Nebraska Unified School District #5 is requesting qualifications from qualified construction management firms (CM) to provide construction management at risk services for the construction of the Nebraska Center for Advanced Professional Studies (CAPS) at the Sandy Creek Facility located at 30671 Highway #14, Fairfield, Nebraska (Project).
2. **OWNER.** The Owner of the Project is Nuckolls County School District 65-2005, also known as South Central Nebraska Unified School District #5 (SCNUSD#5), a political subdivision and Class III public school district in the State of Nebraska (District or Owner).
3. **NOTICES.**  
  
**A. THIS PROJECT WILL BE CONDUCTED UNDER AND IS SUBJECT TO THE PROVISIONS OF THE NEBRASKA POLITICAL SUBDIVISIONS CONSTRUCTION ALTERNATIVES ACT, Neb. Rev. Stat. 13-2901 et. seq.**
4. **POLICY.** The policy entitled "Construction Management at Risk under the Nebraska Political Subdivisions Construction Alternatives Act, NEB. REV. STAT. §§ 13-2901, et. seq. - Construction Delivery Method" adopted by the Board of Education of the District in accordance with NEB. REV. STAT. §13-2909 is attached and incorporated by reference.
5. **CONTRACT.** The terms and conditions of the construction management at risk contract shall be as provided in AIA Document A133-2009 – "Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price", AIA Document A201-2007 – "General Conditions of the Contract for Construction", and AIA Document A312-2010 – "Payment Bond" and AIA Document A312 – "Performance Bond", ALL AS AMENDED. A copy of the above referenced AIA documents may be obtained at the offices of Superintendent of Schools located at 30671 Hwy. 14, Fairfield, Nebraska. Terms and conditions of the agreement are subject to further negotiation with the selected CM. Any work subcontracted by the selected CM is to be awarded by competitive bidding unless otherwise agreed by District in writing.
6. **PROJECT DESCRIPTION.** The proposed construction of the Nebraska Center for Advanced Professional Studies (CAPS) at the Sandy Creek Facility located in Fairfield,

Nebraska, as particularly described in the **Appendix A, Scope of Project Sheet**, attached hereto and incorporated herein by this reference.

7. **PROJECT BUDGET.** The total project budget for all costs associated with the project, including but not limited to construction costs, architect fees and reimbursable expenses, construction manager fees and reimbursable expenses, general conditions costs, permits, special testing and other owner costs, is approximately **Ten Million Dollars (\$10,000,000)**. The District reserves the right to remove portions of this work from the CM contract and let separate bids if it is deemed to be in the best interest of the District.
8. **PRELIMINARY PROJECT DOCUMENTS.** Preliminary drawings and a preliminary schedule for the project are included. The documents available represent the phase of design development available at the time of this RFQ, and further design development will occur prior to having a CM agreement in place.
9. **PRELIMINARY PROJECT SCHEDULE.** A preliminary schedule is included on the SCNUSD#5 Website with the preliminary project documents. The design phase of the project has progressed through the schematic design phase. Should the bond issue to finance the Project be approved by the voters of the School District, the anticipated general schedule for the Project would be as follows:

Time Frame	Scope of Work
August 1, 2016 – September 30, 2016	Sandy Creek Facility located at 30671 Highway #14, Fairfield, Nebraska - Pre-construction planning and investigation and begin preparation of plans and specifications.
August 15, 2016 – September 15, 2016	Sandy Creek Facility located at 30671 Highway #14, Fairfield, Nebraska - Demolition and removal of existing Sandy Creek building, including kitchen, kitchen storage and office, athletic director's office, agriculture room, music room, art room, distance learning room, shop classroom, offices, restrooms, and shop.
October 1, 2016 – December 31, 2016	Sandy Creek Facility located at 30671 Highway #14, Fairfield, Nebraska - Early bid packages including earthwork, footings and foundations.
January 1, 2017 – June 15, 2018 (with possible acceleration of schedule to allow completion by August 1, 2017)	Sandy Creek Facility located at 30671 Highway #14, Fairfield, Nebraska - Construction of science lab, medical and health care lab, engineering/manufacturing

	lab, construction lab, welding lab, graphic arts and art lab, global business lab, drafting and architecture lab, bioscience/culinary arts lab, agriculture/veterinary science lab, and small group spaces, large group spaces, music lab, kitchen, and wrestling area.
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10. **PROJECT TEAM.** The project team will consist of the District, the Project Architect, and the selected CM. More specifically, the Owner's team shall be the following:

- Dr. Randall Gilson, Superintendent of Schools, South Central Nebraska Unified School District #5, 30671 Hwy. 14, Fairfield, Nebraska 68938-2757, Ph. 402-726-2151/ Fax. 402-726-2208.
- James Berg, AIA, Bahr Vermeer & Haecker Architects, 440 N. 8th St., #100, Lincoln, NE 68508, (402) 475-4551 / Fax. 402-475-0226, hereinafter referred to as "Project Architect".

11. **PROJECT ARCHITECT.** The architect for the project is Bahr Vermeer & Haecker Architects, 440 N. 8th St., #100, Lincoln, NE 68508.

12. **SCOPE OF WORK.** The scope of the CM services is set forth in detail in **Appendix B, AIA Documents A133 – 2009**, as modified, which is attached hereto and incorporated herein by this reference. Stated generally herein, the CM services for the project will include normal and customary CM services to be provided during the pre-construction and construction phases of the project. The scope of work will be included in the final agreement between the CM and the District. Generally, this work will include but not be limited to providing constructability review comments on documents prepared by the Architect, develop, maintain, and update estimates of construction cost, develop project schedules, provide value engineering, lead and manage subcontractor qualification and bidding processes, construction, and project closeout. As a portion of its required Scope of Services, the CM shall also provide an initial detailed cost estimate based on the Design Development documents.

Preconstruction and construction phase services are generally described below. Subcontracts will be awarded by the CM to qualified vendors using a competitive process, unless specifically allowed in writing by the District. This includes work the CM intends to self-perform. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that is reviewed by the Project Team. The District shall have access to all books, records, documents and other data in the CM's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the agreement.

Preconstruction Phase Services: The CM will work cooperatively with the other members of the Project Team, and will provide, among other services, cost estimating,

budgeting, value engineering, constructability review, scheduling, and preconstruction planning throughout the preconstruction stages. The CM will provide a Guaranteed Maximum Price (GMP) for the project; the GMP will be provided to the District on a date to be mutually agreed upon by the CM, Project Architect and Owner pursuant to the terms of the CM's contract with the Owner. The actual date will be negotiated in the final agreement. When the drawings and specifications are at a stage of completion specified in the agreement, such partially completed documents (the "Basis Documents") shall be provided to the CM, together with the architect's detailed listing of any material incomplete design elements and the architect's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The CM shall submit to the District and Architect their proposed Guaranteed Maximum Price (GMP) and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The Project Team and selected consultants shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Project Team. The final negotiated GMP shall not exceed the project budget established for construction. If the GMP exceeds the project budget, the District reserves the right to terminate the agreement with the CM.

Construction Services: The CM shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CM shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with applicable laws, and submitting monthly reports of these activities to the District. The District reserves the right to approve the CM's selection of subcontractors to which it has an objection, but the approval will not be unreasonably withheld.

**13. PROPOSAL REQUIREMENTS AND QUALIFICATION EVALUATION CRITERIA. The following information regarding the qualification and selection criteria shall be submitted with the response to this RFQ by each submitting firm:** the relative weight of each criterion shall be as provided below:

- a. The financial resources of the proposing CM (Maximum 2.5 points)
  - i. Surety – provide certification from surety that proposing CM's bonding capacity is adequate to construct the proposed project.
  - ii. Insurance – provide certificates from insurance carrier(s) for required coverage for construction services.
- b. The ability of the proposed personnel of the proposing CM to perform (Maximum 20 points)
  - i. Provide an organizational chart identifying the proposing CM's team, the organization of such team, and the lead individual in each role

classification. These include, but are not limited to, the following services (if applicable) for the project:

1. Proposing CM's Principal/Executive
  2. Project Superintendent
  3. Project Foreman
- ii. List any specialty sub consultants required for the project
  - iii. For each individual above, provide the following resume information:
    1. Name and role in the project.
    2. Relationship to the proposing CM (employee, sub consultant, subcontractor, etc.).
    3. Company.
    4. Contact Information.
    5. Professional registrations/certifications.
    6. Years with current firm and with other firms.
    7. List of five (5) relevant or similar projects including:
      - a. Project name, role on that project, and brief scope of services provided.
      - b. Year completed.
      - c. Project reference (name, title, phone and email addresses).
- c. The character, integrity, reputation, judgment, experience, and efficiency of the proposing CM (Maximum 20 points):
    - i. Based upon the CM's review of the preliminary documents, provide a narrative description of items that the prospective CM identifies as the biggest challenges to the project, and a description of how those challenges will be addressed. Include items such as constructability, schedule, budget, or other items that the CM may identify.
    - ii. The proposing CM shall list a reference in the following categories (provide name, company, address, phone number, and relationship to the reference):
      1. Financial (bank or surety).
      2. Three (3) projects of similar scope (contractual point of contact for political subdivision).
      3. Three (3) facility users of projects of similar scope (such as school principal, facility manager, or department manager).
- d. Quality of performance on previous projects (Maximum 20 points):
    - i. List the last five (5) completed projects of similar scope and/or budget, and provide the following information for each:
      1. Project name, address, and a brief description of the relevance to the project in this RFQ.
      2. Project Owner, contact name, title, address, and phone number.
      3. Design professional, including firm name, contact name, address, and phone number.

4. Type of project delivery (CM @ risk, design-build, design-bid-build)
  5. Project performance, including the following:
    - a. Project Budget, and was the budget met
    - b. Project schedule (length of project) and was the original schedule met.
    - c. List 3 specific problems encountered on the project, and how they were resolved.
    - d. Any claims made by an Owner regarding budgets, schedule, or performance.
- e. Ability of proposing CM to perform within the time specified (Maximum 10 points):
- i. Provide detailed information on the 5 projects listed above with respect to:
    1. Design schedule – in working with the design professional, the proposed and actual time frame (number of calendar days total for programming, preliminary design, and final design).
    2. Construction schedule – proposed and actual:
      - a. Date of substantial completion
      - b. Date of final completion
      - c. Post-construction warranty work required
      - d. Whether the client was inconvenienced by the delivery dates of any of the services provided by the CM.
      - e. Provide a list of your firm's and any sub consultants current contracted projects and the scope and schedule of those projects.
- f. The ability and resources of the construction manager to recruit qualified contractors for the Project, including but not limited to local contractors (Maximum 10 points):
- a. Provide a preliminary list of work that you intend to self-perform.
  - b. Provide a preliminary list of work that you intend to subcontract.
  - c. Describe the means and method employed to identify and recruit qualified subcontractors.
  - d. Describe the region from which you would recruit qualified structural, mechanical and electrical contracts.
  - e. Describe the means and method to be used to recruit and prepare bid packages to encourage bidding by local contractors.
- g. The construction manager's proposed efforts schedule for the Project (Maximum 15 points).
- a. Prepare and present a proposed efforts schedule on the form provided, **Appendix C - Efforts Schedule**, setting forth the project specific and/or

on-site staffing of the Project – DO NOT INCLUDE PROPOSED HOURLY RATES FOR SUCH POSITIONS, WHICH SHALL BE A SUBJECT OF NEGOTIATION WITH THE SELECTED CM.

- b. Describe in narrative form your firm's preliminary approach to the Project schedule, with specific comment on the sequencing of the work for the new construction and renovations of the existing facilities.
- c. Describe in narrative form the reasoning or basis for the assignment of each on-site or project specific position to the project and the number of allocated hours for each position based upon your firm's approach to the Project Schedule.
- d. Describe in narrative form the reasoning or basis for the assignment of the specifically identified person to each position identified in subparagraph "b" above to the Project.

- h. The previous and existing compliance of the proposing CM with laws relating to the contract (Maximum 2.5 points)
  - i. Whether the proposing CM or its team have been cited for failure to comply with local, state or federal law of any nature in the last five (5) years.
  - ii. Whether there are any civil or criminal actions pending against the proposing CM or any proposed member of the proposing CM's team.

14. **PRE-PROPOSAL CONFERENCE.** A pre-proposal conference will be held on June 21, 2016, at 10:00 a.m. in the office of the Superintendent of Schools located at 30671 Hwy. 14, Fairfield, Nebraska. The pre-proposal conference will include an overview of the project design to date, with an opportunity for prospective proposers to ask questions about the project. Minutes of the conference will be posted on the SCNUSD#5 Website.

15. **BONDS AND INSURANCE.** The CM shall procure and maintain Workers' Compensation Insurance (statutory), Employers' Liability Insurance (\$1,000,000), Business Automobile Liability Insurance (\$1,000,000), Commercial General Liability Insurance (\$1,000,000/\$2,000,000), Excess Liability (\$3,000,000), and any other insurance required by law or the contract documents. The CM shall procure and furnish Payment and Performance Bonds and a GMP Guarantee Bond Agreement or any other bonds required by law or the contract documents. Required coverages and limits will be furnished to the CM during contract negotiations.

16. **PROPOSAL SUBMISSION.** Ten (10) copies of the proposal shall be addressed and delivered in a sealed envelope to South Central Nebraska Unified School District #5, Attn: Superintendent, 30671 Hwy. 14, Fairfield, Nebraska 68938-2757. Proposals must be received by 2:00 p.m. (Central Time) on July 1, 2016. Any proposal received after that time and date will not be opened or considered, and will be returned to the proposer. Each proposal must include **Appendix D, Construction Manager at Risk –**

**Request for Qualifications - PROPOSAL VERIFICATIONS, CONSENTS AND AGREEMENTS,** attached hereto and incorporated herein by this reference.

**17. IDENTIFICATION OF PROPOSAL.** Proposals shall be submitted in a sealed envelope with the proposing CM's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "QUALIFICATIONS FOR CONSTRUCTION OF THE NEBRASKA CENTER FOR ADVANCED PROFESSIONAL STUDIES (CAPS) AT THE SANDY CREEK FACILITY LOCATED IN FAIRFIELD, NEBRASKA".

**18. NOTICE.**

- a. By submitting a proposal, the proposing CM agrees to waive any claim it has, or may have, against the District, their agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.
- b. The proposing CM's signature on the proposal is the proposing CM's guarantee that the content of the proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the District from obtaining the lowest competitive price.

**19. WITHDRAWAL OF PROPOSAL.**

- a. A submitted proposal may not be modified, withdrawn or canceled by the proposing CM during the stipulated time period following the date designated for the receipt of proposals, and each proposing CM so agrees in submitting a proposal.
- b. A submitted proposal may be modified or withdrawn prior to the time and date designated for receipt of proposals. A request to withdraw a proposal must be made in writing and filed with the District's Superintendent prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.
- c. A withdrawn proposal may be resubmitted up to the date and time designated for the receipt of proposals provided that they are then fully in conformance with the request for proposals.

**20. OPENING OF PROPOSALS.** Proposals will be opened publicly and simultaneously in the presence of any proposing CMs and/or their representatives beginning at 2:00 p.m. (Central Time) on July 1, 2016, or as soon thereafter as possible, in the office of the District's Superintendent.

**21. DISQUALIFICATION OF BIDDERS.** Proposing CMs may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:

- a. The District has reason to believe that proposing CMs have engaged in collusion.



- b. The proposing CM being interested in any litigation against the District or any of its participants.
- c. The proposing CM is in arrears on any existing contract or has defaulted on a previous contract.
- d. The proposing CM has uncompleted work which, in the judgment of the District, will prevent or hinder the prompt completion of this construction project, if it were awarded to the proposing CM.

**22. SELECTION SCHEDULE AND PROCEDURE.**

- a. The Selection Schedule is set forth in **Appendix E, SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5 - CM@R SELECTION TIMELINE**, attached hereto and incorporated herein by this reference.
- b. The selection team, selection procedure, interview process, contract negotiation process, and contract execution process shall be as provided by the Policy or as otherwise provided by law. The proposals will be reviewed by the selection committee and ranked according to the qualification evaluation criteria included above. A short list of the top ranked firms may be selected for interviews with the selection committee. Interviews will be held July 11, 2016, and shortlisted firms will be notified the week of July 12, 2016. The District will negotiate a Construction Manager at Risk agreement with the highest ranked firm. In the event that a contract cannot be negotiated with the highest ranked firm, the District will negotiate a contract with the second highest ranked firm. In the event that a contract cannot be negotiated with the second highest ranked firm, the District will negotiate a contract with the third highest ranked firm.

**23. NON-RESPONSIVE PROPOSALS.** A proposing CM that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

**24. DEBARMENT.** Submission of a proposal in response to this RFQ is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Nebraska.

**25. REJECTION OF PROPOSALS.** The District reserves the right (a) to terminate the RFQ process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. The District further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by District to be necessary for the successful performance of the contract.