



NORTHWEST FLORIDA
STATE COLLEGE

BOARD OF TRUSTEES
OF
NORTHWEST FLORIDA STATE COLLEGE

does hereby post a

Request for Qualifications (RFQ)

RFQ 2020-2021-01

CONSTRUCTION MANAGEMENT SERVICES

for a

NICEVILLE CAMPUS
REMODELING OF BUILDING 420
ALLIED HEALTH/NURSING

QUALIFICATION STATEMENT INSTRUCTIONS

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SECTION I NOTICE

NOTICE FOR PROCUREMENT OF PROFESSIONAL SERVICES

Pursuant to Section 287.055, Florida Statutes, the Florida Consultants Competitive Negotiations Act, and the State Requirements for Educational Facilities 2014, the Board of Trustees of Northwest Florida State College will consider the contracting of a Construction Manager at Risk for providing professional services for:

Construction Management Services for the Remodeling of Building
420 Allied Health/Nursing on the Niceville Campus.

The Construction Manager at Risk is to provide design input, pre-construction and construction services in conjunction with the Architectural/Engineering firm selected, resulting in completion of construction documents and specifications for Remodeling of Building 420 Allied Health/Nursing on the Niceville Campus. Building 420 is approximately 69,930 gross square feet, located on the Niceville Campus. This facility houses Nursing, Dental Assisting, Radiography, English, Communications and Social Sciences programs.

The Construction Manager at Risk will need to provide Pre-construction services including value engineering, and the development of a Guaranteed Maximum Price.

Northwest Florida State College reserves the right to assign any or all of the above project(s) to the selected Construction Manager.

Business entities interested in providing Construction Management services to Northwest Florida State College are hereby notified that a sealed Statement of Qualifications for providing the required Services must be received by 2:00 p.m. on Tuesday, August 25, 2020.

All submittals should be placed in sealed envelopes marked with the project name and addressed to:

Board of Trustees Northwest
Florida State College
Dedria Lunderman, Director of Purchasing
100 College Boulevard
Niceville, FL 32578

The request for qualifications can be found on our website, <https://nwfsc.edu/about/purchasing/current-bids/>. Please navigate to the Bid Schedules section, to download a copy of RFQ 2020-2021-01 CM Remodeling of Building 420 Allied Health/Nursing on the Niceville Campus. If you have trouble with the download or would like a hard copy, please contact lundermd@nwfsc.edu. Northwest Florida State College reserves the right to waive any informality in the selection process and to reject any or all Statements of Qualifications.

SECTION II PROJECT SCOPE

Northwest Florida State College (NWFSC) is soliciting written Statement of Qualifications from construction management/general contracting firms desiring to provide construction management services to the College. NWFSC intends to award a contract to a single entity which is deemed most qualified and responsive to this request.

The Construction Manager at Risk is to provide design input, pre-construction and construction services in conjunction with the Architectural/Engineering firm selected, resulting in completion of construction documents and specifications for Remodeling of Building 420 Allied Health/Nursing on the Niceville Campus. Building 420 is approximately 69,930 gross square feet, located on the Niceville Campus. This facility houses Nursing, Dental Assisting, Radiography, English, Communications and Social Sciences programs.

The construction management services shall include, but are not limited to the following:

- Bidding and contracting with all subcontractors
- Coordinating scheduling of all work
- Supervision of the all work
- Working with the Architect of Record on the various components of the project to include but not limited to estimating, review and comments of design phases, constructability, etc.
- Work closely with Building Code Official

MANAGEMENT OF CONSTRUCTION

The Construction Manager (CM) will be responsible for providing construction management services for the assigned project. The services required include, but are not limited to, the design phase, bid and award phase, construction phase, and post construction phase.

DESIGN PHASE

The Construction Manager will be required to work with the Architect of Record.

The Construction Manager will be required to work with the College's Building Code Official.

The Construction Manager will submit for approval by the Architect and the Owner's Representatives applicable cost and time savings incentive programs.

The Construction Manager will be required to work with and coordinate their activities with any additional contracts or contractors that NWFSC provides for the project.

The Construction Manager will familiarize himself with the present project scope based on the current construction documents prepared by the Architect of Record.

The Construction Manager will review current design documents and provide value-engineering recommendations as necessary.

The Construction Manager will review construction documents to ensure constructability.

The Construction Manager will review construction documents to minimize errors and omissions. The Construction Manager will prepare cost estimates and updates as needed up to establishing the Guaranteed Maximum Price.

The Construction Manager will coordinate with the Architect to finalize the construction documents.

The Construction Manager will prepare for approval a schedule of proposed hourly rates to be used in assessing the Construction Manager's fixed fee for his pre-construction services.

The Construction Manager will review the current budget issues and guarantee a maximum price based on the ninety percent (90%) complete Construction Documents and successful negotiations with the Owner. The Guaranteed Maximum Price will include the Construction Manager fees for his construction services and all other project related construction costs.

The Construction Manager will establish the master project schedule identifying all different phases and all milestone items keeping in mind the school year dates and hence the limitations.

Permitting applications and requirements as needed.

BID AND AWARD PHASE

The Construction Manager will schedule and conduct pre-bid conferences with the interested subcontractors, material suppliers, and equipment suppliers.

The Construction Manager will identify different bid packages that will represent the entirety of the scope of work.

The Construction Manager will prepare a subcontractor's pre-qualification scheme for approval by the Architect and the Owner's Representative. The Owner reserves the right to reject any subcontractor proposed for any of the bid packages prepared by the Construction Manager.

Construction Manager will accept, review, and award bids to qualified subcontractors, based on the bid packages identified.

The Construction Manager will contract with all subcontractors, material suppliers and equipment suppliers necessary for the proposed construction work.

The Construction Manager will coordinate with the Architect and Owner's Representative to

schedule and conduct pre-construction meetings with subcontractors.

The Construction Manager will set procedures for cost and time control updates.

CONSTRUCTION PHASE

The Construction Manager will be required to participate in NWFSC's Owner's Direct Purchase Program, communicating and cooperating with NWFSC staff and any NWFSC additional contractors that NWFSC may choose to employ.

The Construction Manager will coordinate surveyors, special consultants and testing lab services contracted by the Owner as required.

The Construction Manager will coordinate site construction management services including, but not limited to: (a) regular job site meetings, (b) maintain daily onsite project log and schedule report, oversee quality assurance testing and inspection programs, (d) monitor construction management staff and subcontractor work performance for deficiencies, (e) maintain record copy of all contracted documents, (f) change orders and other documentation on site, (g) oversee construction management staff and subcontractor safety programs.

The Construction Manager will staff this project in a satisfactory manner. As a minimum, the Construction Manager Site personnel during the construction phase will include: a project superintendent and other off-site personnel as required.

The Construction Manager will update and maintain master project schedules, detailed construction schedules, submittal schedules, inspection schedules and occupancy schedules.

The Construction Manager will prepare a schedule of values associated with each bid package identified and submit for approval by the Architect and Owner's Representative. All payment requests must be in accordance with the schedule of values approved.

The Construction Manager will process payment requests for approval by the Architect and the Owner's Representative.

The Construction Manager will process any change orders for approval by the Architect including a detailed cost estimate of the proposed change.

The Construction Manager will process Requests for Information (RFI's) and coordinate with the Architect. RFI's should be minimized due to the Construction Manager's involvement during the design phase of the work.

The Construction Manager will provide construction program accounting and reporting to the College as required.

The Construction Manager will monitor for the presence of asbestos containing building

materials and assure the Owner that no asbestos containing material has been used.

The Construction Manager will coordinate with the Architect the final inspection prior to the Architect's approval and issuance of the Certificate of Substantial Completion.

The Construction Manager will work closely with the College's Building Code Official at schedule required inspections.

POST CONSTRUCTION PHASE

The Construction Manager will coordinate project closeout, start-up, field training, and transition to operation.

The Construction Manager will coordinate with the Architect to provide a complete project record including providing a final project manual and drawings that illustrates the actual construction that occurred to include but not limited to correct all construction changes, additions, and deletions compared to the construction documents. These drawings will be in latest version of AutoCAD.

The Construction Manager will coordinate with the Architect to prepare and submit for approval by the Owner and Florida Department of Education, the final certification of completion.

The Construction Manager will obtain and review for completeness, have corrected if necessary, and submit to the Owner following the Architect's approval all warranties, operations and maintenance manuals, and other such documents.

The Construction Manager will coordinate and conduct the Building Warranty Inspection.

SECTION III QUALIFICATION STATEMENT FORMAT

The response to this request for qualification is in two parts and must be presented in the following order and format. The response shall not exceed fifty (50) pages including charts and pictures. The fifty page limit does NOT include Part Two (Financial Status), the cover, back, and/or index tabs, unless they include company project promotional material.

1. LETTER OF INTRODUCTION
2. TABLE OF CONTENTS
3. FIRM EXPERIENCE AND QUALIFICATIONS
 - a. Address, Telephone Number, Fax Number, E-Mail Address, and Principal Contact for office which will be responsible for implementation of this contract.
 - b. Type of organization for this project (corporation, partnership, other)
 - c. Length of time firm has been in business.
4. PROPOSED TEAM

- a. Provide Organizational Chart proposed for this project, indicating key personnel and their Relationship to this project and other team members.
- b. Provide brief resumes of key persons to be assigned to the project. Clearly indicate personnel previous project experience.

5. EXPERIENCE

List a maximum of ten (10) projects for which your firm has provided, or is providing, construction management services within the past ten (10) years which are most related to this project. Priority of related projects listed here should be given to Community College, University and Florida Department of Education projects. For each of the listed projects, provide the following information:

- a. Name and location of project
- b. The nature of the firms' responsibilities/work activities, type of construction management services provided (if the applicant provided services as a general contractor, so indicate and attach a reproduction of current Florida Contractor's License).
- c. Owner's representative name, address and phone number.
- d. The name and telephone number of the project architect.
- e. Date completed.
- f. Size of program (number and type of facilities).
- g. Cost of program (original Guaranteed Maximum Price and final construction cost).
- h. Current firm team member's role in project.

6. BONDING CAPABILITY

Provide a letter of intent from a Surety Company indicating the applicant's bond ability for this project (performance and payment bond) for an amount in excess of \$1,000,000. To be acceptable to the owner as surety for performance and payment bonds, a surety company shall comply with the following provisions:

- The Surety Company must be admitted to do business in the State of Florida.
- The Surety Company shall have been in business and have a record of successful continuous operations for at least five (5) years.
- The Surety Company shall have at least an A.M. Best Company Policyholder's Rating of 'A' and Financial Size Category of Class 'A' and Financial Size Category of 'Class VIII' or higher.

7. LITIGATION

- a. Identify all litigation in which your firm has been a party to legal action (including Arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a single client for claims in excess of \$50,000.
- b. Include a brief legal description of the dispute and its current status. Where the action or lawsuit has involved a guaranteed maximum price contract, please describe the particular circumstances giving rise to the dispute and the actions which your firm took to attempt to settle the matter prior to and after suite being filed.
- c. Describe in detail any projects within the last five (5) years where liquidated damages, penalties, liens (in excess of \$50,000), defaults, cancellations of contract or termination

of contract were imposed, sought to be imposed, threatened or filed against your organization.

- d. Identify any disputes or claims in which your firm has been a party to and was resolved without legal action. The criterion provided above applies.

8. METHODOLOGY

For three (3) of the projects listed in project experience;

- Describe the way in which your firm developed and maintained Project schedules.
- How did you develop schedules and how often were they updated?
- Provide specific examples of scheduling challenges and how your firm helped solve them.
- Submit an example of a project schedule.
- Describe the types of records, reports, monitoring systems, and Information Management Systems, which your firm used in the management of those projects.
- Provide examples of each report used.
- Describe your firm's quality control methods during the pre-construction and construction phases. Include specific examples of how these techniques were used.
- Describe your firm's approach to document control and communications with the Owner and Architect, to include (but not limited to) meeting minutes, RF's, RFI's, CCD's, and project status reports. (if not described in other sections of this statement.)
- Describe your firm's approach to Bidding and providing a Guaranteed Maximum Price (GMP).
- Describe your firm's approach to procurement of equipment and supplies.
- Describe specific construction management services you have provided and how they have helped the client in terms of cost, quality, schedule, safety, etc.
- Describe your firm's safety record as a contractor and/or construction manager.

SECTION III PART TWO **FINANCIAL STATUS**

NOTE: This section is not included in PART ONE's fifty (50) page limitation UNLESS PROMOTIONAL MATERIAL IS INCLUDED. Submit ONE COPY of this section in a separate, sealed envelope labeled 'Part Two – Financial Status – Confidential' and include in the same envelope with your one (1) original and five (5) copies of the Qualifications Statement. Be sure to include your firm's name and project information on the label.

Provide audited financial statements for the most recent three (3) years, including:

- Income statement, balance sheet, statements of change in financial position, and notes to financial statements. If audited financial statements are unavailable, provide similar un-audited statements.
- Disclose any material changes in the business operations of the firm, including without limitation any bankruptcy proceedings, mergers, acquisitions, or spin-offs, and any material

pending or threatened litigation, which have occurred within the last three (3) years. If appropriate, discuss the impact of these changes on the firm's financial or managerial ability to perform the task under the proposed capital plan.

- The name, title, address, and phone number of the financial officer of the firm responsible for providing the information in response to this requirement Section III Part Two.

SECTION IV QUALIFICATION STATEMENT SUBMITTAL

Respondents submitting a qualification statement shall deliver one (1) original and five (5) sealed copies. Submittals must be received not later than 2:00 p.m. on Tuesday, August 25, 2020 in the Northwest Florida State College, Purchasing Department, 100 College Boulevard, Niceville, FL 32578. Statements will not be accepted after this time. FACSIMILE STATEMENTS WILL NOT BE ACCEPTED.

All submittals should be placed in sealed envelopes marked with the project name and addressed to:

Board of Trustees Northwest
Florida State College
Dedria Lunderman, Director of Purchasing
100 College Boulevard
Niceville, FL 32578

Any inquiries related to the Qualification Statement Instructions or this project must be submitted in writing to:

Board of Trustees
Northwest Florida State College
Dedria Lunderman, Director of Purchasing
100 College Boulevard
Niceville, FL 32578
lundermd@nwfsc.edu

Northwest Florida State College reserves the right to:

- 1) Reject any and all qualification statements or to waive any informality in such submissions.
- 2) Assign any or all of the Project(s) to the selected Construction Manager.
- 3) Determine, in its sole discretion that it is not in the public interest to continue to solicit and/or review the submissions.

The costs for preparation and submission of the Construction Manager Qualification Statements are solely those of the responding entities and the Board of Trustees of Northwest Florida State College assumes no responsibility for any such costs incurred by the respondent.

Respondents must be authorized to do business in the State of Florida and in Okaloosa County and must possess required professional services registrations and construction licenses in accordance with applicable statutes, regulations and rules.

SECTION V QUALIFICATION STATEMENT EVALUATION

The evaluation will be based upon the experience and qualifications of the respondent relative to the proposed project. The Selection Committee will consist of representatives of various areas in the College affected by the project. NOTE: Architect of record will serve as a non-voting member of the committee.

The selection committee will review and evaluate the Construction Manager Qualification Statement submittals. After this evaluation process, those firms presenting the most responsive statements will be short-listed and asked to present a personal interview before the committee.

Further written documentation may be required prior to the interviews, or as a result of the interviews. A reasonable inquiry including, but not limited to, information regarding past performance, financial stability, and ability to perform on schedule, may be grounds for determination of non-responsiveness with respect to the Qualification statements.

The respondents to the Construction Management Qualification Statement will be rated objectively in accordance with the categories identified in the attached rating sheet (Attachment A).

Those respondents selected to present a personal interview before the committee will be rated in accordance with the categories identified in the attached rating sheet (Attachment B).

The recommended final ranking list developed by the committee will be presented to the NWFSC Board of Trustees for approval.