

Oneida School District NO. 351

25 E. 50 S. Suite A, Malad City, Idaho

April 10, 2018

OPEN COMMITTEE ELEMENTARY BOND MEETING MINUTES

Present: *Bob Crowther, Brent Evanson, Dotty Evanson, Catherine Fesler, Max Firth, Rebecca Firth, Mandi Hess, Robert Hannah, Krista Karn, Caleen Picket, Rich Moore, Terrill Schwartz, Bobbi Summers, Chala Teeples, Jean Thomas, Charles Thurber, Brandon Ward, Valorie Ward*

Meeting called to order by Dr. Moore at 5:16 pm.

Dr. Moore welcomed everyone. We sent out RFQ requests about a month ago. The deadline was yesterday. We sent out letters to 8 architects and 8 construction companies. We only received RFQ's from 2 architect and 2 construction company. The RFQ's were from GPC Architects and Design West. And the Construction Companies were Construction Specialists and Hoggan Construction company Dr. Moore was a little disappointed that we have not received more. He talked to Ron about why this would be, and Ron gave a couple reasons, they are busy and not interested in this particular project. Mr. Thurber was surprised that we didn't get a RFQ from Meyers and Anderson. Myers and Anderson did email us to inform us that they did not feel like they could submit an RFQ at this time. They listed several reasons, we shared that email with the group. They felt like they did not meet the requirements requested in the RFQ and they also are very busy at this time with repeat clients and did not feel they could give our project the time and attention it would need.

We have set up 4 tables. And each table has a RFQ packet. We have a rubric to fill out for each company. The group spent 13 minutes on each RFQ packet.

We need to meet again either Monday or Tuesday. We need 4 volunteers willing to make reference checks. Mandi Hess and Chala Teeples would be willing to call the Construction companies. Dr. Thomas and Dotty will call on the architects. We will make some points on the board, and come up with a decision. The construction company is going to be giving us a cost comparison between renovating vs. new build.

Anyone and Everyone is invited to come look at the RFQ's packets in the District Office Board room until next Tuesday. Next meeting will be Tuesday, April 17, 2018 at 5:15 pm.

Meeting adjourned at 6:28 pm.

Included with the minutes is the RFQ packets that were sent out to the Architects and the Construction companies.

Valorie H. Ward

Valorie H. Ward, Clerk

A P P L I C A T I O N

REQUEST FOR QUALIFICATIONS (RFQ)

for the

ONEIDA SCHOOL DISTRICT #351

Firm Name

Address

Zip

Phone

Fax

Email

Principal(s) Names:

-
1. Firm Organization: Individual: _____ States Licensed in: _____
Partnership: _____
Association: _____

Staff:

of Full-Time Architects: _____ Number with educational experience _____

of Full-Time Draftsmen: _____ Number with educational experience _____

of Other Full-Time

Support Personnel

(Specific Positions)

Educational Consultant

2. Provide in your **RFQ** the following: A Cover Letter, Letter of Transmittal, Executive Summary (a brief statement of the salient features, including why your firm should be selected as our Architect) and Project Specific Information (creative ideas which your firm would utilize during the design process to provide us with increased operational efficiency, building quality for less dollars and etc.).

3. Provide the following:

Name of E.& O. Insurance Carrier: _____

Name of Agent: _____ Coverage: _____

Number of claims made over last 10 years: _____

Deductible: _____ Total Settlements: _____

Can our School District contact this Insurance Carrier to verify the above information?

_____ Yes _____ No

(Signature of Principal giving approval)

(Idaho Architectural License #)

4. Attach specific information on:
- A. Your most recent experience with:
 - 1) Conventional construction (block, brick, metal, etc.)
 - 2) Construction schedule examples (design, bidding, construction, etc.)
 - B. Quality Control Procedures
 - C. All Specialized Consultants (list firm and individual: Mechanical, Electrical, Structural, Civil, Landscape and etc.) Specify the # of years of educational experience – for ***each*** of these consultants.
5. Attach comprehensive lists for:
All educational projects during the past 3 years (2014-2017) of \$10+ million in value. These lists are to provide the following information for ***each*** project:
- Project: _____
Location: _____ Size in sq. ft.: _____
Building Cost: \$ _____ Cost/Sq. Ft.: \$ _____
Site Development Cost: \$ _____ Change Order Cost: \$ _____
Total Comprehensive Architect & Engineering Cost: \$ _____ Percent: _____ %
Total Project Cost (Bldg. & Site) \$ _____
Amount of the Actual Contract vs. Actual Costs (List dollars above or below for each of your listed projects). \$ _____
Owner Contact: _____ Phone: _____
6. Provide three (3) names and telephone numbers of current School Superintendents who have knowledge of your firm that our School District may contact. Include two (2) copies of Letters of Recommendations from School District personnel, which were written during the past two (2) years (2015-2017).
- Misc. Attach any other material(s) that might help the School Board give your firm complete consideration for this architectural position.

Provide a minimum of five (5) original copies of all above requested information. Limit your proposal (including all attachments) to **not** more than twelve (12) total pages. Proposal contents must be “project specific” (avoid any boiler-plate information). Use only single-sided 8½” x 11” numbered pages and printed in at least in a twelve (12) point font.

The contact person preparing this proposal, who attests that **all** submitted information is true and accurate, should sign below:

(Signature)

(Date)

(Printed Name)

(Title of Contact Person)

*Please **do not** contact any Board or Staff members during this Architectural selection process. Any and all RFQ inquiries are to be made **directly** to:*

Valorie Ward (Board Clerk)
valorie.ward@malad.us 208-534-6080

REQUEST FOR QUALIFICATIONS

TO: CONSTRUCTION MANAGER AT RISK (CMaR)

FROM: Oneida School District #351
Valerie Ward, Board Clerk
25 East 50 South, Suite A
Malad, ID 83252

SUBJECT: Request for Qualifications
CMaR Services
New or Remodeled Elementary School in Addition to Other Projects

Submittals will be received at the School District Office until April 9, 2018 at 4:00 pm MST, for furnishing construction management services for this project as a Construction Manager at Risk (CMaR).

Questions that arise as a result of this Request for Qualifications should be addressed to:

Valerie Ward, Board Clerk
Oneida School District #351
25 East 50 South, Suite A
Malad, ID 83252
(208) 543-6080

The project will be funded by public and private funding. The Architect and CMaR will assist with the funding/bonding effort as part of their contracted services. Architect and CMaR will be under separate contracts with School District #351, however the Architect, CMaR and Owner shall work as a team for the best interests of the School District. CMaR will receive general direction through the Architect.

A Construction Manager's license is required to be in effect at time of submission on this project. Construction Manager must also hold current Liability Insurance and other appropriate insurance as is standard and required.

DESCRIPTION OF PROJECT

This projected project scope consists of providing basic designs for a new or remodeled elementary school in addition to any other projects.

The total amount of the bond is TBD. A levy date has not yet been decided and it will need to gain 2/3 approval {from the registered voters} in order to make these projects become viable.

REQUIRED SERVICES

The Oneida School District #352 is requesting submittals for Construction Management at Risk Services beginning with cooperation and assistance through planning, design, and project construction, including the one-year warranty period following the various projects' completion. The Owner is looking for a CMaR who will be a team player who works closely and in harmony with the Owner and Architect.

CMAr will be responsible for establishing and validating construction cost estimates based on the scope of work for the project as plans are developed.

During the design phase the CMAr will be responsible for reviewing plans developed by the architect and providing input regarding construction methods, conformity to budget, construction phasing, and any other pertinent issues.

During construction, the CMAr will be required to meet as needed, but not less than monthly, with the Architect, the Owner's Representative and other team members for the purpose of providing a report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The CMAr shall be licensed as required by the State of Idaho and/or the City of Malad as required.

PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, 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.

The Owner 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 banker, giving an opinion of financial stability. Unfavorable responses to these investigations are grounds for rejection of proposal.

The CMAr will be required to provide payment and performance bond or bonds in the amount of the total construction management contract.

- B. **Specific Qualifications:** List the team expected to accomplish this work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. In addition, provide the following:
1. List five recently completed projects as a CMAr (related projects preferred). Name the project, the Owner, the Architect, cost of construction, CM fee, and General Conditions costs.
 2. List all current CMAr projects including name of the Owner, Architect and total of expected construction costs, CM fees and General Conditions costs.
 3. List all CMAr projects completed within the past three years, including name of Owner, Architect, and construction costs, CM fees and General Conditions costs.

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

- C. **Approach to Project:** Based on proposer's knowledge of this project, list all the Construction Management services proposer would anticipate providing on this project. Indicate where service would be provided within the CM fee or as a reimbursable expense.

- D. **Other Information:** In addition to the above, provide any other information that will persuade the selection committee that proposer is the best qualified to be the CMAr for this project.
- E. **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 the specific qualifications of the people to actually perform the project and the approach to this specific project. Submit five (5) copies of the proposal and any supplemental material, such as office brochures. Also provide a digital PDF copy of the proposal.

EVALUATION

An evaluation committee consisting of persons representing the Owner will rank the proposals and select or may interview not more than three (3) firms to select the best firm for the project.

PROPOSED DATES

Post Legal Ad	March 21 and 28, 2018	
Mail RFQ Packets	March 15, 2018	
Site Tour	(date)	(time)
Receive Proposals	April 12, 2018	4:00 PM
Announce firms selected for interviews	April 12, 2018	
Oral Interviews	April 16, 2018	
Award	April 17, 2018	
Negotiate Contract	April 19, 2018	
Contract Start	TBD	
Construction Completion	TBD	

EVALUATION AND SELECTION

The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The Owner may negotiate separately with any source in any manner necessary to serve the best interests of the Owner. Awards will be made based on proposals resulting from this request and subsequent interviews.

Oneida School District #351 will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract. All proposals and associated

materials will become the property of the School District. All information contained in this RFQ may be made a part of the executed agreement of services, at the discretion of Oneida School District #351.

The Oneida School District #351 reserves the right to:

- Waive any informalities or irregularities and reject any or all proposals as a result of this RFQ.
- Select all or part of the responder's proposal.
- Negotiate changes in the scope of the work or services to be provided.
- Change the scope of projects as listed on page one of this document.
- Conduct investigations required to determine the respondent's performance record and ability to perform the assignment as a part of this RFQ.
- Negotiate separately with any source in a legal manner that is deemed to be in the best interests of Oneida School District #351.