



TOWN OF MANSFIELD, CONNECTICUT

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)

**Request for Qualifications and Proposals to Provide Owner's Project Management Services
For
Site Selection, Building & Site Design, and Construction of a new Mansfield Elementary School**

RFQ/P Issue Date: July 16, 2018

**Statement of Qualification and Proposal Due Date:
Monday, July 30, 2018 by 2:00 p.m.**

The Town of Mansfield will receive sealed qualifications and proposals to provide owner's project management services for the Mansfield Elementary School to be constructed in Mansfield, Connecticut. Qualifications and proposals are due no later than 2:00pm on July 30, 2018.

Submission shall include two (2) hard copies and one (1) electronic copy (CD or Thumbdrive) of the Statement of Qualifications and two (2) hard copies and one (1) electronic copy (CD or Thumbdrive) of the proposal and shall be submitted to:

Mr. Randy Walikonis, Chairperson
c/o Tasha N. Smith, Executive Assistant to the Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268-2599
860-429-3336

Any addenda will be distributed by Tasha N. Smith. All firms are responsible for checking for new addenda <http://mansfieldct.gov/content/5859/default.aspx>.

1. INTRODUCTION

The Town of Mansfield is soliciting statements of qualifications and proposals for comprehensive owner's project management services for the construction of the Mansfield Elementary School Project in Mansfield, Connecticut. This RFQ/P is not a contract offer, and no contract will exist unless and until a written contract is signed by the Town Manager of the Town of Mansfield and the successful proposer.

Interested parties should submit a statement of qualifications and proposals in accordance with the requirements and directions contained in this RFQ/P. Proposers are prohibited from contacting any Mansfield employee, officer or official concerning this RFQ/P, except as set forth in Section 6. A proposer's failure to comply with this requirement may result in disqualification.

If there are any conflicts between the provisions of these standard instructions to proposers and any other documents comprising this RFQ/P, these standard instructions to proposers shall prevail.

2. PROJECT DESCRIPTION

2.1 Project Background

On April 12, 2018 the Mansfield Board of Education (MBOE) passed the following:

“To request the Superintendent of Schools to make a formal request to the Town Council to establish a building committee to explore the building of one new school provided a suitable site can be found. If a building site is not found, the Board requests that the committee reports that finding to the Board.”

The committee's charge is to identify a site and develop a school design for one new elementary school for approximately 588 students. The Board requests that if a single site for a school cannot be found that the committee report back to the Board of Education for further consideration of the future of the school facilities.

There were four main objectives for developing a vision and plan for this facility and learning spaces:

- Develop a detailed understanding of the district's current performance, needs, and facilities.
- Develop a clear vision of long-term aspirational goals for the district's facilities and learning spaces supporting the district's strategic plan.
- Communicate this vision with key stakeholders and the broader community for feedback.
- Identify next steps for successful implementation of the vision and goals for the district and facilities.

2.2 Project Description

A New Elementary School is to be located on a new site within the Town. The projected enrollment of the new school is to be approximately 588. The proposed grade configuration will be Pre-K thru Fourth Grade. Mansfield desires its learning spaces to be flexible, inclusive and interactive to support the district's mission to develop global citizenship, communication, collaboration, creativity and critical thinking in all students. Mansfield supports the principles of sustainability, including green building, and energy- and resource-efficiency.

2.3 Project Schedule

The overall project schedule consists of a standard design, bid, and construct process ultimately resulting with owner occupancy for the start of the 2023-24 academic year. The project may utilize a Design Bid

Build, or Construction Manager at Risk delivery method. The design phase is scheduled to start in November 2019 and be completed by November 2020. Construction is scheduled to start in January 2021 with substantial completion in June 2023. These dates are subject to change.

The Owner's Agent selection schedule is as follows:

1. RFQ/P Published: July 16, 2018
2. RFQ/P Due: July 30, 2018
3. Tentative Short-list Agents: August 6, 2018
5. Tentative Interview Agents: August 14, 2018
6. Estimated Agent Selection: August 16, 2018

3. SCOPE OF SERVICES

The services to be provided shall include, but are not limited to, analyzing constructability, advising the Town of Mansfield on project delivery systems and forms of contracts, serving as a single point of contact between contractors and designers, representing the Town at key meetings, monitoring the project schedule and budget, auditing quality assurance/quality control procedures, assisting in evaluating contractor payment requests, providing monthly reporting, and facilitating issue resolution. The owner's project manager will be expected to continue to provide all owner's project management services throughout the project, including turnover, closeout, commissioning, and [State audit compliance, if applicable].

The Town of Mansfield anticipates that the provision of services will include, but not necessarily be limited to, the following tasks.

1. Undertake the management of, and be the owner's representative for the project.
2. Provide consultation services and advice by working closely with the Town's architects/engineer, construction manager, School Building Committee, Town Council, Board of Education, relevant Town and Board of Education staff, relevant State offices and officials, and the community at large on every aspect of the project.
3. Assist with the completion of, review and provide input on developing and submitting required Town and State filings (with associated back-up), including funding authorization requests and reimbursement requests to the State of Connecticut.
4. Work closely with the State of Connecticut Department of Education, State of Connecticut Department of Construction Services, Office of School Construction Grants and Review, the members of the School Building Committee, and all appropriate Town and Board of Education staff on all aspects of the School Project, including the grant and reimbursement application and management process.
5. Make required presentations to all appropriate Town bodies (including, but not limited to the School Building Committee, the Board of Education, the Town Council, the Planning and Zoning Commissions, and others (including in conjunction with the Town's architects, engineers and construction managers where appropriate).
6. Review and oversee critical path schedules for design and construction provided by others.
7. Review and oversee project budgets, schedules and cash flow projections.
8. Oversee and coordinate detailed project cost estimating and any required reconciliation between estimates and budgets. Identify cost control and value management options to keep the project on budget and ensure compliance with Town and Board of Education approvals, State reimbursement requirements, and School Project specifications.

9. Provide oversight for efficient and comprehensive communications and tracking of critical project elements (e.g., requests for information (RFI's); change orders, submittals, addendums, meeting minutes, schedules, etc.).
10. Assist in the monitoring and reporting of contract manager, contractor, and sub-contractor compliance with all local, state, and federal requirements.
11. Develop and implement a system for review and processing of change orders, including State Change Orders to relevant state officials (e.g., the Connecticut Department of Construction Services, Office of School Construction Grants and Review)
12. Attend (and, where required, represent the Town and School Building Committee at) all project meetings, including job meetings, School Building Committee meetings and any other meetings as required.
13. Keep meeting minutes, as needed.
14. Develop and implement a procedure for review, approval and processing of contractor and professional consultant requests for payment.
15. Assist the Town, School Building Committee, and Board of Education to resolve any questions that arise during the project design and construction.
16. Prepare and maintain a system for reporting to the Connecticut Department of Education, Department of Construction Services, Town Officials, and School Building Committee.
17. Determine final completion and turnover to the Town of Mansfield of all required materials.
18. Coordinate the completion and construction phase closeout of all projects including but not limited to: ensuring all appropriate documents are submitted, warranty issue oversight, owner- implemented changes and/or additions to the project.
19. Prepare for and assist in the State Department of Education project audit process.
20. Review Certified Payrolls for reasonableness, completeness, and compliance with the law.
21. Provide Value Management/Engineering Oversight.
22. Assist with State of Connecticut High Performance Building Certification Process.
23. Provide documentation management services (e.g., warranties, as-builts, manuals, etc.).
24. Coordinate schedules and deliveries and review payment requests/invoices.
25. The owner's project manager is prohibited from working on the project in additional capacities (e.g., as an architect, construction manager, engineer, or in the trade packages).
26. Monitor work in being performed in the field and report to responsible parties.
27. Any and all tasks that are appropriate and deemed necessary to the successful completion of the project.

4. SELECTION AND DESIRED QUALIFICATIONS

4.1. Selection Process

Request for Qualifications Issued	July 16, 2018
Questions Due Date	July 26, 2018
Qualification Package/Proposal Due Date	July 30, 2018
Tentative Interview Date	August 14, 2018
Estimated Award Date	August 16, 2018

4.2. Proposal Submission Requirements

The Town of Mansfield expects that a proposal shall be drafted by each responsive consultant for this RFQ/P. **The Proposal Submission shall be sealed and signed across the seal. The Proposal Submission shall be made in a separate envelope or enclosure from the Qualifications. Both documents may be within the same shipping package but must be sealed separately.**

The proposer shall provide a value for each stage of the project with a lump sum project value for their services. Any additions that the proposer sees as necessary given their experience must identify and provide a value for that additional service.

In the event the referendum does not pass or the Committee, for whatever reason or for no reason, elects not to continue with the selected firm for pre-referendum services, the Committee may terminate any agreement for its convenience and without cause. Upon termination the Committee shall pay the selected firm for all services properly performed in accordance with the terms of the agreement.

4.3. Qualification Submission Requirements

The Town of Mansfield expects each respondent to meet at least the following minimum qualifications:

1. The owner's project manager must have demonstrated experience as a construction manager, owner's representative, or architect in the completion at least two (2) school construction projects in Connecticut, with a budget of at least \$25 Million each, in the last ten (10) years.
2. Preference will be given to demonstrated experience with providing such services in conjunction with new-school construction on the site of an occupied school.
3. The owner's project manager must have demonstrated owner's representative, project management, and/or construction management experience a minimum of \$150 Million in State-approved projects.
4. The owner's project manager must have demonstrated experience providing construction management, owner's representative, or architectural services to multiple public school districts in Connecticut.
5. The owner's project manager must have demonstrated strong owner's representative and project management skills, including but not limited to, extensive construction experience, change order evaluation, critical path scheduling and budget oversight. The selected firm must demonstrate the ability to work collaboratively with town councils, school boards, building committees, architects and construction managers.

6. The project will be subject to requirements of the State of Connecticut Department of Administrative Services, Office of School Construction Grants and the Department of Education, Bureau of Grants Management. Candidates shall demonstrate project experience working with and extensive knowledge of these agencies and their requirements.
7. The owner's project manager shall have demonstrated experience of incorporating sustainable practices into municipal facilities with a preference being schools.

4.4. *Evaluation Criteria*

Firms meeting the desired qualification set forth above and complying with the requirements of this RFQ/P will be evaluated based on the following evaluation criteria:

CRITERIA	Weight
Relevant Project Experience	1/3
Project Team Qualifications	1/3
Project Approach	1/3

The Owner will base its initial ranking of owner's project management firms on the above evaluation criteria. If necessary, the Owner will conduct interviews.

5. SUBMISSION REQUIREMENTS

Proposals shall include the following information at a minimum:

- I. Executive Summary
 - Please provide a narrative history of your firm and its relevant owner's project management experience.

- II. Company Information
 - Name of Company and parent company, if any;
 - Name of Company Primary areas of service;
 - Address of principal office and office from which project will be managed;
 - Name, address, telephone number and e-mail address of the principal contact person to receive notifications and to reply to inquiries from the Town and/or School Building Committee
 - Years engaged in above service under your present name and all prior names by which firm was known.
 - Please provide a narrative history of your firm and its relevant owner's project management experience

- III. Relevant Project Experience
 - Reference a minimum of three relevant owner's project management projects of similar type and scale to this scope. Include project name, location, brief description, and total square footage, and a client reference. Projects shall only be those completed within the last ten (10) years.
 - Describe experience working with community and government on the local and state level, particularly in the context of new school construction.

- IV. Proposed Project Team
 - Provide an organization chart and resumes for all key personnel. For each of the key personnel provide a resume that provide the following information:
 - Current job title, responsibilities, type of work performed and time at current firm
 - Relevant background, credentials and experience with specific project of comparable nature and scope.
 - Clearly defined roles and responsibilities as well as estimated time commitment to this project.
- V. Project Approach
 - Include your project understanding, approach and methodology, and key elements and factors which differentiate your firm from your competition.
- VI. Default
 - Have you ever failed to complete any work awarded to you? Have you ever been declared in default of a contract? If so, when, why and what was the ultimate outcome.
- VII. Workload Statement
 - Provide details on your firm's current and future workload and ability to provide this project the attention we feel it requires between now and the scheduled completion date.
- VIII. Litigation
 - Describe any pending litigation, arbitration or mediation proceedings in which your firm is currently involved or has been involved in the preceding ten (10) years.

6. QUESTIONS AND AMENDMENTS

Any questions regarding the RFQ/P should be directed to the contact listed below via e-mail at SmithTN@mansfieldct.org by July 26, 2018 at 4:30pm. Answers to questions will be responded to in writing only.

Note: It is the responsibility of the owner's project management firm responding to this RFQ/P to qualify within its formal proposal, any modifications to this written RFQ/P and the Scope of Services contained herein.

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c/o Tasha N. Smith, Executive Assistant to the Town Manager
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7. RIGHT OF REJECTION AND CLARIFICATION

The Town of Mansfield reserves the right to reject any and all statement of qualifications and to request clarification of information.

8. INDEPENDENT CONTRACTOR

The owner's project management firm shall be and operate as an independent contractor in the performance of the owner's project management services. The owner's project management firm shall have complete charge of the personnel proposed as part of its team, and all persons employed by the owner's project management firm shall be employees of said owner's project management firm and not employees of the Town of Mansfield in any respect.

9. COMPLIANCE WITH LAWS

The owner’s project management firm shall comply with all applicable laws, bylaws and regulations, Federal, State, and any political subdivision thereof, including but not limited to, unemployment and workers' compensation, occupational safety, equal employment and affirmative action and wage and price laws insofar as applicable to the performance of the contract.

10. SUB-CONTRACTORS

The selected owner’s project management firm shall not subcontract any of its work or services to be performed to others without the express prior written consent of the Town of Mansfield.

11. NONDISCLOSURE

The owner’s project management firm agrees that it will not divulge to third parties, without the written consent of the Owner, any information obtained from or through the Owner, Architect or others in connection with the project, except to the extent necessary to comply with this RFQ.

12. SUBMISSION DEADLINE

The submission shall include two (2) hard copies and one (1) electronic copy (CD or Thumbdrive) of the Statement of Qualification and the Proposal in response to this RFQ/P and must be received by no later than July 30th at 2:00pm.