

# CROWLEY INDEPENDENT SCHOOL DISTRICT

## REQUEST FOR QUALIFICATIONS – STEP 1 CONSTRUCTION MANAGER AT-RISK

### Deer Creek Elementary School Kitchen Addition and Renovation



**May 10, 2022**

#### **NOTICE OF REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGER AT-RISK, TWO-STEP PROCESS**

Pursuant to the provisions of the Texas Government Code Chapter 2269, Subchapter F, it is the intention of the Crowley Independent School District to select a Construction Manager At-Risk (CMAR), via a two-step Request for Qualifications (RFQ) process, Deer Creek Elementary School Kitchen Addition and Renovation.

The RFQ/RFP package is available for download from <https://www.crowleyisdtx.org/Page/2393>. Questions regarding the RFQ should be directed in writing via email to the person listed below. All questions must be received on or before 2:00 pm (local time) on Friday, May 13, 2022. No verbal responses will be provided.

**Nadia Powers, M.S.Ed., CTSBS**  
**Director of Purchasing**  
**Crowley Independent School District**  
[nadia.powers@crowley.k12.tx.us](mailto:nadia.powers@crowley.k12.tx.us)

Sealed responses marked "CMAR Request for Qualifications – Step 1, Deer Creek Elementary School Kitchen Addition and Renovation, Crowley Independent School District, May 10, 2022" will be received until **2:00 PM (Local Time), Tuesday, May 17, 2022**. Sealed responses will be received at:

**Nadia Powers, M.S.Ed., CTSBS**  
**Director of Purchasing**  
**Crowley Independent School District**  
**10400 N. Crowley Road**  
**Crowley, Texas 76036**

Submittals received after that time will not be considered for evaluation.

Crowley ISD reserves the right to waive any informality or to reject any, or all, CMAR Request for Qualifications submittals.

Responses shall include the information requested in the sequence and format prescribed. In addition to and separate from the requested information, submitting organizations may provide supplementary materials further describing their capabilities and experience.

The District shall receive, publicly open, and read aloud the name of the firms submitting a Statement of Qualifications. The District shall select no more than five firms for Step 2 Proposals solely on the basis of Step 1 qualifications. The selection criteria shall include the firm's experience, past performance, safety record, proposed personnel and methodology, and other appropriate factors that demonstrate the capability of the Construction Manager At-Risk. The District's Board of Trustees has delegated the authority of selecting and ranking firms to a committee composed of members of the CISD administration and facilities representatives.

Interviews may be conducted with the short-listed firms prior to submission of Step 2 Proposals. The interview shall be considered a part of the Step 2 evaluation process. In accordance with the schedule, interviews may be conducted Tuesday, May 24, 2022. The firms to be interviewed should include the project manager and job superintendent identified in the qualification proposal. Upon conclusion of the interviews and submission of the Step 2 Proposals, the firms will be evaluated and ranked in accordance with the criteria contained in the Request for Qualifications and determined to provide the best value for the District. Queries about the project and the Request for Qualifications should be addressed via e-mail to:

**Nadia Powers, M.S.Ed., CTSBS**  
**Director of Purchasing**  
**Crowley Independent School District**  
[nadia.powers@crowley.k12.tx.us](mailto:nadia.powers@crowley.k12.tx.us)

## CONSTRUCTION MANAGER @ RISK SELECTION SCHEDULE

- First Advertisement Tuesday, May 10, 2022
- Request for Qualifications Released Tuesday, May 10, 2022
- Pre-submittal Conference  
CISD Maintenance Conference Room  
10400 N. Crowley Road  
Crowley, Texas 76036 **2:00 PM** - Thursday, May 12, 2022
- Deadline for Questions **2:00 PM** - Friday, May 13, 2022
- Second Advertisement Sunday, May 15, 2022
- Addendum (if needed) Monday, March 16, 2022
- Receive Statements of Qualifications (Step 1)  
CISD Maintenance Conference Room  
10400 N. Crowley Road  
Crowley, Texas 76036 **11:00 AM** - Tuesday, May 17, 2022
- Establish short list of firms and notify for Step 2 Wednesday, May 18, 2022
- Conduct Interviews (if elected) **9:00 AM – 12:00 PM** - Tuesday,  
May 24, 2022
- Receive Proposals (Step 2)  
CISD Maintenance Conference Room  
10400 N. Crowley Road  
Crowley, Texas 76036 **2:00 PM** - Tuesday, May 24, 2022
- Evaluate Proposals and Rank Selections Tuesday, May 24, 2022
- CMAR Recommendation in Board Packet **9:00 AM** - Wednesday, June 1, 2022
- Recommendation to Board of Trustees Thursday, June 9, 2022

## **PROJECT DESCRIPTION**

### **Project**

Deer Creek Elementary School Kitchen Addition and Renovation  
Crowley, Texas

### **Architect**

VLK Architects, Inc.

### **Project Scope**

The anticipated scope of work for this proposal is as follows;

- kitchen renovation is 1,700 sf
- proposed kitchen addition is 300 sf for the freezer/cooler
- assumes all new kitchen equipment with exception of the recently replaced serving line, which will be salvaged and reused.
- demolition to expand to two serving lines utilizing the existing ware wash area.
- full renovation of the single user toilet
- new office
- full mechanical replacement
- roof replacement at kitchen only

### **Anticipated Schedule**

Design/Construction Document Phase: May 2022 – August 2022  
Proposal Phase: September 2022  
Construction: October 2023 – July 2024 (10 months)

### **Anticipated Construction Budget:**

Deer Creek Elementary School Kitchen Addition and Renovation \$1,600,000

### **Pre-Construction Services: The Construction Manager shall provide the following:**

- Attend regular design meetings with the District and Architect to review the project status and to develop an understanding of the project scope.
- Consult with the District and Architect regarding building systems selection, material selection, and identification of long-lead items impacting the project schedule.
- Provide recommendations on construction feasibility.
- Provide alternative design solutions, including cost and schedule impacts, for determination of best value for the District.
- Prepare and periodically update a preliminary project schedule for the Architect's review and the District's approval. The Construction Manager shall coordinate and integrate the preliminary project schedule with the services and activities of the District, Architect, and Construction Manager.
- Develop multiple proposal packages as necessary in order to achieve occupancy, efficiency of general conditions cost, and the greatest economy for the District. The Construction Manager shall assist the District and Architect in determining phasing, packaging, and the associated definition of scope.
- Prepare a comprehensive probable cost estimate at the completion of 50% Construction Documents to ensure alignment with the project budget. If any estimate submitted to the District exceeds the agreed upon budget, the Construction Manager shall make recommendations to the District and Architect to reduce the cost of the project.

- Recommend to the District and Architect a schedule for procurement of long-lead items that will constitute the work as required to meet the project schedule.

**Contracts:**

The District will use AIA document A133-2019 as the base construction contract document with the Construction Manager. The general form of the General Conditions document will be the AIA document A201 – 2019. These contracts will be modified/amended by the District's legal counsel. Fee structures will be negotiated and contained as a part of the final agreement. As a part of your proposal indicate that, if selected, you will execute this contract, noting exceptions. All requests for modifications will be through mutual agreement of the Owner and Construction Manager. In the event an agreement cannot be reached, the District will terminate negotiations, and begin negotiations with the next ranked firm that provides the best value to the District.

**Audit:**

The Owner will retain the right to audit any or all accounting records of this project upon demand for up to 3 years after final completion of the work or final acceptance of the work by the Owner, whichever is later. The audits may include any or all payments made to subcontractors, companies or individuals, for all work associated with this project, to the extent required for a complete accounting of all costs. The accounting method must clearly show the breakdown of the following as a minimum:

- Unit and material cost
- Invoices
- Specific wage rates (unburdened actual costs) for all trades
- Documentation of actual burden and benefit costs for all personnel chargeable to the project.
- Premium time mark-ups for all trades, if any
- Contractor's fee
- Materials mark-up
- Subcontractors mark-ups
- Insurance and bond costs
- Equipment and tool rental costs
- Any other documentation required

Audits may occur at regular or irregular intervals. The Construction Manager must be able to provide documentation required upon request within 24 hours during the duration of the project. Audits will use the proposal and bidding information as the basis for verification of costs at each audit. The Construction Manager is to provide certification and reconciliation of all project costs to Owner at the completion of the project.

## SUBMISSION REQUIREMENTS AND OUTLINE

Submit five hard copies and one digital copy in .pdf format of your proposal. Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format.

### Tab 1: Experience

- 1.1 Company Information: Company name, address of principal's office, telephone number, and Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, other), Name of Primary Contact, Primary Contact telephone number and primary contact e-mail:
- 1.2 Years in Business: Number of years operating within the Dallas-Fort Worth Area
- 1.3 Construction of K-12 schools as CMAR: Provide the following information for each project listed for a minimum of 3 completed projects in the last 5 years:
  - Project name, location, description, original budget, owner, architect photographs and project size
  - Original Substantial completion and actual substantial completion date
- 1.4 Experienced in the North Texas construction market ; Provide the following information for each project listed in the last 5 years:
  - Project name, location, description, original budget and final project size
  - Original Substantial completion and actual substantial completion date

### Tab 2: Technical Competence

- 2.1 Schedule: Provide a project specific schedule that will be used to control various project phases, describe your approach to assure timely completion, including methods used for schedule recovery and describe strategies for meeting or improving schedules for design and/or construction.
- 2.2 Pre-Design Estimates: Describe your organization's methods for estimating cost during the document phases. Provide the following information for one of the projects listed in 1.3:
  - Attach a sample conceptual cost estimate prepared during the design phase of a project and a sample of the final cost estimate/breakdown used to fix the contract amount for the same project.
- 2.3 Technology: Provide examples of information management systems you will use during pre-construction services.
- 2.4 Cost control: Provide the following information:
  - Describe your organization's concept for the disposition of savings realized during construction.
  - Describe your organization's concept for the disposition of contingency funds during construction.
  - Does your organization make all cost information during design and construction available to owner and architect?

### Tab 3: Capability to perform

- 3.1 Financials:
  - A. Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:
    - Current Assets (e.g., cash, joint venture accounts, accounts receivable,

- notes receivable, accrued income, deposits, materials inventory, and pre-paid expenses).
  - Net Fixed Assets
  - Other Assets
  - Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, and accrued payroll taxes).
  - Other Liabilities (e.g., capital stock, authorized and outstanding shares par value, earned surplus, and retained earnings).
- B. Name and address of firm preparing attached financial statement and date thereof.
- C. Is the attached financial statement for the identical organization named under Item 3.1 above? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g. parent-subsidiary).
- D. Will the organization, whose financial statement is attached, act as guarantor of the contract for construction?
- E. Provide name, address, and phone number for bank reference.
- F. Surety: Name of bonding company and name and address of agent.
- 3.2 Litigation: Provide details of any past or pending litigation, or claims filed against your firm in the past five years that may affect your performance under a Contact with the Owner. (If the answer to any of the questions below is yes, please attach details). If this is not applicable please respond accordingly.
- Has your organization ever failed to complete any work awarded to it?
  - Are there any judgments, claims, arbitration proceedings, or suits pending, or outstanding, against your organization or its officers?
  - Has your organization filed any law suits or requested arbitration with regards to construction contracts within the last five years?
- 3.2 References: For three (3) of the projects listed above in item 1.3, identify a representative of the owner and a representative of the architect (provide name, phone, and email) whom we could contact as references regarding your organization's services.

**Tab 4: Past Performance**

- 4.1 Project Team Time with company for each individual: Given the scope and schedule of the project, identify who would work on the project. Provide assurances the identified team will remain with this project throughout the course of construction.
- Specific Project Manager
  - Project Engineer
  - Estimator
  - Superintendent
- 4.2 Project Team time in construction: Provide a resume for each individual identified is 4.1
- 4.3 Number of K-12 schools projects completed by each individual: Provide references for each individual identified is 4.1
- 4.4 Project Team past relationship with the district: Provide a list of past district projects each individual team member identified in 4.1 was involved in.

**Tab 5: Forms**

5.1 Insert the following required forms in this section of the response:

- Completed – Deviation/Compliance
- Completed – Non-Collusion Statement and Criminal Background Check / Felony Conviction Notification
- Completed – Nonresident Bidder's Certification
- Completed – Debarment or Suspension Certification
- Completed – Conflict of Interest Questionnaire
- Completed – Compliance with House Bill 89, Senate Bill 252, and Senate Bill 22
- W-9
- Clean Air and Water Act Compliance
- Contractor Certification for Contractor Employees
- Any CMAR entering into a contract for construction with Crowley ISD will be required to file Form 1295 electronically with the Texas Ethics Commission using the online filing application



## CRITERIA FOR SELECTION

Pursuant to Section 2269.055 of the Texas Government Code, the following criteria shall be considered in evaluating and ranking the proposals. The District shall select the offeror that submits the proposal that provides the best value to the District, based upon the published selection criteria. The District shall first attempt to negotiate a contract with the highest ranked offeror. If the District is unable to negotiate a satisfactory contract with the selected offeror, the District shall formally, and in writing, end negotiations with that offeror and proceed to negotiate with the next offeror in the order of the selected ranking until a contract is reached or negotiations with all ranked offerors end.

The selection process is not just fee based, but weighted heavily on other important issues critical to the success of the project. The following are several of the key issues in the Owner's selection decision:

<b>STEP 1</b>	
<b>10 points</b>	<b>Experience:</b> <ol style="list-style-type: none"> <li>1.1 Company Information</li> <li>1.2 Years in Business</li> <li>1.3 Construction of K-12 schools projects as CMAR</li> <li>1.4 Experienced in the North Texas construction market</li> </ol>
<b>30 points</b>	<b>Technical Competence:</b> <ol style="list-style-type: none"> <li>2.1 Schedule</li> <li>2.2 Pre-design estimates</li> <li>2.3 Technology</li> <li>2.4 Cost control</li> </ol>
<b>10 points</b>	<b>Capability to perform:</b> <ol style="list-style-type: none"> <li>3.1 Financials</li> <li>3.2 Litigation</li> <li>3.3 References</li> </ol>
<b>20 points</b>	<b>Past Performance:</b> <ol style="list-style-type: none"> <li>4.1 Project Team Time with company for each individual.</li> <li>4.2 Project Team time in construction</li> <li>4.3 Project Team Number of K-12 schools projects completed by each</li> <li>4.4 Project Team past relationship with the district</li> </ol>
	<b>Total possible points for Step 1 = 70 points</b>
<b>STEP 2</b>	
<b>30 points</b>	<b>Price:</b> Lowest overall pricing will receive 30 points. The other proposals receive fewer points in descending order.
	<b>Interview:</b> Short listed will be evaluated on how they answer questions and their overall approach to this project.
	<b>Total possible points for Step 2 = 30 points</b>

**Total overall Points Available = 100 points**