

**TALBOT COUNTY
BOARD OF EDUCATION**

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AT RISK SERVICES
FOR THE RENOVATION OF AND ADDITION TO
CHAPEL DISTRICT ELEMENTARY SCHOOL**

PART 1

April 12, 2023

REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR THE RENOVATION OF AND THE ADDITION TO CHAPEL DISTRICT ELEMENTARY SCHOOL

Talbot County Public Schools
April 12, 2023

PART 1

1. GENERAL INFORMATION

The Talbot County Board of Education requests Offerors' Qualifications for Construction Management At Risk (CMR) services for the occupied phased renovation of and addition to the of Chapel District Elementary School, 11430 Cordova Road, Cordova, MD, 21625.

Talbot County Public Schools will undertake a two-part process in order to select a construction management firm to provide complete preconstruction and construction services for the Chapel District Elementary School Renovation and Addition Project:

Part 1: Review of Qualifications. All submissions will be reviewed and a Project Steering Committee (PSC) will develop a short list of firms that will be requested to submit Proposals.

Part 2: Review of Proposals. A Request for Proposals (RFP) will be issued to the short list of firms or teams that were pre-qualified in Part 1, and a selection of the project CMR team will subsequently be made by the Board of Education on the recommendation of the Superintendent of Schools.

The desired outcome is to permit the Talbot County Board of Education to design, procure, renovate, build, and occupy the project. The scope of work will include services that will support all aspects of the facility renovation and addition project, including but not limited to: assistance to the architectural/engineering team in the development of design and construction execution documents, Construction Management Pre-occupancy and Post-occupancy services, and project Closeout services. The project will use the Construction Management At-Risk (CMR) project delivery method.

- A. Each Construction Management At-Risk team submitting Qualifications shall submit seven (7) bound copies of the Qualifications document prominently marked with the Request for Qualifications title, the due date and time, and the name of the organization submitting the Qualifications.
- B. Qualification submissions must be received no later than 9 a.m. on May 5, 2023. Qualifications are to be submitted to the Issuing Officer:

Mr. Kevin Shafer, Director of Operations
Talbot County Board of Education
12 Magnolia Street
P.O. Box 1029
Easton, Maryland 21601
Ph. 410.822.0330

Interested firms or teams are to communicate solely with the individual listed above. **No contact is to be made with any other official of the school system or its consultants unless specifically directed by the Issuing Officer. The Issuing Officer shall act as the sole point of contact between any interested parties and the PSC on all communications.**

Faxed or electronically submitted Qualification documents will NOT be accepted.

- C. The Talbot County Board of Education reserves the right to accept or reject any or all Offerors, to negotiate with any or all responsible Offerors, and to waive any informality in the Request for Qualifications or subsequent Request for Proposal. The Offeror shall be responsible for any and all expenses incurred in preparing submissions.
- D. Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.
- E. By responding to this RFQ, Offerors accept the evaluation process and acknowledge and accept that the determination of the final selected CMR Firm may require subjective judgments by the owner.
- F. All submissions and/or follow up documentation shall become the property of the Owner.

2. DESCRIPTION OF PROJECT

Note: Further information on the project is available in the documents listed at the end of this RFQ.

General Background:

The original portion of the *Chapel District Elementary School* was constructed in 1952, which included 12,748 square feet (sf). In 1994, the original portion of the building was renovated and an addition of 30,477 sf was constructed. In 2000 and 2001, there were subsequent smaller additions that totaled a combined 2,845 sf, and brought the total existing sf to 46,070. The total full-time equivalent enrollment for the 2022-2023 school year is 347 in grades PK to 5. The school has a State Rated Capacity (SRC) of 431.

While the facility has been well maintained, the building systems and associated infrastructure have exceeded their useful life and can no longer support the educational program. Through the creation of the educational specifications and the subsequent feasibility study process, the following scope of work has been created.

Scope: Renovate the existing structure and construct an addition to the Chapel District Elementary School facility, located on the occupied Board of Education owned property, that will achieve a high-performance certification of LEED Silver or better:

Existing Facility:

Chapel District Elementary School (grades PK-5): Renovate the 46,070 sf total;

Addition: Approximately 9,642 sf of new construction, inclusive of approximately 3,000 sq. ft. of community use space.

Program: Elementary School Program of Study/Instructional Delivery for approximately 431 Full Time Equivalent (FTE) students.

Tentative Construction Budget: \$22 M (building and site only; does not include planning/design, Owner's construction contingency, LEED certification or FF&E).

Tentative Schedule:

Request for Qualifications Issued	April 12, 2023
Qualifications Due	May 5, 2023
Pre-Qualification Process Complete	May 12, 2023
Request for Proposal Issued to Short List of Offerors	May 15, 2023

Board of Education Approval of A/E Services	May 17, 2023
Pre-Proposal Conference & Tour of CDES	May 22, 2023
CMR Proposals Due	May 30, 2023
Award of CMR Preconstruction Contract:	June 21, 2023
Schematic Design Submission to State PSCP/IAC:	by September 1, 2023
Design Development Submission to State PSCP/IAC:	by November 1, 2023
Bid Documents Complete:	Winter 2023
Bid Award and Guaranteed Maximum Price:	Spring 2024
Construction Begins:	June 2024
Renovation/New Construction Complete, Occupancy:	Summer 2026

Design Approach: The project approach is based on the Board-adopted *Educational Specification* and the *Feasibility Study* (approved May 18, 2022).

Planning for this project was tentatively supported through anticipated funding by the State of Maryland Interagency Commission for School Construction in their 75% funding recommendations, which was issued on December 2, 2022.

Construction Approach: The renovation and addition project will take place on an occupied site; and the school programs will be kept in full operation throughout the renovation and construction period.

The goal of the Board of Education is to minimize disturbance of the educational program while ensuring that the occupied site is kept safe for students, staff, and visitors to the school.

The budget for this project is highly constrained. The Board of Education therefore seeks full participation by a CMR entity that will bring to the project a broad experience in measures that will result in cost savings while still delivering a durable and environmentally sustainable facility that will meet the educational objectives outlined in the educational specification.

3. ITEMS FOR INCLUSION IN THE QUALIFICATIONS DOCUMENT

All submissions shall address the following items in the order listed below and shall be numbered A. through I. in the submission document and will be evaluated utilizing the stated weighted percentage by category:

- A. Description of Firm and Project Team ^(5%) – Provide an overview regarding the size, location, nature of work performed, years in business, staffing capabilities, and specialized in-house expertise.
- B. Interest Statement ^(5%) – Briefly describe the particular or main interest your firm has in performing the services outlined in this RFQ.
- C. Specific Experience Relative to Board of Education Needs ^(20%) – Provide a detailed summary of the firm’s past successful experience and competence in providing CMR services for the completion of public school projects, of elementary school projects, and of renovation/addition school projects. Provide the following information for each project (one page per project maximum):
 - 1. Project name and location, size and scope
 - 2. Owner’s name, address, contact person and telephone number
 - 3. Completion date
 - 4. Owner budget/actual construction cost, including total change orders
 - 5. Project delivery method (Construction Management At Risk, Construction Management Agency, General Contracting, Other)
 - 6. Construction Management fees

7. Total construction cost
 8. Design phase period (dates)
 9. Construction phase period (dates)
 10. High Performance school certification and features, if applicable
 11. Special features and challenges, if any
 12. Minority Business Enterprise participation, if applicable
 13. Use of BIM on the project
 14. Any legal claims
- D. Background/Compatibility of CMR Firm's Personnel ^(15%) – Identify principal members of the firm, as well as of consultant firms with which the principal CMR firm has worked on similar projects. For each member identified, provide a brief description of experience that is relevant to the proposed project.
- E. Knowledge of State of Maryland Public School Construction Program ^(15%) – Describe the firm's knowledge of and experience working with the State Public School Construction Program (PSCP).
- F. Experience with Building Information Modeling (BIM) ^(10%) – Describe the team's experience working with BIM on educational facilities.
- G. Experience with Project Delivery Method ^(15%) - Describe the firm's experience working with architectural/engineering teams under the Construction Management At-Risk project delivery method.
- H. Experience with Sustainable Building Technologies ^(10%) – Describe the team's approach to achieving high performance certification (LEED Silver or better) on projects with constrained construction budgets.
- I. Other ^(5%) - Provide any additional information on firm resources or experience that may be pertinent to this Request for Qualifications.

4. **FORMAT OF SUBMISSION**

Submissions shall be prepared simply and economically, providing a straightforward, concise description of the respondent's experience and capabilities. Emphasis shall be on quality, completeness, and clarity of content.

Submissions shall be a MAXIMUM of thirty (30) pages (double sided pages are acceptable, but would be limited to 15 pages), inclusive of the cover letter and supplementary documents.

- A. Number & Copies: Provide seven (7) bound copies of the Qualifications document.
- B. Format: Submissions shall be printed on letter-size (8-1/2" x 11") paper and assembled in a binder (spiral-type binder or 3-ring binder is acceptable). Fold-outs of larger-format documents up to 11" X 17" may be included. Minimum 11 point font size.
- C. Cover Letter: Include a cover letter prepared on the Offeror's business stationery, listing all items contained within the Qualifications document.

5. **SELECTION PROCESS**

The Board of Education will use the following process to select a CMR team to perform the services outlined in this Request for Qualifications. The Board of Education or its designee reserves the right to disqualify any Offeror at any time prior to final action by the Board of Education.

- A. Part 1: Pre-Qualification.

1. Each interested team shall submit the Qualification document as outlined in Section 3 above.
 2. The Project Steering Committee (PSC) appointed by the Superintendent of Schools and comprised of Board of Education, County Government, and school system Leadership will review each submission and will determine the short list of firms that will be requested to proceed to Part 2 of the Selection Process.
- B. Part 2: Proposal and Selection
1. The PSC will then review Proposals submitted by the short-listed construction management teams. The Issuing Officer shall act as facilitator of the process.
 2. The Qualification submissions will be scored by representatives of the PSC.
 - a. A limited number of the top-scoring teams (to be determined by the PSC) will be selected for interviews with the PSC.
 - b. Following the interviews, the selected teams will be ranked and the Fee Proposals will be opened.
 - c. Based on the combination of final ranking and the final Fee Proposal of the Offerors, the PSC shall recommend to the Superintendent of Schools the CMR team which in their opinion represents the best value to the Owner.
 3. The Superintendent (or designee) will consider the recommendation of the PSC:
 - a. If found to be satisfactory, the selected Firm will be invited to enter into final negotiations in order to establish the best contract terms, scope of services and Fee determined to be fair and reasonable.
 - b. Should the Superintendent (or designee) be unable to reach favorable contract terms with the selected CMR firm, negotiations will be formally terminated and negotiations will then proceed with the next highest ranked CMR firm.
- B. Final Selection Action - The Talbot County Board of Education will take final action to select the CMR firm/team for the project.

6. EVALUATION OF QUALIFICATIONS

All Qualification submissions by CMR teams will be evaluated to determine the team that is best able to meet the needs and interests of the Board of Education. The evaluation will include, but not be limited to, the criteria listed below:

- A. Current and past experience, expertise, and competence of the team and of team members in carrying out public school projects in the State of Maryland, with an emphasis on renovation and addition projects on occupied sites, as well as public school projects successfully executed on the Eastern Shore.
- B. Overall past experience of the principal construction management firm.
- C. Experience and expertise of engineering and other subconsultants, and track record working with the principal construction management firm.
- D. Past record of effectively meeting project objectives, time schedules and budgets.
- E. Special qualifications: Compatibility of firm/team members, familiarity with project and site, familiarity with conditions of building schools on the Eastern Shore of Maryland, capabilities to establish and manage a BIM project environment, past experience with successful implementation of high performance technologies and site infrastructure, originality and quality of services and qualifications.

- F. Completeness of the Qualification document.
- G. Any other criteria that the PSC deems are in the best interest of the project and school system.
- H. The Owner reserves the right to request clarifying information from any and all Offerors at any time during the evaluation process.

7. OTHER DOCUMENTS

Note: In order to reduce costs, all documents are available at the Talbot County Public Schools website, <http://www.talbotschools.org>

Paper copies of the documents are available for review at the Board of Education offices, 12 Magnolia Street, Easton, Maryland 21601. Please call Kevin Shafer at 410-822-0330 for an appointment to review the documents.

APPROVED CHAPEL DISTRICT ELEMENTARY SCHOOL FEASIBILITY STUDY

APPROVED CHAPEL DISTRICT ELEMENTARY SCHOOL EDUCATIONAL SPECIFICATION

FY 2024 CAPITAL IMPROVEMENT PLAN (CIP) SUMMARY