

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES
JOPPATOWNE HIGH SCHOOL LIMITED RENOVATION**

The Board of Education of Harford County Public Schools requests qualifications from interested firms to provide multi-prime agency construction management services for the Joppatowne High School Limited Renovation project. Selection and ranking shall be based on staff experience, Maryland public school experience, project suitability, and negotiated fee. The selected firms will provide design, constructability and phasing reviews during plan development and construction document phases and full management of pre-bidding, bid phase, construction and occupancy. Value engineering will be jointly conducted with the architectural team. The project includes, but may not be limited to, a phase/occupied, limited renovation to the existing Joppatowne High School.

Interested firms must have a minimum of ten (10) years of experience as Construction Managers using the multi-prime delivery method, and must demonstrate successful experience on phased/occupied public school projects. Interested firms should submit five (5) copies of their technical proposals as outlined in the attached proposal submission document. Qualifications should be mailed or hand delivered by 4:00 p.m. local time on Tuesday, June 4, 2019 to Mr. Charles Grebe, Assistant Supervisor, Division of Planning and Construction, Harford County Public Schools, 102 S. Hickory Ave., Bel Air, Maryland 21014. Late submissions and emailed or facsimile transmissions **WILL NOT** be accepted. The Board of Education of Harford County Public Schools reserves the right to accept or reject any and all qualifications and to waive any informalities.

Board of Education of Harford County
Sean W. Bulson, Ed.D.
Superintendent of Schools

CONSTRUCTION MANAGEMENT SERVICES
JOPPATOWNE HIGH SCHOOL LIMITED RENOVATION

REQUEST FOR QUALIFICATIONS
SUBMISSION INFORMATION

The Board of Education of Harford County requests qualifications from interested firms to provide multi-prime agency Construction Management services for the Joppatowne High School Limited Renovation project. The Construction Management services to be provided for this project will be categorized as Pre-construction, Construction and Post-construction phase services. Value engineering will be conducted jointly with the architectural team and the multiple prime contractor method of delivery will be utilized.

BASIC SCOPE:

Joppatowne High School Limited Renovation

Provide complete construction management services utilizing multiple prime contractors for the phased/occupied limited renovation of the existing high school.

The limited renovation educational enhancements will include the Homeland Security Signature Program, Child Development Laboratories, Professional Foods laboratory, Graphic Laboratory and related support classrooms. The systemic renovation portion of the project includes the following building systems and the scope as follows:

- The Main Office and adjacent offices and Health Suite will be relocated to create a vestibule style entrance to meet new security initiatives.
- The concrete slab and interior walls have settled in some areas at the stage and dressing areas. Although this is structural elements, it was determined that a majority of the concern is a nuisance, the concrete slab and interior walls within this area will be repaired and replaced as recommended by the structural engineer.
- The brick veneer along the south auditorium stage and instrumental music areas was stained from water that penetrated behind the wall, which has compromised the wall reinforcement and mortar. The proposed scope is to remove brick veneer, treat the capital CMU back up wall, install new brick tie system and install new brick veneer.
- The majority of the exterior windows are the original vintage, needing replacement with energy efficient windows.
- The majority of the ceiling throughout the building is metal pan ceiling system, which is to be replaced with new acoustical tile.
- HVAC system replacement.
- The existing electrical service will be upgraded to meet current building code standards and necessary provisions to allow facility to be used as an emergency shelter according to local Emergency Management Control.
- Replace existing domestic water service that supports the fire sprinkler system.
- Replace existing lighting with new LED lighting and new lighting controls.
- Replacement ADA compliant door and hardware.
- New ADA access to the Stage.
- Replacement of exterior doors with FRP type doors with continuous hinges.
- Replacement of floor finishes such as aged vinyl composite tile and carpet in all areas.
- Replacement of all toilet partitions with new solid plastic type partition system.
- Replacement of the majority of toilet and lavatory fixtures in toilet rooms.
- Replacement of student metal lockers.

- Replacement of the existing stadium bleachers and press box. In addition, the new stadium will include buildings for a field house, concessions, team locker and shower, public restrooms and team storage.
- This is approximately an 18 month, phased/occupied project. The approximate construction budget is estimated to be \$29,000,000.00.

SPECIFIC SERVICES:

The following services will be the primary responsibility of the Construction Manager (CM), working in concert with the Owner:

A) PRE-CONSTRUCTION PHASE:

1. Attend all design coordination meetings between Architect/Engineer (A/E) team and Owner and major design coordination meetings between members of the design team where the Owner may not need to be present.
2. Review documents during design development and construction document phases for: design integrity, constructability, dimensional accuracy and coordination between disciplines and against existing site conditions.
3. Evaluation of systems, products and constructability (value engineering) shall be conducted jointly with A/E team.
4. Provide advice and analysis in the determination of the sequence of work.
5. Assist A/E team in developing appropriate scopes of work to be bid as alternates.
6. Identify the individual prime contractor bid packages. Coordinate and develop specific scopes of work for each prime contractor. Identify MBE opportunities and assist the Owner as a member of the Procurement Review Group (PRG).
7. Identify the tasks or scope of work that should be performed by Owner, and advise owner on method of accomplishing such tasks.
8. Develop with Owner's assistance, milestone schedule, and project schedule using the Critical Path Method (CPM).
9. Advise Owner and recommend division of tasks associated with phased/occupied construction including temporary construction, safety, health, cleaning, access, moving schedules, noise abatement and maintenance of existing building.
10. Assist Owner and Harford County Code Officials with phasing.
11. Develop a cash flow analysis for the duration of the project.
12. Assist in securing all permits required prior to start of construction phase.
13. Prepare construction estimates at the Design Development and Construction Document stages in time for submission to the State, and prepare a final construction estimate prior to advertising bid.
14. Preparation and distribution of bid documents, and assist with advertising of all bid packages.
15. Conduct pre-bid conferences.
16. Arrange site visits during bidding phases.
17. Prepare and evaluate Prime Contractor Pre-Qualification Questionnaire.
18. Assist with preparation of addenda and addenda distribution.
19. Receive bids, tabulate bid results and assist Owner with review of responsible and responsive bids.
20. Review proposed substitutions.
21. Review prime contractor's Minority Business Enterprise (MBE) compliance.
22. Collect and track bonds and insurance certificates.
23. Compile results for Board of Education and State review and approval.
24. Assist Owner with contract award process.
25. Assist the design team with all MEMA coordination and submission requirements.

26. Coordinate commissioning requirements between the design team, prime contractors and third-party commissioning agent.
27. It is highly desirable that the CM firm have the experience and ability to work with Building Information Management software. The model will be available to the CM at points during the design process to use for the purposes of estimating, constructability reviews and sequence planning. The Architect has primary responsibility for clash detection and resolution of clashes; however, the CM will participate in spatial and system coordination discussions as a member of the design team, along with the Owner. A BIM Management Plan will be developed during the design process.

B) CONSTRUCTION PHASE:

1. Conduct pre-construction meeting(s).
2. Collect and track bonds (payment and performance bonds) and monitor the coverage on insurance certificates.
3. Coordinate all trades and prime contractors to ensure work is being installed per contract.
4. Provide daily on-site management and supervision.
5. Ensure compliance to recommendations for corrective actions or sequence of work as issued by independent testing agencies employed by HCPS.
6. Coordinate, review and track submittals.
7. Coordinate and conduct all bi-weekly progress meetings and bi-weekly Owner meetings.
8. Conduct regular safety meetings with trade contractors.
9. Coordinate construction work with any required hazardous materials removal.
10. Review proposal requests for contract compliance and alignment with industry standards.
11. Provide bi-weekly updates for outstanding proposal requests, outstanding potential change orders and outstanding change orders.
12. Review and approve all monthly pay requisitions.
13. Disburse funds to prime contractors and others as appropriate.
14. Review and assist Owner with approval of change orders.
15. Review, update, and monitor project CPM schedule. Provide monthly updates of CPM construction schedules, and work with trade contractors to develop recovery schedules when warranted.
16. Assist Owner with the coordination of moving activities between phases of construction.
17. Schedule final inspections by appropriate agencies.
18. Coordinate acquisition of Use and Occupancy Permits.
19. Coordinate and schedule mechanical and electrical, and all required demonstrations with Owner and building occupants.
20. Coordinate punch inspection and develop list of correction items in cooperation with the A/E team.
21. Assist Owner with coordination of move-in activities.
22. Participate in web based documentation review and approval with the A/E team and Owner representatives.
23. Review all required MBE documentation in conjunction with monthly payment requisitions. Provide MBE tracking and reports to the Owner for use in the State required reporting process in a format that translates directly to the submission forms for the particular project.
24. The CM firm will have access to the Building Information Management model. It is highly desirable that the CM firm have the ability to utilize the model for management

of submissions, as-builts and information management, for turn-over to the Owner at the end of the project.

C) POST-CONSTRUCTION PHASE:

1. Conduct an 11 month warranty walk through with A/E team after substantial completion.
2. Conduct a lessons learned meeting with A/E team and owner/occupants corresponding with the warranty walkthrough.
3. Provide professional expertise in evaluating, and resolving any warranty issues during the warranty period.

SELECTION PROCESS:

The selection process used to secure the services of a Construction Manager for this project will be based on evaluation of qualifications, and the contract value will be negotiated with the top ranked firm. The process will involve the following:

1. Distribution of the Request for Qualifications.
2. Collection of required documentation from interested parties.
3. Schedule and conduct of interviews with selected firms.
4. Negotiate fee proposal with top-ranked firm.
5. Recommendation of selected firm to the Superintendent of Schools.
6. Approval of Contracts by Board of Education – tentative date August 12, 2019.

CRITERIA FOR SELECTION:

Firms selected for interviews will be evaluated in three (3) categories:

1. Technical competence, staff qualifications.
2. Specific experience with like projects.
3. Interview results.

Points will be awarded for criteria in Categories 1, 2 and 3. The combination of score for Categories 1, 2 and 3 will be the basis for ranking of the qualified firms.

SELECTION PROCESS SCHEDULE:

DISTRIBUTION OF REQUEST FOR QUALIFICATIONS:	May 13, 2019
SUBMISSION OF QUALIFICATIONS:	June 4, 2019
INTERVIEWS:	Week of June 24, 2019
RECOMMENDATION OF AWARD:	August 13, 2019

SUBMISSION PROCESS:

Interested firms will submit their qualifications (**must provide five (5) copies of qualifications**) based upon the specific scope and project descriptions described above.

Packets should be addressed to:

Mr. Charles Grebe
Assistant Supervisor
Division of Planning and Construction
Harford County Public Schools
102 South Hickory Avenue
Bel Air, Maryland 21014

Qualifications must be received by Tuesday June 4, 2019 by 4:00 p.m. Emailed or Facsimile submissions **WILL NOT** be accepted.