

REQUEST FOR QUALIFICATIONS
No. 2018-2019-002

Project Management Services
for
**Astoria School District
2018 Capital Bond Projects**

SUBMITTAL DEADLINE
November 27, 2018 | 3:00 p.m.

Astoria School District
785 Alameda Avenue
Astoria, OR 97103

Background

On November 6, 2018, the Astoria School District (the District) put forth a \$70.0 million capital school construction bond that was approved by voters. Projects in this bond include reconstruction and modernization of Astoria Middle school, additions and modernization to Astoria High School, modernization of Astor Primary School, and miscellaneous facility improvements to Lewis & Clark Intermediate School and Gray School. These projects will begin the formal planning and design phases in January 2019, with completion of all projects scheduled for spring 2022. The District is seeking professional services to assist in the management and oversight of all the capital projects in the bond program.

It is the District's intention to engage one (1) firm to oversee and perform, in conjunction with District leadership, administration of project development and delivery including permitting, design, construction, commissioning and occupancy for the projects. The District anticipates contracting with the selected firm on a lump sum fee basis, plus reimbursable expenses incurred in the conduct of these services. The District will retain the option to negotiate extension of project management services as necessary to ensure the successful completion of projects.

Selection Process

The District is requesting Statements of Qualification from experienced firms interested in providing project management services for the above-described program of capital bond projects. The selection process will proceed as set forth below.

- The District will accept qualifications at the location and by the submittal deadline set forth in this notice. Qualifications that do not address the minimum criteria will not be considered.
- Submittals will be reviewed and scored by a selection committee, and two or more of the highest scoring firms will be selected for interviews, based on the criteria to be provided to the short-listed firms.
- Final selection will be made upon completion of interviews, after which time the District will enter into scope and fee negotiations with the selected firm, with final approval of the contract subject to approval by the School Board.
- The District reserves the right to select a firm directly from written qualifications, seek clarification from proposers after the submittal closing date and/or waive minor irregularities at its discretion.

Right to Reject

The District reserves the right to reject any or all qualifications and/or reissue a Request for Qualifications for this work at any time prior to School Board approval of the recommended firm and negotiated agreement if deemed appropriate and in the best interests of the District.

Selection Schedule

November 8, 2018	Advertisement for RFQ Published (First Notice)
November 15, 2018	Advertisement for RFQ Published (Second Notice)
November 27, 2018	Qualifications Due by 3:00 p.m.
November 27-30, 2018	Screening of Qualifications
November 30, 2018	Notification of Shortlisted Firms
December 11, 2018	Interviews (if required)
December 14, 2018	Notification of Selected Firm
December 17, 2018 – January 4, 2019	Contract Negotiation
January 9, 2019	Board Approval

Submittal Requirements

To facilitate review, information should be organized and presented as follows.

1. Letter of Interest (maximum of 2 pages)

Please describe your interest in working with the Astoria School District and summarize the key strengths you will bring to this work.

2. Executive Summary (maximum of 2 pages)

Summarize your firm's qualifications, experience and expertise to provide the services described in this Request for Qualifications. You may choose to include information in this section that is not discussed elsewhere in this submittal.

3. Company Profile (maximum of 2 pages)

- A. Please identify your firm including the contact person for your submittal, address, telephone number, email address and date firm was established. If proposer is an association or joint venture encompassing two or more firms, please describe the nature of your association.
- B. List all Oregon State school districts by which you have been engaged for professional services in the last ten (10) years.

4. Experience and Past Performance

- A. Provide a summary of at least five (5) K-12 capital facility projects and/or bond programs your firm has completed in the last (10) years which most closely relate to the firm's qualifications for this work, including at a minimum:
 - Client name, reference contact name and phone number
 - Dates service was provided (Month/Year – Month/Year)
 - Brief description of scope and services provided
 - Key personnel from this submittal who served this work
 - Total construction value of project/program
- B. Briefly discuss your experience and familiarity with state, county and municipal agencies and personnel typically encountered in capital project development and delivery.

5. Project Approach

Briefly summarize your approach to providing project management services of this nature and how you will communicate with the district and all parties involved in project development and delivery.

6. Key Personnel & Team Organization

- A. Identify via organizational chart all key personnel you will assign to this work and define their roles and responsibilities.
- B. Provide a resume for each team member (maximum of one page per team member) that includes their current position with your firm, total years of experience, number of years with your firm, previous relevant experience, licensure, certification and education.
- C. Discuss the availability of the key personnel you will assign to this work for the scheduled time frame of the project. Identify their office location during provision of services and indicate what proportion of their total time will be allocated to this work through all project phases from design through final completion.

7. Client References

Please provide four (4) client references that can speak to your firm and key personnel's past performance and qualifications for this work. Please include reference name, title, district/firm, telephone number and email contact information.

Evaluation Criteria – (100 points possible)

Submittals will be reviewed, scored and ranked by a selection committee according to the criteria below.

- Demonstrated past performance on similar contracts including project management, communication, quality of services and compliance with schedules (25 points)
- Professional qualifications of the firm and assigned key personnel for the satisfactory performance of required services (25 points)
- Volume and tenure of particular experience in the management of K-12 facility capital construction projects (20 points)
- Capacity and availability of key personnel for all project phases (15 points)
- References (10 points)
- Proximity of key personnel to the Astoria School District (5 points)

Submittal Format

Submittals are limited to a maximum of fifteen (15), 8-1/2" x 11" pages, not including front and back covers, the cover letter, table of contents and resumes. Submitting firm name and the Request for Qualifications number must appear on the front cover. Submittals may be printed two-sided; a double-sided page counts as two pages. To be considered, submittals must be received at the address below no later than 3:00 p.m., November 27, 2018. Proposers should submit five (5) printed and bound copies of their submittal via hand delivery, U.S. Mail or package delivery service to:

Craig Hoppes, Superintendent
Astoria School District
785 Alameda Avenue
Astoria, OR 97103
Phone: 503.325.6441

Emailed or faxed submittals, or submittals received after the closing date and time will not be considered.

Questions

Please submit any questions or need for clarification regarding elements of this Request for Qualifications to Craig Hoppes via email at choppes@astoria.k12.or.us. No telephone or in-person inquiries, please.

End of Request for Qualifications