

Fern Ridge School District No. 28J
Elmira, Oregon

RFQ Number 1.14.16.1

**REQUEST FOR QUALIFICATIONS FOR CONTRACTOR
SERVICES FOR ELIMIRA HIGH SCHOOL AUXILIARY
GYMNASIUM AND RENOVATIONS**

Proposal Date Due: January 14th, 2016

Time Due: 2:00 pm, PST

Place Due:

Fern Ridge School District
88834 Territorial Rd.
Elmira, Oregon 97437

Person to Receive Proposals:

Quanah Bennett
Phone: (541) 935-2253 ext. 1202
Fax: (541) 935-8222
Email: qbennett@fernridge.k12.or.us

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REQUEST FOR QUALIFICATIONS FOR CONTRACTOR SERVICES FOR ELMIRA HIGH SCHOOL AUXILIARY GYMNASIUM AND RENOVATIONS

Proposal Closing Date: Thursday, January 14th, 2:00 p.m. Pacific Time Zone

TENTATIVE SCHEDULE OF EVENTS

LEGAL ADVERTISEMENT ----- December 21st, 2015
MANDATORY PRE-QUALIFICATION MEETING ----- December 29th, 2015
PRE-QUALIFICATION CLOSING ----- January 14th, 2016

PURPOSE OF THE REQUEST FOR QUALIFICATIONS

Fern Ridge School District will select qualified contractors to bid the construction of the 2016 Elmira High School Auxiliary Gymnasium and Renovations Project.

The list of selected bidders will all be notified when the project will bid, tentatively scheduled for March 2016. Funding for the project will be from the 2014 Capital Improvements Bond and other funds.

DESCRIPTION OF THE PROJECT

The Project will consist of construction of a new auxiliary gymnasium at Elmira High School adjacent to the existing gymnasium, with a new lobby addition that includes restrooms and a concessions area. There will also be renovations to the girls' locker and team rooms.

INSTRUCTIONS TO RESPONDENTS

The response must be separated with Section divider pages as noted below. Qualification must include the Contractor Information Form signed by an officer of the company with the authority to financially commit the firm. Please limit responses to no more than twenty single-sided pages, including whatever pictures, charts, graphs, tables, and text deemed appropriate to be part of the submitted materials for review of the firm's qualifications.

Page size is limited to 8 ½ x 11 inches with basic text information no smaller than 12-point type. A letter of introduction, section divider pages, and detailed resumes are exempt from the document page limit count.

SELECTION CRITERIA

Section 1 - Contractor Information Form

Respondents must complete the attached Contractor Information Form. The Contractor Information Form must be signed by an officer of the company with the authority to financially commit the firm.

Section 2 - Appropriate Resources (10 points)

Describe the material and equipment resources your firm has available to complete the projects:

Section 3 - Performance on Similar Projects (15 points)

Describe similar projects your firm has completed at occupied sites in the last five years. Information shall include contract type, client, construction budget, amount of change orders and claims. Include contact information of each project listed.

Section 4 - Adequate Bonding (10 points)

Describe your firm's current bonding capacity; include a letter from your bonding surety to confirm your bond capacity.

Section 5 - References (10 points)

Provide references on similar projects completed in the last 5 years; include at least 3 references from 3 groups: Architect/Engineer, Owner, and Contractor/Subcontractor, for a total of 9 references. Include contact name and phone number for each reference. Letters of reference are not required.

Section 6 - Claim History (10 points)

Describe any claims or lawsuits you have filed against Owners, Architects or Engineers in the last 5 years.

Section 7 - Adequate Insurance (10 points)

Provide evidence of the insurance currently in place for the firm, include information on all insurance. Include the insurance rate for general liability as an amount per \$1,000 of contract value.

Section 8 – Proposed Management/Supervisory Staff (15 points)

List key management and supervisory personnel for the anticipated projects, identify their roles and describe their relevant qualifications, experience with construction and renovation projects with short durations and experience working in occupied facilities and with students on site.

Section 9 – Subcontractor Management (15 Points)

Describe how you manage your subcontractors. Include explanations of quality control and schedule adherence.

Section 10 – Self-Performed Work (10 points)

Describe the firm's ability to self-perform construction work. List the construction trades (general labor, carpentry, electrical, landscaping, etc.) employed by the

firm and the general work capacity of the trades listed. Indicate for a general school building renovation project the percent of the work does the firm typically self-performs.

Section 11 - Schedule (10 points)

At a minimum describe your firms planning, scheduling, phrasing and project monitoring skills and processes.

Section 12 - Project Safety (10 points)

Provide an overview of your firm's safety program; include at a minimum your Oregon Experience Modification Rating (EMR).

SELECTION PROCESS

The following process will be used to Qualify Contractor eligibility to bid on the 2016 Elmira High School Auxiliary Gymnasium and Renovations Project.

A review committee will screen and rank the responses and selection criteria based on the criteria described in this Request for Qualification. The review committee will recommend as prequalified bidders any firms receiving a score equivalent to 80% of the total points, or at a natural break in scores, whichever occurs first. The term "natural break" denotes any gap in scores of 5 percentage points or greater. Therefore, if a natural break occurs between firms scoring 93% and firms at 86% or below, the cut-off will occur at 93%.

The Fern Ridge School District reserves the right to reject any and/or all responses, to cancel and/or amend the solicitation, and/or to waive any informality if there is good cause and/or if doing so would be in the public interest.

The Fern Ridge School District reserves the right to seek clarifications of each response from respondents and other relevant sources.

The cost of preparation of the responses and any related expenses, including travel, shall be entirely the responsibility of the respondent.

The primary contact person at the District for this solicitation is Quanah Bennett. All District related questions regarding the selection process for this project is to be directed only to this individual.

Quanah Bennett, Business Manager
Fern Ridge School District
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Fern Ridge, Oregon 97437
Phone: (541) 935-2253 ext. 1202
Fax: (541) 935-8222
Email: qbennett@fernridge.k12.or.us

CONTRACTOR'S INFORMATION FORM

Contractors for EHS Aux Gym Application – Advertised December 17, 2015

Name of Firm: _____

Address of Firm: _____

Telephone: _____

Fax: _____

Contact email: _____

Owners of Firm: _____

Oregon Contractors License Number: _____

Signature: _____ Date _____

Print Name/Title: _____