



**School Building Authority of West Virginia**  
**David A. Sneed, Executive Director**

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# **REQUEST FOR STATEMENT OF QUALIFICATIONS**

## **CONSTRUCTION MANAGEMENT SERVICES**



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## **SECTION I – INTRODUCTION**

The School Building Authority of West Virginia (SBA) is inviting qualified firms to submit a Statement of Qualifications (SOQ) for providing Construction Management (CM) services for statewide school construction projects.

## **SECTION II – REQUEST FOR QUALIFICATIONS**

Qualified construction management firms must submit a statement of qualifications to provide design phase and agency Construction Management services for projects assigned by the SBA in upcoming school construction funding cycles. The SBA will consider the qualifications of all submitting firms and will select one or more firms to enter into an agency CM services agreement with the most qualified firms to provide construction management services for large-scale projects funded by the SBA.

## **SECTION III – SCOPE OF SERVICES**

The SBA desires to enter into a Master Task Order Agreement with a construction management firm(s) that will provide traditional Construction Management agent (CMA) services, as generally set forth in AIA Document C132. Additional services will also be required as assigned by the SBA (See Attachment). The CMA will be an extension of the SBA and activities relating to this contract will be reported directly to the SBA. The CMA will assist the SBA with budget validation, and budget tracking, the creation and compliance of the design and construction schedules, the performance of design and constructability reviews and document coordination and will work with the SBA, Project Architect and Grant Recipient throughout the design and construction phases to assure the projects are constructed in accordance with the programming needs of the facility and within the budget provided for the facility. All services must be performed by qualified professionals in collaboration with the SBA, Grant Recipient administrative staff and Project Architect. Services will be contracted on a per project basis and may be terminated for cause during the contract period and for convenience by the SBA during or at the conclusion of any projects.

To give perspective to the scope of work anticipated during this contract we are providing the following general information. This information is indicative of the past volume of construction and may or may not reflect the volume of future construction. The SBA awards approximately \$50,000,000 annually to County Boards of Education for the construction and renovations of K-12 schools statewide. County Boards of Education also provide annual local funding through the sale of bonds and the use of general revenue. These local funds annually provide approximate \$50,000,000 in additional construction funding. The SBA currently has active projects totaling approximately \$300,000,000. The amount various and total annual design and construction volume has exceeded \$600,000,000 within the past five (5) years.

Individual projects assigned may vary in scope and cost but will generally be projects greater than \$12,000,000 in Scope and will be delivered in multiple prime construction scenarios. These projects may be located in various regions of the state of West Virginia and will be assigned to the CM Agent by the SBA annually based on the number and types of projects funded by the SBA.

## **BASIC SERVICES – Design Phase Services by the CM shall Include:**

- Provide CM advisor services as described in AIA Document C132-2009 and the SBA CM service responsibility (Attached)
- Provide Grant Recipient representation and advisor services to the SBA, Grant Recipient and architect regarding site evaluations including site preparation and development cost estimating of proposed building sites
- Attend educational planning meetings at milestone dates to assist the SBA educational planner and Grant Recipient with cost and schedule expertise as needed during the project planning and programming phase
- Provide detailed independent cost estimating and knowledge of market conditions
- Provide project phasing, bidding, budget management as well as design schedule management in cooperation with the design architect
- Analyze the architect's designs throughout all phases and providing cost savings alternate systems evaluation and constructability studies
- Advise the SBA and Grant Recipient with regards to efficiency in project delivery
- Provide long-lead procurement studies and assist with procurement of long-lead items
- Assist in the permitting process
- Protect the SBA and Grant Recipient's sensitivity to quality, safety and environmental factors
- Assist with LEED design reviews
- Participate in Building Information Modeling (BIM) coordination and reviews

## **BASIC SERVICES – Construction Phase Services by the CM Shall Include:**

- Provide CM advisor services as described in AIA Document C132-2009 the SBA CM services responsibility (Attached)
- Coordinate the creation of the Critical Path Method construction schedule with all prime contractors and maintain the schedule throughout the construction phase
- Coordinate with various Grant Recipient Departments and other agencies, utility companies and similar entities
- Attend all construction progress meetings representing the SBA and Grant Recipient's interests
- Attend Board meetings and provide the Grant Recipient construction progress reports
- Assist the Grant Recipient with procurement of materials and equipment
- Schedule and manage site operations
- Bidding, recommending award and managing all construction related contracts and subcontracts while meeting the SBA and Grant Recipient bidding and construction requirements
- Provide quality controls
- Oversee bonding of contractors for the construction in accordance with SBA and Grant Recipient requirements
- Assist with all federal, state and local permit requirements
- Assist the Grant Recipient with issues including public information, safety and traffic issues
- Review all contractor's worksite safety plans
- Make all adjustments to the construction schedules needed to maintain a current schedule reflecting accurate construction progress throughout the project
- Record all construction delays, provide Grant Recipient support for construction delay claims
- Coordinate the placement of loose furniture and equipment with the construction schedule as areas of the building are released for occupancy
- Track all project costs and maintain a comprehensive project budget
- Assist the SBA and Grant Recipient with final closeout requirements
- Participate in project BIM activities based on project requirements

## **ADDITIONAL SERVICES:**

Should the SBA authorize additional services beyond the Basic Services, compensation will be negotiated based on accepted hourly rates with the SBA/CM Agent Master Task Order Agreement.

## **SECTION IV – STATEMENT OF QUALIFICATIONS**

The CMA is selected through a qualifications-based selection process. Firms interested in providing Construction Management services must submit a Statement of Qualifications (SOQ) that follows the outline of required information and addresses the following issues:

### **A. General Organization (10 Points)**

1. Provide a general description of the firm that is proposing to provide construction management services. Explain the legal organization of the proposed firm.
2. Provide an organizational chart showing numbers and types of key personnel available to perform SBA CM services.
3. Identify any sub-consultants that will provide the services required.
4. Provide assurances that if selected to perform these services you will provide a qualified certificate of insurance. (limits will be defined by the SBA)

### **B. Project Management Experience (25 Points)**

1. Identify at least three comparable projects in which the firm served as agency Construction Manager during design and construction phases. For each comparable Project identified, provide the following information using the outline provided:
  - a. Description of projects
  - b. Specify services provided
  - c. Construction dates
  - d. Project Owner
  - e. Owner contact information (Names and Telephone Numbers for each project)
2. List of all projects where the firm provided Agency Construction Management Services In the last five (5) years either completed or on going.
3. Describe experience with SBA projects and list completed or on-going projects.
4. Describe the firm's knowledge and experience with SBA Policies and Procedures.
5. Describe the firm's knowledge and experience with SBA Quality and Performance Standards.
6. Provide historic cost estimating data for projects you have provided services on over the past five (5) years to demonstrate your ability to provide accurate conceptual and construction cost estimates within the school construction market in general and particularly with the West Virginia School Construction Market.

### C. Key Personnel Qualifications

(25 Points)

1. Provide a list of all key personnel who will be assigned to these projects and describe the roll each key personnel will be playing in the projects assigned.
2. List key persons that will be assigned to this project that are:
  - a. **Certified Construction Managers**
  - b. Construction Claims Specialists (CCS)
  - c. LEED AP professionals with the U.S. Green Building Council certifications
  - d. Experienced on projects were Building Information Modeling (BIM) is being employed throughout the design and construction of the building
  - e. Experienced with the creation of construction phasing plans for occupied facilities
3. List any proposed consultants that may be performing key elements of the project.

### D. Project Approach and Understanding

(15 Points)

1. Describe your firm's project management approach and services during the project development, design and the construction phases.
2. Describe your firm's project management systems and software used for scheduling, estimating, budget tracking and managing construction.
3. Briefly describe the firm's experience on construction quality control dispute resolution and safety management.

### E. Firm Performance/Resources

(10 Points)

Describe your firms commitment of resources to the project assigned. Assume multiple projects progressing at the same time that may be in different phases of development and

1. Describe your firm's strategies for managing multiple projects progressing at the same time,
2. List the key members of your team that may be engaged in each phase of the projects and
3. Provide an example of a management structure for each project assigned.

### F. References

(15 Points)

Provide reference letters from previous projects from the Owner or Owner's representative, **Directly responsible for oversight of the project.** These references must be attached to the SOQ Tabbed as section "F".

**The Review Committee will provide overall evaluations of the firm and its perceived ability to provide the services required. The Review Committee will review the individual evaluations scores and establish a consensus score for each firm. The firm or firms with the highest consensus scores will be considered for contract negotiation. It is anticipated that no fewer than three (3) firms will be selected to perform these services.**

## **SECTION V – SUBMITTAL REQUIREMENTS**

Firms interested in the above project shall submit:

1. A cover letter expressing interest in performing services described within the SOQ
2. A Statement of Qualifications following the outline describing the content of the SOQ,  
**Which is a maximum length of twenty (20) pages of at least twelve (12) point font? to Address the SOQ criteria (excluding cover letter and resumes, but including the Organizational chart).**
3. Resumes for each key team member (limited to a maximum length of two (2) pages each) and attached as an appendix to the SOQ.
4. Previous project reference letters attached as an appendix to the SOQ.

Please provide **one (1) original and five (5) copies of the SOQs, total of six (6); MUST BE RECEIVED BY 4:00 p.m. LPT; Tuesday, November 24, 2015.**

On the submittal package, please display: firm name and project: **“School Building Authority of West Virginia – Statement of Qualification for Construction Management Services”.**

Please be advised that the failure to comply with the following criteria will be grounds for disqualification and **WILL BE** strictly enforced:

- Failure to follow the prescribed submission outline described in Section IV of these instructions
- Receipt of submittal after the specified cut-off date, time and place
- Failure to provide the correct number of originals and/or copies of the submittal specified
- Submission of electronic copies only of the submittals

Adherence to the maximum twenty (20) page criteria is critical; each page size (maximum of 8½” by 11”) with criteria information will be counted. Pages that have project photos, charts and graphs; will be counted towards maximum number of pages. The SBA reserves the right to accept or reject SOQ that exceed the maximum, twenty (20) page limit.

To request a copy of the “Statement of Qualification Requirements Contact” contact:

***Ms. Stella Gill, Director of Administration***  
***2300 Kanawha Boulevard, East***  
***Charleston, West Virginia 25311-2306***  
***304-558-2541***  
***[Stella.I.Gill@WV.gov](mailto:Stella.I.Gill@WV.gov)***

Interested firms may submit their qualification in a bound format tabbed with individual sections of the proposal matching the outline of the SOQ. Submit proposals to:

***Ms. Stella Gill, Director of Administration***  
***2300 Kanawha Boulevard, East***  
***Charleston, West Virginia 25311-2306***

**Proposal MUST BE received NO LATER than 4:00 p.m. LPT; Tuesday, November 24, 2015.**

## **SECTION VI – SCHEDULE AND FEE NEGOTIATIONS**

A Selection Committee will evaluate each SOQ according to the above criteria. One or more firms may be selected to perform CM services. The following tentative schedule has been prepared for this project:

### **PROJECT SCHEDULE**

<b>Advertisement</b> .....	<b>October 15, 2015</b>
<b>Last Day for Expression of Interest</b> .....	<b>October 26, 2015</b>
<b>Last Day to Address Technical Questions</b> .....	<b>November 15, 2015</b>
<b>Statement of Qualifications Due</b> .....	<b>November 24, 2015</b>
<b>Interviews</b> .....	<b>December 1, 2015</b>
<b>Selection of Firm(s)</b> .....	<b>December 4, 2015</b>
<b>SBA Authority Approval of Firm(s)</b> .....	<b>December 14, 2015</b>
<b>Execution of Contract</b> .....	<b>February 1, 2016</b>

The SBA will enter into a Master Task Order Service Agreement Contract with one or more qualified firms. The CM(s) will be selected based on their qualifications and expertise as presented in the SOQ and the interview process. The selected firms will represent the SBA and report directly to the SBA as their primary point of contact. Once selections are made, the SBA will establish a scope of work for each project and the CM(s) will provide a detailed estimate of cost to perform the services based on the project requirements.

## **SECTION VII – GENERAL INFORMATION**

**Instructions:** The SBA shall not be held responsible for any oral instructions. Any changes to this Statement of Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

**Contract:** The Master Task Order Agreement will be executed between the SBA and the selected Construction Manager(s) that establishes the individual project services and the contractual relationship with the SBA and the CMA. A modified AIA Document C132-2009 (CMA), (compatible with CMA design and construction documents) will then be executed between the Grant Recipient or other state agency and the Construction Manager for individual project services.

**Allowable Costs for Contracted Service:** Fees for services will be reviewed and approved by the SBA and be based on the individual project services required by the SBA.

**Owner’s Rights:** The SBA reserves the right to accept or reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

**Contact with SBA:** All firms interested in this project, (including the firm’s employees, representatives, agents, lobbyists, attorneys and sub-consultants), will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process, with any person who may play a part in the selection process, including but not limited to, the evaluation panel, the SBA Board Members and other staff members. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact during this selection process must be addressed to the authorized representative identified in Section V of these instructions. The Selection Committee is comprised of the following individuals: Mr. Manual Arvon, Superintendent Berkeley County Schools; Mr. N. Kent Gandee, Architect; Ms. Stella Gill; Director of Administration SBA; Mr. Scott Raines, Director of School Planning and Construction SBA and Mr. Chuck Wilson, Executive Director of Facilities Planning, Kanawha County Schools.



**QUESTIONS:** All questions pertaining to the Statement of Qualifications and Selection Process must be directed to:

*Ms. Stella Gill, Director of Administration*

[Stella.I.Gill@WV.gov](mailto:Stella.I.Gill@WV.gov)

Questions requiring technical clarification should be emailed to Ms. Gill and answers to these questions will be distributed to all interested firms submitting SOQ's.

**This concludes the Statement of Qualifications for the Construction Manager Agent for the School Building Authority of West Virginia.**