

**MORONGO UNIFIED SCHOOL DISTRICT**  
**REQUEST FOR QUALIFICATIONS (RFQ) #19-0000**  
**CONSTRUCTION MANAGEMENT SERVICES**

Project and Construction Management firms, with a demonstrated history of successful completion of school district expansion and modernization projects are requested to submit proposals for **Construction Management Services** for the Morongo Unified School District (District). Proposals are due by **2:00 p.m., Friday, October 26, 2018.**

Morongo Unified School District is a public education governing body located in the Mojave High desert of Southern California, within the communities of Morongo Valley, Yucca Valley, Joshua Tree, and 29 Palms, located in the eastern Inland Empire region of San Bernardino County, it employees over 1,100 employees. The Morongo Unified School District is located along State Highway 62 which runs through all four communities.

The Morongo Basin is home to an eclectic mix of, military, technology, health care, retail, art communities, and of course Joshua Tree National Park.

Morongo Unified School District, currently includes eleven Elementary Schools (TK-6), two Jr. High Schools (grades 7-8), two High Schools (9-12), one Continuation High School (9-12), an Academy of College and Career Excellence (ACCE West and ACCE East), and a Student Achievement Center West and East. The District's enrollment is approximately 8,600 students.

The District is requesting Statements of Qualifications from Construction Management Firms for District projects and possible School Bond Projects if the proposed bond passes. The District anticipates projects for both growth and modernization. The goal is to find a construction management firm for future growth and modernization projects, the anticipated budget is \$98,000,000.00 (if the school bond passes). The District anticipates hiring a firm in January 2019, and the total project duration is three (3) years, with the possibility of adding two (2) additional one-year terms to the contract by negotiation & amendment for other on-going projects.

Please provide a proposal for all required professional services, including a staffing plan with associated hourly rates and a total cost for Construction Management Services. Submit proposals by **2:00 PM, Friday, October 26, 2018.**

Proposals should reflect the above Project Schedule and Budget. Project services include:

**1. Design Phase Project Management**

- i. **Constructability Review.** Provide Constructability Review of documents, coordinate and reconcile comments with the Architectural teams.
- ii. **Value Engineering Review.** Coordinate the District's Value Engineering Review prior to bidding.
- iii. **Maintenance Review.** Coordinate the District's Maintenance Review.
- iv. **Cost Estimating Services.** Monitor the project and ensure compliance of the project with the District's project budget. Provide Cost Estimating Services for the project. Indicate your firm's approach to providing these services in the most cost-effective manner possible. Indicate projects where your firm has successfully monitored project costs to meet budget.
- v. **Scheduling Services.** Develop project Construction Phase schedules.

- vi. **Bid and Award Phase Services.** Provide comprehensive Bid and Award Phase Services including: review of Div. 0 & Div. 1 specifications for the Project from the District's master specifications; coordination of document distribution; Bid Marketing; Walk-Thru's; coordination with bidding Contractors; managing Bid Process including Bid Opening and related tasks prior to award of contract; recommend award and coordinate all pre-construction tasks.

## 2. On-Site Project Management

**Management for General Contractor or Limited Package Multiple Prime Contracting.** Provide Construction Management services for the District. Firms should provide cost proposals reflecting either General Contractor or Limited Multi-Prime approaches and indicate their preference and an associated range of costs for General Conditions where appropriate. The selected firm will coordinate inspections and manage warranties for projects, and provide asset inventory to the district, produce O&M manuals and other documents for the projects, and assist with the Pre-Qualification process for Contractors. Review and approve progress and final payments, provide records of retention and assist in closing out the various contracts. Provide all bid/contract documentation to the Purchasing department so that project files can be set-up and the payment process with District Financial Services and Accounts Payable can be expedited in accordance with past practice.

**Proposals must provide the following information:** Limit response information to 25 pages and include relevant information only.

1. **Team Composition.** Provide resumes of key individuals. Identify staff to be assigned and certify immediate availability for the requested Construction Management Services. Provide evidence of successful completion of comparable school district projects. Indicate experience of the Cost Estimating and Scheduling staff on similar projects.
2. **Team Approach.** Indicate your firm's approach to providing the Services elements described above.
3. **Scope of Services.** Provide a summary Scope of Services for the team and indicate which individuals will be responsible for providing services.
4. **Staffing Plan and Fee for Services.** Provide a staffing plan for completion of the work. Indicate hourly rates of the staff, the hours required to complete the process tasks, and a total cost to the District. Include all meetings, staff time, coordination, and all required project expenses in your total cost to the District.
5. **Required Signatures.** The selected firm must submit a Non-Collusion Declaration and a Debarment Certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency.
6. **References.** Provide references, and contact information for three (3) Architectural and/or Engineering firms that have been employed on projects where your Firm has been the project manager, as well as three (3) school district's including the size of the projects.

**Selection Criteria.** Selection by the District will be based upon:

1. **Experience.** Comparable, demonstrated experience of the team in providing Design Phase services and On-Site Construction Management school district facilities expansion projects.

2. **Team Composition.** Experience of the team, previous successful projects with the proposed team members.
3. **On-Time & On-Budget performance on previously completed projects.** Demonstrated ability to meet District goals for budget and schedule for complex, school modernization projects.
4. **Compatibility with Architectural Teams.** Previous successful work with the Architectural team assigned to the Project and ability to develop and foster a team-based approach to Design Phase Project Management.
5. **Cost of Services.** Cost of services, anticipating all tasks required to complete the proposed work.

**Questions for clarification or information can be submitted via email until 1:00 p.m. Monday, October 22, 2018 to [Marilyn\\_waters@morongo.k12.ca.us](mailto:Marilyn_waters@morongo.k12.ca.us).**

***Limit response information to 25 pages and include relevant information only.***

Submit three (3) bound copies of your completed Proposal clearly marked **RFQ #19-0000 - Construction Management Services** to: **Marilyn Waters, Director of Purchasing, at Morongo Unified School District, 5715 Utah Trail, 29 Palms, CA 92277 before 2:00 p.m., Friday, October 26, 2018.**