Stillwater County

Request for Qualification- Owner’s Construction Representative

All official communication with Candidates and questions regarding the RFQ will be via email to the Owner Contact listed below. Submissions received after the RFQ Submittal Deadline as indicated in the project schedule will not be accepted.

Stillwater County
400 E. 3rd Ave., Columbus, MT 59019
jmorris@stillwatercountymt.gov
406-322-8010

Project Schedule
RFQ Available
January 30th, 2020
RFQ Submittal Deadline
4:00 P.M. February 21st 2020
Tentative Interview Date
March 4th 2020
Candidates Notified of Selection
On or Before March 10th, 2020

Project Background

In January 2019 the Commission convened a facilities and capital improvements planning committee (FCIP) to prioritize how the County can and should move forward with facility projects. Over the course of more than seven months of meetings, the committee focused on (1) saving the historic courthouse, especially the front; (2) consolidating County offices to save on rent and utilities and make it simpler for citizens; and (3) provide sufficient office space for County services now and in the future. The committee made use of previous work by other groups on related issues, such as the library/county center study, and input from the County Extension Office. The committee made it a goal of whatever it recommended would be done within existing and already-secured resources, and that no new or increased taxes would be needed. On December 31st, 2019 the Stillwater County Board of County Commissioners approved the Facilities Master Plan that will assist current and future leadership in addressing the future space needs throughout the construction of the multi-year multi-phase construction process.

Project Name and Location

Stillwater County Facility Capital Improvement Project

Multiple sites in and around Columbus, MT

RFQ Objective

The purpose of this RFQ is to solicit a Qualified Owner Construction Representative (Candidate) to contract with the Owner and work closely with the Project Team to provide customary
owner’s construction representative services for the pre-construction, construction, and post-occupancy phases of the project.

**Project Team**

The Project Team includes three main groups:

1. **Owner:** Stillwater County—Represented by the Board of County Commissioners and assisted by the Owner’s Construction Representative.
2. **Design Teams:** Architects, Engineers, and any other specialized design disciplines. The Owner’s Construction Representative will assist in developing the solicitation and selection process for the design team.
3. **Construction Teams:** The method of project delivery has yet to be determined. The Owner’s Construction Representative will provide guidance in soliciting and selection of the Construction Teams and/or developing a conventional public bidding scenario. As noted below, the available options are Design/Bid/Build/ or Alternative Project Delivery.

**Selection Process Compensation**

No compensation is offered for the Owner’s Construction Representative selection process.

**Owner’s Construction Representative Compensation**

Compensation for the successful candidate(s) will be negotiated on a fair basis in conformance with normal industry standards.

**Submission Requirements**

RFQ responses shall follow the outline below. Please separate each section with dividers or tabs using appropriate section labels.

1. Cover letter/statement of interest
2. Team Members
   a. Identify the individual who will be the main point of contact for the duration of the project.
   b. Provide all team member’s, experience and responsibilities, including their resumes.
3. Preferred Individual or Firm Experience
   a. A minimum of 5 years of experience in a construction-related field as Owner’s Construction Representative.
   b. A Bachelor of Science in Engineering, Engineering Technology, Architecture, Construction Management, Construction Technology, or similar.
   c. Experience with providing Owner’s Construction Representation, highlighting any projects with similar size, scope, and delivery methods used.
d. The ability of your firm to provide an in-depth cost evaluation of proposals, fees, budgets, and construction change orders.

e. An ability to develop creative cost-effective solutions to problems.

f. Working knowledge of local building systems, codes and regulatory requirements.

g. Ability to professionally represent the County’s interest in all phases of the project(s) design, management, construction, inspection, and acceptance.

h. Ability/approach to overseeing project schedules.

i. Knowledge with design/bid/build and alternate delivery processes.

j. Working knowledge of Montana laws on public contracts, bidding, and procurement methods.

k. This project requires the Candidate to carry, at a minimum, general liability and professional liability insurance ($2,000,000/$3,000,000), and worker’s compensation according to State Law.

l. Ability to manage and develop a master budget and maintain it accurately throughout the project to ensure a quality project is delivered within budget.

m. Working knowledge in some or all disciplines including architectural design, structural engineering, construction cost estimating, facility management and maintenance, information technology, historical preservation, court systems, and law enforcement. Indicate in which disciplines you are knowledgeable and have expertise and/or experience and how other disciplines will be addressed.

n. Understanding of Bonding, Permitting, and Insurance requirements for publicly funded construction projects.

o. Experience working with other design/build teams to deliver more value to your client than they expected.

4. Scope of Service

The Owner’s Construction Representative will act on the owner’s behalf in overseeing the project through completion and into occupancy. Please provide a narrative of your approach to providing these services and explicitly identify any additions or exclusions and any other pertinent descriptions that clearly identify the services included in the proposal.

5. References/Letters of Recommendation from previous relevant experience with similar projects. Provide a comprehensive list of ALL projects completed or begun in the last seven years, with contact information, along with a brief project description. Highlighting projects similar to projects identified in the Stillwater County Master Plan

6. Disclosure of any disciplinary actions or any civil or criminal claims, judgments, or suits on any previous projects, if any.

7. Permission for Owner to conduct a Criminal Background Check.
8. Each firm submitting a Statement of Qualifications shall submit (8) paper copies with one (1) digital copy in PDF format of the said statement in a sealed envelope prominently marked with:
   a. Request for Qualifications Title
   b. Due Date and Time
   c. Name of the organization submitting the Statement of Qualifications

**Expectations (but not limited to)**

1. Assist with evaluating or contracting professional services to evaluate the County’s needs based on the Stillwater County Facilities Master Plan. Based on these findings develop the project’s scope to address the needs of the facility(s) as directed by the Commission. This can be one large project or a multi-year phased number of projects.

2. Assist the County in identifying where grants or matching funds will come from if required. If the County determines alternate funding is required the owner's rep will assist as needed.

3. Review and provide a written assessment of the Owner’s Project budget.

4. Develop, monitor, and update the overall project schedule.

5. Review and provide a written assessment of the Owner’s project information, including the preliminary engineering report created by others.

6. Possess strong verbal and written communication skills. The successful firm will attend public meetings as needed and/or required by the owner. Speak and make presentations on behalf of the project.

7. Perform on-site inspections for quality workmanship, quality of materials, conformity with plans & specifications, code compliance, on-site safety, project schedule vs progress, and general progress of the construction project.
   a. Maintain observation reports/logs including work description, work methods, contractors on-site, weather conditions, observations, photos, etc.
   b. The frequency of on-site inspections should be determined by the County and the owner’s representation. During construction, site visits of no less than once per week are recommended.

8. Review all test reports and ensure they are in compliance with specifications.
   a. E.g. soils, compaction, concrete, welds and other required tests.

9. Provide regular updates to the County Commissioners.

10. Review plans and specifications for suitability of County use; quality; staff safety; building code compliance; size/s.f.; future operation costs; and budget.

11. Produce, update, and provide the Owner’s a complete project file.

12. Submittal review; ensure the contractor is submitting appropriate documentation and record-keeping. Review submittals for general conformance with construction documents on the Owner’s behalf.

13. Coordinate the permitting process with the design team through local and state jurisdictions.

14. Ensure that the contractor and their subcontractors are properly insured and bonded.

15. Function as liaison between all parties. Provide a written record of all substantive project communications and actions.
16. Provide guidance and input on selecting the design and construction teams, including discussions of the options of design/bid/build; design-build; general contractor as construction manager, or performance contracting.
17. Coordinate negotiations on appropriate fees and scope of work with each design team (architect, engineers, and special consultants).
18. Provide guidance to the Owner on construction issues such as change orders, schedule adjustments, and other items that may develop during the course of the project.
19. Provide project closeout coordination, including a one-year warranty inspection.
20. Represent the Owner’s interests in all matters pertaining to the design, permitting, bidding, inspection, and construction of the proposed facilities.
21. Both parties may agree upon other duties.
22. Generally, protect the Owner’s interests during the course of the project, and aid the county in resolving disputes or claims that may occur.
23. Provide input on any other means to streamline or project planning and/or performance

Further Project Information/Contact with Owner

Candidates wishing to obtain further project information, tour facilities, or otherwise enhance their understanding of the project may do so by appointment with Pam Stoddard, admin to the County Commissioners at the contact information listed below

Pam Stoddard
400 East 3rd Ave N
406-322-8010
Commission@stillwatercountymt.gov

Acceptance or Rejection of Submittals

The Owner reserves the right to accept or reject any or all responses to the Request for Qualifications. Proffering this solicitation does not obligate the Owner to retain or contract with an Owner’s Construction Representative.

Owner’s Construction Representative Selection Process

Educational background in Engineering, Engineering Technology, Architecture, or Construction Management will be considered through this selection process.

Process:
Owner’s Construction Representative Candidates will be assessed by a committee designated by the Owner using the following scale. A maximum of three candidates with the highest numerical scores will be “shortlisted” and invited to interview before the FCIP. Unsuccessful candidates will be notified immediately after the selection process is completed. After interviews and
numeric scores, scores will be calculated to rank the three highest-scoring candidates. A recommendation to approve the selected candidate as the Owner’s Construction Representative will be made to the Stillwater Board of County Commissioners pending successful contract negotiations. After approval by the Board, the Owner will begin contract negotiations with the approved candidate (highest score). Candidates will be notified of the recommendation for the approval of selected candidates prior to the Commissioner’s March 10th meeting. If the negotiations with the approved candidate are unsuccessful, negotiations will be formally terminated by the Owner and started with the second-ranked finalist, and thus until a suitable agreement can be reached.

Alternate Process:
Depending on the number and quality of submittals received, the Owner may choose to make a selection of the preferred Owner’s Construction Representative Candidate based on the submittal information alone and may decline to conduct the interview stage of the selection process.

Candidate Assessment Scoring: 100 Points Total
Selection Criteria
1. Letter of Interest: How complete and concise was the letter of interest and the RFQ responses? Was the RFQ well organized, with complete information responding to all submittal criteria? 10 Points
2. Experience and Qualifications: Provided a comprehensive package that highlighted experience with key personnel who will staff the project. Previous experience as Owner’s Construction Representative with similar projects. Experience with governmental agencies with jurisdiction. 30 Points
3. Scope of Services: Candidate has affirmed the Owner’s requirements and expectations for this project and demonstrates a clear understanding of Government Financing and Project Delivery. 25 Points
4. Subjective Fit: How well does the candidate(s) understand the County’s goals and mission? General approach, concepts of moving forward? 15 Points
5. References: Candidate(s) has provided a comprehensive project list with contact information for projects completed in the last 7 years. 20 Points

Interviews
An interview invitation will be sent out to the top three candidates with the highest RFQ submittal scores unless the County chooses to not engage in interviews as explained herein. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFQ responses and to introduce key members to the team.

The selection will be determined based on the interview score along with an evaluation of materials submitted as requested, which is separate from their RFQ submittal score.

Acceptance and Rejections
The Owner reserves the right to select any or reject any and all proposals in the best interest of the County. The Owner also reserves the right to pre-qualify any or all candidates or reject any or all candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced or conditional qualifications. The Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

The Owner is not responsible for the cost incurred in the preparation of this proposal. Proposals will not be returned and become the property of the Owner once submitted, which would be publically shared. By submitting a proposal all candidates agree to the terms and conditions of the RFQ and the RFQ will become part of the awarded Candidates contract. The Owner and Owner’s legal counsel will submit a draft agreement to the selected candidate to be used on this project. The Owner and Owner’s legal counsel will negotiate terms with the selected candidate prior to commencement of work.