REQUEST FOR QUALIFICATIONS

GENERAL CONTRACTOR / CONSTRUCTION MANAGER SERVICES

MUSEUM OF THE ROCKIES
COLLECTIONS AND STORAGE FACILITY
MONTANA STATE UNIVERSITY
Bozeman, Montana

MSU PPA No. 13-0093

Campus Planning, Design & Construction
Montana State University
Plew Building – 6th Avenue & Grant Street
PO Box 172760
Bozeman, Montana  59717-2760

October 6, 2015
I. INTRODUCTION

Montana State University (Owner), is seeking qualified General Contractor /Construction Manager (GC/CM) firms to undertake construction of the new Collections and Storage Facility at the Museum of the Rockies on the Bozeman campus. The Owner will use the State of Montana’s Request for Qualifications (RFQ) competitive procurement process to select and enter into a GC/CM Contract with a GC/CM firm.

The Owner intends to enter into a GC/CM Contract with the selected GC/CM firm that will include Preconstruction Services, identification of a GC/CM Fee and Fixed Costs for General Conditions Work, with provisions for adding Construction Services through acceptance of a Guaranteed Maximum Price (GMP) by contract amendment. The amendment would include construction services through completion of the project. Alternatively, the Owner may, at its sole discretion, choose not to continue the GC/CM Contract beyond the completion of pre-construction activities and then solicit bids from qualified contractors for the construction of the Project.

The Owner will use the RFQ process to evaluate each of the proposers’ qualifications. A subsequent Request for Proposals (RFP) will be issued to qualified contractors who will then be required to submit details of their capabilities and experience. The GC/CM selection information will be obtained from the proposals submitted in response to RFP document, interviews, and discussions with former and present clients of the proposers.

When selected, the GC/CM will function as part of a team composed of the Owner, Architect(s) and others as determined by the Owner.

This Request for Qualifications shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Owner reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the Owner’s best interest to do so.

This procurement is governed by the laws of the State of Montana and venue for all legal proceedings shall be the Eighteenth Judicial District, City of Bozeman, Gallatin County.

By offering to perform services under this procurement, all proposers agree to be bound by the laws of the State of Montana, and including, but not limited to, applicable Montana Prevailing Wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, and safety, etc.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant’s ability to compete in the bidding and/or selection process. In order for the state to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed in the contract documents. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.
II. PROJECT BACKGROUND AND DESCRIPTION

Introduction

The Museum of the Rockies (MOR) was founded as part of Montana State University to study and interpret the remarkable region in which it is located. This collaboration has built an internationally recognized natural history museum in the Northern Rockies and has created a strong tradition of service to the people of Montana.

Inadequate space for collections storage has been an identified need for the MOR for many years and was noted as a concern in the 2008 Accreditation by the American Alliance of Museums. The MOR’s inability to properly house the University’s collections threatens the mission as a collecting museum and the MOR’s recognition as a repository for paleontological specimens found on federal land.

The project will look to expand the existing capacity of the MOR’s collections and museum storage through the construction of a new facility/addition to the existing MOR building. The project encompasses construction of a secure, climate controlled two story collections and storage facility at the southwest corner of the existing building.

Project Location and Site

The project is located at 600 West Kagy Boulevard, on the south side of Kagy Boulevard, between 6th and 7th Avenues, Bozeman, Montana.

Design Considerations

The new collections and storage facility is anticipated to be located at the southwest corner of the Museum. The desired scope of work includes construction of a new two-story building with access to the lower service drive and loading dock area as well as access from South 7th Ave. Connection to the existing MOR building is desired to allow for secure and protected transport of collections and museum artifacts to other areas of the existing MOR building. The collections and storage facility is expected to be approximately 16,000 square feet evenly split at 8,000 square feet for each level, with approximately 12,000 square feet of storage. The total project cost including design, fees, construction costs, permits, and all other owner expenses is anticipated to be approximately $3.1 million to $3.2 million. The building will be built as large as financially possible and designed to accommodate future expansion.

The collections and storage facility shall have the same environmental and security levels as collections areas within the MOR facility. Minimal offices and only general secure work areas will be located in the new building. The facility will also be equipped with a freight elevator to facilitate ease of transfer of collections and artifacts. Restrooms, custodial, and mechanical spaces etc. shall be determined as necessary to comply with MSU (MOR) needs as well as, local, state, and federal code requirements.

For the design, the Owner has selected:

Slate Architecture, Inc., 107 West Lawrence Street, Helena, Montana 59601
The Owner is ready to hire the General Contractor / Construction Manager, as the next step to see this project through to completion. The programming and schematic design phases are currently underway.

In view of the urgent need for onsite storage space allowing consolidation of off-site storage, a completion date of January 2017, is expected and it is critical that design and pre-construction services start as soon as possible and construction begin no later than April 2016. On this basis, the following suggested timeline applies to this project:

**GC/CM Selection:**
- **Advertising dates:** Sunday, October 11, October 18, October 25, 2015
- **Receipt of Qualifications:** Thursday, October 29, 2015, 4:00 PM
- **Review & Short-List by Committee:** Thursday, November 5, 2015
- **Issue RFP to shortlisted GC/CMs:** Monday, November 9, 2015 (inform of interview date)
- **Site walk-through:** Thursday, November 19, 2015, at 10:00 AM

*(Meeting location will be determined prior to Site visit)*
- **Receive Proposals:** Monday, November 30, 2015, 4:00 PM
- **Interviews/Selection:** Thursday, December 3, 2015

**Design/Construction:**
- **Review and completion of Schematic Design:** December 31, 2015
- **Review and Completion of DD set:** February 1, 2016
- **Completion of CD documents:** March 31, 2016
- **GMP established:** April 15, 2016
- **Mobilization:** May 1, 2016
- **Construction Complete:** January 31, 2017

**III. SCOPE OF PRECONSTRUCTION SERVICES**

Subsequent to the RFQ selection and short-listing, each potential firm invited to respond to the RFP shall propose a **maximum** Pre-Construction services fee as part of the RFQ process. Pre-construction services will be provided on a cost reimbursement basis up to a stated maximum. The specific scope of pre-construction services will be negotiated prior to signing the final GC/CM contract, based on the proposer’s input as well as the owner’s requirements. In general, services are anticipated to include the following:

1. Participation in all design, coordination, and building committee meetings with Museum of the Rockies representatives, Campus Planning Design & Construction (CPDC), and State A&E.
2. Review of all designs for constructability, scheduling and cost;
3. Consult and work with the Owner and design team on phasing, scheduling and other strategies to complete this scale of project in the given timetable;
4. Coordination and gathering of input from subcontractors regarding constructability and cost;
5. Continuous review and cost evaluation during each phase and step of design, taking into consideration schedule, constructability, phasing and market conditions;
6. Consult with, advise, assist, and provide recommendations to the Owner and design team on all aspects of the planning, scheduling, constructability and design of the work;
7. Provide information, estimates, schemes, alternatives, and participate in decisions regarding construction materials, methods, systems, phasing, sustainability and costs to assist in determinations which are aimed at providing the highest quality building, constructed using the most sustainable construction materials and practices, within the budget and schedule;

8. Actively participate in formal cost analysis studies anticipated to be held at the end of each phase, including schematic design and design development;

9. Review in-progress design and construction documents and provide input and advice on construction feasibility, alternative materials, costs and availability;

10. Review completed construction documents prior to subcontractor/supplier bidding/selection and suggest modifications to improve completeness and clarity to minimize construction change requests due to inconsistencies, omissions or scope gaps in the construction documents;

11. Provide input to the Owner and the design team regarding construction market bidding climate, status of key subcontract markets, and other relevant economic conditions;

12. Recommend and actively source labor and material resources necessary to complete the project construction;

13. Provide input to the Owner and the design team regarding impact on the construction schedule and strategies for mitigating the impact of long lead time materials and equipment;

14. Prepare detailed construction cost estimates by trade for the Project at the schematic design, design development and construction document phases and, if appropriate, at other times throughout of the work;

15. Notify the Owner and design team immediately if construction cost estimates appear to be exceeding the construction budget, suggest a path to align the project to budget and reconcile each cost estimate with the Architect’s cost estimate, if required;

16. Furnish a final construction cost estimate for the Owner’s review and approval prior to bidding;

17. Develop a detailed preliminary construction schedule;

18. Prepare detailed and well organized bid packages with coordination from Architect and design team.

19. Manage bid package amendments, coordinate and communicate to bidding community any revisions made to packages

20. Advertise, manage and obtain bids per trade for the Owner’s review, unless otherwise approved by Owner in order to meet resourcing requirements, per GC/CM Contract. Self-performed work must be bid against at least two subcontractors;

21. Lead and manage bid package opening and tally results for review

22. If necessary, upon execution of an Early Work Amendment, undertake early material procurement, site preparation and advance construction work.

23. Coordinate with and advise the Museum on the requirements of LEED certification, including, but not necessarily limited to:
   
a. Identifying regional materials and availability of materials with recycled content.
   
b. Development, in concert with Museum staff and Kath Williams, LEED AP, of an interior air quality management plan.
   
c. Development of a waste management plan.
IV. CONSTRUCTION SERVICES

It is anticipated that the GMP will be requested during the Construction Documents phase. The established GMP will be the maximum amount paid for the construction of the facility, unless scope changes are requested and approved by the Owner. Acceptance of the GMP by contract amendment will constitute completion of pre-construction services, and that GMP Amendment will initiate the construction period services for the project. At the time of execution of the GMP Amendment, the GC/CM will be required to submit a 100% Performance Bond and 100% Labor and Material Bond for the completion of the project. In the event that the GC/CM is unable to furnish an acceptable GMP or bonding, the Owner retains the option to cancel the solicitation and start a new process for the construction of the project, or terminate the contract and negotiate a replacement contract with the next highest rated proposer from this solicitation.

The State of Montana Prevailing Wage rates incorporated in this RFQ are provided for informational purposes only. The selected contractor will be required to comply (as a minimum allowable rate schedule) with those rates adopted and effective at the time of signing the GMP Amendment. All reporting, documentation, etc. shall remain as per State requirements. This project is subject to all State requirements as outlined in the Montana Code Annotated (MCA) and Montana University System Board of Regents Policy.

V. SELECTION PROCEDURE

This RFQ is the first of a multipart selection process. In order to qualify for further consideration, proposers must comply with the mandatory requirements provided below. Statements of Qualifications that do not contain the required documentation will be deemed nonresponsive to this RFQ and will be rejected on that basis. A maximum of six (6) firms, that satisfy the required qualifications detailed below, will receive a Request for Proposal (RFP) from the Owner. Subsequent to the RFP process, final selections may be made with or without conducting interviews.

These statements of qualifications will be scored by the selection committee upon reviewing the RFQ responses. **There are certain mandatory requirements and scored requirements for a total of 100 points possible.**

The Owner has identified the following Qualification Conditions:

1. **Bonding Capacity**
   It is required that proposing firm have the bonding capacity for this project. Proposer must have bonding capacity of approximately $2.5 million at the time of construction. Please note that bonding capacity is a requirement and if not met, the proposer will not be selected to move forward in the process. **(Required)**

   In addition to bonding capacity (approximately $2.5 Million) please provide: **(5 points)**

   a) Bonding company and agent, with phone, address and email contact information
b) Years of relationship
   c) If less than 5 years, or not your exclusive source, name all others used in the last 5 years

2. General Contractor / Construction Manager Firm Information:
   a. Proposer must demonstrate successful experience and capacity to act as a general contractor on projects of similar site, size, type and complexity. (10 points)
   b. Proposer must list experience with the GC/CM process and associated duties including Pre-Construction services, Project estimates, Project schedules, Bid Packages and effective VE practices. (10 Points)
   c. Proposer must include evidence of valid and current Montana Contractor Registration. (Required)
   d. Proposer must list other projects, both private and public, that will be concurrent with the schedule stated in this RFQ for this project. (5 Points)

The Owner has identified the following additional Qualification Conditions in order to establish eligibility to propose further on this procurement.

1. Specific Project Requirements:
   a. Proposer should provide evidence of successful experience and capacity to act as a GC/CM on:
      a) similar projects greater than or equal to $2.5 million construction value. (10 Points)
      b) projects of similar complexity. (10 Points)
      c) similar projects requiring strategies to successfully complete construction within a compressed timetable. (10 Points)
      d) LEED certified building projects and/or projects utilizing sustainable systems/strategies in construction. Proposer should include a list of projects. (10 Points)
   b. Firm Background: Describe your firm’s history. Include information identifying the firm’s annual volume of business, financial/bonding capacities, proposed team (resumes will be requested in the RFP process) and firm’s stability in the marketplace. (10 Points)
   c. Information identifying the firm’s strengths and weaknesses, along with special capabilities for this particular project, will assist in the evaluation. (10 Points)
   e. In the last ten years, have you (if you answer “yes”, provide full explanation): (10 Points)
      a) had a legitimate claim against Performance Bond?
      b) been terminated on a project?
      c) been declared in default on a project?
      d) paid liquidated damages due to delay in delivery of project?
      e) taken legal action or dispute resolution proceedings of any kind against an Owner.

Additionally, there are the following safety prerequisites to selection:
1. Provide incidence rate, experience modification rate, AND loss ratio. An incidence rate greater than the latest average for non-residential construction as established by the federal Bureau of Labor Statistics (BLS) for the prior year or an experience modification rating (EMR) greater than 1.0 or a loss ratio of more than 100% may result in immediate disqualification on this item.

2. Provide your firm’s number of employees for BLS’s most recent reporting period and your firm’s applicable NAICS code.

3. Proposer may submit an explanation for incident rate, EMR, and/or loss ratio greater than those listed here for further consideration by the Owner. The Owner reserves the sole right to waive the pass/fail requirement if, in the Owner’s sole judgment, sufficient justification exists for any explanation provided. The Owner also reserves the right to request additional information and/or clarification on this item but is not obligated to do so prior to making its determination on whether or not to waive the requirement.

VI. SUBMITTAL OF INFORMATION

Eight (8) printed copies and one (1) electronic copy of the response to this RFQ must be received at:

Campus Planning, Design & Construction  
Montana State University  
Plew Building – 6th Avenue & Grant Street  
PO Box 172760  
Bozeman, Montana 59717-2760  
By October 29, 2015; 4:00 PM.

ALL QUESTIONS AND CONTACTS REGARDING THIS RFQ MUST BE ADDRESSED IN WRITING PRIOR TO OCTOBER 19, 2015, AND TO: (email will qualify, make sure to use read receipts for your protection)

Bill Walker, Project Manager  
Campus Planning, Design & Construction  
Montana State University  
Plew Building – 6th Avenue & Grant Street  
PO Box 172760  
Bozeman, Montana 59717-2760  
406-994-7484/406-994-5665 fax  
William.walker@montana.edu
VII. INSTRUCTIONS TO PROPOSERS

Statements of Qualification must:
1. Follow the format outlined in the Selection Procedure above.
2. Be signed by an officer or principal of your firm.
3. Be contained in a document not to exceed 10 pages total (single or double-sided pages) including pictures, charts, graphs, tables, and text the firm deems appropriate to be part of the review of the firm's qualifications. A separate transmittal letter is exempted from the page limit. Page size is limited to 8-1/2 x 11 inches, with basic text information no smaller than 12-point type.
4. Schedules may be submitted in addition to the page limit.

VIII. ATTACHMENTS

The following exhibits are incorporated in this RFQ:

Appendix A: Campus map extract indicating approximate location of the addition.

Appendix B: Campus map extract showing approximate location of nearby utilities.

Currently in effect (January 2, 2015)

END OF RFQ