REQUEST FOR QUALIFICATIONS

GENERAL CONTRACTOR / CONSTRUCTION MANAGER SERVICES

NEW DINING HALL
MONTANA STATE UNIVERSITY
Bozeman, Montana

PPA No. 15-0103

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

December 15, 2015
I. INTRODUCTION

Montana State University (Owner), is seeking qualified General Contractor /Construction Manager (GC/CM) firms to undertake construction of the New Dining Hall at 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.

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 specific to this project. 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 RFQ 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**

Montana State University (MSU) has seen increased enrollment and has identified a need to increase the capacity of dining facilities. The project scope is to undertake the pre-construction services through design and construction services of a New Dining Hall. The building is to be located on the main campus on a site yet to be finalized.

This project represents a new phase of planned student enhancement projects on campus and is funded entirely by Montana State University. The total project budget including construction, fees and Owner’s soft costs is approximately $15.5 million.

The owner is striving to maximize the number of meals served in this complex, build to a LEED silver minimum, accommodate the cultural needs of the students and meet the requirements of the MSU Design Guidelines.

**Project Location and Site**

The New Dining Hall will be located on the northern portion of the campus at Montana State University in Bozeman. Possible sites are under evaluation at this time.

**Design Considerations**

The building is expected to seat approximately 700 people and serve 5,000-6,000 meals per day. There will be 8-10 food option concepts, similar to Miller Dining Hall or the Penn State Pollock Dining Commons. The building size is currently anticipated to be approximately 32,000 sf. Montana State University would like to create a functional, contemporary, and lively dining environment that meets the needs of the students.

As stated above, the design and construction must adhere to MSU Design Standards and all applicable codes. Sustainability, life-cycle costs, maintainability, quality and energy efficiency will be high priorities in the decision-making process for how these buildings will be designed and constructed, while maximizing production, serving and seating capacities.

For the design, the Owner has selected:

Mosaic Architecture  
428 North Last Chance Gulch  
Helena, Montana 59601  
(406) 449-2013  
[ben@mosaicarch.com](mailto:ben@mosaicarch.com)

The Owner is ready to hire the General Contractor / Construction Manager as the next step to see this project through to completion. The programming phase is currently underway.
In view of the urgent need for additional dining accommodations and a completion date of June 2018, it is critical that design and pre-construction services start as soon as possible and construction begin no later than November 2016. On this basis, the following suggested timeline applies to this project:

**GC/CM Selection:**
- Advertising dates: December 16, December 20, December 27
- Receipt of Qualifications: January 5, 2016, 4:00 PM
- Review & Short-List by Committee: January 7, 2016
- Issue RFP: January 8, 2016
- Site walk-through: January 12, 2016 at 10:00 AM
  - Meet at the north entrance to Miller Dining Hall
- Receive Proposals: January 22, 2016
- Interviews: Week of February 1, 2016
- Selection: By February 9, 2016

**Design/Construction:**
- Review and Completion of DD set: July 9, 2016
- Completion of CD documents: October 21, 2016
- GMP established: November 1, 2016
- Mobilization: November 15, 2016
- Construction Complete: June 1, 2018

### 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. 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;
2. Review of all designs for constructability; including review of all designs, drawings and Building Information Modeling (BIM) for constructability
3. 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 a formal value engineering study anticipated to be held at the end of design development;
9. Review in-progress design drawings, construction drawings and BIM information and provide input and advice on construction feasibility, alternative materials, costs and availability;
10. Review completed design drawings, construction documents and BIM information prior to subcontractor/supplier bidding/selection and suggest modifications to improve completeness, clarity and to eliminate 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 long lead time materials and equipment impact on the construction schedule and strategies for mitigating the impact;
14. Prepare construction cost estimates for the project at the schematic, design development and construction document design phases and, if appropriate, at other times throughout 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 packages 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.

IV. CONSTRUCTION SERVICES

It is anticipated that the GMP may 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 and receive a score that places the proposer among the top four (4) firms. 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 four (4) firms that satisfy the required qualifications detailed below will receive a Request for Proposal (RFP) from the Owner.

The Owner’s selection committee will consist of members of the Building Committee and Mosaic Architects. The selection committee will provide a rating of each of the firms based on the overall merit of the written qualifications in accordance with the criteria listed below.

Each of the following criteria will be rated on a scale of 0 through 5 (5 being highest rating) by the selection committee and weighted in accordance with the importance to the Owner of each item.

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<tr>
<th>Category</th>
<th>Rating:</th>
<th>Weight:</th>
<th>Total Possible Score:</th>
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<tbody>
<tr>
<td>1. Signature of Officer or Principal</td>
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<td>Prerequisite</td>
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<td>2. Bonding Capacity</td>
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<td>3. Safety</td>
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<td>4. MT Construction Contractor Registration</td>
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<td>Prerequisite</td>
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<td>5. GC/CM Firm Information</td>
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<td>25</td>
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<td>6. Specific Project Experience Information</td>
<td>0-5</td>
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<td>50</td>
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<td>7. Business Entities Other Than Corporations</td>
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<td>Prerequisite</td>
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**TOTAL:** 75

**CAUTION:** Firms shall NOT propose either verbally or in writing any form of donations, contributions, gifts, assistance, or offsets to the project or the University or that could have the appearance of such. Doing so may result in disqualification.

**NOTE:** If submitting as an entity other than an incorporated firm (e.g. partnership or joint-venture) or other arrangement (e.g. a contractual teaming relationship), provide ALL the below information for the individual members of the entity or arrangement AND for the entity or arrangement.

The Owner has identified the following Qualification Conditions:

1. **Statement of Qualifications must be signed by an officer or principal of your firm (PREREQUISITE)**

2. **Bonding Capacity (PREREQUISITE)**
   a. It is required that proposing firm have the bonding capacity for this project. Proposer must have a single-project bonding capacity of $12 million at the time of the RFP. Provide single-project and aggregate bonding program amount. Please note that bonding capacity is a requirement and if not met, the proposer will not be selected to move forward in the process.
   b. In addition to bonding capacity ($12 million) please provide:
      - Bonding company and agent, with phone and email contact information;
3. Safety (PREREQUISITE)
   a. Provide incidence rate, experience modification rate, AND loss ratio. An incidence rate greater than the latest average for non-residential building construction for Montana 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.
   b. Provide your firm’s number of employees for BLS’s most recent reporting period and the firm’s applicable NAICS code.
   c. 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.

4. Include evidence of valid Montana Contractor Registration (PREREQUISITE)

5. General Contractor / Construction Manager Firm Information
   a. Proposer must demonstrate successful experience and capacity to act as a construction manager/general contractor on projects of similar site, size, type and complexity.
   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.
   c. Proposer must list other projects, both private and public, that will be concurrent with the schedule stated in this RFQ for this project.
   d. Along with current backlog in dollars, provide workload in terms of total contract values or annual business volume for the last 3 years.

6. Specific Project Experience Information
   a. Proposer should provide evidence of successful experience and capacity to act as a GC/CM on:
      • Projects greater than or equal to $12 million construction value.
      • University or College projects with limited site boundary conditions.
      • Experience with early work packages for excavation, foundation systems, and structural steel prior to execution of a GMP amendment.
      • Similar projects requiring strategies to successfully complete construction within the anticipated timeline.
      • LEED, Green Globes, or other 3rd party certified building projects and/or projects utilizing sustainable systems/strategies in construction. Must be at least a LEED Silver, Two Green Globes level, or equivalent. Proposer should include a list of all such certified projects.
giving level of certification achieved, total contract dollar value, total gross square footage, and type of facility.

b. Firm Background: Describe your firm’s history. Include information identifying the firm’s stability in the marketplace.

c. Information identifying the firm’s strengths and weaknesses along with special capabilities for this particular project.

d. In the last ten years, have you (if you answer “yes”, provide full explanation):
   - Had an Owner claim against Performance Bond?
   - Been terminated by on a project?
   - Been declared in default on a project?
   - Assessed liquidated damages due for delay in delivery of project?
   - Taken legal action or dispute resolution proceedings of any kind against an Owner.

7. Business Entities Other Than Corporations

a. Partnerships/Joint-Ventures proposing for the project must individually comply with Article V. and with the following additional requirements to be considered. The Entity shall:
   - Provide a copy of the Partnership or Joint-Venture Agreement signed and notarized by officers or principals of each of the partners or venturers; and,
   - File the business entity name with the Secretary of State’s office in accordance with Title 35, MCA, as soon as practicable upon formation (and prior to responding to any Request For Proposals).

b. The Agreement must contain, at minimum, the following information about the Entity:
   - Purpose of formation and term of the Entity;
   - Management and financing structure;
   - Proportional interest, obligations, and liabilities of the parties forming the Entity;
   - Majority/Managing partner retains all long-term liability and obligations for the Entity and the Project after expiration of the term of the Entity; and,
   - Surety bonds and insurance arrangement.

c. Article V., Statement of Qualifications requirements:
   - Paragraph 1, Signature – must be signed by the officers or principals of the partners or venturers, or the person designated in the Agreement as the Manager or Director with authorization to sign;
   - Paragraph 2, Bonding Capacity – comply with a) and b) for the Entity. Additionally, provide a letter from the surety indicating the surety’s prior bonding history for the Entity;
   - Paragraph 3, Safety – comply with a) through c) for each of the partners or venturers;
   - Paragraph 4, Montana Contractors Registration – per 39-9-205 MCA, the Entity is considered registered if one of the general partners or venturers is registered;
   - Paragraph 5, GC/CM Firm Information – in addition to providing the information for each of the partners or venturers, comply with a) through d) for the Entity; and,
   - Paragraph 6, Specific Project Experience Information - in addition to providing the information for each of the partners or venturers, comply with a) through d) for the Entity.

d. The Owner reserves the right to evaluate and make a determination regarding short-listing for the RFP phase based solely upon the Entity’s qualifications, separate consideration of the individual partners'/venturers’ qualifications, and/or the combined qualifications of the Entity
and the partners/venturers, whichever it determines is in the best interest of the State and Montana State University.

VI. SUBMITTAL OF INFORMATION

Three (3) paper copies and one electronic pdf of the written 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  
January 5, 2016, 4:00 PM

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

Sam J. Des Jardins, Project Manager  
Campus Planning, Design & Construction  
Montana State University  
Plew Building – 6th Avenue & Grant Street  
PO Box 172760  
Bozeman, Montana 59717-2760  
sam.desjardins@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 20 pages total (single or double-sided pages) including whatever 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:

Montana Prevailing Wage Rates for Building Construction 2015  
Effective January 2, 2015

END OF RFQ