

<p style="text-align:center">REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT SERVICES</p>

The Murrieta Valley Unified School District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide comprehensive and professional construction management services to the District for new construction, expansion, modernization, and/or renovation projects relating to the District's technology plan. ("Project," "Projects," or "Project(s)").

At this time the District is requesting only qualifications and proposals from respondents interested in being considered for the Projects. Based upon the information presented in the Statements of Qualification, the District's Selection Committee will choose the most highly qualified firms. The selected firms will be requested to respond to a Request for Proposals, at which time they will develop a detailed scope of services, proposed fee and schedule, and then participate in the interview process. After the interviews, the Selection Committee will identify the firm/team that can provide the greatest overall benefit to the District. Additionally, a pool of qualified firms may be selected for future consideration to provide construction management services for certain projects.

Respondents to this Request for Qualifications ("RFQ") should mail or deliver Five (5) bound copies and One (1) electronic copy on CD or flash drive of their Statement of Qualifications ("SOQ"), as further described herein, to:

**William Olien
Assistant Superintendent
Facilities and Operational Services
Murrieta Valley Unified School District
41870 McAlby Court, Murrieta, CA 92562**

ALL RESPONSES ARE DUE BY 2:00 P.M., ON August 21, 2015.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

If you have any questions regarding this RFQ please call or email William Olien, Assistant Superintendent of Facilities and Operational Services, at 951-696-1600 ext. 1181 bolien@murrieta.k12.ca.us on or before August 7, 2015 at 2:00 p.m.

I. INTRODUCTION

The Murrieta Valley Unified School District is located in Murrieta, California on the southwestern edge of Riverside County. The District has approximately 23,000 students, across 22 schools: eleven grade K-5 elementary schools, four grade 6-8 middle schools, three comprehensive high schools, one continuation high school, one independent study school, one adult school, and one early childhood education center. The schools are listed below.

Alta Murrieta Elementary School (K-5)
39475 Whitewood Road

Shivela Middle School (6-8)
24515 Lincoln Avenue

Antelope Hills Elementary (K-5)
36105 Murrieta Oaks Avenue

Thompson Middle School (6-8)
24040 Hayes Avenue

Avaxat Elementary School (K-5)
24300 Las Brisas Road

Warm Springs Middle School (6-8)
39245 Calle de Fortuna

Buchanan Elementary School (K-5)
40121 Torrey Pines Road

Murrieta Valley High School
(Comprehensive)
42200 Nighthawk Way

Cole Canyon Elementary School (K-5)
23750 Via Alisol

Murrieta Mesa High School
(Comprehensive)
24801 Monroe

E. Hale Curran Elementary School (K-5)
40855 Chaco Canyon Road

Vista Murrieta High School
(Comprehensive)
28251 Clinton Keith Rd.

Lisa J. Mails Elementary (K-5)
35185 Briggs Road

Monte Vista Elementary School (K-5)
37420 Via Mira Mosa

Creekside High School (Continuation)
24150 Hayes Avenue

Murrieta Elementary School (K-5)
24725 Adams Street

Tenaja Canyon Academy (Independent
Study)
24150 Hayes Avenue

Rail Ranch Elementary School (K-6)
25030 Via Santee

Adult School
24150 Hayes Avenue

Tovashal Elementary School (K-5)
23801 St. Raphael

Early Childhood Education Center, Child
Care, Parent Center, Preschools
24300 Las Brisas

Dorothy McElhinney Middle School (6-8)
35125 Briggs Road

In November 2014 the Murrieta community approved Measure BB a \$98M bond for technology and facilities projects. The District's need for construction management services at this time is to manage large scale technology infrastructure projects. Due to school hours work on these projects will need to be done after school hours which will involve shift schedules and weekend work.

These technology projects include:

- a) Installation of data cabling systems
- b) Upgrade or expansion of electrical systems
- c) Installation and expansion of audio and visual systems.

Priority will be given to firms who have this experience and have successfully managed other K-12 technology infrastructure projects.

A. LIMITATIONS

The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFQ. The awarding of the construction management services contract(s), if at all, is at the sole discretion of the District.

The District reserves the right to reject any or all SOQs, to waive any irregularities or informalities not affected by law, to evaluate each SOQ submitted, and to award a contract, if any, according to the SOQ which best serves the interest of the District at a reasonable cost to the District.

The Respondent's SOQ package, and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

B. FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority business enterprises shall be afforded full opportunity to submit SOQs in response to this RFQ and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

C. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity responding to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract(s) with any member of the District's Governing Board ("Board"), selection committee members, or any member of the Citizens' Oversight Committee, or with any employee of the District except for clarifications and questions as

described herein. Any such contact shall be grounds for the disqualification of the construction management entity submitting a SOQ.

D. POOL OF QUALIFIED APPLICANTS AND REQUESTS FOR RECERTIFICATION

The District will maintain a pool of qualified construction management services firm applicants. Requests for recertification may be sent every two (2) years. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pool, at the District's sole discretion, as the District determines the need for additional services.

II. STATEMENT OF QUALIFICATIONS

A. SUMMARY OF REQUIRED QUALIFICATIONS

The Scope of Services includes full construction management services for the relevant Project(s). Extensive experience with the Office of Public School Construction ("OPSC"), Division of State Architect ("DSA"), and Title 24 of the California Code of Regulations is **mandatory**.

B. FORMAT REQUIREMENTS

Firms submitting SOQs in response to this RFQ must follow the format below. Material must be in 8-1/2 x 11 inch format. Each SOQ shall include a Front Cover stating the following: "Statement of Qualifications for [FIRM NAME] in Response to Murrieta Valley Unified School District's RFQ for construction management services.

Each SOQ shall include a table of contents and divider tabs labeled with the boldface headers below (e.g. the first tab would be entitled "Cover Letter," the second tab would be entitled "Business Information," etc.)

Provide Five (5) bound copies and One (1) electronic copy of the Statement of Qualifications.

The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite and PDF.

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

C. SOQ CONTENT REQUIREMENTS

1. TAB 1 - COVER LETTER (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer of the construction management services company. If the construction management services company is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.

- Include the type of construction management in which you have expertise.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

2. **TAB 2 – BUSINESS INFORMATION**

Please provide the following information:

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support.)
- Location of office where the bulk of services solicited will be performed.
- Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status.
- How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant.
- Provide similar information for proposed sub-consultants.
- How sub-consultants will be utilized on the Project(s) and to what extent work will be performed in-house.

3. TAB 3 – EXECUTIVE SUMMARY: APPROACH AND FIRM QUALIFICATIONS

- Outline your general construction and project management approach, including:
 - Provide a statement demonstrating your firm’s or team’s ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District’s goal of moving projects into construction within the earliest possible timeframe.
 - Describe your firm’s approach to cost estimating, including some history of cost estimates versus actual bid amount, on three (3) school projects awarded in the last five (5) years.
 - Describe your firm’s approach to quality control/assurance procedures.
 - Describe the approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements.
 - How does your firm approach modernization projects versus new construction projects?
- Include a brief summary of your firm’s qualifications, including:
 - Describe your firm’s experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
 - Demonstrate your firm’s flexibility in adapting to the changing needs and priorities of a K-12 school district.
 - Describe your experience with DSA and working within the DSA processes.
 - Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.
- Provide a statement of your work plan including your firm’s present workload and number of current projects, and where possible, projected workload for the coming two years, which should include available staff.

4. TAB 4 – NARRATIVE OF RELEVANT K-12 PROJECT EXPERIENCE AND REFERENCES

Provide a Comprehensive Narrative of the construction and project management services offered by your firm in the last ten (10) years on at least five (5) K-12 educational projects. The narrative should include the following:

- **Experience:** Describe your experience with public educational projects. Include for each project:

- Project name, type, program, and location.
 - Scope of project.
 - Description of project.
 - Construction costs, including original budget, bid amount and final amount at close-out.
 - Describe your experience with DSA.
 - Detail your experience with the various types of construction delivery systems.
 - Beginning and end dates of project.
 - Number of RFI's and Change Orders of each project.
 - Key individuals of the firm involved and their roles in the project.
 - Any sub-consultants that worked with the firm.
 - Provide references, including: district name with name and of contact person, title, telephone number, and email address to be contacted for a reference.
- **Personnel:** Include resumes of key personnel who would likely be assigned to projects associated with the District. Specifically define the role of each person and outline his or her individual experience and responsibilities. Indicate who would serve as the primary contact(s) for the District. If the firm would utilize resources from more than one office, indicate office locations and how work would be coordinated. The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.
 - **Change Order Data:** Provide Change Order data from your five (5) most recent public works projects. Include original estimates of project costs and a brief explanation of the deviations and change orders.
 - **Enforcing Contractor Performance and Limiting Claims:** Provide a detailed explanation of how your firm ensures contractors' timely performance and how your firm limits contractors' claims.
 - **Sub-Consultants:** Identify roles and qualifications of sub-consultants, if any. Note: firm(s) selected for inclusion in the District's pool of construction managers will be required to demonstrate long term relationships with any sub-consultants and submit resumes and recent project experience where the sub-consultant is utilized as part of any response to any subsequent Request for Proposals for the Project(s). Include current fee schedule per hour for prospective sub-consultants.
 - **Properly Licensed:** Each SOQ must include evidence that the construction management services company is legally permitted

and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of California.

- **Additional Data:** Provide additional information about the firm as it may relate to this RFQ, including information about, and the significance of, any other projects not identified above but which you feel are relevant to the Project(s). Include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the evaluation teams in understanding your qualifications and expertise.

5. TAB 5 – LITIGATION HISTORY

Provide a comprehensive five (5) year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A SOQ failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

6. TAB 6 – FEES

Although this RFQ is not a request for a specific proposal, the District requires each respondent to provide a fee schedule for the types of service that you offer. Be thorough and specific as this will form the basis of any contract for services that may be presented by the District. If referencing general condition costs, include typical staffing expectations, professional fee schedules, and a discussion of the total expected costs that the District could expect for specific projects.

- Provide detailed information on your billing practices (i.e. lump sum, other), including reimbursable cost categories and hourly billing rates by position for additional services.
- Provide detailed information on your firm's practices concerning discounted fees if selected as Construction Manager.
- Provide your firm's flat fee (proposed) for the Project; hourly billing rates by position for additional services (proposed); staffing plan (proposed); and reimbursable schedule (proposed). Include your firm's discounted flat fee (proposed), if any for the Project(s).
- Included within the fee proposal should be the identification of proposed reimbursables by category (i.e. offices, computers and peripherals, printers, fax machines, photocopy equipment, other as identified by proposing entity). Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation. All reimbursables will require receipts to be provided to the District.

IV. SELECTION CRITERIA

A. EVALUATION

The SOQ will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFQ, including, without limitation:

- The construction management services company's experience and performance history with similar projects for California K-12 school districts.
- Experience, results, and professional and technical expertise of proposed personnel.
- Availability of staffing for the Project(s) and the level of service and support, and availability of resources to meet anticipated schedule and Project requirements.
- Acceptable and verifiable references from clients contacted by the District, including:
 - Firm's reputation;
 - Satisfaction of previous clients (client relationships);
 - Timeliness of work and ability of the firm to meet schedules; and
 - Accuracy of cost estimates.
- Overall responsiveness of the SOQ.
- Location of office and accessibility to the Project(s).
- Fee requirements and cost of services.

A Selection Committee will evaluate all submissions. Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a construction management services company is responsive, responsible, and qualified. Based upon the information presented in the SOQs, the District's Selection Committee will choose the most highly qualified firms to be part of the District's pool. As services are needed for specific projects, the selected firms will be requested to provide a Request for Proposals, at which time they will develop a detailed scope of services, proposed design fee and schedule, and then participate in the interview process. After the interviews, the Selection Committee will identify the firm/team that can provide the greatest overall benefit to the District for each Project.

B. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request a construction management services company to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

V. SUBMISSION GUIDELINES

Respondents to this Request for Qualifications ("RFQ") should mail or deliver Five (5) bound copies, One (1) unbound copy, and One (1) electronic copy on CD or flash drive of their Statement of Qualifications ("SOQ"), as further described herein, to:

**William Olien
Assistant Superintendent
Facilities and Operational Services
Murrieta Valley Unified School District
41870 McAlby Court, Murrieta, CA 92562**

ALL RESPONSES ARE DUE BY 2:00 P.M., ON August 21, 2015.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

If you have any questions regarding this RFQ please call or email William Olien, Assistant Superintendent of Facilities and Operational Services, at 951-696-1600 ext. 1181, bolien@murrieta.k12.ca.us on or before August 7, 2015 at 2:00 p.m.

Questions must be submitted in writing and answers will be provided by 2:00 p.m. on August 14, 2015.

Each SOQ must conform and be responsive to the requirements set forth in this RFQ.

The District reserves the right to waive any informalities or irregularities in received Submittals. Further, the District reserves the right to reject any and all SOQs and to negotiate contract terms with one or more respondent firms for one or more of the work items.