



Request for Proposals and Interviews  
For Construction Manager at-Risk

December 13, 2018

Introduction

The selection committee for the Board of Education of Manhattan-Ogden Public Schools, Unified School District 383, has reviewed the qualification statements submitted by all companies interested in construction manager at risk services. As a result of that review, the board invites the following firms to submit proposals and interview with the board.

In accordance with the phase-two submission requirements detailed below, each of the following companies is expected to provide detailed company information as well as fees for preconstruction services, general conditions costs, overhead and profit.

Project A	Project B
BHS Construction/Hutton	Coonrod and Associates
McCownGordon Construction	McCownGordon Construction
Universal Construction	Universal Construction

Building Walkthrough

All firms mentioned above are invited to tour project related buildings. All invited firms should meet Eric Reid and/or Matt Davis at the Robinson Education Center, 2031 Poyntz Ave at their scheduled tour time. Refer to the following schedule:

**January 2, 2019**

Project B- 8:30 am

Coonrod and Associates

McCownGordon Construction

Universal Construction

Project A-1:00 pm

BHS Construction/Hutton

McCownGordon Construction

Universal Construction

## Phase Two Submission Requirements

The response to this request for proposals must include the following information. Fees shall be submitted in a separate envelope to Frank Burnam, Department of Administration at the address provided below:

### Scoring Criteria

1. **Company Overview:** Provide a brief company overview; **weighting factor 5**
2. **Experience/References:** Briefly describe your experience including references from design professionals and owners from completed projects; **weighting factor 5**
3. **Project Team:** Identify your firm's Project Manager(s) and Project Superintendent(s) for the bond program and provide copies of their individual resumes including relevant experience. It is very important for us to meet the actual personnel that will be assigned and on-site during the execution of the work during the interview; **weighting factor 10**
4. **Preconstruction Services:** Provide an overview of your preconstruction services including the process and timeline needed to prepare a Guaranteed Maximum Price (GMP) for the bond program. Explain the process you will use to develop a GMP that is responsive to the district's budget. How and how often will you provide estimates during the design phases? Describe how you assist in the value engineering process including your method of generating timely estimates for each so that the district can make good decisions; **weighting factor 5**
5. **Contingencies:** Describe the contingencies you will propose in the GMP, and how such contingencies will be managed through the completion of Construction Phase Services; **weighting factor 5**
6. **Cost Management:** Describe your plans for establishing, tracking, and reporting the GMP to the district and incorporating changes in the bond program; **weighting factor 5**
7. **Local Business Utilization:** Please explain in detail your firm's process for soliciting bids from local contractors and suppliers. Also, explain the process you use in verifying bids and whether or not the subcontractor has the experience and financial means to complete the scope of work being bid; **weighting factor 5**
8. **Construction Plan:** Provide an overview of your construction plan specific to this bond program; **weighting factor 5**
9. **Self-Perform Capabilities:** Describe your firm's ability to self-perform and its interest in performing work on the bond program. Please describe the method your firm will employ to determine whether your firm will provide the best value compared with other contractors; **weighting factor 5**
10. **Site Management:** Describe your firm's plan to provide effective quality control, safety, security, and coordination during the life of the bond program; **weighting factor 10**
11. **Critical Issues:** Please describe what your firm perceives to be the critical preconstruction and construction phase issues for this bond program; **weighting factor 10**
12. **Fees:** All prequalified firms shall submit proposed fees in a format required by the department of administration, including fees for preconstruction services, fees for general conditions, and fees for overhead and profits directly and only to the secretary of administration. Refer to the attached Cost Proposal Form and submittal instructions; **weighting factor 10**
13. **Interview:** Team presentation of their proposed team members, qualifications, project plan and to answer questions; **weighting factor 20**

Instructions for Submitting a Response

Please deliver **one electronic copy and 15 paper copies** of your firm's response to:

Jaime Gregory  
Manhattan-Ogden USD 383  
Robinson Education Center  
2031 Poyntz Ave  
Manhattan, KS 66502

**Submission Deadline: 3:00 pm January 11, 2019**

Questions regarding this request may be directed to:

Jaime Gregory  
[jaimeg@usd383.org](mailto:jaimeg@usd383.org)

Office- (785) 587-2000 ext. 1882

**Instructions for Submitting Fees**

Please deliver one State of Kansas – CMaR Cost Proposal Form to:

Frank Burnam, Deputy Director Department of Administration  
OFPM – Construction & Compliance  
Eisenhower State Office Building  
700 SW Harrison, Street 1200  
Topeka, Kansas 66603  
Phone 785-291-3989  
Email [frank.burnam@da.ks.gov](mailto:frank.burnam@da.ks.gov)

**Submission Deadline: 3:00 pm January 11, 2019**

**NOTE:**

1. DO NOT make adjustments to the State CMAr Cost Proposal Form in any manner. Fill in the blanks provided on the form ONLY. Any additional notations or comments outside the blanks provided may result in disqualification from this CMAr selection process.
2. When calculating General Conditions and Fees:
  - a. The District expects that a high quality product will be produced for each job site within the bond issue.
  - b. Understand that the District expects that each job site will have full-time supervision by an employee of your firm to oversee safety, production and quality.
  - c. Your firm is required to calculate General Conditions and Fees based on the information provided above in the Project Description section for the State Cost Proposal Form. You MUST submit a State CMAr Cost Proposal Form for each package.

**Interviews (Phase Three)**

Interviews with the board will take place on January 14, 2019 at the Robinson Education Center, 2031 Poyntz Ave, Manhattan, KS. The interviews will be heard in executive session.

Each company will have 30 minutes to present their proposed team members, qualifications, and project plan followed by 10 minutes of questions and answers. The conference room has a projection system available for your use. The interviews will not be broadcast by the district. Please refer to the following schedule for your firm's designated time.

**January 14, 2019**

5:15-Universal Construction

6:00-Coonrod and Associates

6:45-McCownGordon

7:30-BHS Construction/Hutton

### Evaluation Process

This request for proposals and subsequent interviews are phases two and three of a three-phase qualifications-based selection process as required by K.S.A. 72-6760. The selection recommendation committee, having evaluated the qualifications of all firms in accordance with the instructions of the request for qualifications, is inviting the firms listed above to submit their proposals for construction management at-risk services. This submittal requires more detailed company information as well as fees for preconstruction services, general conditions costs, and overhead and profit.

All prequalified firms shall submit proposed fees in a format required by the department of administration, including fees for preconstruction services, fees for general conditions, and fees for overhead and profits directly and only to the secretary of administration. (See attached Cost Form). The secretary of administration will score and rank the proposals for the best value and report such findings to the selection recommendation committee after all other interviews and scoring have been completed. The recommendation of the secretary of administration to the selection recommendation committee will be open for public review. The scores on fees and profits will not account for more than 10% of the total possible score.

Once all proposals have been submitted, the selection recommendation committee will interview, as part of phase three, each of the firms in executive session, allowing the competing firms to present their proposed team members, qualifications, project plan and to answer questions. The interview scoring will not account for more than 25% of the total possible score.

The selection recommendation committee will select the firm(s) providing the best value based on the proposal criteria, weighting factors utilized to emphasize important elements of each project for approval by the board, and recommendation of the secretary of administration. All scoring criteria and weighting factors will be identified by the board in the request for proposals instructions to firms. The selection recommendation committee will proceed to negotiate with and attempt to enter into a contract with the firm receiving the best total score to serve as the construction manager at-risk for the project. Should the selection recommendation committee be unable to negotiate a satisfactory contract with the firm scoring the best total score, negotiations with that firm will be terminated, and the committee will undertake negotiations with the firm with the next best total score.

If the selection recommendation committee determines that it is not in the best interest of the board to proceed with the project pursuant to the proposals offered, the selection recommendation committee may reject all proposals. If all proposals are rejected, the board may solicit new proposals using different design criteria, budget constraints or qualifications.

The construction management at-risk contract for a project shall be prepared by the board and entered into between the board and the firm performing such construction management at-risk services. A construction management at-risk contract utilizing a cost plus guaranteed maximum price contract value shall return all savings under the guaranteed maximum price to the school district.

Subcontractor/Supplier Bidding Requirements

The board or the construction manager at-risk, at the board's discretion, will publish a construction services bid notice on the school district's website, website of a statewide school board association or construction industry association and in such other appropriate manner for the construction manager or general contractor as may be determined by the board. Each construction services bid notice will include the request for bids and other bidding information prepared by the construction manager at-risk and the board. The board may allow the construction manager at-risk to self-perform construction services provided the firm submits a sealed bid proposal under the same conditions as all other competing firms. At the time for opening the bids, the construction manager at-risk will evaluate the bids and determine the lowest responsible bidder except in the case of self-performed work for which the board shall determine the lowest responsible bidder. The construction manager at-risk shall enter into a contract with each firm performing the construction services for the project and make a public announcement of each firm selected at the first school board meeting following the selection.

Project Timeline

Issue Request for Qualifications:	November 26, 2018
Request for Qualifications Due:	December 10, 2018 3:00 pm
Short List announced by District:	December 13, 2018
Issue Request for Proposals:	December 13, 2018
Site walkthrough Date:	January 2, 2018
Request for Proposals Due:	January 11, 2018 @ 3:00 pm
Interviews:	January 14, 2018
Board Contract Approval:	TBD

Project Description

The projects included in the solicitation for construction manager at-risk services have an estimated total cost of \$129.5 million and are divided into the construction projects below. Construction firm(s) may choose one or both of the projects listed below.

Project	Location	Estimated Total Cost
A	Early Learning Centers, New Elementary School, All other Elementary Schools	\$52.5 million
B	Middle School Additions, Manhattan High School Addition, Support Services Projects	\$76.7 million

**It is the intention of the Board that projects will be packaged in a way to maximize the opportunity for local firms to compete for projects, while maintaining a competitive process.**

The information below pertaining to the projects is not all-inclusive. The complete information is referenced in the Manhattan-Ogden Master Plan and preliminary concept designs which can be found at:

<http://www.usd383.org/manhattan-ogden/district-office/district-information/2018-bond-information>

# Project A

## Early Learning Centers

### College Hill Location

- Safety and Security concerns to include flex space with incorporated storm shelter
- Expand and renovate campus, adding approximately 18,000 square feet, with possible demolition
- Expand parking, age appropriate playground, site drainage improvements
- Consolidate early learning offices

### Eugene Field Location

- Safety and Security concerns to include flex space with incorporated storm shelter and sprinkler systems throughout the building
- Expand and renovate campus, adding approximately 17,000 square feet
- Repair and/or upgrade masonry, exterior windows, mechanical system, water/sanitary waste systems
- Expand parking and site drainage improvements

## New Construction Elementary

### Blue Township

- Safety and security concerns to include secure entry, storm shelter, sprinkler systems
- Construction of a 475 student capacity building approximately 65,000 square feet
- Create separate bus and student drop off areas
- Site improvements for on-site parking
- Design phase to begin as soon as possible, with tentative construction completion date of 5/30/2021

## Elementary School Projects

### Amanda Arnold Elementary

- Expand Parking Area
- Site drainage improvements

### Bergman Elementary

- Safety and Security to include secure entrances, adding approximately 1,200 square feet
- Construction of new flex room with incorporation of storm shelter, adding approximately 3,200 square feet
- Renovation of classroom space and communication systems
- Maintenance and repair of exterior and interior finish upgrades, to include plumbing fixtures
- Create secondary parking lot and site drainage improvements
- Install new domestic water and gas piping systems

### Bluemont Elementary

- Reconfigure secured entry
- Construction of new gymnasium/flex room, adding approximately 4,100 square feet
- Create secondary parking lot and site drainage improvements
- Create dedicated bus lane and student drop-off area
- Potential relocation of playground equipment
- Window Replacement

### Lee Elementary

- Create designated bus lane
- Expand parking lot and site drainage improvements
- Create designated primary grades playground and connect north and south yards with sidewalk
- Replace kitchen exhaust fans and distribution panel board

### Marlatt Elementary

- Improve site drainage and exterior masonry
- Replace chair lift with elevator
- Replace classroom cabinetry and electrical distribution panel
- Expand onsite parking
- Renovate and remodel approximately 16,000 square feet of classroom and kitchen area

### Northview Elementary

- Secure access doors at hallways
- Construction of flex space with incorporation of storm shelter, adding approximately 4,500 square feet
- Construction of new parking lot and site drainage improvements

### Ogden Elementary

- Construction of new gymnasium/flex room, adding approximately 3,100 square feet
- Repair exterior masonry
- Replace kitchen exhaust hoods
- Expand on-street parking and site drainage improvements

### Theodore Roosevelt Elementary

- Construction of new gymnasium/flex room with incorporation of storm shelter, adding approximately 3,500 square feet
- Expand parking lot and site drainage improvements
- Exterior masonry wall repairs
- Potential playground relocation
- Replace electrical panel

### Woodrow Wilson Elementary

- Construction of gymnasium/flex room with incorporation of storm shelter, adding approximately 3,800 square feet
- Potential expansion of parking lot and site drainage improvements
- Renovate Kitchen
- Potential expansion of outdoor hard play area and relocation of playground equipment
- Maintenance and repair to select interior and exterior finishes
- Upgrade electrical systems

## **Project B**

### **Additions to Middle Schools**

#### Susan B. Anthony

- Create secure entrance with potential relocation of administration and media center
- Construction of new flex room with incorporation of storm shelter
- Expand campus by adding approximately 29,000 square feet
- Renovate approximately 4,000 square feet for classroom and student support spaces
- Site drainage improvements and masonry repairs
- Replace exterior light fixtures, exhaust fans, mechanical systems, restroom fixtures, gas piping and relocate kitchen grease trap
- Replace lockers with appropriate size lockers and replace locker room lockers
- Project will be coordinated with City of Manhattan and their current project teams

#### Dwight D. Eisenhower

- Create secure entrance with potential relocation of administration and media center
- Construction of new flex room with incorporation of storm shelter
- Expand campus by adding approximately 29,000 square feet
- Renovate approximately 4,000 square feet for classroom and student support spaces
- Site drainage improvements and masonry repairs
- Replace exterior light fixtures, exhaust fans, mechanical systems, restroom fixtures gas piping and relocate kitchen grease trap
- Replace lockers with appropriate size lockers and replace locker room lockers
- Project will be coordinated with City of Manhattan and their current project teams

### **High School Additions/Support Services Projects**

#### Manhattan High School

- Expand campus by adding approximately 70,000+ square feet to include classrooms, gymnasium with incorporation of storm shelter and support spaces, to include potential demolition
- Renovate and remodel approximately 8,000 square feet of student space
- Expand onsite parking and site drainage improvements

- Relocation and construction of tennis courts and bleachers
- Upgrade practice field to synthetic turf

#### Transportation Center

- Secure entrance
- Construction of training room with incorporation of storm shelter
- Potential demolition of Central Kitchen/District Warehouse
- Expand bus parking area and site drainage improvements

#### Keith Noll Maintenance Center

- Secure entrance
- Asbestos and lead paint abatement
- Construction of storage facility
- Expand paved material storage area and site drainage improvements
- Partial re-roofing of building

#### Robinson Education Center

- Create secure entrance
- Asbestos and lead paint abatement
- Replace windows, wall siding, thru-wall AC units, roof drainage system
- Add parking lights and site drainage improvements
- Light renovation throughout building, approximately 15,000 square feet

#### 901 Poyntz Repurpose

- Asbestos and lead paint abatement
- Interior and exterior building repairs and renovations
- Mechanical and electrical systems upgrades/replacements
- Relocate/expand District Food Services on site
- Construction of new District Warehouse, approximately 20,000 square feet
- Window and glass replacement

