

# Request for Qualifications (Owners Project Manager)

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**Administration of Project:** East Providence School District

Project Name District Wide Improvements Response Deadline October 4, 2022 10:00am local time Project Location 111 Brown St/101 Legion Way Project Number 2022-001  
City / County East Providence, Rhode Island 02914 Owner Representative Superintendent of Schools or designee  
Owner East Providence School District Contracting Authority East Providence School Committee  
Paper copies requested 3 No. of electronic copies requested (PDF) 1

Submit the requested number of Statements of Qualifications directly to Contact Name at E-mail or Mailing Address. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Craig Enos, Director of Finance via email [cenos@epschoolsri.com](mailto:cenos@epschoolsri.com) with the project number included in the subject line (no phone calls please). Questions may be submitted until five (5) business days before the response deadline and will be answered electronically until three (3) business days before the response deadline. Answers will be sent to the Proposers designated contact person at their email address as well as posted publicly on the school district website and Bidnet Direct. The name of the party submitting a question will not be included with the answer. The East Providence School District is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this Request for Qualifications if it is in the City's best interest to do so.

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## Project Overview

### A. Project Description

#### Martin Middle School

This portion of the project encompasses the phased construction of a remodeled and new comprehensive middle school of approximately 170,000 SF to serve 600 students in grades 6-8 and 240 students in PreK education. The current design envisions a 3 floor addition on the north side of the building for grades 6-8, and a 2 floor addition on the south side for the PreK education center. The existing gymnasium and auditorium will receive a light facelift as part of this project. Martin Middle School will be in full operation during all construction phases.

#### Waddington Elementary School

This portion encompasses two phases, which depending upon available funding, may have some fluidity for facets contained within each phase and timing of the phases. The first phase includes the establishment of enclosed classrooms in the 1970's addition containing open classrooms, as well as HVAC and security upgrades. The second phase includes the building of an 8,000 SF gymnasium, replacement windows and exterior envelope upgrades. Waddington Elementary School will be in full operation with yet to be determined swing space for students in the 1970's addition.

Required access for both schools includes but is not necessarily limited to:

1. Twenty four (24) hours a day, seven (7) days a week access.
2. Access to facilities by students, staff and the general public.
3. Access by first responders to existing facilities and the construction area.
4. Access to / from existing athletic fields.

Upon occupancy of the new 3 floor addition at Martin Middle School, the existing vacated academic wing will be demolished to allow for development of a new student commons, driveways, parking areas and play areas. The projects scope includes any abatement and demolition services required to complete the work.

Professional design services for the RIDE Stage II submission have been provided to the Contracting Authority by Ai3 Architects. The Stage II application was submitted to RIDE on September 15, 2022 and approval is anticipated in December 2022. Ai3 will remain contracted for Stages III and IV.

Upon RIDE approval the project will require passage of a corresponding bond referendum by the City of East Providence in November 2022. Continuation of OPM services is contingent upon passage of the bond.

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The projects design and construction must comply with all applicable policies and procedures of the Rhode Island Department of Education School Construction Regulations, most recent addition, including any policies and procedures of the School Building Authority. The project design must comply with all relevant standards overseen by all Authorities Having Jurisdiction ("AHJ") including local, state, and federal requirements.

## **B. Scope of Services**

In the performance of its services the OPM will work cooperatively with the Contracting Authority, the A/E, RIDE, and any other project participants engaged by the Owner. The project will be divided into five primary stages; Pre Referendum, Pre Construction (Design), Construction, Occupancy, and Post Construction / Closeout. Each stage may be further subdivided and there may be occasions when services between stages run concurrently or are staggered in keeping with the projects overall schedule requirements.

### Pre Construction

1. Facilitate and coordinate with the Owner and Architect in programming process
2. Facilitate and coordinate with building users, reviewing space and adjacency requirements.
3. Review of all phases of design to ensure compliance with budget and schedule requirements
4. Facilitate and oversee the reconciliation of estimates prepared by the Architect and GC/CMaR
5. Facilitate and coordinate with the Owner swing space requirements and options
6. Facilitate and coordinate with the Owner RIDE meetings and submissions in support of Stage III

### Construction

1. Prior to start of construction, in consultation with the Architect, represent the Owner and monitor the preconstruction meetings.
2. Attend meetings of the East Providence Building Committee from the preconstruction period to the completion of the project.
3. Review and comment on the Schedule of Values for payments as prepared by the contractor to ensure conformance with the expected flow of work as stated in the Contract Documents.
4. Assist in the GC/CMaR development of contingency plans for corrective action and advise the owner if they appear to be adequate. If the owner approves them, then the owner will be taking responsibility.
5. Participate in weekly construction and progress meetings with the Architect and the GC/CMaR to discuss such matters as procedures progress, construction problems and scheduling.
6. Review the contractors' construction schedule to determine if the schedule is consistent with milestones. Review project correspondence and logs maintained by the Architect's supplemental instructions, proposal request, change orders and construction change directives. Review the contractors shop drawing schedule. Advise the Owner on all of the above items.
7. Expedite and participate in the Owner's review of data and samples when such review is requested by the Architect.
8. Advise the owner of necessary or desirable changes in the project. Assist in negotiation of the GC/CMaR's proposals for these changes, and submit recommendations to the Architect and the Owner. Establish and implement a change order monitoring system and report on job cost events, including approved change orders, spending change orders, and anticipated change orders. Establish a time line for the change order process that does not interfere with the progress of the work.
9. Develop and implement procedures for prompt review and processing of applications for payment from the GC/CMaR for progress and final payments including certification requirements by the architect.
10. Advise the EP Building Committee on an ongoing basis of all project developments, including conditions and circumstances that may cause delay in the project schedule, increase costs, or otherwise may be inconsistent with the Owner's expectations.
11. In conjunction with the Architect, review the GC/CMaR's submittal of Notice of Substantial Completion, for a phase or the entire project, and make a recommendation to the Owner.
12. Prepare monthly reports to the EPHS Building Committee summarizing the progress of the construction and the financial status of the project. The reports should highlight important events and identifying pending issues that must be addressed.
13. Maintain regular contact with the Superintendent of Schools or designee regarding the progress of the project and issues to be addressed.
14. As requested, coordinate with other municipals officials in East Providence School District concerning project

related issues.

15. Maintain a complete project file, including but not limited to, a master list of permits, certificates of insurance, licenses and approvals, correspondence, monthly reports, daily reports and payment records.
16. Assist the School District in obtaining reimbursement from the Rhode Island Department of Education by assembling the necessary documentation.
17. At the conclusion to the project, assist the EP Building Committee in obtaining as-built drawings and all the other construction-related documents and all materials required for building occupancy and project closeout

Construction Site

1. The OPM should have a daily presence on the job site. Exact requirements to be determined after OPM selection and upon further development of project scope and schedule.
2. Monitor Contractor's schedules on an ongoing basis and alert the GC/CMaR and the Architect to conditions that may lead to delays in the completion of the work.
3. Participate in weekly construction and progress meetings with the Architect, GC/CMaR and the Contractors to discuss such matters as procedures, progress, construction problems and scheduling.
4. Maintain a log of daily activities at the site, including weather conditions, nature and location of work being performed, verbal interpretations given to the GC/CMaR and specific observations. Record any occurrence that might result in a claim for a change in contract compensation or time.
5. deleted
6. Observe the contractors' record copy of the Contract Documents at intervals appropriate to the stage of construction and notify the Architect and GC/CMaR of any apparent failure by the contractor to maintain up to date records.
7. Assist the Architect and GC/CMaR in conducting inspections to determine the dates of Substantial Completion of various phases and the date of final completion.
8. The OPM will ensure that procedures for authorization from any deviations from the contract documents are followed.

Occupancy

1. Assist the Owner as requested to facilitate the relocation of existing materials, furniture, fixtures and equipment from existing to new facilities.

Post Construction / Project Closeout

1. Provide all final reports and documentation required by the contract documents including that required to secure RIDE funding reimbursement.
2. In conjunction with the A/E and GC/CMaR, provide an electronic turnover package of all maintainable asset data. Include applicable manufacturer and contractor operation and maintenance information with associated plans. Asset data shall be in a database format, structure and detail commensurate with the Owners requirements for import to their maintenance management system.

**C. Anticipated Schedule (subject to change)**

Pre Referendum Stage Starts	<u>October, 2022</u>
Construction Stage Notice to Proceed	<u>Fall 2023</u>
Substantial Completion	<u>TBD</u>
Occupancy Stage Completed	<u>TBD</u>

**D. M/WBE Participation Goal**

Percent of total budget 10%

**E. Evaluation Criteria for Selection**

Short List: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

Interview: After submitting responses to the RFQ, the short-listed firms may be interviewed by the Contracting Authority and Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and any other Owner expectations. The Contracting Authority will notify the selected firm(s) to schedule time(s) for the interview(s).

Selection Schedule: Tentative schedule is subject to change.

RFQ – September 21, 2022  
Submission Deadline – October 4, 2022 at 10:00am  
Award – October 11, 2022 by East Providence School Committee

Cancellation and Rejection: The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process. The Contracting Authority shall not reimburse proposers for any expenses related to their preparation and submission of a proposal (RFQ or RFP) including interviews.

## **G. Submittal Instructions**

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. Also, please label the CD or thumb drive and the sleeve with the project number and firm name if applicable.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are permitted but not necessary.

Facsimile copies of the Statement of Qualifications will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent RFQ are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance and (4) any trade secrets, proprietary or confidential information identified by the proposer with their proposal submission.

## **H. Submission Criteria**

. The EP Building Subcommittee will rate the firm as submitting a responsible and responsive proposal if it fulfills the following minimum criteria:

1. Firm/Individual Name, Contact Name, Address, Telephone, Email Address and Fax Numbers.
2. Firm/Individual History including length of time the firm/individual has been in business.
3. Names and Titles of firm partners and/or officers.
4. Key personnel that will be employed as part of the Owner's Project Management team including: applicable resumes, professional designations, licenses held, information on experience with similar projects, and each person's level of involvement in, and the organizational structure of the staffing for this school building project.
5. A listing of current and past public and private projects of a similar nature with the names and telephone numbers of references to contact. Photos may be provided.
6. Submission of 1) the Project Manager Qualification Statement; 2) a Certificate of Non-Collusion; 3) a Certification of Tax Compliance.
7. Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.
8. Adequate financial stability and proof of professional liability insurance. The East Providence School District must also be able to be named an "additional insured". Other District insurance requirements for comprehensive, etc. will be included in the contract for services.

# Request for Qualifications – OPM Services

Project Name Martin Middle/Waddington Elementary Proposer Firm \_\_\_\_\_

Project Number 2022-001 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Workload and Size (Maximum 10 points)</b>			
a. Value of K-12 contracts awarded in previous 36 months	In RI	6	
	In New England	3	
	Elsewhere (Continental US)	0	
<b>2. Primary Qualifications (Maximum 30 points)</b>			
a. Project management	Experience / ability to manage scope / budget / schedule / quality	0 - 10	
b. Project administration	Experience / ability to effectively administer project controls and processes	0 - 10	
c. Technical staff	Experience / ability to develop accurate estimates and schedules	0 - 10	
<b>3. Other Considerations (Maximum 10 points)</b>			
a. Manage / Coordinate FF&E and Technology	Experience / ability to perform effectively and collaboratively	0 - 5	
b. Manage / Coordinate Pre referendum activities	Experience / ability to perform effectively and collaboratively	0 - 5	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	3 to 5 sample projects	2	
	More than 6 sample projects	3	
c. FFE/Technology Experience	Training and knowledge	1	Max = 5
	Direct project experience	5	
d. Team organization	Clarity of responsibility / communication demonstrated by table	0 - 2	
<b>5. Overall Team Experience (Maximum 40 points)</b>			
a. Previous team performance	Past performance as indicated by evaluations and letters of	0 - 10	
b. Experience with similar projects	Less than 2 projects	0 - 3	
	3 to 5 projects	4 - 6	
	More than 5 projects	7 - 10	
c. Budget and schedule management	Completing projects within approved construction budget and schedule	0 - 10	
d. Knowledge of RIDE Stage II – IV processes	Past performance as indicated by evaluations	0 - 10	
		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

