South Kingstown School Department is seeking proposals for the following:

**#2400 Owner’s Project Manager**

This is a request for proposals, not a request for bid; responses will be evaluated on the basis of the relative merits of the individual/firms qualifications; there will be no public opening or reading of the proposals received by the Purchasing Office of the South Kingstown School Department pursuant to this request. Interested vendors may provide a qualified proposal **on or before July 12, 2019 @ 1:00 PM**. The district reserves the right, at its sole discretion, to consider proposals received after this date.

Specifications may be obtained by visiting the South Kingstown School Department web site [http://www.skschools.net/departments/purchasing_department](http://www.skschools.net/departments/purchasing_department) or by contacting Maria Parrillo, Purchasing Manager, 307 Curtis Corner Road, Wakefield, RI 02879 – 2106, at (401) 360-1306.

The South Kingstown School Department reserves the right to reject any and all proposals, to waive any technical defect or informality in the proposals received, and to accept any of the proposals deemed most favorable to the interest of the school system.

The South Kingstown School Department does not discriminate on the basis of race, color, creed, national origin, age, sex, disability or sexual orientation. By submission of your proposal, you agree not to discriminate in named areas.
#2400 REQUEST FOR PROPOSALS - OWNER’S PROJECT MANAGER

The South Kingstown School District through the South Kingstown School Building Committee is seeking proposals for Owner’s Project Management (OPM) Services for construction projects. Qualified persons or firms are requested to submit proposals to Ms. Maria Parrillo, Purchasing Manager, 307 Curtis Corner Road, South Kingstown, RI 02879 no later than July 12, 2019 at 1:00 p.m. The South Kingstown School Committee 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 Proposal if it is in the Town's best interest to do so.

The South Kingstown School District is an affirmative action/equal opportunity employer.

I. PROJECT DESCRIPTION

This project encompasses school construction at six school buildings.

1. South Kingstown High School 234,650 SF
2. Broad Rock Middle School 77,781 SF
3. PeaceDale Elementary School 85,500 SF
4. Wakefield Elementary School 32,405 SF
5. West Kingston Elementary School 41,560 SF
6. Matunuck Elementary School 41,560 SF

All schools must remain in full operation and be accessible by vehicles and pedestrians at all times during construction. Access 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.

Professional design services for the RIDE Stage 2 application was submitted in February 2019 and must be revised for re-submission in mid-September 2019. The initial application was prepared for the Contracting Authority by Robinson Green Beretta Architects (RGB) under a separate contract.

Upon RIDE approval, the construction projects will require passage of a corresponding bond referendum by the Town at a date to be determined. Continuation of OPM services is contingent upon passage of the bond referendum.

The awarding authority will procure A/E services to support RIDE Stages 3 and 4 (Design Development, Construction Documents and Construction) with the assistance of the selected OPM.

The awarding authority will procure Independent Testing, Inspection and Commissioning Services with the assistance of the selected OPM.

The projects design and construction must comply with all applicable policies and procedures established under the current Rhode Island Department of Education School Construction Regulation, including any policies and procedures of the School Building Authority.
II. SCOPE OF SERVICES

The OPM shall comply with all applicable Local, State and Federal statutes and ordinances, be an advocate for the South Kingstown School District through the Design and Construction Phases of the projects to ensure that the quality of design meets all standards that are specified, as detailed in Rhode Island Department of Education regulations and Town of South Kingstown building codes.

1.1 PHASE I - PRE-DESIGN

During this phase, the OPM shall gather information required to become familiar with the project and the development/evolution to date including the budget and cataloging any open matters or decisions remaining to be finalized for design to continue. The OPM shall provide advice, consultation, and guidance to the Owner relative to:

a. Review of the Stage II application previously submitted to RIDE
b. Working with RGB on the revision and re-submission of the Stage II application to RIDE
c. Preparation of the project scope, budget and schedule;
d. Preparation of A/E selection materials;
e. Preparation of A/E services contracts;
f. Selection of A/E and other consultants including execution of contracts and maintenance and tracking of insurance certificates;
g. Establishment of design criteria.

1.1.2 The OPM will assist the A/E in the implementation of site evaluation and testing including, but not necessarily limited to, site surveys, wetlands evaluation, environmental evaluations, hazardous materials evaluation, subsurface testing (percolation tests, test pits, boring etc.).

1.1.3 The OPM shall meet with the Owner, A/E and other stakeholders as necessary.

1.1.4 Owner's Project Management services are expected to commence on or before July 24, 2019. Phase I will consist of attending all necessary meetings and providing advice to the South Kingstown School District with the development of the project design by the Architect through the completion of the Rhode Island Department of Education Regulations for completion through Design Development and Construction Documents.

1.1.5 Public Information Dissemination and Presentations. The OPM shall be responsible for producing detailed explanatory materials and presentations that will provide the public with information necessary to determine the scope, costs and benefits of the Stage II application once that application has been approved by RIDE.

1.1.6 Upon successful and satisfactory completion of Phase I for preliminary design services, the South Kingstown School District may continue to engage services from the successful individual or firm for the remaining phases of the South Kingstown School Districts building projects subject to funding appropriation.

2.2 PHASE II - DESIGN & CONSTRUCTION

2.2.1 Design Phase

a) Facilitate and coordinate with the Owner and architect in programming process.

b) Facilitate and coordinate with building users, reviewing space and adjacency requirements.

c) Review of schematic design to ensure compliance document cost estimates.

d) Facilitate and oversee the reconciliation of estimates prepared by the A/E and General Contractor.
2.2.2 Construction Phase

a) Attend meetings of the South Kingstown School Building Committee from the preconstruction period to the completion of the project. 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.

b) Assist the General Contractor in 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.

c) Participate in weekly construction and progress meetings with the Architect and the General Contractor to discuss such matters as procedures progress, construction problems and scheduling.

d) 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.

e) Expedite and participate in the Owner's review of data and samples when such review is requested by the Architect or Owner.

f) Advise the Owner of necessary or desirable changes in the project. Assist in negotiation of the General Contractor'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.

g) Develop and implement procedures for prompt review and processing of applications for payment from the General Contractor for progress and final payments including certification requirements by the Architect and Owner.

h) Advise the South Kingstown School 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.

i) In conjunction with the Architect, review the General Contractor's submittal of Notice of Substantial Completion, for a phase or the entire project, and make a recommendation to the Owner.

j) Prepare monthly reports to the South Kingstown School 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.

k) Maintain regular contact with the Superintendent of Schools or designee regarding the progress of the project and issues to be addressed.

l) As requested, coordinate with other municipal officials in South Kingstown School District concerning project-related issues.

m) 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.

n) Ensure all necessary documentation is available and a work plan is in place that will maximize the School District's ability to obtain reimbursement from the Rhode Island Department of Education.

At the conclusion to the project, assist the South Kingstown School Building Committee in obtaining as-built drawings and all the other construction-related documents and all materials required for building occupancy and project closeout.
2.2.3 Scope of Services - Construction Site

a) The OPM shall develop and ensure compliance with a plan for security, including work background checks and daily site-access control. Prior to start of construction, in consultation with the Architect, represent the Owner and monitor the preconstruction meetings.

b) The OPM shall ensure that all building administrators are supplied with a list of persons that will be on site daily.

c) The OPM shall have a daily presence on the job site.

d) The OPM shall monitor contractor's schedules on an ongoing basis and alert the General Contractor and the Architect to conditions that may lead to delays in the completion of the work.

e) The OPM shall participate in weekly construction and progress meetings with the Architect, General Contractor and the Contractors to discuss such matters as procedures, progress, construction problems and scheduling.

f) The OPM shall maintain a logbook of daily activities at the site, including weather conditions, nature and location of work being performed, verbal interpretations given to the General Contractor and specific observations. Record any occurrence that might result in a claim for a change in contract compensation or time.

g) The OPM shall maintain a daily photo log of critical construction activities at each site.

h) The OPM shall observe the contractors' record copy of the Contract Documents at intervals appropriate to the stage of construction and notify the Architect and General Contractor of any apparent failure by the contractor to maintain up to date records.

i) The OPM shall assist the Architect and General Contractor in conducting inspections to determine the dates of Substantial Completion of various phases and the date of final completion.

j) The OPM shall ensure that procedures for authorization from any deviations from the contract documents are followed.

III. EXPERIENCE

3.1 The OPM and all persons with direct managerial or supervisory responsibilities who are employed by the OPM shall be appropriately credentials and or licensed in the State of Rhode Island and have at least ten (10) years' experience in the construction and supervision of construction of buildings. The OPM shall be independent of the A/E, general contractor, and/or any subcontractor involved in the school building projects.

3.2 Proposers must provide all of the services described in Section II: Scope of Service and comply with Section V: Proposal Submission Procedures/Criteria.

3.3 The OPM must have excellent presentation and communication skills.

3.4 The individual or firm must be able to demonstrate financial adequacy and managerial stability.

3.5 Each person and/or firm must submit:
   1) the Project Manager Qualification Statement
   2) a certificate of noncollusion;
   3) a certification of tax compliance.
IV. REQUEST FOR SERVICES

Qualified persons and/or firms interested in submitting proposals must provide ten (10) printed copies of proposal requirements (not to exceed 20 pages) and one electronic copy on a thumb drive on or before July 12, 2019 at 1:00 p.m. Any questions must be submitted by July 5, 2019 to Maria Parrillo, Purchasing Manager at mparrillo@sksd-ri.net.

4.1 Project: School Construction at six (6) school buildings

4.2 Proposals Submitted by: Qualified persons or firms with demonstrated successful OPM experience on similar projects.

4.3 Service: OPM to provide technical assistance to the South Kingstown School District during the course of the project.

4.4 Proposals Due: No later than July 12, 2019 at 1:00 p.m. to Ms. Maria Parrillo, Purchasing Manager, 307 Curtis Corner Road, Wakefield, RI 02879.

4.5 The fee for services will be negotiated.

4.6 Payment: The selected individual or firm will enter into a contract with the South Kingstown School District whereby progress payments will be made to complete the scope of work within established timeframes.

4.7 Work to Begin: On or before July 24, 2019.

4.8 Work To Be Completed By: TBD.

4.9 Contact: Ms. Maria Parrillo, Purchasing Manager, (401) 360-1306.

V. SUBMISSION PROCEDURES CRITERIA

Ten (10) printed copies and one electronic copy on a thumb drive of the proposal must be submitted in an envelope clearly marked REQUEST FOR PROPOSALS, “South Kingstown School Building Projects.” Interested individuals and firms are required to clearly tab the proposals in order to identify the minimum and comparative criteria. Tabbing the criteria will allow for South Kingstown School Building Committee to effectively evaluate prospective individuals and/or firms. Proposals without the criteria tabbed will be deemed nonresponsive and not considered. **Fee proposals are to be submitted in sealed separately marked envelopes.** Fee proposals will not be opened prior to the final technical service proposal rankings assigned by the South Kingstown School District. Fees shall be subject to negotiation.

There shall be two (2) separate fee proposals:

(1) The first fee proposal I shall provide fix-fee proposal for the work described in Section II 1.1a (Review of Stage II application previously submitted to RIDE), Section II 1.1b (Stage II application revisions amendments and resubmission of the District’s Stage II application), and 1.1.5 (Public information dissemination and presentations).

(2) The second fee proposal shall describe total compensation the proposer expects for the balance of the work described in this Request for Proposals.

The following schedule is anticipated for the proposal review and award of this contract.

Proposal Due Date: July 12, 2019 at 1:00 p.m.

Proposal Award Date: July 23, 2019 at 7:00 p.m. School Committee Meeting.

Fax and electronically-transmitted submissions will NOT be accepted. Late delivery of materials due to any type of delivery system failure shall be cause for rejection. In the event the school office are closed due to emergency or
weather conditions on the proposal due date, proposals will be due at 1:00 p.m. on the next business day during which offices are open.

**VI. SALES TAX EXEMPTION**

All materials purchased for this project shall be exempt from Rhode Island sales tax. The South Kingstown School District exemptions forms may be obtained from the office of the Chief Financial Officer.

**VII. EVALUATION & MINIMUM CRITERIA**

Proposals will be uniformly evaluated by the South Kingstown School Building Committee. Based on the review of the proposals up to five finalists will be short-listed and interviewed by the South Kingstown School Building Committee. All firms or individuals short-listed will be notified at least three business days prior to their scheduled interview. All interviews will be conducted as part of a posted public meeting. The South Kingstown School Building Committee will rate the firm as submitting a responsible and responsive proposal if it fulfills the following minimum criteria:

- a) Firm/Individual Name, Contact Name, Address, Telephone, Email Address and Fax Numbers.
- b) Firm/Individual History including length of time the firm/individual has been in business.
- c) Names and Titles of firm partners and/or officers.
- d) 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.
- e) 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.
- f) Submission of 1) the Project Manager Qualification Statement; 2) a Certificate of Non-Collusion; 3) a Certification of Tax Compliance.
- g) Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.
- h) Adequate financial stability and proof of professional liability insurance. The South Kingstown 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.

**VIII. EVALUATION OF NON-PRICE PROPOSALS COMPARATIVE CRITERIA**

The South Kingstown School Building Committee will evaluate proposals and assign the rank of "highly advantageous," "advantageous," "least advantageous," or "no advantage." Any proposal that receives a "no advantage" rating for any of the criteria may be rejected. In addition to the material submitted within the proposal for all firms deemed to have submitted responsive and responsible proposals, the South Kingstown School Building Committee will likely contact the listed references and may ask for additional information or a clarification of any responses.

Ability to demonstrate a high degree of qualifications and experience in performance of services on projects of a similar nature.

Thorough knowledge of applicable Rhode Island construction laws, Rhode Island Department of Education! building regulations and Town of South Kingstown building codes, and all other pertinent codes and regulations related to the successful completion of the project.

Ability to work with architects, contractors, subcontractors, consultants, school officials, municipal officials, state officials,
and committee members on behalf of the Owner in providing relevant information and facilitating decisions and actions of the various participants with the goal of advancing the progress of the Project on a timely basis.

Ability to commit the resources necessary to complete the services outlined in this RFP and the ability to sustain that commitment for the entire duration of the Project. Evaluation of references for similar projects. The qualifications and educational backgrounds of those assigned to the project, including past relevant experience in all phases of this design and construction work.

Identification of the primary contact is required, and the primary contact shall not be changed during the engagement without permission of the South Kingstown School Building Committee.

Experience in actual School Building Projects that included site development, new school construction, access road development and/or suitable school projects that may relate, to this project. List references by community, relevant project, contact name, and daytime telephone number. List and contact information for all Rhode Island design projects within the past five years would be beneficial.

Capabilities of firm’s public building management experience including:
- Cost and budget controls
- Timeliness, construction completion to client's satisfaction
- Contractor supervision
- Contract administration
- Working knowledge of current Rhode Island school construction laws and regulations
- List all experiences with public contracts in the past ten years that required some form of arbitration or legal action in the state or federal court systems to complete the contract work and the role your firm played in the resolution of these disputes, if any.

**IX. FEE PROPOSALS**

Proposers shall submit two (2) separate fee proposals:

1. The first fee proposal I shall provide fix-fee proposal for the work described in Section II 1.1a (Review of Stage II application previously submitted to RIDE), Section II 1.1b (Stage II application revisions amendments and resubmission of the District’s Stage II application), and 1.1.5 (Public information dissemination and presentations).

2. The second fee proposal shall describe total compensation the proposer expects for the balance of the work described in this Request for Proposals.

The South Kingstown School District reserves the right to contact any firm in order to clarify any aspect of a submitted proposal. The overall goal of the evaluation process shall be to recommend award of the contract to the person or firm whose proposal best meets the requirements of the RFP in the opinion of the South Kingstown School Building Committee and is at the same time cost-effective and within the budget allocated for the project.

**X. AWARD SELECTION**

The South Kingstown School Building Committee will determine the most responsive, responsible, and advantageous proposal. A contract for the OPM services awarded by the South Kingstown School District to the person or firm submitting the proposal of qualifications most beneficial to the South Kingstown School District and South Kingstown High School building project. Such determination by the South Kingstown School District shall be in their sole and exclusive discretion.

**XI. PUBLIC RECORD**

All documents submitted in response to this RFP shall become property of South Kingstown School District when received and are deemed public records and are open to public inspection; however, all proposals shall remain confidential until the completion of all evaluations pursuant to this RFP.
XII. GENERAL AND SPECIAL PROVISIONS

The South Kingstown School District reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in the best interest of the South Kingstown School District.

The applicant selected shall comply with all applicable federal and state laws in performance of services. The consideration of all proposals and subsequent selection of the successful applicants shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.

Services provided by the successful applicant shall be rendered through a professional services contract.

The M/WBE Participation Goal for subcontractor participation on this contract is ten (10) percent of the OPM's total compensation excluding the OPM's direct expenses related to bonds, insurance, employees, fee and contingency.

Prospective applicants who have any questions regarding the Request for Proposal may contact Ms. Maria Parrillo, Purchasing Manager at (401) 360-1306. Responses to any and all questions raised by prospective applicants will be sent to the email addresses of all firms (as an addendum) indicating an interest in submitting a proposal without identifying the originator of the question or questions.

The Committee will evaluate responses based upon the following minimum and comparative criteria. After evaluating the responses, the Committee will schedule interviews with at least the three (3) highest scoring individuals or firms. The Committee will rank the finalists based on total scores and on consideration of the specific minimum and comparative evaluation criteria and the interview. The Committee will discuss the results and select the successful respondents from that list of finalists and commence fee negotiations. The Committee selection will typically be the top-ranked finalist. In rare cases there may be a valid reason to skip the top ranked finalist and choose one of the other finalists for negotiation; in such cases the Committee shall clearly document the reason for such a decision in the procurement file.

If unsuccessful in the negotiations, the Committee may attempt to negotiate with the next higher scoring respondent (and if necessary repeat that process) until successful. If negotiations with one or more of the finalist prove unsuccessful, the Contracting Authority may reject all responses and may choose to re-advertise for services if deemed in its best interest to do so.

1. Minimum Criteria: Each response must meet all of the following criteria in order to be considered for further evaluation:
   a) Ten (10) printed copies and one electronic copy on thumb drive of the proposal were included.
   b) Must have at least ten (10) years of relevant experience in the construction and supervision of construction of buildings.
   c) Demonstrated experience with and understanding of public construction regulation and demonstrated capacity and experience to evaluate plans and evaluate cost estimates.
   d) Demonstrated knowledge of RIDE regulations and processes for school construction under necessity for school construction regulations; listing on MPA 430 CR80 shall be taken as sufficient evidence of qualification.

2. Five Comparative Criteria:
   a) Project management experience
   b) Project design and construction oversight and timetable
   c) Quality of references
   d) Quality of written documents
   e) Quality of presentation during interviews
3. Rating System: The following rating system will be used by the Committee to evaluate the responses received that have been determined to meet the minimum evaluation criteria listed above. Any responses that do not meet any of the minimum evaluation criteria will be judged unacceptable and not reviewed further. The Committee will utilize the following rating schedule:

**Evaluation Criteria**

With regard to each evaluation criterion, the materials provided or presentations made by the proposer will be deemed to be **Highly Advantageous** if those materials:

a. demonstrate a highly degree of success managing at least five (5) projects of similar scope and complexity,

b. demonstrate the full capacity meet the requirements of the project without any change the proposer’s standard business practices, team composition or procedures,

demonstrate highly degree of success working with a School District of similar size and on a project of similar scope of work and complexity, and

With regard to each evaluation criterion, the materials provided or presentations made by the proposer will be deemed to be **Advantageous** if those materials:

a. demonstrate success managing more than two (2) but fewer than five (5) projects of similar scope and complexity,

b. demonstrate the full capacity meet the requirements of the project with only minor changes the proposer’s standard business practices, team composition or procedures,

c. demonstrate successful experience working with municipal governments or school districts on projects of lesser scope and complexity, and

With regard to each evaluation criterion, the materials provided or presentations made by the proposer will be deemed to be **Least Advantageous** if those materials:

a. demonstrated an understanding of the RFP,

b. demonstrate the capacity meet the requirements of the project with significant changes the proposer’s standard business practices, team composition or procedures,

c. demonstrate success in completing fewer than two (2) projects of similar scope and complexity.

With regard to each evaluation criterion, the materials provided or presentations made by the proposer will be deemed to be **No Advantage** if those materials have demonstrated no clear understanding of the project no successful experience with regard to the criterion.
Fee Proposal I $_____________________

Fee Proposal II $_____________________

Authorized Binding Signature

____________________________
Printed Name

____________________________
Date

____________________________
Company

____________________________
Street

____________________________
City State Zip

____________________________
Telephone Fax