



**OPERATIONS DEPARTMENT
CAPITAL & SPECIAL PROJECTS**

Operations Services Center
398 N. Richmond Avenue,
Carson City, NV 89703
Telephone (775) 283-2175 / Fax (775) 283-2191

**REQUEST FOR PROPOSALS (RFP)
FOR CONSTRUCTION MANAGER AT RISK (CMAR)**

Date: December 4, 2023

Project Name: **Remodel Bathrooms at Carson High School**
Carson City School District Project No. 51.23.04
PWP# CC-2024-100

Project Location(s): **Carson High School**
1111 North Saliman Road
Carson City, NV 89701

OWNER

Carson City School District
Operations Services Center
398 N. Richmond Avenue
Carson City, NV 89703
Phone (775) 283-2181 Fax (775) 283-2191
Director of Operations: Steven West

ARCHITECT

Van Woert Bigotti Architects
1400 South Virginia Street, Suite C
Reno, NV 89502
(775) 328-1010
Contact: K. Brad Van Woert, III Architect
bvw@vwbarchitects.com
Angela S. Bigotti-Chavez, Architect
abc@vwbarchitects.com

CARSON CITY SCHOOL DISTRICT CONTACT PERSONS:

Contact Persons: Mark M. Johnson, Project Manager, (775) 283-2170, mjohnson@carson.k12.nv.us,
Karen Jackson, Administrative Assistant III, (775) 283-2155, kjackson@carson.k12.nv.us

All questions or requests for clarification pertaining to this the Request for Proposals (RFP) shall be directed to the Carson City School District (CCSD); contacts listed above via email. An Addendum addressing each question and answer will be distributed and posted on https://www.carsoncityschools.com/departments/bond_capital_projects/bond_capital_bidding_opportunities It is each Bidder's responsibility to ensure that they have received all addenda prior to submission of its sealed bid.

► **Questions will only be received through 12:00 p.m. on December 21, 2023.**

SUBMISSION DEADLINE FOR PROPOSALS

In response to this RFP, Proposers shall submit one (1) original proposal marked *MASTER* with five (5) identical bound copies marked *COPY* and one (1) identical electronic response in Microsoft Word, Microsoft Excel, or Adobe PDF, on a CD or flash drive, Proposals are **DUE to CCSD Operations Services Center, 398 North Richmond Avenue, Carson City, NV 89703**

CCSD – RFP for Construction Manager at Risk

The Proposal package should be in a sealed box/envelope clearly labeled with contractor’s name and address, while identifying the following: **Remodel Bathrooms at Carson High School Project**, Proposal for, Carson City School District, Attn: Mr. Mark M. Johnson, Project Manager.

► **Request for Proposals Due: January 4, 2024 by 2:00 p.m. (Pacific Time)**

The CMAR shall be qualified to bid on public work in accordance with Nevada Revised Statutes (NRS) Section 338.1379 prior to submitting a response to this RFP.

MANDATORY PRE-PROPOSAL MEETING OPEN TO ALL INTERESTED PROPOSERS

► **Date & Time: December 12, 2023 at 3:00 p.m.** (local time)

► **Location: Carson High School, (come to the MAIN ENTRANCE), Conference Room, 1111 North Saliman Road, Carson City, NV**

The **MANDATORY Pre-Proposal Meeting** will discuss the Project in further detail and review: the scope and expectations for the selected CMAR firm, the submittal requirements, the RFP evaluation process, short listing and cost proposal, the subsequent interview process that will be used to select the successful CMAR firm(s), and the anticipated milestones of the selection, design, and construction process. Following the Mandatory Pre-Proposal Meeting, we will conduct a job walk of Carson High School.

ARTICLE 1 PROJECT DESCRIPTION AND BUDGET

As the awarded Proposer, the Construction Manager at Risk (CMAR) will be required to collaborate with the Design Team in the development of a design to renovate/repurpose the existing Carson High School eight bathrooms located at 1111 North Saliman Road, Carson City, Nevada. (Project). As part of the Design Team, the awarded Proposer’s duties will include, but are not limited to, the review of conceptual development; schematic design development; design development; schedule; cost estimation; constructability; value engineering; and other typical CMAR pre-construction services. The awarded Proposer will also be required to manage subcontractor procurement in accordance with all applicable laws and policies in the development of one or more Guaranteed Maximum Price (GMP) construction contracts for consideration by CCSD.

| | |
|---|--|
| Project Name | Remodel Bathrooms at Carson High School |
| Address: | Carson High School 1111 North Saliman Road, Carson City, NV 89701 |
| Approximate Existing Building Area | 308,142 square feet (total) |
| Estimated Construction Budget: | \$6,000,000.00 |
| Liquidated Damages: | \$1,000.00 per day |

Description of the Construction: This project consists of the demolition and construction of the existing restrooms from a gendered type layout into a general use type layout at Carson High School, located at 1111 North Saliman Road, Carson City, Nevada. There are four restroom blocks located in the central circulation core of the high school, two on each floor, with two blocks at the north end, and two blocks at the south end. There will also be moderate remodeling of space adjacent to the blocks, consisting of wall

and ceiling finishes. Materials, finishes, HVAC, plumbing, lighting and electrical systems will be determined during the Design Phase of the project. Construction logistics will play a key part of the delivery. The majority of the work is to be done during the summer, with minor finishing completed while school is in session.

ARTICLE 2 PAYMENT TERMS & DEFINITIONS

Payment Terms and Definition provisions are as set forth in Section 7 of the CCSD General Conditions of the Contract for CMAR. The CMAR Personnel Pre-Construction & Construction Services Reference Sheet is a request for additional information with regards to various costs associated with pre-construction and construction services and will be used for *Owner Informational Purposes Only* (Exhibit A-1). Only those firms named as Short-Listed Applicants are required to complete and provide both the CMAR Personnel Pre-Construction & Construction Services Reference Sheet (Exhibit A-1) and the CMAR Fee Proposal Form (Exhibit A) upon arrival for the formal interviews and presentations meeting.

IMPORTANT: Additional Pre-Construction Services Fees will not be entertained for any additional time for planning or construction activities associated with this project after award of CMAR.

ARTICLE 3 CMAR PRE-CONSTRUCTION & CONSTRUCTION SERVICES

The Pre-Construction services generally required will include but not limited to;

- (i) design assistance, multiple budget verifications, and construction systems or methods alternatives for “cost reduction” or “value added” purposes, construction scheduling, phasing, and logistics,
- (ii) coordinating/participating in meetings with Carson City, utility companies, and regulatory agencies in order to expedite the design/permit process,
- (iii) development of review comments, suggestions and cost estimates throughout the phases of design,
- (iv) development of constructability and value engineering suggestions throughout the phases of design, considering different design/material/life cycle elements including Green Building Practices,
- (v) identify and detail for construction phasing and scheduling that will minimize interruptions to City and District operations,
- (vi) facilitate long-lead procurement studies and initiate procurement of long-lead items. Pre-Construction services also shall include providing CCSD with bidding services and producing a Guaranteed Maximum Price (GMP) in accordance with NRS 338 for the proposed construction work.

CCSD expects the CMAR, during the Pre-Construction phase, to perform the pre-construction work following the approval and award of the CMAR for and the successful execution of the Owner-CMAR Pre-Construction Agreement (“Sample” attached hereto as Exhibit B).

CCSD expects the CMAR, during the Construction phase, to perform the construction work according to the awarded GMP and following the successful execution of the Owner-CMAR Construction Agreement (“Sample” attached hereto as Exhibit C) and receipt of Notice to Proceed by CCSD.

Pre-Construction and Construction services shall be performed in accordance with the CCSD General Conditions of the Contract for Construction Manager at Risk (CMAR) (attached hereto as Exhibit D).

ARTICLE 4 RFP TIMELINE & CMAR SELECTION MILESTONES UPDATED

- ***Note: These dates are tentative/estimated and are subject to revision by the Owner.***

Remodel Bathrooms at Carson High School Project

| Project Schedule /Milestones | Date |
|--|--------------------------|
| Request for Proposal (RFP) issued | December 4, 2023 |
| Mandatory Pre-Proposal Meeting, Carson High School, (come to the Main Entrance), Conference Room, 1111 North Saliman Road, Carson City, NV, on Tuesday, December 12, 2023 at 3:00 p.m. (local time). | December 12, 2023 |
| Question & Answer Period Closes at Noon (Pacific Time) | December 21, 2023 |
| Request for Proposals Due Date at 2:00 p.m. (Pacific Time) | January 4, 2024 |
| Selection Committee Meeting to Finalize Rankings 9:00 am to 11:00 am | January 5 2024 |
| Notification Letter Issued to Short Listed CMAR Firms | January 8, 2024 |
| Mandatory Interview/Presentations of Short-Listed CMAR Firms 9 am - 4pm | January 16, 2024 |
| Notice of Recommendation of Award of CMAR Posted | January 17, 2024 |
| Award Date | January 24, 2024 |
| Notice of Award Posted: | January 24, 2024 |
| CMAR Pre-Construction Services Agreement Executed & Notice to Proceed issued | January 25, 2024 |
| Construction Begins: | June 3, 2024 |
| Construction Ends: | October 14, 2024 |

The schedule for Schematic, Design Development, Construction Documents, CMAR’s GMP Proposal, Owner-CMAR Construction Agreement, Construction and Completion for the Project will be jointly determined by the Owner, Design Team and CMAR at the Design/Pre-Construction Initial Team Meeting. The above dates provide a general time frame for the Project. They are tentative and subject to change based on design times, construction means/methods, and various phases/sequencing that will be necessary to achieve the complete remodel phase.

SCHEDULE: Remodel of the eight (8) bathrooms at Carson High School shall begin on June 3, 2024 with the issuance of the Notice to Proceed. The four (4) south bathrooms are to be completed on or before August 12, 2024 when the start of school begins. The construction end date for the Bathroom Remodel for the north bathrooms will be targeted for October 14, 2024. This will be an active campus after school starts on August 12, 2024 until the completion date targeted for October 14, 2024.

The CMAR agrees that time is of the essence of this Agreement and further agrees to satisfactorily complete the work in accordance with the contract documents within the specified contract time plus any adjustments to the contract time resulting from approved Change Orders, and failing to do so, agrees to pay, not as a penalty, but as liquidated damages, the sum stipulated below for each calendar day in excess of the contract time stipulated in this Agreement. Liquidated damages shall cease to be assessed on the date of Substantial Completion provided the CMAR completes all punch-list work within the time limit stipulated in the Certificate of Substantial Completion. Liquidated damages shall resume if the CMAR does not complete all punch-list work within the time limit stipulated in the Certificate of Substantial Completion.

ARTICLE 5 CMAR RFP SUBMITTAL REQUIREMENTS & SUBMISSION CHECKLIST

The RFP response shall be bound and indexed and shall be separated into the following specific categories and the information within each category shall be in order to match those listed in this RFP.

I. Cover Letter & Firm Information

- A cover letter shall be included that addresses pertinent general information as deemed appropriate by the CMAR. The cover letter shall also include the appropriate contact person at the CMAR firm with his/her full name, title, office phone number, cell phone number (if applicable), and email address along with a list of three (3) references with contact information including names, titles, phone numbers and emails **as well as the specific Project for which the Proposal is being submitted**. No Proposer should list CCSD as a reference.
- Each Proposer should identify its firm name, business address, year established, type of firm ownership (i.e., sole proprietor, partnership, limited liability company, corporation), name and address of parent company, former parent company names, name and contact information for principal personnel, areas of responsibility, and total number of personnel. Include an explanation of whether or not the Proposer has an office within Carson City (or the contiguous counties to Carson City in Nevada).
- If a joint venture is being formed for this Project between two or more firms, list the relationship, past working experiences, which firm is taking the lead and clearly spell out why this joint venture is being proposed for the benefit of CCSD.

II. Preferential Bidder Status Certificate of Eligibility, Affidavit, and Contractors License

- Certificate of Eligibility for Preferential Bidder Status
- Preferential Bidder Status Affidavit (Exhibit E)
- Submit a copy of its current Nevada Contractors' License.

Proposers must submit **both** its Certificate of Eligibility for Preferential Bidder Status and the Preferential Bidder Status Affidavit (attached hereto as Exhibit E) with its RFP submission for points consideration in the "Short-List Proposers" selection process **and** for points consideration during the Final Selection Interview/Presentation meeting. **The Proposer at each step in the selection process must present both forms.** In addition, the CMAR must submit a copy of its current Nevada Contractors' License.

III. Firm Organizational Chart

- Indicate lines of responsibility and/or communication specifically related to this Project. Specifically include the CMAR team leader, project manager, estimator, superintendent, and relationships between CCSD, architect, and various consultants. Include narrative on relevant experience and benefit to Project.

IV. Current Workload

- Provide a list and a summary paragraph describing the firm's current workload, including a list of project names and the associated contract values.

V. Key Personnel to be assigned to this Project

- Provide a resume for each key person that will be assigned to this Project. Include his/her name and title, project assignment, total years of construction experience, background in K-12 construction; background in remodels/additions in similar K-12 construction; experience in Carson City/Northern

Nevada construction; years of experience with CMAR, familiarity with local building departments, codes, years of experience with this firm, education (including degree(s), year and discipline), active registrations and licenses including the number and State, other qualifications, and experience. Also, provide a summary of any experience Proposer may have with CMAR pre-construction services.

- Describe the specific role performed on each project listed in the resume, highlighting projects of similar size and scope where the person's role was similar to their role on this Project.
- As a minimum, provide resumes (that includes qualifications and experience) for the Project Manager, Superintendent, Estimator, and Schedule Coordinator. Provide this information for both the Pre-Construction and Construction phases, if different personnel will be utilized.
- Provide a project-specific organizational chart.

NOTE: Successful CMAR may not change or otherwise alter any assigned staff (Key Personnel) that were submitted in its respective proposal at any time during the entire CMAR process up to completion of construction without express written approval of the Owner.

VI. Project Experience in Projects of Similar Size and Scope (CMAR or Non-CMAR Experience)

- Include experience on up to five (5) projects of similar size and scope in public and/or private sector. Include project name, project description, client references of those who have knowledge of the background, character, and technical competence of the CMAR firm (including contact name, address, and telephone), completion date, project budget, type of services provided, and other pertinent information.
- Include an explanation of the experience the Proposer has in assisting in the design of such projects and an explanation of the experience Proposer has in such projects in the State of Nevada.
- Include a statement as to whether the proposed key personnel were involved in any of the listed projects.
- Specify the delivery method utilized for each of the listed projects. Relevant project experience may include projects using any delivery method, including without limitation, CMAR, Design-Build, Design-Assist, Negotiated, or Value-Engineered work.

VII. Project Implementation Plan

- Describe your firm's approach to performing Pre-Construction services.
- Describe how your firm would typically involve subcontractors in the Pre-Construction process and obtain subcontractor bids in a CMAR process.
- Describe your firm's approach to performing construction administration and construction management.
- Describe your firm's approach to performing an active construction project on a school site while school is in session.
- How does your firm ensure the school's continued operation of its educational mission while the construction continues to meet its schedule and goals?

- Describe your firm's approach to controlling the Project Construction budget and schedule.
- Describe your firm's approach to performing quality assurance and quality control during construction.
- Describe your firm's approach to administering a safety program.
- Describe your firm's approach to request for change orders from subcontractors.
- Discuss what you believe is a legitimate change order pertaining to the GMP contract for additional time, cost, and general conditions.
- Describe your firm's approach to achieving project close-out (commissioning, punch-list, and warranty work).
- Provide an explanation of what work duties are being completed out of the office within Carson City (or contiguous counties to Carson City in Nevada).

VIII. Past Performance (for all projects with a Construction cost over \$1,000,000 completed in the last 5 years)

- List the name and general description of each project.
- List your firm's record of cost performance (list contract award amount versus final Construction cost). Explain any cost deviations and include any settlement costs/fees with any previous Owners due to schedule deviations. Provide original project budget versus final Construction cost.
- List your firm's record of schedule performance (list original schedule versus final completion date). Explain any schedule deviations.
- Provide a letter certifying that your firm has **not** been disqualified from any project (per NRS 338.1691(2)).

IX. Litigation & Dispute History

- Have liquidated damages been assessed against your firm? If so, describe when, where, and why.
- Has there been a termination from a contract before completion? If so, describe when, where, and why.
- Has your firm been declared to be in default on any contract (whether bonded or not bonded)? If so, describe when, where, why, and identify the Party declaring such default.
- Has any type of settlement been paid by your firm or to your firm in excess of \$25,000? If so, describe when, where, and why.
- Has there been a judgment rendered for breach of contract, other than a breach for legitimate cause? If so, describe when, where, and why.
- If a judgment has been entered and a case has been appealed, provide the general facts of the case, the basis of the appeal, and the outcome.

X. Insurance and Bonding Capacity

- Submit evidence of the financial capability of your firm's bonding company.
- Is your firm's bonding company listed by the United States Treasury?
- Submit written certification or other appropriate evidence from your firm's bonding company confirming that your firm will have adequate bonding capacity should this Project, estimated at the value listed in Article 1 of this RFP be added to your firm's current and anticipated workload.
- Submit evidence that your firm meets all insurance requirements as outlined in Article 8 of the CMAR General Conditions of the Contract (attached hereto as Exhibit D).

XI. Safety Program

- Provide a summary description of your firm's safety program including sample documentation and forms.
- Provide a summary description of your firm's safety program implementation plan, including assigned personnel and the percentage of their time that will be allocated for this Project.
- Provide your firm's safety record for the last five (5) years.

XII. Drug & Alcohol Policy

In order to be eligible to perform work on this Project, all contractors must have in existence a Drug and Alcohol Policy. This requirement is a reasonable precaution to ensure a safe and drug-free environment on public construction projects as they may involve workers being in relatively close contact with students.

All contractors who perform work on this Project, regardless of tier, shall have in place a Drug and Alcohol Policy applicable to all workers who will be employed on this Project. The Policy must meet the minimum requirements of Owner. Each contractor shall demonstrate compliance with this provision by submitting a certification under penalty of perjury that the Policy is in place, that it will be actively enforced, and that all workers who will be employed on this Project will have undergone the pre-placement drug testing required by Owner. Owner and/or the general contractor is empowered to review contractor records of enforcement of its Drug and Alcohol Policy at any time during the period following award of the contract up to and including completion of the Project in order to determine whether the policy is in fact being enforced. The contractor shall forthwith deliver to Owner any and all records requested to determine compliance with this Drug and Alcohol Policy requirement. Failure to maintain or rigorously enforce the policy or to not respond timely to Owner demands for production of records relating to the Drug and Alcohol Policy may result in termination of this Project contract at no cost to Owner.

- Provide a summary description of your firm's Drug & Alcohol Policy.

XIII. Apprenticeship Utilization Program, Senate Bill 207 Requirements

Apprentices-SB 207 NRS 338.01165 – Refer to Exhibit D - GENERAL CONDITIONS, Section 5.5.4

ARTICLE 6 CMAR EVALUATION AND SELECTION CRITERIA

Initial evaluations in order to identify Short-List Proposers will be based on the information requested and provided in the CMAR’s Proposal and scored by the RFP Evaluation Committee according to the Short-List Proposers Selection Criteria and Weights outlined below. A short-list of between two (2) and five (5) CMAR firms will be determined based on written Proposals.

All Proposers understand and accept that the weighted selection criteria are both subjective and objective by nature and that the weight factor of each category is intended to define its relative importance. The final ranking of each firm will be based on a combined evaluation of all evaluation criteria by all RFP Evaluation Committee members. By submitting an RFP response, the Proposer acknowledges that CCSD has sole and absolute discretion in determining the selection criteria and in evaluating all proposals based on the selection criteria and weight therefore in each category.

SHORT-LIST PROPOSERS SELECTION CRITERIA AND WEIGHTS

| | Proposer Evaluation Selection Criteria and Weighting (used to develop short list) | WEIGHT (Point Value) |
|---|--|-----------------------------|
| 1. | Key Personnel to be assigned to this Project (Qualifications) | 20 |
| 2. | Project Experience in Projects of Similar Size and Scope | 20 |
| 3. | Project Implementation Plan | 20 |
| 4. | Past Performance | 15 |
| 5. | Litigation & Dispute History | 10 |
| 6. | Completeness of Proposal | 10 |
| 7. | Preferential Bidder Status Affidavit AND Certificate of Eligibility for Preferential Bidders Status (<i>both required with submission for point consideration</i>) | 5 |
| QUALIFICATIONS POINT TOTAL: MISCELLANEOUS SUBMITTALS | | 100 |
| 8. | Nevada Licensed Contractor (per NRS Section 338.1691), submit a current copy | PASS / FAIL |
| 9. | Insurance & Bonding Capacity (per NRS Section 338.1692) | PASS / FAIL |
| 10. | Prior Breach of Contract (per NRS Section 338.1691) | PASS / FAIL |
| 11. | Disqualified from being awarded a contract (per NRS Sections 338.017, 338.13895, 338.1475 or 408.333) | PASS / FAIL |
| 12. | Drug & Alcohol Policy | PASS / FAIL |
| 13. | Safety Program | PASS / FAIL |

Note: *If a Proposer has a “FAIL” on any of the above “PASS/FAIL” criteria, the Proposer’s submission will be rejected in its entirety.*

ARTICLE 7 FINAL CMAR SELECTION PROCESS

The CMAR selection process will be conducted in accordance with all of the requirements stipulated in NRS Chapters 338 and 341.

Each of the Short-List Applicants are required to prepare and submit a completed CMAR Fee Proposal Form (Exhibit A) in a sealed envelope at the Interview/Presentation meeting. The recommended CMAR for award will be based on the Final Selection Criteria and Weights outlined below.

Per NRS 338.1693(7), the score to be given for the proposed amount of compensation, if any, will be calculated by dividing the lowest of all proposed amounts of compensation by the Proposer’s submitted

amount of compensation multiplied by the total possible points available to each Proposer.

FINAL SELECTION CRITERIA AND WEIGHTING

| | FINAL SELECTION CRITERIA DESCRIPTION | WEIGHT (Point Value) |
|----|--|---------------------------------|
| 1. | Key Personnel to be assigned to this Project (Qualifications) | 15 |
| 2. | Project Experience in Projects of Similar Size and Scope | 15 |
| 3. | Project Plan Implementation | 15 |
| 4. | Past Performance | 15 |
| 5. | Preferential Bidder Status Affidavit AND Certificate of Eligibility for Preferential Bidders Status (<i>both required with submission for point consideration</i>) (NRS 338.0117) | 5 |
| 6. | Interview/Presentation | 25 |
| 7. | CMAR Fee Proposal (NRS 338.16936) | 10 |
| | FINAL SELECTION POINTS TOTAL | 100 |

Note: *Per NRS 338.1693, the final scoring and weighting process as part of the Final Selection Interview/Presentation is based only on information submitted during the Interview/Presentation process; therefore, any material/documentation submitted and reviewed as part of the initial proposal review cannot be considered during the Interview/Presentation process unless it is presented/provided again.*

EXHIBITS:

- A. CMAR Fee Proposal Form
 - A-1 CMAR Pre-Construction Services & Construction Services Personnel Form
 - B. SAMPLE Pre-Construction Services Agreement
 - C. SAMPLE Construction Services Agreement
 - D. CCSD General Conditions of the Contract for Construction Manager at Risk (CMAR)
 - E. Preferential Bidder Status Affidavit
 - F. Plans
 - F-1 to F-12: Demolition, Reflective Ceiling Plan (RCP), and Conceptual Bathrooms Remodel Project for Carson High School (contact Karen Jackson, Administrative Assistant III, (775) 283-2155, or at kjackson@carson.k12.nv.us for password)
 - G. Carson High School Lead and Asbestos Survey, Wise Consulting
 - G-1: Asbestos Renovation Survey, November 2, 2023
 - G-2: Lead Renovation Survey, November 10, 2023
 - G-3: Lead Renovation Survey, November 3, 2023
- Communications Systems Construction Standards Revision 7 02-16-23
 Contractor-Vendor CCSD Contractor Policy and Procedures 11-07-22