



REQUEST FOR QUALIFICATIONS

For the

Design-Build

of the

CALVARY LUTHERAN HIGH SCHOOL

Initial Phase

RFQ NUMBER: CLHS21-10-009

Issued By:

Calgary Lutheran High School
900 Leslie Blvd
Jefferson City, MO 65101

Table of Contents

Preamble

Site Map

1. PROJECT DESCRIPTION AND SCOPE
 - 1.1. Identification of the Project Office
 - 1.2. Project Description
 - 1.3. Notional Project Schedule

2. SELECTION PROCESS
 - 2.1. Overview of the Selection Process
 - 2.2. Contract Characteristics
 - 2.3. Acquisition Milestones

3. PHASE I REQUEST FOR QUALIFICATIONS
 - 3.1. Advertisements
 - 3.2. Pre-Submission Inquiries
 - 3.3. Date, Time, & Place of Submission
 - 3.4. Submission Format
 - 3.5. Submission Requirements
 - 3.5.1. Past Performance
 - 3.5.2. Approach Overview
 - 3.6. Evaluation
 - 3.6.1. Evaluation Factors
 - 3.6.2. Factor Descriptions and Evaluation Criteria

4. PHASE II - REQUEST FOR PROPOSALS

5. POINT OF CONTACT INFORMATION

PREAMBLE

This preamble is provided for informational purposes only to assist offerors with understanding the unique features of this solicitation. It is not intended to address all of the requirements of the solicitation. In the event of discrepancies between the contents of this preamble and the solicitation, provisions within the solicitation will prevail.

Overview: This solicitation is for the qualifications phase (Phase I) of the design-build of the new Calvary Lutheran High School (CLHS). The primary objective of this project is to select the winning design-build contractor to construct a new school.

Background: After many years of planning, Calvary Lutheran High School opened its doors for the first time in August of 2005. Nine students comprised the student body meeting in Damel Hall on the campus of Lincoln University. The following year Calvary moved to its current location at the South Building on Lincoln's campus. Enrollment has continued to steadily increase to a current student body of 43 students. Our present site provides us with 4200 square feet of space which hampers the growth of the school. In October of 2008, Calvary purchased 23 acres of land on which to build a permanent school. In May of 2009 Calvary graduated their first senior class and so we now have all four secondary grades. We envision ourselves continuing to grow once we have a space that promotes growth.

Source Selection Overview: CLHS intends to award a design-build contract for this project. A two-phased design-build process will be utilized for this source selection. This solicitation, Phase I, is an unrestricted Request for Qualifications (RFQ). Only those successful offerors from Phase I will be invited to submit proposals in response to the Phase II Request for Proposals (RFP). The purpose of Phase I is to seek qualifications based on relevant and recent past performance.

Guiding Principles: The overarching goal for this acquisition is to design and build the initial phase of our new Calvary Lutheran High School and include schematic design which encompasses the main program components of the existing CLHS Master Plan, but not necessarily limited to the initial design concepts. CLHS seeks to work in an effective partnering relationship with the successful offeror to accomplish this goal.

Challenges: The successful design-build team will need creative solutions to address the following significant challenges:

- Completion by a set end date
- Existing building site
- Achieve acceptable levels of quality in the completed project within budget constraints.
- Ensure Initial Phase construction project fits with future turn-key building expansion plans.

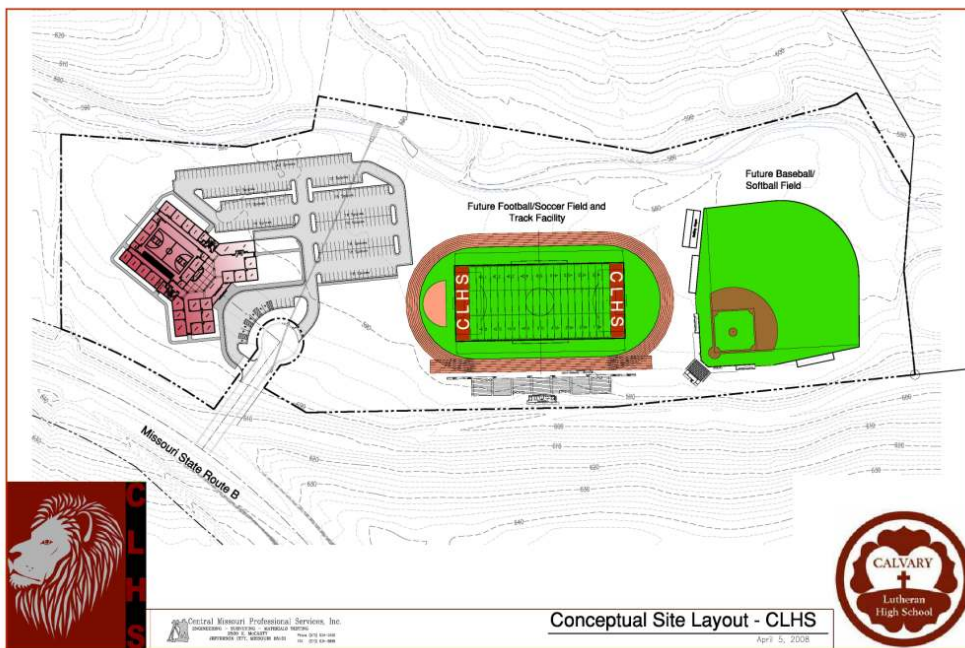
Partnership: The Owner's intent is to work with the Contractor as an integrated team with common goals of improving quality and productivity, and achieving cost savings and other economies and efficiencies across the full spectrum of performance. The Contractor will be

granted maximum flexibility to determine specific work methods that satisfy the performance based requirements of the contract. CLHS expects the Contractor to participate with CLHS in continuous improvement activities, and proactively address risks and challenges to project success. CLHS also intends to work with the Contractor to devise and implement processes that are appropriate for this design-build project and to provide the owner's insight into project progress without an undue level of owner oversight.

Conclusion: This acquisition presents the design-build contractor with an opportunity to participate in a partnership with CLHS on this Initial Phase project and the potential for follow on Phase construction in the near future.

Site Map

These images were put together for the rezoning of the property prior to the purchase of the land. We are open to other concepts and ideas for the layout of the property and the building.



1 PROJECT DESCRIPTION AND SCOPE

1.1 Identification of the Project Office: Calvary Lutheran High School Board of Directors issues this Request for Qualifications (RFQ) soliciting qualifications from those design-build contractor teams interested in designing and constructing the Initial Phase of our new high school. The design and construction services described herein are being procured as an unrestricted competition. All correspondence in conjunction with this solicitation should be directed to:

Mr. John Engelbrecht, Executive Director
Calvary Lutheran High School.
900 Leslie Blvd
Jefferson City, MO 65101
Phone: (573)-681-5491 FAX: (573)-681-6148
Email: administrator@calvarylhs.org

1.2 Project Description: Phase I will be a competition based on qualifications to steer a maximum of three (3) offerors who will participate in Phase II of the source selection. In the Phase II solicitation CLHS will provide existing conditions information, a statement of work, and performance-based requirements, for the design and construction of a new high school. The performance requirements will describe the required level of performance of the systems and features. The new high school site is a 23 acre parcel of land located on the East side of Route B just South of the Tanner Bridge, Lorenzo Greene, Route B, and Highway 179 junction.

1.3 Notional Project Schedule:

- Design and construction of CLHS Initial Phase would start upon Contract Award with construction completion anticipated for August 2010.
- CLHS would reserve the option to contract with Initial Phase Design-Build Contractor for Design and/or construction of CLHS Phase I and II at a future date, foregoing a new RFQ/RFP selection process. This will be based on availability of future funding as well as the performance of the Contractor during Initial Phase Construction.

2 SELECTION PROCESS

2.1 Overview of the Selection Process: A two-phase, **best-value** approach will be utilized for this source selection. Phase I consists of a Request for Qualifications (RFQ) and Phase II consists of a Request for Proposals (RFP). In Phase I, design-build teams will be asked to submit qualifications to CLHS, which will subsequently select up to three (3) of the most highly qualified offerors. Section 3 describes the evaluation factors and procedures for the Phase I process.

The selected offerors from Phase I will be invited to submit proposals including technical approach, management approach, and cost proposals for Phase II through a Request For Proposal process. Contract award will be made at the conclusion of Phase II to the offeror who presents the best overall value to CLHS. This source selection, after evaluation of all the factors, may result in an award being made to an offeror that is not the lowest priced.

2.2 Contract Characteristics and Award Fee Provisions: The Design-Build Team is responsible for providing all design and construction services required for the final lump-sum firm-fixed amount negotiated between the Design-Build Company and CLHS. The total contract amount (Initial Phase) is estimated to be \$600,000 to \$800,000 with the potential of being higher if a gym is added.

2.3 Acquisition Milestones: The following milestones will be adjusted as necessary.

Phase I- Request for Qualifications

21 Oct 09	Issuance of RFQ
04 Nov 09	Qualifications due from offerors
09 Nov 09	Complete evaluations & selection of three (3) offerors (max)

Phase II-Request for Proposals

09 Nov 09	Issuance of RFP
04 Dec 09	Proposals due
14 Dec 09	CLHS Board selection decision
Dec/Jan	Award decision ratified
Dec/Jan	Anticipated contract award

3 PHASE I REQUEST FOR QUALIFICATIONS

3.1 Advertisements: Letters of interest will be sent to area contractors and architects. This document will be sent to firms who have expressed interest in the Calvary project. We will also post this document on our website and share request for qualifications with the congregations of our association. Congregational members will be able to pass this information along to anyone they know who may be interested in submitting their qualifications.

3.2 Pre-Submission Inquiries: Submit inquiries, questions or comments electronically to CLHS's POC identified in Section 1.1.

3.3 Date, Time & Place of Submission: Qualifications must be received at CLHS by 4:00 pm, November 4, 2009. Electronic submissions are permissible and emailed only to administrator@calvarylhs.org. Late submissions will not be accepted. Regardless of the manner you choose to deliver your package, it is the offeror's responsibility to make sure it is received before the submission deadline.

3.4 Submission Format: Proposals shall be either written, or electronic. Texts, graphics and spreadsheets of the electronic copies shall be in a format readable by Microsoft (MS) Office 2003/9. Any special files must be in a pdf. File format for copying.

3.5 Submission Requirements: The following information shall be submitted

Tab	Description	RFQ Reference	Total Page Limit
A	Project Master List (see RFQ Attachment 1)	3.5.1.1	N/A
B	Relevant Project Summaries	3.5.1.2	5
C	Organizational Structure	3.5.2.1	10

3.5.1 Past Performance

3.5.1.1 Project Master List: Offerors shall submit a list of all building projects with a construction value of over \$500,000 and up to \$3,500,000 that are either ongoing or completed by the general construction contractor (GC) or architect/engineer (AE) member of the offeror’s team within the last 5 years. For each project, include the following information:

- Project Name and location
- Identify if it was a Design-Build project
- Identify who was involved(GC/AE) or both
- Identify the role (GC, AE, CM, Sub) for the listed project
- Include the contract value
- Provide a brief description of the scope of the project
- Provide the name, title, phone number of the person representing the project owner most knowledgeable of your performance

3.5.1.2 Relevant Project Summaries: Each offeror shall complete and submit summaries, as described below, for five (5) projects from the Master Projects List. As part of the five projects identified as relevant projects, Offerors may select projects that are not included in their Master Project but have been completed within the last ten (10) years. At least 2 of the project summaries shall be from the general construction contractor (GC) and at least 2 from the architect/engineer (AE). If the offeror has less than five (5) relevant projects, the Offeror shall submit as many as it has. Be sure to identify any design-build projects included on the summaries. Multi-Division or regional firms should submit projects performed by the business segment that would, if selected, perform the design/construction of this project.

“Relevant” projects are defined as those design and construction contracts ongoing or completed within the last 10 years with comparable levels of complexity to the Calvary Lutheran High School project.

For the five relevant projects selected, Offerors shall summarize the following information not to exceed one (1) page for each project:

- Describe the relevance to the CLHS project. This should expand on the project description provided in the Project Master List.
- Describe the project team composition (design/construction firms involved).

- Describe cost and schedule performance (include explanations for any cost and/or time growth experienced).

3.5.2 Approach Overview of Organizational Structure:

a. Offerors shall provide an organization chart for their team for this project (showing organizational positions/functions). The organizational chart should identify which team member is providing which function, but should not identify specific personnel by name. This chart shall show lines of authority and responsibility within the organization, as well as lines of communication between the project organization, their corporate organization(s), and the owner.

b. Offerors shall describe how the proposed organization structure will facilitate the management of the design and construction processes. At a minimum this description should include approaches for quality control, schedule compliance, and cost control.

c. For each position on the proposed organization chart for this project, Offerors shall describe the position and how the position interfaces with others shown on the organization chart. Be sure to include Designer-of-Record's involvement on the team.

d. Offerors shall demonstrate how it will accommodate the CLHS project within their known and projected workload, and describe their long-range plans for securing and maintaining the resources necessary to effectively respond to and complete the known and projected projects as well as the CLHS project, both from in house and subcontractors.

e. Offerors shall provide documentary evidence of their ability to obtain the appropriate levels of 1) performance bonds, 2) payment bonds, and 3) insurance.

F. There is a ten (10) page limit for the Organizational Structure submission.

3.6 Evaluation

3.6.1 Evaluation Factors: The Phase I evaluation will select a maximum of three (3) most highly qualified offerors from the qualifications received in response to the CLHS Request for Qualifications using the following factors:

Factor 1 – Past Performance

Factor 2 – Approach Overview of Organizational Structure

During Phase I 'Request For Qualifications', Past Performance is more important than Approach Overview.

3.6.2 Factor Descriptions and Evaluation Criteria

3.6.2.1 Past Performance: Past performance will be evaluated as a measure of the Owner's confidence in the Offeror's ability to successfully perform this project based on demonstrated relevant and recent performance.

The Offeror's past performance will be evaluated based on the information received as part of phone interviews with identified customers on the project master list, project descriptions, and relevance summaries. The five projects identified by the Offeror in the Relevant Project Summaries may not serve as the sole basis of evaluation of past performance. The Owner reserves the right to obtain and utilize information obtained by the Owner from sources other than those identified by the Offeror. The evaluation will consider the extent of the Offeror's recent, relevant experience (as defined in 3.5.1.2, and ability to meet project 1) quality, 2) performance/ technical requirements, 3) schedule, 4) cost control, and 5) customer satisfaction. Projects with Highly Relevant scores (as defined in 3.5.1.2) will be given more consideration in the evaluation of the Offeror's past performance than projects with lower relevance scores.

3.6.2.2 Approach Overview of Organizational Structure: These factors will be evaluated as a measure of the Owner's confidence in the Offeror's ability to successfully manage the design and construction processes of the project and meet the Owner's expectations. These should include processes such as quality control, schedule compliance, cost constraints, etc.

The evaluation will assess the adequacy of the proposed organizational lines of authority, responsibility, and communication.

The evaluation will assess the adequacy of the Offeror's plan for providing and maintaining adequate resources over the term of this project.

This evaluation will assess the adequacy of their ability to obtain the appropriate levels of bonding and insurance capacity to support the project.

4 PHASE II – PROPOSALS

During Phase II, a Request for Proposal (RFP) to include requirements for technical approach, management approach, and cost/price proposals will be issued to a maximum of three (3) most highly qualified offerors selected during Phase I.

The offerors selected in Phase I shall be required to demonstrate their ability to obtain the required performance and payment bonds for the project as part of their response to the RFP. The contract awardee shall be required to obtain performance and payment bonds. For planning purposes, the Owner estimates the cost of the Calvary Lutheran High School Initial Phase to be between \$600,000 and \$800,000, with this number being higher if a gym is included, and future

Phase I and Phase II project to be between \$1M and \$1.5M each, depending on the design concept selected.

The evaluation factors (and any sub-factors), evaluation criteria, and submission requirements upon which the contract award will be based will be described in the Phase II RFP. The past performance rating received in Phase I will be carried forward and considered in the final Phase II RFP selection.

5 Point of Contact Information

The Offeror shall provide the name, phone number, fax number, and email address of the person who will serve as their point of contact to the Owner for this acquisition.