

**GRAYSON COLLEGE
6101 Grayson Drive
Denison, TX 75020
Telephone: (903) 463-8620**

**CONSTRUCTION MANAGER AT RISK
DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING
REQUEST FOR QUALIFICATIONS
RFQ #17-01**

Sealed responses will be accepted at the Office of the Vice President for Business Services Office, 6101 Grayson Drive, Denison, TX 75020, until 1:30 p.m., Central Time, January 10, 2017 (deadline), and may not be withdrawn for a period of 90 days after opened, unless otherwise stipulated by the Respondent. The college anticipates awarding a contract for these services at the meeting of the Board of Trustees on January 24, 2017.

CONTACT INFORMATION: Grayson College is always conscious and extremely appreciative of your time and effort in preparing this response. All requests for information should be directed in writing to:

Mr. Giles Brown
V.P. of Business Services
(903) 814-5270
E-mail: browng@grayson.edu

Name of Respondents: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

E-Mail Address: _____

Fax Number: _____

RESPONDENT'S CERTIFICATION: I, the undersigned, certify that this RFQ is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a response for the same services, and is in all respects fair and without collusion or fraud. I further certify that I am legally empowered to bind the corporation, partnership, or individual owner. Failure to manually sign response may disqualify it.

Manual Signature: _____

Typed Signature/Title: _____

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NOTICE FOR QUALIFICATIONS

RFQ 17-01

**GRAYSON COLLEGE
DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING
CONSTRUCTION MANAGEMENT SERVICES**

(CM at Risk)

(Two Step Process)

Grayson College will accept qualifications from construction managers until 1:30 p.m., January 10, 2017, at the office of:

Mr. Giles Brown, Vice President for Business Services
Grayson College
6101 Grayson Drive
Denison, Texas 75020

for the construction management services for one new building and one addition to an existing building. The anticipated total construction cost for the portion for all work that will be managed by the construction manager is approximately **\$2,239,000.00**. The construction will take place throughout 2017, and be ready for occupancy and use no later than December 1, 2017.

The Request for Qualifications will be released on December 16, 2016, at the following address:

Mr. William Salee, AIA
Huckabee, Inc.
wsalee@huckabee-inc.com
1755 Wittington Place, Suite 100
Farmers Branch, TX 75234
1-800-687-1227

or

Mr. Giles Brown
Grayson College
browng@grayson.edu
6101 Grayson Drive
Denison, TX 75020
903-814-5270

Grayson College reserves the right to waive any informalities and to reject any or all Qualifications. Attendance is strongly recommended for firms desiring to submit a Proposal at the Pre-Qualifications Conference to be held at Grayson College's administration office at 9:30 a.m. on January 4, 2017.

GRAYSON COLLEGE DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING

CONSTRUCTION MANAGER SELECTION SCHEDULE

- Request for Qualifications Release _____ 12-16-16
- First Advertisement _____ 12-19-16
- Second Advertisement _____ 12-27-16
- Pre-Qualifications Conference _____ 01-04-17, 9:30 a.m.
- Receive Qualifications _____ 01-10-17, 1:30 p.m.
- Review Qualifications, Select/Notify Short List (if interviews are warranted) _____ 01-11-17
- Receive Sealed Fees _____ 01-13-17, 2:00 p.m.
- Interview Firms on Short List as required, Select One Firm _____ 01-17-17
- Recommendation to Grayson College Board _____ 01-24-17
- Finalize Owner/Construction Manager Agreement _____ 01-25-17 thru 01-31-17

DESCRIPTION OF PROJECTS:

Distillery:

Construction Cost: \$596,000

Escalation: \$49,000

Total: \$645,000

The new distillery building is an approximately 3,850 square foot building with an additional 1,600 sf add alternate for a multipurpose space. It is anticipated to be located south of the existing viticulture building off the existing drive at the west campus. The project will consist of a large open distillery space, a barrel room, an office, a storage room, toilet rooms, and some accessory and service spaces. The building is anticipated to be conventionally framed steel due to the small size, but will have a high volume single sloped roof with limited overhangs. A concrete foundation with perimeter grade beams and piers is anticipated. The building envelope will consist of a masonry and metal panel finish supported by CFMF and moisture/air barriers as required and a single ply PVC roof membrane. A large open multipurpose room will be an add alternate. Electrical, mechanical, and plumbing systems will be installed to provide infrastructure to owner provided distillery equipment.

Machining Addition:

Construction Cost: \$1,142,000

Escalation: \$95,000

Total: \$1,237,000

The Machining addition is an approximately 6,530 square foot addition to the existing Career and Technology (CTC) building. It is anticipated to be located on the north east corner of the building in an existing parking area. The project will consist of a large open shop space, an office, a couple of storage rooms, toilet rooms and a connector corridor to the existing building. The building is anticipated to be conventionally framed steel due to the small size, but will have a high volume single-sloped roof to match the existing building construction. A concrete foundation with perimeter grade

beams and piers is anticipated. The building envelope will consist of a metal panel finish supported by CFMF and weather and air barriers as required and a metal roof to match the existing building. Some masonry accents will be used in limited applications to match the existing building aesthetic. Electrical, mechanical, and plumbing systems will be installed to provide infrastructure to owner provided shop equipment.

GRAYSON COLLEGE DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING

SELECTION PROCESS

Step One

1. The selection process for these projects will be accomplished in a two-step process as provided in the Texas Public Education Statute, Chapter 44, Subchapter B.
2. The College will receive, publicly open, and read aloud the names of the offerors submitting a Request for Qualifications. Various forms must be submitted, as noted in the Submission Format Section.
3. Per the schedule published in this document, the College will evaluate and rank each submission in relation to the criteria set forth in the request for construction management at risk qualifications.
4. The selection process will follow the stipulations of the Texas Public Education Statute, Chapter 44, Subchapter B.
5. A selection committee appointed by the College President will consist of representatives from Grayson College and the Design Team.
6. Submissions will be evaluated and ranked by the selection committee. The ranking will be based upon the CM-at-Risk Evaluation Form as indicated in Attachment 5.

Step Two

1. A short list of construction managers may (if necessary) be determined by the selection committee and notified to submit the Request for Proposal.
2. These proposals will be to determine the best value to the College by the selection committee based upon the following criteria:
 - Cost of Services (to be requested from firms shortlisted)
 - Interviews
3. The final selection of a Construction Manager at Risk for this project will be based on a combined evaluation of qualifications and cost of services to determine the best value to the College. The College reserves the right to waive any informality and to reject or accept any or all Proposals.

GRAYSON COLLEGE DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING

REQUEST FOR QUALIFICATIONS QUESTIONNAIRE

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format.

1. Firm Information:

Name of firm:

Address of principal office:

Phone, Fax:

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, Other?):

Year founded:

Primary individual to contact:

2. Organization:

2.1 How many years has your organization been in business in construction in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President's name, Vice-President's name(s), Secretary's name, Treasurer's name.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership (if applicable), names of general partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

3. Licensing:

3.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicated registration or license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is filed.

4. Experience:

4.1 List the categories of work that your organization normally performs with its own forces. Would you propose to do any work with your own forces or to bid all work to subcontractors?

4.2 List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.

4.3 Claims and suits. (If the answer to any of the questions below is yes, please attach details.)

4.3.1 Has your organization ever failed to complete any work awarded to it?

4.3.2 Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against your organization or any of its officers?

4.3.3 Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?

- 4.4 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)
- 4.5 Current work:
List the major construction projects your organization has in progress, giving the name and location of project, owner, architect, contract amount, percent complete and scheduled completion date.
- 4.6 Work over last 5 years:
List major projects (particularly educational facilities) constructed by your organization over the last 5 years. For each project, provide the name, nature of the project/function of the building, size (SF), location, cost, completion date, owner and architect, and the manner in which your organization was selected (bid or RFP or other method).
- 4.7 Experience with Grayson College.
- 4.8 List any projects for distilleries or machining buildings.
- 4.9 List any projects that were extensions to metal buildings.

5. Financial Information:

- 5.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:
- Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses.)
 - Noncurrent assets (e.g., net fixed assets, other assets.)
 - Current liabilities (e.g., accounts payable, notes payable, (current), accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes.)
 - Noncurrent liabilities (e.g., notes payable.)
 - Capital accounts and retained earnings (e.g., capital, capital stock, authorized and outstanding shares per value, earned surplus and retained earnings.)
- 5.2 Name and address of firm preparing attached financial statement and date thereof.
- 5.3 Is the attached financial statement for the identical organization names under item 1 above? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent, subsidiary.)
- 5.4 Will the organization whose financial statement is attached act as guarantor of the contract for construction?
- 5.5 Provide name, address, phone for bank reference.
- 5.6 Surety: Name of bonding company, name and address of agent. A bond to 100% of the construction cost will be required upon submission of the GMP.
Proof of ability of bond will be required prior to selection.

6. Experience with, Concepts for working as a Construction Manager at Risk:

- 6.1 Describe your organization's concepts for working in a team relationship with the owner and architect during the design and construction of major projects. Describe your organization's methods for estimating costs, and for scheduling during the design/documents phases. Which (one or more) of your projects listed above best exemplify these concepts and experience?

6.2 Cost Estimate:

Attach a sample conceptual cost estimate prepared during the design phase of a project, and a sample of the final cost estimate/breakdown used to fix the contract amount for the construction of the same project. (The identity of the project may be concealed. The intent is to see the nature and format of the cost information provided.)

6.3 Fees and Costs for Staffing and General Conditions:

It is anticipated that the College will enter into a fixed sum contract with the construction manager. The proposed fee quote will not be required with the written proposal; however, fees will be discussed in the final selection process. This sum will include overhead, profit, supervision, pre-construction services, and all other costs except those associated with direct labor (if any) on the project. Describe the method of payment your firm would desire, including when various fees would be due.

The following items are to be included in your "Fee" percentage rather than as General Conditions:

- Field office staff bonuses
- Off-site staff costs
- Vehicle mileage to the project site for field office staff
- Safety Supervisor inspections
- Personal computers/computer charges
- Mobile or two-way communication devices
- Vehicle rental, repair, insurance, and maintenance
- Project scheduling services (except for time of field office staff)
- Project accounting services (except for time of field office staff)
- All perks and fringe benefits paid to employees

6.4 Savings:

Describe your organization's concept for the disposition of savings realized during construction. Is the full amount or a percentage thereof returned to the owner?

6.5 Contingencies:

Respond to each of the following items by separate paragraph:

Pre-Construction Services

- Describe your organization's concept for cost contingencies during all design phases. What is the maximum amount of contingency your organization proposes for each phase?

Construction

- What is the maximum amount of your construction contingency your organization proposes for this phase?
- How do you propose to document changes to your contingency during construction?
- How are buy-out funds documented during the construction phase?
- Should buy-out funds be allocated to the contractors, owners or a general construction contingency fund to be used by both the contractor and the owner?
- What is your organization's concept for the disposition of contingency funds after the completion of the project?

6.6 Cost Information:

Your firm would be required to make all cost information during design and construction available to owner and architect. Describe how this information would be furnished and how the owner and architect would be assured that it is complete and accurate.

6.7 **Bonding:**
Is it your intent or a requirement of your company or a requirement of your surety to bond or insure any subcontractors on this project? If you answer "Yes," please list subcontractors by trade that you would propose and how you would propose carrying this out.

7. Personnel:

Given the scope and schedule of the project, identify the specific Project Manager, Estimator, and Superintendent who would work on the project. Provide a resume and references for each individual.

8. Owner/Construction Manager Agreement:

Grayson College intends to use the following:

- A1A Document 133/CMc-AGC2009 Document 565 as amended by Grayson College
- A1A Document A201-2007, as modified by Grayson College. Responding firm should note any objections to this methodology in writing at the time of their submission.

9. References:

From among your company's projects that you identified in paragraph 4.6 above, select three (3) and then identify a representative of the owner and a representative of the architect (provide name, phone/fax numbers) whom we could contact as references regarding your organization's services. Ideally, some of the references should be for educational projects of comparable scope.

10. Questionnaire must be fully completed and signed by person authorized to bind the company to agreements.

GRAYSON COLLEGE DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING

CRITERIA FOR SELECTION

Per the Texas Education Code, title 2. Public Education, Chapter 44, Fiscal Management, Subchapter B, Purchases; Contracts, 44.031, Purchasing Contracts, Grayson College may consider the following in determining to whom to award the contract for Construction Manager at Risk services for the ***Grayson College Distillery Building and Machining Addition to CTC Building***.

- (1) the purchase price;
- (2) the reputation of the vendor and of the vendor's goods or services;
- (3) the quality of the vendor's goods or services;
- (4) the extent to which the goods or services meet the College's needs;
- (5) the vendor's past relationship with the College;
- (6) the impact on the ability of the College to comply with laws and rules relating to historically underutilized businesses;
- (7) the total long-term cost to the College to acquire the vendor's goods or services; and
- (8) any other relevant factor that a private business entity would consider in selecting a vendor.
 - (a) The relevant experience of the vendor.
 - (b) Past performance of the vendor.
 - (c) Vendor's safety record.
 - (d) Proposed personnel for the project.
 - (e) Methodology for the project.
 - (f) Acceptance of proposed contract terms.

Extrapolated from this list, the following criteria will be considered in selecting the construction manager. The Selection Criteria Evaluation Form used in ranking of offerors is attached in Appendix 4.

EXPERIENCE

- (2) the reputation of the vendor and of the vendor's goods or services;**
 - (3) the quality of the vendor's goods and services;**
 - (4) the vendor's past relationship with the College;**
- How substantial is the firm's recent experience in the construction of projects of comparable size and complexity?
 - How substantial is the firm's experience in providing construction services for educational facilities of comparable size, complexity?
 - Is the firm knowledgeable about, experienced in the Dallas Ft. Worth and Denison/Sherman Texas construction market?
 - How substantial is the firm's recent experience in providing pre-construction services for projects of comparable size and complexity?
 - Has the firm worked for the College in the past? If so, was that work satisfactory to the College?

- Has the firm constructed a distillery building?
- Has the firm constructed a machining building?
- Has the firm built additions to a metal building?

COLLEGE'S NEEDS

(5) the extent to which the goods or services meet the College's needs;

- Does the description provided by the firm of its pre-construction services evidence both understanding and capabilities of the process in general and as they apply to the specific projects for the ***Grayson College Distillery Building and Machining Addition to CTC Building***.
- Does the construction manager appear to have the capability to meet the College's schedule objectives?

COST ISSUES

(1) the purchase price;

(6) the total long-term cost to the College to acquire the vendor's goods or services;

- Is the format/nature of cost estimates prepared by the firm during the design phases informative/useful for the College/Architect? Are the initial and final estimates consistent in nature and format?
- If savings are realized during construction, what percentage of those savings is returned to the College?
- What is the firm's concept for the disposition of any unused contingency included in the project cost?

ORGANIZATION, LICENSING, FINANCIAL INFORMATION, PERSONNEL, REFERENCES, SAMPLE CONTRACT

(7) any other relevant factor that a private business entity would consider in selecting a vendor.

- How long has the firm been in business providing the type of services sought by the College?
- Does the firm's organizational structure, licensing and financial information indicate that the firm is capable of undertaking the projects associated with the ***Grayson College Distillery Building and Machining Addition to CTC Building***?
- Do the personnel proposed for the project appear to have the appropriate experience, capabilities?
- Did the references listed have a favorable experience with the organization? Would you work with them again? How comparable was their project(s) to the ***Grayson College Distillery Building and Machining Addition to CTC Building***?

NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR

- (a) A person or business entity that enters into a contract with the College must give advance notice to the College if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

- (b) The College may terminate a contract with a person or business entity if the College determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The College must compensate the person or business entity for services performed before the termination of the contract.
- (c) This section does not apply to a publicly held corporation.

Added by Acts 1995, 74th Leg., ch. 260, ss. 1, eff. May 30, 1995.

ATTACHMENT 1

PRE-CONSTRUCTION SERVICES (Minimum Required)

- Establish project **GOALS AND PRIORITIES**
- Prepare an **OPERATING SYSTEM**
 - Establish procedures for decision making, review, etc.
 - Outline responsibilities of the Owner, the architect, construction manager, contractors and third parties.
- Develop an **OVERALL MANAGEMENT PLAN AND CPM MANAGEMENT** of critical design and construction dates in order to accomplish the stated objective.
- **DESIGN COST PLANNING**
 - Prepare computerized estimated system.
 - Develop, implement, and monitor cost model for continuous budget control.
 - Provide design change order control system for elected modifications.
- **SCHEMATIC DESIGN**
 - Prepare conceptual estimate.
 - Hold technical review sessions with Owner and Architect.
 - Analyze the potential for use of systems components.
 - Consult with the Owner and Architect on means and methods of construction.
 - Review schematic design documents.
 - Submit to the Owner and the Architect special inputs relative to time and cost control.
 - Prepare "trade-off" studies relative to value engineering.
 - Revise a critical data schedule.
 - Prepare a professional construction CPM network for the issuance of bid packages.
- **DESIGN DEVELOPMENT**
 - Prepare a detailed estimate based on available design drawings in a CSI or subcontractor bid format.
 - Review the design development documents with the Owner and the Architect.
 - Revise and update the critical data schedule.

ATTACHMENT 1

PRE-CONSTRUCTION SERVICES Page Two

- Develop and arrange pre-bid packages.
- Prepare a site use study to be used for allocation of space for storage.
- Parking and temporary facilities.
- Cash flow analysis for both the design and construction phases.

• CONSTRUCTION DOCUMENTS

- Prepare and update estimates in the CSI format at the 50% and 75% working drawings stage.
- Review the drawings and specifications relative to bid packages.
- Develop bid package requirements.
- Schedule and conduct pre-bid conferences.
- Review and analyze bids.
- Update project budget and schedule consistent with actual bids.
- Develop a detailed CPM network schedule.
- Provide a Guaranteed Maximum Price for the project.

ATTACHMENT 2

CONSTRUCTION PHASE SERVICES (Minimum Required)

- Manage the **GMP DOCUMENTATION**, including:
 - Detailed quantity surveys, pricing.
 - Procurement strategy and implementation.
- **Establish the BUDGET BY BID PACKAGE**
- Prepare a detailed **SCHEDULE** derived from detailed quantities for each bid package to satisfy milestones.
- **SITE UTILIZATION STUDY**
 - Coordinate mobilization and plan logistical requirements.
 - Project office and material staging locations.
 - Ingress, egress.
 - Security requirements of owner.
- **Prepare SUBCONTRACTOR BID OR PROPOSAL PACKAGES, including:**
 - Project Manual, outlining the requirements of the construction.
 - Schedule (by bid or proposal package interface).
 - Detailed scope of work.
 - Detailed document listing.
 - Proposal forms for each bid or proposal package.
 - Form of contract and purchase order forms.
 - Insurance requirements.
 - Bonding requirements.
 - Prequalification of bidders/proposers.
 - Other special requirements.
- **CONDUCT PRE-BID MEETINGS for each bid or proposal package, addressing:**
 - Project requirements.
 - Document review for specific questions.
 - Sequence/schedule review.
 - Site restrictions.
 - Other questions raised during discussions.
- **RECEIVE BIDS:**
 - Generate interest in vendors/contractors.
 - Advertise or solicit for bids/proposals.
 - Conduct bid/proposal openings.
 -

ATTACHMENT 2

CONSTRUCTION PHASE SERVICES

Page Two

- Receive bids on all portions of the work, with the exception of work specifically approved by the Owner in advance when appropriate to schedule or logistics.
- Prepare tabulations for each bid or proposal package.
- Review proposals for compliance with contract documents.
- Review apparent low vendor's qualifications, past experience and liquidity.

● **CONDUCT PROPER AWARD OF CONTRACTS/PURCHASE ORDERS:**

- Conduct pre-award meetings.
- Review schedule of values.
- Review subcontractors' general conditions.
- Review scope of work.
- Identify shop drawing requirements.
- Perform document review and specifications review.
- Review contractors' personnel:
 - Project Managers
 - Superintendents
 - Foremen
- Establish quality requirements and standards.
- Review sequence and Schedule.
- Identify accounting requirements.
- Review insurance requirements.
- Review safety and security requirements.
- Recommend award of contracts in written form for review and approval to the Owner/Architect indicating both the amount of the subcontract and any additional scope added by the Construction Manager.

● **PREPARE AND ISSUE AS CONSTRUCTION MANAGER (or for the Owner):**

- Contracts.
- Rental agreements.
- Budget adjustments for all transactions.
- Computerized accounting for tracking and projections.

● **PROVIDE COORDINATION AND MANAGEMENT OF SUBCONTRACTORS**

- Establish site organization, including work and storage areas.
- Establish jobsite management organization and jobsite procedures.
- Maintain daily log for jobsite record.
- Provide general conditions work to meet project requirements.
- Prepare and issue change orders and contracts.
- Prepare subcontractor change orders and contracts.
- Monitor construction cost and projections.
- Prepare and maintain cash flow projection for Owner.

ATTACHMENT 2

CONSTRUCTION PHASE SERVICES Page Three

- Monitor and maintain quality control.
 - Shop drawing control
 - Equipment and material control.
 - Provide and monitor overall progress and short interval scheduling.
 - Prepare billings and progress payments.
 - Conduct subcontractor coordination meetings.
 - Provide coordination between subcontractors.
 - Prepare and receive requests for information.
 - Prepare agendas and conduct weekly safety and progress meeting.
 - Prepare and distribute weekly safety and progress meeting minutes.
 - Establish subcontractor progress payment procedure for processing and payment.
 - Monitor subcontractor pay applications.
- **MONTHLY REPORT:**
 - Summarize project financial status.
 - Review and summarize past month's construction performance.
 - Project the coming month's construction activities.
 - Present status report on change orders – delays and time extensions.
 - Identify problems that threaten construction quality, cost and schedule.
- Provide **CHANGE ORDER CONTROL:**
 - Implement system for change orders.
 - Allocate change order responsibilities.
 - Review change order requests from subcontractors.
 - Negotiate change orders with subcontractors.
 - Submit recommendations to Owner/Architect.
- Provide **CONTROL FOR THE EXPENDITURE OF CONTINGENCY AND ALLOWANCE FUNDS:**
 - Implement system for contingency and allowance funds.
 - Allocate responsibilities related to contingency and allowance funds.
 - Review change requests from subcontractors that affect contingency and allowance funds.
 - Negotiate amounts with subcontractors.
 - Submit recommendations to Owner/Architect.
- Establish a **QUALITY MANAGEMENT PROGRAM:**
 - All members of the team participate in the quality control effort.

ATTACHMENT 2

CONSTRUCTION PHASE SERVICES Page Four

- Project Scope Review:
 - Intended purpose.
 - Are the project needs met?
 - Existing conditions reviewed.
 - Future needs.
- Incorporate Restrictive Conditions in documentation to include:
 - Social environment, influence of neighbors, environmental impact.
 - Natural conditions, grounds and peripherals.
 - Research on legal requirements.
 - Research on existing structures, facilities.
- Review of Design Development for:
 - Complete construction documents in the order they are to be purchased and constructed.
 - Complete documents for pre-purchased equipment.
 - Design compatibility with future operation and maintenance.
 - Constructability.
- Coordinate schedule and assist independent testing and inspection agencies selected by the College, involving the following work:
 - Underground piping
 - Soils
 - Concrete
 - Rebar
 - Miscellaneous steel
 - Structural steel
 - Mechanical systems
 - Electrical
 - Life safety systems
 - Energy management systems
 - Others as required
- Work with area superintendents of subcontractors.
 - Prepare operations to minimize quality control problems.
- Require formalized quality management program from subcontractors:
 - Ensure conformance to project's quality standards previously established.
- Follow-up to assure correction of deficiencies on test reports.

● **ACCOUNTING FUNCTIONS:**

- Insurance requirements
- Schedule of values review
- Labor cost reports
- Material cost reports
- Unit cost reports

ATTACHMENT 2

CONSTRUCTION PHASE SERVICES

Page Five

- Monthly detail cost sheet
- Monthly job costs
- Accounts payable
- Monthly project billing

- **AUDITS:**

The Owner will retain the right to audit any or all accounting records of this project upon demand for up to 1 year after final completion of the work or final acceptance of the work by the Owner, whichever is later. The audits may include any or all payments made to subcontractors, companies or individuals, for all work associated with this project, to the extent required for a complete accounting of all costs. The accounting method must clearly show the breakdown of the following as a minimum:

- Unit and material cost
- Invoices
- Specific wage rates (unburdened actual costs) for all trades
- Documentation of actual burden and benefit costs for all personnel chargeable to the project.
- Premium time mark-ups for all trades, if any
- Contractor's fee
- Materials mark-up
- Subcontractors mark-ups
- Insurance and bond costs
- Equipment and tool rental costs
- Any other documentation required

Audits may occur at regular or irregular intervals. The Construction Manager must be able to provide documentation required upon request within 24 hours during the duration of the project. Audits will use the proposal and bidding information as the basis for verification of costs at each audit. The Construction Manager is to provide certification and reconciliation of all project costs to Owner at the completion of the project.

- **JOB SAFETY OBJECTIVES:**

- Conduct weekly safety meeting:
 - Implement project safety requirements.
 - Review subcontractor safety programs.
- Subcontractor conformance, initiate knowledge of OSHA requirements:
 - Subcontractor responsible for costs and damages.
 - Submission of accident and injury reports.
 - Subcontractor safety programs.
 - Require subcontractor safety representative.

ATTACHMENT 2

CONSTRUCTION PHASE SERVICES

Page Six

- Require forty-eight hour reports.
- Require weekly tool box safety meeting.
- Maintain safety meeting minutes:
 - Inform subcontractors of procedures.
- Enforce alcohol and drug programs by subcontractors.
- Implement and maintain clean-up.

● **JOBSITE SECURITY FUNCTIONS:**

- Monitor and control employee, vendor and public access to the jobsite.
- Monitor and control material and equipment deliveries to the jobsite.
- Monitor and control material and equipment being removed from jobsite through a material release form.
- Monitor and control site traffic.
- Monitor and perform periodic checks for alcohol and drugs.
- Monitor and control tools.
- Monitor material storage.
- Monitor trailers and all equipment within.
- Maintain proficiency first-aid and CPR programs.
- Monitor compliance with College's weapon-free zones.
- Monitor and control employee, vendor access or interaction with students and staff.
- Monitor and control compliance with College's harassment-free environment for students and staff.
- Monitor and control employee, vendor theft.

● **HUMAN RESOURCES:**

As construction managers, provide assistance and policies on Equal Employment Opportunity, minority and women-owned business enterprises, sexual harassment or discrimination, drug abuse program, labor relations, employment transfers or reassignments and assuring proper personnel for project requirements.

● **BACKGROUND CHECK AND FELONY CONVICTION NOTIFICATION:**

AGREEMENT/BID PACKAGE BETWEEN COLLEGE AND CONSTRUCTION MANAGER – (Note: The requirements for Felony Conviction Notification and Drug Testing will only be required for personnel who enter the job site and construction site **AFTER** the building has achieved Substantial Completion and during the Close-out and Warranty period of the project. No one will be allowed on the project site after Substantial Completion without complying with the regulations as stated below.)

ATTACHMENT 2

CONSTRUCTION PHASE SERVICES

Page Seven

Criminal History Background Checks and Drug Testing Construction Manager, all Subcontractors and all Sub-subcontractors shall ensure that any person assigned to perform work at any College location under the Contract meets the following criterion:

- No records in the Texas DPS Sex Offender Registration database.
- No felony convictions, open deferred adjudications or pending criminal trials in jurisdictions checked for crimes involving sex, violence or any other offense against or injury to a child.
- No felony convictions, open deferred adjudications or pending criminal trials in jurisdictions checked for the past seven (7) years, except for crimes involving sex, violence or any other offense against a child for which there is no time limit.
- No misdemeanor convictions, open deferred adjudications or pending criminal trials in jurisdictions checked for crimes involving sex or any other offense against a child.
- No misdemeanor convictions, open deferred adjudications or pending criminal trials in jurisdictions checked for the past seven (7) years for crimes involving violence.
- No positive drug test results. Drug test shall consist of a five-panel screen for drugs of abuse. Substances and cut-off levels shall be consistent with Department of Transportation requirements. All positive results shall be laboratory confirmed and independently verified by a Medical Review Officer (MRO).

Construction Manager shall perform and shall require, as a condition of contracting, all Subcontractors and Sub-subcontractors to perform criminal history background checks and drug testing on any person who is assigned to perform any work at any College location under the Contract and shall promptly produce to the Owner the college location under the Contract and shall promptly produce to the Owner the results of such background checks and drug testing upon request. A drug test will be demanded of any person noticeably under the influence of drugs or other related substances.

Construction Manager to provide "Visitor" badges for check-out at the project office.

ATTACHMENT 3

POST CONSTRUCTION PHASE SERVICES

- **PROJECT POST CONSTRUCTION SERVICES:**
 - Final acceptance by the Owner is predicated on completion and submission of all items indicated in Project Manual.
 - Provide operating and maintenance manuals.
 - Secure and assemble warranties or guarantees.
 - Provide check-out of equipment.
 - Instruct operating personnel in equipment operating and maintenance procedures.
 - Assist in actual start-up of equipment.
 - Implement close-out procedures and ensure requirements are met:
 - Subcontractors' and vendors' final payment
 - Resolution of claims
 - Final change orders
 - Lien releases
 - Final lien waivers
 - Consent of sureties
 - Assist Owner in enforcement of warranties or guaranties.
 - Conduct walk-through with Owner and Contractor one year after project completion.

**ATTACHMENT 4
SCORING SHEET**

**GRAYSON COLLEGE
DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING**

RFQ 17-01

PROPOSER'S NAME: _____

CRITERIA	POSSIBLE POINTS	POINTS ASSIGNED
EXPERIENCE:		
1 Firm's recent experience in building similar projects	5	_____
2 Firm's recent experience in building educational facilities	5	_____
3 Firm's recent experience in DFW and Grayson County	5	_____
4 Firm's recent experience with Grayson College	5	_____
5 Firm's experience building distillery buildings	5	_____
6 Firm's experience building machining buildings	5	_____
7 Firm's experience building additions to metal buildings	5	_____
CAPABILITIES:		
1 Can firm provide needed pre-construction services?	5	_____
2 Is firm able to meet College's time schedule?	5	_____
3 Does firm have a history of staying on schedule?	5	_____
COST ISSUES:		
1 Is format of cost estimates useful?	5	_____
2 Does firm have a history of staying within estimated costs?	5	_____
3 Percentage of savings during construction returned to owner	5	_____
4 Disposition of unused contingency	5	_____
OTHER:		
1 Length of time firm has been in business	5	_____
2 History of lawsuits or incomplete jobs	5	_____
3 Will firm use own staff or rely on sub-contractors?	5	_____
4 Does firm have necessary financial strength:	5	_____
5 Capability of personnel proposed for this job	5	_____
6 Quality of references from other clients	5	_____
TOTAL	100	_____

SIGNATURE OF EVALUATOR & DATE

NAME & TITLE (PRINT)

**ATTACHMENT 4
TABULATION SHEET**

**GRAYSON COLLEGE
DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING**

RFQ 17-01

Name of Respondent General Contractor	#1	#2	#3	#4	#5	#6	#7	Total Points	Average Score
	_____ Evaluator	_____ Evaluator	_____ Evaluator	_____ Evaluator	_____ Evaluator	_____ Evaluator	_____ Evaluator		

EVALUATOR'S SCORE POINTS

Respondent with Highest Average Score: _____

Approved by:

Signature of Evaluation Committee Member #1: _____

Name & Title: _____

Signature of Evaluation Committee Member #2: _____

Name & Title: _____

Signature of Evaluation Committee Member #3: _____

Name & Title: _____

Signature of Evaluation Committee Member #4: _____

Name & Title: _____

Signature of Evaluation Committee Member #5: _____

Name & Title: _____

Signature of Evaluation Committee Member #6: _____

Name & Title: _____

Signature of Evaluation Committee Member #7: _____

Name & Title: _____

**GRAYSON COLLEGE
DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING**

RFQ 17-01

SUBMISSION FORMAT

Each responding firm must submit one (1) original and ten (10) copies of the following:

1. Respondent's Certification
2. Fully completed and signed Questionnaire
3. Checklist (Form 1)
4. Insurance requirements (Form 2)
5. Indemnification/Hold Harmless Agreement (Form 3)
6. Felony Conviction Notice (Form 4)
7. Conflict of Interest (Form 5)
8. Reference Sheet (Form 6)
9. Texas Current Franchise Tax Statement (Form 7)
10. Current Financial Statements

A firm may submit other information if they wish to do so.

FORM 1

Submission Checklist

The following information is enclosed with this proposal: (Mark applicable boxes)

YES	NO		
			Respondent's Certification (1 st sheet of packet)
			Fully completed and signed Questionnaire (page 5 of RFQ packet)
		Form 1	Checklist completed
		Form 2	Insurance requirements completed
		Form 3	Indemnification/Hold Harmless agreement completed
		Form 4	Felony Conviction Notice completed
		Form 5	Conflict of Interest completed
		Form 6	Reference sheet completed <i>(May complete on separate sheet using "Reference Sheet" in title)</i>
		Form 7	Texas Current Franchise Tax Statement
			Financial statements

Insurance Agent Affidavit

Notice: If Company is a Joint Venture, submit a separate affidavit for the insurance for each company. To be completed by appropriate Agent(s) and submitted by Company with the Proposal.

(Name of Company)

INSURANCE:

I, the undersigned INSURANCE AGENT, affirm that the above identified Company:

() CURRENTLY HAS IN PLACE, () HAS MADE ARRANGEMENTS TO OBTAIN the types of insurance in the respective amounts of coverage as specified in the noted Request for Qualifications.

Name of Insurance Agency: _____

Address of Agency: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

Email: _____

Agent (Signature): _____

NOTE: The insurance must be obtained from a company or companies acceptable to the District, licensed to transact business in the State of Texas, and have a minimum financial security rating by A.M. Best of "A minus" or better, or the equivalent from any other rating system.

Notary for INSURANCE AGENT:

SUSCRIBED AND SWORN to before me by the above named person on this _____ day of _____, 20____.

By: _____ Notary Public in and for the State of _____.

My commission expires: _____.

Indemnification/Hold Harmless

The successful proposer shall indemnify, defend, and hold harmless Grayson College, its Board of Trustees, officers, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of any actions resulting from this RFQ, without regard to whether such was caused in part by a party indemnified hereunder.

Name: _____

Date: _____

State of Texas law will govern the provisions of the agreement.

FELONY CONVICTION NOTICE

Senate Bill 1 passed by the State of Texas Legislators, Section 44.034, Notification of Criminal History, Subsection (a) states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owners or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the felony”.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract”. This disclosure is not required of a publicly-held corporation (option A).

I the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction had been reviewed by me and the following information furnished is true to the best of my knowledge (select one answer).

Vendor’s Name: _____

Authorized Company Officer’s Name: (please print) _____

Title: _____

<p>A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.</p> <p>Signature of Company Officer: _____</p>

<p>B. My firm is not owned nor operated by anyone who has been convicted of a felony.</p> <p>Signature of Company Officer: _____</p>
--

<p>C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.</p> <p>List name & titles: _____</p> <p>_____</p> <p>Details of conviction: _____</p> <p>_____</p> <p>Signature of Company Officer: _____</p>
--

FORM 5

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person who has a business relationship with local governmental entity.

2. Check this box if you are filing an update to a previously filed questionnaire. The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate).

3. Name of local government officer with whom filer has employment or business relationship.

_____ Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

- A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

_____ Yes _____ No

- B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direct ion of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

_____ Yes _____ No

- C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

_____ Yes _____ No

- D. Escribe each employment or business relationship with the local government officer named in this section.

4. Signature of person doing business with the governmental entity:

_____ Date: _____

REFERENCE SHEET

RFQ 17-01

**GRAYSON COLLEGE
DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING**

PLEASE TYPE OR ATTACH YOUR REFERENCE LIST HERE: (Remember to include any educational entities you have done business with)

Company Name	
Contact Person	
E-mail Address	
Phone Number	
Company Name	
Contact Person	
E-mail Address	
Phone Number	
Company Name	
Contact Person	
E-mail Address	
Phone Number	
Company Name	
Contact Person	
E-mail Address	
Phone Number	

**CURRENT TEXAS FRANCHISE
TAX STATEMENT**

RFQ 17-01

**GRAYSON COLLEGE
DISTILLERY BUILDING AND MACHINING ADDITION TO CTC BUILDING**

Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

Select appropriate box:

I certify that _____ Texas franchise taxes are current as required by law.

I certify that _____ is exempt from payment of franchise taxes.

I certify that _____ is an out-of-state corporation not subject to Texas franchise tax.

Signature: _____

Date: _____