

**KENT COUNTY
BOARD OF EDUCATION**



REQUEST FOR PROPOSAL

**PROJECT MANAGER SERVICES
FOR THE ADDITION AND RENOVATION PROJECT AT
GALENA ELEMENTARY SCHOOL**

June 27, 2019

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Kent County Public Schools

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1. GENERAL INFORMATION

The Board of Education of Kent County, Maryland, seeks Project Manager (PM) services for the addition and partial renovations to the Galena Elementary School, 114 South Main Street, Galena, MD, 21635. In this RFP, use of the phrase "Project Manager" or "PM" refers to either an individual or to a firm (partnership, limited liability company, corporation, etc.)

Responses to this Request for Proposal (RFP) will be used by the Board of Education to select a PM to provide complete professional services for the Galena Elementary School Addition and Renovation Project, as described more fully in Section 2.

The desired outcome is to permit the Kent County Board of Education to design, procure, bid, build, and occupy the project. The scope of work will include all aspects of the facility addition and renovation project, including but not limited to Pre-Construction, Bid Phase, Construction Phase, and Post-Occupancy services. Procurement of architectural/engineering (A/E) services is currently in progress. It is anticipated that the project will use the General Contractor (GC) project delivery method.

- A. Each PM submitting a Proposal shall submit five (5) bound copies plus one (1) digital copy (pdf format on flash drive) of the Proposal in a sealed envelope prominently marked with the Request for Proposal title, the due date and time, and the name of the person or organization submitting the Proposal.
- B. A Fee Proposal shall be submitted in a sealed envelope inside the original Proposal envelope.
- C. An authorized individual or officer of the firm submitting the Proposal shall sign the Proposal.
- D. Proposals may be withdrawn by the firm submitting the Proposal at any time prior to the closing date and time for receipt of Proposals.
- E. Submissions must be received no later than 2:00 p.m. on July 31, 2019. Proposals or unsolicited Proposals received after the due date and time will not be considered. Proposals are to be submitted to the Issuing Officer:

Ms. Jane Towers
Supervisor of Finance
Kent County Board of Education
5608 Boundary Avenue
Rock Hall, Maryland 21661
Ph. 410.778.7123

Interested individuals or teams are to communicate solely with the individual listed above. **No contact is to be made with any other official of the school system unless specifically directed by the Issuing Officer. The Issuing Officer shall act as the**

sole point of contact between any interested parties and the Project Steering Committee (PSC) on all communications.

Delivery of the Proposal to the specified location by the prescribed time and date is the sole responsibility of the Proposer. Exceptions may be authorized, at the sole discretion of the Issuing Officer, when the reason for the late Proposal, late request for withdrawal or late modification of a Proposal is due to the action or inaction of the Owner. A record of the late Proposal, request for withdrawal, or modification of the Proposal, shall be made in the appropriate procurement file.

Proposals submitted electronically or by facsimile (fax) will NOT be accepted

- F. The Kent County Board of Education reserves the right to accept or reject any or all Proposals, to negotiate with any or all responsible Proposers, and to waive any informality in the Request for Proposal. The Proposer shall be responsible for any and all expenses incurred in preparing a Proposal.
- G. Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.
- H. A Pre-Proposal meeting and a tour of the existing Galena Elementary School facility will be held on July 17, 2019 at 11:00am. See Section 8 below, "Selection Schedule".
- I. Questions / Clarifications / Addenda:

Should a Proposer find discrepancies in the RFP documents or is in doubt as to the meaning or intent of any part thereof, the Proposer must, not later than five (5) working days prior to the Proposal due date, request clarification in writing from the Issuing Officer. Failure to request such clarification is a waiver to any claim by the Proposer for expense made necessary by reason of later interpretation of the RFP documents by the Owner. Requests shall reference the full title of the RFP.

Any clarifications or interpretations of this RFP that materially affect or change its requirements will be issued by the Owner as an addendum. All such addenda issued by the Owner before the Proposals are due are part of the RFP, and respondents shall acknowledge receipt of and incorporate each addendum in its Proposal. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda two (2) working days (48 hours) prior to the submittal deadline.

- J. Irrevocability of Proposals. The PM Fee Proposal for this project shall be irrevocable for one hundred and twenty (120) calendar days from the Proposal due date. This period may be extended by written mutual agreement between the Proposer and the Owner.
- K. Public Information:

Unless notified otherwise, all information, documentation, and other materials submitted in response to this solicitation will be considered non-confidential and/or non-proprietary and will be subject to public disclosure.

Proposers should give specific attention to the identification of those portions of their Proposals which they deem to be confidential, proprietary information or trade secrets, and shall provide any justification of why such materials, upon request, should not be disclosed under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6 of the Annotated Code of Maryland. It is NOT acceptable to preface the entire Proposal with a proprietary statement.

- L. By responding to this RFP, Proposers:

1. Accept the evaluation process and acknowledge and accept that the determination of the final selected PM may require certain subjective judgments by the owner. Proposers waive the right of protest on grounds of subjectivity of judgement. All Proposals, submissions and/or follow-up documentation shall become the property of the Owner.
 2. Affirm that they have examined the site and locality where the work is to be performed, the legal requirements that apply to the Work (federal, state and local laws, regulations, ordinances, and rules) and the conditions affecting cost, progress, or performance of the work, and have made independent investigations as deemed necessary to ascertain all conditions that may affect the Scope of Work described in this RFP.
- M. The Owner at its sole discretion reserves the right to the following:
1. To reject any Proposal and waive any formalities, informalities and/or technicalities therein.
 2. To change and/or cancel in part or in its entirety any elements of this RFP.
 3. To extend or change the submission deadline and/or schedule, to divide the project into multiple parts, to reject any and all proposals and re-solicit for new qualifications, or to reject any and all Proposals and temporarily or permanently abandon the project.
 4. To request additional information, interviews and/or clarifications from any or all Proposers to this RFP, and to visit the Proposer's place of business or other projects, to contact any references, and to collect any other information required during the evaluation process.
 5. To contact any Proposer and allow a Proposer to correct any and all formalities and technicalities that may be in in the best interest of the Owner.
 6. To make an award with or without negotiations.
 7. During negotiations, to reject a subconsultant proposed by the Proposer and to require submission of alternative firms to fulfill the sub-consultation requirements, if any are so required or proposed.

2. DESCRIPTION OF PROJECT AND SCOPE OF SERVICES

A. Project Information

Note: Further information on the project is available in the documents listed at the end of this RFP.

General Background:

Galena Elementary School was originally built in 1951 as a high school of 13,408 sf. It was subsequently converted to a middle school, and then in 2010 became an elementary school. It retains a number of spaces and features appropriate to a small high school. Three additions between 1957 and 1974 have increased the original footprint to 58,285 sf. The total full-time equivalent (FTE) enrollment for the 2018-2019 school year was 336 in grades PK to 1. Enrollments are projected to increase to 369 by 2023 and to 364 by 2028. The school has a State Rated Capacity (SRC) of 438.

While the facility has been well maintained, the roof and the HVAC systems have exceeded their useful life, and features of the electrical system are not compliant. In addition, a number of instructional and non-academic spaces do not support the educational program or the efficient operation of the school. The intent of the project is to replace the roof and HVAC systems, correct the electrical deficiencies, and improve a number of the spaces that affect the instructional environment and the operation of the school, without carrying out a complete renovation.

Scope: Addition to and partial renovation of an existing elementary school facility on occupied Board of Education owned property:

Existing Facility:

Grades PK-5

58,285 sf

Renovation of specific spaces, as outlined in Educational Specification.

New addition: Expansion of existing kitchen to accommodate approximately 370 students in three lunch periods.

Program: Elementary School Program of Study/Instructional Delivery for approximately 370 Full Time Equivalent (FTE) students, as described in the attached Educational Specification dated April 8, 2019.

Tentative Construction Budget: \$5M approximately (building and site only; does not include planning/design costs, Owner's construction contingency, or FF&E)

Tentative Schedule (also see Section 8, "Selection Schedule"):

Request for Proposal Issued to Vendors	June 27, 2019
Pre-Proposal Meeting	July 17, 2019
Proposals due to Board of Education	July 31, 2019
Award of PM Contract by BOE:	August 12, 2019
Schematic Design Submission to State IAC/PSCP:	by September 3, 2019
Design Development Submission to State IAC/PSCP:	by November 1, 2019
Bid Documents Complete:	Winter 2019/2020
Bid Award:	Spring 2020
Construction Begins:	June 2020
Construction Complete, Occupancy:	January 2021

Design Approach: The project approach is based on the Board-adopted *Educational Specification* (approved April 8, 2019) and the *Heating, Ventilating, and Air Conditioning System Feasibility Study* (Gipe Associates, Inc., December 8, 2017). Both documents are available on the Board of Education website at <http://www.kent.k12.md.us/>

Planning for this project was approved by the State of Maryland Interagency Commission on School Construction (IAC) on May 9, 2019. State Construction funding will be applied for in the FY 2021 Capital Improvement Program (CIP), to be submitted to the IAC in October 2019. County funding will be applied for in the FY 2021 CIP.

B. Summary of Preconstruction and Construction Phase Services:

1. General. The purpose of the evaluation is to select the Project Manager (PM), who will:
 - a. Provide full project management (PM) services for the Galena Elementary School Addition and Renovation Project, inclusive of managing all phases of Design, Bidding, Construction Administration, and Project Closeout, serving in

- the best interest of the Board of Education and acting as a partner with Kent County Public Schools during the entire design and construction process; and
- b. Coordinate with, assist, and otherwise act throughout as a partner with the architectural/engineering (A/E) team which will be engaged to provide design services (which services will include development of Schematic Design, Design Development, and Construction Documents, submissions to the IAC/MSDE and IAC/DGS, preparation of Bid documents, Construction Administration (CA), and project Close-Out).

2. Preconstruction Services.

- a. Familiarization with the project via site visits, the Educational Specification, the Six-Year Facilities Strategic Plan (February 2018), the FY 2020 CIP submission, and other documents;
- b. Kick-off meeting in Galena, Maryland, with project team: KCPS Superintendent and staff, Project Facilitator, and A/E;
- c. Review of project budget in relation to scope;
- d. Communication with and monitoring of A/E team throughout the design process on behalf of the Owner via progress prints, regular meetings and communications, and formal, detailed comment on Schematic Design (SD), Design Development (DD) and Construction Document (CD) documents at milestones; communication as needed with school system leadership, authorities with jurisdiction, and others; review of progress requisitions from A/E team and recommendation to Superintendent regarding payment of same;
- e. Coordination with and assistance to the A/E for A/E services that include, but are not limited to:
 - i. Preparation of Phase Cost estimates;
 - ii. System, materials and methods input / cost comparisons;
 - iii. Value-engineering proposals;
 - iv. Construction budget control and alternates;
 - v. Phasing and scheduling in an occupied school building;
 - vi. Site logistics, continuity of utility operations, and planning for traffic and pedestrian safety for an occupied school during construction;
 - vii. Determination of MBE participation goals; and
 - viii. Other coordination tasks as required;
- f. Assistance to Owner and A/E in submission of SD package to Maryland State Department of Education (MSDE) and of DD and CD packages to Department of General Services (DGS) for approvals; assistance to A/E and Owner in responding to MSDE and DGS comments, as needed;
- g. Preparation of progress meeting notes; occasional correspondence as needed; and other actions to further the progress of the project and meet required submission deadlines.

3. Bid Phase Services

- a. Assist A/E in development of Bid documents;
- b. Assist Owner in preparation of advertisement;
- c. Conduct pre-bid meeting and site visit for interested bidders;
- d. Review Requests for Information (RFI) and preparation, with input of Owner and A/E, of clarifications or addenda;
- e. Evaluate bid results, including alternates and compliance with MBE requirements;
- f. Recommend to Owner action to be taken based on Bid results, including acceptance of alternates and adjustments of budget, if required.

4. Construction Phase Services
 - a. Coordinate Notice to Proceed (NTP) by Owner to Constructor (following DGS review, as required by COMAR);
 - b. Conduct project pre-construction meeting;
 - c. Review project submittals, schedule of values, Requests for Information, and change orders;
 - d. Conduct progress meetings (assumed to be bi-weekly for duration of construction at school site in Galena, Maryland);
 - e. Conduct other meetings as required, e.g. pre-installation conferences with Contractor and Vendors;
 - f. Inspect installed work to ensure compliance with the intent of the design documents;
 - g. Coordinate with A/E and others to initiate Construction Change Directives (CCD), recovery or acceleration schedule, or default proceedings, as needed;
 - h. Develop meeting minutes, with electronic distribution to parties;
 - i. Compile project photographs to record progress of the work;
 - j. Correspondence as required;
 - k. Communicate as needed with the KCPS Superintendent and staff, the A/E, and others;
 - l. Review requisitions of Contractor and others, and develop recommendation to Superintendent with respect to payment of same;
 - m. Confirmation of Substantial Completion;
 - n. Assist school system to train staff in operation of building systems, if needed;
 - o. Other actions as required to control the quality, schedule and cost of the project.
5. Project Closeout.
 - a. Develop punch list and monitoring of completion, in coordination with Owner and A/E;
 - b. Manage warranty and O&M items;
 - c. Conduct final inspection of the work;
 - d. Recommend final acceptance of work;
 - e. Assist in resolving claims, if any, including conducting additional meetings as needed among all parties;
 - f. Review of final request for payment and recommendation to Superintendent on same;
 - g. Assemble all project notes, reports, photographs, etc. for KCPS files;
 - h. Review closeout submittals and ensure submission of same to KCPS in a usable, durable format, both printed and electronic;
 - i. Other actions as required to ensure a complete and well-built project for the Board of Education.

3. FORMAT OF PROPOSAL

A. General

1. Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of this RFP.

Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the Owner's needs.

2. Proposals shall be a MAXIMUM of thirty (30) pages (double sided pages are acceptable). The cover letter, table of contents, divider sheets, Fee/Price Proposal, and Affidavit do not count as printed pages.
 3. The Proposal should include the following information in the sequence and format prescribed by this outline.
- B. Number & Copies. Provide five (5) bound copies of the complete Proposal document along with one (1) digital copy (pdf format on flash drive).
- C. Format
1. Proposals shall be printed on letter-size (8-1/2" x 11") paper and assembled in a binder (spiral-type binder or three-ring binder is acceptable). Minimum 11 point font size. Fold-outs of larger-format documents up to 11" X 17" may be included.
 2. Separate and identify each response article by use of a divider sheet with an integral tab for ready reference.
 3. Number all pages of the submittal sequentially or by section using numerals (1, 2, 3, etc.).
 4. Proposals shall include a Table of Contents that shows the page numbers for each part the proposal.
- D. Cover Letter
1. Include a Cover Letter prepared on the Proposer's business stationery. The purpose of this letter is to transmit the Proposal. It should be brief, but shall list all items contained within the Proposal.
 2. Include a statement committing the assignment of the principal and other key individuals to this project, if the Proposer is selected as the PM for the project.
- E. Authorization. The Cover Letter shall be signed by the Project Manager and by the Principal / Partner in Charge (if other than the Project Manager).
- F. Supplemental Materials: Supplemental or additional unsolicited information may be attached to the Proposal if it does not cause the total size to exceed the limit defined above.
- G. Fee Proposal. See Section 4.B.

4. ITEMS FOR INCLUSION IN THE PROPOSAL

A. Qualifications

All Proposals shall address the following items in the order listed below. which shall be numbered 1 through 12 in the Proposal document:

1. Description of Project Management Individual or Team – Provide an overview regarding the size, location, nature of work performed, years in business, staffing capabilities, specialized in-house expertise, and the general approach that will be used to meet the requirements of the Board of Education.

2. Interest Statement – Briefly describe the particular or main interest your firm has in performing the services outlined in this RFP.
3. Specific Experience Relative to Board of Education Needs – Provide a detailed summary of the firm’s past successful experience and competence in managing a renovation/addition project in an occupied elementary school. The Galena project will take place during the school year, consequently ensuring the safety of building occupants and minimizing the impact of construction on the educational program are of paramount importance. Success in carrying out similar projects for school systems in the region, in Maryland, and particularly on the Eastern Shore of Maryland is highly desirable.

Provide descriptions of at least three (3) projects relevant to the scope of the Galena Elementary School project. When listing referenced projects, provide the following information for each project (one page per project maximum):

- a. Project name and location, size and scope
- b. Owner’s name, address, contact person and telephone number
- c. Completion date
- d. Owner budget/actual construction cost, including total change orders
- e. Project Management fees
- f. Design phase period (dates)
- g. Construction phase period (dates)
- h. Interaction with the State of Maryland Public School Construction Program, if any
- i. High Performance school certification and features, if applicable
- j. Special features and challenges, if any
- k. Minority Business Enterprise participation, if applicable
- l. Any legal claims

4. Project Plan and Methodology – Describe the procedures you will use to ensure that the needs and best interests of the Board of Education and the Public School Construction Program will be satisfied and that the project will be managed in a cost effective and timely manner. Use this section to address your ability to undertake all required work, taking into account the current and projected workload of your office.

5. Background/Compatibility of Project Management Firm’s Personnel/Work Load – Provide the resumé of the PM; if Proposer consists of a team, identify all personnel who will participate in the project and provide a brief resumé of each individual, including experience that is pertinent to the project. Continuity of personnel throughout design and construction is critical to the project’s success. By submission of the PM and the individuals on the PM team (as appropriate), the Proposer commits these individuals to the project for the duration of the contract.

- a. Resumés shall include, but not be limited to, material required on federal Standard Form 254.
- b. Identify the proposed Project Manager and Principal-in-Charge (if other than PM), and indicate previous projects in which they have collaborated.
- c. If a team is proposed, describe compatibility of proposed project team and other specific characteristics that complement the project goals, and specifically how the team will work to achieve the dates for submission of documents to MSDE and DGS.
- e. Should circumstances necessitate a personnel change, the PM shall submit a written change request to KCPS for approval and provide sufficient information demonstrating qualifications.

6. Subconsultants and Others – It is not envisioned that the PM will require the assistance of sub-consultants for this project. However, sub-consultants may be engaged by the Owner for specific tasks.
 - a. Indicate PM's experience on previous projects in which subconsultant firms were members of the PM team.
 - b. In addition to architectural and engineering services, consulting services may include, but will not necessarily be limited to, the following, as appropriate to the scope of the work:
 - i. Geotechnical
 - ii. Site Survey
 - iii. Hazardous Materials
 - iv. Scheduling
 - v. Cost Estimating
 - vi. Other
 - c. Third-party Building Commissioning will be provided by the Owner.
 - d. Any additional services that the PM believes should be included but were not specifically requested here should also be identified and included as a recommendation in the Proposal, with a Fee proposal.

7. Knowledge of State of Maryland Public School Construction Program (PSCP) – Describe the specific knowledge and experience you possess regarding PSCP regulations and *Administrative Procedures Guide* requirements and submission schedules. Briefly describe the experiences of your firm in working with State entities, including (but not limited to) the Interagency Commission on School Construction (formerly Interagency Committee on School Construction), the Public School Construction Program, the Maryland State Department of Education, the Department of General Services, and the Maryland Department of the Environment.

8. Knowledge of Other Authorities with Jurisdiction – Describe your firm's experience working with authorities that have or may have jurisdiction in the Galena Elementary School project, including (but not limited to) the Kent County government and the Town of Galena.

9. Experience with Sustainable Building Methods - Describe the firm's experience in assisting owners to set realistic high performance building goals and implement high performance building systems and site infrastructure, working within strict budget constraints and as appropriate to the scope of the Galena project. Note: high performance certification, e.g. LEED Silver, is not required for this project.

10. Other - Provide any additional information on firm resources or experience that may be pertinent to this Request for Proposal.

B. Fees for Services

1. On the Fee Proposal Form, provide the total Fee for the services described in this RFP, as well as the estimated breakdown for the various phases of the project (see Section 2.B):
 - a. The Fee amounts (2) shall be included in a separate envelope placed inside the original Proposal envelope, shall be conspicuously labeled "FEE PROPOSAL", and shall have the title of the Request for Proposal clearly shown.
 - b. The Fee amounts are understood to include all services for all phases of the work, as outlined in Section 2.B.

2. Identify and provide a breakdown estimate for all reimbursable expenses not included in above service areas.

- a. Eligible reimbursable expenses include reproduction of documents for external use as well as associated postage and delivery.
 - b. Expenses associated with provision of services, such as mileage from office to job site, meals, phone calls, computer software and hardware, etc., are not considered reimbursable expenses. Documents reproduced for internal communication and coordination are considered to be instruments of service and are not eligible for reimbursement.
3. Provide Markup (%) rates for outside resources, consultants and/or reimbursable expenses to be applied, if Additional Services are required.
 4. Provide hourly rates for the Project Manager and Firm Principal (if different from Project Manager), and other staff that may be involved in this project.
 5. Provide an acknowledgement of receipt of all addenda on the Acknowledgement of Addenda Form.
 6. Additional considerations for development of the Fee:
 - a. Location of design meetings will be Galena, MD
 - b. The PM shall:
 - Participate in a goal-setting meeting with all A/E discipline representatives and KCPS staff.
 - Attend and participate in design input meetings with KCPS and the A/E during the Schematic Design, Design Development, and Construction Document phases of design.
 - As part of the Schematic Design process, participate in at least one (1) meeting conducted by the A/E with KCPS stakeholders and community members to discuss all building activity areas that are identified in the Educational Specifications.
 - As part of the Design Development process, participate in a "1/4 scale review" meeting or meetings conducted by the A/E with the principal, teachers, and central office staff (including but not limited to maintenance, operations, food service, transportation, information technologies, and security) to determine furniture and equipment layouts and special requirements.
 - Review updates provided to KCPS staff and the PM at the Schematic Design, Design Development and Construction Document Phases by the A/E before submissions are made to the IAC/PSCP.
 - Assist the A/E to provide updates as requested to the School Board at the Schematic, Design Development and Construction Document Phases, before the required IAC/PSCP submissions. Attendance at and verbal presentation to the Board may be required on occasion.
 - Review A/E design decision documentation (Schematics & Design Development), based upon Uniformat or another agreed upon format.
 - Assist KCPS and the A/E in determining if any additional consultation services are required, and assist in preparation of solicitation documents as needed.
 - Coordinate with the A/E to document the construction progress meetings via meeting minutes throughout the course of construction.
 - c. General Requirements & Technical Specifications shall be in MasterFormat 04. The PM will assist the A/E in the development of KCPS General and Supplementary Conditions.
 - d. On behalf of the Owner, the PM shall provide support as needed to the A/E, who will:
 - Provide the necessary documentation for approval and/or permitting with all of the review agencies and authorities that have jurisdiction for this project.

- Prior to construction start, develop a complete set of “Conformed Drawings and Specifications” to incorporate all addendums, clarifications and/or revisions.
 - Prepare, submit, follow up on and secure all forms, submission documents, approvals, reviews and/or applications necessary to have a complete set of design documents ready for construction.
 - Represent the Board of Education in dealings with the IAC/PSCP, the Town of Galena, the County government, the final selected contractor and/or other entities as may be required.
 - Participate in community meetings to explain the project intent and respond to concerns, as needed.
- e. The PM shall provide support as needed to the A/E, who will:
- Conduct and coordinate the survey of the building and site at a level appropriate to develop the design, and verify any external survey information (e.g. location of utilities) in order to provide accurate construction documents for construction purposes.
 - Provide CAD files in .dwg format for contractor’s use in developing shop drawings, or in another format as agreed upon to facilitate communication among the Owner, A/E, PM, Contractor, and trade contractors.
 - Provide CAD As-Built files in .dwg format for Owner’s use in operations & maintenance.
 - Coordinate with the KCPS procurement officer to provide the FF&E package and any applicable interfaces, and provide furniture layouts.
 - Coordinate with the KCPS Technology representative regarding technology system requirements, provide the necessary specifications and drawing documentation, and coordinate technology systems with other building systems.
- f. The Owner reserves the right to break the work into phases for each design phase, if applicable. No additional fees shall be charged if this option is chosen.

5. SELECTION PROCESS

The Board of Education will use the following process to select a Project Manager to perform the services outlined in this Request for Proposal. The Board of Education or its designee reserves the right to disqualify any Proposer at any time prior to final action by the Board of Education.

- A. Submission of Proposals. Each interested firm shall submit the Qualification Items outlined in Section 4.A above and the Fee Proposal outlined in Section 4.B above.
- B. Selection Process:
1. A Project Steering Committee (PSC) appointed by the Superintendent of Schools will review Proposals submitted by interested Project Managers. All contact and communications are to be made directly with the Issuing Officer.
 2. The Qualification submissions will be scored by representatives of the PSC.
 - a. A limited number of the top-scoring PMs (to be determined by the PSC) may be selected for interviews with the PSC.
 - b. Following the interviews, the selected teams will be ranked and the Fee Proposals will be opened.
 - During the final evaluation, further information may be requested to aid in the review.
 - Based on all of the information obtained through the process, the evaluation team may elect to request a Best and Final Proposal (BFP) from one or more of the Proposers.

- c. Based on the combination of final ranking and the final Fee Proposal of the Proposers, the PSC shall recommend to the Superintendent of Schools the PM which in their opinion represents the best value to the Owner.
3. The Superintendent (or designee) will consider the recommendation of the team:
- a. If found to be satisfactory, the selected PM will be invited to enter into final negotiations in order to establish the best contract terms, scope of services and Fee determined to be fair and reasonable.
 - b. The Owner reserves the right to make an award with or without negotiations.
 - c. Should the Superintendent (or designee) be unable to reach favorable contract terms with the selected PM, then negotiations will be formally terminated and negotiations will then proceed with the next highest ranked PM.
- C. Final Selection Action - The Kent County Board of Education will take final action to select the Project Manager for the project.

6. EVALUATION OF PRIMARY SUBMISSIONS

All Proposals submitted by Project Managers will be evaluated to determine the individual or team that is best able to meet the needs and interests of the Board of Education. Evaluation will include, but not be limited to, the criteria listed below:

- A. Current and past experience, expertise, and competence of the PM and of team members (if applicable) in carrying out public school projects in the State of Maryland, with an emphasis on projects in occupied schools, as well as projects on the Eastern Shore (general competence, past experience specific to project need and geographic location, client satisfaction, special qualifications and experience).
- B. Overall past experience of the PM.
- C. Experience and expertise of subconsultants, if applicable, and track record working with the PM.
- D. Ability to effectively meet project objectives, time schedules and budgets, taking account of the current workload of the firm/team.
- E. Proposed Fee (cost of services).
- F. Project Plan/Methodology and Interest Statement outlined in the Proposal (compatibility of firm/team members, special familiarity with project and site, originality and quality of Proposal, evidence of originality in assisting the Board of Education to meet its educational, schedule, community, and financial objectives).
- G. Completeness of the Proposal.
- H. Workability of proposed schedule.
- I. Any other criteria that the PSC deems are in the best interest of the project and school system.
- H. The Owner reserves the right to request clarifying information from any and all Offerors at any time during the evaluation process.

7. ORAL INTERVIEW AND PRESENTATION (SHORT LIST)-TBD if determined it is needed.

The oral interview and presentation will consist of:

- A. Presentation – 15 minutes
- B. Question and Answers – 15 minutes
- C. Candidate Questions – 10 minutes

8. PM SELECTION SCHEDULE

All dates are subject to change. Proposers will be notified of any changes.

- A. RFP Posting – June 27, 2019
- B. Pre-Proposal Meeting – July 17 2019, 11:00 a.m., at Galena Elementary School Media Center, 114 South Main Street, Galena, MD, 21635. Report to Main Office for visitor registration and directions to Media Center. The Pre-Proposal meeting will be followed by a tour of the school.
- C. Submission Deadline – July 31, 2019, 2:00 p.m., at Kent County Board of Education, 5608 Boundary Avenue, Rock Hall, Maryland 21661
- D. Internal Submission Review – August 1- August 8
- E. Interviews – TBD if determined it is needed.
- F. Approval of Project Manager – August 12 Board of Education Meeting
- G. Notice to Proceed – after August 12, 2019

9. CONTRACT CONSIDERATIONS

- A. The PM proposal should include signature lines for approval by the Owner and the PM. Subject to changes indicated through negotiations prior to the approval by the Board or changes agreed to after approval by the Board of Education, the signed Proposal will
- B. serve as the contract between the Owner and the PM.
- B. The final terms and conditions of the agreement shall be established as part of the final negotiations of the Contract.

OTHER DOCUMENTS

Note: In order to reduce printing costs, all of the following documents are available upon request.

Paper copies of the documents are available for review at the Board of Education offices, 5608 Boundary Avenue, Rock Port, Maryland 21661. Please call 410.778.1595 for an appointment to review the documents.

APPROVED GALENA ELEMENTARY SCHOOL FEASIBILITY STUDY

APPROVED GALENA ELEMENTARY SCHOOL EDUCATIONAL SPECIFICATION

FY 2020 CAPITAL IMPROVEMENT PROGRAM-UPON REQUEST

SIX YEAR FACILITIES STRATEGIC PLAN also available on the website at
<http://www.kent.k12.md.us/StrategicPlanning.aspx>