

**WEST VIRGINIA UNIVERSITY
REQUEST FOR Proposal
For
Construction Project Management Services
RFQ # 90002535M**

Issued by:

**West Virginia University
Department of Procurement, Contracting, and Payment Services**

MAY 25, 2011

TABLE OF CONTENTS

1	INTRODUCTION.....	3
2	SUBMITTING YOUR PROPOSAL	6
3	SPECIFICATIONS	7
3.1	SCOPE OF WORK.....	7
3.2	RESPONSE SPECIFICATIONS.....	10
4	PROPOSAL EVALUATION CRITERIA.....	12
4.1	EVALUATION CRITERIA	12

1 INTRODUCTION

The West Virginia University seeks qualified firms to submit qualifications related to Construction Project Management Support Services, such as Program Management, Design/Preconstruction Services, Construction Phase Services, Staff Augmentation and Dispute Resolution. WVU intends to select qualified firms to enter in to an Open End contract for Indefinite Deliverable Indefinite Quantity (IDIQ) services over a 5 year period.

West Virginian University's is planning to undertake an extensive capital bond program over the next four to five years including over \$200M in capital improvements. The following projects are being planned.

- Advanced Engineering Science Research Facility (\$41M)
- Agricultural Science Building (\$88M)
- Student Health Facility (\$18.8M)
- College of Physical Activity and Sports Science (CPASS) Facility (\$20M)
- Law School Addition and Renovation (\$22M)
- Art Education Center and Museum (\$8M)
- Evansdale Campus Utility Upgrades (Budget TBD)

The Delivery Method for all of the projects listed above will be traditional Design- Bid-Build with a single prime General Contractor. WVU may elect to use separate primes for selected work packages or specialty items, but generally a true multi-prime delivery is not anticipated. West Virginia does not have specific legislation that allows Construction Management (CM) at Risk for Public Agencies.

The scope of this RFQ is not limited to the projects listed above.

West Virginia University Mission and Vision

As a land-grant institution in the 21st century, West Virginia University will deliver high quality education, excel in discovery and innovation, model a culture of diversity and inclusion, promote the health and vitality of our constituents, and build pathways for the exchange of knowledge and opportunity between the state, the nation, and the world.

Vision Statement

By 2020, West Virginia University will grow in national research stature, thereby enhancing educational achievement, global engagement, diversity, and the vitality and well-being of the people of West Virginia.

West Virginia University was founded in 1867 as a land-grant University: the federal government gave the state of West Virginia land to establish a public university that would provide a broad segment of the population a practical education that had direct relevance to their daily lives. Over 100 years later, WVU remains true to that central land-grant mission. Today WVU also serves a unique role as the state's only doctoral degree-granting research University with comprehensive health science programs. Only eleven higher education institutions nationally

are land-grant research universities with comprehensive Health Sciences. WVU offers 188 majors in 13 separate schools and colleges. The campus is spread over a thousand acres.

Because of its land-grant tradition and research status, WVU has an obligation to:

- Provide high-quality programs at the undergraduate, graduate, and professional levels;
- Stimulate and foster both basic and applied research and scholarship;
- Engage in and encourage other creative and artistic work;
- Bring the resources of the University to all segments of society through continuing education, extension, and public service activities;
- Contribute to the development and enhancement of West Virginia's economic, educational, social, and health status through its programs of instruction and research and through its programs of outreach;
- Use technology as a vehicle to engage the student, empower the faculty, infuse the curriculum, enhance research capabilities, and fulfill the duty to serve the state;
- Promote diversity to enrich the institution and the society it serves and practice principles of social justice, equal opportunity, and affirmative action.

WVU Facilities Management

VISION

Commitment to be a nationally recognized facilities management leader supporting West Virginia University .

MISSION

Facilities Management creates and manages the campus environment to support the mission of WVU – the flagship institution of West Virginia. Facilities Management provides this service through continuous improvement of our people, processes, and services.

CORE VALUES

Excellence – Strive to exceed customer expectations

Stewardship – Create an environment where all employees are empowered and held accountable to use resources effectively

Integrity – Foster an environment based upon mutual respect, personal conduct, honesty, fairness, reliability, and trust

Innovation – Encourage creativity, new ideas, concepts, and technology that are focused toward improving facilities and services we provide

Team Work – Unrestricted commitment to mutual success

2 SUBMITTING YOUR PROPOSAL

- 2.1.1 Qualifications and other required documents must be enclosed in a sealed opaque envelope or container that is identified as a “**Request for Qualifications**” including the supplier name, RFQ number, and the RFQ opening time and date. The envelope or container shall be addressed to Procurement, Contracting, and Payment Services of West Virginia University, One Waterfront Place, Third Floor, Morgantown, WV 26506, and must be submitted on or before **June 21, 2011 by 4:00 PM Eastern Time**. Qualifications received after this date and time will not be considered.
- 2.1.2 All questions regarding this Request for Qualifications must be submitted in writing (e-mail is acceptable) to:
- Mark Stewart
Procurement, Contracting, and Payment Services
West Virginia University
PO Box 6024 – 3rd Floor One Waterfront Place
Morgantown, WV 26506-6024
mark.stewart@mail.wvu.edu
- 2.1.3 Respondents must submit **two** written bound copies of their response and one copy electronically on DVD-R or CD-R containing any or all of the following document formats: Microsoft Word - .doc; Microsoft PowerPoint - .ppt; Microsoft Excel - .xls; Adobe Acrobat - .pdf
- 2.1.4 The typical RFQ process may consist of any of the following steps, at WVU’s sole discretion:
- An advertised invitation for vendors to express their interest in providing a solution
 - Receipt of vendor credentials and qualifications
 - Evaluation of credentials and qualifications
 - Presentations, discussions, fact finding, solution demonstrations, and interviews of selected vendors
 - Final evaluation and vendor selection
 - Contract Negotiations
 - Implementation
- 2.1.5 No time-frame or promise of engagement or contract is either expressed or implied by the publication of this RFQ, and West Virginia University reserves the right, in its sole opinion, to accept or reject any or all responses and/or to terminate this process at any time with or without notice. The university may or may not employ any or all of the steps listed to select a qualified vendor. The university, in its sole discretion, may award a contract to any respondent at any time in the process.

3 SPECIFICATIONS

3.1 SCOPE OF WORK

The West Virginia University seeks qualified firms to submit Qualifications to provide comprehensive Construction Project Management Support Services via a non-exclusive IDIQ contract. An IDIQ contract is typically a longer term (five or more years) agreement between the university and a vendor that permits both parties to selectively engage for services on a project by project basis.

The selected firms will work with WVU's representatives and appointed outside parties, which may include, but not be limited to WVU Project Managers, Facilities Management Groups, WVU Environmental Health and Safety entities, in the design and implementation of projects across WVU and various affiliated entities.

The Construction Project Management Support Services anticipated by this contract includes a full range of professional services for projects of any size, scope, and/or dollar value that may occur at any location and facility or campus associated with WVU. The services shall include, but may not be limited to:

3.1.1 Program and Project Management Services

- Implementation of Best Management Practices
- Consultation on Work Flow Process
- Project Management Software Implementation
- Project Budget and Schedule Controls
- Risk Management and Planning
- Procurement Planning
- Troubled Project Turnaround
- Earned Value Analysis

3.1.2 Design/Preconstruction Phase Services

- Design Reviews (Compliance with Program, WVU Standards, general QA/QC, coordination, functionality)
- Design Assist – obtain input from contractor perspective
- Constructability review
- Monitor and control project scope
- Estimating
- Life Cycle Cost Analysis
- Value Analysis/Value Engineering
- Pre-qualification support for qualifying General Contractors and Subcontractors
- Scheduling Support
- Procurement support and coordination for any Owner-purchased or pre-purchased items
- Project Documentation

3.1.4 Construction Phase Services

- CPM Schedule Review (Primavera)

- Monitor and control project scope
- Monitor and control project budget
- Prepare monthly progress reports for executive management team
- Construction Inspection and Quality Control
- Change Order Analysis and Negotiation
- Claims Avoidance/Analysis and Negotiation
- Coordination Support
- Punch-list support
- Project Acceptance and Turn over
- Move-in coordination and support
- Project Close-out

3.1.5 Project Management and Staff Augmentation

Provide on-site staff augmentation in areas of project management, construction management, construction inspection, cost and/or schedule control specialties, administration, accounting and/or construction project auditing or other areas of expertise normally associated with design and construction of capital projects. Provide project leadership, communication, coordination and conflict resolution to ensure project goals are met. Drive progress of consultants to achieve expected functionality and recommend alternatives to recover negative drift. Facilitate timely decisions by campus representatives and report progress and issues impacting the project goals to stakeholders.

Project Manager/Construction Manager: Minimum 10 years in construction project management with experience in higher education, healthcare or institutional projects. Bachelors Degree in Engineering or Architecture is preferred.

Project Engineer: Minimum of 5 years of experience related to design, project administration or project management of capital construction projects. Knowledge of complex mechanical, structural and building envelope systems is preferred. Bachelors Degree in related Engineering discipline is required.

Resident Project Inspector QA/QC- Generally includes a minimum of 10 years in construction of complex higher education or healthcare projects. Ability to read plans and specifications is required. Hands on experience with field construction methods and techniques is preferred.

3.1.6 Dispute Resolution (This is an optional service and is not a requirement for this RFQ. Firms that have these service in-house should include as a service provided, but if a firm does not have typically provide these services, outside consultants are not required on the team)

- Issue Analysis
- Claims Analysis (Delay and Damage)
- Productivity Analysis
- Schedule Analysis
- Litigation Avoidance and/or Support
- Contract Compliance
- Expert Witness Testimony

WVU, through the Office of Procurement, Contracting & Payment Services, may contract with up to 3 Professional firms in order to have a body of professionals available to perform various Professional Services throughout WVU and affiliated entities. WVU will contract with the firms under an Open End IDIQ Agreement.

WVU encourages all firms, including small firms, minority business enterprises, and women's business enterprises, capable of performing the work required by this RFQ to submit Qualifications.

- 3.1.7 Firms must maintain offices and resources that will enable an on-site presence at WVU working sites within 24 hours notice.
- 3.1.8 Sub-Consultants/Contractors: All sub-consultants and/or subcontractors that may be required to perform services for WVU shall do so under the direct authority and control of the selected firm and shall comply with all standards, selection criteria, and contractual obligations as provided for in any agreement resulting from this RFQ.
- 3.1.9 Standards: Vendor must incorporate West Virginia University's Design Guidelines and Construction Standards into all WVU projects. Standards can be found at:

http://facilitiesmanagement.wvu.edu/design_construction/construction_services/design_and_construction_standards/design_guidelines_and_construction_standards
- 3.1.10 Relationship Manager: Vendors will be required to appoint, subject to university approval, a "Relationship Manager" who will serve as the primary contact with the university and have direct responsibility for all projects and personnel assigned to perform any work for the University under any contract or project that may be awarded.
- 3.1.11 The term of the Contracts will be five (5) initial years, plus one (1) optional renewal terms of (2) years, for a maximum of 7 years. The contracts may be extended without renewal for such reasonable time after expiration of any term as is necessary to obtain a new contract. Such "reasonable time" shall not exceed twelve (12) months. Firms may terminate these contracts for any reason upon expiration of the initial two (2) year term of this contract by giving written notice of such termination to the Chief Purchasing & Payment officer after giving thirty (30) days written notice.
- 3.1.12 The Contracts may be renewed upon mutual written consent of the parties; such request shall be submitted to the Chief Purchasing & Payment Officer within thirty (30) days prior to the date of expiration. Such renewal shall be in accordance with the terms and conditions as set forth in the original contract.

3.2 RESPONSE SPECIFICATIONS

3.2.1. All responses must be formatted with the items and sequence as presented in Section 3.2 of this RFQ. Except as otherwise set forth herein, Section 3.2 outlines the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner.

Respondents are expected to examine the entire Request for Proposal, including all specifications, standard provisions and instructions. Failure to do so will be at the respondent's risk. Each respondent shall furnish the information required by the RFQ. Time periods, stated in number of days, in this request or in the response, shall be in calendar days.

3.2.2 **Attachment A** – Vendor Response Certification This Attachment A **MUST** be submitted with your proposal or the proposal will be considered Non Responsive.

3.2.3 Conflict of Interest Disclosure: With regard to the Scope of Work, submit a complete detailed list and description of all work performed at or for West Virginia University by your organization within the past three years. Submit a complete detailed list and description of any work you may have proposed to perform, solicited or otherwise, for West Virginia University, but have not been awarded a contract or been otherwise engaged by the University to perform said work.

3.2.4 Description of Required Information: The Proposal shall clearly provide all information that is requested under this RFQ. The RFQ shall be presented in the following format and include:

3.2.5 Tab 1 – Firm Description (3 pages)

Provide a statement of interest for the project including a narrative describing the Project Management firm's unique qualifications to provide the scope of services requested.

Provide a description and important statistics about the Project Management firm including its size, history, principal location, location of field offices, ownership, philosophy of the organization and any other information you deem necessary to describe your firm.

Provide a list of primary services provided by your firm. Please note any services requested in the RFP, that your firm does not routinely provide.

3.2.6 Tab 2 – Project Team Qualifications (3 pages, attach detailed resumes in Appendix to RFQ the resumes are not included in the 3 pages) Note: The Only information to be included in the Attachment are the resumes.

Provide an organizational chart for the Prime Firm showing the roles of the Project Management leadership, along with any proposed consultant firm or individual. Specify the name and qualifications of the “Relationship Manager”, who will serve as your firm’s primary point of contact for WVU on this contract. Provide the names, function, and vita of the individuals within your organization who will be assigned to WVU projects. Provide detailed resumes for each of the key and support members of the team who will be responsible for the execution of the services at WVU. Also provide a description of the role and responsibilities to be undertaken by these proposed key and support team members.

For the Staff Augmentation scope of work, WVU understands that this may require hiring specific individuals based on the position description and length of appointment. If your firm has individuals currently employed that could serve this need at WVU, for the positions of Project Manager, Project Engineer or Project Inspector, please provide these resumes.

If applicable, for each consultant firm or individual that the prime firm proposes:

- Identify the consultant and provide a brief history about the consultant.
- Describe the consultant’s proposed role in the project and its related project experience.
- List a project or contract for project management services that the prime firm and the consultant have worked together on during the last five years.
- Provide a statement of the consultant’s availability for the project.
- Provide resumes giving the experience and expertise of principals and project management staff for the consultant who will be available and are proposed for this project.

3.2.7 Tab 3 – Project Experience (6 pages)

List a maximum of five projects or contracts for project management services for which your firm has successfully provided services most related to this engagement. List the projects in priority order, with the most related project listed first. Provide the following information for each project listed:

- Project name and location
- Project Owner
- Project construction cost
- Project size in gross square feet
- Description of the Project Management services the prime firm provided for the project
- Project description

- Project manager (firm's individual responsible to the client for the overall success of the project)
- Names of consultant firms, if any, and their areas of expertise
- Description of how this project is similar and why the services provided are relevant to this project.
- Describe the processes/outcomes that made this project successful

3.2.8 Tab 4 - Ability to Respond Expeditiously (1page)

WVU is seeking firms within reasonable distance of Morgantown, West Virginia. This considers the Proposer's ability to effectively manage and perform multiple task orders of any size and respond expeditiously and cost effectively to WVU's needs.

- If you have multiple office locations, please note which will be serving WVU?

3.2.9 Tab 5 Billing Rates (1 page)

Please provide hourly billing rates for key positions that will be working on this project. Rates may be supplied as a range for a position or a specific rate for a individual. WVU will solicit specific cost proposals on a project by project basis and understands the size, scope and duration of a specific project may impact billing rates. For the purposes of this this RFQ, WVU will review the overall rate structure to evaluate its reasonableness for the anticipated work. If there is a standard multiplier used to determine billing rates, please include that multiplier as a supplement to the rate structure. The multiplier is of interest for the Staff Augmentation scope of work.

3.2.10 Tab 6 – References (2 pages)

Provide references for any three of the projects or contracts for project management services listed. The references shall include:

- Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address.
- Construction firm name, contractor's representative who served as the day-to-day project liaison, and the contractor representative's telephone number and email address
- Design firm name, design firm's representative who served as the day-to-day project liaison, and the representative's telephone number and email address

Appendix 1: Resumes

4 PROPOSAL EVALUATION CRITERIA

4.1 EVALUATION CRITERIA

4.1.1 West Virginia University will evaluate all acceptable Qualifications based on the criteria identified below.

4.1.2 STEP 1 - EVALUATION CRITERIA of RFP

For Qualifications that have been submitted in accordance with this RFQ, the following areas will be considered in evaluating Qualifications and making selections:

- Quality of the Proposal, including responsiveness to the requirements, clarity of the response, and proposal organization
- Firm Description (Bullets 1 and 2, 20%)
- Project Team Qualifications (30%)
- Project Experience (30%)
- Ability to Respond Expeditiously (10%)
- Rate Structure
- References (Bullets 6 and 7, 10%)

4.1.3 STEP 2 - REFERNCES

WVU may contact references at any point during the process to aid in selecting the most qualified firms.

Post Contract Project Award Criteria

Any firm awarded an Open End IDIQ contract pursuant to this RFP shall be selected for individual projects employing any combination of the below selection criteria.

1. Project Approach and Ability to provide appropriate services in a timely manner
2. Project specific experience and expertise
3. Qualification of project team proposed for this project
4. Cost Proposals for specific project

ATTACHMENT A
PROPOSAL RESPONSE CERTIFICATION
WEST VIRGINIA UNIVERSITY

The undersigned, as proposer, declares that they have read the Request For Proposal and the following proposal is submitted on the basis that the undersigned, the company and its employees or agents, shall meet, or agree to all specifications contained therein. It is further acknowledged addenda numbers _____ to _____ have been received and examined as part of the RFP document.

DATE

Name of Proposer

Signature of Proposer

Title

Company Name

Street Address

City, State, Zip

Telephone

Facsimile Number

FEIN Number

E-MAIL