

Longfellow Elementary Project: June, 2008

Procedures the Mitchell School District will Observe in the Solicitation of Construction Management Services;

1. The procedures and standards to be used to qualify construction managers will be based on experience, costs, and other information pertinent to the Longfellow project.
2. The procedure for preparing and submitting proposal is a written proposal submitted in a timely fashion to the Superintendent of Schools for consideration either in person or by mail or other delivery. The Mitchell School District may elect to hold follow-up interviews.
3. The procedure for evaluating proposals will be established using a weighted system for various criteria that will be established per specific project. Items such as experience, costs, etc. will be utilized.
4. Confidentiality: All proposals will be submitted in sealed envelopes and will not be opened prior to the planned bid opening date. The evaluation committee will open the sealed envelopes at the prescribed meeting time and place only.
5. The procedure for awarding construction management services contracts will be an evaluation done by the committee established by the superintendent of schools. Each proposal will be evaluated upon specific criteria determined for each specific construction project.

Information to be Submitted to Prospective Individuals/Firms Requesting Information Regarding the Construction Management Proposal and Details of the Proposal:

1. The Mitchell School District 17-2 is seeking a firm to perform construction management at-risk services.
2. The construction management at-risk services are being sought for the proposed project, Longfellow Elementary (K-5) School to be located in Mitchell, South Dakota.
3. The construction manager should have experience in performing construction management at-risk services with architectural firms, especially previous experience with school projects. The construction manager shall also have the ability to provide performance a bond to cover all at-risk situations that may arise.
4. Proposals should include the following items: (These will be evaluated by the Evaluation Committee and each item will be given the following percentages of weight in the evaluation process.)
 - a. Experience of personnel and descriptions of their qualifications. 10%
 - b. Experience on projects previously completed, particularly on schools, including a list of contacts with telephone numbers. 25%
 - c. Description of fees for construction management at-risk services. 40%
 - d. Description of services to be provided on this project. 25%
 - e. Statement from bonding company of the ability to bond the construction manager services at-risk portion of the project. **No percentage. Please note that this is a requirement of the bid. Failure to bond will disqualify your proposal from further consideration.**
5. At the discretion of the superintendent and Evaluation Committee, personal interviews may be held with firms who submit proposals.
6. The proposed terms and considerations of the construction management services contract will be based on AIA Document A121CMc with possible modifications.
7. Firms considering submitting proposals for construction management at-risk services for the Mitchell School District Longfellow project may contact district superintendent Joseph Graves for additional information on the project. Contact may be made during regular office hours at 605-995-3010 or via e-mail at joseph.graves@k12.sd.us.
8. The Mitchell School District reserves the right to reject any and all proposals.