

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

**DECISION ON AWARD OF CONTRACT
PRE-CONSTRUCTION MANAGEMENT SERVICES
NEW COMBINATION HARFORD ACADEMY AND ELEMENTARY SCHOOL**

November 18, 2024

Background Information:

As part of the FY 2024 Capital Improvement Budget Request, the Board of Education of Harford County approved capital funding in the amount of \$16,000,000.00, as required, for planning and design services for the New Combination Harford Academy and Elementary School project.

Also, as part of the FY 2026 Capital Improvement Budget Request, the Board of Education of Harford County requested local planning approval for the New Combination Harford Academy and Elementary School project. This project is State and locally funded. For this project to receive funding from the State in our FY 2026, FY 2027, and FY 2028 Capital Improvement Budget Request, certain design submissions must be made. The project requires engineering, design, and construction administration services to develop construction documents and complete the scope of work necessary to obtain pricing to construct the New Combination Harford Academy and Elementary School.

Discussion:

A Request for Qualifications (RFQ) for Construction Management (CM) services was issued by HCPS' Planning & Construction Department, see Attachment 1. In response to this RFQ, six (6) firms submitted responses, see Attachment 2. The responses were evaluated by a selection committee that considered team qualifications, experience, workload and references. Four (4) firms were "shortlisted," interviewed and ranked, see Attachment 3.

As a result of this process, the committee has selected the CM firm of J. Vinton Schafer, a Quandel Enterprises Company, to provide the services required to successfully complete the New Combination Harford Academy and Elementary School project. J. Vinton Schafer has extensive CM delivery experience of K-12 projects. They have completed extensive work in Harford County successfully, including Red Pump Elementary School, Patterson Mill Middle/High School and North Harford High School. J. Vinton Schafer is also currently working on the Homestead Wakefield Elementary School Replacement project, scheduled to open in August 2025.

This project is a forty-eight (48) month planning and construction project. This duration formed the basis of the scope and fee proposal negotiations. The total fee submitted by J. Vinton Schafer was \$9,636,826.00; however, at this point in the planning and design process, we are only proceeding with the pre-construction portion of their CM services. The pre-construction

management services required include review of the design and construction documents to assure accuracy and coordination among the design disciplines. The CM will conduct constructability reviews, provide engineering recommendations, and detailed construction estimates at each phase of the design. Once the construction documents have been completed and funding has been appropriated, we will bring the remaining fee for the construction administration phase of the project to the Board of Education for approval.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education approve a contract for the above-described professional pre-construction portion of their construction management services to J. Vinton Schafer. The amount of the award represents a management fee of \$840,508.00, and estimated reimbursables of \$46,630.00, for a total lump sum of \$887,138.00.

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES
NEW COMBINATION
HARFORD ACADEMY AND ELEMENTARY SCHOOL PROJECT**

The Board of Education of Harford County Public Schools requests qualifications from interested firms to provide multi-prime agency construction management services for the New Combination Harford Academy and Elementary School Project. Selection and ranking shall be based on staff experience, Maryland Public School experience, project suitability, and negotiated fee. The selected firm will provide design, constructability and phasing reviews during plan development and construction document phases, and full management of pre-bidding, bid phase, construction and occupancy. Value engineering will be jointly conducted with the architectural team. The project includes, but may not be limited to, construction of a new school facility, utilities, and sitework to accommodate the occupation of students and staff.

Interested firms must have a minimum of ten (10) years of experience as Construction Managers using the multi-prime delivery method and must demonstrate successful experience on new construction of public school projects. Interested firms should submit five (5) copies of their technical proposals as outlined in the attached proposal submission document. Qualifications should be mailed, or hand delivered by 4:00 p.m. local time on Friday, October 4, 2024 to:

Mr. Harry Miller
Assistant Supervisor, Division of Planning and Construction
Harford County Public Schools
2209 Conowingo Road
Bel Air, Maryland 21015

Late submissions, emailed submissions, and facsimile submissions **WILL NOT** be accepted. The Board of Education of Harford County Public Schools reserves the right to accept or reject any and all qualifications and to waive any informalities. For more specific details of the submission requirements please go to: <https://procurement.maryland.gov/> or <https://www.hcps.org/departments/operations/planningandconstruction.aspx>

Board of Education of Harford County
Sean W. Bulson, Ed.D.
Superintendent of Schools

CONSTRUCTION MANAGEMENT SERVICES
NEW COMBINATION
HARFORD ACADEMY AND ELEMENTARY SCHOOL

REQUEST FOR QUALIFICATIONS
SUBMISSION INFORMATION

The Board of Education of Harford County requests qualifications from interested firms to provide multi-prime agency Construction Management services for the New Combination Harford Academy and Elementary School project. The Construction Management services to be provided for this project will be categorized as Pre-construction, Construction and Post-construction phase services. Value engineering will be conducted jointly with the architectural team and the multiple prime contractor method of delivery will be utilized.

BASIC SCOPE:

New Combination Harford Academy and Elementary School

Provide complete construction management services utilizing multiple prime contractors for the construction of a new elementary and special education combined public education facility.

The new 598 student state rated capacity elementary, and 25 classroom special education school will include approximately 215,000 gross square feet of new construction.

The construction budget is estimated to be \$121,400,000.

SPECIFIC SERVICES:

The following services will be the primary responsibility of the Construction Manager (CM), working in concert with the Owner:

A) PRE-CONSTRUCTION PHASE:

1. Attend all design coordination meetings between Architect/Engineer (A/E) team and Owner and major design coordination meetings between members of the design team where the Owner may not need to be present.
2. Review documents during design development and construction document phases for: design integrity, constructability, dimensional accuracy and coordination between disciplines and against existing site conditions.
3. Evaluation of systems, products and constructability (value engineering) shall be conducted jointly with A/E team.
4. Provide advice and analysis in the determination of the sequence of work.
5. Assist A/E team in developing appropriate scopes of work to be bid as alternates.
6. Identify the individual prime contractor bid packages. Coordinate and develop specific scopes of work for each prime contractor. Identify MBE opportunities and assist the Owner as a member of the Procurement Review Group (PRG). Submit MBE spreadsheets and documentation to support required submissions.
7. Identify the tasks or scope of work that should be performed by the Owner and advise owner on method of accomplishing such tasks.
8. Develop with Owner's assistance, milestone schedule, and project schedule using the Critical Path Method (CPM).

9. Advise Owner and recommend division of tasks associated with construction including temporary construction, safety, health, cleaning, access, moving schedules, noise abatement and maintenance.
10. Assist Owner and Harford County Code Officials with phasing.
11. Develop a cash flow analysis for the duration of the project.
12. Assist in securing all permits required prior to start of construction phase.
13. Prepare construction estimates at the Design Development and Construction Document stages in time for submission to the State, and prepare a final construction estimate prior to advertising bid.
14. Preparation and distribution of bid documents and assist with advertising of all bid packages.
15. Conduct pre-bid conferences.
16. Arrange site visits during bidding phases.
17. Prepare and evaluate Prime Contractor Pre-Qualification Questionnaire.
18. Assist with preparation of addenda and addenda distribution.
19. Receive bids, tabulate bid results and assist Owner with review of responsible and responsive bids.
20. Review proposed substitutions.
21. Review prime contractor's Minority Business Enterprise (MBE) compliance.
22. Collect and track bonds and insurance certificates.
23. Compile results for Board of Education and State review and approval.
24. Assist Owner with contract award process.
25. Assist the design team with all high-performance building standards coordination and submission requirements.
26. Assist design team and project management team with all requirements for obtaining the state required high-performance building standards certifications.
27. Coordinate commissioning requirements between the design team, prime contractors and third-party commissioning agent.
28. It is highly desirable that the CM firm have the experience and ability to work with Building Information Management software. The model will be available to the CM at points during the design process to use for the purposes of estimating, constructability reviews and sequence planning. The Architect has primary responsibility for clash detection and resolution of clashes; however, the CM will participate in spatial and system coordination discussions as a member of the design team, along with the Owner. A BIM Management Plan will be developed during the design process.

B) CONSTRUCTION PHASE:

1. Conduct pre-construction meeting(s).
2. Collect and track bonds (payment and performance bonds) and monitor the coverage on insurance certificates.
3. Coordinate all trades and prime contractors to ensure work is being installed per contract.
4. Provide daily on-site management and supervision.
5. Ensure compliance to recommendations for corrective actions or sequence of work as issued by independent testing agencies employed by HCPS.
6. Coordinate, review and track submittals.
7. Coordinate and conduct all bi-weekly progress meetings and bi-weekly Owner meetings.
8. Conduct regular safety meetings with trade contractors.
9. Coordinate construction work with any required hazardous materials removal.

10. Review proposal requests for contract compliance and alignment with industry standards.
11. Provide bi-weekly updates for outstanding proposal requests, outstanding potential change orders and outstanding change orders.
12. Review and approve all monthly pay requisitions.
13. Disburse funds to prime contractors and others as appropriate.
14. Review and assist Owner with approval of change orders.
15. Review, update, and monitor project CPM schedule. Provide monthly updates of CPM construction schedules, and work with trade contractors to develop recovery schedules when warranted.
16. Assist Owner with the coordination of moving activities between phases of construction.
17. Schedule final inspections by appropriate agencies.
18. Coordinate acquisition of Use and Occupancy Permits.
19. Coordinate and schedule mechanical and electrical, and all required demonstrations with Owner and building occupants.
20. Coordinate punch inspection and develop list of correction items in cooperation with the A/E team.
21. Assist Owner with coordination of move-in activities.
22. Participate in web-based documentation review and approval with the A/E team and Owner representatives.
23. Review all required MBE documentation in conjunction with monthly payment requisitions. Provide MBE tracking and reports to the Owner for use in the State required reporting process in a format that translates directly to the submission forms for the project.
24. The CM firm will have access to the Building Information Management model. It is highly desirable that the CM firm have the ability to utilize the model for management of submissions, as-builts and information management, for turn-over to the Owner at the end of the project.

C) POST-CONSTRUCTION PHASE:

1. Conduct an 11-month warranty walk-through with A/E team after substantial completion.
2. Conduct a lessons learned meeting with A/E team and owner/occupants corresponding with the warranty walkthrough.
3. Provide professional expertise in evaluating and resolving any warranty issues during the warranty period.

SELECTION PROCESS:

The selection process used to secure the services of a Construction Manager for this project will be based on evaluation of qualifications, and the contract value will be negotiated with the top ranked firm. The process will involve the following:

1. Distribution of the Request for Qualifications.
2. Collection of required documentation from interested parties.
3. Schedule and conduct of interviews with selected firms.
4. Negotiate fee proposal with top-ranked firm.
5. Recommendation of selected firm to the Superintendent of Schools.
6. Approval of Contracts by Board of Education – tentative date November 18, 2024.

CRITERIA FOR SELECTION:

Firms selected for interviews will be evaluated in the following categories:

1. Technical capability
2. Project team qualifications
3. Specific experience with Maryland K-12 educational facilities as a construction manager
4. Interview results
5. Quality of Submission

Points will be awarded for criteria in these. The combination of scores will be the basis for ranking of the qualified firms.

SELECTION PROCESS SCHEDULE:

DISTRIBUTION OF REQUEST FOR QUALIFICATIONS:	September 13, 2024
SUBMISSION OF QUALIFICATIONS:	October 4, 2024
INTERVIEWS:	Week of October 21, 2024
RECOMMENDATION OF AWARD:	November 18, 2024

SUBMISSION PROCESS:

Interested firms will submit their qualifications (**must provide five (5) copies of qualifications**) based upon the specific scope and project descriptions described above.

Packets should be addressed to:

Mr. Harry Miller
Assistant Supervisor, Division of Planning and Construction
Harford County Public Schools
2209 Conowingo Road
Bel Air, Maryland 21015

Qualifications must be received by October 4, 2024. Emailed or Facsimile submissions **WILL NOT** be accepted.

Request for Qualifications
CM Services
November 18, 2024
New Combination Harford Academy and Elementary School

1. Hess Construction + Engineering Services, Inc.
1445 Research Boulevard, Suite 475
Rockville, Maryland 20850
Michael A. Hess
MHess@Hessconstruction.com
Tel: 301-670-9000
2. Oak Contracting LLC
1000 Cromwell Bridge Road
Towson, MD 21286
Jonathan Goetz
jgoetz@oakcontracting.com
Tel: 410-828-1000
3. Quandel Enterprises Company
J. Vinton Schafer
1309-Q Continental Drive
Abingdon, MD 21009
H. Thomas Gnau
tgnau@quandel.com
Tel: 410-335-3000
4. The Whiting-Turner Contracting Company
131 Continental Drive, Suite 404
Newark, Delaware 19713
Joshua Fanelli
jfanelli@whiting-turner.com
Tel: 302-292-0676
5. JLL
200 E Randolph Street
Chicago, Illinois 60601
Patrick McComiskey
patrick.mccomiskey@jll.com
Tel: 312-782-5800
6. Jacobs Project Management Co.
1100 N Glebe Road, Suite 500
Arlington, Virginia 22201
Andrew Locke
andrew.locke@jacobs.com
Tel: 484-364-6425

CM Services Interviews
November 18, 2024
New Combination Harford Academy and Elementary School

1. Hess Construction + Engineering Services, Inc.
1445 Research Boulevard, Suite 475
Rockville, Maryland 20850
Michael A. Hess
MHess@Hessconstruction.com
Tel: 301-670-9000
2. Oak Contracting LLC
1000 Cromwell Bridge Road
Towson, MD 21286
Jonathan Goetz
jgoetz@oakcontracting.com
Tel: 410-828-1000
3. Quandel Enterprises Company
J. Vinton Schafer
1309-Q Continental Drive
Abingdon, MD 21009
H. Thomas Gnau
tgnau@quandel.com
Tel: 410-335-3000
4. Jacobs Project Management Co.
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