



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
CONSTRUCTION MANAGEMENT SERVICES
FOR CONSTRUCTION OF A NEW LABORATORY BUILDING
AND REMODELING OF THE MAIN OFFICE BUILDING**

Date issued: June 17, 2024

**KERN MOSQUITO AND VECTOR CONTROL DISTRICT
4705 Allen Road
Bakersfield, CA 93314**

LA THAO, DISTRICT MANAGER

SECTION 1 – INTRODUCTION

Kern Mosquito and Vector Control District (“District”) is an independent special district formed by the residents of Kern County in 1917 to control mosquitoes and protect the health and comfort of local residents. The District currently encompasses 1,657 square miles of Kern County and includes the cities of Arvin, Bakersfield, Shafter, Wasco, and the towns of Buttonwillow and Lamont. Services provided by the District include public health mosquito control and surveillance, and roof rat control. The District has an annual budget of approximately \$6 million. The District is governed by an eight-member Board of Trustees, consisting of one representative from each city in the county and four representing the county at large.

The District invites construction management firms to submit qualifications to serve as Construction Manager (CM) to the District as part of a cooperative team to successfully manage the remodeling of the main office building, and the removal of an existing mobile home trailer (the “trailer office”) and construction of a new Biosafety Levels 2 (BSL 2) laboratory with additional office space.

This Request for Qualification (RFQ) is to allow prospective construction management firms to submit their qualifications to the District for the services described in this document.

SECTION 2 – SCOPE OF WORK

The scope of work for this project may include: The oversight and management of the remodeling of the main office building, and the removal of the existing trailer office and construction of a new laboratory building. The CM will assist District staff in the step-by-step process of reviewing architect and construction firm plans, contracts, and agreements to ensure the project remains within scope, will meet deadlines, and that the overall facility design is in alignment with District needs.

The scope of work for the entire project may range from \$2M - \$4M.

The minimum qualification that will be considered by the District as a basis for selection of a CM are as follows:

1. Responding firms must have a minimum of ten years’ experience providing professional construction management services as described in the RFQ.
2. Firm’s experience as a CM should include at least ten projects in California valued at over \$1 million each.

Only firms that meet or exceed the above minimum selection criteria set forth by the District will be considered. The selected construction management firm shall not bid or perform any of the trade construction work.

SECTION 3 – CONSTRUCTION MANAGEMENT SERVICES OUTLINE

This document is to be used as a general guide for defining services to be provided by the construction management firm and is not meant to be all-inclusive.

Planning, Demolition and Design Phase Services

The CM will assist the District during the planning, procurement, demolition, and design phase of the projects by providing services consisting of, and including, but not limited to:

- consulting with, advising, assisting and making recommendations to the District on all aspects of planning for demolition and construction;
- reviewing all plans and specifications as they are developed and making recommendations with respect to construction feasibility, availability of material and labor, time requirements for procurement and construction, and projected costs;
- making, reviewing and refining budget estimates based on the District's program and other available information;
- making recommendations to the District regarding the division of work in the plans and specifications to facilitate the bidding and awarding of contracts;
- and assisting the District in taking bids on the projects;
- analyzing bids received and awarding contracts;
- and preparing and monitoring a progress schedule during the design phase of the project and preparation of a proposed construction schedule.

Construction Phase Services

The CM shall provide the services described herein for the removal of the existing trailer office, site clearing and preparation for the construction of the new laboratory, and for the demolition and remodeling of the main office building. In addition, the CM will assist the District during the construction phase of the Project by providing services consisting of, and including, but not limited to:

- maintaining competent supervisory staff to coordinate and provide general direction of the work and progress of the contractors on the Project;
- observing the work as it is being performed for general conformance with working drawings and specifications;
- ensuring minimal disruption to workflow of District staff;
- maintaining job site records and making appropriate progress reports;
- implementing labor policy in conformance with the requirements of the District and state law;
- reviewing the safety and equal opportunity programs of each contractor;
- making recommendations for and processing requests for changes in the work and maintaining records of change orders;
- developing and monitoring a project progress schedule, coordinating and expediting the work of all contractors and providing periodic status reports to the District;

- and establishing and maintaining a cost control system and conducting meetings to review costs.

Post-Construction Phase Services

The CM shall prepare and provide the following services at the close-out of the project, but is not limited to:

- schedule, coordinate, and conduct a final walk-through inspection;
- verify all necessary permits and certificates are approved and completed;
- verify all work, cleanup, and necessary test are completed;
- address any warranty claims and post-construction matters;
- and coordinate all close-out documentation.

SECTION 4 – QUALIFICATIONS REQUIREMENTS

The respondent's qualification shall include the following:

- a. Title page showing the submission is for construction management services; the firm's name, name, address and telephone number of a contact person, and the date of the proposal.
- b. Table of Contents
- c. Information described in the Qualifications Format Section as outlined below.

Please send (2) hard copies and (1) digital copy of your proposal in a clearly marked envelope by 3:00 p.m. PDT on Wednesday, July 24, 2024 to the following address and email:

Kern Mosquito and Vector Control District
Attn: La Thao, District Manager
4705 Allen Road
Bakersfield, CA 93314
lathao@kernmosquito.com

- d. It is the intent of the District to select the CM based primarily based on a combination of their qualifications, personal interview(s) and fees that will be requested at a later time in the competition.

SECTION 5 – QUALIFICATIONS FORMAT

1. Company Profile

This section should state the company name, address, telephone, website, license or registration number (if applicable), the size of the firm, the type of firm, firm background, the location of the office from which the bulk of services on this project will be performed.

2. Experience

The submission should include details of experience with projects of similar size and complexity to the project described in this RFQ. Please list **only those projects where your firm was the construction manager of record**, in which your firm's role was that of a pure Construction Manager and not a prime contractor, general contractor, architect/engineer, sub consultant, or subcontractor. Describe your firm's experience, expertise, and approach in the following areas. Please limit experience to the last eight years.

- A. Experience with remodeling/renovation projects. Provide the owner's name, contact's name, title and phone number; a brief description; beginning and end dates of projects, square footage, original budget, bid amount and final amount at close-out.
- B. Experience in the planning, design, and construction process for a laboratory or similar facility projects. Provide the owner's name, contact's name, title and phone number; beginning and end dates of projects, square footage, and original budget, bid amount and final amount at close-out. Briefly state relevance of the project for consideration in this RFQ.
- C. Provide a statement of your firm's current CM projects including owner's name, contract amounts, and proposed completion dates.

3. References

A list of references who may be contacted should be included in the submission. This list should include past and present clients where your firm was the Construction Manager of record.

4. Specific Project Approach

Provide a summary of the CM's proposed approach to efficiently manage and achieve the project.

5. Proposed Project Team

Indicate the proposed team organization and identify key personnel including the project manager and field superintendent. Include resumes for all key staff, outlining their roles and experience in similar projects.

SECTION 6 – GENERAL TERMS AND CONDITIONS

1. The project outlined in the submission shall be awarded by Kern Mosquito and Vector Control District.
2. All cost and expenses incurred by a respondent in the preparation and delivery of a proposal will be the sole responsibility of the respondent. The District will not be liable for any amounts to any respondent in any manner, under any circumstances, including without limitation, as a result of the termination of the RFQ process.
3. The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the District.
4. The District reserves the right to accept or reject any submission when it is considered to be in the best interest of the District.
5. The successful construction management firm shall not discriminate against any individual in accordance with applicable federal, state or local laws.
6. The contracts entered into as a result of the Request for Qualifications, and any subsequent proposal, shall be between the selected firm and the District.
7. The District is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. The District reserves the right to accept or reject any or all RFQ responses because of this request or to cancel all part of this RFQ.
8. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFQ, and all electronic media, reports, charts and other documentation submitted by a respondent shall become the property of the District when received. Nothing submitted shall be considered confidential or proprietary.
9. All submitted proposals will become public records and, as such, may be subject to the California Public Records Act (PRA) upon request.

SECTION 7 – SCHEDULE OF EVENTS

The following table represents the anticipated schedule of events, as they relate to the selection process for the CM. The District reserves the right to adjust or extend these events at any time, and will provide updated information to all respondents.

EVENT	DATE
Request for Qualification issued	June 17, 2024
Written questions regarding RFQ must be received by	July 15, 2024
Statement of Qualifications must be received by	July 24, 2024, by 3:00 p.m. (PDT)
Interviews with Construction Manager applicants (if applicable)	TBD
Finalist notified of request to present to Board of Trustees (if applicable)	August 6, 2024
Presentation to Board of Trustees (if requested)	August 14, 2024
Anticipated announcement of selection of CM	August 16, 2024

SECTION 8 – QUESTIONS

If you have any questions regarding the RFQ, prior to July 15, 2024, please email:

La Thao, District Manager
Email: lathao@kernmosquito.com