

**HALLSVILLE ISD**  
P.O. Box 810  
Hallsville, Texas 75650

Response to Request for Approval

Respondents are required to provide detailed written responses to this RFP no later than May 21, 2008 10:00 a.m. Responses shall be delivered to the office of Gary Lovelace, Director of Facilities, Planning, and Development at the above address. Responses provided after this date will not be considered or accepted.

Written responses shall address each requirement identified in this RFP. Failure to provide all requested information will be considered an incomplete response. Hallsville ISD reserves the right to reject any or all proposals and to accept any proposal deemed as providing the best value for Hallsville ISD. Hallsville ISD may elect to Short List the respondents based on the information provided and follow-up with an interviewing process prior to beginning contract negotiations with the respondent deemed to offer the best value.

Hallsville ISD will consider the following items as “Selection Criteria” in determining the successful respondent.

1. Reputation of the construction manager and of the construction manager’s goods and/or services.
2. The quality of the construction manager’s goods and/or services.
3. The construction manager’s experience, past performance, safety record, personnel and methodology.
4. The ability of the construction manager to complete a project of this scope, and the past experience of the construction manager with projects this size.
5. The construction manager’s past relationship with the district.
6. The extent to which the goods or services meet the district’s needs.
7. Price for the construction manager’s goods and/or services.
8. The long-term cost to the District to acquire these goods and/or services.
9. Any other relevant factor either listed in the RFP or provided by the construction manager.

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format.

1. Firm Information
  - 1.1. Name of Firm
  - 1.2. Address of Principle Office
  - 1.3. Phone, Fax Numbers
  - 1.4. Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, Other)
  - 1.5. Year Founded
  - 1.6. Primary Individual to Contact
  
2. Organization
  - 2.1. How many years has your organization been in business as a Contractor?
  - 2.2. How many years has your organization been in business under its present name?
  - 2.3. If your organization is a corporation, answer the following: Date of Incorporation, State of Incorporation, President's Name, Vice President's Name(s), Secretary's Name, Treasurer's Name.
  - 2.4. If your organization is a partnership, answer the following: Date of organization, type of partnership (if applicable), names of general partners.
  - 2.5. If your organization is individually owned, answer the following: Date of organization, Name of Owner.
  - 2.6. If the form of your organization is other than those listed above, describe it and the names of the principals.
  
3. Licensing
  - 3.1. List jurisdiction and trade categories in which your organization is legally qualified to do business and indicate registration or license number, if applicable.
  - 3.2. List jurisdiction in which your organization's trade name is filed.
  
4. Experience
  - 4.1. List the categories of work that your organization normally performs with its forces.
  - 4.2. List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.
  - 4.3. Claims and suits (If the answer to any of these questions is yes, please attach details.)
    - 4.3.1. Has your organization ever failed to complete any work awarded to it?
    - 4.3.2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
    - 4.3.3. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?
  - 4.4. Within the last five years, has an officer or principle of your organization ever been an officer or principle of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

- 4.5. Current Work: List major construction projects your organization has in progress, giving the name and location of project, the nature of your selection for the project and the service you are providing (general contractor with bid selection and GMP, etc.), owner, architect, contract amount, percent complete and scheduled completion date.
  - 4.6. Work over the last five (5) years: List major projects constructed by your organization over the last 5 years. For each project, provide the name, nature of the project, function of the building, size, location, cost, completion date, owner and architect, and the manner in which your organization was selected (bid or RFP or other method.)
5. Financial Information
- 5.1. Provide name, address and phone number for three (3) bank references.
  - 5.2. Surety: Name of bonding company, name and address of agent.
  - 5.3. What is our firm's total bonding capacity? How much is currently uncommitted?
  - 5.4. List the types of insurance and limits of coverage your firm currently carries.
  - 5.5. Upon request provide a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:
    - 5.5.1. Current Assets (e.g. cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses.)
    - 5.5.2. Net Fixed Assets.
    - 5.5.3. Other Assets.
    - 5.5.4. Current Liabilities (e.g. accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).
    - 5.5.5. Non-current liabilities (e.g. notes payable).
    - 5.5.6. Other liabilities (e.g. capital, capital stock, authorized and outstanding shares par value, earned surplus, and retained earnings).
    - 5.5.7. Name and address of firm preparing attached financial statement and date thereof.
    - 5.5.8. Use the attached financial statement for the identical organization named under item 1 above, if not, explain the relationship of the organization whose financial statement is provided (e.g. parent, subsidiary).
6. Experience with, Concepts for working as Construction Manager At-Risk
- 6.1. Describe your organization's concept for working in a team relationship with the Owner and Architect during the design and construction of major projects. Describe your organization's method for estimating costs, and for scheduling during the design/construction documents phases.
  - 6.2. Fees: It is anticipated that a fixed sum Guaranteed Maximum Price (GMP) contract will be executed with the Construction Manager. A proposed fee quote is required with the written Request for Proposals.
    - 6.2.1. Pre-Construction Services Fee: Include all General Conditions such as personnel expenses, project estimates, preliminary project schedule, value

engineering and constructability reviews, overhead and profit, and other services through the Design Phase, portion of the Project.

- 6.2.2. Construction Phase Service Fee: Include all General Conditions such as overhead and profit for the services necessary to administer the project construction, through the Construction Phase of the Project. Describe the method of payment your firm would desire, including when various fees would be due.
  - 6.3. Savings: Describe your organization's concept of the disposition of savings realized during construction. Is the full amount returned to the owner?
  - 6.4. Contingencies: Describe your organization's concept of cost contingencies during the project. What is your organization's concept of the disposition of contingency funds after completion of the project?
  - 6.5. Cost Information: Does your organization make all cost information during design and construction available to the owner and architect?
7. Personnel  
Identify your company's key personnel who may work on the project. Provide a resume for each individual.
  8. Systems Capabilities  
Provide a statement regarding your company's estimating, project management, and scheduling systems, that you plan to implement on the project.
  9. Owner/Consultant Agreement  
The District will use the Owner/Construction Manager Agreement on the AIA Document A121/CMC. Please note any exceptions/issues you would raise relative to this document.
  10. References  
For five (5) projects listed above (item 4.5 and 4.6) identify a representative of the owner and a representative of the architect (provide name, phone number) whom we could contact as references regarding your organization's services.

**HALLSVILLE  
INDEPENDENT SCHOOL DISTRICT**

**CONSTRUCTION MANAGER AT-RISK  
PROPOSAL EVALUATION**

**COMPANY** \_\_\_\_\_

CATEGORY	POINTS ALLOCATED	POINTS ASSIGNED
<b>1. ORGANIZATION</b>  OWNERSHIP STRUCTURE AND HISTORY OF ORGANIZATION	15	
<b>2. FINANCIAL STABILITY</b>  FINANCIAL CONDITION, BONDING CAPABILITIES	15	
<b>3. CM @ RISK EXPERIENCE</b>  CM'S APPROACH AND METHODOLOGY EDUCATIONAL EXPERIENCE WHILE WORKING AS A CM MANAGEMENT SYSTEMS USED BY THE CM TO SUPPORT THE WORK	20	
<b>4. PERSONNEL</b>  EXPERIENCE AND QUALIFICATIONS OF PERSONNEL DEPTH OF CM'S PERSONNEL CHART AND ABILITY TO DRAW UPON SPECIALIZED EXPERTISE WITHIN THE ORGANIZATION	15	
<b>5. REFERENCES</b>  OVERALL REPUTATION OF COMPANY AND LEVEL OF PERFORMANCE ON PREVIOUS JOBS	20	
<b>6. FEE</b>  PRE CONSTRUCTION AND CONSTRUCTION PHASE	15	
<b>TOTAL</b>	100	