

**REQUEST FOR QUALIFICATIONS**  
**FOR CONSTRUCTION MANAGER AT RISK**

FOR

SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT  
ADMINISTRATION AND SUPPORT SERVICES BUILDING  
PLEASANT HILL, IOWA

DECEMBER 1, 2023

REQUEST FOR QUALIFICATIONS FOR SELECTION OF A CONSTRUCTION MANAGER AT-RISK  
(CMaR) ON A GUARANTEED MAXIMUM PRICE CONTRACT

PLEASANT HILL, IOWA

**Project Overview**

As allowed by Iowa law, Senate File 183 and Iowa Code Chapter 26A, Southeast Polk Community School District, (referenced herein as “District”) are publicly disclosing their intent to enter into a Guaranteed Maximum Price (GMP) contract for a Construction Manager at Risk (CMAR) using the AIA A133–2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor. As step one of a two-step solicitation process, the District is issuing this Request for Qualifications (RFQ) to qualified firms who are interested in providing preconstruction and construction services for the proposed Administration and Support Services Building in Pleasant Hill, Iowa. Information provided by each submitting firm to this RFQ process will be evaluated utilizing the criteria as defined in the RFQ.

Copies of the RFQ or other information may be obtained by visiting the District website found at <https://www.southeastpolk.org/news/2023/11/notice-of-intent-cmar-project/>.

Sealed responses for this RFQ must be received by the District at the District Office, 407 8<sup>th</sup> Street SE, Altoona, IA, by 3:00 p.m. on December 18th, 2023.

The District will accept hand-delivered responses or those submitted by US Mail, United Parcel Service or Fed Ex. Items transmitted electronically or by facsimile will NOT be accepted. [CB1][KB2]

The envelope shall be marked "RFQ for Administration and Support Services Building Construction Manager at Risk" and addressed to the attention of "Kevin Baccam, Executive Director of Business Services".

All questions and requests for additional information should be directed to Ms. Collin R. Barnes by email at [cbarnes@rdgusa.com](mailto:cbarnes@rdgusa.com)

- All questions must be submitted and received no later than 3:00 pm on December 7, 2023.
- All emailed questions must be submitted with the subject line of "Administration and Support Services Building Construction Manager at Risk - Questions" along with your name, your firm's name and your question(s).
- Answers to questions submitted before the question deadline shall be answered in an addendum electronically posted to the project website.

## Project Scope

Renovation of approximately 48,500 sf retaining much of the existing structure and building shell. Added interior partitions for private offices for each of the District departments. Fire sprinkler system to be added to entire building (approx. 89,000 sf). Fire doors to provide separation between zones. Parking revisions, newly installed Entry Lighting, Signage and other Site Improvements are included to improve community access to site/building.

The building has been divided into “Zones” allowing the district to prioritize use of the facilities, phase future improvements, control access/circulation, and provide appropriate security throughout.

### Square Footage by Zone:

- Zone A - Future Office use  
41,065 GSF renovation  
7,495 GSF renovation of existing classroom space to include “finishes only”
- Zone B - Existing Facilities to remain.  
37,626 GSF Existing to Remain  
3,149 GSF Print Shop  
Includes Gymnasium, Multi-purpose/Dining Room, Music Classrooms, Art Classrooms, and Locker Room facilities that may be desired for community use.

Project located at 8031 N E University Ave, Pleasant Hill, IA 50327.

## Selection Schedule

Notice of Intent to Engage CMaR	Posted November 10, 2023
Request for Qualification Release	December 1, 2023
Questions regarding RFQ Due:	December 7, 2023
Responses to Questions Posted (if necessary):	December 11, 2023
RFQ Responses Due:	December 18, 2023
RFQ Evaluation:	Tentatively December 19-22, 2023
Request for Proposal:	Tentatively Released January 3, 2024
Request for Proposal Due:	Tentatively January 23, 2024

## Construction Budget

The construction budget is anticipated to be approximately \$9.5 Million and may be constructed in multiple phases.

## **Architect of Record**

RDG Planning & Design, Inc.  
301 Grand Avenue  
Des Moines, IA 50309  
515.897.9842

Location of supporting documents to this RFQ are listed below:

- The process for evaluation of submitted Qualifications for the Firms are found in Appendix A
- The criteria for evaluation of submitted Qualifications and the relative weight of each criterion is found in Appendix B

## **Submittal Requirements**

Prospective Firms shall respond to all items in this request and shall not provide or submit any information regarding the proposed fees or general conditions in response to this RFQ. Failure to comply with these requirements will render the proposal nonresponsive and it will be disqualified.

The District reserves the right to reject any or all submitted Qualifications, and to waive irregularities or informalities. Submittals of qualifications received after the specified time of closing will be returned unopened. Proposals shall be 8.5 x 11", with not more than 25 single-sided printed pages. Submit six (6) printed proposals along with a PDF copy of the proposal on a USB/thumb drive.

1. Cover Letter
  - a. Addenda: Acknowledge the receipt in the body of your cover letter that your firm has received any related project Addenda
2. Table of Contents
3. Firm Information
  - a. Firm Contact Information, including name, address, website and Iowa Business License number.
  - b. Primary Business Contact Person
    - i. Name and Title
    - ii. Telephone Number
    - iii. Email address
    - iv. Physical address
  - c. Indicate type of Business
    - i. Sole Proprietorship
    - ii. Partnership
    - iii. Corporation
    - iv. Joint Venture
    - v. Other (describe)
  - d. Indicate the number of years the business has been providing services under the business name provided in response to this RFQ

- i. If business has been providing services under the provided business name (s) for less than five (5) years, provide the name of the business preceding the current business name.
  - e. Litigation
    - i. Identify if your firm is currently involved with any pending litigation or has been involved with any litigation over the past five years.
    - ii. Provide full details regarding the circumstances, including dollar amount of damages, penalties, and settlement payments.
- 4. Financial Resources of the Firm
  - a. Surety – provide certification from the firm’s surety company that the business’s bonding capacity is adequate to construct the proposed project.
  - b. Insurance – provide certificates from your insurance carrier(s) for required coverage for construction services in compliance with the limits stated within this RFQ.
  - c. Provide total construction cost of the last 10 projects completed by your business along with the name and location of each project.
- 5. Proposed Personnel
  - a. Provide an organization chart identifying the lead individual in each role classification. These include, but are not limited to, the following services (if applicable) for the project: Senior Leadership, Project Manager, Pre-Construction Manager, Estimator, Project Superintendent(s), Project Foreman, Office Project Lead/Manager, day-to-day project contact.
  - b. For each service provided above, provide the following resume information:
    - i. Name and role in the project
    - ii. Company
    - iii. Contact information (address, phone, email)
    - iv. Relationship to business (employee, subconsultant, subcontractor, etc.)
    - v. Professional registrations/certifications
    - vi. Years with current firm and total years of experience
    - vii. List of five (5) relevant or similar projects including:
      - Project name and brief scope of services provided.
      - Year completed.
      - Project role
- 6. Project Approach
  - a. Describe your firm’s overall strategy in providing construction services.
  - b. Describe your firm’s typical services and processes in the following project phases:
    - i. Project Cost Estimating
    - ii. Project Scheduling
    - iii. Project Quality
    - iv. Preconstruction/Design
    - v. Bidding/Procurement, including the following:
      - Your process to qualify subcontractors, vendors and suppliers.
      - Your process to manage lead times, product/price volatility and project schedules.

- How your firm considers and develops project bid packages/scopes
  - How your firm evaluates bids, compiles bids and provides bid information to the District.
  - Additional relevant information
- vi. Construction Administration/Project Management, including the following:
- Your process to manage lead times, product/price volatility, and project schedules.
  - Your processes for developing and managing RFIs and Change Orders.
  - Additional relevant information
- vii. Warranties
- viii. Post Construction

## 7. Prior Project Experience & Performance

- a. Provide project information for five (5) recently completed projects of similar scope and/or budget, including following information for each:
- i. Owner name and reference information
  - ii. Location
  - iii. Year completed
  - iv. Type of facility
  - v. Size
  - vi. Firm role
  - vii. Construction contract amount
  - viii. Construction contract change amendments
  - ix. Final construction cost
- b. List and describe three (3) of the most important lessons learned in providing services for each project.
- c. Provide detailed information for each project with respect to the following:
- i. Design schedule – the proposed and actual number of calendar days total for programming, preliminary design and final design.
  - ii. Number of days engaged in services in parallel with the design professional.
  - iii. Construction Schedule – provide the proposed and actual number of calendar days for the following:
    - Date of Construction Commencement
    - Date of Mobilization
    - Date of Substantial Completion
    - Date of Final Completion
  - iv. Post-construction warranty work required.
  - v. Was the client inconvenienced by the delivery dates of any of the services provided?
    - Describe whether any changes to the construction schedule were due to outside factors.
    - Include any additional relevant information on factors that may have impacted the schedule.

8. Safety Record

- a. Identify your firm's Experience Modification Rate (EMR) and safety record for the following years:
  - i. 2023 (to date)
  - ii. 2022
  - iii. 2021
  - iv. 2020
  - v. 2019
- b. Describe your firm's safety program(s), in-field/in-house safety training and any other relevant information regarding safety practices.

9. Current Capacity to Perform

- a. Provide a list of your firm's current contracted projects and the scope of those projects.
- b. Provide a summary of the hours and resources available for the firm and each team member.

10. Compliance with Iowa and Federal Laws

- a. Has your business been cited for failure to comply with local, state or federal law of any nature in the last five (5) years (Yes or No)
  - i. If yes, explain in detail.

**APPENDIX A**  
**PROCESS FOR RECEIPT AND EVALUATION OF QUALIFICATIONS**

The Owner shall receive and evaluate submittal of qualifications for a construction management at risk contract in accordance with the following:

1. Submitted Qualifications shall be sealed and shall not be opened until expiration of the time established for submitting qualifications as set forth in the RFQ.
2. Qualification submittals may be withdrawn at any time prior to acceptance. The Owner shall have the right to reject any and all qualification submissions.
3. The Owner shall evaluate and score each firm's submitted qualification in accordance with criteria in Appendix B of this RFQ. The Owner intends to invite the top three, up to a maximum of five, highest scoring firms to respond to the future Request for Proposal.



**APPENDIX B**  
**CRITERIA AND WEIGHTS FOR EVALUATION OF QUALIFICATIONS**

The selection committee shall evaluate proposals taking into consideration the criteria enumerated below with the maximum total points for evaluation which shall be assigned to each criterion.

<b>Item</b>	<b>Criterion</b>	<b>Highest Possible Points</b>
1	Cover Letter	0
2	Table of Contents	0
3	Firm Information	5
4	Financial Resources	5
5	Proposed Personal	20
6	Project Approach	20
7	Prior Project Experience & Performance	30
8	Safety Record	5
9	Capacity to Perform	10
10	Compliance with Iowa and Federal Laws	5
	<b>Maximum Points Possible</b>	<b>100</b>