

**Valley R-VI School District**  
Caledonia, Missouri

**CONSTRUCTION MANAGER AT-RISK**

**STEP ONE - REQUEST FOR QUALIFICATIONS**

NOTICE

Valley R-VI School District in Caledonia, MO ("Owner") will accept qualifications for a construction manager at-risk ("CMaR") in accordance with RSMo § 67.5050, CFR § 200.318 through § 200.327 and as described in the attached request. Qualified organizations ("Respondent") are invited to submit four (4) copies of a formal proposal and one (1) digital copy as described herein.

**SUBMITTALS SHALL BE LABELED**

"QUALIFICATIONS-CONSTRUCTION MANAGER AT-RISK"

**ADDRESSED TO:**

Valley R-VI School District  
Attn: Mr. Jason Samples  
#1 Viking Drive  
Caledonia, MO 63631

**SUBMITTALS MUST BE RECEIVED BY:**

9:00am, Monday, May 2<sup>nd</sup>, 2024

**QUESTIONS MAY BE DIRECTED TO:**

Mr. Jason Samples  
[jason.samples@valley.k12.mo.us](mailto:jason.samples@valley.k12.mo.us)

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**INTRODUCTION AND PURPOSE**

The Owner is requesting qualifications from firms to provide a full range of services as Construction Manager at-Risk (CMaR) during the planning, design, and construction phases for projects associated with the 2024 Proposition S Bond Issue. The Owner has retained a design firm, incite Design Studio (iDS) and their consultant team to provide architectural and engineering related services, and the CMaR will be required to work with the Owner and design team during the planning phase, construction documentation phases, and the construction process.

This Request for Qualifications (RFQ) is the first step in a two-step competitive process by which the Owner will engage a CMaR firm to provide Construction Management services. Step one will consist of a request for qualifications, review of those qualifications, and selection of a short list of firms who will proceed to step two. Respondents are not to include any information related to fees, costs, or price information in response to the RFQ. The RFP process for selection of a CMaR will be issued in and conducted in accordance with RSMo §67.5050 and and CFR § 200.318 through § 200.327.

## SCOPE OF SERVICES

The selected firm shall provide construction manager at-risk services as outlined in the AIA A133-2009 agreement between Owner and CMAR as related to projects associated with the 2024 Proposition S Bond Issue. Potential projects included are:

- A) New service road connecting the existing campuses to Hwy 21.
- B) Secure Vestibule Entrance Addition to the Elementary School.
- C) Perimeter Door Security System at the Elementary School.
- D) New Intercom System at the Elementary School.
- E) New Site Lighting at Front Parking Lot.
- F) Acoustical Separation between Classrooms at the Elementary School.
- G) Electrical Service Upgrade to Main Campus.
- H) Safety Office, Secured Vestibule, Kitchen and Cafeteria Renovations at the Junior High/High School.
- I) Existing Ag & Weight Room Renovation at the Junior High/High School.
- J) Library/Media Center, Art Room, Classroom and Storage Building Addition at the Junior High/High School.
- K) New Intercom System at the Junior High/High School.
- L) Perimeter Door Security System at the Junior High/High School.
- M) Existing Weight Room Canopy Renovation at the Junior High/High School.
- N) HVAC System modifications at the Junior High/High School.
- O) Renovation of the Existing Stage Floor at the Junior High/High School.
- P) Renovation of the Stage Curtains and Rigging at the Junior High/High School.
- Q) Renovation of the Stage Lighting & AV System in the Junior High/High School Gymnasium.
- R) Renovation of the Bleachers and Scoreboard(s) in the Junior High/High School Gymnasium.
- S) Additional projects as determined by the Owner.

The formal qualifications submittal shall contain the following information in the following sequence and format:

- A) Letter of Introduction/Executive Summary
- B) Signed Certification Form
- C) Firm Information:
  - Name of Firm(s)
  - Contact Person (phone, email, etc.)
  - Direct Mailing Address
  - Overview of Firm History
  - Firm Safety and Financial Strength
  - Provide a brief executive summary of the rationale describing why your firm should be selected by the Owner
  - Methodology and practices to be used in managing and executing the project
- D) Firm Experience Profile and References (list project scope, cost information, completion date and contacts with phone number)
  - Listing of all Public School District K-12 Projects located near the Valley R-VI geographical area.
  - Listing of other Missouri Public School District K-12 Projects.
  - Listing of all Construction Manager at Risk Public School District K-12 Projects.
- E) Firm Personnel Profile
  - Experience and Credentials
  - Manager of Services to be assigned to the Owner's Project(s)
  - Support Personnel Overview
  - Firm's experience, methodology, and approach to cost estimating
- F) Specify and be prepared to show proof of the level and type(s) of insurance carried to cover errors and omissions, improper

judgement, or negligence.

- G) Felony Conviction Notification Form
- H) Federal Work Authorization Program (E-Verify) Addendum
- I) Federal Work Authorization Program Affidavit

## SUBMITTING A RESPONSE

In submitting qualifications, the Respondent agrees to provide the services in accordance with the project scope. The response shall follow the outline provided and be concise. Failure to follow instruction may nullify response from consideration. To be considered for selection, Respondents should clearly limit responses to the specific criteria requested. No joint responses will be accepted by the Owner.

The Deadline for submitting the response shall be in accordance with the notice. Submittals received after this date will not be considered. Telephone, facsimile, or electronic delivery of submittals will not be considered. The Owner is not responsible for lateness or non-delivery by the United States Postal Service or other carriers to the Owner. The time and date recorded by the Owner shall be the official time of receipt. Submittals are to be prepared at no cost to the Owner and will remain the Owner's property.

Ownership of all data, materials, and documentation originated and prepared for the Owner pursuant to the RFP shall belong exclusively to the Owner and be subject to public inspection in accordance with the Missouri Sunshine Law.

## SELECTION CRITERIA

Respondent's qualifications will be evaluated on the following criteria:

- |   |                        |
|---|------------------------|
| 1) <b>Respondents overall experience with:</b>  | <b>30 Points Total</b> |
| a. Public School District K-12 Construction projects of similar size near the Valley R-VI Area.         | 10 points              |
| b. Public School District K-12 Facilities built as conventional construction projects.                  | 10 points              |
| c. Public School District K-12 Construction Projects built as a Construction Manager                    | 10 points              |
| 2) <b>References:</b>   | <b>20 Points</b>       |
| a. Project types listed above   | 20 points              |
| 3) <b>Proposed Team assigned to the Project:</b>  | <b>15 Points</b>       |
| a. Experience of individuals of the proposed Project Team   | 10 points              |
| b. Proposed Project Team's experience as a team on previous projects                                    | 5 points               |
| 4) <b>The methodology and practices to be used by Respondent in managing and executing the project.</b> | <b>10 Points</b>       |
| 5) <b>The experience, methodology, and approach to cost estimating</b>                                  | <b>15 Points</b>       |
| 6) <b>Proximity to and familiarity with the geographical area in which the project is located</b>       | <b>5 Points</b>        |
| a. Include experience with local subcontractor firms that the Respondent has worked with in the past.   |                        |
| 7) <b>Respondent's Safety Record and Financial Strength.</b>  | <b>5 Points</b>        |
| <b>Total Step One Points Available</b>  | <b>100 Points</b>      |

Proposals will be evaluated to determine which firm best meets the needs of the Owner.

**Under no circumstances should your qualification submittal include any proposal of fees, costs, or prices.**

## REVIEW PROCESS

Following the deadline, the selection committee shall evaluate the qualifications. The period of evaluation of qualifications may be extended. Firms will be evaluated according to their response to the RFQ.

## CONTRACT NEGOTIATIONS

Only after the submission of responses to RFP's will the Owner attempt to negotiate a contract for the services described in this RFQ solicitation with the most qualified firms. If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next

most qualified firms(s). The process will continue until an agreement is reached.

### **TIMELINE – CMAr SELECTION**

The timeline listed below is the Owner's estimation of time required to complete the selection process. All efforts shall be made to abide by this schedule; however, it is subject to change if necessary.

Issuance of Request for Qualifications	Thursday, April 15 <sup>th</sup> , 2024
Advertisement of Request for Qualifications	Thursday, April 18 <sup>th</sup> & 25 <sup>th</sup> , 2024
Request for Qualification Submittals Due	Thursday, May 2 <sup>nd</sup> , 2024, <b>9:00am</b>
Submittal Review/Notification of Firms Selected to Submit RFP	Friday, May 3 <sup>rd</sup> , 2024
Request for Proposals Due for Short Listed firms	Wednesday, May 8 <sup>th</sup> , 2024, <b>4:00pm</b>
Interviews for Short Listed firms	Thursday, May 9 <sup>th</sup> , 2024, <b>5:30pm</b>
Contract Approval	Thursday, May 16 <sup>th</sup> , 2024
Notification of Apparent Successful Proposer	Friday, May 17 <sup>th</sup> , 2024

Please direct any questions to Mr. Jason Samples.

Communications with Board members and/or other Owner staff in an effort to influence the outcome of the RFQ selection process is prohibited and will result in rejection of the proposal.

### **TIMELINE – PROJECT DESIGN AND CONSTRUCTION**

The timeline below outlines the major milestones of the design process. By submitting a response to this RFQ/RFP and entering into a contract with the Owner, the successful respondent agrees to maintain the following schedule:

CMAr Contract Approved	Thursday, May 16 <sup>th</sup> , 2024
Construction Duration (Anticipated)	Spring 2025 – Summer 2027
- (Actual durations and schedule to be determined by CMAr and agreed to by Owner and design team)	

**CERTIFICATION FORM**

The Owner reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal deemed most advantageous to the Owner.

The undersigned certifies that he/she has the authority to bind the company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below. Respondent is required to complete, sign and return this form with the proposal.

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Company Name: Authorized Person (Print):

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Address: Signature:

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City/State/Zip: Title:

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Telephone: Date:

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Email: Entity Type/Tax ID:

**FELONY CONVICTION NOTIFICATION**

The person or business entity that enters into an agreement with Owner must advance notice to the Owner if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The Owner may terminate this agreement with a person or business entity if the Owner determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The Owner will compensate the person or business entity for services performed before the termination of the agreement.

By submitting this offer and signing this certificate, this bidder:

- 1) Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- 2) Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and vendor agrees to share this information with the Owner upon request.

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor E-mail Address: \_\_\_\_\_

Vendor Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorized Company Official's Name: \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_

Date: \_\_\_\_\_

**FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

I, \_\_\_\_\_ being of legal age and having been duly sworn upon my oath and state the following facts are true:

- 1) I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
- 2) I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
- 3) Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the Owner, to the extent allowed by E-Verify.
- 4) Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the Owner.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)

For: \_\_\_\_\_ (company name)

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: