



November 28, 2022

Request for Qualification (RFQ) for Construction Manager at Risk

Sheldon Community School District
Pre- Referendum and Construction Management

To Whom It May Concern,

The Sheldon Community School District is seeking submissions for statements of qualifications for Construction Manager at Risk (CMaR) for the above project. The district invites those qualified firms to submit their statement of qualifications for completing the items described under the project description and scope of work. Submissions shall cover all requirements as described in this request for qualifications.

The purpose of this request is to obtain statements of qualifications from construction management firms. The School Board has been working through district-wide long-range facilities planning. It is expected that the construction manager will play an integral role in this effort.

The CM will work with CMBA Architects to provide input and analysis on total project cost, sequencing, and constructability issues during the planning phase. The selected Construction Management firm should be prepared to provide additional services to support the district's public information effort prior to any public meeting or referendum.

Before considering submission of qualifications, please understand that at this point, the Board has not finalized a facilities referendum scope and cost. However, the Board is working towards a referendum. For additional description of the anticipated scope of construction management services see attached supporting documents.

After evaluation of the RFQs, the district will release the Request for Proposals (RFP) to 3-5 qualified firms.

Respectfully,

A handwritten signature in blue ink, appearing to read 'LBB', followed by a horizontal line.

Lee Beukelman
Registered Architect

Project Description and Background

Sheldon Community School District serves approximately 1,100 students from the surrounding areas. The district consists of 4 attendance centers which total over 258,000 square feet, spread out over nearly 80 acres of property. Aside from school facilities, the land also hosts athletic fields for football, baseball, and softball, tennis courts, and playgrounds.

Currently the district is working with CMBA Architects and EDA Engineering to complete a district facility assessment and master plan. During the assessment the facilities were assessed from a conditions, capacity, and curriculum viewpoint. With all facilities needing efforts to some degree, it became most apparent that the current high school is highest priority as summarized below:

Conditions:

The current high school facility is most notably in need of new MEP systems. It was discovered that most of these systems, as well as the below grade plumbing, is failing or has failed. In addition, ADA compliance and building security need to be updated.

Capacity:

Overall, the high school is the most crowded facility on the Sheldon CSD campus. This can partially be attributed to undersized classrooms, but other spaces likely affect this measurement more. While the gymnasium itself is large, supplemental spaces such as commons, locker rooms, fitness room, CTE space and wrestling room are significantly undersized.

Curriculum:

Designed in the 1960s, the current facility does not lend itself to 21st century learning and is contributing to the need for space. The lack of collaboration space, hands-on space, variety of classroom sizes, flexible classrooms, and experiential learning spaces was evident while working with the staff.

Full draft report is available upon request.

Based on the above summary, a tentative floor plan has been developed to address the deficiencies. The plan includes renovations to most of their 95,000 square feet facilities by fully renovating the MEP systems and reconfiguring rooms to better align with their needs. In addition to renovations, there are proposed additions totaling approximately 69,000 square feet. Spaces would include the following:

- Additional classrooms
- Stem Room
- Band and Choir rooms
- Family Consumer Science room
- Art Room
- Practice Gym
- Wrestling Room
- District Offices
- Support Space
- New Entrance Features

Attached exhibit shows schematic plan.

Project Schedule

The selection process anticipates the following schedule. This schedule is subject to adjustments.

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|--------------------------------------|---|
| 1. Notice of Intent to engage CMaR | November 10, 2022 |
| 2. Request for Qualification Release | November 28, 2022 |
| 3. RFQ Responses Due | December 12, 2022 @ 10:00am in the high school library |
| 4. Evaluation | December 12 – 16 |
| 5. Request for Proposal | Tentatively Released to pre-qualified firms December 16, 2022 |
| 6. RFP Responses Due | Tentatively December 22, 2022 |
| 7. Interviews | Tentatively week of January 9, 2023 |
| 8. Award | Tentatively week of January 9, 2023 |

Construction Manager at Risk Services

Services to be included but not limited to the following:

1. Pre-construction services
 - a. Pre-bid cost estimating
 - b. Value management
 - c. Scheduling
 - d. Constructability/phasing review
 - e. Recommendations
 - f. Assembly of a Guaranteed Maximum Price (GMP)
2. Bidding phase services
 - a. Modifications to GMP based on requests from the owner and design team
 - b. Solicitation of subcontractor bids
 - c. Scope review meetings with subcontractors to ensure complete bids
3. Construction management services
 - a. Management of documents
 - b. Schedule management
 - c. Distribution of progress reports to the owner and design team
 - d. Quality control
 - e. Safety
 - f. Coordination of Inspections/testing
 - g. Project Accounting
 - h. Owner training and operations/maintenance manuals

Qualification Criteria

This request is only qualification based to determine the firms that will be offered the opportunity to submit their proposed fees and the opportunity to interview. In accordance with Iowa state law, the district will select the firm's proposal submission that offers the best value based on the criteria listed below and the school district's ranking of each firm as it relates to the selection criteria. Responses shall be provided on standard letter size pages and shall be limited to 30 pages total maximum (cover and back page not included).

1. Firm Profile & Background
2. Applicable Project Experience, Qualifications, References
3. Project Team and Company Structure
4. Proposed Delivery Method & Management Process
5. Safety Record & Internal Safety Program

Qualification Criteria Descriptions

1. Firm Profile & Background
 - a. Firm's name and primary location along with any branch offices or locations. Include a summary of the history of the firm and identify the office location that would be responsible for the proposed projects.
 - b. Estimated volume of completed construction projects in the last 10 years including the role of the firm in the projects.
 - c. List of previous litigation filed by or against the firm in the last 10 years. Include a brief description of the situation and the outcome of the litigation proceedings.
 - d. Provide your insurance coverage information.

2. Applicable Project Experience, Qualifications, References
 - a. List of at least five (5) pre-K through 12th grade projects of similar size, scope and phasing to that of the upcoming projects.
 - b. Project information shall include the following but not limited to:
 - i. Name of project and local address
 - ii. Owner representative Contact information to be used as a reference
 - iii. Design team representative contact information
 - iv. Project description including applicable information to this RFQ
 - v. Final project cost including percentage of change orders of the total project cost
 - vi. Total duration of the project including the stages of the project the firm was involved in (ie pre-construction, construction, close out, etc.)
 - vii. Key firm team members on the project
 - viii. Description and dollar amount of self-performed work

3. Project Team and Company Structure
 - a. List of personnel for the project team including all phases of the CMaR scope of work
 - b. Experience and qualifications of the specific personnel

4. Proposed Delivery Method & Management Process
 - a. How will your firm approach quality control of the subcontractor's workmanship?
 - b. How will your firm ensure that the projects will remain within the project budget?
 - c. How will your firm communicate with the owner during the process?
 - d. How will your firm ensure that the projects will remain on schedule?

5. Safety Record & Internal Safety Program
 - a. Provide a brief description of the company's safety history
 - b. How does your firm actively approach safety in the workplace?
 - c. How does your firm ensure the safety of the building occupants around an active construction area in a building that is partially occupied?

Selection Criteria

The final selection of the CMaR firm will be based on the following:

1. Completeness, organization, and clarity of the response to this RFQ in addressing each of the criteria listed.
2. Previous experiences of the firm as well as the experiences of its proposed team for the project.
3. Previous success in delivering projects on time and within budget.
4. Availability of the listed team members to execute the requirements of the project.
5. Relevant references from both the applicable projects and any others provided.
6. Firm's applicable differentiators from other firms.
7. Other relevant criteria as determined by the school district.

RFQ Response Instructions

Submissions to the RFQ shall be in electronic form (PDF) via email, flash drive, or digital download and (8) eight hard copies delivered to the district office. Electronic submittals shall be combined into a single PDF file and delivered to the design team representative. The file name shall include the project name and the submitting firm's name.

Hard copy responses shall be directed to the owner's representative.

Cory Myer – Superintendent
Sheldon Community School
1700 E 4th St.
Sheldon, IA 51201
cory.myer@sheldonschools.com

Questions and electronic submissions shall be submitted by email to the design team representative listed below.

Design Team Representative:
Lee Beukelman
CMBA Architects
712-274-2933
Beukelman.l@cmbaarchitects.com

The school district reserves the right to reject submissions that are either incomplete or received after December 12, 2022, at 10:00am. Qualifying submissions will be opened publicly and read aloud directly following the due date/time. The district will then invite 3-5 qualified firms to respond to a Request for Proposal (RFP), in which the district intends to interview and enter a guaranteed maximum price contract with the selected firm.