

# **Request For Qualifications**

## **Design & Construction Administration Services for Iberia R-V School District**

The Iberia R-V School District in Iberia, Missouri is soliciting qualifications for Design & Construction Administration (Construction Management) services to be executed during the planning, design, and construction of proposed facility improvements throughout the district. These improvements will include, but not be limited to, assorted remodels/upgrades and assorted groundwork projects.

The Designer/Construction Administrator (aka. District's Representative) is expected to provide a full range of pre-construction and construction phase services. Qualified firms should respond with three copies of a written proposal to include the following information:

1. Construction administration approach and proposed services.
2. Key personnel of the firm and their educational background, experience, and qualifications.
3. List experience with respect to educational projects where full construction administration services were provided.
4. Educational design experience and in-house capabilities of design services are desired by the District.
5. Past record of performance of the firm regarding quality of work, ability to work within budget constraints, ability to meet schedules, and follow-up on building problems after substantial completion.
6. Information about the company.
7. References from a minimum of three or more public school districts for whom design & construction administration has been performed where pre-construction design services were provided and work packages were bid to trade contractors within the last three years.
8. A minimum of three financial references.

All submissions are to be sent to the attention of the Superintendent of Schools, Iberia R-V, 201 Pemberton Drive, Iberia, MO 65486 and must be received by 4:00 p.m. CST, August 18, 2023.

The District has the right to accept or reject any or all proposals and to waive any informality in the review process.

## **PROJECT SCOPE**

Facility enhancements are to be funded by district funds and include assorted remodels and upgrades and assorted groundwork projects.

The following specific services are to be provided by the Design & Construction Administration Firm (District Representative):

### **Pre-Construction Services:**

- Identify project goals with District Administration
- Develop conceptual estimates for project components
- Develop design and construction documentation
- Develop perspective bidders list and obtain well-defined bids
- Develop bid packages for specific projects
- Review, qualify bids and recommend contract award
- Negotiate contract with selected subcontractor, including predetermined labor rates and markups
- Issue AIA contracts on behalf of district

### **Construction Services:**

The following activities are to be provided in conjunction with and at the direction of District Administration:

- Coordinate design review and submittal process
- Provide on-site supervision of installation
- Document and coordinate testing and inspections
- Conduct project coordination meetings

### **Post Construction Services:**

- Prepare punch lists for all subcontractors
- Coordinate and implement project close out procedures
- Receive and deliver warranties and guarantee certificates
- Receive and deliver as-built record drawings
- Coordinate warranty action items with contractors and suppliers

## **RFQ SUBMISSION EVALUATION**

Initial screening of all proposals shall be evaluated by a team of District and/or Board of Education representatives. The evaluation team may conduct phone or in-person interviews with finalists to clarify information provided in the proposals. Following this evaluation, the committee will make a recommendation and the Board will select a Qualified Provider and issue a Letter of Intent to proceed. The District reserves the right to reject any and all proposals in whole or in part and/or not select a proposer. This RFQ does not commit District to award a contract, to pay any costs incurred by any proposer in preparing a proposal, to procure or contract any services or to adhere to any predetermined schedule or timelines of events.

## **PROPRIETARY INFORMATION**

If a proposal includes any proprietary data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will be used by the District solely for the purposes of evaluating proposals and conducting contract negotiations, provided all proposers understand and acknowledge that proposals made in response to this RFQ may become matters of public record pursuant to Missouri law applicable to public entities and proposers shall be deemed fully aware of that possibility upon submission of a proposal.

## **MODIFICATION OR WITHDRAWAL OF PROPOSAL**

Any proposal may be withdrawn or modified by written request of the respondent, provided such request is received by the District at the above address prior to the date and time set for receipt of proposals.

## **RIGHT TO REJECT**

In submitting this proposal, it is understood by the respondent that the right is reserved by District to accept any proposal, to reject any and all proposals as non-responsive and to waive any irregularities or informalities when to do so is in the best interest of the District.

## **COST OF PROPOSAL PREPARATION**

The cost of preparing a response to this RFQ will not be reimbursed by the District.