



**Monett R-1 School District**

**REQUEST FOR QUALIFICATIONS  
for CONSTRUCTION MANAGER AT-RISK SERVICES  
for a proposed  
NEW MIDDLE SCHOOL**

**NOTICE:**

The Monett R-1 School District (“District”) will accept qualifications for a Construction Manager At-Risk in accordance with RSMO § 67.5050.1 and as described in the attached request. Qualified organizations (“Respondent”) are invited to submit three (3) hard copies and one (1) digital copy of a formal qualifications statement as described herein.

**Qualifications Statement shall be labeled:**

**“QUALIFICATIONS – CONSTRUCTION MANAGER AT-RISK”**

**and addressed to:**

**Attn: Mr. Russ Moreland, Superintendent  
Monett R-1 School District  
900 E. Scott St.  
Monett, MO 65708  
417.235.7422**

**Qualifications Statements must be received by:  
2:00 p.m., Wednesday, August 19, 2020**

**Questions should be directed to:  
Sapp Design Architects**

417.877.9600

Pam Haldiman, Senior Project Manager ([haldiman@sdaarchitects.com](mailto:haldiman@sdaarchitects.com))

and

Bonnie Crawford, Project Architect ([crawford@sdaarchitects.com](mailto:crawford@sdaarchitects.com))

## CERTIFICATION FORM

### REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGER AT-RISK

The Monett R-1 School District ("District") will accept qualifications for a Construction Manager At-Risk in accordance with RSMO § 67.5050.1 and as described in the attached request. Qualified organizations ("Respondent") are invited to submit three (3) hard copies and one (1) digital copy of a formal qualifications statement as described herein.

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The District reserves the right to reject any and all Qualification Statements, to waive technicalities, and to select the response deemed most advantageous to the District.

The undersigned certifies that he/she has the authority to bind the company in an agreement to supply the services 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 Qualification Statement.

_____ Company Name	_____ Authorized Person (Print)
_____ Address	_____ Signature
_____ City/State/Zip	_____ Title
_____ Telephone Number	_____ Date
_____ Fax Number	_____ Tax ID Number
_____ E-mail	_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)

## PART 1: INTRODUCTION AND PROCESS

### 1. PURPOSE

The District is requesting qualifications from firms to provide a full range of services as Construction Manager At-Risk ("CMR") during the planning, design, renovation, and construction of school facilities described below. The District will retain Sapp Design Architects ("Architect") to provide all design services, and the CMR will be required to work with the District and the Architect during the planning phase, construction document preparation, and the construction process.

This Request for Qualifications ("RFQ") is the first step in a two-step competitive process by which the District will engage a CMR firm to provide construction management services. Step one will consist of a request for qualifications, review of qualifications, and selection of a short list of firms who will receive a Request for Proposals ("RFP") and invitation to interview. **Respondents are not to include fees, costs, or price information in response to the RFQ.** Responses to the Request for Qualifications will be due by 2:00 p.m., Wednesday, August 19, 2020 at the Central Administration Offices at 900 E. Scott St., Monett, MO 65708.

Step two will consist of a short list of firms asked to interview and submit cost proposals in response to the District's RFP. The District will interview at least two firms that provide cost proposals before selecting a CMR. Interviews will take place on the evenings of Tuesday, September 8, 2020 and Thursday, September 10, 2020 at the Central Administration Offices at 900 E. Scott St., Monett, MO 65708. Times to be determined.

**Respondents selected by the District to provide a subsequent response to the Request for Proposal will be notified on Monday, August 31, 2020 and provided with a copy of the RFP. Responses to the RFP must be submitted by 2:00 p.m. September 8, 2020.**

Ownership of all data, materials, and documentation originated and prepared for the District pursuant to the RFQ shall belong exclusively to the District and will be part of the public record. Names and addresses of all firms submitting Qualification Statements will be publicly read aloud at a forthcoming board meeting.

The District intends to enter into an AIA Document A133-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price. The General Conditions will be AIA Document A201-2017, General Conditions of the Contract for Construction, and Supplementary General Conditions as provided by the District and the Architect. Any amendments to the General Conditions and Supplementary General Conditions shall be identified in a separate document. Terms of this Contract will be negotiated later. All contractual agreements shall be subject to, governed by, and construed according to the laws of this State of Missouri. Documentation of compliance will be required prior to contracting with the District.

The board will have discretion to disqualify any firm that, in the board's opinion, lacks the minimal qualifications required to perform the work. The score on fees shall not account for more than 60% of the total possible score in this qualification-based selection process, with qualifications accounting for a minimum of 40% of the total scoring.

The selection committee will select the firm providing the best value based on the proposal criteria. The selection committee will proceed to negotiate with and attempt to enter into a contract with the firm receiving the best total score to serve as the construction manager at-risk for the project. Should the selection committee be unable to negotiate a satisfactory contract with the firm scoring the best total score, negotiations with that firm will be terminated, and the committee will undertake negotiations with the firm with the next best total score. The District reserves the right to reject any or all responses, to waive any minor informality or irregularity in any response, and to select the response deemed most advantageous to the District.

### 2. PROJECT DESCRIPTION

The selected firm shall provide Construction Manager At-Risk services related to pre-construction and construction services for a New Middle School and District Security Improvements.

The New Monett Middle School is anticipated to be an approximately 78,000 square foot, stand-alone, educational facility in Monett, Missouri, housing 6th through 8th grade students. It will be located on the existing High School campus, adjacent to the Scott Regional Technology Center. The site is approximately 73.5 acres, with the new facility occupying a fraction of that. The sitework includes additions to the existing drive lanes and parking lots, stormwater improvements, and new entrance(s) on 17th Street.

The New Middle School represents Phase 1 of the District Master Plan completed in January. Future phases will convert the New Middle School into a High School facility with additions and renovations, at which time the existing High School will be converted to a Middle School. The District is currently considering both single- and two-story design options for Phase 1.

The Monett R-1 School District is currently in the process of applying for a FEMA HMGP grant for a 4,900 square foot tornado safe room. If approved, the safe room would be constructed on this campus and connected to the New Middle School. It will consist of a Band/Music Classroom and auxiliary spaces. The area of the safe room is included in the total area listed above. At this time, the status of grant is unknown and may not allow the safe room to be constructed as part of this contract; therefore, this work may be bid separately.

To the extent funds are available, this work will also include security improvements to the following campuses:

- Central Park Elementary School
- Monett Intermediate School
- Monett High School

### 3. PROJECT TIMETABLE

The timeline listed below is the District’s estimation of time. All efforts shall be made to abide by this schedule. However, it is subject to change if necessary.

Publish first notification the Request for Qualifications	August 5, 2020
Publish second notification of the Request for Qualifications	August 12, 2020
Statement of Qualifications due	August 19, 2020 at 2:00 p.m.
Notification of Firms Asked to Submit Request for Proposal	August 31, 2020
Response to Request for Proposal due	September 8, 2020 at 2:00 p.m.
Interviews conducted, times to be determined	September 8 and 10, 2020
Administration seeks approval by Board of Education	September 17, 2020
Anticipated Preconstruction Start Date	October 1, 2020
Anticipated Construction Start Date	TBD
Anticipated Construction Completion Date	TBD

### 4. SELECTION CRITERIA AND QUALIFICATIONS

Respondent shall provide three (3) hard copies and one (1) digital copy of the Qualifications Statement. Qualifications will be evaluated on the following criteria and responses should appear in the order listed below. Provide a maximum of 25 pages.

1. Title page.
2. Single page executive summary of firm profile including contact information, mailing address, overview of firm history, and why your firm should be selected, signed by an officer of the company whose title is shown.
3. Table of Contents.
4. Experience: Prioritizing CMR project delivery and K-12 educational facilities, include project information for projects of similar size and scope. For each project listed, provide the following information:

- a. List the project name, location, general description of the project, completion date, contract amount (GMP amount), and type of project delivery services provided (CMR, CMA, Design-Build, General Contractor).
  - b. For at least three (3) education projects, submit Owner and Architect references, including phone numbers and email addresses.
  - c. List your firm's record of cost performance. (Construction cost estimate versus construction contract bid amounts as well as contract award versus final construction cost). Provide explanation of cost deviation.
  - d. List your firm's record of schedule performance. (List original schedule versus final completion date). Provide explanation of schedule deviation.
5. Services: Describe your company's approach to services in the following areas:
- a. Pre-Construction: Provide a summary of the firm's methodology and practices that will be utilized in managing and executing this project in the Pre-Construction phase, including cost estimating capabilities and scheduling techniques. Describe how your firm will interact with the design consultants including integration of an individual into the design team's structure to provide input and support during design. Provide a detailed list of all pre-construction services that your firm will provide. Note unique management strategies, services, and value that your firm will bring to the project. Describe the critical pre-construction issues anticipated for this project.
  - b. Describe your subcontractor qualification process. Describe how your firm will develop and solicit Supplier Diversity participation on this project.
  - c. Construction: Provide a summary of the firm's methodology and practices that will be utilized in managing and executing this project in the Construction phase. Describe your approach to performing quality assurance/quality control during construction. Describe your approach to controlling the project construction budget and schedule. Include a detailed list of all construction phase services that your firm will provide. Describe your ability and desire to self-perform work on this project. List the critical construction issues that need to be addressed for this project to be successful.
  - d. Describe your approach to achieving project close-out (commissioning, punch-list completion, and warranty work). Describe how your firm will update the Owner and the Architect of close-out phase progress and manage warranty work required typically for one year following substantial completion.
6. Public Owner Process: Explain extent of experience with government contract construction, including work with organized labor and adherence to prevailing wage requirements. In addition, and pursuant to RSMo Sec. 292.675, acknowledge that the CMR understands that contractors shall provide a ten-hour OSHA Construction Safety Program for its on-site employees which includes a course in construction safety and health approved by OSHA, or a similar program approved by the Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. All of contractor's and sub-contractor's on-site employees shall complete the program within sixty days of the date they begin work on the project.
7. Key Personnel Qualifications
- a. Provide a brief resume for each key person that will be assigned to this project. At a minimum, provide resumes for the Project Manager, Superintendent, and Estimator, for both the Pre-Construction and Construction phases, if different personnel will be utilized. Identify the Team Leader. Include their name and title; location; project assignment; total years of construction experience; years of experience with CMR; years of experience with your firm; education including degree(s), year, and discipline; active registrations and licenses, including the number and State; other qualifications and experience.
  - b. Describe the specific role performed on each project listed in the resume, highlighting projects of similar size and scope where the person's role was similar to their role on work proposed by the District.
  - c. Provide additional resumes of alternate personnel and the firm's capacity to substitute key positions in the event of unavoidable personnel changes.
8. Organization: Provide diagrams or charts describing the firm's general organization, as well as the organization of key personnel for this project, as described above, and their degree of involvement for the various phases of service through the process, including the relationship with the Owner and Architect
9. Safety Program: Provide a summary description of your safety program including the following information:
- a. Sample documentation/forms.
  - b. Summary description of your safety program implementation plan, including assigned personnel and the percentage of their time that is typically allocated to a project.

- c. Provide your safety record and worker's compensation insurance experience modification rate and incident rate for the last 3 years.
10. Proximity to and familiarity with the geographical area in which the project shall be located. Provide the location of your nearest office and the number of Southwest Missouri employees.
11. Respondent's financial strength as demonstrated through qualifying reference checks for bank, bonding agent, and financial services auditing firm. Financial Statements are not required at this time. However the Owner reserves the right to request such information should it deem necessary, and/or to request/require such information as part of the **step two** proposal process.
  - a. Provide names and contact information for each category indicated.
12. Awards: Provide any notable awards and certifications.
13. Provide completed and signed Work Authorization Affidavit (page 9 of this RFQ).
14. Provide completed and signed Certification Form (page 2 of this RFQ).

**Under no circumstance should your qualifications include any proposals of fees, costs, or prices.**

The Qualification Statement shall follow the Selection Criteria and Qualifications outlined above and be concise. Failure to follow instructions may nullify the response from consideration. To be considered for selection, respondents should clearly limit responses to the specific criteria in the order listed.

Statements received after the deadline date and time will not be considered. The District is not responsible for lateness or non-delivery by the United States Postal Service or other carrier to the District. The time and date recorded by the District shall be the official time of receipt. Proposals are to be prepared at no cost to the District and will remain the District's property. All costs incurred in the preparation of the response to this RFQ shall be the sole responsibility of the respondent.

Monett R-1 School District and Sapp Design Architects will review all RFQ submittals that are submitted in accordance with the advertised terms. The information submitted will be evaluated against the following criteria:

1. The specialized experience and technical competence of the firm with respect to the services described herein, and with similar size and types of projects.
2. Owner and Architect references.
3. Demonstration of qualifications of personnel who are assigned to manage the project.
4. The past record of performance of the firm with respect to such factors as estimating, scheduling, cost controls, bid management, job site management, workplace safety, and status reporting.
5. Submittal of annual report and three (3) financial references.
6. The responsiveness to the criteria and information requested in the RFQ with respect to clarity, completeness, accuracy, and ease of comprehension for the reviewers.

A Selection Team will evaluate and rank each submittal and select, based solely on qualifications, a minimum of two CMRs to submit additional information via RFP, due at the time of the interview, including a proposed fee and price for fulfilling the general conditions, preconstruction services and fee for overhead & profit. Fee proposals will not be opened until after the interview scoring is complete.

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

## 5. CONTRACT NEGOTIATIONS

Only after the submission of responses to requests for proposals, part two of the process, will the District attempt to negotiate and 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 firm(s). This process will continue until an agreement is reached.

## Notice and Instructions to Bidders/Vendors

### Sections 285.525 – 285.550 R.S.Mo – Effective January 1, 2009

Effective January 1, 2009 and pursuant to the State of Missouri's RSMo 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., Monett R-1 School District) to a business entity..., the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. (RSMo 285.530 (2))

Monett R-1 School District, Monett, MO will require the CMR to comply with State of Missouri Statute R.S.Mo 285.525 – 285.550.

Required Affidavit for Contracts over \$5,000.00 (US) – Effective 1-1-2009, Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

1. that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services and
2. that company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Copy of the affidavit is attached.

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program, e.g. electronic signature page from E-Verify Program's Memo of Understanding (MOU).

Monett R-1 School District encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type program. Information regarding E-Verify is available at [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm) or by calling 888-464-4218.

**AFFIDAVIT OF COMPLIANCE WITH SECTION 285.530 R.S.Mo  
FOR ANY PUBLIC WORKS PROJECT CONTRACT  
Effective August 28, 2009**

STATE OF MISSOURI )  
 ) ss  
COUNTY OF \_\_\_\_\_)

As used in this Affidavit, the following terms shall have the following meanings:

- EMPLOYEE: Any person performing work or service of any kind for hire within the State of Missouri.
- FEDERAL WORK AUTHORIZATION PROGRAM: Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.
- KNOWINGLY: A person acts knowingly or with knowledge,
  - a) with respect to a person’s conduct or to attendant circumstances when the person is aware of the nature of the person’s conduct or that those circumstances exist; or
  - b) with respect to a result of the person’s conduct when the person is aware that the person’s conduct is practically certain to cause that result.
- UNAUTHORIZED ALIEN: An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_, State of \_\_\_\_\_, personally appeared \_\_\_\_\_ (name), who, being duly sworn, states on his oath or affirmation as follows:

- (1) My name is \_\_\_\_\_ and I am currently the President of \_\_\_\_\_ (hereinafter “Contractor”), whose business address is \_\_\_\_\_, and I am authorized to make this Affidavit.
- (2) I am of sound mind and capable of making this Affidavit and am personally acquainted with the facts stated herein.
- (3) Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and State Fair Community College.
- (4) Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.
- (5) Attached hereto is documentation affirming Contractor’s enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Further, Affiant sayeth not.

\_\_\_\_\_  
Signature of Affiant

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_