

# REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSTRUCTION MANAGER AT RISK

Re: Decorah Community School District  
Bond Referendum: New PK-2 Elementary School

Superintendent of Schools: Tim Cronin  
Lead Design Professional: Nick Hildebrandt, AIA (Emergent Architecture)

The Decorah Community School District is seeking submissions for Statements of Qualifications (SOQ) for Construction Manager at Risk (CMaR) services for the above project. The Scope of the Work will involve limited pre-bond services, pre-construction services, and construction phase services, with the intended form of contract for the project being AIA Document A133-2019 (GMP), with AIA Document A201-2017, General Conditions of the Contract for Construction. Any objections to such a basis for the form of agreement should be articulated in submission made in response to this RFQ. The District invites those qualified firms to submit their Statement of Qualifications for completing the items described under the following project description. Submissions shall cover all requirements as described in this request for qualifications.

## **Project Descriptions and Background**

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The Board of Education of the Decorah Community School District (District) teamed with Emergent Architecture to begin planning a new elementary school facility. The Design Team process for the planning includes Facility Committee collaboration, Administration team collaboration, and Community engagement.

The new elementary school will be located at 101 Claiborne Drive in Decorah, Iowa. The District is hopeful to rely on General Obligation Bonding to fund the project. The bond vote will take place on November 5<sup>th</sup>, 2024 at which time the voters of Decorah CSD will be asked to approve a referendum to be used to fund the project.

Bond Referendum: New PK-2 Elementary School (scope below assumes successful bond) (appx. value \$38M)

- The proposed new elementary school will be designed to accommodate 5 sections per grade level of Pre-Kindergarten through Second Grades, with areas for Administration, Commons, Gymnasium, flexible spaces, etc. The facility is estimated to be approximately 90,000 square feet with a roughly 75,000 sf footprint and 25,000 sf on a second floor, plus outdoor spaces. Site improvements include extension of the parking area currently north of the existing building, along with a new bus drive and parking area at the southwest corner of the site. Additional scope includes the demolition of the existing elementary school building once the new school is placed into service, and construction of 6 new tennis courts with some viewing area, lighting, etc. for competition events and community use.
- Design of this work is to be planned to be completed and issued in the fall of 2025.

Location: 101 Claiborne Dr, Decorah, Iowa

## **Construction Manager at Risk Services**

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Construction Manager at Risk services shall include:

1. Pre-bond services
  - a. General project schedule for completion dates or possible phasing
  - b. Initial constructability review of schematic plan
  - c. Preliminary cost estimate
  - d. Attend up to 3 public meetings
  - e. Collaborate with Owner, Design Team and Marketing Strategists to assist in bond referendum support.
2. Pre-construction services (assuming bond is successful)
  - a. Pre-bid cost estimating at SD, DD, and CD phases
    - i. Detailed cost estimates with material/itemized take-offs at completion of DD with updates following any subsequent scope changes up to bidding.
  - b. Value management while maintaining design intent
  - c. Scheduling
  - d. Constructability/phasing review
  - e. Recommendations while maintaining design intent
  - f. Division 00 and 01 specifications
3. Bidding phase services
  - a. Compilation of bid packages from the Design Team projected drawings and specifications
  - b. Assembly of a Guaranteed Maximum Price (GMP)
  - c. Modifications to GMP based on requests from the Owner and Design Team
  - d. Assistance in the solicitation of subcontractor bids
  - e. Scope review meetings with subcontractors to ensure complete bids
4. Construction management services
  - a. Management of documents
  - b. Schedule management
  - c. Distribution of progress reports to the owner and Design Team
  - d. Site collaboration for changes while maintaining design intent
  - e. Quality control
  - f. Safety
  - g. Inspections/testing
  - h. Accounting
  - i. Owner training and operations/maintenance manuals

NOTE: The Work of each bid package will be competitively bid per the state of Iowa's public bidding process. It is allowable by law for the CMaR to bid on the project scope and self-perform work.

## Tentative Schedule

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

- 06/17/24 Public Notice of Request for Qualifications
- 07/01/24 Issuance of Request for Qualifications
- 07/08/24 RFQ Questions Due
- 07/10/24 RFQ Question Responses issued
- 07/15/24 3:00pm Statements of Qualifications Due/Opened Publicly
- 07/16/24-07/22/24 Evaluation of SOQs Received
- 07/22/24 Issuance of Request for Proposals and Interview Times
- 07/29/24 RFP Questions Due
- 07/31/24 RFP Question Responses issued
- 08/05/24 3:00pm Proposals Due
- 08/06/24-08/09/24 Interviews Conducted, if necessary
- 08/12/24 School Board Selection of CMaR

## Qualifications

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This initial request is only qualification-based to determine the firms that will be offered the opportunity to submit their proposed fees for the project. In accordance with Iowa state law, the school 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.

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

### Section 1 – Firm Profile & Background

- Firm's name and primary location along with any branch offices or locations. Identify the office location that will be responsible for the proposed projects.
- Summary of the history of the firm and areas of specialization.
- Estimated volume of completed construction projects in the last 3 years including the role of the firm in each project.
- Discuss your firm's financial stability including bonding capabilities and current backlog of work.
- Provide your insurance coverage information.
- 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.

### Section 2 - Applicable Project Experience, Qualifications, & References

- Examples of at least four (4) Pre-K through 12<sup>th</sup> grade educational projects (public or private) of similar size, scope, and phasing to that of this request to demonstrate qualifications, including the following for each project:
  - Name of project, Owner, Designer, project start date;
  - Owner representative's contact information;
  - Design Team representative's contact information;
  - Project description including applicable information to this RFQ;
  - Initial project budget and final project cost including percentage of change orders of the total project cost (include reasoning for variation from project budget to final cost, if any);

- Indicate project delivery schedule, including estimated schedule and actual schedule and date of substantial completion (include reasoning for variation from estimated schedule to actual schedule, if any);
- Key firm team members on the project and their roles;
- Description and dollar amount of self-performed work.
- List of recent projects in which your firm has provided pre-bond services. Detail the services provided. Include images of deliverables your firm has created, if applicable.
- Provide at least four (4) references including contact information for whom comparable work has been performed.
- Evaluation will place precedence on the projects with the most applicable scope of work, and those that are the most recent in time.

### **Section 3 - Project Team and Company Structure**

- List of proposed personnel for the project team including roles on all phases of the CMaR scope of work.
- Indicate which member has key responsibilities during the various project phases and estimated involvement.
  - Indicate availability of proposed personnel to execute the requirements of the projects.
- Brief organization chart of the firm. Indicate the placement of the proposed team members within the organization.
- Relevant experience and qualifications of the proposed personnel and how they will contribute to the success of the projects.
- Discuss your firm's approach to ensuring continuity of the project team throughout the duration of the projects.

### **Section 4 - Proposed Delivery Method & Management Process**

- Describe how your firm will engage with the Design Team and District to work toward a common design goal as a team.
- Detail your firm's approach to bond referendum planning.
- How will your firm communicate with the Owner during the process?
- How will your firm ensure that the projects will remain within the project budget while maintaining the design goals for the project?
  - Detail your firm's approach to cost estimating.
- Project scheduling and organization is a very important metric to the District. What are your specific processes for assembling a project schedule and keeping it up to date?
- How will your firm ensure that the work of all subcontractors will maintain that schedule?
- How will your firm approach quality control of the subcontractor's workmanship?
- How are construction related changes managed during the project?
- Describe how your firm will approach changes due to items indicated on the Design Team's drawings but omitted from a bid package.

### **Section 5 - Safety Record & Internal Safety Program**

- Provide a brief description of the company's safety history with any metrics that differentiate you from other firms.
- Provide a brief description of the company's safety program and how your firm proactively approaches safety concerns and ensures compliance with relevant health and safety regulations.
- 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

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Submissions shall be evaluated and scored based on the following criteria:

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| 1. Completeness of the response to this RFQ in addressing each of the criteria listed.               | 10 pts |
| 2. Previous experiences of the firm as well as the experiences of its proposed team for the project. | 20 pts |
| 3. Previous success in delivering projects on time and within budget.                                | 20 pts |
| 4. Availability of the listed team members to execute the requirements of the project.               | 10 pts |
| 5. Teamwork approach with Owner and Design Team.   | 10 pts |
| 6. Relevant references from both the applicable projects and any others provided.                    | 15 pts |
| 7. Firm's applicable differentiators from other firms.   | 10 pts |
| 8. Other relevant criteria as determined by the school District.                                     | 5 pts  |

Firms scoring at least 80 points will be deemed qualified. Such qualified firms will then be requested to provide a Proposal and may be interviewed. The Decorah Community School District reserves the right to ultimately decide which firms are qualified to submit a proposal in the best interest of the District.

The school District also reserves the right to the following:

- Clarify any errors in the RFQ.
- Modify the selection procedure and criteria to qualify the submissions.
- Waive any deficiencies in any submissions received.
- Reject submissions that are either incomplete or received after the submission deadline.
- Reject all submissions.
- Select a committee to review the submissions and proposals.
- Weight the selection criteria as the District sees fit for this project.

## **RFQ Response Instructions**

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Statements of Qualifications shall be created in electronic format and combined into a single file (PDF) titled “Decorah CSD SOQ for CMaR Services.” All submittals shall be limited to 20 pages (8.5” x 11”) in total length.

Submit all SOQs electronically by email to both the Owner’s Representative and the Design Team Representative by 3:00pm on Monday, July 15, 2024. Include the project title and submitting firm’s name in the email subject.

A virtual opening will take place at 3:05 pm on July 15<sup>th</sup> in which the design team will announce the names of each firm in which a Statement of Qualifications was received. Link for virtual opening:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZmlzMGFhNjYtZWNIzi00YjM5LTkwZDIhMTVkyTlkOWE4MjMy%40thread.v2/0?context=%7b%22Td%22%3a%22606abe1c-69b4-46ea-9db5-2d09c6174e7a%22%2c%22Oid%22%3a%221af3834a-8d33-4ff2-854b-d6abd9d19a43%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmlzMGFhNjYtZWNIzi00YjM5LTkwZDIhMTVkyTlkOWE4MjMy%40thread.v2/0?context=%7b%22Td%22%3a%22606abe1c-69b4-46ea-9db5-2d09c6174e7a%22%2c%22Oid%22%3a%221af3834a-8d33-4ff2-854b-d6abd9d19a43%22%7d)

Rapids Reproductions will be hosting this project on their public online plan room. Additional information, responses to questions, addenda to this RFQ, etc. shall all be posted on their website.

Questions regarding this RFQ shall be submitted by email to the Design Team Representative. Verbal responses shall not be considered official. All questions submitted will be compiled and addressed.

### Owner's Representative

Tim Cronin – Superintendent  
Decorah Community School District  
[tim.cronin@decorah.school](mailto:tim.cronin@decorah.school)

### Design Team Representative:

Nick Hildebrandt – Principal Architect  
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