

Excelsior Springs School District
Excelsior Springs, Missouri

CONSTRUCTION MANAGER AT-RISK

STEP ONE - REQUEST FOR QUALIFICATIONS

NOTICE

The Excelsior Springs School District in Excelsior Springs, MO ("District") will accept qualifications for a construction manager at-risk ("CMaR") in accordance with RSMo § 67.5050 and as described in the attached request. Qualified organizations ("Respondent") are invited to submit five (7) copies of a formal proposal and one (1) digital copy as described herein.

SUBMITTALS SHALL BE LABELED

"QUALIFICATIONS-CONSTRUCTION MANAGER AT-RISK"

ADDRESSED TO:

Excelsior Springs School District
Attn: Dr. Travis Hux
300 W. Broadway
Excelsior Springs, MO 64024

SUBMITTALS MUST BE RECEIVED BY:

Noon, Friday, September 23, 2022

QUESTIONS MAY BE DIRECTED TO:

Dr. Travis Hux
thux@ga.essd40.com
816-630-9200

DISTRICT WEBSITE

<https://essd40.com/>

INTRODUCTION AND PURPOSE

The District 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 capital improvements, construction and consulting services on District facilities, and projects outlined in Appendix A. The District 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 District 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 District 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.

SCOPE OF SERVICES

The selected firm shall provide construction manager at-risk services as outlined in the standard AIA A133-2019 agreement between Owner and CMAR as related to projects outlined in Appendix A.

SUBMITTAL REQUIREMENTS

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 District
 - 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 Excelsior Springs geographical area
 - Listing of other Missouri Public School Districts
 - Listing of all Construction Manager at Risk Public School District projects
 - Listing of all K-12 facilities that include athletic facilities
- E) Firm Personnel Profile
 - Experience and Credentials
 - Manager of Services to be assigned to the District'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 District.

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 District is not responsible for lateness or non-delivery by the United States Postal Service or other carriers to the District. The time and date recorded by the District shall be the official time of receipt. Submittals are to be prepared at no cost to the District and will remain the District's property.

Ownership of all data, materials, and documentation originated and prepared for the District pursuant to the RFQ shall belong exclusively to the District 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) Respondents overall experience with:	30 Points Total
a. K-12 Building Construction Projects of similar size, type, budget, and complexity	<i>20 points</i>
b. K-12 Building Construction Projects as a Construction Manager	<i>10 points</i>
2) References on K-12 Building Construction Projects	15 Points
3) Proposed Team assigned to the Project:	20 Points
a. Experience of individuals of the proposed Project Team	<i>10 points</i>
b. Proposed Project Team's experience as a team on previous projects.	<i>10 points</i>
4) The methodology and practices to be used by Respondent in managing and executing the project.	10 points
5) The experience, methodology, and approach to cost estimating	20 points
6) Respondent's Safety Record and Financial Strength.	5 points
Total Step One Points Available	100 Points

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

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 District 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 District’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	Tuesday, September 6, 2022
Advertisement of Request for Qualifications (Excelsior Springs Standard)	Friday, September 9, 2022
	Friday, September 16, 2022
Request for Qualification Submittals Due	Friday, September 23, 2022, Noon
Submittal Review/Notification of Firms Selected to Submit RFP	Mon.-Tue. September 26-27, 2022
Request for Proposals Due for Short Listed firms	Tuesday, October 4, 2022, Noon
Interviews (morning of ... exact times TBD)	Wednesday, October 5, 2022
Tentative Approval by Board of Education	Monday, October 10, 2022
Notification of Apparent Successful Proposer	Tuesday, October 11, 2022

Please direct any questions to Dr. Travis Hux (thux@ga.essd40.com) or Patrick Smith (psmith@incitedesignstudio.com).

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 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 district, the successful respondent agrees to maintain the following schedule:

CMaR Awarded	Monday, October 10, 2022
Construction Duration (Anticipated)	April 2023 – July 2024

CERTIFICATION FORM

The District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal 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 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.

Company Name: Authorized Person (Print):

Address: Signature:

City/State/Zip: Title:

Telephone: Date:

Email: Entity Type/Tax ID:

FELONY CONVICTION NOTIFICATION

The person or business entity that enters into an agreement with District must advance notice to the District 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 District may terminate this agreement with a person or business entity if the District 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 District 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 District 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 (“E-VERIFY”) ADDENDUM

Pursuant to Missouri Revised Statute § 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) Agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) Affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent verified by E-Verify), or to be provided, by your company to the District;
- c) Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) Affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute § 285.530, or any regulations issued thereto;
- e) Agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute § 285.530, and
- g) Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____(signature)

Printed Name and Title: _____

For and on behalf of: _____(company name)

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 District, 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 District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For: _____ (company name)

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2022.

NOTARY PUBLIC

My commission expires:

APPENDIX A

GENERAL PROJECT(S) OVERVIEW

District Master Plan Overview

Incite Design Studio (iDS) was hired to create a Masterplan for the Excelsior Springs School District. After several meetings with various stakeholder groups, below is the summary of that Masterplan. This RFQ/RFP is to cover Phase 1 of that Masterplan, and more specifically Lewis Elementary. Lewis Elementary will be the first project to be designed (Fall and Winter of 2022-2023). **The other projects will be designed in subsequent years (timeline provided below) and may be subject to a different procurement method.**

Proposed Project Overview



District Overview

Early Childhood Center

Elkhorn Elementary

Lewis Elementary

Cornerstone Elementary

Excelsior Springs Middle School

Excelsior Springs High School

Excelsior Springs Career Center

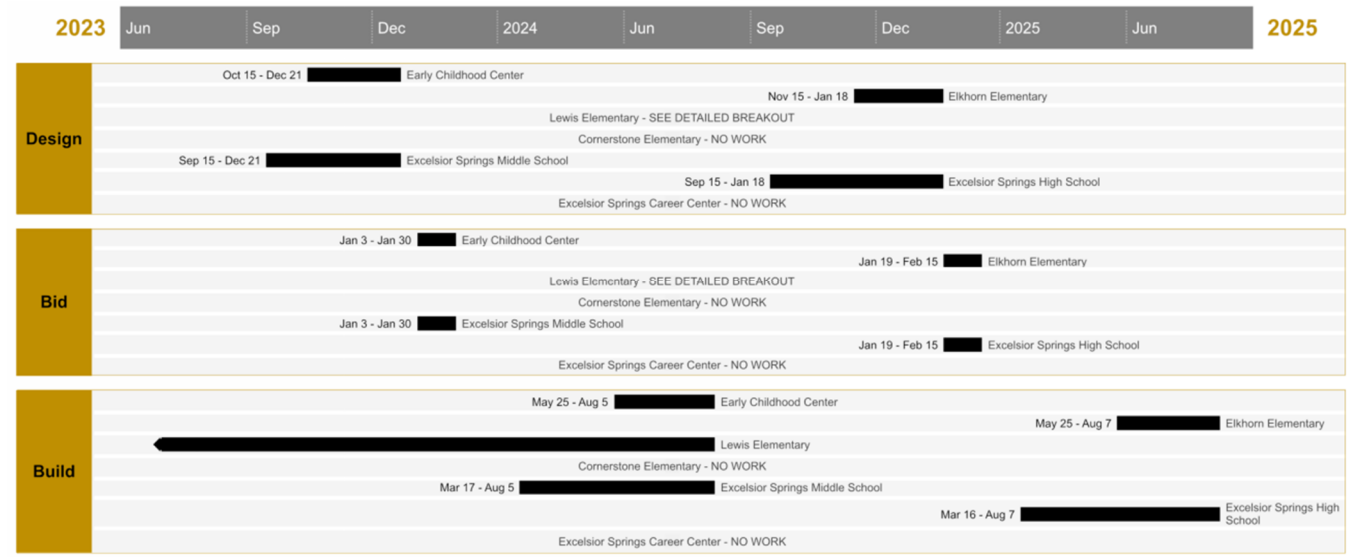
Project/Phase Totals

Bond/Levy Funds

Energy Management

Facility Total	Phase 1	Phase 2	Phase 3
\$4,800,000	\$2,500,000*	\$2,300,000	\$0
\$1,550,000	\$650,000	\$600,000	\$300,000
\$27,700,000	\$27,700,000	\$0	\$0
\$0	\$0	\$0	\$0
\$11,400,000	\$5,700,000*	\$2,500,000*	\$3,200,000
\$25,100,000	\$3,350,000	\$12,750,000*	\$9,000,000
\$3,500,000	\$0	\$0	\$3,500,000
\$74,050,000	\$39,900,000	\$18,150,000	\$16,000,000
\$68,250,000	\$35,900,000	\$16,350,000	\$16,000,000
\$5,800,000	\$4,000,000	\$1,800,000	\$0

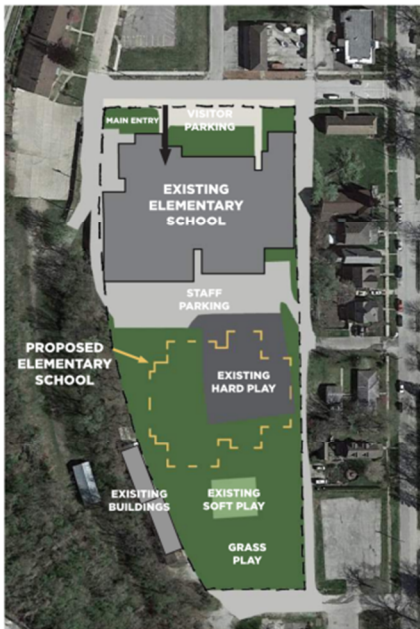
Below is a breakdown of the design and construction schedules for non-Lewis Elementary projects. A more detailed schedule for Lewis Elementary is included on a subsequent page.



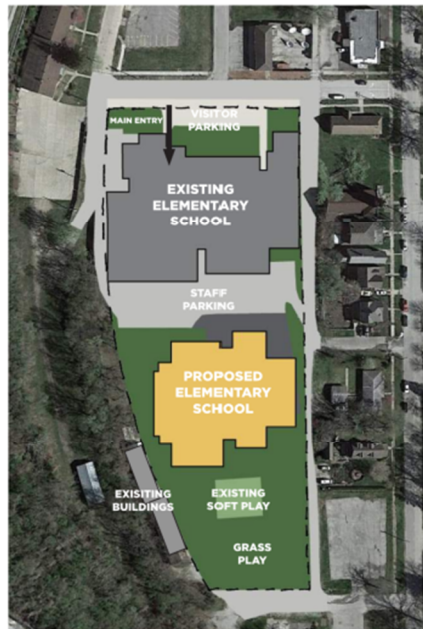
Lewis Elementary

The current Lewis Elementary School is located in downtown Excelsior Springs, on the corner of Leavenworth Ave. and Chicago Ave. The plan includes for a new approx. 65,000 sf, three and a third section replacement school (see below for preliminary floor plan). Early on in the planning portion of this project, a decision will be made whether to keep the current school active and operational on site during construction of the new school ... or relocation of the students to allow for demo of the current school prior to construction of the new school.

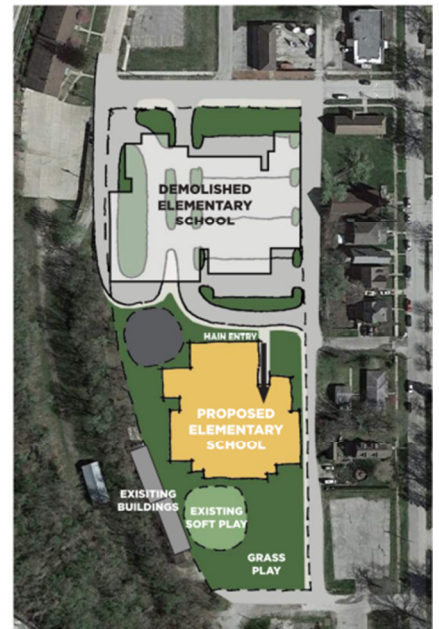
The scope, floor plan, and design of this school will be heavily influenced by the recently completed Cornerstone Elementary located at the corner of Lodwick Ln. and Wornall Rd.



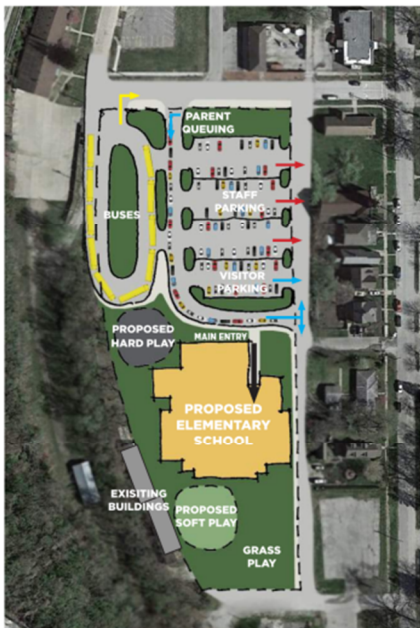
EXISTING



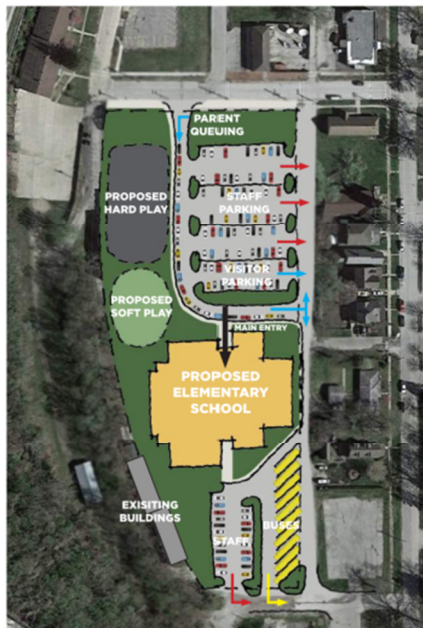
EXISTING & PROPOSED



PROPOSED



OPTION 1



OPTION 2



OPTION 3

