

Request for Qualifications

Construction Manager at Risk

Project Owner: Center-Point Urbana Community School District

Project Name: Center-Point Urbana-Secure Entries, Field Renovations, and Performance Addition

Project Locations: 145 Iowa Street, Center Point, IA 52213

Delivery Method: Construction Manager at Risk (CMaR)

RFQ Issuance: April 18, 2025

Questions Deadline: May 7, 2025, before 4:00 P.M. CDT

Qualifications Deadline: May 14, 2025, before 2:00 P.M. CDT

Public Opening of RFQ: May 14, 2025, 2:00 P.M. CDT

A. HISTORY AND BACKGROUND

The Center Point-Urbana Community School District (the “District”) intends to retain the services of a Qualified Construction Manager at Risk (CMaR) for the construction of projects approved in their November 2024 bond referendum. Projects include a secure entry renovation at the Primary School, a secure entry addition and renovation at the Middle School, baseball and softball field renovations and upgrades, and the construction of an addition at the High School to include a weight room, auditorium, multi-purpose space and support spaces.

Mission: The mission of the Center Point-Urbana School District is to develop successful, life-long learners by providing a safe and caring environment, a stimulating curriculum, and a dedicated staff working with supportive parents in a friendly, small-town atmosphere.

B. PROJECT OVERVIEW

The District invites you to submit your firm’s qualifications to provide CMaR services to support the following District activities:

1. Pricing, phasing, and constructability reviews for secure entry renovation at the Primary School and Middle School, baseball and softball field renovations, construction of addition at High School, and associated site work.
2. Pre-construction services, including cost estimating and bidding services.
3. Construction Manager at Risk of approved scope of work.
4. Solicitation of subcontractors pursuant to Iowa Code 26A.
5. Other pertinent information and required services to complete work.

The project involves the construction of a new 600-seat auditorium, complete with stage and Backstage support areas. Additionally, includes the development of a 7,500-8,500-sf weight-room and multiuse space, along with a 2,000-2,500-sf shared lobby and restrooms. The project will also include the addition and renovation of secure entrances for both the Middle and Primary School Buildings.

The scope of work extends to significant renovations and upgrades to the baseball and softball

facilities. The baseball field will undergo restructuring, while the softball field will receive new sod and a scoreboard. Both fields will be equipped with new lighting, netting along the infield, updated bleachers, batting cages, irrigation systems, foul poles, and dugouts featuring a crow's nest. Additionally, new outfield fencing will be installed to improve durability and functionality.

Further improvements include the renovation of the concessions and restroom facilities, ensuring compliance with ADA standards, upgraded electrical service, and the addition of code-compliant hard surface parking.

C. SCOPE OF SERVICES

The CMaR along with the Owner, Architect and Engineer (A/E) Teams will be a critical member of the project team, providing services prior to the start of construction through final acceptance and project closeout. The CMaR services are outlined below for pre-construction, construction, and post construction.

I. PRE-CONSTRUCTION PHASE SERVICES

The Construction Manager (CM) will provide preconstruction phase services for the project. The Construction Manager will assign a team to the project who will be the same team that assigned during the construction phase to work cooperatively with the Owner and A/E Team. The CM team will be responsible for performing the following duties including, but not limited to, cost estimating, value management, constructability review, scheduling and preconstruction planning throughout the preconstruction phase. The CM shall provide recommendations with regard to accelerated or fast-track scheduling, procurement, and phased construction. The CM will be brought onto the team during the schematic development phase.

During the development of the drawings and specifications, partially completed documents shall be provided to the CMaR for pricing check points.

Cost estimations will be required at the following stages of the project:

1. Within 4 weeks of the contract agreement to manage scope and cost against budget.
2. At completion of Design Development phase to manage scope and cost against budget.
3. At point established for (GMP), after Design Development phase is complete. See additional information regarding GMP below.
4. Prior to release of bidding documents at last check prior to bidding.

The CMaR shall submit to the Owner and A/E their proposed Guaranteed Maximum Price (GMP) and its qualifications and assumptions based upon the documents provided by the A/E team. The Owner, A/E, and CM shall meet to reconcile any questions, discrepancies, or disagreements relating to the GMP and identified qualifications and assumptions. This

project will be “open-book”, including, but not limited to, bids on all trade packages, general conditions, and fees. The CMAr shall then submit to the Owner, for approval, the CMAr’s proposed final GMP based upon the included documents as well as the approved qualifications and assumptions. Contingent upon the Owner’s approval of the final GMP, the parties will execute an amendment to the CMAr agreement establishing the GMP.

II. BIDDING PHASE SERVICES

The CMAr will establish and implement procedures for the bidding process including the development of bid packages, distribution of bid documents, the issuance of addenda, the holding of pre-bid conferences, the receipt of bids, and the bidding schedule. The CMAr shall adhere to Iowa statutes regarding qualification, selection, and award of contract for public work. Reference Iowa Senate File 183 directly in addition to other public bidding laws.

The CMAr will identify potential contractors and suppliers, develop their interest in bidding the project to ensure a competitive bidding environment, and determine their ability to meet project requirements.

The CMAr will develop a construction schedule that meets the needs of the Owner for inclusion in the contract documents. The CMAr, in consultation with the Owner and Architect, will schedule, organize, and conduct pre-bid conferences in a manner Consistent with the bid schedule.

III. CONSTRUCTION PHASE SERVICES

The CmaR shall construct the project pursuant to the construction documents and in accordance with the schedule requirements. The CMAr shall hold all subcontractors contracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all diversity participation, equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the owner.

IV. POST-CONSTRUCTION PHASE SERVICES

The CMAr shall collect all as-built drawings from vendors and consultants as approved by the architect. The CMAr will also collect and categorize all warranty and maintenance manuals, certify all vendor bill after collecting all documentation, prepare the completion certificate based on all documents and drawings, and assist in submitting all occupancy documents relevant to governing bodies. The CMAr will also assist in facilitating/requiring training sessions for appropriate employees regarding the operation and maintenance of technical equipment, provide follow-up and call back services for the duration of the longest warranty period covered by a contractor on the project and conduct a post-occupancy walk-through appropriately times to address project issues prior to expiration of

applicable warranties.

D. ANTICIPATED SCHEDULE

Issuance of RFQ:	April 18, 2025
RFQ Questions Due:	May 7, 2025, before 4:00 P.M. CDT
RFQ Responses Due:	May 14, 2025, before 2:00 P.M. CDT
Public Opening of RFQ Submissions:	May 14, 2025, 2:00 P.M. CDT
RFQ Results Announced:	May 21, 2025
RFP Issued to Qualified Candidates:	May 22, 2025
RFP Responses Due:	June 4, 2025
Selection Committee Interviews:	July 9, 2025
Notification of Selected CMaR:	July 17, 2025

E. ANTICIPATED COSTS

The anticipated cost for Construction is \$17,180,000 including work at multiple sites. Estimated costs are \$7,900,000 for the auditorium space, \$1,300,000 for the lobby and restrooms, \$3,400,000 for the weight room and multi-purpose space, \$3,280,000 for the field renovations and \$1,300,000 for the secure entrance additions and renovations. The total cost of the project is \$20,600,000.

F. SCOPE OF SERVICES

The Scope of Work shall be as outlined above. The Scope of Work will involve both pre-construction and construction phase services, with the intended for of contract for the project being AIA Document A133-2019 (GMP), with AIA Document A201-2019, General Conditions of the Contract for Construction. The Scope of Work shall include all necessary sitework required by the Owner for occupancy. Any objections to such a basis for the form of agreement should be articulated in submission made in response to the RFQ.

G. QUALIFICATIONS CONTENT

To facilitate the review of the anticipated responses, each candidate firm shall submit its information electronically in PDF format. It must be submitted by email, or a secure document transfer site. Document formatting shall be standard letter size 8 ½ "x11" pages. The proposal shall not exceed 25 total sheets (cover, cover letter, back cover, section page headers and table of contents excluded from that quantity). All content pages shall be consecutively numbered. The submitted response shall address the following specific criteria and present the information in the order identified below.

Section 1.0 – Firm Profile and Background

- A. Firm – Identify the firm's name and address of its principal office and any branch office, and a brief history of the firm. If the firm has more than one office, specify which office will be responsible for the project scope defined above (the "Contact Office").

- B. Organization – Specify the type of organization (partnership, corporation or other) and the year established. State the number of years the firm has been involved in ongoing work in the locality or the vicinity of the Project.
- C. Volume – Provide a statement indicating the annual volume of completed construction in the last five years, and present and projected work. Indicate the specific extent of the Contact Office’s involvement (prime contractor, joint venture partner, subcontractor, other).
- D. Provide a Description of the firm’s core values, philosophy, and mission statement.

Section 2.0 – Applicable Project Experience, Qualifications, and References

- A. Specific Project List – Provide the following information for a minimum of five (5) public-sector or private-sector projects completed by the Contact Office that are similar in size and scope to the proposed Project. Please complete the following information separately
- B. Include the following information to the extent possible:
 - 1. Building name and address. Contractor’s project name if different.
 - 2. Building Owner and Architect, address, contact names and telephone numbers.
 - 3. Type of project, size of building(s), site, and construction area.
 - 4. Scope of service performed on the project, including any pre-construction services.
 - 5. List original construction contract cost and final project cost. Describe key cost management challenges and how you dealt with these issues.
 - 6. Construction duration and date of completion. Indicate key scheduling challenges and how they were overcome.
 - 7. Indicate the names of your Project Manager and Superintendent on each project.
 - 8. Indicate what percentage of the work was accomplished with your own forces and in what trades. Note that retention of all trades will follow qualification and bidding requirements under Iowa Code Ch. 26A. Self-performance of work by the CM is allowable under Iowa law in certain circumstances.
 - 9. Provide 3-5 references in addition to the projects listed above.
- C. Evaluation will heavily consider how similar example projects are to the type, size, and construction cost of the Owner’s project, but will not consider whether the example projects were performed in the public-sector or private-sector and will also not consider the project delivery method.
- D. Describe your experience and knowledge of Iowa contractors, and the contractor market specific to this project area.
- E. Scoring will favor more recent project experience.

Section 3.0 – Insurance, Litigation

- A. Indicate your insurance coverage limits.
- B. Provide your current and historic (3 prior years) general liability insurance cost on a cost/\$ thousand basis.
- C. Litigation – provide a list of any litigation filed by or against the company in the last ten years and state the nature and outcome of the litigation.

Section 4.0 – Proposed Project Team

- A. List specific personnel proposed for the project team. Provide a narrative or organizational chart to indicate the project assignment, role or area of responsibility of each individual.
- B. For each team member, list relevant project experience and qualifications. Also state the current assignments and commitments for personnel proposed for the Project.
- C. Provide a resume for each proposed team member, specifically stating the project (or projects) they would be working on. Include references for each team member if possible and their years of experience.

Section 5.0 – Proposed Management Process

- A. How will your team ensure that the project(s) will remain on schedule.
- B. Describe your communication plan with the Project Team. How will your communication plan ensure timely responses to issues as they arise during preconstruction as well as during construction?
- C. Indicate how you will assure the Owner that the proposed team members will dedicate the proper amount of time to this project and will not be reassigned to another project.
- D. Indicate a response plan and timeline for response in emergencies and/or urgent Owner project situations.
- E. Describe your Safety Record and Internal Safety Program.

Section 6.0 – Differentiation

- A. Specifically indicate how your firm's experience, approach, or process differentiates your firm from other construction management firms.
- B. Indicate why you are interested in these projects and have the motivation to provide exceptional service.
- C. How will your firm encourage participation by local subcontractors and suppliers?
- D. Explain your firm's commitment to and plan for job site safety and security.

H. SELECTION CRITERIA

Selection of the successful CMaR firm will be made based on:

- 1. Responsiveness to this RFQ, including completeness of the requested information.
- 2. Rating of Qualifications content by a group of representatives selected by the District.
- 3. Contractors scoring in the top 60% of the RFQ criteria applied to a weighted matrix will be considered to receive the subsequent proposal.

This RFW sets forth the intent of the District as to the procedure and criteria by which the construction management firm will be offered the opportunity to respond to the expansion and renovation RFP.

Except as required by statute, the District reserves the right, in its sole discretion, to modify this procedure and criteria to select a short list of potential candidates.

The District reserves the right, in its sole discretion, to have any Candidate firm clarify or supplement its submittal, including making such requests through direct contact with the

Candidate firm. The District may hold discussions with individual firms to explore further the firm's statement of qualifications. Any attempt to influence any member of the District with regard to the RFQ prior to the selection will be grounds for disqualification.

I. SUBMISSION INSTRUCTIONS

Please submit one (1) electronic copy via email or secure file transfer site to the addresses listed below before the deadline stated. RFQ responses that are incomplete or are received after 2:00 P.M. CST on May 14, 2025, will not be considered. Please keep submissions under 20mb.

Ryan Ellsworth
INVISION Architecture
ryane@invisionarch.com
515-657-4695

Electronic submittal must be combined into one PDF file name shall be formatted as **CPUCSD_RFQ_CMAR_(FIRM NAME).pdf**. The subject line in the email must include **CPUCSD RFQ CMaR Submission** to ensure that submission is clearly identified upon receipt. It is highly recommended that the submission is transferred with a Delivery Receipt request.

J. OTHER INSTRUCTIONS

Candidate firms are not to rely on any oral instructions or answers. Questions shall be submitted prior to the Questions Deadline outlined above. Questions may be submitted by email in writing to Ryan Ellsworth, AIA at the following email address: ryane@invisionarch.com. Include the following subject line with all questions/communications: **CPUCSD CMaR RFQ**.

Any questions will be collected, responded to, and issued by Addendum after the Questions Deadline. Oral Responses affecting the information provided by the Candidate firm in its submittal will not be binding on the District, its employees, agents, or representatives.

1. The site is not open to the public. Access to the site and a walk through can be scheduled with:

Will Engelbrecht, Director of Maintenance
Center Point-Urbana Community School District
wengelbrecht@cpuschools.org
319-651-0968

2. The District reserves the right to cancel the entire RFQ or cancel the entire RFQ process and restart with modified criteria.
3. The District reserves the right to reject any or all RFQ responses and to exercise its discretion and apply its judgment with respect to any aspect of this request and the evaluation of responses.

4. The district reserved the right to reject any, part of any, or all submittal received and to waive informalities and irregularities in any submittal and to decide which firms are qualified in the best interest of the District. The construction management firms whose submittals are not accepted will be notified.
5. The District reserves the right to remedy technical errors in the RFQ process.
6. The District reserves the right to appoint evaluation committees to review qualifications and responses.
7. The District reserves the right to seek assistance from outside technical experts in evaluation.
8. By submission of an RFQ response, the Candidate agrees to preserve the confidentiality of information of the Owner used by the Candidate or to which it shall be granted access for purposes of preparing the response or in performance of work pursuant to any selection resulting from the response. Such information regarding the Owner shall be protected from disclosure by the Candidate and access thereto, limited to the Candidate or those having a need therefore in performance of services to the Owner. Such information may not be disclosed to any other persons, or entities whatsoever without prior written consent of the Owner or unless such information shall have become otherwise generally available, without fault of the Candidate.
9. If provided by the Owner, any provided documents are complimentary. They are provided for use in preparing a response for the requested service only. The District cannot guarantee their accuracy.
10. This RFQ shall not be construed in any manner, to be an obligation of the District to enter into a contract or result in any claim of reimbursement of costs for any effort expended in responding to the RFQ or in anticipation of any contract.

K. IOWA'S OPEN RECORDS ACT

RFP responses shall remain confidential until after an award determination has been made.

Under Chapter 22 of the Iowa Code, "Examination of Public Records", all records of a governmental body are presumed to be public records, open to inspection by members of the public. Section 22.7 of the Iowa Code sets for a number of exceptions to that general rule, establishing several categories of "confidential records". Under this provision, confidential records are to be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information". Among the public records which are considered confidential under this Iowa Code provision are the following:

- (3) Trade secrets which are recognized and protected as such by law.
- (6) Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.

Under Chapter 22 of the Iowa Code, the Owner, as custodian of the RFQ responses submitted in response to a RFQ, may, but is not required, to keep portions of such qualifications confidential under exceptions 3 and 6 (noted above). If a responding individual or company determines that a portion or portions of its RFQ response constitute a trade secret, or should

otherwise be kept confidential to avoid giving advantage to competitors, **a confidentiality request may be submitted with the proposal** identifying which portion or portions of the RFQ response should be kept confidential and why. The burden will be on each responding individual or company to make such confidentiality requests and to justify application of a confidentiality exception to its RFQ response. The Owner will not under any circumstance consider the entire RFQ response to be a confidential record.

If a request is thereafter made by a member of the public to examine a RFQ response including the portion or portions thereof for which a confidentiality request has been made, the Owner will so notify the responding individual or company and will keep confidential that portion of the RFQ response covered by the confidentiality request, pending action by the individual or company requesting confidentiality to defend its request. In that notification, the individual or company requesting confidentiality will not be given more than seven (7) calendar days within which to file suit in Linn County District Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its RFQ response. Absent such action by an individual or company requesting confidentiality, and absent the entry of a court order declaring such portion or portions of the RFQ response confidential, the entire RFQ response will be released for public examination.

L. ATTACHMENTS

1. Selection Criteria Weighted Matrix Scorecard
2. Master Plan Site Graphic

REQUEST FOR PROPOSAL – SELECTION CRITERIA SCORECARD

Project: Center Point-Urbana—Secure Entries, Field Renovations, and Performance Addition

Project #: 21165

RFQ Due: May 14, 2025

RFP Due: June 14, 2025 – Subject to Change

Selection Criteria

			% of Score	Weight
RFQ	Section 1.0	Firm Profile and Background	10%	1
RFQ	Section 2.0	Project Experience, Qualifications, and References	30%	3
RFQ	Section 3.0	Insurance and Litigation	10%	1
RFQ	Section 4.0	Proposed Project Team	15%	1.5
RFQ	Section 5.0	Management Process	20%	2
RFQ	Section 6.0	Differentiation	15%	1.5

100%

RFP	Section 7.0	Management Process – additional content	20%	2
RFP	Section 8.0	Bonding Requirements	10%	1
RFP	Section 9.0	Construction Schedule	15%	1.5
RFP	Section 10.0	Construction Budget	15%	1.5
RFP	Section 11.0	Fees		
		Preconstruction Services	10%	1
		Construction Services	30%	3

Total Weighted Score
100 is the highest possible score

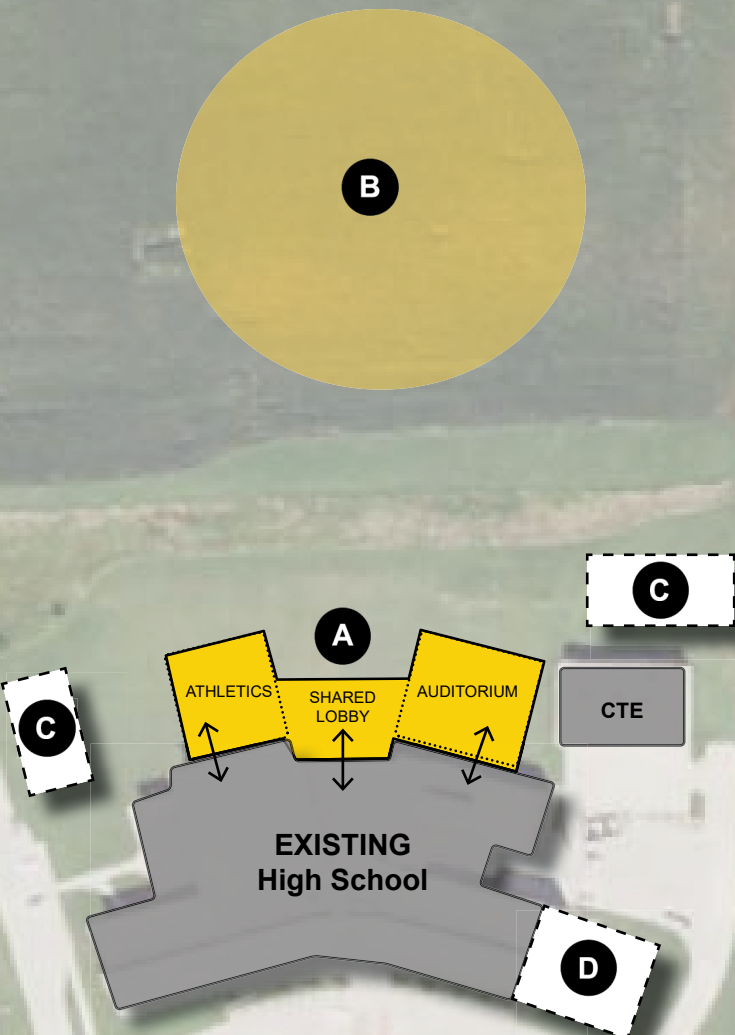
100%

Interview
Top 2 scoring firms from the RFP will have the opportunity to interview

10 points possible to be added to the total weighted score

Total after interview

High School Master Plan



- A ACTIVITIES ADDITION**
Specific scope to be updated after board direction decided
- B POTENTIAL FUTURE MIDDLE SCHOOL SITE**
- C AG BUILDING**
Two locations shown, final location to be determined off of program needs and access
- D FUTURE CLASSROOM EXPANSION**
Site to remain clear for long-term future classroom needs
- E BASEBALL FIELD**
New Lights, fencing in the outfield, netting along infield, turn home plate from the NE corner to the SW corner, new dugouts and a crow's nest, sidewalk from concession to the field for handicap accessibility, foul poles, irrigation, batting cage, bleachers
- F SOFTBALL FIELD**
Sod outfield, new Lights, fencing in the outfield, netting along infield, new dugouts and a crow's nest, sidewalk from concession to the field for handicap accessibility, foul poles, irrigation, batting cage, bleachers
- G RENOVATE CONCESSION/RESTROOMS**
Provide ADA/handicap accessible facilities