



## **NOTICE OF INTENT TO ENTER INTO A GUARANTEED MAXIMUM PRICE CONTRACT**

Southeast Polk Community Schools (SEP), pursuant to Iowa Code Chapter 26A, will publish a Request for Qualifications (RFQ) for Construction Manager at Risk (CMAR) services for the construction of a new elementary school. The project generally consists of the construction of a new PK-5 elementary school and associated site improvements. The district intends to select a CMAR to provide preconstruction services, with the intent of negotiating a Guaranteed Maximum Price (GMP) contract with the selected CMAR at an appropriate stage of design. The selection process will be completed in accordance with Iowa Code Chapter 26A using a qualifications-based and competitive proposal process.

The CMAR will be selected using a two-step process: (1) RFQ and (2) Request for Proposals (RFP). Firms deemed most qualified based on the criteria below will be invited to submit proposals (including fees) at the RFP stage. The district will select the CMAR offering the best value based on the published criteria and final ranking. Selection criteria will include the following:

1. Firm Information and Legal Standing
2. Responsibility History and Record of Litigation, Claims, and Compliance
3. Projects of Similar Size and Scope in Either Public or Private Sector
4. Past Performance and References
5. Proposed Key Personnel and Team Structure
6. Proposed Methodology and Approach
7. Safety Record
8. Financial Stability and Current Capacity to Perform
9. Proposed Fees and Cost Structure (evaluated at the RFP phase)

The tentative Selection Schedule listed below:

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| 1. Notice of Intent (NOI) to engage CMAR | March 26, 2026                               |
| 2. Issuance of RFQ                       | April 10, 2026                               |
| 3. Deadline for submission of questions  | April 21, 2026 (10:00 a.m.)                  |
| 4. Responses to questions posted         | April 22, 2026                               |
| 5. RFQ Due                               | April 29, 2026 (10:00 a.m. at address below) |
| 6. District evaluation                   | April 29 – May 7, 2026                       |
| 7. Issuance of RFP                       | May 8, 2026                                  |
| 8. RFP Due                               | May 26, 2026 (10:00 a.m. at address below)   |
| 9. Interviews                            | June 2, 2026 (if required)                   |
| 10. Announcement of selection            | June 5, 2026                                 |

Direct all questions to:

Southeast Polk Community School District  
Attn: Dave Berger, Director of Building and Grounds  
8031 NE University Avenue  
Pleasant Hill, Iowa 50327  
Phone: 515-957-3434 Email: [David.berger@southeastpolk.org](mailto:David.berger@southeastpolk.org)

The district reserves the right to reject any or all submissions, waive informalities, and select the firm deemed to provide the best value to the district.

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[www.southeastpolk.org](http://www.southeastpolk.org)