

**REQUEST FOR QUALIFICATIONS
FOR CONSTRUCTION MANAGER AT RISK (CMAR) ON A
GUARANTEED MAXIMUM PRICE (GMP) CONTRACT**

FOR

SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT
JUNIOR HIGH SCHOOL SECURE ENTRY AND RENOVATIONS
POLK COUNTY, IOWA



April 10, 2026

GENERAL INFORMATION

Project Overview

As allowed by Iowa law, Senate File 183 and Iowa Code Chapter 26A, Southeast Polk Community School District, (referenced herein as “District”) are publicly disclosing their intent to enter into a Guaranteed Maximum Price (GMP) contract for a Construction Manager at Risk (CMAR) using the AIA A133–2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor (with GMP) along with the AIA A201-2017 General Conditions. The selection process will be completed in accordance with Iowa Code Chapter 26A using a qualifications-based and competitive proposal process. As step one of a two-step selection process, the District is issuing this Request for Qualifications (RFQ) to qualified firms who are interested in providing preconstruction and construction services for a proposed new construction and renovation activities at the District’s Junior High School in Pleasant Hill, Iowa. Information provided by each submitting firm to this RFQ process will be evaluated utilizing the criteria as defined in the RFQ. Firms shortlisted through this RFQ will be invited to respond to a Request for Proposals (RFP), which will include pricing and fee information.

Copies of the RFQ or other information may be obtained by visiting the District website found at <https://www.southeastpolk.org/business-services/>

Sealed responses for this RFQ must be received by the District at the District Office, 8031 NE University Avenue, Pleasant Hill, Iowa by 10:00 a.m. on May 1, 2026.

The District will accept hand-delivered responses or those submitted by US Mail, United Parcel Service or Fed Ex. Items transmitted electronically or by facsimile will NOT be accepted.

The envelope shall be marked “RFQ for Junior High School Secure Entry and Renovations” and addressed to the attention of “Dave Berger, Director of Building and Grounds”.

All questions and requests for additional information should be directed to Dave Berger at david.berger@southeastpolk.org and Ken Hagen at khagen@opnarchitects.com.

- All questions must be submitted and received no later than 10:00 a.m. on April 23, 2026.
- All emailed questions must be submitted with the subject line of “Junior High School Construction Manager at Risk - Questions” along with your name, your firm’s name and your question(s).
- Answers to questions submitted before the question deadline shall be answered in an addendum electronically posted to the project website.

The District will select the CMAR offering the best value based on the published evaluation criteria

Project Scope

The project will focus on improving building security, visitor control, and front-office functionality while correcting existing circulation and supervision concerns. The work will address the construction of new spaces, renovation of existing building areas, and associated site improvements. The selected architectural firm shall be responsible for securing and coordinating all Mechanical, Electrical, and Plumbing (MEP) engineering services required for the project.

The site is located at 8325 University Avenue in Pleasant Hill, Iowa.

Selection Schedule

| | |
|--|-----------------------------|
| Notice of Intent (NOI) to engage CMAR | Posted March 26, 2026 |
| Issuance of RFQ | April 10, 2026 |
| Deadline for submission of questions | April 23, 2026 (10:00 a.m.) |
| Responses to questions posted (if necessary) | April 24, 2026 |
| RFQ Due | May 1, 2026 (10:00 a.m.) |
| District Evaluation | May 1 – May 10, 2026 |
| Issuance of RFP | May 11, 2026 |
| RFP Due | May 28, 2026 (10:00 a.m.) |
| Interviews | June 2, 2026 (if required) |
| Announcement of selection | June 4, 2026 |
| Board Award | June 11, 2026 |

Construction Budget

The construction budget is anticipated to be approximately \$5.6 Million, which is intended to provide context for the project scale and complexity. The District anticipates that this value will be refined as the full project scope is defined and acknowledges that market conditions and scope refinement may impact this value.

Architect of Record

OPN Architects
Attn: Ken Hagen, AIA
100 Court Avenue, Suite 100
Des Moines, Iowa 50309
Phone: 515-309-0722

EVALUATION CRITERIA

Evaluation criteria and scoring methodology are outlined in Appendices A and B, respectively.

SUBMITTAL REQUIREMENTS

General Instructions

Prospective Firms shall respond to all items in this request and shall not provide or submit any information regarding the proposed fees or general conditions in response to this RFQ. Failure to comply with these requirements will render the proposal nonresponsive and it will be disqualified.

The District reserves the right to reject any or all submitted Qualifications, and to waive irregularities or informalities. Submittals of qualifications received after the specified time of closing will be returned unopened.

Proposals shall be printed on 8.5 x 11" paper and limited to a maximum of 20 single-sided pages, excluding the cover letter, table of contents, section dividers, certificates of insurance, information about surety coverage, and letters of recommendation. Submit six (6) printed proposals along with a PDF copy of the proposal on a USB/thumb drive.

Do not submit marketing or promotional materials with responses to this RFQ. These materials will be counted towards the total number of permitted pages.

1. Cover Letter

- a. Addenda: Acknowledge the receipt in the body of your cover letter that your firm has received any related project Addenda

2. Table of Contents

3. Firm Information and Legal Standing

- a. Firm Contact Information, including name, address, website and Iowa Business License number.
- b. Primary Business Contact Person
 - i. Name and Title
 - ii. Telephone Number
 - iii. Email address
 - iv. Physical address
- c. Indicate type of Business
 - i. Sole Proprietorship
 - ii. Partnership
 - iii. Corporation
 - iv. Joint Venture
 - v. Other (describe)
- d. Indicate the number of years the business has been providing services under the business name provided in response to this RFQ
 - i. If business has been providing services under the provided business name (s) for less than five (5) years, provide the name of the business preceding the current business name.

4. Responsibility History and Record of Litigation, Claims, and Compliance

- a. Has your business been declared a non-responsive or non-responsible bidder by a public entity in the State of Iowa or have had such a declaration upheld by a court of law in the State of Iowa in the last ten (10) years (Yes or No)
 - i. If yes, explain in detail
- b. Has your business or any of its principals been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in public contracts (federal, state, or local) (Yes or No)
 - i. If yes, explain in detail
- c. Litigation
 - i. Identify if your firm is currently involved with any pending litigation or has been involved with any litigation over the past five (5) years.
 - ii. Provide full details regarding the circumstances, including dollar amount of damages, penalties, and settlement payments.
 - iii. Identify if your firm has had any insurance claims or surety bond claims made against it in the past five (5) years related to construction services.
 - 1. If yes, explain in detail, including the nature of the claim, amount, and resolution.
- d. Compliance with Iowa and Federal Laws
 - i. Has your business been cited for failure to comply with local, state or federal law of any nature in the last five (5) years (Yes or No)
 - 1. If yes, explain in detail

5. Projects of Similar Size and Scope

- a. Provide examples of recently completed, or in-progress, projects of similar scope, size, and complexity, in either the public or private sector. For each project, include:
 - i. Owner name and contact information (organization, title, phone, and email)
 - ii. Location
 - iii. Year completed, or scheduled completion date
 - iv. Type of facility and use

- v. Gross square footage and construction type
 - vi. Delivery method (e.g., CMAR, Design-Bid-Build, Design-Build, etc.)
 - vii. Firms' role (prime CMAR, subconsultant/contractor, etc.)
 - viii. Construction contract amount
 - ix. Number and total value of construction contract change amendments
 - x. Final construction cost
 - xi. Percent of work self-performed by the firm
- b. Provide a brief narrative for each project describing the scope of work, unique challenges, and specific strategies implemented to ensure project success.
 - c. Include project schedule information:
 - i. Proposed vs. actual duration of design and construction phases
 - ii. Description of phasing or sequencing required (if applicable)
 - iii. Significant external factors that affected delivery (weather, owner-directed changes, supply chain, etc.)
 - d. Identify and describe three (3) key lessons learned by your firm executing these projects and how those lessons would be applied to this project.

6. Past Performance and References

- a. Provide owner references for recently completed, or in-progress, projects that exhibit the firm's ability to provide services like what is being requested here. For each reference, include:
 - i. Owner's name, title, organization, phone number, and email address
 - ii. Relationship to the project (e.g., Owner's Rep, Architect, Facilities Director)
 - iii. Duration of relationship (preconstruction through closeout, or other)
- b. Summarize documented performance outcomes for each referenced project, including:
 - i. Adherence to project schedule and final completion dates
 - ii. Adherence to project budget and change order management
 - iii. Quality of construction and workmanship
 - iv. Responsiveness and communication with the Owner and design team
 - v. Effectiveness in managing subcontractors and maintaining site safety
- c. Provide any available quantitative or qualitative data supporting past performance, such as:
 - i. Owner performance evaluations or client satisfaction surveys
 - ii. Letters of recommendation or recognition
 - iii. Repeat client statistics (e.g., percentage of repeat business over last five years)
- d. Describe your firm's approach to post-construction service and warranty response. Include examples of how your firm has supported clients following occupancy and has addressed warranty issues in a timely manner.

7. Proposed Key Personnel and Team Structure

- a. Provide an organization chart identifying the lead individual in each role classification. These include, but are not limited to, the following services (if applicable) for the project: Senior Leadership, Project Manager, Pre-Construction Manager, Estimator, Project Superintendent(s), Project Foreman, Office Project Lead/Manager, day-to-day project contact.
- b. For each role identified above, provide the following resume information:
 - i. Name and role in the project
 - ii. Company
 - iii. Contact information (address, phone, email)
 - iv. Relationship to business (employee, subconsultant, subcontractor, etc.)
 - v. Professional registrations/certifications
 - vi. Years with current firm and total years of experience
 - vii. List of relevant or similar projects including:
 - 1. Project name and brief scope of services provided.

2. Year completed, or projected completion date
3. Project role

8. Proposed Methodology and Approach

- a. Describe your firm's overall strategy in providing construction services.
- b. Describe your firm's typical services and processes in the following project phases:
 - i. Project Cost Estimating
 - ii. Project Scheduling
 - iii. Project Quality
 - iv. Preconstruction/Design
 - v. Bidding/Procurement, including the following:
 1. Your process to qualify subcontractors, vendors and suppliers.
 2. Your process to manage lead times, product/price volatility and project schedules.
 3. How your firm considers and develops project bid packages/scopes
 4. How your firm evaluates bids, compiles bids and provides bid information to the District.
 5. Additional relevant information
 - vi. Construction Administration/Project Management, including the following:
 1. Your process to manage lead times, product/price volatility, and project schedules.
 2. Your processes for developing and managing RFIs and Change Orders.
 3. Additional relevant information
 4. Describe your firm's quality control plan during construction. Include field inspection processes, third party testing, and strategies for minimizing rework.
 - vii. Warranties and Post Construction

9. Safety Record

- a. Identify your firm's Experience Modification Rate (EMR) and safety record for the following years:
 - i. 2026 (to date)
 - ii. 2025
 - iii. 2024
 - iv. 2023
 - v. 2022
- b. Describe your firm's safety program(s), in-field/in-house safety training and any other relevant information regarding safety practices.

10. Financial Stability and Current Capacity to Perform

- a. Financial Resources of the Firm
 - i. Surety – provide certification from the firm's surety company that the business's bonding capacity is adequate to construct the proposed project.
 - ii. Insurance – provide certificates from your insurance carrier(s) confirming coverage for commercial general liability with minimum limits as follows:
 1. \$1,000,000 each occurrence
 2. \$1,000,000 personal and advertising injury
 3. \$2,000,000 general aggregate
 4. \$2,000,000 project-completed operations aggregate
 5. Additional required coverages, including but not limited to automobile liability, workers' compensation, employer's liability, builder's risk, and professional liability, may be specified during contract execution. All insurance requirements will align with applicable Iowa law and the terms of the final CMAR agreement.

- iii. Provide total construction cost of the last 10 projects completed by your business along with the name and location of each project.
- b. Provide a list of your firm's current contracted projects and the scope of those projects.
- c. Provide a summary of the hours and resources available for the firm and each team member.

APPENDIX A

PROCESS FOR RECEIPT AND EVALUATION OF QUALIFICATIONS

The Owner shall receive and evaluate submittal of qualifications for a construction management at risk contract in accordance with the following:

1. Submitted Qualifications shall be sealed and shall not be opened until expiration of the time established for submitting qualifications as set forth in the RFQ.
2. Qualification submittals may be withdrawn at any time prior to acceptance. The Owner shall have the right to reject any and all qualification submissions.
3. The Owner shall evaluate and score each firm's submitted qualification in accordance with criteria in Appendix B of this RFQ. The Owner intends to invite the top three to five highest scoring firms to respond to the future Request for Proposal.
4. In the event of a tie score for the final invitation slot, the Owner reserves the right to invite additional firms or apply additional non-price criteria consistent with Iowa Code Chapter 26A.

APPENDIX B

CRITERIA AND WEIGHTS FOR EVALUATION OF QUALIFICATIONS

The selection committee shall evaluate proposals taking into consideration the criteria enumerated below with the maximum total points for evaluation which shall be assigned to each criterion.

| Item | Criterion | Highest Possible Points |
|------|---|-------------------------|
| 1 | Cover Letter | 0 |
| 2 | Table of Contents | 0 |
| 3 | Firm Information and Legal Standing | 10 |
| 4 | Responsibility History and Record of Litigation, Claims, and Compliance | 15 |
| 5 | Projects of Similar Size and Scope | 15 |
| 6 | Past Performance and References | 15 |
| 7 | Proposed Key Personnel and Team Structure | 20 |
| 8 | Proposed Methodology and Approach | 10 |
| 9 | Safety Record | 5 |
| 10 | Financial Stability and Current Capacity to Perform | 10 |
| | Maximum Points Possible | 100 |