



November 5, 2024

## **Request for Qualifications**

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RE: Construction Manager at Risk – Request for Qualifications Notice  
Humboldt Community School District  
High School Auditorium Renovation  
1500 Wildcat Rd.  
Humboldt, IA 50548

School Superintendent: Jim Murray  
Lead Design Professional: Mark Kroemer, AIA (ATURA architecture)

The Humboldt Community School District intends to retain the services of a qualified Construction Manager at Risk (CMaR) for the renovation of the high school auditorium and lobby. As such, they are initially requesting Qualification Statements from qualified firms to determine which firms will be offered the opportunity to submit their proposed fees for the project.

After evaluation of the RFQs, the school will release a Request for Proposals (RFP) to the qualified firms. Proposals will be evaluated and ranked in relation to the criteria set forth in the RFP to be able to select the CMaR to provides the best value for the school. Once selected, the school will enter into a contract with the CMaR utilizing the AIA A133-2019 contract.

ATURA architecture has been retained to provide design services for the project. Currently the schematic design phase has been completed and the completion of the design will be in conjunction with the hiring of a CMaR. The CMaR's expectation on the project is to assist the design professional throughout design and specification development of the project and provide CMaR services throughout construction to completion.

## **Project Overview**

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The project is to renovate the existing auditorium and the adjacent lobby, providing new finishes, lighting, and auditorium seating. The project also consists of a new canopy to highlight the auditorium's entrance.

A preliminary cost estimate of \$720,000 - \$750,000 has been determined. Upon the hiring of a CMaR, the school would like to get a budget confirmation within the first 30 days to ensure the design is on track with the budget.

Construction is intended to begin May 2025, and be completed in September 2025.

## **Scope of Services**

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The project will be starting the Design Development Phase upon selection of the CMaR. General scope of services would be to perform preconstruction services through DD & CD phases and attend bi-weekly design meetings. Specific responsibilities would include working as part of the design team to help keep project on budget and schedule through estimating, value engineering, and constructability expertise. Once design is completed it would be the responsibility of the CMaR to receive quotes on the bid packages through a competitive bidding process (as required by state law), provide a guaranteed maximum price (GMP), and perform construction management services throughout the construction of the project.



## **CMAR Selection Schedule**

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- Public Notice of RFQ - October 22, 2024
- Issuance of RFQ - November 5, 2024
- **Qualification Statements Due - November 21, 2024, 2:00 p.m. local time**
- Issuance of RFP - December 3, 2024
- Proposals Due & Opened - December 10, 2024, 2:00 p.m. local time
- CMaR Selection & Board Approval - December 16, 2024

## **Selection Criteria & Qualifications**

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All CMaR's meeting the qualifications will then be afforded the opportunity to respond to the Request For Proposal (RFP). Qualification ranking criteria will be based on a 100 point system and evaluated within 48 hours of submission deadline. Firms responding to the RFQ should respond with clear and concise content following each of the five categories outlined below. Additional information such as distinguishing factors are not required but will be considered by the committee when determining best value and differentiators among firms.

- Firm Profile and Background (20 Points)
  - Firm: name and address of principal office and any branch offices, including brief history of the firm. If more than one office, identify the "Contact Office" for the project.
  - Locality: years that the firm has been involved with projects within Humboldt city limits or surrounding areas.
- Applicable Project Experience, Qualifications, and References (30 Points)
  - Provide a minimum of three (3) projects completed by the firm that are similar to the proposed project. Include photographs and a brief description of the project.
  - Provide a list with a brief description of public projects where your firm has been retained as the Construction Manager at Risk.
  - Provide a list with a brief description of projects completed for Humboldt Community School District
- Proposed Project Team Members, Qualifications, and Involvement During Design and Construction Phases (20 Points)
  - List proposed personnel for the project along with an organizational chart to indicate project roles, responsibilities, and location of project manager and superintendent.
- Approach and Methodology During Design and Construction Phases (25 Points)
  - Outline your process including a general schedule of events based on preconstruction services as well as construction.
  - How will your firm encourage local participation by subcontractors and suppliers?
  - Will the Project Manager/main point of contact be the same person throughout the entirety of the project?
  - Do you plan to have regular on-site project supervision during the duration of the construction?
- Safety record and approach (5 Points)
  - Provide an overview of your firm's safety program, including its core principles, policies, and procedures. Describe your organization's risk management staffing and capabilities.
  - Highlight any notable achievements or recognition received for your firm's commitment to safety excellence



Humboldt Community School District  
401 13<sup>th</sup> Street South  
Humboldt, IA 50548

Higher or reduced scores are based on how well the information submitted relates to the project and qualification criteria. Grounds for disqualification include:

- a score of 0 in any one category
- statements received after the deadline

Following evaluation, the school will notify all respondents of the results. Firms that have been scored with more than 70 points will be considered a qualified firm and will be issued an RFP and asked to submit a proposal for the project, which will include its qualifications and proposed fees.

### **Submission & Response Instructions**

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Qualification Statements shall be limited to twenty (20) 8.5"x11 pages maximum, not including cover letter and table of contents. Provide six (6) hard copies and one digital copy.

The **responses will be opened publicly at the school Administration Office, 401 13<sup>th</sup> Street South on Thursday, November 21, 2024, 2:00 p.m. local time**, and the names of the firms submitting will be read aloud. Qualification Statements received after that time will be regarded as nonresponsive and rejected.

Responding firms will bear all costs related to the preparation and delivery of their Qualification Statement.

Responses shall be directed to the owner's representative

Jim Murray, Superintendent  
Humboldt Community School District  
401 13<sup>th</sup> Street South  
Humboldt, IA 50548  
jmurray@humboldt.k12.ia.us

Questions surrounding the RFQ and the Auditorium/Lobby Renovation shall be directed to the design team representative listed below. Any and all questions shall be submitted by Thursday, November 14, 2024, 2:00 p.m. local time. After that time, the questions and responses will be emailed to the interested firms. Please email questions to:

Mark Kroemer, Project Architect  
ATURA Architecture  
markk@aturaarchitecture.com