

**The School District of Clayton**

**Request for Qualifications**  
**Construction Management At-Risk**

School District of Clayton  
#2 Mark Twain Circle  
Clayton, Mo 63105

June 11, 2025

Project Name: Construction Management At-Risk 2025  
RFQ Issued: June 11, 2025  
Proposals Due: June 25, 2025  
Delivery Location: #2 Mark Twain Circle, Clayton, Missouri 63105

#### Introduction

The School District of Clayton is soliciting qualifications to serve as the Construction Manager At-Risk (CMAR) for the construction of a capital improvement program. The District intends to retain the services of a CMAR to consult and work with the project Architect(s) in the designing and planning of the project(s) and in the preparation of construction drawings and specifications.

The School District of Clayton operates 3 elementary schools, 1 middle school, 1 high school, and an early childhood education center. Other buildings include the administration building, a maintenance facility, along with athletic fields/facilities. The school district has dedicated maintenance funds used to maintain and improve buildings and grounds. A district wide long range facilities master plan was completed in January 2025. From that planning process, the District wishes to advance various capital improvement projects throughout the district.

The construction project(s) anticipated by this RFQ are part of the overall implementation of the School District of Clayton Long Range Facilities Master Plan. The Master Plan provides information regarding the age, history and current conditions of District sites, as well as insight regarding the educational support systems of current facilities. Please note that any options for facility upgrades/replacements should not be considered the final options or solutions.

The District invites qualified firms to submit a Statement of Qualifications for CMAR services to consult and work with the project Architect(s) in the designing and planning of the project(s) and in the preparation of construction drawings and specifications. The anticipated projects are divided into three (3) separate packages:

1. Clayton High School academic wing addition, and related improvements.
2. Improvements to outdoor athletic facilities (Gay Field, Adzick Field, Wydown Middle School)
3. Renovation or reconstruction of District elementary schools and Pre-K facilities.

Architectural services have been retained. For packages #1 and #3, Paragon Architecture has been retained as the Architect of Record and Perkins&Will will be the Design Architect. For package #2, BLDD Architects has been retained as the Architect.

Award of this CMAR work will be based on the best qualified firm at the District's discretion.

The selected CMAR will be the single point of responsibility for the construction of the entire set of projects. The CMAR shall not be permitted to bid on or perform any of the actual construction, nor shall any construction firm controlled or partially owned by the CMAR be allowed to bid on or perform work for the project(s) outside of the CMAR self-performing process outlined in Missouri law (Section 67.5050 RSMo). The CMAR shall be allowed to provide basic General Conditions services for which specific reimbursement provisions are included in the CMAR contract. The actual construction work on the project shall be awarded through competitive bidding as required by Missouri law. The District may choose one or more than one CM for this program.

CMAR services will include coordination and consultation with design consultants prior to and throughout the design of the site, building(s), utility coordination, and related work. In addition, the CMAR will compile bid packages, including technical specifications provided by the design consultants, for various bid packages as construction progresses. The CMAR will be the single point of responsibility for the construction of assigned project(s).

To be considered as the CMAR for this project, the firm must be a multi-disciplined organization with a demonstrated ability to provide effective services to the District and the District's design team(s). The CMAR must have a sound and efficient business organization, have adequate financial strength to handle a project of this size and scope, and be willing to dedicate sufficient qualified and experienced personnel to its successful completion. The CMAR will be required to maintain insurance coverage for Workers' Compensation, contractual liability, and commercial general and auto liability for the CMAR firm.

The District will determine the final scope of the project(s).

Questions regarding this Request for Qualifications should be directed in writing to John Brazeal, CFO, at [johnbrazeal@claytonschools.net](mailto:johnbrazeal@claytonschools.net). All questions will receive a written response.

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## **INSTRUCTIONS FOR RFQ SUBMISSION**

To be considered, Qualifications packets shall be prepared in accordance with the following Instructions.

### **Section 1 - OVERVIEW**

The School District of Clayton, in Clayton, Missouri seeks construction management services in regards to multiple capital improvement projects. The project groupings are divided up into three (3) separate packages:

1. Clayton High School academic wing addition to support career and technical education programs and coursework, including high-demand areas like Geometry in Construction, Robotics and other similar programs. Further, upgrades to the Clayton High School auditorium are being considered since the space is utilized by the entire District and community.
2. Improvements to outdoor athletic facilities – potential projects include enhancements to Gay Field (either through major renovations at current site or relocating Gay Field adjacent to Clayton High School to improve safety and accessibility, completion of press box and dugouts at Adzick Field, and adding artificial turf to athletic field at Wydown Middle School.
3. Renovation or reconstruction of District elementary schools and Pre-K facilities to modernize learning spaces. The current buildings range in age from about 70 to 100 years.

The projects envisioned by the District are currently conceptual in nature. Further planning and analysis is required before any project advances towards construction. Construction of any project will require financing. Financing requires voter approval of General Obligation bonds. Potential ballot measures seeking voter approval of bond financing likely in 2026 and/or 2027.

The District invites firms to submit a Statement of Qualifications for these purposes.

After review of each firm's qualifications, the intent is to invite two or more firms to interview.

Each applicant who submits a proposal shall hold any licenses as required by law. No respondent submittal will be considered which does not fully comply with the above provisions as to licenses, and any deficient materials required by this RFQ.

The District is an equal employment opportunity employer. Unless exempt, CMAR shall comply with:

- The Equal Employment Opportunities of the Civil Rights Act of 1964 (as amended);
- Executive Orders 11246 and 11357 (as amended);
- Age Discrimination in Employment Act of 1967;
- Rehabilitation Act of 1973;
- The Vietnam Era Readjustment Act of 1974;
- And with all other governmental laws, orders and regulations relative to wages and hours of labor and other matters.

### **Section 2 - DISTRICT HISTORY**

The School District of Clayton is committed to inspiring each of its students to love learning and embrace challenges within a rich and rigorous academic culture. To achieve this mission,

Clayton maintains a student to teaching-staff-member ratio of about 12:1 at the elementary, middle and high school levels, which includes teachers, counselors and librarians. Individualized instruction is stressed at each grade level. The certificated staff of the District total 289, including teachers, administrators, counselors and librarians.

Most classroom teachers have nearly 18 years of experience and 96.2 percent hold a master's degree or higher. Their work is complemented by resource teachers, interns and general education staff. Each school has a library exceeding national standards and a full-time librarian. All schools also have at least one counselor and social worker, and basic instruction is augmented by regular instruction in art, music, physical education and technology.

Clayton students excel academically. At Clayton High School (CHS), students participated in 32 distinct Advanced Placement courses/assessments. Two hundred ninety nine junior and senior students participated in 865 AP exams during the 2024-2025 school year and earned a passing grade of 3, 4 or 5 on 90 percent of those exams. In the same school year, 97 percent of CHS seniors graduated, and almost 90 percent of graduates advanced to two- and four year colleges. The class of 2024 had a composite mean SAT score of 1189. The average ACT composite score during the same time period was 26.

The District offers a full range of extracurricular activities and special programs. Before and after-school care is available in each of the District's elementary schools. Activity programs, intramural sports and city-sponsored athletic leagues provide other afternoon, evening and weekend options.

Every year a large number of students are recognized as National Merit and Commended Scholars. Clayton's K-12 students compare favorably in ability and achievement with students from independent schools and select suburban districts nationally, including schools on the eastern seaboard and west coast.

Additionally, the District provides a wide range of opportunities for its residents and students, including adult continuing education programs and summer programs. Since 1981, the District has participated in a voluntary desegregation program with the City of St. Louis. Approximately six percent of the District's students are enrolled through participation in the desegregation program.

The District is located in the City of Clayton, just west of St. Louis. It is the hub of the St. Louis Metropolitan area. Combining a bustling downtown with quiet, secure residential neighborhoods, Clayton is the seat of St. Louis County. With a population of around 17,000 residents, it is also home to several Forbes and Fortune 500 headquarters.

### **Section 3 - OBJECTIVES**

The School District of Clayton proposes to retain a highly qualified, capable construction management firm for its capital improvement program. The engagement will begin as soon as practical and continue throughout planning and completion of the projects. The School District of Clayton will give prime consideration to the Construction Management firm with significant, current experience in the development, renovation, and/or construction of Pre-K-12 public education buildings and projects.

The School District of Clayton reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

Given the physical age of the current facilities, as well as the educational needs for learners in 2025 and beyond, a visionary plan for facilities is imperative.

#### **Section 4 - SCOPE OF SERVICES**

The intent of this Request for Qualifications (RFQ) is to have firms provide a qualifications-based proposal for providing full Construction Management at Risk services per Section 67.5050 RSMo. The project will be delivered through the Construction Management at Risk delivery method as formally acknowledged by the Clayton Board of Education on June 4, 2025.

The team of architects and construction management is intended to create a unified Construction Team to begin work promptly in July 2025 in preparation for a potential bond referendum in April 2026. Currently, the potential bond issuance is being projected to not require an increase in the amount of the district debt service levy. The project scope could range from renovation to new construction, depending on decisions reached with committees, consultants and stakeholders, with a total budget estimated at \$100 million.

1. The CMAR will assist the District during the design phase through final close-out of the project by providing construction services, including, but not limited to, the following:
2. The CMAR shall participate in all design and team meetings during all programming and design phases. The CMAR will be completely familiar with all issues affecting the design and use of the spaces required for a successful project.
3. During the pre-construction phase, the CMAR will work with the architectural team to prepare a management plan that will establish the general approach, project schedule, and budget goals of the project and will include the responsibilities for sequencing of the design and construction process. The CMAR will provide regular updates of this plan to all parties throughout the design and construction phases.
4. During the pre-construction phase, the CMAR will work with the architectural team to prepare a Schedule that incorporates all parties' responsibilities in order to provide a baseline for monitoring and enforcing project progress. This schedule will be updated monthly for the owner's and architect's review. The CMAR's schedule shall coordinate and integrate the CMAR's, architect's and owner's responsibilities, with the anticipated construction schedules highlighting critical and long-lead items. In addition, the CMAR will work with the architectural team to provide a schedule for each set of bidding documents.
5. The CMAR will identify the existing construction budget based on the current program data using area, volume and similar construction estimating techniques. The CMAR will work with the architectural team to continue to update the budget spreadsheet on a monthly basis as the team develops the program and the design process. This budget evaluation will be based on similar work the CMAR has undertaken, and will include detailed estimates provided by the CMAR, as well as construction market surveys which evaluate the local construction market. This research will serve as the basis for making decisions regarding types of materials and systems used, building methods and bidding strategy.

6. The CMAR and architect will immediately advise the team if the construction cost estimate exceeds the latest approved estimated District budget. The CMAR will use value engineering principles to make recommendations for corrective measures. The CMAR will update these recommendations in a timely fashion so as not to affect progress to the design.
7. The CMAR will provide any communication reports required to keep the District informed of the project's progress and any changes that occur during the project, as well as any reports needed by the owner for special meetings, etc. The CMAR will coordinate and manage all required reviews and approvals during the design phases. The CMAR shall schedule and conduct regular (minimum of one monthly) team meetings to be attended by the owner, CMAR, architect and consultants, as may be deemed appropriate. The CMAR shall prepare and promptly distribute minutes, updated schedule and budget information to all parties involved.
8. The CMAR will review design documents to ascertain the architectural team's progress at each stage of design for cost effectiveness and constructability. All relevant and appropriate comments will be shared at regular monthly team meetings for team evaluation and decisions.
9. The CMAR will maintain a project history of milestones and project scope enhancements as a formal tracking mechanism.
10. The CMAR's proposed project manager(s) and on-site project superintendent will work in concert with their estimating department who will do constructability reviews. These reviews will occur during all design phases, as well as during the construction document development phase. The project manager and superintendent will review the construction documents as they are being developed and will review the construction details, means and methods, relative value and proper sequencing of work. They will advise the team of any savings that can be incorporated into the construction documents before the documents go out to bid. They will also provide recommendations regarding temporary project facilities and equipment, materials and services for common use of the contractors and ensure they are included in the project documents.
11. The CMAR shall submit a monthly report to the owner that summarizes all phases of the project as it relates to cost, schedule, open issues and responsibilities, delays, expenditures to date and potential problems with accompanying solutions.
12. The CMAR will recommend the appropriate bid packaging after reviewing the local market, the design and the concerns of the team. The CMAR will make recommendations on coordination and assignment of responsibility to the appropriate contractors.
13. The CMAR will prepare a projected monthly cash flow spreadsheet for the entire duration of the project. The spreadsheet will be updated, as more information and scheduling items become known.
14. The CMAR will coordinate and manage the bidding process of each portion of the project with the architect team, and the owner. The CMAR will coordinate the notice to bidders and any advertisement the District will publish. The CMAR will coordinate all



requirements for insurance, bonds and other such financial and legal document requirements. Bids will be released by the District and opened by the CMAR and/or other District official.

15. The CMAR, with the architect team, will conduct a pre-bid conference approximately two weeks into the bidding process to familiarize all bidders with site conditions and constraints. It is imperative that all bidders' questions and concerns be answered and that they are thoroughly familiar with the bidding documents. The CMAR will compile a list of items and questions asked and will forward the documents to the District to issue a written addendum. The architect shall answer all technical questions for inclusion in the addenda.
16. The CMAR shall assist the owner and the architectural team in evaluating bids for content, area of responsibilities, responsiveness and responsibility of bidders and recommend a bid award to District officials.
17. The CMAR will conduct a pre-award conference with the apparent responsive and responsible low bidder to review scope and intent. The desired outcome is to eliminate future claims and change orders on issues which otherwise had not been thoroughly reviewed. Upon successful negotiations, a contract will be issued.
18. The CMAR will conduct a pre-construction conference on site to assemble the contractors and convey the team's goals and objectives.
19. The CMAR shall assist the A/E and District in the selection of consultants for geological testing, surveying, construction testing and other special consultants. The CMAR will coordinate the work of these special consultants and administer contracts that will be executed directly with the District.
20. The CMAR shall provide an analysis of the types and quantities of labor required for the project and review the availability of appropriate categories of labor required for critical phases. The CMAR will make recommendations for actions designed to minimize adverse effects of labor shortages.
21. The CMAR shall prepare the various construction contracts for review by the owner's representative and execution by the District. The CMAR will also advise the owner of the acceptability of contractors and material suppliers proposed by the various contractors.
22. The CMAR shall coordinate acquisition of all building and special permits for the new facility other than those granted by the District. The CMAR shall take all collected data and items required for approvals, review, and permitting processes for distribution to all team members for inclusion in the management plan and schedule. The exception is permits to be obtained by the various contractors. The CMAR shall coordinate the architect and owner in connection with filing documents required for the various approvals of government authorities having jurisdiction over the project.
23. The CMAR will provide an on-site professional project superintendent who has experience in similar projects. The project superintendent will be in charge of quality control and responsible for the coordination of all construction activity, including recommending various courses of action when construction contractors are not performing work in accordance with contract documents. The project superintendent will

manage all the contracts for construction on the District's behalf, but the District will still maintain an active role in this, as well. The project superintendent will obtain clarification/interpretation on construction details from the architect and will review means, methods, and proper sequencing of work. The CMAR's obligations shall end sixty days after punch list items are complete, training on building systems is complete to the owner's satisfaction and all permits related to occupancy have been obtained and approved.

24. During the construction phase, the CMAR shall maintain an onsite, fully furnished office for the project superintendent as well as office space for the architect (if requested) within the trailer.
25. The CMAR shall assign responsibilities for safety programs among the contractors. The CMAR will review their programs and coordinate the various contractors' safety programs.
26. The CMAR shall continue to submit a monthly report to the owner that summarizes all phases of the project as they relate to cost, schedule, open issues, delays, expenditures to date and potential problems with accompanying solutions.
27. The CMAR shall provide administration of the contracts for construction in cooperation with the architect as set forth in this document and in the edition of AIA 201 CMAR general conditions of the contract for construction, Construction Manager Advisor Edition, current as of the date of the Agreement.
28. The CMAR shall prepare and update the construction schedule so that it incorporates the responsibilities of all parties and can be used for monitoring and enforcing the construction project's progress. This schedule will be updated monthly for the District and architect's review. The CMAR's schedule shall coordinate and integrate the responsibilities of the CMAR, the architect(s), the District and all project contractors. The schedule will include all activity sequencing, allocation of labor and materials, processing of shop drawings, product data and samples, and highlight procurement and delivery of critical and long-lead items. If the updated schedule shows that the previously approved project construction schedule may not be met, or be within the budget, per the contract documents, the CMAR shall recommend corrective action to the owner and architect.
29. The CMAR will continue to provide any communication/reports required during the construction phase to keep the District informed of the project's progress and any changes that occur during the project, as indicated by the owner's representative. The CMAR shall schedule and conduct weekly construction team meetings to be attended by the District's representative, CMAR, all contractors who are working on-site or scheduled to start in the near future, as well as the architect and consultants as may be deemed appropriate. The CMAR shall prepare and promptly distribute minutes, updated schedule and budget to all parties involved.
30. The CMAR will continue to update the construction budget based on the current construction costs and projected construction estimating for uncompleted tasks to be used to forecast any changes in the approved construction budget.
31. The CMAR will update the monthly cash flow for the entire duration of the construction project. This will be updated as actual cost information becomes known and forecast

information becomes clearer. The CMAR shall notify the owner and architect as to variances between actual and estimated costs.

32. The CMAR shall develop and implement procedures for the review and processing of pay applications by all contractors for progress and final payment.
33. Based on the CMAR's observations and evaluations of each contractor's application for payment, the CMAR shall review and certify the amounts due the respective contractors.
34. The CMAR shall prepare a project application for payment on a monthly minimum basis.
35. The CMAR's certification for payment shall constitute a representation to the District that, to the best of the CMAR's knowledge, information and belief, the work has progressed to the point indicated and the quality of the work is in accordance with the contract documents. The foregoing representations are subject to an evaluation of the work for the conformance with the contract documents upon substantial completion, to results of subsequent tests and inspections, to minor deviations from the contract documents correctable prior to completion and to specific qualifications expressed by the CMAR. The issuance of certificate for payment shall further constitute a representation that the CMAR is entitled to payment in the amount certified. They will then forward the application to the architect and/or Construction Advisor for review and approval and subsequent processing by the District.
36. The CMAR shall determine in general that the work of each contractor is being performed in accordance with the requirements of the contract documents, endeavoring to guard the owner against defects and deficiencies in the work. As appropriate, the CMAR shall have the authority, upon written authorization from the owner, to require additional testing of work in accordance with provisions of the contract documents, whether or not such work is fabricated, installed or completed. The CMAR in consultation with the architect may reject work that does not conform to the requirements of the contract documents.
37. The CMAR shall review proposal request changes, assist in negotiating contractor's proposals, submit recommendations to the architect and District, and if the requests are accepted, prepare change orders which incorporate the architectural modifications to the documents.
38. The CMAR shall review, evaluate and document claims and will work in concert with the architect and District on options and recommend appropriate directions.
39. The CMAR shall receive certificates of insurance from their contractors and forward them to the District with a copy to the architect.
40. The CMAR shall receive certificates of bonding from their contractors and forward them to the District with a copy to the architect.
41. The CMAR is responsible for reviewing their contractors' payrolls to insure the contractor is paying prevailing wage and compliance with the verify is met, as required by the statutes of the state of Missouri.
42. The CMAR will continue to maintain a project history of milestones and project progress

as a formal tracking mechanism during the construction phase. The CMAR shall submit a monthly report to the owner on each contractor and each contractor's work, as well as a report on the entire project. It will summarize all phases of the work, as they relate to costs, schedule, open issues, delays, expenditures to date and potential problems with accompanying solutions.

43. In collaboration with the architect, the CMAR shall establish and implement procedures for the expediting, processing and approval of requests for information, shop drawings, product data, samples and other submittals. The CMAR shall coordinate submittals with the information in the specifications and contract drawings. The CMAR shall review the submittals for conformation to the construction documents and send them to the architectural team for their review. The CMAR shall forward the submittals in a reasonable amount of time so as not to delay the project. The CMAR will organize and manage the requests for information process by producing forms, assigning numbers, producing and updating logs, following up on answers, etc.
44. The CMAR shall maintain one set of construction documents at the project site for the owner. This will include all contract drawings, specifications, addenda, change orders and other modifications, in good order and clearly marked for all changes to submit to the architectural team to create a set of "as built drawings" for the owner. This will also include selections of materials and systems, shop drawings, product data samples and similar submittals. The CMAR shall maintain records, in duplicate, of principle building layout lines, elevations of bottoms of footings, floor levels and key elevations certified by a qualified surveyor or professional engineer. The CMAR shall make all such records available to the architectural team and upon completion of the project shall deliver them to the District.
45. The CMAR shall arrange for the delivery, storage, protection and security of owner-purchased materials, systems and equipment that are a part of the project until they are incorporated into the project.
46. The CMAR shall coordinate and schedule the contractor's final testing and start-up of utilities, operational systems and equipment, and coordinate the training of District personnel, as well as coordinate appropriate commissioning criteria on the front end of the project and be responsible the systems identified are fully tested and properly commissioned within 60 days of substantial completion. Verification by third party testing firms complete with documentation provided at the end of the project per the guidelines set by the district and engineer are required. Utility incentive rebates and operational cost efficiencies are to be identified during the design phase with verification and submission provided by the selected CMAR. CMAR will be responsible for the district realizing the benefit that was identified in the original cost analysis and energy model.
47. The CMAR shall assist the architectural team in determining when each contractor's work or a designated portion of that work is substantially complete. The CMAR shall prepare a list of items that are not complete or do not meet the design standards and a schedule for their completion for the architect. The CMAR shall assist the architectural team in conducting inspections to determine whether the work is complete and/or has been corrected. They will then assist the architectural team in conducting the final punch list and specifications.
48. The CMAR shall secure and transmit to the architect warranties and similar documents for the owner. This will include all contract drawings, specifications, keys, manuals, and

addenda for the owner. This will also include selections of materials and systems, shop drawings, product data samples and similar submittals. The CMAR shall forward to the architectural team a final project application for payment upon compliance with the requirements of the contract documents.

49. Duties, responsibilities and limitation of authority of the CMAR as set forth in this RFQ and contract documents shall not be restricted, modified or extended without the written consent of the owner.
50. During the construction phase, the CMAR and the full-time construction superintendent will provide continuous on-site coordination and inspection of the work, as well as continued project management services.
51. The CMAR will prepare an occupancy plan that will include a schedule of critical dates relative to furniture, equipment, relocation of District personnel, etc.
52. The District reserves the right to be an active client in the project management, design and construction document process and can be expected to require alternative studies or designs, including potential use of select performance contracting, in the interest of operation and cost considerations. The active participation in the design process is not to be considered an additional service by the CMAR.
53. The CMAR and the architect will have regular meetings, weekly if necessary, with District staff and will have an official review at the end of each phase of the project. The CMAR will have the responsibility to ensure these reviews reflect any deviations from the approved budget or schedule.
54. The successful respondent will act as an agent for the District and shall not perform construction labor unless authorized by the owner and agreed upon by the CMAR.

## **Section 5 – STATEMENT OF QUALIFICATIONS**

Responses to this RFQ should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information you wish to submit should be included in a separate section marked "Supplemental Information."

1. General Company Qualifications
  - a. Provide a brief history and general overview of the company
  - b. State the location of the firm's headquarters and the location, if different, from which this project will be managed
  - c. Provide information regarding the firm's ownership and organizational structure and include a company organizational chart
  - d. List the total number of local employees, if different from firm's headquarters from which this project will be managed
  - e. Provide firm revenue history including total revenue and revenue from CM Agency work for the last five years
  - f. Provide references for firm's Bank, Surety and Bonding Agent
  - g. List any pending judgments, claims, arbitration or suits against your organization or its officers

## 2. Related Project Experience

- a. List the projects your organization has completed in the last five years, or is currently working on with a school district. Specifically highlight any experience related to the renovations and/or new construction of K-8 educational facilities.
  - Project Name
  - Location
  - Brief Description
  - Year Completed
  - Project Contacts - A/E and Owner
- b. List other relevant or similar project experience completed in the last five years. Include at least:
  - Project Name
  - Location
  - Brief Description
  - Year Complete
  - Project Contacts - A/E and Owner
  - Construction Delivery Method Utilized (general construction or negotiated)

## 3. Project Management Plan & Key Personnel

- a. Provide a written description of your management plan that sufficiently defines your management approach to the Project.
- b. Provide resumes of your professional staff, including pre-construction and construction phase personnel, and descriptions of the roles and responsibilities they will assume for the project. Resumes should also list current and previous experience.
- c. Provide an organizational chart of your professional staff that will be directly involved in the pre-construction and construction phases of the Project.
- d. List any anticipated consultants to be used in the Project.

## 4. Construction Services & Systems

- a. Describe your firm's cost estimating capabilities, techniques and reporting methods during the pre-construction phase.
- b. Describe your firm's cost control capabilities, techniques and reporting methods during the construction phase.
- c. Describe your firm's scheduling capabilities, techniques and reporting methods throughout the project.
- d. Describe your firm's approach to value engineering analysis.
- e. Describe your firm's capabilities for reviewing documents for completeness, clarity, and constructability.
- f. Describe your firm's approach for resolving issues with the Architectural team.
- g. Submit your plan to provide Quality Assurance and Control for this Project throughout the pre-construction and construction phases.
- h. Describe your firm's bidding procedures and techniques for maximizing the trade contractor's response to this bid opportunity.
- i. Describe your firm's procedures for processing change orders, including review

and auditing of trade contractor pricing.

- j. Describe your firm's approach to resolving problems with the trade contractors.
  - k. Discuss your firm's safety program and procedures for this project.
  - l. Describe your firm's closeout procedures.
5. Minority Owned Project Participation

The School District of Clayton encourages minority- and women-owned business enterprises (MWBE) to participate in all aspects of this project, including design, construction, and supply. The overall participation goals for this project are 20% for MBE participation and 5% for WBE participation. All entities submitting proposals for this project shall provide, as a part of their qualifications, a description of the anticipated MBE and WBE participation rates they intend to achieve on this project as well as a listing of the MBE and WBE participation rates they have achieved on projects similar in scope, located within the St. Louis Metropolitan Area, in the past ten (10) years.

In addition, proposals shall describe the commercial efforts the entity intends to utilize that are designed to encourage MBE and WBE participation on this project, including such efforts as outreach, advertising, and other engagement with MBE and WBE enterprises, and/or the use of internal minority and women participation.

## **Section 6 - SELECTION PROCESS**

The District intends to award the Construction Manager at Risk Services Contract to the qualified firm which best demonstrates the commitment and application of experience, resources and methods to the unique construction requirements of the Project, as well as the cost and schedule objectives established by the District.

Your written response to this RFQ will be used to evaluate your firm's or team's qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project. A short list of firms or teams will be selected for follow-up interviews.

The District will consider any number of individual factors weighing on each firm or team's qualifications. These considerations will include, but are not limited to, the following:

- a) The experience and capabilities of the firm involved. This will focus on projects of similar scope and experience with the CMAR process for public entities.
- b) The experience and capabilities of key personnel on the project team generally and specifically in relation to facilities of similar scope.
- c) How well the approach or plan of the project team appears to integrate with the Project's specific needs.
- d) The ability of the project team to interact and work with diverse public and private groups or representatives who may be concerned with the impact of the project.
- e) Financial stability and general reliability of the firm or team as indicated by documents, historic projects and references.
- f) A demonstrated ability to bring projects in on schedule and within budget.
- g) In ranking evaluations, qualifications will account for a minimum of 40 percent and cost will account for a maximum of 60 percent.

The District reserves the right to reject any and all proposals if the information does not fulfill the request

The District reserves the right to negotiate any and all elements of this proposal.

### **Section 6 - EVALUATION CRITERIA**

For each firm submitting a proposal, the following criteria will be used to evaluate the RFQ responses (items listed below are not listed in order of importance):

- Technical Qualification and Competence. This includes experience, expertise, and familiarity (specifically team members assigned to these projects) in regards to public school projects, applicable laws/requirements for public works projects in general, other specific program experience that may be uniquely provided by the District that can benefit the district, any other combination of skills, experience or knowledge in particular that may further assist the District in achieving its goals;
- Similar Project Related experience (of the firm) with educational projects and other projects similar in programming requirements and scope. In addition, the individuals who would be assigned to the team and their related experience with educational projects and other projects similar in programming requirements and scope;
- Approach to Work. This includes project management coordination methodologies, analysis and study approaches, ability to keep timelines, respond to delays and consultant's ability to communicate effectively with District personnel, and offer advice in the best interest of the District and its programs;
- Available Resources. This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories;
- Responsiveness to the RFQ This would include any documents submitted such as concept plans, space planning, and design concepts and other related items;
- Professional References Provide names and contact information for professional references.

### **Section 7 - ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION**

By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.

Cost of Responses: School District of Clayton will not be responsible for the costs incurred by anyone in the preparation and submission of responses.

Contract Negotiations: This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the School District of Clayton, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

No Obligation: School District of Clayton reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in The School District of Clayton's best interest; or cancel the



entire process.

Professional Liability Insurance: The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Missouri.

#### **Section 8 - SUBMITTAL INSTRUCTIONS**

1. Sealed submittals are required.
2. Three copies of the responses are to be delivered to John Brazeal, CFO, at the address set forth below at or before 2:00 pm. on Wednesday, June 25, 2025.
3. All submittals must be labeled: CLAYTON SCHOOLS – CMAR.
4. Deliver submittals to the following address: The School District of Clayton, #2 Mark Twain Circle, Clayton, MO 63105.
5. To enable The School District of Clayton to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated. Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11"by 17"). Each section shall be separated by a tabbed divider.
6. An electronic PDF version of the submittal should be included on a thumb drive.

#### **Section 9 - OTHER MATTERS**

Ownership of proposals. All proposals become the property of the District upon receipt. Selection or rejection of the proposal will not affect this right. The District shall have the right to use all ideas or adaptations of the ideas contained in any proposal. Disqualification of a proposal does not eliminate this right.

Proprietary information. All material submitted in response to this RFP will become public record and will be subject to inspection after a contract is executed.

Required Affidavit for Contracts Over \$5,000. Business entities desiring to contract with the District for the provision of service shall comply with the provisions of Sections 285.525 through 285.550 RSMo. Contract award is contingent upon Company providing an acceptable notarized affidavit stating:

1. that the Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. that the Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Additionally, CMAR must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program's Memorandum of Understanding (MOU)).

END OF DOCUMENT