



**REQUEST FOR STATEMENT OF QUALIFICATIONS
- CONSTRUCTION MANAGER AT RISK (CM@R)
Revised 12-22-25**

Stanton Community Schools (the District), pursuant to Iowa Code Chapter 26A, is accepting Statements of Qualifications (SOQ's) for Construction Manager at Risk (CM@R) services for an Entry Addition and Renovations located at 605 Elliott Street, Stanton, IA 51573

SOQ's shall be received, including eight (8) hard copies, plus a digital PDF format in a combined file, via flash drive, Attn: David Gute, Superintendent, Stanton Community School District **before 4:00 pm CST Wednesday January 7th, 2026. Label the sealed envelope/box with the following: Stanton CM@R SOQ – 'Firm Name'. Delivery time shall be determined by the District Office clock system at 605 Elliott Street, Stanton, IA 51573.**

The SOQ's will be evaluated by the Stanton Community Schools selection committee and all submitting firms will be notified if they meet the qualification criteria and advance to the second step of the solicitation process, the RFP. The CM@R, Owner and design team shall work collaboratively to provide recommendations for the school board regarding analysis on total project cost, sequencing, and constructability toward competing construction promptly.

Questions or requests for clarification MUST be emailed on or before 2:00 PM (CST) on December 23, 2025 to email: dgute@stantonschools.com. Label email: Stanton-CM@R-SOQ Questions. All written questions and responses will be posted to the planrooms and district website if required.

STATEMENT OF QUALIFICATIONS - CONSTRUCTION MANAGER AT RISK (CM@R) REQUIREMENTS:

The District is requesting SOQ's from interested firms to perform CM@R services. The Scope of the Work will involve both pre-construction, bidding and construction phase services and shall include all necessary work required to provide a complete project. Phasing may be required, however scope as determined required for occupancy allowing 2026 return to fall class operation is required. ~~Edit.~~ The District further shall have the right to cancel or amend the RFQ at any time and shall notify all proposers of the action taken. The District may subsequently solicit new proposals using the same or different project performance criteria or cancel the construction manager at risk process.

Project Scope includes a main entry addition, housing combined administrative functions, remodel of former offices to classrooms, restroom and miscellaneous accessibility improvements with multiple mechanical system updates. Project will be promptly completed as determined in pre-construction, focusing on the 2026 summer break. Exact dates and timing to be determined with successful CM@R. See attached concept scope for additional information.

Submittal: Submitting firms are requested to provide the following information as part of their SOQ. Responses must be in sufficient detail for a thorough evaluation and assessment. The SOQ shall be limited to a maximum of forty (40) single-faced letter sized pages of information; the Cover Sheet, Table of Contents and divider pages are not counted in the page count. To be considered for evaluation your submittal shall be arranged and include the following:

- Cover Letter of Interest (*not including in page count*).
- Table of Contents (*not including in page count*)
- Section 1.0 - Company Description.
- Section 2.0 – Methodology and Approach to Construction Management at Risk.
- Section 3.0 - Project Team and personnel
- Section 4.0 – Similar Project Experience.
- Section 5.0 - Past Performance including budgeting, build quality, completion schedules
- Section 6.0 - Safety Record and Program
- Section 7.0 - Capacity to perform work in timeframe.
- Section 8.0 – Cost Estimating
- Section 9.0 – References.

Section 1.0 - Company Description.

- A. Firm Background: Provide a comprehensive overview of your firm, including its history, mission statement, core values, and areas of specialization. Include completed CM@R project quantities and costs delivered in the last 10 years include role firm played in delivery.
- B. Organizational Structure: Describe the organizational structure of your firm, including the hierarchy of leadership, management, and key personnel. Outline the roles and responsibilities of each organizational unit and highlight any specialized divisions or departments dedicated to serving educational clients.
- C. Geographic Coverage: Identify the geographic regions and markets served by your firm, including the locations of principal offices and branch offices responsible for the proposed projects. Highlight any regional expertise or local knowledge that enhances your firm's ability to deliver tailored solutions to clients.
- D. Client Portfolio: Provide an overview of your firm's client portfolio, emphasizing your experience in serving educational clients within the PreK-12 sector and other similar projects. Repeat business, or client testimonials that attest to the quality of your firm's services and client satisfaction.
- E. Financial Stability and Legal Standing: Discuss your firm's bonding capabilities and current backlog of work. Financial statements may be required for qualified firms. Note any claims within last 5 years.
- F. Provide your insurance coverage information.

Section 2.0 – Methodology and Approach to Construction Management at Risk.

- A. What is your firm's methodology and approach to managing a project?
 - a. Explain your Preconstruction services
 - b. Explain your Construction and closeout services.
- B. How does your firm communicate and coordinate with the Owner and design team to ensure a timely and efficient delivery of pre-construction and construction services?
- C. How does your firm ensure projects remain within the budget while maintaining the design goals for the job?
- D. How does your firm approach quality control of the subcontractor's workmanship?
- E. How does your firm ensure that the project remains on schedule?
- F. Share your approach to project phasing and construction within continued occupancy.

Section 3.0 - Project Team and personnel

- A. Key Personnel: Share your approach toward personnel for project teams, including project managers, project engineers, superintendents, estimators, schedulers, and other key positions.
- B. Provide a narrative or organizational chart indicating the structure of the proposed project team. Indicate the process your team members communicate in providing successful results.
- C. Continuity of Team: Discuss your firm's approach to ensuring continuity of the project team throughout the duration of a project, minimizing turnover, and maintaining consistency in personnel to promote efficiency, effectiveness, and accountability.

Section 4.0 – Similar Project Experience.

- A. Specific Project List: Provide the following information for at least five (5) projects of similar size and scope completed that are similar to the proposed Project. Include the following information to the extent possible:
 - 1. Building name and address.
 - 2. Building Owner, contact name and telephone number.
 - 3. Brief description of project scope applicable to the RFQ.
 - 4. Scope of service performed on the project, including any pre-construction services
 - 5. List project budget (or GMP) and final project cost.
 - 6. Construction Delivery Method, duration and date of completion.
 - 7. Indicate what percentage of the work was accomplished with your own forces and in what trades. ~~Edit:~~
 - 8. Share information regarding projects that had phased occupancy.

Section 5.0 - Past Performance including budgeting, build quality, completion schedules

- A. Provide project narratives and case studies regarding your firm's past performance. Please address example projects and label construction delivery method used (including CM@R, design bid build, etc.):~~Edit.~~
 - 1. Communication processes
 - 2. Pre-construction support
 - 3. Budgeting history
 - 4. Quality control
 - 5. Scheduling
- B. Provide information sharing potential challenges and potential solutions.~~Edit.~~

Section 6.0 - Safety Record and Internal Safety Program

- A. Provide a brief description of the company's safety history
- B. How does your firm actively approach safety in the workplace?
- C. How does your firm ensure the safety of the building occupants around an active construction area in a building that is partially occupied?

Section 7.0 - Capacity to perform work in timeframe.

- A. Provide your firm's work forecast showing ability to include this project successfully.
- B. Share your firm's process to track all the trades and work efforts to maintain schedule.
- C. How does your team address schedule challenges?

Section 8.0 – Cost Estimating

- A. Provide details on how your firm approaches cost estimating throughout the project design and construction process.
- B. Provide examples of best practices for design team (Architect/Engineer and CM) to collaborate during cost estimating exercises
- C. How will your firm approach value analysis to ensure the project budget is met?
- D. Share estimate to final cost comparison of 3 recent projects.

Section 9.0 – References.

- A. Provide at least five references including contact information for whom comparable work has been performed

Selection Criteria

The final selection of qualified CM@R firms will be based on the following:

- 1. Completeness, organization, and clarity of the response to this RFQ in addressing each of the criteria listed.
- 2. Previous experience and communication of firm's ability to complete the project.
- 3. Previous success in delivering projects on time and within budget ~~Edit.~~
- 4. CM@R approach and methodology to provide a complete project.
- 5. Relevant references from both the applicable projects and any others provided.
- 6. Other relevant criteria as determined by the school district.

The firms that respond will be read aloud publicly at the office of the Superintendent following the **4:00 pm Wednesday January 7th, 2026 submittal**. Submissions will be reviewed and evaluation will be completed within 45 days of the date the District opens the SOQ responses. Qualification statements will be evaluated based on point values associated with the above sections during the SOQ process. Higher or reduced scores are based on how well the information submitted relates to the project and section descriptions. *Firms that score a 3/5 average on all sections will be determined as qualified.*

Following evaluation, the District will notify individual respondents of the whether or not they qualified to submit a proposal. Qualified firms will be asked to submit a proposal for the Project, which will include its specific project qualifications and proposed fees. Responding firms will bear all costs for preparation & delivery of this RFQ. The District reserves the right to reject any and all SOQ's, and to reject any SOQ's that are non-responsive or not responsive, and to waive technicalities and formalities.

SOQ's and scoring shall remain confidential until after an award of determination has been made.

Attachment: See the following page for design concept information.

Please direct all questions to:

David Gute, Superintendent Stanton Community School District.

Phone: 712-829-2162

email: dgute@stantonschools.com

605 Elliott Street, Stanton, IA 51573.

