

Pursuant to SDCL 5-18B-44, Elk Point – Jefferson School District (the District), South Dakota has established the following Procedures and Standards for Selecting and Awarding a Construction Manager-At-Risk 2023

- Procedure and standards to be used to qualify construction managers
 - To be considered for the shortlist selection, the firm must demonstrate the ability to provide a performance and payment bond in the amount of not less than **\$10 million**. **The evaluation will be conducted by the Board of Education**. Upon receipt of the proposals, the District will determine a shortlist of firms whose proposals are deemed to have met the following qualifications:
 - Company background
 - Applicable and relevant experience
 - Team/personnel experience working together and on similar projects
 - Project approach including working on CMAR projects for public sector clients
 - Demonstrated knowledge of the local and regional subcontract market
 - Any reasonable information the selection committee deems necessary

- Procedure for preparing and submitting proposals
 - To warrant evaluation of a submittal, the Construction-Manager-At-Risk (CMAR) firm must submit proof of the following requirements. If these minimum requirements are not met, the CMAR's statement of qualifications will not be evaluated.
 - Identify a minimum of two (2), but no more than five (5), projects that are most similar in size and scope that were constructed within the past seven (7) years. Indicate for each project the following minimum information:
 - Name of project, location, and construction date
 - Name of project manager and superintendent responsible for the project.
 - Initial Guaranteed Maximum Price (GMP) versus final project cost.
 - Type of service and contractual relationship (general contractor, design build, construction manager at risk, etc.).
 - Preconstruction services provided.
 - Client and architect/engineer contact information.

- Procedure for evaluating proposals
 - The District will rely on the qualitative information contained and presented in the proposals, interviews, and reference checks in making the decision to select the most qualified firm to provide services for this project. Selection criteria will be based on the below criteria:
 - Experience, qualifications, and availability of proposed team leaders
 - Broader team structure
 - History of project team working together
 - Technical work process
 - Proposal, interview, and response
 - General conditions and fee

- Procedures for negotiations between the purchasing agency and those submitting proposals prior to the acceptance for proposals. The procedures shall contain safeguards to preserve the confidential information and proprietary information supplied by those submitting proposals
 - Upon completion of the interviews, the firms will be ranked. The District will start negotiations of the contract with the highest-ranking firm. If an agreement for services cannot be reached with the highest ranked firm, the District will move to the second ranked firm. The same process will be repeated with the other ranked firms. If no such agreement can be reached, the District reserves the right to not select a firm as part of this process.
 - The District will make every effort to maintain the confidentiality of information provided by Construction Managers. The District shall share information only with the review committee. Before sharing any information, the District shall review the procedures and confidentiality requirements with each member of the review committee. Committee members shall return their copy of construction managers' submissions to the District for safekeeping upon completion of review.
- The procedures for awarding construction management services contracts
 - Acceptance of a proposal shall be by written notice to the CMAR submitting the accepted proposal, and by simultaneously notifying the other CMAR firms that their proposals were not accepted.