Morgan County School District Re-3
District Support Center
715 West Platte Avenue
Fort Morgan, Colorado 80701

REQUEST FOR QUALIFICATIONS & PROPOSALS RFQ/P

FOR DESIGN-BUILD SERVICES

Morgan County School District Re-3 (District)

715 West Platte Avenue

Fort Morgan, CO 80701

Phone 970-867-5633

PROPOSAL DUE DATE/DELIVERY REQUIREMENTS – by 4:00 p.m. on August 27, 2025

Deliver one (1) electronic copy via email to:

District Contact: Rob Sanders, Superintendent

715 West Platte Avenue

Fort Morgan, CO 80701

rob.sanders@fortmorgank12.com

All official communication with Candidates and questions regarding this RFQ/P will be via email to the District Contact listed above. No inquiries will be accepted after the clarification deadline as indicated in the project schedule.

All Candidate inquiries will be responded to at the same time which will be after the "Clarification Question Deadline". Responses to clarification will be made by email to all Candidates who requested the RFQ/P. Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. Candidates should not contact any team members, or any individual associated with the District or the Colorado Department of Education (CDE) regarding this RFQ/P or this project.

SECTION I. PROJECT SCHEDULE

RFQ/P Available	08/04/2025
RFQ/P Clarification Question Deadline	08/15/2025
RFQ/P Clarification Question Responses	08/18/2025
RFQ/P Responses due	08/27/2025
Proposal Evaluations	08/28/2025 - 08/29/2025
Interview Invitations Sent to Short-listed Candidates*	09/02/2025
Interviews, if needed*	09/04/2025
Candidates Notified of Selection	09/05/2025
Contract Negotiations	09/08/2025 - 09/12/2025
BOE Meeting to execute Design-Build Contract	TBD

SECTION II. BACKGROUND

Purpose

The purpose of this RFQ/P is to solicit and contract with an Integrated Design-Build Firm (hereinafter referred to as "Firm") who will work with Morgan County School District Re-3 (hereinafter referred to as "District"), the District's consultants, and other relevant stakeholders to complete the project described herein. The Integrated Design-Build Firm selected will provide all services to plan, design, develop, bid, construct, commission, and verify solutions that meet the objectives of the District and the project described.

Project Description/Scope

This project's scope will include life-safety, security, health, and well-being improvements at Pioneer Elementary School, located at 415 Spruce Street, Fort Morgan, CO 80701. The project entails relocating the main entrance of the building from the east side of the building to the west side of the building. The District would like to build a secure vestibule addition at the area of the new entrance. The project entails interior renovations of numerous classrooms and offices in order to improve the use of its available space. The District is budgeting $1,625,000 for this project.

SECTION III. INSTRUCTIONS TO DESIGN-BUILD FIRMS

All questions should be directed to the District's Superintendent noted above and sent via email to: rob.sanders@fortmorgank12.com

All qualification responses must be received via email and identified in the subject line as:

Proposal for Design-Build Services for Morgan County School District Re-3

The deadline for submitting a response to the District's Representative is 4 p.m., on August 27, 2025 (MTN). One (1) electronic copy of the qualifications response must be provided in printable .pdf format. No faxed or telephone responses will be accepted. No late response will be accepted. RFQ/P responses received after the deadline will be regarded as late and will not be considered.

The District reserves the right to accept or reject any or all responses and select the Design-Build Firm that is deemed to be in the District's best interest. The District is not liable for any cost incurred by any person or Firm responding to this RFQ/P.

SECTION IV. STATEMENT OF QUALIFICATIONS (SOQ)

Required Capabilities, Expertise, and Services

To qualify, respondents must: (1) have personnel with a minimum of 10 years of experience in the analysis, planning, design, and construction management of similar projects; (2) demonstrate a history of delivering facility improvement projects in the public sector utilizing the Design-Build delivery method, or a similar integrated project team model, including a commitment of a Guaranteed Maximum Price (GMP); (3) exhibit a sound track record with other similar clients and project scopes; and (4) employ Colorado licensed Design Professionals who will design and seal the final construction documents for the Firm.

SECTION V. SUBMITTAL REQUIREMENTS

Organize your RFQ/P response using the following outline. Please separate each section with dividers or tabs using the appropriate section labels. No fees shall be included in the RFQ Submittal.

SECTION 1 - LETTER OF INTEREST

A maximum two-page letter of interest that includes a synopsis of the Firm, business principles, distinguishing characteristics, approach to completing this project, primary contact information, and signed by the Firm's primary point of contact the principal-in-charge.

SECTION 2 - EXPERIENCE AND QUALIFICATIONS

Please address each criterion listed below as it relates to your Firm's relevant experience and qualifications.

1. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. (The District reserves the right to determine the acceptability of these individuals.)

2. Provide all team members' experience, background, and responsibilities including resumes.

3. Describe your Firm's past experience with the design-build delivery method.

4. Provide your Firm's project organization structure and responsibilities.

5. According to your Firm, what is the value of the design-build methodology?

6. Identify design-build projects your Firm has completed with a similar size and scope to the proposed project.

7. List examples of successful grant application assistance or collaboration with districts to secure additional funding.

8. Understanding of the District, its organization, and leadership.

9. Identify any other unique challenges/approaches that you have experienced that will assist the District with delivering a successful design-build project.

10. Based on your current workforce, staffing, and the number of projects your Firm currently has under contract or in negotiation, does your Firm have the capacity to complete this project? What percentage of your Firm is currently involved in other projects?

11. This project requires the Candidate to carry, at a minimum, general liability insurance, profession liability, auto insurance, and workers compensation. Insurance amounts will be determined but, in any event, the general liability and auto policies must have coverage limits at least sufficient to cover the maximum per occurrence liability under the Colorado Governmental Immunity Act ($1,195,000).

SECTION 3 - DESIGN-BUILD APPROACH

The Candidate chosen will be expected to provide design-build services through a team effort involving school administration, staff, students, community members, and professional consultants with disciplines in education, planning, programming, architecture, engineering, construction, facility management, facility operations, and technology. This effort should explore a variety of options, based on a thorough assessment of the facilities, to develop and implement the best possible solutions for the facility's needs.

Please address each of the following items below.

1. Firm Overview

    a. In-House Services

        i. Describe or list your Firm's complete range of in-house services and capabilities.

    b. Partnerships and Consultants

        ii. List any limited partnerships or third-party consultants that will be involved in this project including specific details about their expertise in public school facilities and experience working on projects in rural communities.

    c. Equipment Affiliation

        iii. List any affiliation with equipment manufactured, sold, or distributed, that would be used on this project.

    d. Bonding Capacity

        iv. State the maximum dollar value for which your Firm can be bonded, the current value of bonded projects, and attach a letter from your Firm's bonding company confirming your bonding capacity.

2. Design Phase Services Approach

    a. System Selection

        i. Describe your Firm's approach to evaluating various project aspect/element options and coordinating selection with District operations and maintenance capabilities leading to a recommended solution that is efficient and appropriate.

    b. Design Approach

        ii. Describe the breadth and depth of your Firm's professional design approach and development of detailed construction documents for the following milestones of design:

Schematic and Design Development - provide a general description of the design development process, including budgeting, District review of the scope of work, and process of approval by the District to proceed.

Bid/Construction Documents - describe your Firm's approach to providing complete design, bid documents, construction documents, and specifications necessary for final pricing, and ensuring the detailing of every aspect of the project. Describe the process for design review by specific agencies having jurisdiction for administering applicable building codes, regulations, laws, and ordinances concerning the construction of public facilities in Colorado, compliance with health codes, and the Americans with Disabilities Act latest edition.

3. Approach to Procurement and Local Participation

    a. Subcontractor Selection

        i. Provide an overview of your Firm's approach to procurement or competitive pricing of the work, including your Firm's qualification and selection of subcontractors, consultants, etc., particularly for remote and rural local governments where resources or availability may be limited.

        ii. Describe your approach to local subcontractor participation, including strategies for identifying, engaging, and incorporating local labor and material sourcing wherever feasible. Provide details on how your Firm will promote opportunities for local subcontractors to bid on and participate in the project. Additionally, outline any steps you will take to ensure fair access for small or underrepresented businesses within the local community. Highlight your Firm's commitment to supporting the local economy through labor and materials procurement and how this approach aligns with the District's goals of fostering community involvement and sustainability.

        iii. Describe how your Firm's approach to MBE contractor participation will take place.

    b. GMP Development

        i. Describe your Firm's approach to providing a Guaranteed Maximum Price (GMP) for the Project, and what, if any, District allowances or contingencies are required.

        ii. Describe your Firm's process for minimizing the District's risk throughout the project.

        iii. Describe how your Firm will provide transparency in the procurement process, as well as detailed cost information throughout the project.

4. Construction Phase Service Approach

    a. Construction Management

        i. Describe your Firm's approach to delivering construction phase services, including pre-construction services, project scheduling, identification of long lead equipment and materials, scheduling District and subcontractor meetings, and submittal approvals. Describe the process your Firm uses to organize, coordinate, and maintain project schedules, ensure the project is delivered on time, and how your Firm handles and prevents schedule delays.

        ii. Describe how your Firm will ensure the project is developed and delivered within the anticipated project budget and performs in a manner that meets all scope requirements.

5. Post Project Support

    a. Identify the types of training, including location and frequency, your Firm will provide for this Project.

    b. Describe any post-construction support service, including warranty, Operation and Maintenance Manuals, etc., your Firm will provide on this Project to ensure post-installation project performance and support.

    c. Performance Assurance - describe the process your Firm follows to ensure facility performance during the year(s) following completion of construction.

6. Grant Application Support Services

The District may pursue grant opportunities and would like the selected Firm to play a role in preparing the application, ensuring alignment with the District's priorities and enhancing the project's funding through additional grant support. The grant assistance services may include but are not limited to:

    a. Ensuring that all costs (hard, soft, and Owner) and scope are included in grant application;

    b. Ongoing communication with the Owner;

    c. Coordination of and attendance at meetings as needed and requested (via conference call if possible);

    d. Reviewing application requirements and familiarization with grant information;

    e. Compare master plan assessments (if available) with Owner's Facility Assessment data;

    f. Documentation required to provide to the Colorado Historical Society as applicable;

g. Preparing the grant application including scope narrative for final Owner approval;

h. Providing additional information to complete the analysis of the grant application;

i. Acting as a liaison for the Owner for follow-up grant questions; and

j. Other duties as required.

SECTION 4 - SCHEDULE

It is expected that your Firm has the current capabilities and capacity to provide design-build services in a timely and efficient manner. Please provide a detailed schedule, including milestones, from the notice-to-proceed date through the completion of project implementation.

SECTION 5 - REFERENCES

Provide a comprehensive list of ALL school projects completed or began within the last five (5) years, with contact information, along with a project description. Identify in the reference list which projects this design-build team has performed collectively, along with which projects have been completed or begun by the Firm and/or Firm's employees. The District reserves the right to check additional references beyond those provided in the submittal.

V. SUBMITTAL REVIEW & SELECTION PROCESS

The selection process consists of up to two phases, followed by negotiations with the apparent winner.

Phase 1 - RFQ/P Review

The District's Selection Committee will evaluate and score the RFQ submittals based on the selection criteria listed below:

Selection Criteria	Max Point Possible
Section 1: Letter of Interest. How complete and concise was the letter of interest and RFQ/P response? Was the RFQ/P well organized, with complete information responding to all of the submittal criteria?	10 points
Section 2: Experience and Qualifications. Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel in addition to other items as stated.	30 points
Section 3: Design-Build Approach. The Candidate has provided clear descriptions of their approach to delivering successful design-build projects.	30 points
Section 4: Schedule. The ability to complete the project on a reasonable timeline. Submitted complete and understandable schedule.	25 points
Section 5: References. The Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.	5 points
Total Points	100 points

Phase 2 - Interview

The District reserves the right whether or not to conduct interviews. If interview(s) are conducted, up to three Candidates with the highest RFQ/P submittal scores, on the date noted in the project schedule, may receive invitations. The invitation will explain the interview requirements and provide the date, time, and location. The purpose of the interview is to ensure a full understanding of the RFQ/P responses and to introduce key members of the design-build team.

The interviews will consist of a short presentation followed by a longer period for questions and answers. During the short presentation, the main point of contact for the project should be identified along with members of the design-build team. Please note team members that will not be directly working on the project are not invited to the oral interviews.

VI. FEE PROPOSAL

Project Fee Percentages:

- Assuming a Turnkey Cost of $1,625,000, the respondent shall complete the following table:

Direct Cost of Construction	**%Fee**
Site Superintendent	
Construction Management	
General Conditions	
Miscellaneous Job Costs	
District Directed Allowance	
Bond	
Warranty	
Soft Costs	**%Fee**
Overhead	
Profit	
Architectural and Engineering Design	

Candidates shall include a complete copy of this fee table in their response with appropriate descriptions for each of their fee percentages.

VII. ACCEPTANCE AND REJECTION

After the final selection has been made, the District will provide a summary of scores and a decision memorandum to each of the RFQ/P Candidates.

The District reserves the right to select any or reject any and all proposals in their best interest. The District also reserves the right to pre-qualify any or all Candidates or reject any or all Candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. The District also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

The District is not responsible for costs incurred in preparation of this proposal. Proposals will not be returned and become the property of the District once submitted.

Design-Build Agreement: Any proposal submitted, and this RFQ/P will be incorporated into the agreement, but in case of any conflict or inconsistency between the proposal, the RFQ/P, and the negotiated agreement, the negotiated agreement will control. The apparent winner will be responsible for submitting a draft agreement to be used for this project. The District and the District's legal council will review the agreement and negotiate terms prior to commencement of work.