

**ACADEMIE LAFAYETTE PUBLIC CHARTER SCHOOL
REQUEST FOR QUALIFICATIONS**

For
Oak Street Window and HVAC Replacement

Construction Management at Risk Services

2026 Bond Issue

ACADEMIE PUBLIC CHARTER SCHOOL
Facilities & Operations
201 E. ARMOUR
KANSAS CITY, MO 64111
(515)979-6871

RICK CARPENTER
Director of Operations

December 21, 2025

ACADEMIE LAFAYETTE PUBLIC CHARTER SCHOOL

PURPOSE

In accordance with RSMo. Chapter 8.675-8.687, 67.5050, the ACADEMIE LAFAYETTE PUBLIC CHARTER SCHOOL intends to hire a construction firm to provide full range Construction Management at Risk (CMAR) services during the planning, design, and construction phases of projects associated with a proposed 2025 “No Tax Levy Increase” Bond Issue.

This Request for Qualifications (RFQ) will be a competitive process by which the district will engage a CMAR firm to provide construction management services. The process will consist of a request for qualifications, review of qualifications and selection of a firm who will receive a Request for Proposals (RFP) to begin the process.

The district will ask to submit cost proposals according to an RFP that will be provided to the shortlist of firms. The district will interview at least two firms who provide cost proposals before selecting the successful company. The selected firm(s) shall provide construction manager at-risk services as outlined in the owner modified AIA A133-2009 Contract. Terms of this Contract will be negotiated at a later date.

POTENTIAL PROJECT SCOPE

A potential “No Tax Levy Increase” Bond Issued was voter approved in April of 2025. The proposed project is to provide a competitive bid process to replace the existing wood windows of the historic building with new windows to be detailed in the process. Provide a competitive bid process to provide cooling to the classrooms that currently have window units. Based on the system selected additional work will be required to install the mechanical systems into the classrooms and that work will also be estimated and performed by the construction manager. The estimated construction value is \$1,000,000.

1. Fees

- a. Provide a fee percentage amount for a guaranteed maximum price contract based on the Cost of the Work amount stated above.
- b. Cost of the Work is as defined in Article 7 of the proposed AIA Document A102 Agreement (Attachment C) and further clarified in the matrix which is attached to this document (Attachment A).

2. General Requirements Cost

- a. Provide a fixed dollar amount for General Requirements based on the cost of the work per the matrix (Attachment A). Those include all Division 1 – General Requirement items, on-site supervision and on-site administration and insurance per the below insurance requirements. The construction duration is anticipated to be completed July 2027 with a start date determined by the contractor.
- b. Provide an estimated cost per week for General Requirements.

3. Pre-Construction Services

- a. It is anticipated that the General Contractor will be selected prior to the completion of the construction document package. The General Contractor will be utilized during this period to work with the design team to provide pre-construction services including scheduling, pricing, construction logistics and value engineering. Provide a detailed description of the services your firm will provide in this capacity.
- b. Please state the total cost for pre-construction services.

4. Changes in Cost of the Work

- a. In the event after subcontractor bidding the initial Cost of the Work (not including General

Requirements & Fixed Fee) is greater than the estimate stated above, provide a fixed fee percentage.

- b. In the event after subcontractor bidding the initial Cost of the Work (not including General Requirements & Fixed Fee) is less than the estimate stated above, provide a fixed fee percentage.

5. Changes in the Work During Construction

- a. In the event there are changes to the work during the course of construction, please state the fee percentage should there be additional costs.
- b. In the event there are changes to the work during the course of construction, please state the fee percentage should there be reduced costs.

6. Review Contract Document

- a. Provide a specific list of changes you propose to the modified and attached (Attachment C) A102 (General form of Agreement between Owner and Contractor) and the accompanying AIA 201 (General Conditions of the Contract for Construction) documents.

PROPOSED TIMELINE

The timeline listed below is the district's estimation of time required to complete the selection process. All efforts shall be made to abide by this schedule; however, it is subject to change.

December 21, 2025	Advertisement of RFQ
January 13, 2026	RFP Pre-Proposal Site Walkthrough
January 20, 2 p.m.	Proposals Due
January 23	RFP Interviews, If Required
February 2	Apparent Successful Proposer Notification
February 2	Board of Education Recommendation for Approval

Project schedules will be determined during the bond planning phase of work. The desire is to begin construction on selected portions of the work immediately. Due to the extensive nature of the projects, work will need to take place during the school year(s).

PROPOSAL REQUIREMENTS

The formal proposal response to this RFQ shall contain the following information, in the following sequence and format. **All responses shall be mailed or delivered in hard copy format with a minimum of four copies provided and an emailed PDF (maximum of 20 pages).**

1. Title Page
2. Letter of Introduction: Also, explain why your firm is best qualified to provide CMAR services for the Académie Lafayette School proposed 2026 bond issue.
3. Table of Contents
4. Experience: Prioritizing CMAR project delivery, include project information for up to 5 public sector projects of similar size and scope. Include project name, description, client information,

completion date, project budget, architect contact information, and type of project delivery services provided (CMAR, CMA, Design-Build, GC).

5. **Past Performance**: For each project listed under the project experience section, provide the following information:
 - a. List the name, location and general description of the project.
 - b. List your firm's record of cost performance. (Construction cost estimate versus construction contract bid amounts, as well as contract award versus final construction cost). Provide explanation of cost deviation.
 - c. List your firm's record of scheduled performance. (List original schedule versus final completion date). Provide explanation of schedule deviation.
6. **Services**
 - a. Describe your approach to performing pre-construction services, including cost estimating capabilities and scheduling techniques. List all preconstruction services your firm provides and the value this will bring to the project(s).
 - b. Describe your subcontractor qualification process.
 - c. Describe your approach to incorporating Virtual Construction and Building Information Modeling (BIM).
 - d. Describe your approach to performing construction administration and management.
 - e. Describe your approach to controlling the project construction budget and schedule.
 - f. Describe your approach to performing quality assurance/quality control during construction.
 - g. Describe your approach to achieving project close-out (commissioning, punch-list completion, and warranty work).
7. **Key Personnel Qualifications**
 - a. Provide a brief resume for each key person that will be assigned to this project. Include their name and title, project assignment, total years of construction experience, years of experience with CMAR, years of experience with your firm, education including degree(s), year and discipline, active registrations and licenses including the number and state, other qualifications, and experience.
 - b. Describe the specific role performed on each project listed in the resume, highlighting projects of similar size and scope where the person's role was similar to their role on work proposed by the district.
 - c. At a minimum, provide resumes (that include qualifications and experience) for the Project Manager, Superintendent, and Estimator. Provide this information for both the Pre-Construction and Construction phases, if different personnel will be utilized.
 - d. Provide a project-specific organizational chart.
8. **Safety Program**: Provide a summary description of your safety program including the following information:
 - a. Sample documentation/forms.
 - b. Summary description of your safety program implementation plan, including assigned personnel and the percentage of their time that is typically allocated to a project.
 - c. Provide your safety record and worker's compensation insurance experience modification rate and incident rate for the last 3 years.
9. **Corporate Information**

- a. Provide the location of your nearest office and the number of Kansas City area employees.
- b. Provide latest audited financial balance sheet and three financial references.
- c. Signature page, Attachment A.

10. Fees

- a. Provide a separate fee page that individually breaks out the fees required.

SUBMITTING YOUR RESPONSE

Your response should follow the sections outlined above and be concise. **Failure to follow any of the RFQ's instructions could nullify your response from consideration**. Parties are requested to sign the proposal, and, when in the name of a company, by an officer whose title is shown.

Ownership of all data, materials, and documentation originated and prepared for the district pursuant to the RFQ shall belong exclusively to the district and be subject to public inspection in accordance with the Missouri Sunshine Law.

The deadline for submitting your response will be no later than **2:00 PM on January 9, 2026**. Proposals received after this date and time will not be considered.

RFQ proposers will be publicly read aloud at **2:00 PM on February 2, 2026**, at 201 E. Armour BLVD, Kansas City, MO 64111.

Submissions shall be emailed to:

Rick Carpenter

[hcarpenter@academielafayette](mailto:hcarpenter@academielafayette.com)

201 E. Armour BLVD

Kansas City, MO 64111

(515) 979-6871

Proposal questions or clarification prior to submission may be directed to Rick Carpenter, Director of Operations, at (515) 979-6871 or [hcarpenter@academielafayette](mailto:hcarpenter@academielafayette.com).

SELECTION CRITERIA

Académie Lafayette will screen all RFQ proposals that are submitted in accordance with the advertised terms. The information submitted will be evaluated against the following criteria:

1. Demonstration of successful experience and ability performed on comparable projects.
2. Identified references from three (3) or more public school districts in Missouri/Kansas serving on comparable projects.
3. Demonstration of qualifications of personnel who are assigned to manage the projects.
4. Demonstration of successful management systems used for construction management including but not limited to estimating, scheduling, cost controls, bid management, job site management, and status reporting.
5. Submittal of annual report and three (3) financial references.
6. Proposed fees.

Within a period of 24 hours following the submittal deadline a Selection Team will evaluate and rank each submittal and select, based on qualifications, proposed fee and price for fulfilling the general conditions, preconstruction services and fee for overhead and profit. A team will interview at least two of the top-qualified firms. Interview scoring criteria will be the same as above.

1. Proposed percentage fee for overhead and profit. Based upon estimates of preliminary construction costs and timeline.
2. Proposed reimbursable costs. Not to exceed a specific amount. Based upon estimates of preliminary construction costs and timeline.
3. Proposed fee for preconstruction services.
4. Proposed fee for general conditions broken down on a monthly cost.
5. Team presentation and communication style.

RESERVATIONS

The Selection Team and the Académie Lafayette reserve the right to reject any and all proposals, waive informality and any technicalities or clerical errors in any proposal as the interest of these entities may require, and they will select the proposal which, in their judgment, provides the best value meeting the requirements of the project.

All costs incurred in the preparation of the response to this Request for Qualifications will be the sole responsibility of and borne entirely by the submitter. All responses to this Request for Qualifications become the property of Académie Lafayette and will be part of public record.

CONTRACT NEGOTIATIONS

Académie Lafayette Public Charter School will attempt to negotiate and contract for services described in this RFP solicitation with the most qualified firm. If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm. This process will continue until an agreement is reached.

ATTACHMENT A
Oak Street Window and HVAC Replacement

General Requirements Matrix			
Item	General Requirements	Cost of Work	Covered by General Contractor's Fee
Superintendent (if on site full time)	X		
Project Management (if on site full time)	X		
Project Management (off site)			X
Administrative Personnel			X
Document Reproduction		X	
Postage			X
Safety Personnel			X
Site/Field Office	X		
Travel Expenses		X	
Security Services	X		
Construction Signage/Safety Signage	X		
Drinking Water	X		
Toilets, if required		X	
Copier Rentals	X		
Telephone Services during Construction	X		
Office Supplies	X		
Layout		X	
Fire Extinguishers/First Aid Kits	X		
General Safety & Maintenance During Construction		X	
Temporary Guardrails		X	
Dumpsters		X	
Construction Clean-up		X	
Hoisting		X	
Temporary Building Utilities (Electric/Water/Gas)	By owner		
Equipment Rental		X	
Supt. Pick-up Trucks	X		
Warehouse Delivery Trucks		X	
Permits		X	
P&P Bond		X-if required	
Builder's Risk	By owner		
General Liability Insurance	X		
Material Testing/Special Inspections	By owner		

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the services in accordance with all terms and conditions specified herein. Please type or print the information below. **The Respondent is REQUIRED to complete, sign and return this form with your submitted response for this RFQ.**

Company Name

Authorized Person (Print)

Signature

Date

Title

Address

Telephone

E-mail

Entity Type (Corporation, LLC, Sole Proprietor, Partnership)