

MINERAL AREA COLLEGE

Park Hills, Missouri

CONSTRUCTION MANAGER AT-RISK

STEP ONE - REQUEST FOR QUALIFICATIONS

NOTICE

Mineral Area College in Park Hills, MO ("MAC") will accept qualifications for a construction manager at-risk ("CMaR") in accordance with RSMo § 67.5050 and as described in the attached request. Qualified organizations ("Respondent") are invited to submit five (5) copies of a formal proposal and one (1) digital copy as described herein.

SUBMITTALS SHALL BE LABELED

"QUALIFICATIONS-CONSTRUCTION MANAGER AT-RISK"

ADDRESSED TO:

Mineral Area College
Attn: Dr. Joe Gilgour
5270 Flat River Rd.
PO BOX 1000
Park Hills, MO 63601

SUBMITTALS MUST BE RECEIVED BY:

Thursday, September 4, 2025 at 10am.

QUESTIONS MAY BE DIRECTED TO:

Dr. Joe Gilgour
jgilgour@mineralarea.edu
573-518-2146

MAC WEBSITE

<https://mineralarea.edu>

INTRODUCTION AND PURPOSE

MAC is requesting qualifications from firms to provide a full range of services as Construction Manager at-Risk (CMaR) during the planning, design, and construction phases of multiple projects. The projects are currently intended to include the following:

- A) Law Enforcement Academy. Approximately 12,000 square feet, new construction meant to house law enforcement training. Other construction components include but are not limited to, site development and grading, utility infrastructure, pavements, interior buildout and finishes, and mechanical/electrical/plumbing systems.

Academic Hall Renovations

Faculty West Office renovation (new store front to entrance, replace flooring HVAC updates)
Science Lab Updates (hood ventilation improvements, emergency shower plumbing, lighting control updates)
Health Professionals C11/12 classroom
AH small office removal and floor repair
AH 114 flooring (possible asbestos abatement), gas lines removed (former science lab)
Rice Lecture Hall renovation
Provost Suite relocation to Faculty East office area

Athletic Facilities

Restroom added to softball facility and renovated at baseball facility
New soccer/cross country/golf facility (locker rooms, showers, coaches offices)

MAC Tech

Welding expansion and ventilation (small addition to metal building for storage and shop space)

Fine Arts

Theater box office and concessions area (using existing space in old board room)
Art Studio and gallery (using existing empty offices)

The first project will be the construction of the Law Enforcement Academy and may include other projects from the list above. MAC may also elect to undertake the other projects in subsequent phases and to modify the list above to remove or add other campus improvements generally. MAC reserves the right to determine which, if any additional projects will be assigned to the selected CMaR and further reserves the right to select multiple CMaR's for different projects. MAC has retained a design firm and their consultant team to provide architectural and engineering related services, and the CMaR will be required to work with MAC and design team during the planning phase, construction documentation phases, and the construction process.

The current budget for the Work is estimated at approximately \$13 million dollars. Of that amount, MAC estimates approximately \$5.5 million will be allocated to the Law Enforcement Academy. The budgeted amounts may change over time.

This Request for Qualifications (RFQ) is the first step in a two-step competitive process by which MAC will engage a CMaR firm to provide Construction Management services. Step one will consist of a request for qualifications, review of those qualifications, and selection of a short list of firms who will proceed to step two. Respondents are not to include any information related to fees, costs, or price information in response to the RFQ. Step two will consist of the following, a short list of at least two but no more than five will be requested to respond to an RFP to be provided to them by MAC. The RFP will require the respondents to provide fees, costs and price information. MAC may also decide to interview respondents on the short list: The process for selection of a CMaR will be conducted in accordance with RSMo §67.5050. MAC reserves the right to reject any and/or all responses, to waive any informality or irregularity and/or any technical defect(s) in any response, and to select the response deemed by MAC to be the most advantageous to MAC.

SCOPE OF SERVICES

The selected firm shall provide construction manager at-risk services as outlined in the AIA A133-2009 agreement between Owner and

CMAR, as modified.

The formal qualifications submittal shall contain the following information in the following sequence and format:

- A) Letter of Introduction/Executive Summary
- B) Signed Certification Form
- C) Firm Information and General Qualifications:
 - Name of Firm(s)
 - Contact Person (phone, email, etc.)
 - Direct Mailing Address
 - Overview of Firm History
 - Firm Safety and Financial Strength
 - List any pending judgements, claims, arbitrations or suits against your organization or officers as well as any of same in the last five (5) years
 - List any terminations for cause by clients of any of your construction contracts in the last five (5) years
 - Provide a brief executive summary of the rationale describing why your firm should be selected by MAC
 - Methodology and practices to be used in managing and executing the project
- D) Firm Experience Profile and References (list project scope, cost information, completion date and contacts with phone number)
 - Listing of all MAC projects
 - Listing of all Education Projects
 - Listing of all Construction Manager at Risk projects
 - Listing of all Pre-Engineered Metal Building projects
 - Provide information on your ability to complete projects within budget parameters and time schedules. Provide specific examples of previous work with references.
- E) Firm Personnel Profile
 - Experience and Credentials
 - Manager of Services to be assigned to the Project(s)
 - Support Personnel Overview
 - Firm's experience, methodology, and approach to cost estimating
- F) Specify and be prepared to show proof of the level and type(s) of insurance carried to cover errors and omissions, improper judgement, or negligence.
- G) Felony Conviction Notification Form
- H) Federal Work Authorization Program (E-Verify) Addendum
- I) Federal Work Authorization Program Affidavit

SUBMITTING A RESPONSE

In submitting qualifications, the Respondent agrees to provide the services in accordance with the project scope. The response shall follow the outline provided and be concise. Failure to follow instruction may nullify response from consideration. To be considered for selection, Respondents should clearly limit responses to the specific criteria requested. No joint responses will be accepted by MAC.

The Deadline for submitting the response shall be in accordance with the notice. Submittals received after this date will not be considered. Telephone, facsimile, or electronic delivery of submittals will not be considered. MAC is not responsible for lateness or non-delivery by the United States Postal Service or other carriers to MAC. The time and date recorded by MAC shall be the official time of receipt. Submittals are to be prepared at no cost to MAC and will remain MAC's property.

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

SELECTION CRITERIA

Respondent's qualifications will be evaluated on the following criteria:

1) Respondents overall experience with:	30 Points Total
a. Education Projects of similar size, type, budget, and complexity	<i>20 points</i>
b. Construction Projects as a Construction Manager	<i>10 points</i>
2) References:	20 Points
a. Educational, CMaR, or, Pre-Engineered Metal Building	
3) Proposed Team assigned to the Project:	15 Points
a. Experience of individuals of the proposed Project Team	<i>10 points</i>
b. Proposed Project Team's experience as a team on previous projects.	<i>5 points</i>
4) The methodology and practices to be used by Respondent in managing and executing the project.	10 Points
5) The experience, methodology, and approach to cost estimating	15 Points
6) Proximity to and familiarity with the geographical area in which the project is located	5 Points
a. Include experience with local subcontractor firms that the Respondent has worked with in the past.	
7) Respondent's Safety Record and Financial Strength.	5 Points
Total Step One Points Available	100 Points

Proposals will be evaluated to determine which firm best meets the needs of MAC.

Under no circumstances should your qualification submittal include any proposal of fees, costs, or prices.

REVIEW PROCESS

Following the deadline, the selection committee shall evaluate the qualifications. The period of evaluation of qualifications may be extended. Firms will be evaluated according to their response to the RFQ. A short list of respondents who will move to the second step will be compiled as described above.

CONTRACT NEGOTIATIONS

Only after the submission of responses to RFP's and the selection of a CmaR(s) will MAC negotiate a contract for the services described in this RFQ solicitation with the selected firm(s.) If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next selected firms(s). The process will continue until an agreement is reached.

TIMELINE – CMaR SELECTION

The timeline listed below is MAC'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 if necessary.

Issuance of Request for Qualifications	Thursday, August 21, 2025
Advertisement of Request for Qualifications	Thursday, August 21, 2025
Request for Qualification Submittals Due	Thursday, September 4, 2025
Submittal Review/Notification of Firms Selected to Submit RFP	Thursday, September 11, 2025
Request for Proposals Due for Short Listed Firms	Thursday, September 18, 2025
Interviews	To Be Determined
Tentative Contract Approval by MAC	Thursday, October 16, 2025

Please direct any questions to Dr. Joe Gilgour.

TIMELINE – PROJECT DESIGN AND CONSTRUCTION

The timeline below outlines the major milestones of the design process. By submitting a response to this RFQ/RFP and entering into a contract with MAC, the successful respondent agrees to maintain the following schedule:

CMaR Contract Approved	October 16, 2025
Construction Duration (Anticipated)	October 2025 – March 2026
- (Actual durations and schedule to be determined by CMaR and agreed to by MAC and design team)	

CERTIFICATION FORM

MAC reserves the right to reject any and all proposals, to waive any irregularity or informality in any response and/or any technical defect(s), and to select the proposal deemed most advantageous to the MAC.

The undersigned certifies that he/she has the authority to bind the company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below. Respondent is required to complete, sign and return this form with the proposal.

Company Name:

Authorized Person (Print):

Address:

Signature:

City/State/Zip:

Title:

Telephone:

Date:

Email:

Entity Type/Tax ID:

FELONY CONVICTION NOTIFICATION

The person or business entity that enters into an agreement with MAC must advance notice to MAC if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The Commission may terminate this agreement with a person or business entity if MAC determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction.

By submitting this offer and signing this certificate, this bidder:

- 1) Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- 2) Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and vendor agrees to share this information with the Commission upon request.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____ Fax Number: _____

Authorized Company Official's Name: _____

Signature of Company Official: _____

Date: _____

FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

Pursuant to Missouri Revised Statute § 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri political subdivision must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the political subdivision (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the political subdivision.

Accordingly, your company:

- a) Agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver same to MAC prior to or contemporaneously with the execution of its contract with MAC;
- b) Affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent verified by E-Verify), or to be provided, by your company to MAC;
- c) Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to MAC;
- d) Affirms you will notify MAC if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute § 285.530, or any regulations issued thereto;
- e) Agrees to provide documentation of your participation in E-Verify to MAC prior to or contemporaneously with the execution of its contract with MAC (or at any time thereafter upon request by MAC), by providing to MAC an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute § 285.530, and
- g) Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with MAC.

By: _____(signature)

Printed Name and Title: _____

For and on behalf of: _____(company name)

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____ being of legal age and having been duly sworn upon my oath and state the following facts are true:

- 1) I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
- 2) I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
- 3) Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the Commission, to the extent allowed by E-Verify.
- 4) Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the Commission.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For: _____ (company name)

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2017.

NOTARY PUBLIC

My commission expires: