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**Smithville R-II School District Request for Proposals**

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**Request for Proposals #2  
Baseball/Softball/Elem Turf Projects**

**For  
Construction Management at Risk Services**

**NOTICE**

The Smithville R-II School District (“District”) will accept proposals for a construction manager at-risk in accordance with RSMo. § 67.5050 and as described in the attached request. Qualified organizations (“Respondents”) will be invited to submit [1] electronic copy of a proposal as described herein.

**PROPOSALS SHALL BE LABELED  
“PROPOSALS - CONSTRUCTION MANAGER AT-RISK”**

**AND ADDRESSED TO:**

Dr. Mark Maus - Superintendent of Schools  
Smithville R-II School District, 655 S Commercial Avenue, Smithville, MO 64089  
Phone: 816-532-0406

**PROPOSALS MUST BE RECEIVED BY:  
2:00 p.m., Thursday, May 8, 2025**

**Questions may be directed to:**  
Dr. Mark Maus - Superintendent of Schools  
Smithville R-II School District, 655 S Commercial Avenue  
Smithville, MO 64089  
E-Mail: MausM@smithville.k12.mo.us  
Phone: 816-532-0406

**Smithville R-II School District  
Projects Proposed per the Approved April 8, 2025 Bond Issue**

**1. PURPOSE**

The District has reviewed qualifications from firms to provide a full range of services as Construction Manager at - Risk (CMAR) during the planning, design, renovation and construction of school facilities. As a result of that review and in accordance with RSMo § 67.5050, the district invites you to submit a proposal and potential interview with the selection recommendation committee.

This process will consist of submitting costs for Guaranteed Maximum Pricing Estimates. This will involve providing a Turnkey Project Estimated Budget for each option. No exclusions allowed. Proposals will be made according to the following RFP criteria. The District will interview at least two firms who provide proposals before selecting the successful company(s). The selected firm(s) shall provide Construction Manager At-Risk (CMAR) services as outlined in the owner modified AIA A133-2019 Contract. A copy of which will be provided with this RFP. **The projects are proposed per the approved April 8, 2025 bond issue.**

The selected firm shall provide construction manager at-risk services related to preconstruction, budgeting, planning, schedule, and Guaranteed Maximum Price Estimate services for the following projects:

- Baseball Field Renovations
- Softball Field Relocation and Renovations
- Elementary Playground Turf Projects

The project sites will be at:

Baseball Field Renovations and Softball Field Relocation and Renovations

Smithville R-II School District  
655 S Commercial Avenue  
Smithville, MO 64089

Elementary Playground Turf Projects

Horizon Elementary School  
695 S. Commercial Ave.  
Smithville, MO

Eagle Heights Elementary  
18801 Eagle Parkway  
Smithville, MO

Maple Elementary  
600 Maple Ave.  
Smithville, MO

Design specifications and drawings will be made available from the District approved architect:

**Incite Design C/O Duane Cash  
7200 W 75" Street  
Overland Park, KS 66204 Cell: 913-827-3248 Email: [dcash@incitedesignstudio.com](mailto:dcash@incitedesignstudio.com)**

**The District reserves the right to determine the budget for the projects based upon the design, soft costs, and construction as determined by the RFQ and RFP process and bids. Bids and pricing will be Maximum Pricing Estimates (MPE). The district will provide selected firms with a detailed scope and specifications for the projects. The district will meet, and interview selected firms to verify scope and complete project costs submitted by the firm prior to final selection by the Board. (Note: see the timeline below)**

## **2. 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 if necessary:**

Shortlisted firms identified & Request for Proposals (RFP) for cost of construction (MPE) sent to those firms by	<b>April 17, 2025</b>
Questions Due	April 23 <sup>rd</sup>
Responses	April 28 <sup>th</sup>
<b>RFP Proposals Due</b>	<b>May 8, 2025 (2:00 P.M.)</b>
Notified for Interviews	May 9 <sup>th</sup>
Committee Interviews (9AM-4PM)	May 15 <sup>th</sup>
<b>Board of Education Interviews (2 Finalists)</b>	<b>May 21<sup>st</sup></b>
Board of Education Selection Approval during regularly scheduled Board of Education meeting.	<b>May 21, 2025</b>
Contract Negotiation and Final Contract Signed	<b>TBD</b>

### **Guidelines**

An interview team will conduct interviews with the short-listed firms. The interview team will recommend two finalists to the board of education. All shortlisted firms will submit their RFPs by 2:00PM on May 8, 2025. The interview team will establish times for shortlisted firms to interview and present their RFPs on/or after May 8, 2025, and/or a date to be determined. The board shall interview at least two of the top-qualified firms at a date and time to be determined. Superintendent will negotiate a final contract and cost for board approval. Interview scoring criteria will be the 40% from the RFQ and the addition of the RFP items listed in this document accounting for 60% of the total evaluation.

Project schedules will be determined during this process based upon proposals. The desire is to begin construction on selected portions of the work immediately or as soon as possible after

Board approval of the contract. Due to the extensive nature of the projects, work will need to take place during the school year(s). The district reserves the right to adjust this timeline accordingly.

## **Interviews**

RFPs will be due May 8, 2025, by 2:00 PM. Shortlisted firms will meet with the interview committee, such interviews should last not more than a total of 60 minutes. The interviews will utilize the following routine (You may bring a maximum of 8 people from your team):

- Introduce your team and what role each will play in our projects. (5 min)
- 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). (10 min)
- Demonstrate your ability to ensure high quality trade contractors and competitive pricing so that the Smithville R-II School District will receive great value from each construction trade. (10 min)
- Describe your approach to performing construction administration and management that will provide great value and ensure a level of quality better than your firm has ever performed. (10 min)
- Describe your approach to controlling the project construction budget and schedule, and your approach to performing quality assurance/quality control during construction, and your approach to achieving project close-out (commissioning, punch-list completion, and warranty work). (10 min)
- Questions and Answers (15 min)

**Note: You may use the time provided above to demonstrate a plan of how you will successfully meet the budget and schedule for the approved April 8, 2025, Bond Projects. You may also choose to rearrange the order of the topics above and adjust the time allotted for each category as long as you cover all the topics listed and stay within the total time constraints.**

### **3. PROJECT SCOPE**

The proposed project and final design is being developed. Please contact Dr. Mark Maus and Incite Design for detailed instructions. Their contact information is listed below:

**Dr. Mark Maus–Superintendent of Schools  
Smithville R-II School District  
655 S Commercial Avenue**

**Incite Design C/O Duane Cash  
7200 W 75" Street  
Overland Park, KS 66204**

**Smithville, MO 64089**  
**E-Mail: MausM@smithville.k12.mo.us**  
**Phone: 816-532-0406**

**Cell: 913-827-3248**  
**dcash@incitedesignstudio.com**

It is the goal of the district to collaborate with the provider to determine final design and ultimate contract. Provide fees for overhead & profit, preconstruction services, reimbursables, and general conditions based on the attached cost allocation matrix, Attachment "B". Submit a final Maximum Price Estimate (MPE) Turnkey Project Estimated Budget Total for each option at this time. No exclusions allowed. Any contingency fees should be determined and listed.

#### **4. PROPOSAL REQUIREMENTS**

The formal proposal response shall contain the following information, in the following sequence and format. All responses shall be made digitally in Adobe Acrobat pdf format. No hard copies are required.

1. Title Page.
2. Fee Proposal: Provide fee percentages for overhead & profit based upon estimates of construction costs and timeline provided.
3. General Conditions Proposal: Provide general conditions fee based on the attached cost allocation matrix, Attachment "B". This fee should be a lump sum based on the estimated construction costs and timeline provided and broken down into a monthly fee. (Attach a project schedule and complete breakdown of cost components that make up the Construction Manager's General Conditions fee).
4. Please provide a Turnkey Project Estimated Budget for each option. **No exclusions allowed:**

Baseball/Softball

Option 1:

Option 2:

Option 3:

Each Elementary Building Site

Eagle

Horizon

Maple

Break out each estimated budget with separate prices for:

- CM Fee:
- General Conditions:

- Each individual field, fence in, subsurface drainage, including fence, nets, pads, and dugouts with integral storage and press boxes:
  - Concession stand(s):
  - Parking, drives & lights:
  - Site utilities, storm drains & electrical:
  - Site excavation, final grade & landscaping:
  - Sports lights per field:
  - Bleachers:
  - Scoreboard:
  - Public address system:
  - In addition, provide a unit cost for:
  - Excavation: (assume balanced site)
  - Engineered segmented block retaining wall:
  - Rock removal and haul off:
  - Poor soil removal:
  - Sidewalk and concrete flatwork:
  - Suitable soil import:
  - Soil stabilization:
5. Cost of performance and payment bond 100% of the estimated contract (Documentation from the surety or broker evidencing rate upon which the cost is based).
  6. Provide a chart of the project team members, their roles, and the percentage of involvement during the duration of the project, including Pre-construction and Construction:
  7. Cost of insurance required by Article 11 of the General Conditions of the contract for construction (AIA A201), or as modified by the Special Conditions (Documentation from the insurance companies or brokers evidencing the rates upon which the cost is based and attach documentation concerning how any insurance costs were allocated to this project)

COMMERCIAL GENERAL LIABILITY

Limits:

Each Occurrence:	\$1,000,000
Personal & Advertising Injury:	\$2,000,000
Products/Completed Operations Aggregate:	\$2,000,000
General Aggregate:	\$2,000,000

Policy must include the following conditions:

- Contractual Liability
- Independent Contractors
- Additional Insured: Smithville R-II School District

## AUTOMOBILE LIABILITY

Policy shall protect the Contractor from claims for bodily injury and/or property damage arising out of the ownership or use of any owned, hired and/or non-owned vehicles. The limits of auto liability shall be the same as required in the Commercial General Liability section. The District shall also be named as an additional insured under the policy.

## WORKERS' COMPENSATION

This insurance shall protect the Contractor against all claims under applicable State Workers' Compensation Laws. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a Workers' Compensation Law. The policy limits shall not be less than the following:

Workers' Compensation	Statutory
Employer's Liability:	
Bodily Injury by Accident	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Each Employee

In addition, refer to requirements in Article II of AIA Document A201-2017.

8. Provide an hourly rate schedule.
9. Provide estimated costs of any reimbursables based on the anticipated scope and timeline.

Please make sure you include any potential costs for the anticipated project. If there are any other potential costs not listed above, please make a note indicating such and list them out individually. All potential costs associated with the CMAR must be identified and listed to be considered for selection.

## **5. SUBMITTING YOUR RESPONSE**

Your response should follow the sections outlined above and be concise. Failure to follow any of the RFP'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 RFP 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 May 8, 2025. Proposals will be read publicly at the same time and firms can attend the public opening if they choose. Proposals received after this date and time will not be considered.

Submissions shall be emailed to MausM@smithville.k12.mo.us. Proposal questions or clarification prior to submission may be directed to Dr. Mark Maus, Superintendent of Schools at MausM@smithville.k12.mo.us or 816-532-0406.

## **6. SELECTION CRITERIA (RFP)**

Each response meeting the requirements of the RFQ will be evaluated and will account for 40% of the overall evaluation for each firm selected to proceed to the RFP selection process. The RFP will account for 60% of the overall evaluation for the two finalists to interview before the board of education.

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 broke down on a monthly cost.
5. Team presentation and communication style.
6. Safety record and adequacy of safety program
7. Staff Utilization
8. Turn Key Estimated Cost for Each Item
9. The CMAR must furnish a performance bond upon contract agreement.

## **7. RESERVATIONS**

The Selection Team and the Smithville R-II School District Board of Education reserves the right to reject any and all proposals, waive informality and any technicalities, or clerical error 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 in meeting the requirements of the project.

All costs incurred in the preparation of the response to this Request for Proposals will be the sole responsibility of and borne entirely by the submitter. All responses to this Request for Proposals become the property of Smithville R-II School District and will be part of public record.

All those who submit proposals acknowledge and agree that the Projects stated herein and any work related thereto is **explicitly conditioned related to the successful approval of the April 8, 2025 Bond Issue put before the voters of the District.**

The District has the right to:

1. Reject any and/or all proposals received in response to this RFP.
2. Respond to inquiries for clarification purposes only and/or to request clarification, if necessary.
3. Waive minor irregularities if the District determines that waiver would be in its best interest and would not result in an unfair advantage for other respondents and potential respondents.
4. Select a proposal other than that with the lowest cost. The District reserves the right to incorporate terms and conditions it determines to be proper or necessary into any contract negotiated as a result of a proposal submitted in response to this RFP.
5. Any changes deemed necessary by the District to this RFP will be submitted as an addendum to this RFP. If the District should amend any segment of the RFP after submission of the proposals and prior to the announcement of the successful respondent, all respondents will be afforded ample opportunity to revise their proposals to accommodate the RFP amendment and the dates for submission of revised proposals announced at this time.
6. Any use or reference of this RFP by the Respondent to promote, solicit, or disseminate information regarding the services being provided is prohibited, unless otherwise agreed to in writing by the District. All proposals shall be valid for a period of sixty (60) days from the opening date of the RFP.

## **8. CONTRACT NEGOTIATIONS**

The District will attempt to negotiate and contract for services described in this RFP solicitation with the most qualified firm providing the overall best value. A guaranteed maximum price will be determined (GMP) at this time. 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"**

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 RFP.**

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Company Name

Authorized Person (Print)

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Address

Signature

---

City/State/Zip

Title

---

Telephone #

Date

---

E-mail

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