



## REQUEST FOR PROPOSAL (“RFP”) FOR CONSTRUCTION MANAGEMENT AND GENERAL CONTRACTING SERVICES

CITIZENS OF THE WORLD CHARTER SCHOOL – KANSAS CITY, founded in 2013, is a Missouri nonprofit corporation (“CWC-KC”) seeking proposals from construction management firms for the general contracting services, inclusive of pre-construction support, for 1) the new construction of an addition to the existing building on its current campus, and 2) the completion of targeted renovations within the existing building on its current campus, located at 3435 Broadway Boulevard, Kansas City, MO – for what will ultimately serve as a 560-student elementary and middle school campus. Currently, CWC-KC is serving 400 students in grades K-8. The mission of CWC-KC is to **provide an excellent public education focused on developing and demonstrating understanding while building connections within a diverse community.**

The scope of work involves new construction of an 8,080sf two-story addition on the southside of the campus lot to include 6 classrooms, administrative space, and an outdoor plaza. Also, two classrooms (1,140sf) would be constructed to meet storm shelter requirements. Additionally, targeted renovations within the existing building include providing larger, single art and music classrooms and a teacher lunchroom in the basement, providing breakout space and two small one-on-one rooms on the 1<sup>st</sup> floor, and converting a storage room to a teacher workroom on the 2<sup>nd</sup> and 3<sup>rd</sup> floors.

The completion of this project is targeted by late May 2026 (addition), including obtaining a Certificate of Occupancy, and late July 2026 (targeted renovations), ensuring overall readiness by August 2026 for the start of the academic year. With an assumed ~12-month construction phase, design is anticipated to be concluded by late March 2025 to submit for building permits, which are anticipated to be received by late July 2025.

The Construction Management and General Contracting services RFP process is as follows:

- RFP Published: 10/31/2024
- Responses Due: 12/4/2024 - 5pm EST.
- Finalist Interviews: 12/9/2024 - 12/13/2024
- Final Selection: 12/16/2024
- Pre-construction Notice to Proceed: Immediately upon selection.

The school anticipates the construction budget for the project to be a maximum of ~\$6MM for hard costs.

The school has engaged Level Field Partners (“LFP”) to manage the pre-construction and financing activities related to the project. As part of that engagement, LFP is leading the RFP process for the school to select a construction firm. CWC-KC asks that you direct all questions to LFP and not contact school staff or board members regarding this RFP.

### **RFP Process: Submittal Requirements, Timeline and Deliverables**

#### *Project Scope of Work*

CWC-KC and Level Field Partners are seeking an experienced construction partner to lead the construction project and to assist with scoping the overall design. This includes helping inform cost, design and permitting during the pre-construction phase. Bidders should assume cost estimates for schematic design and design development drawings. The selected construction partner will subsequently enter into a Construction

Manager at Risk contract with a GMP<sup>1</sup> with CWC-KC for the construction of the addition / completion of targeted renovations.

Any response to the RFP should be concise and clear, with responses presented in the same order as the elements listed below. **After review, Level Field Partners will reach out to selected firms to schedule interviews.**

Responses should be submitted electronically and include the following:

1. Firm name, address, phone number, web address, and point of contact email.
2. Statement of Qualifications and history of the firm, including background of the firm's executive management, number of employees, previous relevant educational experience inclusive of any charter school experience, and any previous experience in Kansas City.
3. Historical and current efforts to advance diversity, equity, and inclusion (DEI), including (but not limited to):
  - a. Company statements or commitments to DEI
  - b. Company's approach to diversity and representation of people of color and other minorities within its firm and proposed project team
  - c. Data on the number and/or percent representation of people of color and other minorities among staff and leadership team
4. Current project workload
5. Proposed Fee Structure including the Pre-Construction Fee, as well as a detailed breakdown of proposed Overhead & Profit, General Conditions, Bonding Rates, and any Shared Savings Clauses
7. Any alternate approach / additional service fees for fast-tracked schedule or alternate delivery method approach
8. High level project schedule outlining key milestones
9. Approach to cost estimation and bidding, contingency, value engineering and management of possible add alternate scopes of work.
10. Project Team, including an organizational chart including any applicable sub-consultants and resumes for key project team members.
11. Contact information for a minimum of three references.

**Selection criteria:**

The school will select firms based on submitted materials to interview between 12/9/2024 - 12/13/2024. Selection criteria will include (but is not limited to):

- Quantity and quality of relevant experience with similar projects
- Approach to diversity at company / project team levels (including any potential sub-consultants)
- Professionalism and quality of written materials
- Firm and team capacity to begin work immediately
- General Conditions and Fee

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<sup>1</sup>A pre-construction agreement will be signed upon selection to commence work. During the pre-construction period the following documents are expected to be negotiated with **CITIZENS OF THE WORLD – KANSAS CITY** for the CMAR contract: AIA Document A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, and AIA Document A201-2017 General Conditions of the Contract for Construction.

**Procurement Method:**

The Procurement Method will be the Competitive Sealed Proposals method (commonly known as a Request for Proposals or RFP). The Competitive Sealed Proposals method differs from the traditional sealed bid method in the following ways:

- Competitive sealed proposals allow discussions with competing offerors and adjustments to the initial proposal.
- Comparative judgmental evaluations may be made when selecting among acceptable proposals for award of the Contract.

**DUE DATE: Friday, December 4, 2024 at 5pm EST.**

Respondents should submit an electronic copy of their response to:

Jose Pacheco: [Jose@levelfieldpartners.com](mailto:Jose@levelfieldpartners.com)

Zachary Rossley: [Zach@levelfieldpartners.com](mailto:Zach@levelfieldpartners.com)

David Endom: [David@levelfieldpartners.com](mailto:David@levelfieldpartners.com)

Alex Shawe: [Alex@levelfieldpartners.com](mailto:Alex@levelfieldpartners.com)

*\* On or before November 27th, questions or requests for clarification ("RFC") regarding any information set out in this RFP may be submitted via email to the Level Field Team.*

