



Stanley Hupfeld
ACADEMY

AT WESTERN VILLAGE

1508 NW 106th St • Oklahoma City, OK 73114 • (405) 751-1774
Stanley Hupfeld Academy creates a community of lifelong learners through
positive connections and a rigorous, integrated curriculum to inspire excellence.

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REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER AT-RISK SERVICES

Stanley Hupfeld Academy at Western Village is seeking to hire a qualified Construction Manager to provide Pre-Construction and Construction Manager at risk (CMAR) services for delivery of a new 2 classroom portable building on a slab.

Qualified statements from Interested Construction Management firms will be received by Stanley Hupfeld Academy at Western Village Superintendent, Kara Babbit no later than 10:00 am on January 8, 2024, as a PDF or Word Attachment at the following address: 1508 NW 106th Street, Oklahoma City, OK 73114.

A. Project

The scope of work associated with this RFG is the construction of a new 36' x 64' double classroom for the Pre-Kindergarten project.

B. Scope of Services

The specific scope of work for the Project will be defined in AIA document A-133-2009, Standard Form of Agreement between Owner and Construction Manager:

- Provide preconstruction phase services including cost estimating, constructability review, scheduling, phasing plans, etc.
- Provide and maintain Request for Information ("RFI") and submittal logs
- Develop and maintain a master project schedule
- Define and prepare scopes of work for bid packages
- Develop a site management plan
- Establish and maintain quality, cost controls, and safety standards
- Provide Guaranteed Maximum Price ("GMP")

C. Schedule for Procurement

- a. Bid Opening Jan. 8, 2024
- b. Bids submitted to Board 2.5.24
- c. Plans submitted 3.8.24
- d. Construction to begin 4.1.24

D. Submittal Requirements

1. Firm Information

- a. Firm Name, mailing address (include physical location if mailing address is a PO Box), contact person, telephone number, and e-mail address.
- b. Type of organization (joint venture, partnership, limited partnership, corporation, etc.). If submitting as a joint venture, the firm shall provide a summary of the draft agreement terms.
- c. Firm history, including the identity and biographies of the firm's officers, owners, partners, and executive management, and the number of years the firm has been in business.

2. Qualifications and Experience

- a. Confirm that the firm is recognized as a qualified construction manager by the Contracts and Properties division of the Office of Management and Enterprises Services.
- b. Provide, for non-resident firms, evidence of licensure and registration to do business in the State of Oklahoma
- c. Demonstrate the firms' experience in constructing similar projects. Provide five (5) examples where the firm has provided construction management services for projects similar in size and complexity for public schools in Oklahoma. The selected projects should demonstrate the firm's capability, unique problem-solving skills, budget and schedule control, and added value.

The following information shall be provided for each referenced project:

- 1. Owner and location of the project
- 2. Initial project budget and final cost
- 3. Completion date or status of the project
- 4. Brief project description highlighting its key elements
- 5. Key personnel proposed for this project who were involved in the project
- 6. E-mail and telephone number for client references
- 7. Identify all projects the firm is currently engaged in as a construction manager or general contractor

3. Proposed Project Team

- a. Identify the key personnel who will be assigned to the project
- b. Identify the firm's single point of contact for the entire Project.
- c. Provide resumes for each individual listed above including the following:
 - i. Name and Title
 - ii. Years of Experience
 - iii. Years with firm
 - iv. Office location
 - v. Education, certifications, licenses, and/or special training

- vi. Description of role and key responsibilities for the project and level of involvement in each phase.
- vii. Listing and description of relevant project experience

4. Project Approach

Provide a narrative describing the firm's approach to the Project. The following items shall be addressed specifically:

- a. Discuss the GM's role as a member of a project team that includes: the owner, owners' employees, architect, and engineer.
- b. Discuss the approach to project controls, including scope, schedule, budget and cost control, and construction quality control with examples of past success.
- c. Describe the bidding and procurement plan to ensure completion of the Project on a timely basis.
- d. Describe practices and processes in monitoring and managing construction activities and subcontractor performance so as to minimize requests for change orders and avoid or mitigate construction-related disputes.
- e. Indicate whether the firm would propose to self-perform and work on the Project, and if so, the nature of the work and the firm's capability to self-perform.
- f. Describe how the firm will ensure on-time, quality performance by its subcontractors.

5. Evaluation Criteria

Qualification Statements will be evaluated based on the following:

- a. Experience providing CMAR services for similar projects
- b. Professional qualifications and technical experience of the construction manager and of the proposed team
- c. Project Approach
- d. Past performance

Conditions and Reservations

Stanley Hupfeld Academy at Western Village reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses, to request additional information from one or more respondents, to interview one or more respondents, and to contract with the construction manager whose qualifications and cost are deemed to be in the best interest of Stanley Hupfeld Academy at Western Village in its sole and exclusive discretion.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit Stanley Hupfeld Academy at Western Village to pay for costs incurred in the submission of a response to the RFQ or for a cost incurred prior to the execution of a final contract.



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BID DOCUMENT

Demolition

- Disconnect all existing utilities
- Demolish existing building, breezeway, and foundation
- Haul off all debris
- Clear land in the construction area
- Bring in the dirt as needed to prep for a new foundation

Concrete

- 36' x 64' slab
- Dig continuous footing, then install four (4) #5 re-bar in the footing
- Pour footing using 3500 PSI concrete
- Set forms and pour concrete for a monolithic slab with re-bar
- Pour sidewalks connecting the new building to the main school building where breezeways are located

Pre-Engineered Metal Building

- 36' x 64' slab

Interior Framing and Drop Ceiling

- Build 9' walls along the interior perimeter
- Build walls for two (2) bathrooms, storage closet, and center dividing wall
- Install drop acoustical ceiling at 8' height throughout
- Install 5/8' gypsum board on all walls
- Install 4 exit doors two (2) operational windows and two (2) fixed windows

Paint

- Finish drywall by taping all joints and bedding the joints then lightly texture the walls
- Paint walls with one (1) coat of primer and two (2) top coats

Electrical

- Install electrical plugs, 2x4 lay-in LED light fixtures throughout
- Install exterior lighting on all exit doors

- Install low voltage data and phone where needed
- Install fire alarms and smoke detectors per city and state codes

Plumbing

- Install sewer and water to accommodate two (2) ADA bathrooms with a sink

Outside bathroom

- Install toilets and faucet fixtures

Heating and Air Conditioning

- Install rooftop HVAC units to accommodate square footage

Hardware

- Install door hardware
- Install bathroom hardware (toilet paper holders, paper towel machine, soap dispenser and sanitizer)

Flooring

- Install VCT and Rubber cove base throughout

Sod and Final Grade

- Install sod
- Final grade

Cost of Job

- Not to exceed \$300,000.00

BID AFFIDAVIT

STATE OF _____)

COUNTY OF _____) ss.

_____, of lawful age, being first duly sworn, on oath says that she/he is the agency authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or refrain from bidding, or with any state official or employee as to quality, or price in the prospective contract, or any other terms of said prospective contract, or in any discussions between bidders and any state official concerning exchange of money or other things of value for special consideration in the letting of contract.

Signed by:

Bidder

(Printed name and title)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

(My Commission Expires)

Notary Seal or Stamp

NON-COLLUSION AFFIDAVIT

STATE OF _____)
) ss
COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other things of value for special consideration in the letting of a contract.

Signed by:

Bidder

(Printed name and title)

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public
My Commission Expires: _____
My Commission Number: _____

(SEAL)