

## **Request for Qualifications for Construction Advisor Services**

Date: February 3, 2025

Maplewood Richmond Heights School District  
2531 S. Big Bend Blvd, Maplewood, MO 63143

## **LEGAL NOTICE**

### **REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSTRUCTION ADVISORY SERVICES**

Responses will be accepted at 2531 South Big Bend Blvd., Maplewood, MO 63143 on February 14, 2025, by 1:00 P.M.

***Request for Qualifications may be submitted by emailing:***

Dr. Michael Dittrich ([michael.dittrich@mrhschools.net](mailto:michael.dittrich@mrhschools.net)) **AND**  
Tonya Jonas ([tonya.jonas@mrhschools.net](mailto:tonya.jonas@mrhschools.net))

The District is soliciting qualifications from firms to provide comprehensive construction advisory services contingent upon the passage of the April 2025 bond issue. The initial contract term will be for one (1) one year with the option to extend for three (3) additional one-year terms.

All questions or comments regarding this solicitation package must be directed to both Dr. Michael Dittrich and Tonya Jonas via email. No other District staff should be contacted regarding this RFQ.

The services to be provided shall include, but are not limited to:

- Serving as a liaison between contractors, designers, and Owner
- Providing both Preconstruction and Construction Phase services as defined herein
- Assisting the District in the selection and procurement of architectural design services through a separate RFQ process
- Managing the architectural selection process and providing recommendations to the Board of Education

Qualified firms are required to submit their response in accordance with the solicitation requirements. Three (3) copies of your qualifications and one electronic copy (Adobe PDF) must be submitted.

After review of all qualifications, the District reserves the right to reject any or all responses, or any part thereof, waive defects in the same, or accept any response deemed to be in the best interest of the District.

# Introduction

The Maplewood Richmond Heights School District (hereinafter Owner) is soliciting qualifications from firms capable of providing Construction Advisory Services for potential bond-funded projects. The Consultant (hereinafter Construction Advisor) will oversee the planning, design, and construction of capital improvement projects within the District pending successful passage of the April 2025 bond issue.

A key initial responsibility of the selected Construction Advisor will be to assist the District in identifying and selecting qualified architectural firms for the bond program through a separate RFQ process. The Construction Advisor will develop architectural selection criteria, manage the RFQ process, evaluate submissions, and provide recommendations to the Board of Education.

The selected Construction Advisor will enter into a master agreement with predetermined hourly rates negotiated post-selection. Once under contract, the Construction Advisor will be issued individual Task Orders and scope of work for each project. The Construction Advisor will be requested to provide a staffing plan and total fee prior to starting on any given task order.

The selected Construction Advisor shall not be permitted to contract for, bid on, or perform any of the actual construction on the projects, nor shall any construction firm controlled or partially owned by the Construction Advisor be allowed to bid on or perform work on the projects. The actual construction work shall be awarded through competitive bidding as required by Missouri Law.

## Submission Requirements

Responses must be organized according to the sections listed below and should demonstrate a thorough understanding of the skills necessary to deliver the requested services.

### 1. General Information

Provide a company profile including principal areas of expertise and experience providing Construction Advisory Services to Public School Districts in the State of Missouri. Include:

- Date, state, and type of business organization
- Federal and state tax ID numbers
- Names of Owners, Principals, and/or Officers
- Primary contact information including name, title, email, phone, and mailing address
- Project manager's contact information and qualifications

### 2. Project Understanding & Approach

Detail your firm's ability to perform the required services, methodology, and any third-party consultants needed.

### **3. Staffing Proposal and Staff Experience**

Provide:

- Organization chart of the proposed team
- Resumes of key personnel including education, experience, certifications
- Professional Engineer license information for the team lead
- LEED Accredited Professional credentials
- Backup staffing contingency plan
- Any external sub-consultants and their roles

### **4. Similar Project Experience & References**

Provide:

- List previous work or experience with the MRH School District
- List of all “Construction Advisory Only” projects completed for Missouri Public Agencies.
- Detailed project data for Public School District projects completed in the past 5 years including:
  - Client name
  - Project description
  - Completion date
  - Construction value
  - Staff involvement
  - Owner references

## **Insurance Requirements**

The Construction Advisor must maintain:

#### **A. Commercial General Liability**

- General Aggregate: \$2,000,000
- Each Occurrence: \$1,000,000

#### **C. Umbrella Liability**

- Each Occurrence: \$3,000,000
- Aggregate: \$3,000,000

#### **D. Professional Liability: \$3,000,000**

#### **E. Workers Compensation and Employers Liability (\$1,000,000 Each Accident)**

Certificate of Insurance must name Maplewood Richmond Heights School District as additional insured.

## General Terms

1. No contractual relationship is created by RFQ submissions
2. All submitted information becomes the property of the Owner
3. The owner reserves the right to approve/replace assigned personnel
4. Response must be signed by Owner, Principal or Corporate Officer
5. Owner reserves the right to accept/reject any/all responses
6. Respondents responsible for their own proposal costs
7. Construction Advisor shall indemnify and hold harmless the Owner
8. Owner not responsible for costs incurred in RFQ response preparation

Inquiries should be directed to:

Director of Operations

Email: [michael.dittrich@mrhschools.net](mailto:michael.dittrich@mrhschools.net) and [tonya.jonas@mrhschools.net](mailto:tonya.jonas@mrhschools.net)

Phone: 314-644-4400

## Inquiries

All inquiries should be directed to both: Dr. Michael Dittrich ([michael.dittrich@mrhschools.net](mailto:michael.dittrich@mrhschools.net)) and Tonya Jonas ([tonya.jonas@mrhschools.net](mailto:tonya.jonas@mrhschools.net))

Contact with any District representatives other than those listed above may be grounds for rejection of the submission.