



Sargent Schools
Established 1917

REQUEST FOR QUALIFICATIONS (RFQ)

For

Turn-key Professional Services

to provide a

Facility Improvement Project

Sargent School District is soliciting applicants interested in providing Design-Build/General Contracting Services for a district-wide facility improvement project.

RFQ documents will be available on October 8th, 2025 and can be obtained by contacting Scott Hodgson, Superintendent, at shodgson@sargent.k12.co.us

RFQ responses are due by October 24th, 2025 at 5:00pm.

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For

Turn-key Professional Services

to provide a

Facility Improvement Project

Sargent School District, Colorado

Scott Hodgson, Superintendent

shodgson@sargent.k12.co.us

7090 N. Road 2 E.

Monte Vista, Colorado 81144

Proposal Due Date

October 24th, 2025

5:00pm (mountain)

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SECTION A: SELECTION PROCESS

1. General Information

Sargent Schools (herein after “District”) seeks qualified General Contractor/Design Builder (GC) to develop a project proposal through a Progressive Design-Build Contract.

The goals of the project are to: (1) develop a project to address the needs of the District, specifically HVAC system improvements and indoor air quality/comfort (2) if retained, execute and implement the project under a turnkey Progressive Design-Build model.

Turnkey project implementation shall include all design, construction and implementation oversight and management, and execution of any necessary system commissioning for the proposed improvements.

While it is the desire of the District to enter into a long-term partnership with the awarded GC, the District does not guarantee the award of an implementation contract amendment to the chosen GC. This contract award will be determined following acceptance of the project proposal.

The intent of this solicitation is to select a GC to assist with the grant applications including but limited to the CEO GETCO and CDE BEST. Upon selection of GC, the District will enter a Progressive Design-Build Contract with the GC. The first phase of work will include cost for supporting these applications and any work necessary to comply with program guidelines. Upon award of the funding or alternative options being identified, the Design-Development agreement will commence with agreed-upon fees in the base Design-Build Contract.

Format

All proposals shall meet the following formatting requirements:

- Proposals shall be in a format and sequencing commensurate with the RFQ.
- Proposals shall include a table of contents.
- The proposal narrative shall not exceed 20 pages.
- Resumes should be limited to two (2) pages per individual. Please attach resumes to the end of your proposal as an Appendix.
- The page limit does not include tabs, resumes, sample documents, and other Appendix items.
- Proposals which contain unnecessarily elaborate artwork/pictures are discouraged.
- Proposals should be delivered via electronic copy.

Proposals shall be submitted to:

Scott Hodgson, Superintendent, Sargent Schools, shodgson@sargent.k12.co.us

2. TIMELINE

The following table provides the anticipated timeline for completion of this RFQ process.

| Activity | Timeline |
|------------------------------------|-------------------------------|
| Issue RFQ | October 8th, 2025 |
| Deadline for questions | October 15th, 2025 at 4:00pm |
| Deadline for answers to questions | October 17th, 2025 at 12:00pm |
| Proposals due | October 24th, 2025 at 5:00pm |
| Review of proposals | October 27th, 2025 |
| Potential Interview of Respondents | TBD |
| Select Partner | TBD |

3. MINIMUM TEAM QUALIFICATIONS

GC must provide proof of teams demonstrated capabilities in engineering and management to provide a broad range of services. District has additional experience requirements of the selected GC for this project. It is desired that selected GC have experience developing infrastructure projects in the following areas/facility types:

Buildings/Facility Experience

- a. District Buildings - especially historic buildings

Design-Build Project Proposal Phase

- a. Evaluate costs of various facility improvements
- b. Project proposal
- c. Implementation plan
- d. Guaranteed maximum price (GMP)
- e. Commissioning and M&V Plan (if applicable)

Construction/Implementation/Commissioning Phase

- a. Engineering/Architectural design
- b. Equipment procurement and purchasing
- c. Construction management
- d. Hazardous waste disposal or recycling
- e. Commissioning

Guarantee/ Monitoring Phase

- a. Continuing operations and maintenance for all improvements
- b. Staff training on routine maintenance and operation of systems
- c. Training of occupants
- d. Guarantee of performance
- e. Maintaining long-term, high-efficiency performance of buildings
- f. Continuing operations and maintenance for all improvements

GC must have the technical capabilities to address a broad range of systems including but not limited to:

- a. Mechanical Systems: Heating, ventilating and air conditioning (HVAC) systems, energy management and control systems, domestic hot water systems, distribution systems, etc.
- b. Lighting Systems: Indoor and outdoor lighting systems, lighting controls, and day-lighting strategies.
- c. Electrical Systems: Main distribution panels, sub-panels, backup generators, branch wiring
- d. Building envelope Systems: Windows, doors, roofing, insulation, weatherization, etc.

4. SCOPE OF WORK

The primary focus of this project is to address the necessary improvements desired by the District at the K12 educational campus. The District is interested in pursuing possible grant opportunities to help fund these improvements. The primary focus of the project is to update the K12 facilities and make drastic improvements in building comfort, health and indoor environment quality, system reliability, ease of operation, and overall modernization in the operation of its facilities. An emphasis will be placed on the GC to be as creative as possible with their Facility Improvement Measures (FIMs) to maximize the value of the project. District and GC will establish specific goals at the outset of the project to guide the development effort.

5. BUILDINGS/FACILITIES

See Attachment A.

6. EQUIPMENT COMPATIBILITY AND SELECTION

District reserves the right for final approval and selection of equipment prior to installation.

7. PROPOSAL DUE DATE

Proposals are due by the date and time identified in Section A.2. Proposals shall be submitted via electronic mail delivery to Scott Hodgson: shodgson@sargent.k12.co.us

8. SELECTION

The District Board of Education, Administration and Facilities Team will review the responses submitted by the stated deadline. The District may elect to conduct interviews with short-listed firms and select a GC based on the criteria in this RFQ and the interview process. Each GC, if asked, will receive a 30-minute time slot to discuss their team and their proposal.

The District reserves the right to waive any formality or any informality in the proposal award process. The District reserves the right to accept, in whole or in part, and to reject all proposals, as necessary.

Selection of Preferred Partner

A selection will be made in accordance with the following criteria and points.

- Management Approach (35 points)
 - Project Personnel Qualifications
 - Past Project Experience
- Project Approach (25 points)
 - Development and Design Approach
 - Construction
 - Post Construction Services
 - Project Funding
- Project Pricing (15 points)
 - Methodology
 - Risk Mitigation Strategies
- Best Value (25 points)
 - Approach to Best Value

9. AWARD

After award, the District and selected GC will finalize the Design Contract terms and conditions.

10. CONTACT INFORMATION

Questions regarding this Request for Proposal should be directed to: Scott Hodgson, District Superintendent, Sargent Schools, shodgson@sargent.k12.co.us no later than 4pm on October 15th.

SECTION B: SELECTION CRITERIA

GC proposals will be evaluated on their written response to the following criteria.

1. MANAGEMENT APPROACH

1.1 Project Management and Coordination

Provide GC's organization chart (by name as available) specifically assigned to managing, designing and implementing the District's potential project, including the title of each individual shown and the lines of authority within the overall organization. Identify portions of the effort, if any, that are proposed to be subcontracted and work under the direction of the GC.

1.2 Appropriate Market Sector and Geographic Experience/Expertise

Provide information that emphasizes GC team's experience and expertise in District's specific market sector and geographic area. Describe projects/experience of the team members being proposed for the District's specific project. Each applicable project listed shall indicate which team members were involved, and the role in which they were involved.

| Project Name | Staff's Name/ Role in Project | Facility Type | City & State | Project Size (Dollars) | Year Completed |
|--------------|----------------------------------|------------------|--------------|---------------------------|-------------------|
| | | | | | |

Provide at least two case study projects for the District to review in detail. Preference will be given to respondents who provide information about projects your team has completed in the past five years for rural school districts. Include at least one project that includes mechanical renovations in a rural Colorado School. Highlight any funding mechanisms your firm assisted with that contributed to the District affording the improvements. It is also recommended to highlight any recent experience with geothermal projects specifically.

1.3 Project Personnel and Staffing

Identify each individual(s) who will have primary responsibility for the following tasks: project management, engineering design, construction management, site supervision, post-construction support, and other services. Include a table to identify and describe the individual(s) who will have primary responsibility for each task. Every individual listed is expected to have a direct role in the project and execute the primary responsibilities listed above on the actual project. No substitutions of listed team members will be allowed without District approval. The primary team lead (Program Manager) must be a licensed engineer in Colorado and is expected to attend/lead in-person and virtual meetings.

- Column 1: Name and title. Indicate whether staff or sub. If a sub, indicate name of the firm.
- Column 2: List which office that team members is based
- Column 3: Specify intended role and responsibilities for this contract and for possible implementation work, such as architectural services, engineering design, construction management, commissioning, or other services (specify).
- Column 4: Any applicable license or certifications relevant to the project
- Column 5: Level of expertise, indicated by: number of years of relevant experience, license/certifications, and relevant supervisory responsibilities

| | Name and Title / Staff or Subcontractor | Office Location | Intended Role | License or Certifications | Years of Experience |
|---|--|--------------------|------------------|------------------------------|------------------------|
| 1 | | | | | |

Include resumes for each primary team member of the proposed project team as indicated in the Organizational Chart and Staffing Table.

2. PROJECT APPROACH

The expectation is that there will be schematic and design development phases where client input and approvals will be required prior to construction document development. Additionally, the client will provide design intent for the major mechanical, electrical, plumbing and other improvements that may be looked at. The requirements of these requirements will need to be incorporated into design documents and final construction.

2.1 Design

Discuss your firm's design approach.

2.2 Product Selection

Discuss your firm's product specification procedures.

2.3 Construction

Discuss your firm's construction approach, including:

- Work plan development and coordination of identified client work requirements
- Communication with users and facilities personnel and support of client calendar and events
- Safety practices and procedures

2.4 Closeout

Discuss your firm's approach to following critical closeout activities:

- Systems commissioning
- Punch-list process
- Owner training
- Provision of record documents – i.e. As-Builts / Operation & Maintenance manuals

2.5 Support Services

Discuss your firm's experience and understanding of:

- Grant funding and other funding opportunities
 - o Specifically highlight any experience with grants provided by the Colorado Department of Education (CDE) and the Colorado Energy Office (CEO)

3. PROJECT PRICING

3.1 Guaranteed Maximum Price Development

Describe your Firm's approach to providing a Guaranteed Maximum Price (GMP) for the Project, and what, if any, District allowances or contingencies are required.

3.2 Risk Management

Describe your Firm's process for minimizing the District's risk throughout the project.

4. BEST VALUE

Briefly describe how the company's approach to facility improvement projects delivers best value for the District.

ATTACHMENT A: FACILITY INFORMATION

The following table provides the buildings that will be included for analysis. Additional information is available upon request.

| Name | Address | ~ Size (SF) |
|----------------------------|---|-------------|
| Elementary School | 7054 N 2 E Rd, Monte Vista, Colorado 81144 | 46k |
| Junior/ Senior High School | 7090 N 2 E Rd, Monte Vista, Colorado 81144 | 65k |
| Gymnasium | 1967 E County Road 7 N, Monte Vista, Colorado 81144 | 13k |
| Early Learning Center | 7090 N 2 E Rd, Monte Vista, Colorado 81144 | 4k |