



Cheraw School District 31

110 Lakeview, P.O. Box 160

Cheraw, CO 81030

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Matthew D. Snyder, Ed.D.
Superintendent

REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P) FOR AN OWNER'S REPRESENTATIVE

Cheraw School District #31 (Owner)

110 Lakeview

Cheraw, CO 81030

Phone (719) 853-6655

PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 4:00 p.m. December 4, 2025

Deliver 1 electronic copy via email + 2 Original Copies to:

Matthew Snyder

110 Lakeview

P.O. Box 160

Cheraw, CO 81030

Phone (719) 853-6611

Email: matthew.snyder@cheraw.k12.co.us

All official communication with Candidates and questions regarding this RFQ/P will be via email to the Owner Contact listed above. **No inquiries will be accepted after the clarification deadline as indicated in the project schedule.**

All Candidate inquiries will be responded to after the "Clarification Deadline", to all candidates who have notified the Owner Contact of interest. Responses to clarification will be made available on the Owner website where the RFQ/P is posted. Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. **Candidates should not contact any team members or any individual associated with the Owner or the Colorado Department of Education (CDE) regarding this RFQ or this project.**

I. PROJECT SCHEDULE

RFQ/P Available	11/12/2025
RFQ/P Site Visit	11/19/2025
RFQ/P Clarification Deadline	12/01/2025
RFQ/P Clarification Responses	12/02/2025
RFQ/P Responses due	12/04/2025
Interview Invitations sent to Short-Listed Candidates	12/08/2025
Interviews	12/11/2025
Candidates Notified of Selection	12/15/2025
Contract Negotiations	12/16/2025
Decision Memorandum Sent to Unsuccessful Candidates	12/18/2025
Notice to Proceed Given to Successful Firm	12/18/2025
Project Estimated Substantial Completion	06/30/2028
(IF PURSING GRANT) Draft Grant Application/CDE Coordination	01/30/2026
	03/02/2026
(IF PURSING GRANT) Grant Application Submittal	

II. BACKGROUND

Owner Background

The Cheraw School District facilities consist of two separate education buildings encompassing a high school, middle school and elementary school. Additional school district site features include a bus barn, a 6-man football field surrounded by a dirt track, a detached restroom block near the field, small storage sheds, bleachers, a fenced basketball court, playground equipment, a concrete-paved plaza, gravel parking lots, a pavilion, and a separate district-owned residence that is rented out. The site is surrounded by residential homes and farmlands to the North, East and West, with residential, commercial and industrial buildings to the South.

A summary and history of the Cheraw School District facilities are as follows:

Original School (Current High School) - 1960 The original school burned down in 1959 and was replaced with the existing high school in 1960. This building consists of a classroom wing of six rooms, a performance gym with a stage and locker rooms, administrative offices and main entry, a cafeteria and kitchen, a home economics room, and basement level storage and mechanical.

Middle School– 1968 The original middle school building constructed in 1968 was first used as a wood shop that was later remodeled into three middle school classrooms, a computer lab, and a special education room.

Elementary School Addition – 1975 The elementary school addition was added onto the high school in 1975. The addition consists of classrooms for grades K-5, a centralized library, an art room, teacher lounge, and computer lab. Two new locker rooms with showers and an office were added to the existing performance gym at the same time. This addition was connected to the high school by a covered walkway.

Middle School Addition – 1996 The middle school addition was added onto the existing middle school building in 1996. This new metal building consists of a practice gym with locker rooms, a weight room, a music room, and a science classroom.

Minor Additions – 1996 - 2010 Additions constructed between the elementary school and high school were built at an unknown date between 1996 and 2010. These additions include a preschool room with office, a freezer and cooler off of the kitchen, and an enclosed walkway including vestibules. Other improvements and additions to the high school during this timeframe consist of vestibules, a concession stand, teacher work room and storage.

Exterior Restrooms – 2010 A separate two restrooms with storage were built in 2010 near the football field.

Project Description

The addition/renovation concept replaces the oldest portions of the existing buildings and retains the newest building for reuse consisting of 14,120 square feet constructed in 1996. The existing building to remain will house the gymnasium, locker rooms, weight room, music room, and associated support spaces. The addition will be built on the existing playground areas and will provide new classrooms, a library, kitchen, cafeteria, administration, and support spaces. A small addition on the Ag Building provides classroom space to support the CTE programs with classroom, restroom and office space.

The proposed solution includes a centrally located entry adjacent to the administration for secure access control, supervision, and observation. The proposed plan allows for proper drop-off, parking, and service access drives for safe and efficient student arrival and departure. Playgrounds are located on the south side of the building for solar gain and supervision from the administration with modern play equipment and proper fall protection. The football field and track will remain as it currently exists. The new additions allow for finished floor elevations to be raised for proper drainage. A two-story classroom wing is efficient on the site with a small footprint and allows for the zoning of elementary and secondary students. The cafeteria would be adequately sized for lunch as well as for dual use for performance lobby space with access to the playground for recess.

The proposed solution includes a very modest building that is essentially only 35,565 sf of new space to serve the entire PK-12 student body. Every opportunity to combine space uses is being incorporated into the concept including the use of the existing gym as the performance space. A small stage is planned to be added onto the building to allow this function to occur. The cafeteria is also serving as the lobby space for athletic events and is the community room for meetings including the board of education meeting space. Classroom sizes are efficient and the science lab is shared between the middle and high school. The Ag Shop is being retained and made more functional with a small classroom addition. The location for the new addition places the Ag Shop much closer to the remainder of the school buildings, minimizing the district traveled to this facility.

The solution strives to be economical by maintaining the current campus and reusing as much of the existing building and site elements as possible (such as the football stadium). By adding onto the existing Ag Shop for classroom, restroom and storage space, the Ag Shop can be enlarged and deficiencies can be addressed with very little cost to the overall project. Classroom sizes have been reduced to comply with minimum classroom sizes described in the CDE Construction Guidelines (675 sf per classroom). The existing building is 300 sf/student, while our proposed plan trims the program to 225 sf/student. Reusing a portion of the old building leaves us with some existing spaces that are larger and thus drives up our sf/student in the proposed solution.

Please take note that BEST funds have not been awarded to Cheraw School District at the time of this RFQ/P. Official results are still pending. Cheraw School officials anticipate knowing the results prior to interviews, scheduled for December 11, 2025.

III. RFQ/P OBJECTIVE

The purpose of this RFQ is to solicit a Qualified Owner Representative (Candidate) to contract with the Owner and also work closely with the CDE to provide customary owner's representative services for the pre-construction, construction, and post-occupancy phases of the project. In addition to providing customary Owner's Representative/Construction Management Advisor services, the Candidate will be responsible for ensuring the district's compliance with the terms of the BEST Grant, and the Sublease and Site Lease requirements therein, throughout the course of the project.

IV. SUBMITTAL REQUIREMENTS

Organize your RFQ/P response using the following outline. Please separate each section with dividers or tabs using the appropriate section labels. ***No fees shall be included in the RFQ Submittal.***

SECTION 1 – LETTER OF INTEREST

A maximum two-page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, and signed by the principal-in-charge.

SECTION 2 – EXPERIENCE AND QUALIFICATIONS

Please address each criterion listed below as it relates to your firms relevant experience and qualifications.

1. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. Consultant shall not change or substitute these individuals without prior approval. The Owner reserves the right to determine the acceptability of these individuals.
2. Provide all team members experience and responsibilities, including resumes. Provide background information including education, professional titles, related qualifications, specific roles in past projects.
3. Describe your firms past experience with providing Owner's Representation, highlighting any projects with similar size and scope to the proposed project.
4. Provide your firms project organization structure and responsibilities.
5. How does your firm provide an in-depth cost evaluation of proposals, fees and budgets?
6. Show your ability/approach to organize, develop and maintain project schedules.
7. The project intends to use a multidisciplinary collaborative project approach. Describe your firm's knowledge with an integrated design process.
8. Describe your firm's knowledge of LEED criteria and program requirements.
9. Describe your firm's understanding of commissioning, measurement and verification.
10. Understanding of the Owner, its organization and leadership.
11. Based on your current workforce and staffing in addition to the number of projects your firm currently has under contract or in negotiation, does your firm have the capacity to complete this project? What percentage of your firm is currently involved in other projects?
12. This project requires the Candidate to carry, at a minimum, general liability insurance and workers compensation according to State laws.

13. Demonstrate experience with Bond Initiatives or Capital Campaigns in Colorado Public Schools.
14. Demonstrate ability to manage and develop a master budget and maintain it accurately throughout the project to ensure a quality project is delivered within budget.
15. Demonstrate a working knowledge in some or all disciplines including architectural design, structural engineering, mechanical engineering, electrical engineering, civil engineering, roof design and maintenance, construction cost estimating, facility management and maintenance, educational technology. Indicate which disciplines you are knowledgeable and have expertise and/or experience.
16. Provide description of any lawsuits or claims including status and resolutions.
17. Describe understanding of Bonding, Permitting and Insurance requirements for school construction.
18. Identify any other unique challenges/ approaches that you have experienced that will assist the Owner with a successful project.
19. Describe your firm's process for minimizing Owner's risk throughout a project.
20. What does your firm do to ensure a safe construction site?
21. Assisting the district with fund requests is an important role of this project. The requirements for this project include obtaining accurate invoices from consultants and vendors, and providing complete and thorough draw requests to CDE on behalf of the district in which each individual invoice is accurate as well as the total request. The OR will be submitting the funding request to CDE for approval, and responding to questions from CDE for clarification or inaccuracies. Please explain your experience regarding draw requests, the expectations you will set for your firm and for the consultants, contractor and vendors to ensure timely payment, and any lessons learned from past projects.
22. Please explain your firm's role in construction administration, including the observations and reporting your firm will complete for the project on behalf of the district. Please provide a sample of an OR field report from your firm.
23. Demonstrate experience and understanding of different delivery methods. Note what delivery method you would recommend for this project.

SECTION 3 – SCOPE OF SERVICES

The Owner's Representative is expected to act on the owner's behalf in overseeing the project through completion and into occupancy. The candidate's proposed scope of services should include, but is not limited to, each item listed below. Please provide a narrative of your approach to providing the services below, and explicitly identify any additions or exclusions. When appropriate include the number of meetings, site visits, etc., and any other pertinent descriptions that clearly identify services included in the proposal.

1. Owner's Representative Services

Complete the Scope of Services Matrix provided as Exhibit A. The Candidate must validate each line in the exhibit by marking either provided or excluded.

2. ADD ALTERNATE #1 – Grant Application Support Services

In the event that the master planning process results in the Owner proceeding with a BEST Grant application, the Owner may request assistance with preparation of a BEST grant application. These grant assistance services may include but are not limited to:

- a. Ensuring that all cost (hard, soft and owner) and scope are included in the grant application;
- b. Ongoing communication with the Owner;
- c. Coordination of and attendance at meetings as needed and requested (in person, conference webinars, etc.);
- d. Reviewing BEST application requirements and familiarization with BEST grant information from CDE website;
- e. Assistance with updating the Owner's CDE Facility Assessment through review comments;
- f. Communication and cooperation with CDE staff as needed;
- g. Documentation required by CDE to provide to the Colorado Historical Society as applicable;
- h. Preparing the BEST grant application including scope narrative for final Owner approval;
- i. Preparing LEED and/or CO-CHPS scorecard and narrative;
- j. Providing additional information required for CDE to complete the analysis of the grant application;
- k. Acting as a liaison for the Owner for CDE follow-up grant questions;
- l. Investigating potential areas of risk to ensure budgetary soundness;
- m. Other duties as required.

If the candidate is interested in providing add alternate #1, please provide a narrative expressing your firms interest, ability and capacity to complete this scope as presented.

SECTION 4 – SCHEDULE

It is expected that your firm has the current capabilities and capacity to complete the project by the date listed in the project schedule. Provide a detailed schedule, including milestones, from the notice to proceed date through post-occupancy services. Provide reasoning, in this section, for any modifications or alterations your firm wishes to make to the recommended project schedule

SECTION 5 – REFERENCES

Provide a comprehensive list of **ALL** school projects completed or begun within the last 5 years, with contact information, along with a project description. Identify in the reference list which projects this team has performed collectively. The Owner reserves the right to check additional references beyond those provided in the submittal.

V. SUBMITTAL REVIEW & SELECTION PROCESS

The selection process consists of two phases, followed by negotiations with the apparent winner.

Phase 1 – RFQ Review

The Owner's Selection Committee will evaluate and score the RFQ submittals based on the selection criteria listed below:

Selection Criteria	Max Point Possible
Section 1: Letter of Interest. How complete and concise was the letter of interest and RFQ/P response? Was the RFQ/P well organized, with complete information responding to all of the submittal criteria?	10 points
Section 2: Experience and Qualifications Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel in addition to other items as stated.	30 points
Section 3: Scope of Services. Candidate has affirmed each of the Owners requirements for this project and demonstrates a clear understanding of Owner's needs and clear direction toward completing scope of work.	30 points
Section 4: Schedule. Ability to complete the tasks within the timeframe needed. Submitted complete & understandable schedule.	25 points
Section 5: References. Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.	5 points
Total Points	100 points

Phase 2 – Interview

An interview invitation will be sent out to the three Candidates with the highest RFQ/P submittal scores on the date noted in the project schedule. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFQ/P responses and to introduce key members of the O/R team.

The interviews will consist of a short presentation followed by a longer period for questions and answers. During the short presentation, the lead consultant for the project should be identified along with members of the O/R team. Please note team members that will not be directly working on the project are not invited to the oral interviews.

The apparent winner will be determined based on their interview score, which is separate from their RFQ/P submittal score.

VI. FEE PROPOSAL

Shortlisted Candidates shall prepare a detailed fee proposal as outlined below. The fee proposal is to be submitted in a sealed envelope prior to the start of their interview. Failure to provide a fee proposal which addresses each of the items listed below may result in disqualification from the RFQ/P process.

Detailed fee proposals shall include the following:

- ✓ Lump sum fee;
- ✓ Detailed statement of work;
- ✓ Confirmation that all scope items from the original RFQ/P will be addressed;
- ✓ Any exclusions with explanations;
- ✓ Breakout of fee by phase;
- ✓ # of hours anticipated;
- ✓ # of people anticipated;
- ✓ Other resources;
- ✓ How the resources are to be used;
- ✓ Breakout of anticipated reimbursables included in the lump sum fee proposal;
- ✓ Hourly rates for all personnel involved in the project;
- ✓ Number of site visits anticipated to complete the work;
- ✓ Breakout of fees for any non-required scope proposed;
- ✓ Pricing for add alternate #1 – Grant Application Support Services

The negotiated fee is anticipated to include all costs including reimbursables for the project resulting in a “lump sum” format contract.

Only the fee proposal of the apparent winner will be revealed to the selection committee

If the apparent winner’s fee exceeds the Owners budget and if subsequent negotiations with the apparent winner are unsuccessful, the Owner reserves the right to negotiate with the next highest-scoring Candidate.

VII. Acceptance and Rejection

After the final selection has been made, the Owner will provide a summary of scores and a decision memorandum to each of the RFQ/P Candidates.

The Owner reserves the right to select any or reject any and all proposals in their best interest. The Owner also reserves the right to pre-qualify any or all Candidates or reject any or all Candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. The Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

The Owner is not responsible for cost incurred in preparation of this proposal. Proposals will not be returned and become the property of the Owner once submitted, which could be publicly shared. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ/P and the RFQ/P will become part of the awarded Candidates contract. The apparent winner will be responsible for submitting a draft agreement to be used for this project. The Owner and the Owner's legal council will review the agreement and negotiate terms prior to commencement of work.

As a condition of acceptance, and to avoid conflicts of interest, the selected Owner's Representative will not be permitted to submit proposals for additional consulting or contracting work on this project, regardless of qualifications.

VIII. RFQ/P Supporting Material

The following are provided for informational purposes in regard to the project:

1. Cheraw School District 31 Facilities Master Plan provides background for the proposed project
2. Detailed Project Budget submitted with the BEST grant application
3. Preliminary Project Schedule submitted with the BEST grant application