

DEKALB COUNTY CENTRAL UNITED SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR EMPLOYMENT OF CONSTRUCTION MANAGER AS CONSTRUCTOR (CMc)

February 4, 2026

DeKalb County Central United School District (“Owner” and “DCCUSD”) is seeking to hire a Construction Manager as Constructor (CMc) for Additions and Renovations at DeKalb High School. Below are descriptions of the Projects, selection criteria and submittal requirements for interested parties wishing to submit their proposals for consideration. By submitting a response, the Offeror (as hereinafter defined) represents that it has carefully read the terms and conditions of this RFP and agrees to be bound by them. This is not an offer to enter into a contract of any kind with the Owner, but merely a solicitation of entities interested in submitting proposals to the Owner for the CMc services.

1. **PROJECT SCOPE:** DeKalb County Central United School District is planning two projects on campus located at 3424 CR 427 Waterloo, IN 46793. These projects include, but are not limited to, the expansion and renovation of the Performing Arts wing located at the Northeast corner of DeKalb High School and the addition of a Baron Activity Center attached to the existing Auxiliary Gymnasium of Dekalb High School. Additional information regarding the project includes:
 - a. **Design Team:** The Owner has selected Garmann Miller as the architect for these projects.
 - b. **Contractual Requirements:** The CMc shall provide pre-construction and construction services consistent with a modified 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.
 - c. **Phasing:** The Projects may be constructed in phases as necessary. The Offeror selected as the CMc will help determine the best overall strategy for phases, staging and sequencing to limit interruptions to the instructional calendar and/or instructional time during the day.
 - d. **Project Budget:** The cost of work for the CMc services is to be based on a preliminary total project budget of \$30,000,000. The budget will become more defined as the project planning process continues.
 - e. **Project Schedule:** Preconstruction is to commence upon board approval of the CMc in March 2026. Construction is to begin in September of 2026 and continue until June of 2028.
2. **PROPOSAL REQUIREMENTS**
 - a. **Cover Letter:** Provide a one (1) page letter expressing your interest in the project(s).
 - b. **Organization History:** Provide a brief summary of your organization’s history.
 - c. **Project Team:** Provide an organizational chart and resumes for key team members that will be working directly on these projects including, at minimum, Preconstruction Manager, Project Manager, and Field Superintendent.
 - d. **Project Approach:** Describe your organization’s approach to the following:

- i. Pre-Construction Services regarding Estimating, Value/Cost Management and Bidding for this Project.
 - ii. Managing communications during design and construction.
 - iii. Identify at least (3) relevant projects with references.
 - iv. Creating a competitive bid environment.
 - v. Providing a safe work environment along with safety measures put in place while contractors are on site to ensure staff and student safety along with general public safety.
 - e. Insurance: Provide a certificate of insurance showing your firm's insurance in compliance with the following minimum insurance requirements:
 - i. Commercial General Liability - \$1M per occurrence and \$2M in the aggregate
 - ii. Umbrella/excess insurance - \$5M
 - iii. Automobile Liability - \$1M combined single limit
 - iv. Workers Compensation – statutory
 - v. Employers Liability - \$1M/\$1M/\$1M
 - f. Bonds: Provide documentation from your surety or bonding agent regarding your firm's bonding capacity. The selected CMc will be required to provide a payment and performance bond in the amount of five percent (5%) of the Guaranteed Maximum Price at the time of entering into the GMP Amendment and prior to commencing construction.
 - g. Fees:
 - i. Identify your proposed preconstruction fee, which shall be a fixed fee.
 - ii. Identify your proposed fee during the construction phase for CMc services for these Projects, which fee shall be a percentage of the Cost of the Work.
 - iii. For the construction phase, identify a fixed monthly amount for the CMc's entire staffing costs for its administrative and supervisory personnel providing services related to the Projects that are to be charged as a Cost of the Work.
 - h. References: Provide a list of five (5) client references with contact names and information whom your organization has worked with within the past five years.
3. SELECTION CRITERIA: DCCUSD will apply the following criteria, process, and procedures in evaluating your proposal:
- a. Interviews (if any).
 - b. Organization's defined approach to project management, fees, and delivery.
 - c. Fees
 - d. Experience and capabilities of proposed project team.
 - e. MBE/WBE/VBE participation, history and good faith efforts to fulfill the state's goals for contracting with MBE/WBE/VBE enterprises.

4. SUBMISSION/FORMAT/LOCATION:

Please submit one electronic copy of your firm's proposal in PDF format.

Please submit three (3) hard copies of the proposal on letter (8.5"x 11") paper.

Please organize the proposal in the same structure as this RFP

DCCUSD reserves the right to reject any and all proposals for any reason or no reason.

DCCUSD reserves the right to terminate this RFP process at any time at no cost to

DCCUSD prior to executing a contract with the CMC.

DCCUSD reserves the right to be the sole judge of the value and merit of the responses submitted and to waive any informalities or irregularities in any of the responses.

DCCUSD shall not be responsible for any costs associated with responding to this RFP.

The RFP is not an offer to enter into a contract with any firm submitting a proposal.

Proposals are to be delivered as
follows: (3) hard copies
delivered to:

DeKalb County Central United School District

Attn: Mark Rohm

3326 CR 427

Waterloo, IN 46793

Proposals are to be delivered via the above methods by 10:00 am (local time) on March 10, 2026 and will be date/time stamped accordingly. Late or non-compliant proposals may be disqualified and returned to the sender unopened.

Proposals shall be considered a public record and subject to disclosure under Indiana's public records laws. Should a responder to this RFP contend that its proposal includes information not subject to disclosure under Indiana's public records laws, responder shall clearly mark in its proposal such specific information as "Confidential" and further agrees that should any administrative or legal action be commenced against DeKalb County Central United School District including but not limited to complaints filed with the Indiana Public Access Counselor that relate to or arise out of DeKalb County Central United School District's production of the responder's proposal with the designated "confidential" information redacted in response to any applicable public records requests, the responder agrees to defend, indemnify and hold DeKalb County Central United School District harmless from and against such actions including reasonable attorney fees.

5. DCCUSD CONTACT INFORMATION

All questions and communications from any firm interested in submitting a proposal shall be directed to:

Mark Rohm, CFOO
260.920.1150
mrohm@dekalbcentral.net

Only answers issued by Mark Rohm in writing will be considered valid. Contact of any kind regarding the projects or RFP/Proposal by any firm or agent or employee of any firm with any DCCUSD board member or employee from the date of this RFP until the selection of the CMc by DCCUSD will be considered grounds for disqualification of such firm.

6. DCCUSD TENTATIVE TIMELINE

February 24, 2026-March 10, 2026 – RFP Proposals due March 10, 2026 at 10:00 AM.

March 12-13, 2026 – Interview selected firms, if necessary

March 17, 2023 – DCCUSD School Board Meeting to receive recommendation of CMc firm to offer contract

As a reminder, this public works project is subject to legal timeline and all related activities including but not limited to project hearings, wait times, legal approvals, etc.

Either enclosed with this RFP or will be provided to parties requesting a copy of this RFP at a later date but prior to the response due date via addendum is a modified AIA A133 CMc contract, modified AIA A201 General Conditions and AIA A133 – Exhibit B (Insurance and Bonds) that shall serve as the agreement between DeKalb County Central United School District and the responder selected by DeKalb County Central United School District to serve as the Construction Manager as Constructor. Responders' proposals to this RFP shall be based on using this modified form of agreement.