



December 13, 2024

**Request for Qualifications/Proposal (“RFQ/P”)  
Bartlett High School – Football Practice Facility  
Construction Manager at-Risk (CMAR) Services**

Bartlett City Schools Board of Education (BCS) is seeking the services of a qualified Construction Manager at-Risk (CMAR) to provide pre-construction and construction phase services for the following Project:

**Bartlett High School (BHS) – Football Practice Facility**

- New Covered Football Practice Facility
  - New, free-standing covered football practice facility adjacent to the existing football stadium at the Bartlett High School campus (5688 Woodlawn, Bartlett, TN 38134)
  - The practice facility will include a partial turf football field (with associated drainage, etc.), which will be covered by a pre-engineered roof structure.
  - The facility may or may not include an accessory pre-engineered building for weight training and/or other training functions.
- This building includes no educational activities and is an accessory use to the main academic building; therefore, no storm shelter (or other Educational occupancy restrictions) is/are required.
- School buildings and grounds will be occupied during construction
- An overview of options under consideration is attached for reference.

The successful CMAR will work with BCS and BCS’s Architect, 4FDesign, to provide cost estimates, constructability reviews, and value engineering opportunities during the course of design to maintain project budget and a high-quality Project.

Please do not contact BCS employees or Board members regarding this project. Contact with BCS employees and/or Board members about this RFQ, during the CMAR selection process could cause you/your business to be eliminated from consideration. Please direct all questions and communications to the contact provided within this document.

If you are interested, please submit your response to this RFQ/P no later than **4pm, Thursday, January 16, 2025** to the attention of Michael Winter at 4FDesign, 5101 Wheelis Drive, Suite 215, Memphis, TN 38117. No proposals received after 4:00 P.M. on Thursday, January 16, 2025 will be considered. Please include five originals of the following information:

1. General Firm Information
  - History of company, general background, signature projects
2. Relevant Experience
  - Provide a list and description of athletic facility projects performed on behalf of K-12 school districts of similar scope and building type completed in the

last five (5) years. Include the size, cost of construction, date of completion, a description of services provided, and the names and telephone numbers of client references for each presented project.

- Provide a list of at least three (3) CMAR athletic facility projects performed on behalf of K-12 school districts with references.

3. Project Team

- Provide resume information on all key personnel who will be assigned to this project, their role for the project and their specific experience and responsibilities on athletic facility projects. Also, please explain how many Superintendents and/or Assistant Superintendents you would use on the project. Please note: the Project Team submitted is expected to be committed to the project from start to finish, unless the owner requests or agrees to a change.

4. Project Approach

- This project will be constructed on an extremely tight site. Sufficient parking, access, security, safety and cleanliness during construction will be of utmost importance during construction. Please describe your approach to minimizing disruption of services and safety for the school while the project is under construction.

5. Estimating, Cost Reporting and Scheduling Procedures

- Provide a description of estimating, cost reporting, approach to value engineering, cost saving measures and scheduling procedures both for pre-construction and construction phases. Address the approach you will use to monitor impacts to cost and schedule for the project, both during the pre-construction design process and during construction.

6. Self-Performed Work

- Provide a list of all portions of work you would typically propose to be performed by your own workforce. Also, explain how you would provide the school the best price and value for self-performed work.

7. Workload

- Provide information on your current workload and how you would successfully accommodate this project.

8. Legal Concerns

- Explain your General Liability Insurance coverage.
- Provide bonding capacity of \$5 million and higher construction projects.
- Explain any current legal concerns of yours which may hinder this project.
- Please identify any out-right or perceived conflict of interests.

9. FEE

- Provide a cost or an estimate of the following:
  - CM's fee (as a percentage)
  - Estimate of CM's general conditions
  - CM's proposed contingency
  - Costs for a Payment and Performance Bond

10. Proposed Schedule

- Provide a proposed schedule in order to bid, construct, and achieve Substantial Completion such that BCS may occupy the Project no later than May 1, 2026.

- Note that the construction will take place on an active academic and athletic campus; therefore, please build a realistic schedule with the appropriate staffing showing how you will achieve the deadline.
11. Pre-construction Services
    - Please explain your pre-construction services (estimating, etc.) and how much, if any, your fees would be for these services.
  12. Guaranteed Maximum Price / CMAR Construction Contingency / Shared Savings
    - The school board wishes for the CMAR to provide a Guaranteed Maximum Price (“GMP”) for the project upon completion of the Design Development Phase. Please provide the amount of construction contingency you would propose to be included in your GMP. Also, please provide the percentage of savings, if any, you would propose to be split between your firm and the school board.
  13. Other Information
    - Any other information which you believe identifies your firm as being especially well-suited for this project.
  14. Contractor
    - If the RFQ process results in a contract proposal being made, BCS will present a contract which will include BCS’s General Terms and Conditions. If the parties cannot agree upon the contract terms, BCS may offer a contract to an alternative proposer.

A site inspection is not planned or required in order to submit a response. BCS and 4FDesign will consult with the successful CMAR on site-specific considerations in advance of finalizing the design.

### **CONSTRUCTION BID REQUIREMENTS**

The CMAR shall comply with the following construction phase requirements:

- Background Checks Required
  - By agreeing to provide goods or services to any school within Bartlett City Schools, you are attesting that you are aware of your obligations under §T.C.A. 49-5-413(d) to ensure that all of your employees who have direct contact with students of Bartlett City Schools or to children in the Bartlett City Schools’ child care program or who have access to the grounds of any Bartlett City Schools when children are present have done the following:
    - (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with the Bartlett City Schools’ children or entering the grounds of Bartlett City Schools;
    - (2) Successfully passed the aforementioned criminal history records check. If the criminal history records check indicates that the employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in the §T.C.A. 40-39-202(17) or a violent sexual offender in the §T.C.A. 40-39-202(25) the employee may not enter the grounds of Bartlett City Schools or have direct contact with students of Bartlett City Schools or to children in the Bartlett City Schools’ child care program.

- The proposer also agrees that if one of your employees commits a sexual offense as defined in §40-39-202 or violent sexual offense as defined in §40-39-202 after you have conducted your initial criminal history check on such employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with students of Bartlett City Schools or the children in a Bartlett City Schools' child care program or to enter the grounds of Bartlett City Schools.
- Iran Divestment Act Disclosure
  - In accordance with the Iran Divestment Act:
    - "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106."
  - I further attest and agree to immediately notify Bartlett City Schools if either I or the entity I represent can no longer make the foregoing certification. I understand that failure to notify Bartlett City Schools may invalidate any and all agreements I have with Bartlett City Schools.

Upon receipt, BCS' selection committee will evaluate the responses from all CMAR's. If the committee elects to conduct interviews of the CMAR firms under consideration, we will inform the firms via email of the date and times.

Should you have any questions, please contact me. Thank you for your interest in the Project.

Sincerely,

4FDesign, P.C.



Michael W. Winter, AIA, NCARB  
Vice President | Principal

cc: *Dr. David A. Stephens, Superintendent - Bartlett City Schools*  
*Mr. Jeff Waller, Operations Supervisor - Bartlett City Schools*  
*Mr. Tim Jones, Executive Director of Athletics and School Support - Bartlett City Schools*

*Attachments: Attachment A - BHS Football Practice Facility Preliminary Options*