

Ingram Independent School District
170 Tomahawk Trail W
Ingram, Texas 78028

Request for Qualifications for Construction Manager at Risk Services

Ingram Independent School District

Locker Rooms, Gym and Administration Office Building

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REQUEST FOR QUALIFICATIONS from CONSTRUCTION MANAGERS at RISK

Qualifications for the selection of a Construction Manager at Risk will be received by the Ingram Independent School District at 170 Tomahawk Trail W Ingram, Texas 78025 until 10:00 AM on Tuesday, November 4, 2025, for the Gym and Administration Office Build RFQ 2026-01. The Request for Qualifications Package will be available beginning October 20, 2025, and may be obtained from the Ingram ISD website under Departments/Business 2026-01-Construction Manager at Risk. Any questions regarding this RFQ, are to be addressed to Attn: Dr. Mindy Curran, mcurran@ingramisd.net. Request for Qualifications process will be utilized as authorized in Texas Government Code Subchapter F, Section 2269.251. The Request for Qualifications for Construction Manager at Risk process enables Ingram ISD to shortlist Construction Manager at Risk based on the evaluation of qualifications.

THE DISTRICT HOLDS THE RIGHT TO CONSIDER QUALIFICATIONS NOT PROPERLY COMPLETED, TO BE CONSIDERED NON-RESPONSIVE.

SELECTION PROCESS

- The selection process for this project will be accomplished in a two-step process as provided in the Texas Government Code Subchapter F Section 2269.251
- After the date of submission, the District will evaluate and rank each submission per the criteria outlined in the published document.
- The final selection of a Construction Manager at Risk for this project will be based on a combined evaluation of qualifications and cost of services to determine the “best value” to the District.
- No Construction Manager at Risk will be finally selected until a contract between the Construction Manager at Risk and the Owner is signed.
- By submitting qualifications, the Offeror agrees to waive any claim it has or may have against the Owner, the Architect, and their respective employees and agents, arising out of or in connection with the administration, evaluation, or recommendation of any submission; waiver of any requirements under the Request and Qualification Submittal; and acceptance or rejection of any submissions; and award of the Contract.
- The committee’s recommendation will be considered by the Ingram ISD Board of Trustees (“Board”). The final decision-making authority on the Offeror rests with the full Board. Decision-making authority has not been delegated to any person or entity other than the Board.
- The District reserves the right to reject any or all submissions and waive any formalities or irregularities and make the award of the contract in the best interest of the District.
- The District will make such investigations as it deems necessary to determine the ability of the Offeror to perform the Work, and the Offeror shall furnish all such information and data for this purpose as may be requested. The District reserves the right to reject any submissions if the evidence submitted by, or investigation of, such Offeror fails to satisfy the District that such Offeror is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein.

- A decision regarding the determination of the successful Offeror will be made by the District as soon as practical.

The Construction Manager-At-Risk (CM) will be selected via a two-step evaluation process, according to Section 2269.251 of the Texas Government Code.

Upon receipt of the qualifications, the Evaluation Team will review and evaluate the qualifications based on the following evaluation criteria:

EVALUATION CRITERIA FOR STEP ONE CONSTRUCTION MANAGER AT RISK (CM)

	Evaluation Criteria	Point System
1	Corporate Information – Detailed corporate information, firm contacts, established years of business; firm’s corporate history; licensed trades; pending litigation, EMR safety record.	10
2	Experience of the CM team - Personnel information, organization charts, assigned personnel resumes; regional market experience.	20
3	Financial Strength & Project Audit Procedures - Financials; surety detail; payment bonds detail; bonding capacity detail.	10
4	System approach to Project Management Control Systems - Firm’s concepts for working in a team relationship with the Owner, Architect, and Program Manager during the design and construction of projects. Warranty program and change order philosophy.	10
5	Subcontractor Performance Bonds &/or Default Insurance - Information regarding policies and policy declarations; methodology; provisions and terms.	5
6	References – Past projects and references. REFERENCES WILL BE CHECKED.	20
7	Pre-Construction Services – Estimating costs; scheduling; savings; contingencies; input & ideas into design phase improvements; approach to raw material price escalation; recent experience in similar pre-construction services.	15
8	Construction Approach – Methodology for managing subcontractors, schedules, cost increases, and manpower.	10
9	Total	100

The District intends to interview the shortlisted firms and will request additional information deemed necessary to assist in a complete and thorough evaluation of the qualifications. An administrative recommendation (based on “Best Value”) will be made to the Board of Trustees at a future Board Meeting based on the Offeror receiving the highest evaluation score.

END OF SELECTION PROCESS

SUBMISSION FORMAT FOR REQUEST FOR QUALIFICATIONS

Submit six (3) bound copies and one (1) electronic file of the information listed organized in the following manner:

TAB 1: CORPORATE INFORMATION

1. Detailed corporate information, such as firm contacts
2. Established years of business, firm’s corporate history
3. Licensed trades
4. Pending litigation
5. EMR safety record

TAB 2: EXPERIENCE OF THE CM TEAM

1. Proposed organization
2. Assigned personnel resumes
3. Regional market experience

TAB 3: FINANCIAL STRENGTH & PROJECT AUDIT PROCEDURES

1. Financial statement
2. General financial information
 - surety detail
 - payment bonds detail
 - bonding capacity detail

TAB 4: SYSTEM APPROACH TO PROJECT MANAGEMENT CONTROL SYSTEMS

1. Description of the firm’s concepts for working in a team relationship with the Owner, Architect, and Program Manager during the design and construction of projects
2. Describe your warranty program
3. Describe your change order philosophy

TAB 5: SUBCONTRACTOR PERFORMANCE BONDS &/or DEFAULT INSURANCE

1. Provide information regarding policies and policy declarations; methodology; provisions and terms.

TAB 6: REFERENCES

1. Detailed project listing for up to (10) K-12 projects and /or projects in the past 5 years as Construction Manager at Risk
2. Demonstration of examples of the CM “Team Player” relations and remedies, professional service firm references

TAB 7: PRE-CONSTRUCTION SERVICES

1. Approach to estimating costs; scheduling; savings; contingencies; input & ideas into design phase improvements
2. Approach to raw material price escalation

TAB 8: CONSTRUCTION APPROACH

1. Describe your firm's methodology for managing subcontractors, schedules, cost increases, and manpower

END OF SUBMISSION FORMAT

GENERAL PROJECT INFORMATION

- The contract shall be a Cost Plus Fee With a Guaranteed Maximum Agreement Between Owner and CM along with a list of General Conditions of the construction contract.
- The District shall require the use of a standard Texas Statutory Performance Bond to guarantee the performance of the work and a standard Texas Statutory Payment Bond to guarantee the payment of the work in the amount of the initial contract sum (GMP).
- One hundred percent of all remaining balances in allowances, contingency, and savings will be returned to the District upon completion of each project.
- All contract information including all actual project costs will be made available to the District or its agent at any time. A formal audit of the project may be conducted by an independent third party hired by the District at selected intervals during the construction phase and before final payment.

- The CM shall be responsible for performing accurate background checks on all personnel to ensure that all personnel working on the project sites are suitable for working in a school environment.
- A Certificate of Substantial Completion will be issued upon such completion of each phase of the project.

END OF GENERAL PROJECT INFORMATION

PROJECT-SPECIFIC INFORMATION

Project: High School Gym with Locker Rooms and Administration Office Building

Location: Ingram Independent School District

Municipality: Ingram, Texas

Proposed Construction Timeline: December 2025 – February 2027

Scope of Work:

- Construction of High School Gym with Locker Rooms and an Administrative Office Building which includes a driveway and parking lot.

Project Construction Budget including Cost of Construction, Interior Furnishing and Fixtures, Utilities, Driveways, Parking Lots, General Conditions Fee, Architect & CMAR Fees:

- Approximately \$9,300,00.00

Proposed Design and Documentation Schedule:

- Award CMAR – November 2025
- Anticipated completion of design documents December 2025 (**80% Construction Documents**)

Proposed Construction Schedule:

- Start of construction – December 2025
- Anticipated substantial completion – February 2027

The project team consists of:

- Owner: Ingram ISD
- Architect: JSA Architects, Inc – Kerrville office

END OF PROJECT-SPECIFIC INFORMATION

PRECONSTRUCTION SERVICES

The Construction Manager at Risk (CM) selected will provide the following:

1. Key project personnel, including the Preconstruction Manager/Estimator and Project Manager, will attend and actively participate in regular meetings with the District, and Architect to review the project status and review and update the construction cost estimate.
2. Consult with the District and Architect regarding site use and improvements, phasing of the various projects and construction, selection of materials, and building systems and equipment.
3. The CM shall review the contract documents for constructability. Provide recommendations on construction feasibility including estimates of alternative designs and materials, preliminary budgets, and possible economies.
4. The CM will be accountable for the project schedule from the schematic design phase through the completion of the project.
 - a. Prepare, and periodically update, a preliminary Project schedule based upon District established milestones for the Architect's and the District's review.
 - b. The CM shall coordinate and integrate the preliminary Program/Project schedule with the services and activities of the District, Architect, and CM. As the design progresses, the preliminary Program/Project schedule shall be updated to indicate proposed activity sequences and durations, milestone dates for receipt and approval of pertinent information, and submittal of the Guaranteed Maximum Price.

5. When Schematic Design documents have been prepared by the Architect and approved by the District, the CM shall prepare for the review of the Architect, the District, and the Program Manager a conceptual estimate with supporting data. The CM will prepare this estimate within fifteen (15) working days of receiving the Schematic Design documents.
6. The CM shall monitor changes from schematic design, to design development, and Construction Documents; and advise the District and Architect of their cost impact as they occur.
7. When Design Development documents are complete, the CM shall prepare a cost estimate with supporting data for review by the District and Architect. The Architect shall not proceed beyond Design Development until the cost estimate is within the predetermined budget.
8. The CM shall coordinate on and off-site utilities with the MUD engineer, and the City of Ingram.
9. During the preparation of the Construction Documents, the CM shall update and refine the cost estimate at established milestones, i.e. 50%, 75%. The CM shall do this with input from Subcontractors and their other resources, as necessary to provide accurate and reliable estimates.
10. At each project development milestone, from Schematic Design to Construction Documents, each estimate shall be in a format that allows comparison from one milestone to the next.
11. If any estimate submitted to the District exceeds previously approved estimates the CM shall make recommendations to the District and Architect to reduce the cost of the project within seven (7) days. The CM shall identify the greatest contributors to estimate overages.
12. The CM shall recommend to the District and Architect a schedule for procurement of long-lead time items that will constitute part of the Work as required to meet the Project schedule.
13. Prepare and review tabulations and/or spreadsheets of all quotations received and recommend to the District, and Architect the successful Subcontractors, vendors, and suppliers who propose work for this Project before Contract award.

14. During the design and document phases, the CM shall assist the District and Architect with investigative research on the existing campus, including minor demolition and repair of walls, etc. to uncover and identify actual existing conditions in otherwise inaccessible areas.
15. The CM shall assist the Architect in the permitting process.

END OF PRECONSTRUCTION SERVICES