



REQUEST FOR PROPOSAL (RFP)

Construction Manager as Constructor (CMc)

RENOVATIONS & ADDITIONS TO CHARLESTOWN HIGH SCHOOL

RESPONSE DUE: 10:00 AM (local time) on March 10, 2026

ISSUED BY:

Greater Clark County Schools
2112 Utica-Sellersburg Road
Jeffersonville, Indiana 47130

The Greater Clark County Schools (“School Corporation”) is requesting proposals from qualified firms to serve as **Construction Manager as Constructor (CMc)** as permitted under **Indiana Code 5-32**. The selected firm will manage **renovations and additions to Charlestown High School**.

This document outlines the **project scope, schedule, submittal requirements, and evaluation criteria** for interested firms.

Section I – Project Description

Project Scope

A. The project includes:

- New 45,000 square foot addition to Charlestown High School including 16 classrooms, a STEM lab, a support area, two science classrooms, wrestling room and a cafeteria addition.
- Renovations to 9,700 square feet of Charlestown High School including weightroom, hospitality room and two classrooms.

B. **Architect:** Lancer Associates Inc.

C. **Estimated Construction Budget:** \$28 Million Dollars

D. **Delivery Method:** Construction Manager as Constructor (CMc).

Project Schedule

- Preliminary Design: November, 2025
 - Construction Documents: November, 2026
 - Bidding: January, 2027
 - Start Construction: May, 2027
 - Completion: June, 2029
-

Section II – Firm Information, Relevant Experience & CMc Approach

Firm Identification

- Contact person (name, email, phone)
- Firm name and address
- Year established
- Phone and website

Business Organization

- A. Identify business structure: Individual, Partnership, or Corporation.
- B. Years providing CMc services.
- C. Number of full-time employees.
- D. Brief firm history.
- E. List principals/officers.
- F. Bond capacity available for this project. Note: selected CMc must provide payment and performance bonds equal to the Guaranteed Maximum Price (GMP).
- G. Statement confirming ability to meet insurance requirements (see Section IV).

Relevant Project Experience/References

- A. List **K–12 projects** completed as CMc in the past five years.
- B. Provide five (5) **K–12 educational client references** (name, title, phone/email).
- C. Provide three (3) **architectural partners** on public K–12 projects within the past five years.
- D. List private CMc projects completed in the past five years.
- E. For each project listed, identify **key company staff** and the **Owner’s representative** with contact info.
- F. Provide information on your firm’s **diversity practices**, including:

- Hiring programs for minorities and women.
- Contracting practices that promote participation by minority, women, and veteran-owned business enterprises (MBE/WBE/VBE).

Staffing

- A. Provide a proposed **project team chart**.
- B. Submit **resumes of key team members** highlighting relevant project experience.

Project Approach

Please address the following:

- A. Pre-construction services approach (estimating, value management, cost control, bidding).
 - B. Communication approach during design and construction.
 - C. Methods for involving the School Corporation in decision-making.
 - D. Recommendations for setting and structuring the **GMP** (e.g., Cost Plus with GMP vs. GMP only), including timing and rationale.
 - E. Process for assisting the Owner with **contractor prequalification** under Indiana Code 5-32.
 - F. Diversity contracting practices your firm will implement on this project.
 - G. Indicate whether your firm will **self-perform** any work and describe the process.
 - H. Recommendations for managing **construction contingencies**.
-

Section III – Insurance Requirements

The selected CMc must carry the following minimum insurance coverage:

Worker’s Compensation & Employer’s Liability

- Statutory Worker’s Compensation coverage (per state and federal law).
- Employer’s Liability:
 - Bodily Injury by Accident: \$1,000,000/accident
 - Bodily Injury by Disease: \$1,000,000/policy limit
 - Bodily Injury by Disease: \$1,000,000/employee

Commercial General Liability

- \$2,000,000 Each Occurrence
- \$5,000,000 Job Site Aggregate (specific to this project)

- \$2,000,000 Personal & Advertising Injury
- \$5,000,000 Products–Completed Operations Aggregate

Policy must include contractual liability coverage meeting AIA Document A201-2007, Paragraph 3.18, and maintain Products & Completed Operations coverage for at least two (2) years after final payment or 90 days post–Substantial Completion (whichever is earlier).

Automobile Liability

- \$1,000,000 Each Accident (owned, non-owned, hired vehicles).

Umbrella/Excess Liability

- \$5,000,000 above primary insurance.
 - \$10,000 self-insured retention per occurrence.
-

Section IV – Compensation Proposal

Firms shall submit fees separately for **Pre-Construction** and **Construction Phase** services.

A. Pre-Construction Services (Fixed Fee)

Include planning, scheduling, estimating, value management, quality review, contract prep, bid procurement, cost tracking, design meetings, and staffing.

B. Construction Services (Fixed Fee)

- Fee shall include all CM staff (on-site and off-site).
- Provide an **Effort Schedule** showing monthly staff hours by position and billing rate (including wages and fringes).
- Identify **overhead and profit percentage** to be applied to Cost of the Work.

C. General Conditions (Reimbursable Items)

Do not include in CMc Fee. Examples: safety equipment, first aid, temporary fencing, signage, portable toilets, utilities, trailers, clean-up, dumpsters, permits, traffic control, etc.

D. Owner-Provided Services (Paid Directly by Owner)

Architecture & engineering, special testing, surveys, soil investigations, permits.

Section V – Selection Process

Evaluation Criteria

Proposals will be evaluated on:

- a. K–12 experience
- b. CMc experience
- c. Key personnel qualifications
- d. Project approach and alignment with School Corporation’s goals
- e. Firm financial/staffing capacity
- f. References
- g. History of contracting with or hiring minority, women, and veteran-owned firms (good-faith efforts considered)
- h. Fee Proposal
- i. Interview performance (if conducted)

Schedule

- RFP Available: February 10, 2026
 - Submissions Due: **March 10, 2026 – 10:00 AM (local time)**
-

Section VI – Submittal Format

- A. Submit **1 electronic copy (PDF)** and **8 bound hard copies (8.5” x 11”)**.
- B. Deadline: **10:00 AM, March 10, 2026.**

Deliver to:

Nate Koets
Director of Facilities and Project Management
2112 Utica Sellersburg Road
Jeffersonville, IN. 47130

Late or non-compliant submittals will be disqualified.

C. Questions must be directed to:

Nate Koets
Director of Facilities and Project Management
nkoets@gccschools.com
812-288-4802 Ext 50105
2112 Utica Sellersburg Road
Jeffersonville, IN. 47130

Only written responses are binding.

Section VII – Miscellaneous Provisions

- A. The School Corporation reserves the right to terminate this RFP, reject any/all responses, and waive irregularities.
 - B. This RFP creates no obligation, expressed or implied, on the part of the School Corporation.
 - C. The School Corporation and Lancer Associates are not responsible for any costs incurred by respondents in preparing proposals or participating in the selection process.
 - D. If requested, finalists may be required to submit a **Financial Statement** sufficient to determine capability to complete the project.
-