



**SHALER AREA SCHOOL DISTRICT
REQUEST FOR QUOTATION
CONSTRUCTION MANAGER SERVICES
SHALER AREA MIDDLE SCHOOL PROJECT**

General Information

The Shaler Area School District is in the design phase for renovations and HVAC improvements to Shaler Area Middle School, Shaler Township, Pennsylvania. The construction is estimated to cost \$20 million. Construction is expected to begin in June 2026 and reach completion in August 2027.

Project Timeline:

November 2025	Complete bid documents
January 7-21, 2026	Advertise Bids
February 3, 2026	Receive Bids
February 18, 2026	Award Contracts
June 2026	Start Construction
August 2027	Complete Construction

As such, the Shaler Area School District is interested in securing the services of a Construction Manager. The School District encourages Respondents to offer strategies which streamline and promote efficiencies within the process while protecting the interests of the School District.

Respondents to this Request for Quotation must submit their responses as specified herein. Respondents may be selected for interviews based upon the quality of their proposals and the results of reference checks.

Proposals are due by: **Friday, April 25, 2025 by 2:00 PM.**

Questions concerning this Request for Qualifications should be addressed to

**Jennifer Tressler, CPA
Director of Finance and Operations
Shaler Area School District
1800 Mount Royal Blvd. Glenshaw,
PA 15116
Phone: 412-492-1200 ext. 2806
tresslerj@shalerarea.org**

Respondents are instructed **NOT** to contact School Board members.
Failure to comply with this instruction may result in disqualification.



Submittal Requirements

Response to the RFQ shall be submitted in a bound format with section dividers corresponding to the sections that follow. Respondents are instructed to adhere to this format and to provide one (1) original proposal and ten (10) copies. One electronic copy should be provided via email, dropbox or other applicable technology.

1. Provide the following information about the Respondent:
 - Legal Name
 - Address of office
 - Telephone number and fax number
 - Name and title of contact person
 - Names of officers and organization chart, if a firm

2. Provide the following information:
 - An overview of the Respondent's financial status
 - Professional Liability Insurance.

3. Provide a brief overview including the number of years that the Respondent has provided Construction Manager services.

4. Provide a description of the methodology the Respondent will use to substantiate and document any savings achieved by your participation.

5. Provide a listing of five (5) public school projects that the Respondent has provided services for within the past five (5) years with a construction value of at least five (\$5) million. Provide the following information for each project:
 - Name of project
 - Name and location of school district
 - Name, title and telephone number of school district contact
 - Name, address, telephone of project architect
 - Project description, including size in square feet
 - Number of prime contracts
 - Project scheduled and actual start and completion dates
 - Final construction costs, including change orders

6. Provide a listing of public school projects for which the Respondent is currently providing Construction Manager services. Provide the following for each project:
 - Name of project
 - Name and location of school district
 - Name, title and telephone number of school district contact
 - Name, address, telephone of project architect
 - Project description, including size in square feet
 - Number of prime contracts



- Project scheduled start and completion dates
 - Construction costs, including change orders
7. Provide an organizational chart if you are proposing a team for this project. Provide a resume for each member of the proposed team including education, general experience, public school construction experience and their proposed role in this project.
 8. Provide a description of your Quality Assurance Program and submit exhibits related to the program.
 9. Describe, in whatever manner the Respondent deems appropriate, the Respondent's approach to the Project commencing with your appointment as Construction Manager and ending with completion of punch list items and close out of contracts' paperwork.
 10. Provide an exhibit of your typical monthly project report to the School District.
 11. List any claims, arbitrations, or litigations that have occurred on any of your projects within the past three years and provide status of each.
 12. Provide your fee structure for the project.

PRE-CONSTRUCTION SERVICES

1. The Construction Manager shall provide recommendations to the Owner and Architect on constructability, value engineering, availability of materials and labor, sequencing of construction, time requirements for procurement, installation and construction, and factors related to construction cost, including but not limited to, possible cost reduction at two (2) milestones. These recommendations are due by September 1, 2025 (or mutually agreed upon date) and again at 95% completion of the construction documents.
2. The Construction Manager is an integral part of the review team reviewing bids received and making recommendations for contract awards.

CONSTRUCTION PHASE SERVICES

1. Pre Construction Meeting

The Architect, in consultation with the Construction Manager will organize and conduct pre-construction meetings with contractors, consultants and the Owner. The meetings shall include a review of project management, project schedule and project procedures.

2. On-Site Staff

The Construction Manager will conform to the scope of services to ensure that the work is performed in compliance with the contract documents.



3. **Shop Drawings**

The Architect, in consultation with the Construction Manager, will establish and implement procedures for processing and approving shop drawings, project data, samples, and other submittals from the contractors and will coordinate the processing and approval of all submittals with the Construction Manager.

4. **Project Coordination**

The Construction Manager will provide administration, management, and related services necessary to coordinate the construction activities of contractors with each other.

5. **Detailed Construction Schedule**

The General Contractor will develop and maintain a detailed construction schedule based upon the construction schedule set forth in contract documents. The schedule shall include start and completion dates for procurement and construction activities and major milestones for each segment of the work. The schedule will be updated monthly. The Construction Manager shall monitor the schedule and enforce the Contractors' adherence to it.

6. **Monitor Construction Progress**

The Construction Manager will review contractors' construction schedules and observe construction progress and report deviations from the schedule that might delay the project completion. The Construction Manager will consult with contractors to develop and implement corrective actions as necessary to meet the project schedule.

7. **Control Construction Quality**

The Construction Manager will monitor and inspect all work in progress to insure that the quality of the work and compliance with the contract documents. The Construction Manager will document and report all such deficiencies and make recommendations for corrective actions.

8. **Maintains Construction Records**

The Construction Manager will maintain orderly records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc.

9. **Applications for Payment**

The Architect will develop and implement a procedure for the review and processing of contractor payment applications. The Architect and Construction Manager will evaluate the contractor's schedule of values to insure accurate and appropriate payments to contractors.



10. **Construction Accounting System**

The Construction Manager will establish and maintain an accurate and up-to-date construction cost accounting system.

11. **Project Meetings**

The Architect, in consultation with the Owner and the Construction Manager, will conduct weekly meetings at the job site to discuss job progress, resolve problems, review and make decisions. The Architect will prepare and distribute meeting minutes.

12. **Construction Superintendent Meetings**

The Construction Manager will conduct weekly meetings at the project site with the construction superintendents to coordinate construction activities and discuss project progress. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner to the Owner, Architect and Contractors.

13. **Prepare and Maintain Field Reports**

The Construction Manager will prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activity, general activities and special occurrences.

14. **Change Orders**

The Architect, in consultation with the Owner and the Construction Manager, will develop and implement a system for the review and processing of change orders. The Architect and Construction Manager will estimate the cost of all change orders, insure the validity of change orders and negotiate the cost for change orders with the contractors on behalf of the Owner.

15. **Coordinate Inspections and Testing**

The Construction Manager will review the requirements and make recommendations for inspections and testing. The Architect, in consultation with the Owner and the Construction Manager, will coordinate the selection of independent inspection and testing agencies, review inspections and testing reports, and make recommendations regarding the results of the inspections and testing activities.

16. **Construction Changes**

The Construction Manager will evaluate work in progress and make recommendations for changes in the work on the basis of field conditions, improved quality, cost savings, or time savings.



17. **Maintain Photographic Records**

The Construction Manager will coordinate and maintain photographic and/or video records of construction activities and project progress on a regular basis.

18. **Provide Monthly Reports**

The Construction Manager will prepare and distribute a monthly report to the Owner and the Architect including information on schedule, budget, quality, safety, logistics and general project information.

19. **Monitor Contractors' Safety Programs**

The Construction Manager will review and monitor the safety program developed by each contractor, record any safety violations, and make recommendations for improving safety conditions.

20. **Monitor Workers Clearances & Payroll Certifications**

The Construction Manager shall establish and implement a procedure for collecting and monitoring all required workers clearances, construction personnel identifications and all Contractor's Payroll Certifications.

Close-Out Phase Services

1. **Close-Out Program**

The Architect will develop a detailed program of close out activities in compliance with the contract documents. The Construction Manager will assist with a close-out schedule, inspections, testing, start-up procedures, warranty processing, and occupancy.

2. **Coordinate Systems and Equipment Testing and Commissioning**

The Construction Manager will schedule, monitor and document the testing, calibration and start-up of all equipment and building systems.

3. **Operation Manuals and Warranties**

The Construction Manager will collect and catalog all operating and instruction manuals for equipment and building systems and all warranty documentation from each contractor for the Architect's review.

4. **Coordinate Training**

The Construction Manager, in consultation with the Owner, will coordinate and assist in the training of Owner's personnel on the operation and maintenance of equipment and



building systems.

5. **Substantial Completion and Final Inspections**

The Construction Manager, in consultation with the Architect, will schedule and coordinate substantial completion and final inspections. The Construction Manager will assist the Architect in the preparation of the lists of deficiencies (punch lists) and will coordinate all corrective action by contractors.

6. **Construction Close-Out**

The Construction Manager will coordinate close-out activities including the completion of all deficiencies, submittal of all close-out documents, resolution of change orders, and recommendations for payment of retainage.

7. **Electronic Submission of Project Documentation**

The Construction Manager will submit all project documentation electronically including files, records, drawings, submittals, samples and other information to the Owner in an organized and usable form.

8. **Coordinate Warranty Work**

The Construction Manager will coordinate the warranty work by contractors to insure that their obligations are fulfilled in a timely manner during the 1 year warranty period.

9. **Certificate**

The Construction Manager, upon completion of the project, will be responsible for certifying that to the best of his professional knowledge, the building conforms to the approved plans, contract documents, specifications and shop drawings.

Basis of Selection

Proposals must be submitted to the office of Jennifer Tressler, Director of Finance and Operations, Shaler Area School District, 1800 Mount Royal Blvd., Glenshaw, PA 15116 by 2:00 PM on Friday, April 25, 2025.

LATE PROPOSALS WILL NOT BE ACCEPTED

Selection will be based upon the proposals and the interview process. Submittals will be reviewed by the Shaler Area School District, with Respondents being selected for interviews. Selected Respondents will be notified as to interview date and time.

Respondents selected for interviews will be given thirty (30) minutes in which to present their qualifications and proposal with an additional fifteen (15) minutes for Q&A. This time shall be strictly enforced. Selection of interview times will rest solely with the School District.



Following the interviews, the District may ask Respondents for additional materials. The Respondent with the highest qualifications for the project in the opinion of the District will be asked to meet with the District to finalize the scope of services and a contract will be negotiated. If an agreement cannot be reached, the negotiations with that firm shall be terminated and another candidate will be contacted for the same process.

The Owner will give consideration to the following aspects of the Proposal and Presentation:

- Qualifications of on-site individual
- Fee
- Documented successful past performance of similar undertakings
- Philosophy and Approach to the project
- Quality Control procedures
- Cost control and project tracking
- Administration procedures

The School District will require that no personnel changes shall occur during the project without advanced written consent of the School District. The School District shall also have the right to change personnel if dissatisfied with the performance of an individual.

The School District will also require the selected Respondent to submit 3 years of audited financial statements.

The Shaler Area School District reserves the right to accept any proposal or to reject any or all proposals and to waive informalities in proposals when such actions are deemed to be in the best interests of the District.



SHALER AREA MIDDLE SCHOOL
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REQUEST FOR QUOTATION
CONSTRUCTION MANAGER
SERVICES FEE PROPOSAL

A. Lump Fee Proposals

_____ (name of firm)

whose principal office is located at

(address)

(city)

(state)

(zip)

Proposes to provide construction management services to the Shaler Area School District for the Rogers Primary School construction project as set forth in the Scope of Services in the Request for Proposal for Construction Management Services for the following fees:

Pre-Construction Phase	\$	(figures)
Construction Phase	\$	(figures)
Closeout Phase	\$	(figures)
One Year Warranty Period	\$	(figures)
Total Fee	\$ _____	(figures)

B. Reimbursable Expenses

The fee proposal shall not include any reimbursable expenses. The Construction Manager **will not** be reimbursed for the following:

- Accounting
- Telecommunications
- Postage
- Transportation
- Parking
- Photocopying
- Office Supplies
- Miscellaneous Supplies

C. Services Provided by Owner

The Owner will provide the Construction Manager with the following services:

- Office space or trailer
- Utilities
- Telecommunications
- Postage
- Parking
- Waste removal
- Office furniture
- Computer and internet connection

D. Certification

I hereby certify that I have carefully examined all of the parts of the request for quotation and that proposal and the attachments that I have submitted meets or exceed the requirements as set forth.

Authorized Signature _____

Typed/ Printed Name _____

Title _____

Date _____

Telephone Number _____

Email Address _____