



DODGE CITY
COMMUNITY COLLEGE

P: 620.225.1321
T: 800.367.3222

E: about@dc3.edu
dc3.edu

2501 N. 14th Ave.
Dodge City, KS 67801

November 3, 2025

To Whom It May Concern:

Dodge City Community College is requesting sealed bid proposals for **BID# 26-001 RFQ Design-Build DC3 Cafeteria Renovation.**

Project Context:

This project will be comprised of the design and renovation of the existing Cafeteria, resulting in renovated and additional serving stations/food offerings, and a modernized, inviting dining space that fosters community and comfort for students and guests.

Sincerely,

Andrew Nolan
Purchasing Office
Dodge City Community College

Encl: RFQ Specifications for BID# 26-001 and Business Reply Label for BID# 26-001 (*Please mark with your return address*)

Please include a business card with updated contact information in the packet.

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DODGE CITY COMMUNITY COLLEGE
Design-Build Cafeteria Renovation

REQUEST FOR QUALIFICATIONS –
DESIGN-BUILD SERVICES

Project Name: Cafeteria Renovation

Note: Construction of the Cafeteria design-build renovation to begin Spring 2026 and project completion no later than July 31st, 2026. Dates are moderately negotiable with selected Construction Manager.

I. INVITATION TO SUBMIT PROPOSALS.

By this Request for Qualifications (RFQ) the Board of Trustees of the Dodge City Community College, with offices at 2501 N. 14th Avenue, Dodge City, KS 67801, (the "College"), is hereby requesting proposals from firms that have expressed an interest in submitting proposals for the award of the contract for design-build services on the Cafeteria Renovation Project.

The construction management firm (CM) will provide preconstruction and construction services necessary to assist in the design and to construct the facility in accordance with the guidelines, standards and limitations contained in this proposal. This project must be completed within a defined budget and schedule. Participation in this selection process by interested construction management firms shall be at no cost or obligation to the College.

The College reserves the right (a) to terminate this selection process at any time, (b) to reject any or all proposals, (c) to waive formalities and minor irregularities in the proposals received, and (d) consider viable alternatives voluntarily submitted by the respondents.

The College further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm, or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the College to be necessary for the successful performance of the contract.

II. PROJECT DESCRIPTION AND INFORMATION.

The general description of the project and general project information include the following:

1. This project will be comprised of the design and renovation of the existing Cafeteria. The College wishes to renovate the existing serving stations to provide a fresh façade with additional new stations offering new food choice options while creating a

modernized and inviting dining space that fosters community and comfort for students and guests.

2. The College prefers to utilize local subcontractors when it is economically feasible to do so.
3. Planned budget for project; approximately \$500,000.

III. REQUIREMENTS FOR PROPOSAL.

The selection committee will select firms to be interviewed using the attached Evaluation Criteria Form. Proposals submitted by interested firms must include the following elements in the order listed:

1. Description of Project Team and Organizational Chart.

Provide a proposed construction manager organizational structure to manage the project, including identification of individuals to fill key roles. As a minimum, the project executive, project manager/director, and superintendent shall be identified. Include a project organization chart with reporting relationships and resumes of key individuals to be specifically assigned to the project. Describe in detail each key individual's most recent project experience of a similar nature. Define the roles of any additional management and/or supervisory personnel to be assigned to the project.

2. Fee Proposal and Description of Services.

- a. Provide a fee proposal, expressed as a percentage of the cost of the work.
- b. Provide a fixed fee expressed in a lump sum amount in the event the project is terminated by the College at the conclusion of the Pre-construction Phase. The fee is compensation to the CM for overhead and profit. Included in the CM's overhead are those services and facilities furnished by the CM without charge other than the CM's fee.

The firm shall describe those services, facilities, supplies and other expenses that are included in overhead as part of the proposal. The project will be done on an open-book cost plus fee basis, to a Guaranteed Maximum Price (GMP). The establishment of the GMP is not a part of the proposal, but will be accomplished after the Contractor is selected and design documents which reflect the total project are completed. Any savings to the GMP will be returned 100% to the College. No shared savings clause will be included in the agreement.

3. General Conditions Fee Proposal.

Provide a fee proposal for General Conditions, on an actual cost basis to a Guaranteed Maximum Price. General Conditions are the Cost of the Work necessarily incurred by the Contractor in the proper performance of the Work on the project that will be reimbursed by the College as Owner. The firm shall define items to be included as

general conditions, including costs and expenses that are necessary and incidental to the Work, but not included in the direct labor, material and equipment required for the Work. The firm shall also identify any mark-ups on the general condition items, and shall fix a maximum price for general conditions as part of this proposal.

4. Description of the Construction Managers Approach.

Provide a complete description of the Construction Managers approach to the project.

5. Proposal Regarding Change Orders.

Provide a proposed method of pricing and managing Change Orders after a Guaranteed Maximum Price is established. This shall include changes (a) before work is subcontracted, (b) after work is subcontracted, but before any of the subcontracted work is fabricated, purchased, or delivered, and (c) after subcontracted work is underway. Identify any Contractor charges for Change Orders in a similar manner. Identify in writing the philosophy of the firm in managing changes under this contractual method, and identify references of completed projects, performed under similar contractual arrangement, and the Change Order history.

6. Narrative of Firm's Philosophy.

Provide a brief narrative of the firm's philosophy in doing construction management projects of this scope and schedule, under the contractual arrangements defined herein.

7. List of Major Subcontracted Work.

Provide a list of proposed major construction elements that would be subcontracted.

8. References.

Provide references from design professionals and owners in regard to similar projects.

IV. PRECONSTRUCTION.

The following preconstruction services are required from the selected Construction Manager:

1. Consult with the College's project director regarding existing site and use of improvements, and the selection of materials, building systems and equipment. Provide recommendations on construction feasibility; actions designed to minimize adverse effects of labor and materials shortages; time requirements for procurement, installation, and construction completion; and factors related to construction cost, including estimates of alternative designs or materials, preliminary budgets, and possible economies. Provide recommendations on phasing and fast track strategies for the project.

2. Provide all project scheduling, including the development of a master schedule for all significant activities during the pre-construction period. Also, prepare a master construction schedule for inclusion in the construction contract documents.
3. Prepare detailed construction cost estimates and value engineering assessments for design (preliminary design documents, design development documents, and construction documents) addressing constructability materials and construction techniques, sequencing of construction, separation of contracts, etc. Recommendation, if required, to maintain project budgets.
4. Participate in conversion of preliminary and design development documents into construction documents progress including review sessions by providing input with respect to constructability, contractibility, value engineering, scheduling, and document development.
5. In addition to the CM, the College's project team will be made up of designated College staff, a campus dining contractor representative, and the project architect. Specific items to be addressed in this process are building systems evaluations for cost effectiveness, identification of potential cost saving items for evaluation by the College's project team, assumptions made to prepare the estimate and detailed review of the preliminary GMP (Guaranteed Maximum Price).
6. Identify any elements/systems of the project that should be ordered prior to the completion of the Construction Documents for either fixing costs or delivery schedules on critical elements, or schedule date improvement. Include identification of separate bid packages, fast tracking, and phasing.
7. Provide cost control advice to the College's project team during preparation of the construction documents.
8. During preparation of the Construction Documents and upon completion thereof, conduct a review with the College's project team for errors, omissions, and constructability.
9. Upon completion of the Design Development Documents for the project, work with the College's project team to formally prepare a Guaranteed Maximum Price by proposed subcontractor breakdown.
10. Provide Special Conditions for inclusion in bidding and contract documents.
11. Identify and recommend the most cost-effective work categories, and provide the methods and means to clearly identify and define cost effective work categories, and responsibilities included in the specifications and drawings.
12. Identify, qualify, and recommend selection of contractors to the College for inclusion on subcontractors' bid lists. Incorporate additional bidders, if so directed by the College. Manage the subcontractor bidding process, evaluate subcontract bids, and recommend to the College the lowest' responsible bidder on each subcontract.

Following College approval of the lowest responsible bidder for each subcontract, award and administer the subcontract and materials purchases. Unless otherwise directed by the College, all subcontracted work shall be competitively bid.

13. For major elements of the work the Contractor would normally self-perform, secure qualified competitive bids coincident with preparing the Construction Manager's proposal for these elements of the work. The College shall participate in opening, evaluating and the awarding of these elements of the work.
14. Complete a quality/coordination review of the completed construction documents.

V. CONSTRUCTION.

Construction services required from the selected firm are described in the Construction Management Agreement and include, but are not limited to the following:

1. Assume the primary responsibility for the overall administration of construction contracts on behalf of the Owner.
2. Provide full-time field staff throughout construction, for the purpose of managing, inspecting, scheduling, and coordinating the subcontractors. Monitor the progress, performance, quality, and contract compliance of the subcontractors' activities.
3. Schedule and conduct meetings, as necessary.
4. Develop and maintain a detailed master construction schedule.
5. Request pricing, review and negotiate costs, and make recommendations on all necessary changes to the contracts.
6. Coordinate construction interfaces, methods, techniques, and sequences.
7. Institute and administer requirements and procedures for the review and approval of all submittals.
8. Prepare and administer all cost control procedures, including monthly pay requests, change order logs, etc. Prepare Budget Cost Summary Reports as required.
9. Coordinate all requirements of project commissioning and close-out procedures including but not limited to: inspections, owner's orientation and familiarization, and collection of all close-out documents. Develop with Owner an occupancy schedule.
10. Moderate, seek solutions, make recommendations, or take other appropriate actions in matters relating to disputes between subcontractors, work stoppages,

labor disputes, or other disruptions that may occur during the construction of this project.

11. Develop and maintain systems for reporting and retrieval of project information.

VI. CRITERIA FOR EVALUATION OF PROPOSALS.

The Construction Manager for the project will be selected based upon the College's evaluation using the Evaluation Criteria Form included with this RFQ.

VII. PROPOSAL DUE DATE.

Sealed proposals shall be submitted to: ATTN: Jeff Cermin, VP of Administration and Finance/CFO, Administration Building, Dodge City Community College, 2501 N. 14th Avenue, Dodge City, Kansas 67801, no later than 5:00 p.m. (CST) on December 2nd, 2025. Proposals will be opened at 10:00 am (CST) on December 3rd, 2025, in the Santa Fe Conference Room in the Administration Building on campus.

VIII. SELECTION PROCEDURE.

The selection of a CM for the project shall be based upon a careful and objective consideration of the ability of each firm submitting a proposal to perform the services described in this RFP and the requirements of any federal, state and local laws and regulations that are applicable to the project. The following procedure shall be observed in the selection of a Contractor for the project.

1. Evaluation.

The College's construction management selection team will evaluate the firms' proposals. Evaluation of each firm will be based upon its written proposal, and answers to questions asked during the follow up to the proposals, if any. Firms will be ranked by the College's construction management selection team and the firm receiving the highest evaluation will be considered the firm that has submitted the best proposal for award of a contract for the project.

2. Contract Negotiation.

The representatives of the College shall attempt to negotiate a proposed contract with the first-ranked firm. Should the College be unable to negotiate a satisfactory contract with the first-ranked firm at a price the College determines to be fair and reasonable, negotiations with that firm shall be formally terminated. The Dodge City Community College VP of Administration and Finance/CFO will forward a letter to the first ranked firm formally terminating the negotiations.

The College will then undertake negotiations with the second-ranked firm. In the event of

failure to negotiate a satisfactory proposed contract with the second-ranked firm, the Dodge City Community College VP of Administration and Finance/CFO will again forward a letter to that firm formally terminating the negotiations.

Thereafter, the College will undertake negotiations with the third ranked firm following the same procedure as above. Should the College be unable to negotiate a satisfactory proposed contract with any of the top three evaluated and ranked firms, the College shall either select additional firms in order of their evaluation ranking or continue negotiations as outlined above until a proposed contract is negotiated. If the College does not successfully negotiate a contract, the College reserves the right to delay or postpone the project, modify the method of construction for the project, or start from the beginning the design-build services selection process.

3. **Contract Award.**

Upon successful negotiation of a proposed contract with a firm for the project, the proposed contract will be recommended to the President of the College for review and his approval. There shall be no binding contract with the College until the contract documents have been approved by the College Board of Trustees and signed by the Board Chair.

IX. REJECTION OF PROPOSALS.

The College reserves the right to reject any and all proposals in response to this RFQ that are deemed not to be in the College's best interest. The College further reserves the right to cancel or amend this RFQ at any time and will notify all recipients accordingly.

Contact **Jared Stevens** with questions or for additional information regarding this proposal or to view the existing Cafeteria.

Jared Stevens
Director of Facilities & Operations
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS 67801-2399
Email: JStevens@dc3.edu

It is anticipated that a recommendation will be submitted for board approval of the CM contract on December 9th, 2025.

Deadlines:

| | |
|---|---|
| Bid Out | November 3 rd , 2025 |
| Bid Receipt Deadline | December 2 nd , 2025, by 5:00 PM |
| Bid opening Santa Fe Conference Room in the Administration Building | December 3 rd , 2025 @ 10:00AM |
| DC3 BOT Meeting | December 9 th , 2025 |
| Notification of successful bidder (Pending BOT Approval) | December 10 th , 2025 |

Please allow for the length of time it may take to send your bid through the USPS to meet the deadline for the bids.

You may also submit bid packets by email to bids@dc3.edu by 5:00 PM December 2nd, 2025.

The bid information and updates will be posted on the Dodge City Community College website, address listed below.

<https://dc3.edu/bid-requests-projects/>

Construction Manager Services
SELECTION EVALUATION CRITERIA FORM

PROJECT: Cafeteria Renovation

Applicants Name: _____

Evaluator: _____

SCORE CRITERIA

Request for Qualifications - Section III

Project Team

_____ 15%, 60 points maximum

- 1 Description of Project Team and Organizational Chart

_____ **Fees**

20%, 80 points maximum

- 1 Fee Proposal and Description of Services
- 2 General Conditions Fee Proposal
- 3 Rates for Work Contemplated to be Self-performed
- 4 Proposal Regarding Change Orders
- 5 Critical Analysis of the Estimated Construction Cost of the Project

Schedule

_____ 10%, 40 points maximum

- 1 Preliminary Project Schedule
- 2 Narrative of Firm's Philosophy
- 3 List of Major Subcontracted Work

Construction Manager Qualifications Supplement

- 1 Attachment No. 1

Firm's History

_____ 10%, 40 points maximum

- 1 Firm Name, address, telephone number, federal ID Number
- 2 Character, integrity, history, reputation, judgment, efficiency, and financial stability of firm.

Project & Budget History

_____ 25%, 100 points maximum

- 1 Experience/References. Quality of firm's performance of previous contracts and firm's compliance with laws relating to construction contracts.

Scheduling & Project Management History

20%, 80 points maximum

- 1 Ability to Meet Established Construction Schedules
 - 2 Project Management
 - 3 Project Team Personnel
-

Total Score (400 points maximum)

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2501 N. 14th Ave.
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PROPOSAL

RETURN THIS COPY

Date: _____

Company Name: _____ Bid No. **26-001**

PROPOSAL FOR: DC3 CDL Prep Testing Site Concrete Pad-Amended.

- 1.01 BASE BID: The undersigned, having familiarized himself with conditions and specifications, and having carefully examined and having fully understood the Bid Documents, hereby affirms, and agrees to enter into contract for **BID# 25-004 DC3 CDL Prep Testing Site Concrete Pad.**
- 1.02 TERMS AND CONDITIONS: The undersigned hereby acknowledges the terms and conditions of this Contract as specified herein and agrees to abide by such terms and conditions in the fulfillment of the Contract, if awarded the bid.
- 1.03 NON-COLLUSION AFFIDAVIT: The undersigned certifies that the Bid is made in good faith without fraud, collusion, or connection of any kind with any other Bidder, that he is competing in his own interest and in his own behalf without connection with or obligation to any undisclosed person, and has made his own examination and estimates and there from presents this bid.

Please sign and return with the specification sheet.

Signature _____

Contact Phone Number _____



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PROPOSAL

THIS COPY FOR YOUR RECORDS

Date: _____

Company Name: _____ Bid No. **26-001**

PROPOSAL FOR: DC3 CDL Prep Testing Site Concrete Pad-Amended.

- 1.01 BASE BID: The undersigned, having familiarized himself with conditions and specifications, and having carefully examined and having fully understood the Bid Documents, hereby affirms, and agrees to enter into contract for **BID# 25-004 DC3 CDL Prep Testing Site Concrete Pad.**
- 1.02 TERMS AND CONDITIONS: The undersigned hereby acknowledges the terms and conditions of this Contract as specified herein and agrees to abide by such terms and conditions in the fulfillment of the Contract, if awarded the bid.
- 1.03 NON-COLLUSION AFFIDAVIT: The undersigned certifies that the Bid is made in good faith without fraud, collusion, or connection of any kind with any other Bidder, that he is competing in his own interest and in his own behalf without connection with or obligation to any undisclosed person, and has made his own examination and estimates and there from presents this bid.

Please sign and keep for your records.

Signature _____

Contact Phone Number _____



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All submissions must be in sealed envelopes.
Proposals not in sealed envelopes will be rejected.

Please affix the Business Reply label below with the project identification information showing

If you are not using this label, you MUST include this information on the outside of the envelope.

Clearly print your return information.

DO NOT OPEN! ATTN: VP of Administration & Finance/CFO Official Bid Documents
(BID# 25-004 DC3 CDL Prep Testing Site Concrete Pad-Amended.)

Clearly print your return information.

Detach and affix to the outside of return envelope.



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 225 DODGE CITY KS

POSTAGE WILL BE PAID BY ADDRESSEE



DODGE CITY

COMMUNITY COLLEGE

2501 NORTH 14TH AVENUE

DODGE CITY KS 67801-9987



DO NOT OPEN! ATTN: VP of Administration & Finance/CFO Official Bid Documents
(BID# 25-004 DC3 CDL Prep Testing Site Concrete Pad-Amended.)