



MRPS: CM/c RFQ 12/15/2025

REQUEST FOR QUALIFICATIONS – CONSTRUCTION MANAGEMENT SERVICES

The Montpelier Roxbury School District (MRPS/District/Owner) is seeking to hire a Construction Manager/Contractor (CM/c) to perform pre-construction and construction services for its Window Replacement Capital Project, Phase 1 at the Union Elementary (UES) and Main St. Middle School (MSMS) located in Montpelier, VT.

The selection of a CM/c is a two-step process. The first step is the evaluation of qualification packages based on a predetermined list of criteria noted below.

In the second step, the pre-qualified contractors will be provided with a request for proposal (RFP).

PROJECT DESCRIPTION and BUDGET

Projects by building:

UES (1938 / 1990)

Phase 1, summer 2026

- The replacement of approximately 74 windows.

Phase 2, summer(s) 2027-28

- The replacement / restoration of the remaining 68 windows.

MSMS (1917 / 1980)

Phase 1, summer 2026

- The replacement of approximately 21 windows.

Phase 2, summer(s) 2027-28 (9)

- The replacement / restoration of the remaining 157 windows.

Estimated total construction budget of Phase 1 is \$.7M and Phase 2 is \$1.5M



PROJECT SCHEDULE

Dec. 15	Request For Qualifications posted
Dec. 15 - Jan. 6	Voluntary tour of project (contact Andrew LaRosa to arrange tour)
Jan. 7, 2pm	RFQ responses due
Jan. 9	Notification of qualification
Jan. 12	Issue of RFP
Jan. 27, 2pm	Bids due
Jan. 30	Contract awarded
June 19 - August 21	Construction

TEAM

Owner: Montpelier Roxbury School District
 OPM: Andrew LaRosa, Architect PLLC

CONSTRUCTION MANAGEMENT SERVICES

The District intends to enter into a contract with a pre-qualified firm to provide pre-construction and construction services utilizing a Construction Manager as Contractor.

The submitter shall demonstrate the ability and experience to deliver the project, on time, on budget and up to quality standards. To also maintain positive working relations with the Owner, Owner’s representatives, consultants, subcontractors and their personnel. The CM will provide services typical to the CM/c process such as described in AIA 133, including the services outlined below.

Pre-Construction Services

- Meetings: Attend regular bi-weekly meetings with the District and OPM.
- Cost Estimating: The CM will lead the cost estimating process.
- Constructability - Construction method review, opportunities for cost savings, time savings, and quality improvement.
- Schedule Preparation and Maintenance - Identification of key coordination and long lead-time items. Identify measures to ensure completion of the project within the agreed schedule.



- Coordination - Identify opportunities to structure the project to maximize construction efficiency and budget.
- Window selection - The CM is to assist the District with selection and specification of window(s). The District does have a “basis of design” window selected but will require additional assistance in refining details related to installation and custom extrusions.
- Purchasing and storage - Assist the Owner with purchasing and storage strategies.

Construction Phase

- General – Hold a single contract with the Owner for the work. Is responsible for completing the contract work on schedule, on budget and in such a way that allows for the continued smooth operation of the District’s activities during construction.
- Administration - Hold all contracts with subcontractors, review of submittals. Coordination with the Architect and District. Manage subcontractors work, budget, and schedule.
- Coordination – Coordinate all construction activities to ensure the owner's operation runs smoothly and safely.