

REQUESTS FOR STATEMENTS OF QUALIFICATIONS FOR CONSTRUCTION MANAGER SERVICES

1. Request for Qualifications (RFQ):

- 1.1. The Board of Education of Glenview School District 34 ("Board"), located at 1401 Greenwood Rd. Glenview, Illinois, 60026, is seeking Statements of Qualifications from qualified construction management firms to provide construction management services to the Board.
- 1.2. The RFQ document is available for pick-up at the Administration Building, located at 1401 Greenwood Rd. Glenview, Illinois, 60026, and also on the School District website at www.glenview34.org.
- 1.3. Questions regarding the RFQ should be directed, **by email only**, to Steve Ruelli at sruelli@glenview34.org. The deadline for questions is **September 15, 2018 at 2:00 pm CST**. Questions submitted after this time may not be answered.
 - 1.3.1. Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Oral representations shall not be binding.
 - 1.3.2. Please do not contact the District by phone with questions regarding the RFQ. Submit questions in writing as noted in Section 1.3 above.
 - 1.3.3. Addendum(s), if required, will be issued to all firms that request the RFQ documents.
- 1.4. All Statements of Qualifications must be received at the Administration Building, 1401 Greenwood Rd. Glenview, Illinois, 60026, on or before **September 21 2018 at 12:00 pm CST** in a sealed envelope marked on the outside "**Construction Management Statement of Qualifications for Glenview School District 34**" with the **Respondent's name, address and phone number printed thereon**.
 - 1.4.1. Any Statements of Qualifications received after said time may not be accepted or considered by the Board.
 - 1.4.2. No public opening will occur after receipt of the RFQ's.
 - 1.4.3. A list of construction managers that submitted Statements of Qualifications will be made available after 2:00 p.m. on September 21, 2018.
- 1.5. A pre-submission meeting will be held at the Administration Building, 1401 Greenwood Rd, Glenview, Illinois, 60026, on **Wednesday, September 12, 2018 at 1:00 pm CST**.
- 1.6. Based upon the review of the Statements of Qualifications submitted by the various firms, the Board will decide which firms it would like to interview. Building tours may be scheduled for firms selected to be interviewed. No tours will be made prior to **September 12, 2018**.
- 1.7. Statement of Qualifications:
 - 1.7.1. Submit four (4) bound copies and one electronic (Adobe PDF) file (on a compact disc).
 - 1.7.2. Proposals shall be delivered to:

The Board of Education of Glenview School District 34

**Attn: Steve Ruelli
1401 Greenwood Rd
Glenview Illinois 60026**

- 1.7.3. Statements of Qualifications should be prepared as standard 8-1/2 x 11-format. Provide table of contents pages, and tabbed divider pages.
 - 1.7.4. Telephone, facsimile or email responses are not acceptable.
- 1.8. The selection of a construction manager is a professional service exempt from the bidding requirements of the *School Code*. The selection shall be made, if at all, by the

Board based on the response submitted to this RFQ and such other factors set forth in Section 7 of this RFQ. The Board reserves the right to reject any or all Statements of Qualifications, to accept award a construction manager contract, in whole or in part, and to waive any irregularities or defects in any Statement of Qualifications. All decisions of the Board shall be considered final.

1.9. RFQ Submittal and Evaluation Schedule:

1.9.1. RFQ Released	September 6, 2018
1.9.2. RFQ Pre-Submission Meeting	September 12, 2018
1.9.3. RFQ Due at District 34	September 21, 2018
1.9.4. RFQ Interview List Released	September 21, 2018
1.9.5. Interviews	October 1, 2018
1.9.6. Selection	October 3, 2018

2. General Terms and Conditions:

- 2.1. Method of delivery: Construction Manager at Risk, without a guaranteed maximum price ("GMP").
- 2.2. The construction manager awarded a contract must comply with all applicable Illinois laws, including the payment of prevailing wages by all contractors working on public work projects, equal opportunity laws and criminal background investigations, as requested by the Board.
- 2.3. All costs associated with developing or submitting a Statement of Qualifications in response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The Board assumes no responsibility for these costs. This RFQ does not commit the Board to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.
- 2.4. This RFQ does not commit the Board to enter into a contract. The Board reserves the right to award one, more than one, or no contract(s) in response to this RFQ.
- 2.5. The Board reserves the right to contact any respondent for clarification, interviews or to negotiate, if such is deemed desirable by the Board.
- 2.6. Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the Statement of Qualifications.
- 2.7. All respondents are prohibited from making any contact with School District Personnel, individual members of the Board, the Superintendent or any other administrator or employee of the Board with regard to the RFQ, other than in the manner and to the person(s) designated herein. Contact during this process may disqualify the respondent.
- 2.8. All documents submitted by a firm to the Board may be subject to disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. Any submitted records that a respondent believes to be proprietary should be marked as such. Even if a document is marked proprietary, however, the Board may still be required to release the record pursuant to a valid request for the record under the Freedom of Information Act.

3. Initial Project Information

- 3.1. Project 1: Scope of Work could extend to multiple sites within the School District.
 - 3.1.1. In general, the Scope of Work includes, but is not limited to, the following:
 - 3.1.1.1. Demolition

- 3.1.1.2. Site work
- 3.1.1.3. Storm water detention work
- 3.1.1.4. Remodeling
- 3.1.2. Work to occur at the following sites:
 - 3.1.2.1. Site locations TBD
- 3.1.3. Initial budget range
 - 3.1.3.1. \$10,000,000 to \$20,000,000
- 3.1.4. Initial Project Scheduling Information:
 - 3.1.4.1. Construction to begin in Summer 2019
- 3.2. Project 2: Master Planning
 - 3.2.1. The Board is developing a long-range facilities plan and has begun a strategic planning process. The construction manager will assist the Board with cost estimating and scheduling during future planning efforts.

4. Architect of Record

- 4.1. The architect of record for the Board is FGM Architects Inc., Oakbrook, Illinois. Ron Richardson, with FGM Architects, is the Principal-in-Charge. The construction manager will be working with the School District and FGM Architects throughout the project.

5. Scope of Construction Manager Services:

- 5.1. As a member of the project team, the construction management firm shall provide construction management services as generally summarized in the American Institute of Architects Document AIA C134 – 2009, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price. Due to public bidding requirements, the prime trade contracts will be bid out individually by the Board and subsequently assigned to the construction manager.
- 5.2. The following is additional information related to the Construction Management Services required:
 - 5.2.1. Planning Phase
 - 5.2.1.1. Develop a project budget.
 - 5.2.1.2. Develop schedule and phasing plans.
 - 5.2.2. Design Phase
 - 5.2.2.1. Make recommendations to the owner and architect as to constructability, scheduling, time and phasing of construction.
 - 5.2.2.2. Assist in obtaining necessary permits.
 - 5.2.2.3. With the owner and architect, develop construction estimate, detailed estimates and project schedules. The construction manager shall be responsible for all estimation. Detailed project estimates shall be provided at the following stages of document completion:
 - 100% Schematic Design Documents;
 - 100% Design Development Document;
 - 60 % Construction Document; and
 - 90% Construction Document.
 - *Estimates should provide quantities
 - 5.2.2.4. Analyze bids and develop contracts for the owner's review.
 - 5.2.2.5. Participate, as required, in miscellaneous owner and architect related meetings.

5.2.3. Bidding Phase

- 5.2.3.1. Prepare bid packages and conduct the bidding process.

5.2.4. Construction Phase, including but not limited to the following:

- 5.2.4.1. Manage the construction team to complete the construction of the project.
- 5.2.4.2. Supervise each of the prime trade contractor to determine if their work complies with the contract documents.
- 5.2.4.3. Supervise, observe and coordinate construction activities for conformance with contract documents.
 - 5.2.4.3.1. Coordinate daily activities of the prime trade contractors.
 - 5.2.4.3.2. Maintain field diaries.
 - 5.2.4.3.3. Manage all independent testing.
 - 5.2.4.3.4. Manage necessary zoning and building permits.
 - 5.2.4.3.5. Coordinate utility service on and off-site.
 - 5.2.4.3.6. Coordinate installation of owner's relocated items.
- 5.2.4.4. Coordinate installation of signage, phone/data, and other ancillary systems.
- 5.2.4.5. Coordinate any hazardous material abatement with contractors under separate contracts with the owner.
- 5.2.4.6. Monitor contractor safety.
- 5.2.4.7. Control access onto the construction site.
- 5.2.4.8. Manage, monitor and participate in the review of shop drawings/submittals.
- 5.2.4.9. Maintain an accurate set of as-built documents for the owner, incorporating all aspects of construction.
- 5.2.4.10. Manage project process.
- 5.2.4.11. Conduct/coordinate weekly contractors meetings and bi-weekly owner/architect meetings. Prepare and distribute meeting minutes.
- 5.2.4.12. Manage construction budget and schedule.
- 5.2.4.13. Review all payments/bids for project. Prepare and administer progress payments.
- 5.2.4.14. Manage and prepare "Request for Information", "Change Order Proposals" and "Change Orders".
- 5.2.4.15. Coordinate construction activities with existing school operations/facilities.
- 5.2.4.16. Provide monthly project status reports to the Board.

5.2.5. Closeout

- 5.2.5.1. Gather and organize closeout documents.

5.2.6. Start-Up / Move-In Phase.

- 5.2.6.1. Manage project close-out items.
- 5.2.6.2. Punch lists, operating and maintenance manuals, equipment demonstrations, etc.
- 5.2.6.3. Manage move-in/occupancy of new and renovated facilities.
- 5.2.6.4. Manage all acceptance testing.
- 5.2.6.5. Coordinate keying and other security requirements.
- 5.2.6.6. Coordinate regulatory inspections and occupancy permits.

6. Proposal Content

- 6.1. Statements of Qualifications should include information regarding the proposer's experience and approach relating to the design and construction phases of the project.
- 6.2. Statements of Qualifications must include the following:
 - 6.2.1. Transmittal Letter
 - 6.2.1.1. A one-page transmittal letter signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this RFQ. The letter must contain a commitment to provide both the services described herein and the personnel proposed to serve the Board. Finally, the transmittal letter must acknowledge that the respondent received all addenda issued, if any.
 - 6.2.1.2. Joint ventures require signatures from all firms participating in the joint venture.
 - 6.2.2. Executive Summary
 - 6.2.2.1. The executive summary is intended to highlight the contents of the Statement of Qualifications and to provide the Board with a broad understanding of the respondent's approach to providing its services and its ability to meet the needs of the Board.
 - 6.2.3. Firm and Personnel Information:
 - 6.2.3.1. Provide name of the firm and the location of all its offices. Indicate the principal place of business, the telephone and fax numbers, and the office which will be managing the project.
 - 6.2.3.2. The number of years the firm has been in business under the present name, and the average number of construction management employees working per year over the past three (3) years.
 - 6.2.3.3. The names, education, training and qualifications of the proposed Principal-in-Charge, Project Manager, and Construction Superintendent for this project. Describe total experience in construction management of each of the proposed project team members.
 - 6.2.3.4. Professional history of the firm and principals, including their association with other firms.
 - 6.2.3.5. Name, email and other contact information for the main point of contact for the respondent.
 - 6.2.3.6. Indicate if your firm is owned or partially owned by any other organization or individuals. If so, state the name and address of said organization or individuals.
 - 6.2.4. Project Experience:
 - 6.2.4.1. Provide a list of five (5) construction management projects that your firm is presently working on, or has completed within the last five (5) years. Specifically indicate the size and scope of the project described. Include a brief description of the project, including if the project was completed on time and on budget, year of completion, project cost, owner's name, address, phone number and a reference contact.
 - 6.2.4.2. Client references: List the names of five (5) clients who have worked with your firm that may be contacted, and include at least (3) for whom

- services were rendered within the last two (2) years. Include the contract's name, title, place of employment and phone number.
- 6.2.4.3. List all construction management projects that your firm is currently involved with, and the estimated value of each. Include the current state of completion for these project and a contact person for the owner of each project.
 - 6.2.4.4. Contractor references: List five (5) contractor references with whom your organization has worked with in the past twelve (12) months. Submit the contractor's name, a contact person, and a phone number.
- 6.2.5.Firms Methodology
- 6.2.5.1. Please describe your firm's approach in providing fast track construction.
 - 6.2.5.2. Please describe your firm's approach in providing construction services.
 - 6.2.5.3. Please describe your firm's approach to management of construction budget, schedule, maintaining quality and project safety.
 - 6.2.5.4. Please describe your firm's approach to sustainable construction methods.
 - 6.2.5.5. Please describe your firm's approach to close-out, start-up and follow-up.
- 6.2.6.Litigation and Ethics Information: List any current or concluded litigation (including arbitration and mediation) involving your firm within the past seven (7) years specifically including those between your firm and a project owner. Provide the venue of the dispute (e.g. Cook County Circuit Court), the current status of the litigation, the details of the outcome of the litigation, if concluded (e.g. \$25,000 settlement, not liable jury verdict, etc.).
- 6.2.7.List all projects from which the firm was dismissed prior to completion in the past five (5) years and the reasons for the dismissal. Include the name of the owner and contract information.
- 6.2.8.Compensation: Describe in detail your fees for construction management at risk services, where there is no GMP. Also, please state if your firm will obtain a single payment and performance bond to cover all of the prime trade contractors assigned to it or if your firm requires each prime trade contractor to obtain payment and performance bonds.
- 6.2.9.Supporting Data: Include any other supporting data which you feel will assist the Board in the evaluation of your firm.

7. Evaluation and Selection

- 7.1. The Board will conduct a comprehensive, fair, and impartial evaluation of all submitted Statements of Qualifications. Each Statement of Qualification will be analyzed to determine its overall responsiveness and qualifications under the RFQ. The respondent(s) selected for an award will be the respondent(s) whose qualifications that are the most advantageous to the Board, and in the Board's best interests as determined by the Board in its sole discretion. The Board may select all, some or none of the respondents for interviews.
- 7.2. Contingent on qualifications, schedule and project funding, the Board may negotiate with the successful respondent, and execute a contract upon completion of negotiation of fees and contract terms.
- 7.3. Evaluation Criteria: Statements of Qualifications will be evaluated based on the factors below, as well as, all responses provided in the Statement of Qualifications submitted.
 - 7.3.1. Composition and qualifications of the firm and the persons designated to form the proposer's staff for this project.
 - 7.3.1.1. Project Executive.
 - 7.3.1.2. Project Manager.
 - 7.3.1.3. Construction Superintendent.
 - 7.3.1.4. Project Engineer (if needed).
 - 7.3.2. Firm experience
 - 7.3.2.1. Number of years the Firm has provided Construction Management Service for similar type of projects.
 - 7.3.2.2. Firm's performance in similar scope and type of projects in the past five years.
 - 7.3.2.3. Number of projects of similar scope and type your firm has completed in the past five years.
 - 7.3.3. Firms Methodology
 - 7.3.3.1. Approach to Preconstruction.
 - 7.3.3.2. Approach to bidding, review and negotiation.
 - 7.3.3.3. Approach to Construction Services.
 - 7.3.3.4. Approach to close-out, start-up and follow-up.
 - 7.3.4. Past performance in delivering the required services in an efficient and timely manner.
 - 7.3.4.1. Past performance in terms of construction schedule.
 - 7.3.4.2. Past performance in terms of meeting construction budgets.
 - 7.3.5. Fees