



**SKOKIE-MORTON GROVE
SCHOOL DISTRICT 69**

**Request for Qualifications –
Construction Manager**

FEBRUARY 4, 2016

SKOKIE, ILLINOIS

Introduction

The Board of Education for Skokie/Morton Grove School District 69 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management Services to assist the School District in performing possible planning, remodeling, construction, life-health safety projects and special projects. The firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of all projects.

This RFQ is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by the School District pursuant to this request.

RFQ Submission

RFQ's are due by February 25, 2016 at 12:00 p.m. CST. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

one (1) bound copy; and
one (1) digital copy via USB Drive to:

Justin Attaway
Business Manager/CSBO
Skokie/Morton Grove School District 69
5050 Madison Street
Skokie, IL 60077

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase "***Request for Qualifications – Construction Management Services for Skokie/Morton Grove School District 69***" and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to sixty (60) pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

Schedule

The following is the proposed schedule for the selection of firms to provide construction management services:

February 4, 2016	RFQ Released
February 19, 2016	Last date for Respondents to send clarifications
February 25, 2016, 12:00 p.m. CST	Submissions due; evaluation of qualifications begins
March 4, 2016	Successful short-listed and unsuccessful firms notified
March 18, 2016	Tentative interviews with short-listed firms
April 19, 2016	Proposed Board action on firm to provide Services

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing to:

Justin Attaway
Business Manager/CSBO
Skokie/Morton Grove School District 69
5050 Madison Street
Skokie, IL 60077
attawayj@skokie69.net

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Addenda will be posted to the District 69 website no later than four (4) days prior to the submission date. It is solely the Respondent's responsibility to monitor the District 69 website for any addenda, and Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification RFQ will be without legal effect.

School District Background

Skokie/Morton Grove School District 69 is a public K-8 school district in Cook County serving the two communities of Skokie and Morton Grove, Illinois. The school district is comprised of three buildings: Madison Elementary School (Kindergarten-2nd Grade), Edison Elementary School (3rd-5th Grade), and Lincoln Junior High School (6th-8th Grade). Approximate enrollment for the school district is 1,700 students among the three schools.

General Information, Notifications, and Purpose

- a) 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 submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.
- b) Joint venture and/or cooperative professional teams will not be considered.

General Terms and Conditions

- a) All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the Respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFQ does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- c) The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, as determined by the selection committee, upon approval of the School District Board of Education.
- d) The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.

- e) The purpose of this Request for Qualifications is to identify an experienced Construction Management Services firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings **will not** be allowed.
- g) All Proposers are **prohibited** from making any contact with the District Personnel, Board of Education, or Superintendent or any other administrator or employee of the District with regard to the RFQ, other than in the manner and to the person(s) designated herein. The Business Manager reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.
- h) By responding to this RFQ, the Respondent certifies that it is in compliance with all laws, ordinances, regulations and codes of state, federal, county and local government agencies, which may, in any manner, affect the preparation of proposals or the performance of the contract.
- i) **Respondents shall submit the signed Non-Collusion Affidavit with all proposals** (Attachment B) certifying that the Respondent is not barred from submission as result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961.
- j) In accordance with the Illinois Human Rights Act, which requires that every party to a public sector shall have adopted written sexual harassment policies, P.A. 87-1257, Respondent shall certify compliance and produce all required documents upon request. (Attachment C)
- k) Every party to a public contract and every eligible proposer shall comply with the procedures and requirements of the Department of Human Rights Regulations concerning equal employment opportunities and affirmative action. (Attachment C)

Description of Scope of Services

Design Phase Services

Construction Manager shall provide constructability review, overall scheduling and coordination, and pre-construction cost estimating, including the following:

- Review the Owner's needs, goals and requirements.
- Identify potential construction phasing strategies and schedules based upon the specific project requirements and/or variables
- Prepare and update the construction schedule as needed based on the approved phasing strategy
- Assist in defining project costs and major cost variables
- Prepare and maintain a detailed project construction budget during each of the design phases
- Prepare a trade-by-trade construction cost estimate based upon the in-progress design documents for incorporation into the master project budget
- Prepare a detailed, measured quantity cost estimate for the in-progress construction documents (Estimates to include all construction work and interior improvements allowing contingencies for all items not detailed but required in the work.)
- Provide cost comparisons of alternate construction systems and materials during the design and construction documents phases
- Provide recommendations to the design team for value engineering options and economies where appropriate
- Analyze proposed materials and building systems with respect to quality, availability and price
- Identify, recommend and expedite the procurement of materials and/or equipment that require long lead times to ensure delivery to maintain the construction schedule
- Review the final contract documents during preparation to minimize

ambiguities, conflicts, overlaps, and omissions between the proposed subcontractors and/or trade packages

Bidding Phase Services

Construction Manager will assist the Architect and Owner with preparing bid documents and administrating the bid process, including the following:

- Prepare list of trade or bid packages identifying the specific scope of work for each trade or subcontract
- Assist in the preparation of bid forms and documents for solicitation of competitive subcontractor bids
- Prepare list of potential subcontractors (minimum of 5) for each trade category
- Solicit bids for various trades in accordance with the applicable public bidding legal requirements in effect, including but not limited to:
- Receive bids from subcontractors
- Evaluate and analyze bids as to adequacy and completeness
- Conduct scope reviews with the qualified low bidders and make recommendations to the project team for contract award
- Assist the Board of Education staff in the preparation and execution of construction contracts for each trade or category of work

Construction Phase Services

The Construction Manager will administrate the trade contracts as construction manager at-risk.

- Provide home office and job-site administration of the project
- Provide full-time, on-site coordination and supervision of all trade subcontractors and construction activities
- Administrate and manage all trade contracts including schedules, release of work spaces compliance with Contract Documents
- Manage shop drawing and submittal review process in conjunction with the architects' software, and ensure expediting of same
- Review requests for information, requests for changes, claims, Owner's requests for proposals, and trade contractor's proposals
- Maintain field logs
- Coordinate utility services on and off site
- Coordinate any hazardous material abatement with contractors under other contracts
- Hold and chair weekly progress meetings with Subcontractors and District and produce and distribute meeting minutes
- Coordinate installation of district relocated items, signage, phone/data, and other ancillary items
- Monitor contractor safety, substance abuse programs, and contractor compliance with the States requirement for a criminal background check
- Monitor access onto construction site
- Maintain an accurate set of as-built documents for the District incorporating all aspects of construction
- Coordinate construction activities with existing District operations/facilities
- Attend School Board Meetings and other miscellaneous meetings as requested
- Review and submit pay requests for payment by district in conjunction with Architect's review of same
- Obtain insurance bonds and lien waivers from subcontractors
- Provide monthly progress report addressing any cost or schedule changes
- Update cash flow requirements

- Expedite substantial completion and occupancy certificates
- Gather and organize closeout documents such as as-builts, guarantees/warranties, and operation and maintenance manuals
- Assist in obtaining inspections of governing authorities having jurisdiction and act as the district's representative with local municipalities and the applicable Fire Prevention District, and any other occupancy or testing requirements
- Coordinate keying and other security requirements
- Assist Owner with occupancy and start-up
- With Owner and Architect, prepare a punch list and expedite its completion

The Construction Manager shall not self-perform any trade work. Rather, all trade contracts shall be publicly bid, and upon award shall be assigned to the Construction Manager.

Post Construction Phase

The Construction Manager will assist the Owner with post-construction resolution of construction issues and warranty issues, including the following:

- Coordinate and expedite the resolution of construction related problems
- Coordinate and expedite the repair/replacement of items covered under guarantees/warranties
- Conduct follow-up review of the complete facility to review satisfactory performance of materials and systems at 11 months after substantial completion and prior to the end of the 12-month warranty period

Proposal Content

Statement of Interest –

Provide a signed statement of qualifications with the name and address of the Respondent, expressing interest and capability to perform the work.

Firm Description –

- Firm Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Staffing information
- List any previous names of firm and years of business under each name
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the District (key personnel, project experience, etc.). The office designated to serve the District, in the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.
- The short-listed firms may be requested to provide a copy of the firm's financial statement. Provide a copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm. Minimum coverage to be as follows:

General Liability [\$1,000,000/\$2,000,000]

Automotive Liability [\$1,000,000]

Professional Liability [\$1,000,000/\$1,000,000]

Worker's Compensation [Statutory Limits]

- List any litigation, arbitration and alternative dispute resolution within the last 5 years, arising out of any work for any School District; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last ten (10) years from a project by a School District and, if so, for what reason. If so, list the name and contact information for the School District.

Firm Experience and Capabilities –

- Provide a list of all School District clients for which you have provided services for in the last ten (10) years. Include project description (whether the project involved planning, new construction, additions or renovations).
- Samples of work that demonstrate experience in K-8 environments are required.
- Firms should demonstrate expertise in maximizing construction budgets.

Firm Workload –

- Provide a list of all school districts for which your firm is currently under contract as construction management firm.
- Provide the percentage that educational projects made up of your total project work load in the last twelve months.

Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm.
- Provide resumes of project managers, key staff and consultants relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards.

Note that the School District views the qualification of key employees to be of paramount importance to evaluation of the proposals and expeditious completion of all projects. Therefore, failure to assign the listed key employees or reassigning any of the key employees without written notice to the school district shall be deemed a material breach of the contract sufficient to warrant termination with cause and recovery of damages. Key employees include, at a minimum, the Project Manager and Superintendent(s). Other key employees may include schedulers, safety supervisors, cost engineers, and the like.

Project Approach –

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting the project from inception to Owner acceptance. This should include strategies for collaboration, communication and community building. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability / experience to work in the Chicago North Shore Suburbs. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- The ability of your firm to develop a strong partnership with the district.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.

- The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

References –

- Client references: List the names of five (5) Illinois School District clients who have worked with your Construction Management Firm that may be contacted, and include at least three (3) for whom services were rendered within the last two years. Include names and phone numbers where representatives can be contacted.
- Architect references: List the names of five (5) Architectural firms who have worked with your Construction Management Firm that may be contacted, and include at least three (3) that your firm worked with in the last two years. Include names and phone numbers where representatives can be contacted.

**ATTACHMENT A
FEE PROPOSAL FORM**

A. Pre-Construction Services: Provide the fee for providing preconstruction services to include multiple cost estimates through 75% Construction Documents, attendance at Design, Facilities, School Board, and other necessary meetings.

\$ _____

OR

_____ % of the total value of the cost of construction managed.

B. Professional Management Fee: To contractually ensure for the provision all required labor, materials, services, and incidentals to direct, manage, supervise, and oversee all work necessary for the completion of the project.

Professional Fee as CM at Risk

<u>Construction Cost</u>	<u>Fee as a Percent of the Total Cost of Construction</u>
\$1 to \$200,000	_____ %
\$200,001 to \$1,000,000	_____ %
\$1,000,001 to \$6,000,000	_____ %
\$6,000,001 to \$12,000,000	_____ %
\$12,000,001 to \$18,000,000	_____ %
\$18,000,001 and up	_____ %

Professional Fee as CM as Agent

<u>Construction Cost</u>	<u>Fee as a Percent of the Total Cost of Construction</u>
\$1 to \$200,000	_____ %
\$200,001 to \$1,000,000	_____ %
\$1,000,001 to \$6,000,000	_____ %
\$6,000,001 to \$12,000,000	_____ %
\$12,000,001 to \$18,000,000	_____ %
\$18,000,001 and up	_____ %

C. Additional Services: The unit costs offered will be used to price additional time and materials services outside of the original scope of work.

<u>Labor Categories</u>	<u>Hourly Rates</u>
Construction Executive	\$ _____
Senior Project Manager	\$ _____
Project Manager	\$ _____
General Superintendent	\$ _____
Site Superintendent	\$ _____
Project Engineer	\$ _____
Scheduler	\$ _____
Estimator	\$ _____
Safety Coordinator	\$ _____
Office Staff	\$ _____

D. Mark-Up for Reimbursable Expenses: Please provide your mark-up for any reimbursable expenses, including postage, signage, and printing. Please note all reimbursable expenses will be submitted on a monthly basis to the School District with all required back-up and invoicing as related to each item.

_____ % of the reimbursable expenses incurred

Authorized Representative

Please provide the name and title of individual representing the information included in your proposal.

Name: _____

Title: _____

Date: _____

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES
FEBRUARY 4, 2016
SKOKIE/MORTON GROVE SCHOOL DISTRICT 69**

**ATTACHMENT B
NON-COLLUSION AFFIDAVIT**

STATE OF ILLINOIS

SS:

_____ COUNTY

The undersigned vendor or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other bid or proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value resulting from such sale.

Vendor of Agent

For _____
Firm or Corporation

Subscribed and sworn to before me on this _____ day of _____, 20__.

My commission expires:

Signature:

Notary Public

CERTIFICATION

The Bidder hereby certifies that the bidder is not barred from entering into this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Signature

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES
FEBRUARY 4, 2016
SKOKIE/MORTON GROVE SCHOOL DISTRICT 69**

**ATTACHMENT C
PAGE 1 OF 2**

Per The Skokie/Morton Grove School District 69 Board of Education, a responsible vendor is defined by meeting the following criteria and is able to submit evidence of such compliance. By signing this required form, the undersigned agrees that said vendor is responsible as defined below.

PREVAILING WAGE

By signing below, the Respondent shall comply with the present Prevailing Wage Act (820 ILCS 130) which provides that no less than the prevailing rate of wages, as founded by the Department of Labor, shall be paid to all laborers, workmen and mechanics performing work on this contract. The most current list of prevailing wages can be obtained without charge by writing the Conciliation Mediation Service, Illinois Department of Labor, 705 Stratton Office Building, Springfield, Illinois 62706.

SEXUAL HARRASSMENT

By signing below, the Respondent certifies that it has complied with the requirement of 2-105 of the Illinois Human Rights Act (775ILCS5/2-105)-1257) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

DRUG FREE WORKPLACE

By signing below, the Respondent, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

NON-DISCRIMINATION AFFIRMATION

By signing below, the Respondent must assure that all persons employed, and all applicants for such employment, will not be discriminated against because of their race, religion, nationality, gender, disability, physical characteristics or sexual orientation. The Respondent must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES
FEBRUARY 4, 2016
SKOKIE/MORTON GROVE SCHOOL DISTRICT 69**

**ATTACHMENT C
PAGE 2 OF 2**

CONFLICT OF INTEREST

By signing below, the Respondent certifies that it is in accordance with the School Code, and the Public Officer Prohibited Practice Act, 50 ILCS 105/0.01 et seq., no Board of Education member or School District employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the District, or in the sale of any article by or to the School District.

Signed: _____

Name (printed): _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____