

Des Plaines Community Consolidated School District 62

REQUEST FOR QUALIFICATIONS For CONSTRUCTION MANAGEMENT SERVICES

August 19, 2024

INTRODUCTION

The Board of Education for Des Plaines Community Consolidated School District 62 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management Services to assist the School District in the planning (pre-construction), bidding, construction, close-out and occupancy of the planned improvements.

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

RFQ SUBMISSION

RFQ submissions are due by September 11, 2024 at 10:00 a.m. local time.

Responses shall be submitted as a pdf with associated bookmarks on a flash drive, along with 3 bound hard copies in a sealed box to Mark Bertolozzi, Assistant Superintendent of Business Services located at the Leon Smaage Administration Center 777 E. Algonquin Road, Des Plaines, IL 60016.

Additional firm information may be included separately from responses to highlight distinguishers of your firm. Such collateral must not contain submittal information, and may or may not be reviewed by the district.

Submittals should be formatted as standard 8-1/2" x 11" letter size, and shall be limited to 40 pages, excluding resumes. Each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents page, and divider pages will not be counted if they do not contain submittal information.

The District will only accept timely delivery of submissions.

SCHEDULE

RFQ Released	August 19, 2024
RFQ Question Deadline	September 4, 2024
RFQ Due to District	September 11, 2024
RFQ Finalists Notified	September 18, 2024
Interviews	September 23, 2024
Award	October 21, 2024

INQUIRIES

Questions regarding the RFQ should be directed via email to Mark Bertolozzi at bertolozzim@d62.org only.

Written, oral and other responses to questions and other interpretations or clarifications will be without legal effect.

GENERAL INFORMATION, NOTIFICATIONS AND PURPOSE

Respondents are advised to carefully 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.

Joint venture and cooperative qualifications may be considered, provided that their use is clearly indicated in the submitted qualifications.

GENERAL TERMS AND CONDITIONS

The purpose of this Request for Qualification is to identify an experienced Construction Management Services firm with the best combination of qualifications, to develop the program efficiently and effectively with respect to process, quality control, safety, time and cost.

- The District reserves the right to award contracts for various types of projects to multiple or single respondents.
- The School District reserves the right to waive informalities and irregularities in the qualifications received. The School District reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. The District will remedy or waive technical errors in the RFQ process as is in the best interest of the District.
- The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous and in the School District's best interests as determined by the selection committee may be submitted to the Board of Education for approval. The Board of Education may act to approve, reject or delay award of the contract based on the recommendation of the selection committee.
- The School District reserves the right to contact any Respondent for clarification, additional interviews, negotiate or terminate negotiations if such is deemed desirable by the School District.

- All proposals must comply with applicable Illinois law including the payment of prevailing wages by all contractors working on public work projects and Criminal Background Investigation, Proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws.
- All costs associated with developing or submitting qualifications 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 for submission of a response or in anticipation of a contract.
- This RFQ does not commit the School District to enter into a contract. The School District reserves the right to reject any/all submissions, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFQ.
- Respondents are prohibited from making any contact with the Board of Education, the Administration, or any employee, other than the person designated herein.

SELECTION CRITERIA AND PROCESS

The Selection Committee shall determine, based on each respondent's submission, answers to questions and other information deemed relevant by the Selection Committee, which may result in an interview. If necessary, three (3) firms will be selected to interview with the Selection Committee, at which time each firm will make a presentation.

The District reserves the right to request additional information from those entities submitting qualification statements. Such additional information may include, but is not limited to, past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results. Respondents are responsible to promptly supply any additional requested information to the District. The promptness, accuracy, and cooperation of respondents in responding to such inquiries will be considered by the Selection Committee in determining the successful respondent.

A final evaluation of all the presenting respondents will be made by the Selection Committee to determine the best qualified respondent for the project, which firm shall be presented to the Board for approval. The Selection Committee's recommendation will be based on the respondent's submittal, its interview, references, experience and such other factors as the Selection Committee deems it relevant. Upon the Board's selection of a construction management firm, the Board will negotiate contract terms and fees.

SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

The construction manager's scope of work shall include, but not be limited to, the following list of services:

Pre-Construction Phase Services

Administration: The construction manager (CM) shall attend and participate in all design phase team meetings. The CM shall prepare a site logistics and utilization plan for review by the Owner. The CM shall attend Board of Education meetings when the agenda includes items pertinent to the services of the Construction Manager.

Estimating: The CM shall provide the following estimates:

- Concept Estimate
- Schematic Document
- 100% Design Development Document
- 50% Construction Document
- 75% Construction Documents
- 100% Construction Documents

Scheduling: Develop a detailed master project schedule immediately upon award of a specific project. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule will include all phases of the work: program development, design, bidding, Board approval of the contracts and all construction activities through completion of the project.

Bidding Phase Services

Construction Manager will assist the Architect and Owner with preparing bid documents and administering 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 prime contractor bids
- Prepare list of potential prime contractors (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:
 - Preparing of scope of work and bid packages
 - Distributing documents
 - Conducting pre-bid conferences
 - Assisting the architect in resolving questions or interpretations
 - Receive bids from prime contractors
 - 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

General Administration: Maintain a competent and sufficient number of full-time field staff to administer the work of the project, coordinate, and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties. During early phases of the project, conduct MEP coordination meetings as necessary to facilitate effective use of interstitial spaces.

Reporting/Communication: On a weekly basis prepare a detailed project report updating the Owner with cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress. On a weekly basis, hold an informational meeting with the user groups and other Owner personnel to provide an overall update of the projects' progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other project information,

Project Accounting: On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the Owner. Process payment requests and collect waivers from trade contractors and suppliers. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to architect and Owner for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Obtain the required bonds and insurance certificates from all contractors and suppliers.

Cash Flow Projecting: Provide cash flow projections for the full duration of the project (pre- construction phase through closeout) and update as requested,

Requests for Information/Submittals: Review and forward to the architect and/or Owner all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating the current status of each.

Permits/Inspections: Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the new and renovated facilities.

Self-Performance: Describe the work that the CM intends to self-perform.

O & M Manuals/As-Built: Prepare and turn over all O & M manuals for all equipment to the Owner. Throughout the project maintain an accurate set of as-built documents for the Owner incorporating all aspects of the construction.

Training/Start Up: Coordinate equipment training for appropriate staff of the Owner to ensure smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.

Warranty: Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers.

Provide copies or the same to Owner. Enforce provisions of warranties and guarantees with appropriate parties.

SUBMITTAL REQUIREMENTS

RFQ submission must include the following:

Letter of Transmittal: A Letter of Transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide the services described herein. The Letter of Transmittal should identify all addenda received by the Respondent. Joint Ventures require signatures from all firms participating in the Venture.

Executive Summary: The executive summary is intended to highlight the contents of the submission and to provide the District evaluators with a broad understanding of the candidate firm's technical approach and ability. The executive summary must include, at a minimum, the following information:

- Name, address and telephone of firm, including involvement in industry organizations
- Name and title of contact person
- Brief history of firm, including the number of years your firm has provided construction management services to public schools
- Overview of specific qualifications and projects within the K-12 school market within the past five (5) years; explain your knowledge of suburban districts

Project Staffing: The education, training and qualifications, and responsibilities of the proposed project staff including; Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent, Project Administrator, and Project Accountant for this Project.

Experience and References: Provide a brief overview of other K-12 school districts your firm has worked with that illustrates the depth, experience and service capabilities of your firm with K-12 school clients, including district size, years of engagement with your firm, and value of collaborative work.

- For up to 5 projects/districts, provide project profiles that include:
- Project name, location and School District: Name, title, telephone number and email of School District contact
 - Name, address, telephone number and email of project architect
 - Project description
 - Highlight experience with government, non-for-profit or other non-commercial clients.
 - Provide client testimonials, as you deem necessary.
 - List five (5) contractor references with whom your organization has worked with in the past twelve (12) months. Submit company name, contact person, and phone number.

Service Offerings/Approaches:

- Describe how you view and approach the role of District Construction Manager.
- Provide a description of your team's approach to value engineering, efficient permitting, and working with other consultants.
- Describe how you provide cost estimates including outlining the phases of the project and detail of the work. Discuss the approach to cost reduction at various points in the design, bidding, and construction process.
- Describe your firm's competence in providing constructability reviews in concert with the architect.

- Describe how your company would handle a project in which bids/proposals come in over project cost estimates and/or modify the construction schedule.
- How does the firm maintain project schedules?
- Describe the firm's approach to bid solicitation.
- Discuss the firm's approach to site safety during the construction phase.
- Describe the firm's handling of "change orders" during construction. What is included in change order documentation?
- Describe your company's process to evaluate and manage construction situations where there is a discrepancy from the owner's perspective and the contractor's position on additional monies due.
- Describe the firm's approach to close-out and warranty services.
- Describe a situation where your company has developed solutions that provided the owner with more value or benefit as compared to a traditional solution.

Finances and Litigation:

- List any litigation your firm has been involved with in the past five (5) years.
- Provide your current levels of insurance and bonding limits, along with references.