



**REQUEST FOR QUALIFICATIONS (“RFQ”)  
CONSTRUCTION MANAGEMENT AT RISK SERVICES  
LINCOLN-IRVING ELEMENTARY SCHOOL EXPANSION**

**I. OVERVIEW**

The Board of Education for the Moline-Coal Valley School District No. 40, is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive at-risk construction management services related to an addition and remodel of a K-5 elementary school. The successful firm shall accept the assignment of all trade contracts from the Board after they have been publicly bid and awarded by the Board. The scope of work is further outlined below under project information.

This RFQ is not an invitation to bid, responses will be evaluated based on the relative merits of the qualification statement submitted. **There will be no public opening or reading of responses received by the District pursuant to this request.**

**II. RFQ SUBMISSION**

RFQ submissions are due Friday, December 6, 2025 at 2:00 p.m. CST.

Please submit five (5) bound copies and one digital copy to:

Moline-Coal Valley School District No. 40  
Attn: Business Office  
Vincent Gallo, CFO  
1900 52nd Ave  
Moline IL, 61265

Qualification must be enclosed in a sealed envelope. The submission **must clearly display “Request for Qualification Construction Management At Risk Services for Lincoln-Irving Elementary Expansion”** with the respondent’s corporate name, a contact name and phone number listed on outside of the envelope/container.

All proposers must comply with applicable Federal and Illinois Law. Proposers must comply with the Illinois Statutory requirements regarding labor, Equal Employment Opportunity, Affirmative Action, and Workplace Harassment Laws.

### **III. SCHEDULE**

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

Friday, Nov. 15, 2024	Issuance Request for Qualifications
Friday, Nov. 22, 2024	Last day to submit questions/clarifications
Friday Dec. 6, 2024	RFQ due to District
Wednesday Dec. 11, 2024	RFQ interviews scheduled
Monday Dec. 16, 2024	RFQ interviews
Monday Jan. 6, 2025	Finalist Notified
Monday Jan. 13, 2025	Award by the Board

### **IV. RESPONDENT'S INQUIRIES AN ADDENDA**

Questions regarding the proposals should be directed to Keith Karstens who can be reached at 309-743-8624 or via email at [KKarsten@Molineschools.org](mailto:KKarsten@Molineschools.org).

Last Day to submit questions regarding this RFQ is Friday Nov. 22, 2024.

Any responses to questions or changes in this RFQ shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. Oral interpretations or clarifications will not be binding by the Board.

Under no circumstances shall the construction manager and/or their agents make contact with and/or respond to individual school board members, staff, or selection advisory committee members other than Keith Karstens during this selection process. Failure to follow this protocol may result in the disqualification of the firm.

### **V. GENERAL INFORMATION, NOTIFICATIONS AND PURPOSE**

Respondents are advised to carefully review all sections of this RFQ and to follow instructions completely, as failure to make a complete submission may result in rejection of the submission. A submission that departs from or materially alters the terms, requirement, or scope of work defined by this Request may be rejected as being unresponsive.

1. The purpose of this RFQ is to identify an experienced construction management firm to develop the program efficiently and effectively with

respect to process, quality control, safety, time and costs.

2. The method of transmittal of the RFQ is at the Construction Manager's risk of untimely receipt by the District. The District will not be responsible for delays in delivery by UPS, Fedex, or any other carrier the construction manager chooses. Faxed or emailed copies are not acceptable.
3. The District reserves the right to waive informalities and irregularities in the qualifications received. The District reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. The District may remedy or waive technical errors in the RFQ process as in the best interest of the District.
4. The respondent whose submittal is deemed to be the most qualified, advantageous and in the District's best interest, as determined by the Selection Committee, may be submitted to the Board for approval. The Board may act to approve, reject or delay award of the contract based on the recommendation of the Selection Committee.
5. By submitting a RFQ, the Construction Manager certifies that it is in compliance with all laws, ordinances, regulations and codes of state, federal, county or local government agencies.
6. All costs associated with developing or submitting qualifications in response to this request, or to provide oral or written clarification of it shall be borne by the respondent. The District assumes no responsibility for these costs. This RFQ does not commit the District to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

## **VI. PROJECT INFORMATION**

The project includes the renovation of approximately 45,000 square feet of the existing building and an addition of approximately 44,000 square feet, resulting in an updated and expanded facility designed to support a four-section elementary school for grades K-5.

### **Project Details:**

- **Location:** Lincoln-Irving Elementary School, situated in a neighborhood with approximately 4 acres available for the entire project.
- **Scope of Work:** Renovate 45,000 SF of existing space and add 44,000 SF of new space, for a total of approximately 89,000 SF. Will need to meet all building codes and functional requirements for a K-5 elementary school.

- **Architect of Record:** Legat Architects has been selected to design and oversee the architectural aspects of the project.

**Project Requirements:** This project is classified as an IMPACT project. The selected Construction Management firm will be responsible for coordinating all construction trades and managing the necessary documentation and compliance procedures specific to IMPACT projects.

## **VII. SCOPE OF SERVICES**

The construction manager's scope of work shall include, but may 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 site logistics and a utilization plan for review by the Owner. CM shall make evaluations of alternatives for materials, processes, and risk management.

#### **Estimating:**

The CM shall provide cost estimates throughout the project and, at a minimum, at the following points:

100% Schematic Design Phase  
100% Design Development Phase  
50% Construction Document  
75% Construction Documents  
100% Construction Bid Documents

#### **Scheduling:**

Develop a detailed master project schedule. The schedule will include all phases of the work: program development, design, bidding, Board approval of the contracts, and all construction activities through close-out of 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 bid packages identifying the specific scope of work for each trade or subcontract.

- Preparation of bid forms and documents for solicitation of complete prime contractor bids.
- Solicit bids from various trades in accordance with the applicable public bidding requirements in effect.
- Project cost control/containment.
- Scope development of appropriate bid packages and alternates, including releasing bid packages in multiple phases.
- Review of documents for omissions or duplications in respective bid packages.
- Develop bidder interest and solicit contractor response.

**CONSTRUCTION PHASE**

The services provided by the construction manager for this project include, but are not limited to:

- Quality control of all construction processes throughout the project.
- Development and maintenance of schedules for all construction phases of the project.
- Provide leadership during the construction phase to oversee, coordinate and document activities, and administer coordination, progress, and other meetings.
- Conduct weekly meetings with the project team and all trade contractors, and prepare and distribute meeting minutes for all parties.
- Maintenance of a safe and secure job site.
- Administration of all contracts and related documentation.
- Review and forward to architect and owner all contractor requests for information and submittals. Maintain a date sensitive computerized log of such documents indicating the current status of each.
- Prepare project management reports relative to costs, schedule, and cash flow projections.
- Coordinate owner training and turnover meetings.
- Assemble O&M manuals, warranties, and electronic project archives for future owner use.
- Monitor and provide remediation to correct deficiencies discovered during the warranty period.
- Provide final verification of operation and quality at completion of warranty period.
- Other related services to meet the needs of the project scope and timelines established herein.

**ANTICIPATED PROJECT SCHEDULE**

November 15, 2024	Publish RFQ
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November 22, 2024	RFQ question/clarifications due at 2 p.m.
December 6, 2024	RFQ due 2:00 p.m.
December 11, 2024	Schedule interviews
December 16, 2024	Selected firm interviews
January 6, 2025	Finalist notified prior to Board of Education Approval
January 13, 2025	Present recommendation to the Board of Education for approval
May 23, 2025	Complete Design Development Phase
October 17, 2025	Complete Construction Document Phase/Owner review
October 20, 2025	Project out for bids
November 20, 2025	Construction bids due
December 3, 2025	Complete bid review
December 8, 2025	BOE approval of construction bids
December 15, 2025	Award Construction Contract
March 2, 2026	Ground Breaking
July 1, 2027	Substantial completion achieved
August 1, 2027	Final completion and occupancy
TBD	Ribbon-cutting ceremonies

## VIII. STATEMENT OF QUALIFICATIONS

Statement of Qualifications shall be a maximum of **20 total pages**, not including covers. Failure to comply with the criteria set forth may result in rejection of submission and consideration of the submitting Firm. Firms from which additional information/clarifications are requested will be contacted.

- Cover
- Page 1 – Table of Contents
- Page 2 – Cover Letter
- Page 3 - Firm History/Profile
- Page 4 – Résumé – Project Executive
- Page 5 – Résumé – Project Manager

- Page 6 – Résumé – Project Superintendent
- Page 7 – Project Staff/Owner/Owner’s Consultant Organization Chart
- Page 8 – Project Estimating/Scheduling/Quality Control Procedures
- Page 9 – Project Estimating/Scheduling/Quality Control Procedures
- Pages 10-11 – Experience – Similar in scope to Lincoln-Irving renovation & expansion Project #1
- Pages 12-13 – Experience – Educational Project #2
- Pages 14-15 – Experience – Educational Project #3
- Pages 16-17 – Describe your fee structure in detail
- Pages 18-19 – Describe what challenges you see with the project timeline
- Page 20 - Optional

Project team résumés should include at minimum project experience, qualifications, and office location for each team member. Projects not of similar scope or type need not be listed.

Projects used to demonstrate experience should be completed in the past five years. Project pages must include at minimum the following:

- List of Project Team Members
- Project Summary
- Project Cost
  - Schematic Design Estimate
  - Design Development Estimate
  - Final Cost Estimate
  - Accepted Bid Amount
  - Number of Change Orders
  - Total Cost of Change Orders
- Project Schedule
  - Bid Date
  - Construction Start
  - Substantial Completion or Occupancy
  - Final Completion
- Client Reference and Contact Information.

### **Selection Criteria**

The selection criteria will be as follows:

- Relevant Experience: 45%
- Team Qualifications: 25%
- Quality Control Procedures: 15%
- References: 15%