

REQUEST FOR QUALIFICATIONS
Construction Management Services
Due May 29, 2026
Minooka CCSD School District No. 201

Minooka CCSD 201 is requesting qualifications (RFQ) from qualified firms possessing the experience, capability, and expertise in Construction Management Services. The deadline for return is Friday May 29, at 10:00am.

RFQS ARE TO BE SUBMITTED TO:

Minooka CCSD 201

Attn: Mary Robinson, Director of Finance and Operations

305 W. Church Street, Minooka, IL 60447

Marked with "Construction Management Services" on the outside of envelope

1. OPENING OF RFQs

Minooka CCSD 201, Grundy County, Illinois is Requesting Qualifications and Proposals for Construction Management Services. RFQs must be received by Mary Robinson no later than 10:00 am Friday, May 29, at which time they will be opened.

There will be no open reading of responses pursuant to this request. RFQs will be studied and reviewed and it is anticipated that a number of firms will be invited to interview with the District.

The Board of Education reserves the right to waive any informalities, irregularities, or defects in any proposal should it be in the best interest of the school District to do so.

Estimated Timeline:

RFQ Released	May 8, 2026
Last date to submit questions and clarifications	May 15, 2026
RFQ due to district	May 29, 2026
Interviews	Week of June 1
Recommendation to Board	June 15, 2026

2. Preparation of RFQ

Submittals should be prepared as standard 8-1/2" x 11" letter size via PDF. The information should be submitted in a double sided, readable, and/or bound in a book format. Electronic submissions should also be sent to mrobinson@min201.org and three hard copies shall be submitted. Each submission must be delivered by the due date and time; documents received after the established deadline will not be considered. The District shall not be responsible for the loss, non-delivery, or physical condition of documents sent by postal or courier/parcel service. Each respondent is responsible for the full cost and expense of his/her/its submission.

3. RESPONDENTS' INQUIRIES AND ADDENDA

The district reserves the right to make clarifications, corrections, or changes in this RFQ at any time prior to the time Proposals are due. The district reserves the right to withdraw this RFQ at any time prior to the time proposals are due. Questions and requests for information must be submitted in writing via email before May 15, 2026 at 12:00 p.m. to Mary Robinson at mrobinson@min201.org. The district will issue addendums and/or responses to requests for information to known respondents.

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4. FREEDOM OF INFORMATION ACT

All information submitted to the district in response to this RFQ/P will be a public record and will be subject to disclosure, subject to applicable exemptions, under the Illinois Freedom of Information Act, 5 ILCS 140, et. Seq. ("Act") after the potential award of a contract. Firms are advised that Section 7(1)(g) of that Act exempts the following information from disclosure: Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or business, and only insofar as the claim directly applies to the records requested. Firms that desire to have portions of their proposals considered for this exemption should identify those portions accordingly.

5. METHODS OF AWARD

The district is issuing this Request for Qualifications (RFQ) for professional services. The purpose of this RFQ is to request qualifications for providing professional construction management services for the project described below. The district hopes to enter into a contract with a responsible firm for such services, and accordingly is seeking certain information whereby such service capabilities shall be evaluated. In making its determination the following qualifications in addition to price will be considered by the Board:

- A. General experience and expertise
- B. Specific record of accomplishments with similar projects, especially in school districts
- C. Skills and abilities of personnel assigned to project
- D. Performance data, including but not limited to cost control, and scheduling procedures
- E. Workload and scheduling availability to start work on and timeframe to complete the project
- F. Fees
- G. The character, integrity, reputation, judgment, experience and efficiency of the firm
- H. The previous and existing compliance by the firm with laws and ordinances relating to the contract or service
- I. Ability to collaboratively work with the design team towards solutions that are in the district's best interest (vs. solely the least expensive options)
- J. References
- K. The sufficiency of the financial resources and ability of the Responder to perform the contract or provide the service
- L. The ability, capacity and skill of the Responder to perform the service required

The contract may be awarded to the most responsible firm, on an overall basis, the most advantageous to the district. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of the district. The district will rank all firms following the interview process and only open fee proposals following the ranking process; cost alone shall not be the determining factor. The district's decision shall be final and not subject to recourse by any firm, person, or corporation. The district reserves the right to reject any and all proposals, and/or waive non-substantive deficiencies.

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6. PROJECT INFORMATION

The Project is subject to approval of budgets and funding by the district. The Board may suspend or terminate any project at any stage up to and including following receipt of bids. The Project scope is Phase 1 of multi-year life safety projects and building renovations at multiple schools including but not limited to finishes, masonry work, HVAC equipment, plumbing and electrical systems. The district is working with ARCON Associates Architects on this project.

Projected Project Cost: \$15,000,000-\$20,000,000

Estimated Completion Date: It is anticipated that the work will start in the summer of 2027 and continue over multiple summer breaks until completion. The specific phasing (number of schools per summer) has not been finalized. The detailed construction sequencing will be developed in coordination with the selected Construction Manager during the pre-construction phase.

7. SCOPE OF SERVICES

The selected construction management firm will be expected to take an active role in identifying probable costs for multiple project size and scope scenarios developing value engineering strategies to ensure the Owner can maximize the scope of the project within the available budget during the preconstruction phase. It is the district's intention to utilize the construction management firm's ability and expertise to provide construction management services for the district's projects at each school. The Construction Manager will assist the district and the architect/engineer through pre- construction and then manage construction. Responsibilities of the construction manager include, but are not limited to, the following:

Pre-Construction Phase

- Develop estimates for the projects. Refine the budgets and estimates throughout pre-construction to reflect value engineering ideas that have been developed in conjunction with the Architect. Include any proposed allowances to be included within each trade package in estimates.
- Assist with developing a phasing plan for the project that identifies which items should be bid as part of each of the phases to align with project funding requirements.
- Refine project schedule(s) to reflect team member contributions, construction activities and critical occupancy dates.
- Identify "long lead" items and coordinate bids so that the schedule is not compromised.

Bidding/Contract Award Phase

- Assist in preparation of general and/or special conditions.
- Prepare a progress schedule and scope of work for inclusion in bid documents.
- Prepare a cash flow schedule.
- Conducting pre-bid conferences and assisting the architect in resolving questions or interpretations
- Submit a recommended responders list for all categories of work to the district and Architect for prior review and approval.
- Prepare bid forms and documents for solicitation of competitive prime contractor bids
- Prepare advertisements and invitations to bid.

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- Provide instructions and scope of work details to all responders. The Owner and Architect shall have the opportunity to review and comment on these bid scope documents prior to release of documents for bidding, including on all proposed allowances contained within trade bid packages.
- Solicit, receive and analyze all bids. Develop a bid tabulation form and list award recommendations.
- Conduct scope reviews with the qualified low responders 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

- Provide home office and full-time job site administration, with the ability to communicate via e-mail from the home office and job site.
- Manage all trades.
- Manage shop drawing and submittal review process, perform initial review of submittals and shop drawings for compliance with contract requirements, and ensure expediting of the same.
- Review requests for information, request for proposals and subcontractor's response to the same.
- Hold and chair weekly progress meetings.
- Coordinate and review contractor requests for payment. Review and provide certified payroll information from trade contractors for purposes of verifying compliance with applicable prevailing wage laws.
- Obtain and review bonds and lien waivers from subcontractors.
- Provide monthly progress reports addressing any cost or schedule changes.
- Expedite substantial completion and occupancy certificates.
- Obtain closeout documents as required by the Contract Documents such as project record documents, guarantees/warranties and operation and maintenance manuals.
- Assist in obtaining all required permits and inspections of governing authorities having jurisdiction and act as the district's representative with respect to those authorities.
- Assist the district with moving furniture and collections as required to accomplish construction activities.
- Assist the district with reporting and auditing activities required as a condition of any funding.
- Prepare a punch list and expedite completion.
- Maintain a competent and sufficient number of full-time field staff to administer the work of the project, coordinate, and supervise the work.
- Maintain all insurance certificates for all contractors and subcontractors projects and ensure that no work proceeds without evidence that the contractor and subcontractor has insurance coverage equal to coverages required by the district.
- On a weekly basis prepare a detailed project report updating the district with cost, schedule, safety, quality and other pertinent project facts.
- Maintain a daily log of construction activities and photographic log 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

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information.

- 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.
- Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the new and renovated facilities.
- The Construction Manager shall not self-perform any trade work without prior written approval of owner. Rather, all trade contracts shall be publicly bid, and upon award shall be assigned to the Construction Manager.
- 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.
- 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.
- Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies of same to owner. Enforce provisions of warranties and guarantees with appropriate parties.
- 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 current status of each.
- Ensuring all criminal background checks of contractor and subcontractor employees are completed.
- Maintain a safe work place be provided and compliant with all laws and ordinances including OSHA.

Post-Construction Phase

- 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 help ensure satisfactory performance of materials and systems.
- Assist the district with reporting and auditing activities required as a condition of its funding.
- Conduct a ten-month warranty walkthrough with the Owner and Architect to identify any issues requiring correction under the one-year warranty period. Ensure that trade contractors complete warranty items as required.

Board Meetings:

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The Owner's Representative will attend Board meetings, as necessary, and assist in providing presentations to the Board members and other stakeholders.

8. SUBMITTAL REQUIREMENTS

RFQ submittals shall address the following:

BUSINESS ORGANIZATION

- A. Firm name, business address, and telephone
- B. Name and title of contact person
- C. Name of officers in firm and an organizational chart (one page or less)
- D. Brief history of firm (one page or less)
- E. Overview of specific qualifications and projects within the K -12 school market in the past five years
- F. Names of school districts and descriptions of the work for long-range facilities plans performed by your firm
- G. Names of school districts and descriptions of the work for long-range maintenance plans performed by your firm
- H. Additional information that the Respondent feels is a unique qualification and is of direct benefit to the District

CONSTRUCTION MANAGEMENT STAFFING AND SERVICES

- A. Provide qualifications including total experience in construction management for each key member of your project team. The district is interested in as much information as possible regarding the personnel from your firm who will actually work on this project if selected; do not provide resumes for firm management, marketing, or "liaison" personnel who will not have active and significant roles in the project.
- B. Describe your approach to a CM/Owner/Architect/Engineer Team
- C. Describe your approach to implementing construction management services in projects of this scale
- D. Briefly describe how your firm performs: Cost Estimating, Quality Control, Drawing/Spec Review, Scheduling, Bid Packaging, etc.

PROJECT ORGANIZATION

Provide a project organization chart showing your key professionals who would be assigned to this project for both the Pre-Construction and Construction phases.

REFERENCES

Provide the last five (5) clients for which the firm has provided construction management services for similar type projects. List at least three (3) school districts and three (3) architect references.

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FEES

The Construction Manager shall describe their Services Fee Structure in detail.

LITIGATION

Litigation and Ethics Information: List any current or concluded litigation (including arbitration and mediation) involving your company and construction projects within the past five (5) years. Describe your company's involvement in the matter and the outcome of the matter, if concluded. Additionally, provide details of any criminal investigations into your company, including matters that did not result in the filing of criminal charges.

9. GENERAL TERMS & CONDITIONS

- a. The district reserves the right to award contracts for various projects to multiple or single respondents. 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 will remedy or waive technical errors in the RFQ process when in the best interest of the district.
- b. The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous and in the district's best interests 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.
- c. The district reserves the right to contact any Respondent for clarification, additional interviews, negotiate or terminate negotiations if such is deemed desirable by the district.
- d. 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.
- e. All costs associated with developing or submitting proposals in response to this request, or to provide oral or written clarification of its content 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.
- f. This RFQ does not commit the district to enter into a contract. The 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.