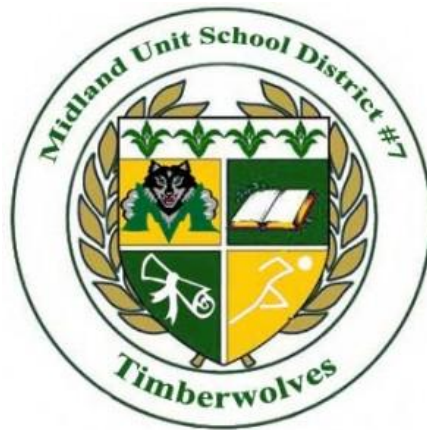


Midland Community Unit School District #7



Request for Qualifications Construction Manager

April 6, 2016

MIDLAND ELEMENTARY SCHOOL

LACON, ILLINOIS

Construction Management Statement of Qualifications

April 1, 2016

Project Statement

Introduction

The Board of Education for Midland Community Unit School District #7 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management Services to assist the School District in performing planning and construction management, for a new elementary school to be located in Lacon, Illinois. The firm selected shall have the responsibility for execution of the construction management and cost estimating phases of the project, and assisting the school district and the Architect with the planning, and design of the project.

The Midland School District is a consolidated school district. The High School is located just outside of Varna, Illinois. The Middle School is located in Sparland, Illinois, and the new elementary school is to be located in Lacon, Illinois on the site of the existing elementary school building. The existing elementary school building is currently unoccupied and is scheduled for deconstructed under a separate contract. The District offices are located at the Middle School, in Sparland, Illinois.

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.

- a. **Midland CUSD #7** is soliciting qualifications to provide Construction Management services for:

New Pre-K thru 3rd Grade Elementary School

Occupancy:	200 +
No. of Floors:	2 Floors
Area:	+/- 39,000 SF
Estimated Cost of Construction:	\$8,600,000.00
Owner move-in / Occupancy:	August 6, 2017

- b. Owner intends to shortlist qualified CM firms based on merit and qualifications, and then interview the shortlisted firms. The school district will then enter into final contract negotiations with the selected firm. The Owner reserves the right to consider a contract for CM as Advisor or CM at Risk.

RFQ Response Deadline and Contact Person

Responses to the RFQ are due by April 26st, 2016 no later than 4:00 pm (CST). Submissions after the deadline may not be considered.

Submittals should be prepared in standard 8 ½ x 11 format. Deliver 12 printed and bound copies and one digital (PDF format) copy on a flash drive to:

Rolf Sivertsen, Superintendent

Midland C.U.S.D. #7

901 Hilltop Drive

Sparland, Illinois 61565

P: (309) 469-2061

F: (309) 469-2063

Qualifications must be enclosed in a sealed envelope (or other sealed container) with the following clearly shown on the package "Request for Construction Management Qualifications for the Midland Community Unit School District #7" and the respondents name.

The new school site is also the current elementary school site and is located at 206 N. High Street Lacon, IL 61540. There are no formal site visits scheduled at this time. Additionally, there will be no access allowed within the existing Elementary School.

Selection Schedule and Process

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

April 1, 2016 RFQ Released

April 20, 2016 Last date for Respondents to send clarifications

April 22, 2016 (4pm) clarifications available via the District website

April 26, 2016, Submissions due; evaluation of qualifications begins

May 3, 2016 Successful short-listed and unsuccessful firms notified

May 16, 2016 Tentative interviews with short-listed firms

May 23, 2016 Proposed Board action on firm to provide Services

Process for Selecting Management Services:

The selection process will follow a qualifications-based selection procedure. Statements of Qualifications submitted will be reviewed and a minimum of two firms will be asked to interview with the District.

Firms will be evaluated on the basis of the following factors:

- a. History and depth of the firm
- b. Capability to perform the CM services required and have the relevant project experience
- c. Qualifications of the project team
- d. Ability to work in full cooperation with the School District and the District Architects
- e. Ability to complete a project that may include multiple bid packages
- f. Ability to complete a project with a tight planning and construction schedule
- g. Statements from listed references

The selection of a construction management firm will be a two-step process: Request of Qualification followed by Request for Proposals and interviews to those firms who will be "short listed".

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ or the Project shall be directed to:

Chuck Bennett Jr., ALA
CBJ Architects, P.C,
3521 Wintergreen Ter.
Algonquin, IL. 60102
cbjarchitect@comcast.net
F: (847) 658-0095

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Addenda will be posted to the District website by 4pm on April 18, 2016. It is solely the Respondent's responsibility to monitor the District website for any addenda, and Respondents must acknowledge addenda received as part of their submissions.

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

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.

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, 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 School District 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 A) 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 B)
- 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 B)

Description of Requested Services

Design Phase/Pre-Construction Services

- a. Consultation: CM shall attend regular planning and design meetings with the Owner and A/E.
- b. Work Schedule: CM shall prepare and maintain a comprehensive project schedule that includes design, bidding, construction and close-out milestones.
- c. Cost Estimates: Provide detailed cost estimates at each major design milestone. This includes programming/conceptual design, schematic design, design development and 50%/95% construction documents. Provide input during design meetings to assist the Owner and A/E in making cost effective decisions necessary to maintain the project budget and schedule. Notify the Owner & A/E if project design exceeds budget.
- d. Construction Document Review: Provide detailed document review to identify potential constructability challenges. If document review identifies any errors or omissions notify the Owner and A/E.
- e. Bid Management: Prepare Advertisement for Bids, Invitation to Bid, Contractor's Pre-Qualification Forms and Bid Forms to procure the necessary trades to complete the project. Solicit interest in the project with the appropriate subcontractor and vendor markets necessary

for a successful project. Conduct Pre-Bid Meetings, Bid Opening Meeting and prepare a bid analysis for the Owner and A/E that includes any necessary MBE/FBE requirements.

- f. QA/QC Bid Review: Subcontractor bid review to ensure completeness and quality.

Construction Phase Services

Required Project Staff

- a. On-Site Supervisor: Provide a full time, experienced and well qualified on-site supervisor for all construction work. Supervisor shall represent the Owner's interest and ensure all work is performed in a quality manner and meets the project requirements. Supervisor shall have a minimum of 10 years' commercial construction field supervision experience.
- b. Project Management: Provide experienced and well qualified staff to manage subcontractor submittals, Requests for Information (RFI's), pay applications, lien waivers and insurance certificates.
- c. Quality Control: Lead all on site QA/QC efforts and coordinate with the Architect's construction administration staff. Ensure all subcontractors and vendors are adhering to all quality standards set forth in the project specifications.
- d. Site Safety & Logistics Plan: Develop, in coordination with the Owner and A/E, a site logistics plan that ensures construction operations maintain maximum student, staff and public safety.
- e. Progress Meetings: Conduct regular progress meetings on the project site with the Owner and A/E.
- f. Monthly Reports: Provide monthly schedule, progress and cost reports to the Owner and A/E.
- g. Pay Requests: Manage monthly subcontractor and vendor pay requests.
- h. Attend monthly Board of Education meetings and provide a project status report.

RFQ submittal to include the information requested below and organized as indicated. Each printed copy shall include labeled tabs numbered 1 through 6 as indicated and shall include the information requested.

Additional information provided may be viewed as a non-conforming response and may not be considered for evaluation.

TAB 1: Organization

- a. General Information – Provide brief firm history, legal name, proof of business structure and ability to work in Illinois. Include all office locations with appropriate contact information. Indicate legal type of organization (Corporation, Partnership, Joint Venture, LLC or Sole Proprietor).

- b. Staff Summary – provide a general statement that includes an overview of your staff and the type of work performed by your company. Do NOT include individual resumes in this section.
- c. Provide proof of Licensing, Pre-Qualifications & Registration pertinent to the CM services requested.
- d. Indicate what % per year of annual revenue results from CM Advisor or CM at Risk contracts.
- e. Replies to the following questions shall be provided in your RFQ response.
 - i. In the past ten (10) years has the firm had any business license or professional license suspended or revoked? If yes, describe circumstances including jurisdiction and basis for suspension or revocation.
 - ii. In the past ten (10) years has the firm defaulted, been terminated for cause or failed to complete a construction or construction management contract awarded to it? If yes, describe the circumstances and include the project name, cost, date, owner and surety company contact information.
 - iii. Describe all litigation arising from your firm’s construction or construction management projects for the past ten (10) years.

TAB 2: Experience

- a. Provide a table listing of Construction Management Contracts held by your firm for the past 5 years. Include only projects where the value of construction exceeds \$500,000. The following information should be included for each project listed. The table should be organized in the exact order shown below.
- b. Project name, owner, location, year completed
 - I. Occupied Building – Indicate “Yes” or “No” if the project scope included work in an occupied building
 - II. Project Type – New, Addition or Renovation (or combination)
 - III. Owner Contract Type – CM Agent or CM at Risk
 - IV. Indicate which of the following Design Phase Services were provided by your firm
 - 1. Budget Management
 - 2. Value Engineering
 - 3. Construction Document Review
 - 4. Bid Solicitation & Analysis
 - IV. Indicate which of the following Construction Phase Services were provided by your firm
 - 1. Full Time On-Site Supervision & Subcontractor Coordination
 - 2. Project Management
 - 3. Project Cost
- c. Provide no more than five (5) representative project profiles. Each project profile shall be limited to a single page.

TAB 3: Personnel

- a. Provide an organizational chart indicating your proposed key personnel positions for the project. Provide individual resumes for each position listed.

The school district understands that specific construction phase personnel may be difficult to identify due to the unknown timing of the construction phase. The school district will accept a duly noted “representative” resume for construction phase personnel with the understanding the CM may substitute a staff member of similar experience and expertise. The school district reserves final approval rights on substituted construction personnel.

TAB 4: CM Approach

- a. Describe your firm’s philosophy, approach and controls for the Design Phase and Construction Phase of a project.
- b. Describe your firm’s approach to working in cooperation with the Architect during planning, design, construction, and post occupancy.

TAB 5: References

- a. Owner References - Provide a minimum of five (5) Owner references from CM projects completed or ongoing within the past 5 years. Each reference shall include contact information along with a project description for that reference.
- b. A/E References - Provide a minimum of three (3) A/E references from CM projects completed or ongoing within the past 5 years. Each reference shall include contact information along with a project description for that reference.
- c. Financial Reference – Provide a minimum of two (2) financial references.
- d. Endorsements, Memberships, Awards and Recognition – Provide detail on any endorsements, memberships, awards and recognition that your firm has received.

TAB 6: Other Information

- a. Safety Program – Describe your firm’s safety philosophy and program. Provide your EMR for 2011 through 2015.
- b. Surety & Insurance – Provide a letter from your bonding company indicating your current bonding capacity.
- c. Identify any potential Conflicts of Interest you may have with the school district.

The RFQ submittal should include one (1) bound copy of sample work products. Clearly label each of the following items and submit a recent representative sample of each.

1. Project Schedule
2. Phasing and Site Logistics Plan
3. Cost Estimate
4. Construction Phase Financial Reports

REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT SERVICES FEBRUARY 4, 2016

Midland Community Unit School District #7

ATTACHMENT A

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 April 1, 2016

Midland Community Unit School District #7

ATTACHMENT B

PAGE 1 OF 2

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

Midland Community Unit School District #7

ATTACHMENT B

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: _____