

RFQ -2022 Rose Park Project Construction Management as Constructor



Evaluation of Qualifications

Qualifications shall provide a straight-forward, concise description of the Construction Manager's capabilities to satisfy the requirements of this RFQ. Qualifications will be opened and evaluated in private. Proposal information will be kept confidential until an award is made. Award will be made to the CM that best fulfills the overall goals and objectives of this RFQ.

Project Title: Salt Creek Rural Park District – Rose Park Administration Building
Estimated Total Project Cost: \$ 5 Mil
Estimated Total Construction Cost: \$4.6 Mil
Estimated Project Square Footage: 8,500
Estimated Timeline: September 2022- September 2024
Project Architect: Williams Architects, Itasca, IL

- Construction Manager's Responsibilities: Provide services as set forth in this RFQ and AIA Document C133-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor Edition, Article 2.
- Provide services in conjunction with the services of the Architect as described in AIA Document B133-2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition.
- Coordinate services with those services provided by the Owner, the Architect, the Contractors, and the Owner's other consultants and Separate Contractors.

Scope of Construction Manager's Basic Services

- Provide services as set forth in this RFQ and AIA Document C133-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor, Article 3.
- Preconstruction Phase
 - Provide a preliminary evaluation of the Owner's program, schedule and budget.
 - Prepare and update a Construction Management Plan that includes, at a minimum, the following: (1) preliminary evaluations, (2) a Project schedule, (3) cost estimates, (4) recommendations for Project delivery method, and (5) Contractors' scopes of Work.
 - Prepare and update the Project schedule to include components of the Work.
 - Prepare preliminary estimates of the Cost of the Work.
 - Review design documents and advise the Owner and the Architect on proposed site use and improvements, selection of materials, building systems, and equipment. Provide recommendations to the Owner and Architect, consistent with the Project requirements, on constructability; availability of materials and labor; sequencing for phase construction; time requirements for procurement, installation and construction; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.
 - Review recommendations for systems, materials, or equipment for the impact upon cost, schedule, sequencing, constructability, and coordination among the Contractors.
 - As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, an estimate of the Cost of the Work in increasing detail and refinement.
 - Make recommendations whenever the Construction Manager determines the design, or details, adversely affect cost, scope, schedule, constructability or quality of the Project.

- Provide recommendations on the division of the Project into individual contracts for construction of various categories of Work, including the method to be used for selecting Contractors and awarding Contracts for Construction.
 - Assist the Owner in obtaining information regarding applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental and quasi-governmental authorities for inclusion in the Contract Documents.
 - Update and submit the latest estimate of the Cost of the Work prior to bidding.
 - Develop bidders' interest in the Project and establish bidding schedules. Assist Owner and Architect with the development of the Bidding Documents, which consist of bidding requirements and proposed Contract Documents. **Prepare Contractors' scopes of Work for inclusion in Bidding Documents.** Issue Bidding Documents to bidders and conduct pre-bid conference with prospective bidders. Issue the current Project schedule with each set of Bidding Documents. Assist the Architect with regard to questions from bidders and with the issuance of addenda.
 - Review bids, prepare bid analyses, and make recommendations to the Owner for the Owner's award of Contracts for Construction or rejection of bids.
 - Assist the Owner in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the Contractors.
- **Construction Phase**
 - Provide on-site administration of the Contracts for Construction in cooperation with the Architect.
 - Provide a staffing plan to include one or more representatives shall be in attendance at the Project site whenever the Work is being performed.
 - Provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Contractors. Coordinate activities of the Contractors in accordance with the latest approved Project schedule and the Contract Documents.
 - Review and analyze the construction schedules provided by the Contractors to update the Project schedule.
 - Schedule and conduct meetings to discuss matters such as procedures, progress, coordination, and scheduling of the Work, and to develop solution to issues identified.
 - Review, analyze, schedule and coordinate the overall sequence of construction and assignment of space in areas where the Contractors are performing the Work.
 - Coordinate all tests and inspections, observe the on-site testing and inspections, and arrange for the delivery of test and inspection reports to the Owner and Architect.
 - Endeavor to obtain satisfactory performance from each of the Contractors.
 - Monitor and evaluate actual costs for activities in progress and estimates for uncompleted tasks and advise the Owner and Architect as to variances between actual costs and budgeted or estimated costs.
 - Develop cash flow reports and forecasts for the Project.
 - Maintain accounting records on authorized Work performed.
 - Develop and implement procedures for the review and processing of Applications for Payment by Contractors for progress and final payments.
 - Review and certify the amounts due the respective Contractors.
 - Obtain and review the safety programs developed by each Contractor solely and exclusively for purposes of coordinating safety programs with those of the other Contractors and for making recommendations for any additional safety measures to be considered in the Work of the Contractors.
 - Determine in general that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents.
 - Advise and consult with the Owner and Architect during the performance of its Construction Phase Services.
 - Transmit to the Architect requests for interpretations, and request for information of the meaning and intent of the Drawings and Specifications, and provide Architect's written recommendations to Contractors.
 - Review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner, prepare Change Orders or Construction Change Directives.
 - Assist the Initial Decision Maker in the review, evaluation, and documentation of Claims.
 - Prepare and revise a Project submittal schedule.
 - Review all Shop Drawings, Product Data, Samples, and other submittals from the Contractors, coordinate submittals, and transmit to the Architect.

- Review submittals for certifications, sequencing, constructability, and coordination.
- Keep a daily log.
- Collect, review and compile Contractor's daily logs.
- Record the progress of the Project. Submit written progress reports.
- Make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, and the approved Shop Drawings, Project Data, Samples, and similar submittals.
- Arrange for the delivery, storage, protection and security of Owner-purchased materials, systems, and equipment.
- Observe the Contractors' final testing and start-up of utilities, operational systems and equipment and observe any commissioning.
- Upon substantial completion, prepare for the Architect a list of incomplete or unsatisfactory items and a schedule for their completion. Assist the Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.
- Execute a Certificate of Substantial Completion.
- Forward to the Owner information received from Contractors.
- Coordinate receipt and delivery to the Owner of other items provided by the Contractors.
- Forward to the Architect a final Project Application and Project Certificate for payment, upon the Contractors' compliance with the requirements of the Contract Documents.

Evaluation Criteria-

Proposals will be evaluated with an emphasis on the following criteria:

- **Proposer's ability to achieve the desired outcomes as communicated in this RFQ (25%).**
 - Begin working on the preconstruction of the project November 2022,
 - Begin working on the construction of the project August /September 2023,
 - Prepare and solicit publicly advertised construction bids from Contractors.
 - Provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Contractors.
- **Demonstrated qualifications & experience as shown by a portfolio of projects of similar/larger scope (20%).**
 - List of previous Park District projects, Recreation Center projects, Community Center projects, or projects that have similar site and building program elements to a Recreation or Community Center project
 - List of projects that included Participant/Employee Occupied during construction
 - Approach to collaboration with Owner and Architect
 - Demonstrate ability to complete projects On Schedule
 - Demonstrate ability to manage the Owner's Budget
 - Experience with State of Illinois IDNR Build Illinois Grant projects or similar grant funded projects
 - Experience with utility grants and energy-efficiency saving incentives
 - Experience with sustainable design practices
 - Experience with applicable requirements for equal employment opportunity programs, and other programs as may be required by governmental and quasi-governmental authorities.
 - Approach with determining number of bid packages and Contractors' scopes of Work on similar projects
 - Approach to value analysis and importance of aligning both design and budget
 - How to value design team's input regarding project goals when seeking cost savings
 - Have internal cost estimating capacity and experience
 - Approach with budgeting for construction contingencies, allowances, unit prices and monitoring contingency expenditure throughout construction
- **Recent experience with the challenge of cost control in the current economy with rising inflation, increasing labor and material costs, and supply chain shortages. Demonstrated successful physical, economic, and financial experience on projects of similar, or larger, scope, value and quality (20%).**

- **Demonstrated successful past performance as determined by references of previous clients, including local governments. Demonstrated organizational capacity and managerial capability to successfully execute and deliver projects of similar, or larger, scope value and quality (20%).**
 - Include 3-5 relevant projects and contact information for the Owner/Unit of Government
- **Demonstrated credentials, experience, and reputation of the personnel identified to lead, execute, deliver and manage the Project, including any proposed consultants (15%).**
 - Name(s) of CM staff that would be assigned to this project (to completion), with their background

Cost of Construction Manager's Basic Services

- The cost of CM's basic services shall include the following:
 - Preconstruction
 - Construction General Conditions and OH&P
 - Total Fees
- The selected CM will be asked to submit a cost proposal for the basic services outlined above for review, comment, and approval by the Salt Creek Rural Park District.
- If an agreement cannot be reached on cost, the Park District reserves the right to disqualify the selected CM and negotiate with the second ranked firm.

PLEASE NOTE: The Salt Creek Rural Park District will select finalists from the proposals received. Finalists will be invited to interview with the District selection team. The Construction Manager will be selected by the District from the finalists after completion of the interviews. The Park District retains the right to refuse any and all proposals. Conditional proposals, or those which take exception to the Contract documents without prior written approval from the Park District may be considered non-responsive and may be rejected.

The Park District may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work in conformity with the Proposal and Contract documents, and the Proposer shall furnish to the Park District all such information and data for this purpose as may request. By submitting its proposal, the (CM) Construction Management firm agrees to furnish, upon request from the Park District, all information reasonably necessary for the analysis.

Schedule

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| • RFQ Release | September 19, 2022 |
| • Proposal Deadline | October 14, 2022 |
| • Finalists Selected for Interviews | October 21, 2022 |
| • Interviews | October 26-28, 2022 |
| • CM Selection | November 8, 2022 |
| • Begin Working on Project | November 9, 2022 |
| • CM Fee and Contract Negotiation | November 30, 2022 |
| • Park Board Approval of Contract | December 13, 2022 |

Proposal Shall be Submitted to: Salt Creek Rural Park District, C/O Diane Hilgers Director of Parks & Recreation, 530 S Williams Ave, Palatine, IL 60074 dhilgers@saltcreekpd.com

Please submit one (1) electronic copy and three (3) hard copies by 5pm on October 14, 2022.