

REQUEST FOR PROPOSALS CONSTRUCTION MANAGEMENT SERVICES

July 1, 2009

Calumet Public School District No. 132

1.0 Introduction

The Board of Education for Calumet Public School District No. 132 ("School District") is soliciting proposals from qualified firms to provide comprehensive Construction Management Services to assist the School District in the development and implementation of a multi-year project to build a new school for sixth through eighth grades.

This RFP is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Proposal. There will be no public opening and reading of responses received by the School District pursuant to this request.

2.0 Respondents' Inquiries and Addenda

2.1 Any questions or concerns regarding this RFP shall be directed in writing to:

Leonora J. Beck
Chief School Business Official
Calumet Public School District 132
1440 W. Vermont Street
Calumet Park IL 60627
Facsimile: 708-388-4407
Email: LBeck@sd132.org

2.2 Any responses to questions, or changes in this RFP, shall be issued in writing as an addendum.

2.3 Oral and other interpretations or clarification will be without legal effect. Respondents must acknowledge addenda received as part of their submissions.

3.0 General Information, Notifications, and Purpose

3.1 Respondents are advised to review all sections of this RFP carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal. Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive. Joint venture and cooperative proposals will be considered and also subcontracts are permitted, provided that their use is clearly indicated

in the offeror's proposal, and the subcontractors projected to be used are identified in the proposal.

3.2 Requests for sales calls and introductory meetings will be respectfully declined.

4.0 General Terms and Conditions

4.1 All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. School District assumes no responsibility for these costs. This RFP does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

4.2 This RFP 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 RFP. The School District reserves the right to waive informalities and irregularities in the proposals received. The School District also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

4.3 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.

4.4 The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.

4.5 The purpose of this Request for Proposal 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 time and cost.

5.0 Scope of Services

5.1 General Description of Project Scope and Construction Management Services:

5.1.1 The Project generally entails construction of a new school to replace the existing Calumet School located at 1440 W. Vermont Street, Calumet Park, Illinois. The exact location of the new school will be determined through the project team's programming services.

5.1.2 The School District is in the process of reviewing delivery methods which may include a separate construction manager and/or program manager.

5.1.3 As a member of the project team the construction management firm will:

5.1.3.1 Assist in defining and prioritizing goals and objectives.

5.1.3.2 Monitor plan development throughout the design phase.

5.1.3.3 Prepare bid packages and conduct the bidding process.

5.1.3.4 Investigate and obtain permits.

5.1.3.5 Coordinate and monitor the on-site construction organization.

5.1.3.6 Assign and maintain an on-site construction organization.

5.1.3.7 Prepare and administer progress payments.

5.1.3.8 Conduct weekly field construction meetings.

5.1.3.9 Conduct inspections and provide punch list status.

5.1.4 No 'self-performance' of trade work will be allowed by the construction management contract.

6.0 Proposal Submission

6.1 Proposals are due by **Thursday, July 20, 2009 at 10:00 a.m.** Chicago time.

6.2 Please submit ten (10) copies and one (1) electronic copy of the completed qualifications and other requirements of the RFP by hand delivery, regular mail, express mail or courier to:

Leonora J. Beck
Chief School Business Official
Calumet Public School District 132
1440 W. Vermont St.
Calumet Park IL 60627
Email: LBeck@sd132.org

6.3 Proposals must be enclosed in a sealed envelope (or other sealed container); the package must show clearly the phrase **"Request for Proposals – Construction Management Services"** and Respondent's name.

6.4 Submittals should be prepared as standard 8-1/2 x 11-letter size, and shall be limited to fifteen pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, Table of Contents pages, and tabbed divider pages will

not be counted if they do not contain submittal information. Resumes should not include project pictures or general firm information.

6.5 Telephone, facsimile, or email responses are not acceptable.

6.6 Timely delivery is at the risk of the Respondent.

6.7 Firms will be contacted as soon as possible for interviews of further information on an exact date to be determined. However the interviews will take place during the week of **September 7-11, 2009**. Refer to Section 7 for the Proposed Schedule.

7.0 Schedule

7.1 The following is the proposed schedule for the selection of firms to provide Construction Management Services:

July 1, 2009	RFP Released
July 7 th -- 9:00 a.m.	RFP Informational Meeting
July 20 th -- 10:00 a.m.	Proposals due; evaluation of proposals begins
September 1 st	Successful short-listed firms notified
September 7 th -- 11 th	Interviews with short-listed firms
September 17 th	Committee recommends firms(s) for Board Approval
October 15 th	Proposed Board action on firm(s) to provide Construction Management Services

8.0 Proposal Content

8.1 Though the initial contract will only entail initial services, Proposals should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project.

8.2 Proposals must include the following:

8.2.1 Letter of Transmittal

8.2.1.1 A one-page 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 both the services described herein and the personnel proposed for the assignment. The Letter of Transmittal should identify all addenda received by the Respondent.

8.2.1.2 Joint Ventures require signatures from all firms participating in the Joint Venture.

8.2.2 Executive Summary

8.2.2.1 The executive summary is intended to highlight the contents of the Proposal and to provide the School District evaluators with a broad understanding of the Respondent's technical approach and ability.

8.2.3 **Company Information** – Provide name of the firm and the location of all its' offices. Indicate the principal place of business, the telephone and fax numbers, and the office which will be managing the project.

8.2.3.1 The number of years the firm has been in business under the present name, and the average number of Construction Management employees working per year over the past three (3) years.

8.2.3.2 The names, education, training and qualifications of the proposed Principal-in-Charge, Project Manager, and Construction Superintendent for this Project. Also, list the qualifications for all other personnel of the firm, or associated consultants that would be involved in the Project. Describe total experience in construction management of each of the proposed Project Team Members.

- 8.2.3.3 Professional history of the firm and principals, including their association with other firms.
- 8.2.3.4 Identify any services your firm will be coordinating through testing engineers, professional estimators, mechanical consultants, etc. Name the consultant firms and addresses and describe any project experience where your company and the consulting company have worked on together.
- 8.2.3.5 Identify the amount of the time that the principals and members of your firm will apply to their availability for this project (% of their total time).
- 8.2.3.6 Submit statement of financial status of your firm.
- 8.2.3.7 Indicate if your firm is owned or partially owned by any other organization or individuals. If so, state the name and address of said organization or individuals.
- 8.2.4 **Project Experience-** Provide a list of six (6) Construction Management projects, which your company or a principal of your company is presently working on, or has completed within the last five (5) years. Specifically indicate the size and scope to the project described. Include a brief description, year of completion, project cost, owner's name, address, phone number and a reference contact.
 - 8.2.4.1 List the names of five (5) clients who may be contacted, and include at least three (3) for whom services were rendered within the last two years. Include names and phone numbers where representatives can be contacted.
 - 8.2.4.2 List all Construction Management Projects current in progress, and the estimated value of each. Including state of completion and contact person.
 - 8.2.4.3 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.
 - 8.2.4.4 List projects completed or under construction in Cook County.

- 8.2.5 **Project Approach** – Describe how your firm would approach this project. Detail any unique qualifications, technical capabilities or characteristics that would specifically qualify your firm for this project.
- 8.2.5.1 State how you will assign task/responsibilities and monitor job progress.
 - 8.2.5.2 Explain how your firm achieves quality control on projects.
 - 8.2.5.3 Describe how you control scheduled completion on a project.
 - 8.2.5.4 How accurate are your project estimates? Please give recent examples that can be verified.
 - 8.2.5.5 Explain your methods of budgeting and scheduling that your firm controls during the design (preconstruction) and planning phases.
 - 8.2.5.6 Describe how you will ensure a timely completion of a project.
 - 8.2.5.7 Describe how you integrate occupancy and warranty assistance with the Owner.
 - 8.2.5.8 Explain how your firm can control and save costs on this project.
 - 8.2.5.9 Explain how your firm can improve the quality of this project.
 - 8.2.5.10 Explain why Construction Management is more beneficial to Owner than the traditional General Contractor method.
 - 8.2.5.11 List the architectural firms your organization has worked with during the last three (3) years.
 - 8.2.5.12 Explain how your firm provides project estimates, and in what stages of design the estimates are provided.
- 8.2.6 **Compensation** – Briefly describe your methods of compensation for Construction Management services. What is your approach for pre-construction services, and what items do you define as

“general conditions” as opposed to being included as part of the professional fee.

8.2.7 Litigation and Ethics Information – List any current or concluded litigation involving your company within the past three (3) years, specifically including Client involvement.

8.2.7.1 Any such litigation is to include the name of the entity for whom the service was under contract, as well as a brief description of the charges brought under the suit. If such suit has been concluded, it is to be noted if an award or settlement was made, and if the charges were completely or partially dismissed.

8.2.8 Certification – Certification by Contractor/Vendor Pursuant to Chapter 38, Article 33E of the Illinois Revised Statutes.

8.2.8.1 Submit certification that said Contractor/Vendor was not barred from originally Bidding on this Contract, or from entering into this Contract as a result of a violation of either Section 33E-3 or 33E-4 of Public Contracts Act (Ill. Rev. Stat. Chapter 38, Article 33E).

8.2.9 Supporting Data – Include any other supporting data which you feel will assist the Owner in evaluation of your firm.

9.0 Evaluation and Selection

9.1 The School District will conduct a comprehensive, fair, and impartial evaluation of all Proposals. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. The Respondent(s) selected for an award will be the Respondent(s) whose Proposal is the most advantageous to the School District, as determined by the School District in its plenary discretion. The School District committee may select all, some or none of the Respondents for interviews. If the School District elects to conduct interviews, Respondents will be interviewed and scored based upon criteria to be determined by the School District.

9.2 At the conclusion of the selection process, each of the Respondents will be evaluated to determine the Best Qualified for the project. The School District will enter into negotiations with the selected Respondent, and execute a contract upon completion of negotiation of fees and contract terms for final approval. If the School District and selected Respondent are unsuccessful in negotiating a contract, the School District may then request proposals from other Respondents and negotiate contracts until a contract is executed.

10.0 Contract

10.1 The selected firm will be expected to execute a contract document that will be provided, with no substantial modifications. This RFP and submitted proposal, to the extent not contradictory with the attached contract, shall become exhibits forming a portion of the contract. The Contract Sum and Contract Time will be negotiated after selection.