

REQUEST FOR QUALIFICATIONS  
For  
CONSTRUCTION MANAGEMENT SERVICES

DATE: July 7th, 2022

**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGEMENT  
SERVICES**

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**REQUEST FOR QUALIFICATIONS**

**INTRODUCTION**

The Board of Education for Downers Grove Grade School District 58 (District 58) is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management Services *to assist the School District in the planning (pre-construction), bidding, construction, close-out and occupancy of the planned improvements.*

This RFQ is not an Invitation to Bid; responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening or reading of responses received by the School District pursuant to this request.

**RFQ SUBMISSION**

RFQ submissions are due by July 7th, 2022 at 12:00 P.M local time. Responses shall be submitted as an electronic file and 2 paper copies of the proposal. (Submittals should be formatted as standard 8-1/2" x 11" letter size)

Submit proposals to:

Dr. Sonali Patil  
Manager of Business Services  
[spatil@dg58.org](mailto:spatil@dg58.org)  
2300 Warrenville Rd., Suite 200 NE  
Downers Grove, IL 60515

The District will only accept timely delivery of submissions.

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## SCHEDULE

RFQ Released	Jun 23, 2022
RFQ Due to District	Jul 07, 2022
RFQ Finalists Notified	Jul 13, 2022
Interviews	Jul 19, 2022
Award by the Board of Education	<b>Aug 08, 2022</b>

## INQUIRIES

Questions regarding the RFQ should be directed via email to [spatil@dg58.org](mailto:spatil@dg58.org) and [kbarito@dg58.org](mailto:kbarito@dg58.org)

Written, oral and other responses to questions and other interpretations or clarifications will be without legal effect.

## INTERVIEW PROCESS

The interview will consist of a 15-20 min presentation and 15 min question and answer session. Each firm must bring to the interview the exact team who will be assigned to the project., including the Principal in charge, Project executive, Chief estimator, Chief purchasing agent and the CM's field team

## GENERAL INFORMATION, NOTIFICATIONS AND PURPOSE

Downers Grove Grade School 58 is a K-8 district situated in Dupage County, IL. District 58 serves approximately 4,800 students in 11 elementary schools, 2 middle schools and a preschool program (housed at 2 elementary schools). The district also has an administrative service center. The architect of record is Wight & Company. The Board of Education is planning for a potential referendum of \$179M in Nov. The construction and renovations will be done at all 13 schools. More details can be found on the district website at [www.dg58.org](http://www.dg58.org) (Facility Planning)

a) Respondents are advised to carefully 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.

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b) Joint venture and cooperative qualifications may be considered, provided that their use is clearly indicated in the submitted qualifications.

## **GENERAL TERMS AND CONDITIONS**

The purpose of this Request for Qualification 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 process, quality control, safety, time and cost.

The District reserves the right to award contracts for various types of projects to multiple or single respondents. The School District reserves the right to waive informalities and irregularities in the qualifications received. The School 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 as is in the best interest of the District.

The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous and in the School District's best interests as determined by the selection committee may be submitted to the Board of Education for approval. The Board of Education may act to approve, reject or delay award of the contract based on the recommendation of the selection committee.

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

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.

All costs associated with developing or submitting qualifications 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 for submission of a response or in anticipation of a contract.

This RFQ does not commit the School District to enter into a contract. The School 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.

Respondents are prohibited from making any contact with the Board of Education, the Administration, or any employee, other than the person designated herein.

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## SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

The construction manager's scope of work shall include, but 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 a site logistics and utilization plan for review by the Owner.

The CM shall attend Board of Education meetings when the agenda includes items pertinent to the services of the Construction Manager.

**Estimating:** Provide detailed estimates at each major design milestone. This includes programming/ conceptual design, schematic design, design development and 50% construction documents. Provide inputs during design meetings to assist the owner and Architect/Engineer in making cost-effective decisions to maintain project budget and schedule. Provide constructability and value engineering reviews.

**Scheduling:** Develop a detailed master project schedule immediately upon award of a specific project. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule will include all phases of the work: program development, design, bidding, Board approval of the contracts and all construction activities through completion of the project. assist in preparation of planned phase if necessary

**Construction Document Review:** Provide detailed document review to identify potential construction challenges. Notify the owner, Architect and Engineer of any errors and omissions.

### **Bid Management:**

- Prepare advertisements for bids, invitation to bid, contractor's pre-qualification forms and bid forms from specific trades to complete specified projects.
- Solicit interest in projects with appropriate subcontractors and vendors.
- Solicit bids in accordance with applicable public bidding legal requirements

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- Conduct pre-bid meetings, bid opening and prepare bid analysis for the owner and architect/engineer that includes any necessary MBE-FBE requirements
- Conduct scope reviews and make recommendations for the contract award.
- assist in preparation and execution of construction contracts.

## **Construction Phase Services**

**General Administration:** Maintain a competent and sufficient number of full-time field staff to administer the work of the project, coordinate, and supervise the work. The CM shall conduct regular meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties. During early phases of the project, conduct MEP coordination meetings as necessary to facilitate effective use of interstitial space

**Reporting/Communication:** On a regular basis (as determined) prepare a detailed project report updating the Owner with cost, schedule, safety, quality and other pertinent project facts. Maintain a log of construction activities and photographic log of the projects' progress. On a regular basis, hold an informational meeting with the user groups and other Owner personnel to provide an overall update 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 information.

**Project Accounting:** 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.

**Cash Flow Projecting:** Provide cash flow projections for the full duration of the project (pre-construction phase through closeout) and update as requested. Recommend the pre-purchase of materials with a long lead time.

**Requests for Information/Submittals:** 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 the current status of each.

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**Permits/Inspections:** Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the new and renovated facilities.

**Self-Performance:** The CM will not be allowed to self perform any portion of the work.

**O & M Manuals/As-Built:** 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.

**Training/Start Up:** 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.

**Warranty:** Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies or the same to Owner. Enforce provisions of warranties and guarantees with appropriate parties.

## SUBMITTAL REQUIREMENTS PROVIDED BY THE CONSTRUCTION MANAGER CANDIDATE

RFQ submission must include the following:

**Letter of Transmittal:** A 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 the services described herein. The Letter of Transmittal should identify all addenda received by the Respondent. Joint Ventures require signatures from all firms participating in the Venture.

**Executive Summary:** The executive summary is intended to serve as a two-page (maximum) summary of the contents of the proposal. Please include.

- a. Name, address and telephone of firm
- b. Name and title of contact person
- c. Firm overview
- d. K-12 school market experience overview
- e. Names of school districts for which similar construction services were performed by your firm along with the CM contract type (CM/a or CM/c)



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**Project Staffing:** The education, training and qualifications, and responsibilities of the proposed project staff including; Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent for this Project. Describe total experience in construction management of each of the proposed Project Team Members. Note separately projects performed by personnel while with another firm and/or organization.

**Experience and References:** Provide a brief overview of other K-12 school districts your firm has worked with that illustrates the depth, experience and service capabilities of your firm with K-12 school clients:

- a) Number of years the Firm has provided Construction Management Service for school projects.
- b) Project name, location and School District: Name, title, telephone number and email of School District contact
- c) Name, address, telephone number and email of project architect
- d) Project description including size in square feet, schedule, and services provided (CM/a or CM/c)

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.

### **Service Offerings/Approaches**

- a) Describe how you view and approach the role of District Construction Manager in partnering with the School District and Architect.
- b) Address pre-construction services during design
- c) Describe how you provide cost estimates including outlining the phases of the project and detail of the work. Discuss the approach to cost reduction at various points in the design, bidding, and construction process.
- d) How does the firm maintain project schedules?
- e) Describe the firm's approach to bid solicitation.
- f) Firm's plan to screen contractors who bid on various portions of the job
- g) Discuss the firm's approach to site safety, noise disruption, circulation and traffic during the construction phase.

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- h) Describe the firm's handling of "change orders" during construction.
- i) Firm's approach to integrating quality assurance during pre-construction and construction phase
- j) Approach to sustainable construction methods (LEED projects)
- k) Describe the firm's approach to close-out and warranty services.
- l) Provide your current hourly rate schedule and describe what is included in your fee, reimbursable expenses and general conditions.
- m) Provide an example Executive Summary Report your firm would provide to update the Board of Education.

**Litigation**: List any litigation your firm has been involved with in the past five (5) years