

REQUEST FOR PROPOSALS - CONSTRUCTION MANAGEMENT COST ESTIMATING & CONSTRUCTION MANAGEMENT SERVICES
Plainfield Community Consolidated School District 202

*** International Contractors Inc (ICI)**

New Construction	Professional Fee	<u>2.50%</u>	Pre-Construction/Estimating	<u>0.45%</u>
Site Renovation	Professional Fee	<u>2.75%</u>	Pre-Construction/Estimating	<u>0.65%</u>
Additions	Professional Fee	<u>2.50%</u>	Pre-Construction/Estimating	<u>0.55%</u>
Interior Remodeling & Renovation	Professional Fee	<u>2.75%</u>	Pre-Construction/Estimating	<u>0.65%</u>

Lamp Incorporated

New Construction	Professional Fee	<u>2.50%</u>	Pre-Construction/Estimating	<u>0.50%</u>
Site Renovation	Professional Fee	<u>3.50%</u>	Pre-Construction/Estimating	<u>1.00%</u>
Additions	Professional Fee	<u>3.00%</u>	Pre-Construction/Estimating	<u>0.50%</u>
Interior Remodeling & Renovation	Professional Fee	<u>3.50%</u>	Pre-Construction/Estimating	<u>1.00%</u>

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Introduction

The Board of Education for Plainfield Community Consolidated School District 202 ("School District") is soliciting Statements of Interest and Proposals from qualified firms to provide comprehensive Construction Management Services to assist the School District in the planning, estimating, pre-construction, bidding, construction, close-out and occupancy of the planned improvements. The scope of the work is further outlined below under-Project Information.

This Request for Proposal ("RFP") is not an Invitation to Bid, but rather a solicitation for proposals; responses will be evaluated based on the relative merits including value, qualifications, and experience. There will be no public opening or reading of responses received by the School District pursuant to this request.

RFP Submission

RFP submissions are due by **May 7, 2019 at 9:00 a.m.** local Central Standard Time. Each submission must include five (5) hard bound copies and one (1) digital copy on USB to be delivered to:

Rick Engstrom, Assistant Superintendent for Business and Operations
Plainfield Community Consolidated School District 202
15732 South Howard Street
Plainfield, IL 60544

Proposals must be enclosed in a sealed envelope, or other sealed container, and the sealed envelope or container must have a label that clearly displays "Request for Proposals – Construction Management Services for Plainfield Community Consolidated School District 202" and the RFP Proposer's name.

Submittals of proposals should be prepared as standard 8-1/2" x 11" letter size and shall be limited to twenty-five (25) 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.

The School District will only accept written responses delivered to the address above by the submission due date of the RFP.

Timely delivery of submissions is the responsibility of the Proposer.

District Schedule to Award the Construction Management Services

RFP Released: **April 24, 2019**

Last date to submit questions/clarifications: **April 30, 2019 at 9:00 a.m.**

Answers/clarifications posted on District website: **May 2, 2019 at 3:00 p.m.**

RFP Due to District **May 7, 2019 at 9:00 a.m.**

RFP Recommendation Committee Review: **May 8, 2019**

RFP Interview List Released: **May 8, 2019**

Interview Process: **May 14, 2019**

Committee recommends firm for Board Approval: **May 22, 2019**

Award by the Board of Education: **May 28, 2019**

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Proposers' Inquiries and Addenda

Questions regarding the bid should be made in writing by the above referenced date and directed to **Rick Engstrom, Assistant Superintendent for Business and Operations** and **Paul Gonzalez, Director of Facilities** who can be reached at rengstro@psd202.org and pgonzale@psd202.org

Any responses to questions, or changes in this RFP, shall be issued in writing as an addendum and posted on the School District's website. Proposers must acknowledge addenda received as part of their completed RFP proposal. Oral interpretations or clarifications will be without legal effect. Only written proposals and written responses to addenda will be given legal effect.

General Information, Notifications and Purpose

- a) Proposers are advised to carefully 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 submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being nonresponsive.
- b) Joint venture and cooperative proposals will not be considered.

General Terms and Conditions

The purpose of this RFP is to identify and select 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 RFP proposal should include the proposed cost structure for all cost estimating and consulting services prior to the approval of a project. If funding for all or any part of the project is approved, the School District may elect to continue to employ the Construction Management Services firm for the execution of the project. All cost structures related to post-funding stages of construction should be included in the submittal.

In the event of a funded project, the Construction Management firm will hold all the contracts after assignment by the Board of Education and thus undertake the schedule risk, issue the checks/administer pay requests and will provide contract enforcement administration. The Construction Management firm will be acting as an Advisor and will not be performing any of the construction.

The School District reserves the right to award contracts for various projects to multiple or single proposers. The School District reserves the right to waive informalities and irregularities in the qualifications received. The School District reserves the right to terminate this RFP at any stage and/or reissue a subsequent solicitation. The School District will remedy or waive technical errors in the RFP process as is in the best interest of the School District.

The Proposer(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 presented to the Board of Education for approval. The Board of Education may act to approve, reject or delay award of a Construction Management Services contract based on the recommendation of the Selection Committee.

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

All proposals for such Construction Management Services must comply with all applicable federal, state and local laws including the payment of prevailing wages by all contractors working on public work projects and criminal background investigation. Proposals must comply with all applicable federal, state and local statutory requirements regarding labor, including equal employment opportunity laws.

All costs associated with developing or submitting proposals in response to this RFP, or to provide oral or written clarification of its content shall be borne by the proposer. School District assumes no responsibility for these costs. This RFP 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 RFP does not commit the School District to enter into a contract. The School District reserves the right to reject any/all proposals, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFP.

Project Information

The project is subject to approval of budgets and funding by the Board of Education for the School District. The Board may suspend the project at any stage up to and including following receipt of proposals.

About

The School District currently serves more than 27,000 students who reside primarily in the City of Plainfield and small portions of Bolingbrook, Joliet, Crest Hill, Lockport, Romeoville and Naperville. Approximately 67% of students live in Plainfield with the remainder living outside of the City, but within the School District boundaries. (District boundaries are NOT contiguous with City boundaries.) At present, the School District maintains 33 buildings (17 elementary schools, 7 middle schools, 4 High School, 1 Alternative School and 1 Early Childhood Education Center).

Focus

In the past the School District has maintained a 10-Year Capital Facilities Plan which documents a wide variety of building needs generally focused on the condition and maintenance of the buildings. In a desire to establish a Master Facility Plan that goes beyond upkeep and sets goals for how and in what environment education will be delivered in the future, the School District has engaged in the Construction Management process. This process is ongoing and will inform the decisions regarding the composition of any future projects. The results to date and status of the process can be found at www.psd202.org

Scope

The project scope has yet to be determined and it is expected that the qualified construction management firm will assist throughout the remainder of the information gathering process, scope setting, budgeting, and planning stages. It is possible that the project could include any or all of the following: new construction of a K-5 elementary building, significant remodeling, renovation and expansion of one or more K-5 elementary buildings, smaller additions or renovations at other K-5 locations, improvements and upgrades of existing systems (HVAC, lighting, plumbing et.al.), and updating existing learning spaces to provide future ready

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learning environments. The staging of work to minimize impact on student learning, while finishing projects on time and budget, will be a crucial element in the success of the construction management firm.

Selection Criteria and Process

The tentative date for presentations (subject to change as may be required) is **May 13, 2019**. A reasonable inquiry for additional information may be conducted by the School District as to proposers' past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion, which results in customer satisfaction with quality results.

The timing of the research may precede or follow the interview process as determined in the best interests of the School District. Proposers are solely responsible to promptly supply additional information to the School District in connection with such inquiries. The promptness, accuracy, and cooperation of proposers in responding to such inquiries may be grounds for determination of non-responsiveness as determined by the School District.

A final evaluation of all the presenting proposers will be made by the Selection Committee in order to determine the best qualified firm for the project.

The Selection Committee shall determine the selection of proposers for the interview process by reviewing the submitted written RFP proposals. A "short list" of no more than three firms will be developed. These firms will be invited to make a presentation to the Selection Committee. The Selection Committee may consist of 10 members recommended by the School District Superintendent. Each presentation will be limited to 30 minutes with an additional 30 minutes allowed for questions and answers.

The Selection Committee will make a recommendation to the Board of Education on the chosen proposer upon completion of the interview process. The Selection Committee may rank the firms making the presentations to determine a final recommendation.

Each of interviewed proposers shall be evaluated on the following criteria:

- Overall qualifications of the firm
- Competitiveness of proposed fee structure
- Composition and qualifications of the Proposer's staff for this project
- Proposal for cost estimating and consulting services
- Ability of the firm to show a good understanding of the School District and its community
- Firm's safety record as reflected in their EMR (experience modification ratio)
- Relevancy and success on past projects within the K-12 education market in particular those school districts involving a Master Plan during the last three years
- Experience and success on past complex logistical projects during the last three years
- Overall fit of the key staff members proposed
- Quality of the interview presentation
- Probability of the firm to develop a successful partnership with the School District should the School District fund and implement projects.

Recommendation by the Selection Committee is based on the combination of the proposer's response to the above submittal requirements, the composition and qualifications of the proposer's staff for this project and the interview process.

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The Selection Committee's recommended firm will be submitted to the School District's School Board of Education for approval. The School District, following Board Approval, may then enter final negotiations with the selected firm with the expectation that the firm and the School District reach an agreement on contract terms and conditions and ultimately execute a contract, upon attorney review. However, a final award for the School District's Construction Management Services is subject to the execution of a written contract. If no contract is executed, then the School District reserves the right to terminate negotiations with the initially selected firm and begin negotiations with another proposer subject to the School District's Board Approval. This contract negotiation process may be repeated until the School District either reaches and executes a written contract or the School District, at its sole discretion, ceases to pursue Construction Management Services.

SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

For contract purposes, the School District anticipates using the AIA Document C132 – 2009 contract for construction management services subject to amendment/s by the School District. This document is to be used as a guide for defining services to be provided by the Construction Manager. The Construction Manager's scope of work shall include, but not be limited to, the following list of services:

PRE-CONSTRUCTION PHASE SERVICES

- Document review
- Estimate preparation
- Master scheduling
- Value engineering
- Construction logistics planning
- Phased construction planning
- Manage the procurement process

Administration

The Construction Manager shall attend and participate in pre-design and design phase team meetings. The Construction Manager shall prepare a site logistics plan for review by the School District.

Estimating

The Construction Manager shall provide cost estimates at each phase of design:

Schematic Design

Design Development

50/75% Construction Documents

Provide a sample work product of a Design Development cost estimate

Scheduling

The master project schedule will be updated after the development of the final concept, again after the completion of design development and as needed throughout the 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 close out of the

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project. Identify and help secure any items with lead times that might negatively impact on-time completion.

Provide a sample work product of the schedule.

CONSTRUCTION PHASE SERVICES

- Provide full-time field coordination
- Manage all construction contractors in the field
- Cost estimating
- Construction scheduling
- Manage shop drawing and submittal process
- Conduct all progress meetings
- Prepare monthly status reports to the School District
- Review pay application requests with the related documentation such as partial lien waivers
- Review the safety programs of the trade contractors
- Track and review permits and approvals
- Minimize disruptions to school activities

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 Construction Manager shall conduct weekly 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.

Reporting/Communication

On a monthly basis, prepare a detailed project report updating the School 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. On a weekly basis, hold an informational meeting with the user groups and other School District personnel to provide with 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 pay requests and summarize overall project billing in a format acceptable to the School District. Review and recommend payment requests to be processed and paid by the School District and collect lien waivers from trade contractors and suppliers related to such payment requests. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to architect and the School District for review and approval. Continuously incorporate changes into the overall project budget to maintain an accurate and current estimate of total project costs. Obtain the required statutory bonds and insurance certificates from all contractors and suppliers in compliance with federal, state and local laws applicable to the construction project.

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Requests for Information/Submittals

Review and forward to the architect and School District all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating current status of each.

Self-Performance

The Construction Manager is not allowed to self-perform any portion of the construction work.

Punch List

Work with the Architect and School District to successfully address and complete punch list items.

O & M Manuals/As-Built/Project Close Out Documents

Prepare and turn over all O & M manuals for all equipment and all close out project documents to the School District.

Training/Start Up

Coordinate equipment training for appropriate staff of the School District 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 of same to the School District. Enforce provisions of warranties and guarantees with appropriate parties.

Submittal Requirements - Provided by the Construction Manager Candidate

Proposals should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the project. RFP submission must include the following:

Letter of Transmittal

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 Proposer.

Executive Summary

The executive summary of not more than two (2) pages is intended to highlight the contents of the Proposal and to provide the School District evaluators with a broad understanding of the Proposer's technical approach and ability.

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General Information

- a) Name, address and telephone of firm including involvement in industry and K-12 school market
- b) Name, title and contact information for the proposer contact person
- c) Name of officers in firm and an organizational chart: one (1) page
- d) Brief history/background of firm: one (1) page
- e) Overview of specific qualifications and projects within the K-12 school market during the past 10 years where you as the proposer were the construction manager of record
- f) Names of school districts and descriptions of the work for long range facilities plans performed by your firm
- g) Additional information that the proposer feels is a unique qualification and is of direct benefit to the School District
- h) EMR (Experience Modification Ratio) rating

Project Staffing

The education, training and qualifications of the proposed project staff including; Principal-in-Charge, Project Executive, Project Manager, Project Engineer, Cost Estimator, Construction Superintendent for this project, Safety Manager, and Assistant Superintendent (if needed). 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.

- a) Principal-in-Charge
- b) Project Executive (minimum 10 years' experience in K-12 projects)
- c) Project Manager (minimum 10 years' experience in K-12 projects)
- d) Project Engineer (if needed)
- e) Cost Estimator (minimum 10 years' experience in K-12 projects)
- f) Construction Superintendent (minimum five (5) years' experience in K-12 projects)
- g) Safety Manager
- h) Assistant Superintendent (if needed)
- i) Administrative staff
- j) Any other assigned staff

Experience and References

Profile several educational clients and/or projects specifically related to the School District's construction management needs that have been performed within recent years for which proposer was the construction manager of record.

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 market clients:

- a) Number of years the firm has provided dedicated Construction Management Service for school projects.
- b) Number of projects of similar scope and type your firm has completed in the past three years.
- c) Project name, location and School District: Name, title, telephone number and email of School District contact.
- d) Name, address, telephone number and email of project architect.
- e) Project description including size in square feet, schedule, and services provided.

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- f) Describe the master planning process your firm has developed that illustrates the depth, experience and service capabilities of your firm.
- g) Define your insurance coverage and bonding limits.

List all construction management projects that your firm is currently involved with, and the estimated value of each. Include state of completion and contact person.

Highlight and explain your firm's involvement in complex logistical projects.

List five (5) contractor references with whom your organization has worked with in the past twelve (12) months as the construction manager of record. Submit company name, contact person, and phone number for each reference.

Supporting Data: Include any other supporting data which you feel will assist the School District in evaluation of your firm.

Service Offerings/Approaches

Provide a brief overview of your firm including the number of years the firm has provided construction management services.

- a) Describe how you view and approach the role of District Construction Manager in partnering with the School District and Architect.
- b) Student Safety and Criminal Background Investigation. Discuss the firm's approach to site safety during the construction phase.
- c) Describe the firm's plan for screening contractors who bid on the various portions of the job.
- d) Describe the firm's handling of "change orders" during construction.
- e) 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. Provide an example of proposed cost reduction developed on a recent project during the pre-construction phase.
- f) How does the firm schedule a project from the earliest conceptual stages through construction? How does the firm maintain project schedules? Firm's approach in providing fast track or accelerated construction.
- g) Approach to close-out, equipment start-up and follow-up on construction related issues including warranty.

Litigation

Litigation and Ethics Information: List any and all current or concluded litigation involving proposer in any project, regardless of whether proposer was a named party or not, within the past 10 years, specifically including the proposer's client involvement. Proposer shall describe proposer's involvement in the matter and the outcome of the matter if concluded.

The proposer's services and product/s provided shall conform to applicable federal, state and local laws, codes, ordinances and regulations, including but not limited to the Illinois School Code [105 ILCS 5/1-1 *et seq.*] and the School District Board's rules, regulations and policies.

Compensation

The Construction Manager shall describe all fees, costs and expenses that will be included with your proposal in detail, including but not limited to:

- a) Describe how professional fees, insurance, and bonds are typically handled and what is included in your professional fees.

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- b) Describe in sufficient detail your typical general conditions cost structure (i.e. what is included and what is not included).
- c) Provide the current billed hourly rate for each of the following: Principal-in-Charge, Project Executive, Project Manager, Project Engineer, Cost Estimator, Construction Superintendent for this project, Safety Manager, and Assistant Superintendent.
- d) Identify which cost components of general conditions are typically included in the trade contracts at the time of bidding.
- e) Insurance

Please propose a lump sum fee for performing the Scope of Services as identified in AIA Document C132 - 2009 Agreement between Owner and Construction Manager which shall include the following:

- Preconstruction services start..... (Date)
- Documents to be submitted to SED..... (Date)
- Construction Start..... (Date)
- Open for occupancy..... (Date)

Please provide separate quotes for preconstruction and construction phase services.

If there are additional scope parameters, you wish to include in this response please identify them.

Without exceeding the twenty-five (25) page submittal limit, feel free to provide any other supporting data, which will assist the School District in evaluating your firm