

**Request for Proposals for Construction Management Services
For the Millstadt Library New Building Project**

December 2, 2020

The Millstadt Library invites you to submit a reply to this Request for Proposal for Pre-Construction Services from qualified Construction Management At-Risk firms for a proposed new building located at State Route 163 and Parkview Drive in Millstadt, IL.

Please address all responses to:

Ms. Traci Juhas, President – Library Board of Trustees
Millstadt Library
115 West Laurel Street
Millstadt, IL 62260

Proposals will be received until **noon on Friday, December 18**. Proposal responses should be e-mailed to Nichole Lauko, Library Director at n.lauko.millstadtlib@gmail.com AND to Andy Dogan, Architect at ardogan@williams-architects.com. **One (1) copy of "Form B" (fee information) shall be delivered in a sealed envelope to the Millstadt Library, 115 West Laurel Street, Millstadt IL 62260 by noon on Friday, December 18.** The sealed envelope with "Form B" fee information shall either be delivered in person, delivered using a service that can ensure delivery prior to noon, or placed in the Library's book drop before noon on Friday, December 18. Late proposals will not be accepted.

Williams Architects of Itasca, IL has been contracted by the Millstadt Library to provide professional architectural and interior design services for this Project.

It is the intention of the Millstadt Library to consider these RFP's during December 2020. A short list of Construction Managers will be selected using the criteria listed in this proposal and interviews will be conducted in January 2021. The Millstadt Library may make such investigations as they deem necessary to determine the ability of the Construction Manager to perform the work, and the vendor shall furnish to the Millstadt Library all such information for this purpose as the Millstadt Library may request. The Millstadt Library reserves the right to reject any or all RFP's if the evidence submitted by, or investigation of, such Construction Manager fails to satisfy the Millstadt Library that such Construction Manager(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The Millstadt Library reserves the right to waive any irregularities or minor defects in the RFP, and to accept the proposal which is in the best interest of the Millstadt Library. Conditional proposals will not be accepted.

Please address any questions regarding this RFP or the project scope **in writing** to:

Andy Dogan, AIA Principal Williams Architects 500 Park Boulevard, Suite 800 Itasca, IL 60143	Phone 630-221-1212 FAX 630-221-1220 Email: ardogan@williams-architects.com
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The deadline for questions regarding this RFP is Friday, December 11. Responses to written questions received will be issued in an addendum to this document, which will be posted on the Library's web site at millstadt-library.org by end of business on Monday, December 14.

Respondents are solely responsible for verifying whether any addenda have been issued, obtaining the addenda, and complying with addenda requirements in their response to this RFP.

PURPOSE

The Millstadt Library is issuing this Request for Proposal (RFP) for professional services. The purpose of this RFP is to solicit quotations for providing professional construction management services for all construction services for the project described below. The selected firm will be initially contracted to provide "Phase 1" preconstruction cost estimating, value engineering, and scheduling activities for concept designs currently being prepared by the Architect and then, if so selected by the Library, to provide construction management services for implementation of the project once funding is secured by the Library to construct the project. The Millstadt Library hopes to enter into a contract with a responsible firm for such services, and accordingly is seeking certain information whereby such service capabilities shall be evaluated.

SELECTION TIME FRAME / SELECTION CRITERIA

Proposals will be received until **noon on Friday, December 18, 2020**. After that time, the Library Building Committee, Library Director, and Architect will review all submissions. It is anticipated that interviews with selected firms will be held in mid to late January 2021, potentially on a Saturday morning or afternoon.

The following factors will be used in arriving at the selection of a construction management firm, including but not limited to:

- A. Qualifications
- B. General experience
- C. Specific experience with library construction projects
- D. Specific record of accomplishments with similar projects
- E. Skills and abilities of personnel assigned to project
- F. Performance data, including but not limited to cost control, and scheduling procedures
- G. Workload and scheduling availability to start work on the project
- H. Fees
- I. Ability to collaboratively work with the design team towards solutions that are in the Library's best interest
- J. References

Commented [ARD1]: Added language

The contract may be awarded to the most responsible firm whose proposal will be, on an overall basis, the most advantageous to the Millstadt Library. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of the Millstadt Library. Cost alone shall not be the determining factor. The Library's decision shall be final and not subject to recourse by any firm, person, or corporation. The Millstadt Library reserves the right to reject any and all proposals, and/or waive non-substantive deficiencies.

It is the intent of the Millstadt to enter into an AIA Document A133-2019, *Standard Form of Agreement between Owner and Construction Manager as Constructor* 2009 Edition. Under this form of agreement, the Construction Manager is a Constructor where the basis of payment is the Cost of the Work plus a Fee with a Guaranteed Maximum Price.

Commented [ARD2]: Verify with legal counsel

SCOPE OF WORK

This RFP is for coordinated construction management services for all construction trades in conjunction with the referenced project. The project involves construction of a one-story, slab-on-grade building of approximately 9,800 SF with associated site improvements.

A firm timeline has not yet been established for construction of the project. The Library anticipates completing concept design in April 2021. **The intent is for the selected firm to be engaged for “Phase 1” preconstruction advisory services during this concept phase, with the likelihood to be the selected construction management firm to implement the project once the project proceeds, assuming satisfactory performance during Phase 1.**

A firm project budget has not yet been established. The selected construction management firm will be expected to take an active role in identifying probable costs for multiple project size and scope scenarios developing value engineering strategies to ensure the Owner can maximize the scope of the project within the available budget during the preconstruction phase. Although the project is not anticipated to seek LEED certification, the project team will endeavor to incorporate as many sustainable design and energy efficiency principles and practices as possible and practical into the design and construction of the new facility.

It is the Library’s intention to utilize the construction management firm’s ability and expertise in lieu of a general contractor. Contracts for construction will be held by the Construction Manager, in an “at risk” arrangement with a Guaranteed Maximum Price established prior to beginning of construction.

It is the Library’s intention to enter into a contract with a construction management firm as soon as possible.

The Construction Manager will assist the Library and the architect/engineer through pre-construction and then manage construction. Responsibilities of the construction manager include, but are not limited to, the following:

Pre-Construction Phase – Advisory Services (Phase 1)

- Develop a preliminary estimate for two alternate building concepts from the Architect’s Concept Design documents, currently under development. Work with the Architect to refine the budget and estimate, incorporating value engineering ideas that have been developed in conjunction with the architect to bring the project into the budget identified by the Library.
- Develop a Project Schedule to reflect construction activities, continuous occupancy and availability of library resources by patrons and staff, and critical occupancy dates.
- Conduct ongoing value engineering to identify opportunities of enhancing the value of the project. This effort will analyze the item and/or system in question relative to first cost (to furnish and install) in deference to maintenance, utility costs, durability and cost to replace.

Pre-Construction Phase (Phase 2 – Once Project Funding Is Secured)

- Develop estimates from 100% Design Development and 50% construction documents. Refine the budgets and estimates throughout pre-construction to reflect value engineering ideas that have been developed in conjunction with the Architect.
- Refine project schedule(s) to reflect team member contributions, construction activities and critical occupancy dates.
- Identify “long lead” items and coordinate bids so that the schedule is not compromised.

- Identify and evaluate opportunities and strategies for improving sustainability and energy efficiency in conjunction with the Architect.

Bidding/Contract Award Phase

- Assist in preparation of general and/or special conditions.
- Prepare a progress schedule and scope of work for inclusion in bid documents.
- Prepare a cash flow schedule.
- Submit a recommended bidders list for all categories of work to the Millstadt and Architect for prior review and approval.
- Prepare advertisements and invitations to bid.
- Provide instructions and scope of work details to all bidders. **The Owner and Architect shall have the opportunity to review and comment on these bid scope documents prior to release of documents for bidding.**
- Solicit, receive and analyze all bids. Develop a bid tabulation form and list award recommendations.

Construction Phase

- Provide home office and job site administration, with the ability to communicate via e-mail from the home office and job site.
- Manage all trades.
- Manage shop drawing and submittal review process, perform initial review of submittals and shop drawings for compliance with contract requirements, and ensure expediting of same.
- Review requests for information, request for proposals and subcontractor's response to same.
- Hold and chair bi-weekly progress meetings (to be increased to weekly progress meetings when required based on construction activities)
- Coordinate and review contractor requests for payment. Review and provide certified payroll information from trade contractors for purposes of verifying compliance with applicable prevailing wage laws.
- Obtain and review bonds and lien waivers from subcontractors.
- Provide monthly progress report addressing any cost or schedule changes.
- Update cash flow requirements.
- Expedite substantial completion and occupancy certificates.
- Obtain closeout documents as required by the Contract Documents such as project record documents, guarantees/warranties and operation and maintenance manuals.

- Assist in obtaining all required permits and inspections of governing authorities having jurisdiction and act as the Library's representative with respect to those authorities.
- Assist the Library with moving furniture and collections as required to accomplish construction activities.
- Prepare a punch list and expedite completion.

Post-Construction Phase

- Coordinate and expedite the resolution of construction related problems.
- Coordinate and expedite the repair/replacement of items covered under guarantees/warranties.
- Conduct follow-up review of the complete facility to help ensure satisfactory performance of materials and systems.
- Conduct a ten-month warranty walkthrough with the Owner and Architect to identify any issues requiring correction under the one-year warranty period. Ensure that trade contractors complete warranty items as required.

NOTE:

- The Library will not consider construction management firms who propose to assign construction management tasks to other firms.

SUBMITTAL REQUIREMENTS

RFP submittals shall address the following:

1. BUSINESS ORGANIZATION

- A. Firm name, business address, and telephone.
- B. Name and title of contact person.
- C. Number of years your organization has been in business under its present business name.
- D. Type of ownership: Partnership, Corporation, or Other.
- E. If a corporation, please provide the following:
 - 1.) Date of incorporation
 - 2.) State of incorporation
 - 3.) Principal officers
- F. If other than a corporation, describe the organization and name its principals.
- G. Have you ever failed to complete work awarded to you? If so, explain when, where and why this happened.
- H. Provide a statement of the company's financial condition and financial references.
- I. Provide information with respect to the firm's insurance coverage. Include General Liability insurance coverage limits, professional liability insurance coverage limits, errors and omissions insurance coverage limits, and claims/litigation history (including involvement with mediation and/or arbitration) for projects during the past 7 years.

2. SIMILAR PROJECT CONSTRUCTION MANAGEMENT EXPERIENCE

- A. Please indicate what percentage of projects you do on the following basis:
 - 1.) Construction Management
 - 2.) Lump sum general contract – Design/Bid/Build
 - 3.) Design/Build
- B. Please list the dollar value of work completed within 100 miles of the project site in the last five years under the Construction Management approach.
- C. Please list the number of public sector/municipal projects you have completed with an individual construction cost of \$500,000 or more.
- D. Using the criteria of public sector/municipal valued over \$500,000, list similar projects completed with the past five years where you have served as construction manager. (Do not list any projects where you have served as a lump sum general contractor or consultant)
 - 1.) For each project listed, include project name and address, year completed, construction cost, type of project (New, Renovation, Addition, Replacement), a project reference (Name, Position, Telephone Number) and project architect (New, Renovation, Addition, Replacement).
 - 2.) For each project listed, indicate whether your company (or any wholly or partially owned subsidiaries) also acted as a trade contractor for any part of the project. Provide details regarding the scope and dollar value of work performed.

3. CONSTRUCTION MANAGEMENT CAPABILITIES AND SERVICES

- A. Describe your approach to a CM/Owner/Architect/Engineer Team and your relationship to each. If your firm or a division of your firm also provides architectural services, describe your approach to working with another architect and engineering team outside your company.
- B. Briefly describe how your firm performs the following services:
 - 1.) Cost Estimating
 - 2.) Cost Control
 - 3.) Quality Control
 - 4.) Drawing and Specification Review
 - 5.) Scheduling in Pre-Construction and Construction phases
 - 6.) Approach to Bid Packaging and Scoping
 - 7.) Approach to working with public owners on bidder qualification issues, including rejecting low bidders on the basis of either mistakes in bids submitted or failing to be a responsible or best bidder, depending upon the applicable standard of review
 - 8.) Approach to maximizing local trade contractor participation
 - 9.) Coordination of various trade contractors
 - 10.) Safety Programs, Labor Relations, other items of interest
- C. Describe your in-house capabilities to implement the above services related to this project.
- D. Describe your firm's experience with Mechanical/Electrical trades and equipment. Please indicate how you propose to handle Mechanical/Electrical estimating.

E. Please enclose examples of the following from a previous project similar in size and scope to this project:

- 1.) Concept Phase Estimate
- 2.) Construction Document Phase Estimate
- 3.) Project Schedule
- 4.) Interim Report to the Owner

4. PROJECT ORGANIZATION

A. Provide a project organization chart showing your key professionals who would be assigned to this project for both the Pre-Construction and Construction phases. For each key professional, please provide the following information:

- 1.) Percentage of involvement for each project phase:
 - (a) Concept Design (Phase 1 Preconstruction)
 - (b) Construction Documents (Phase 2 Preconstruction)
 - (c) Bidding
 - (d) Construction
- 2.) Provide a brief description of their responsibilities on the project and their role within the project team.
- 3.) Provide detailed resumes of these key professionals showing work experience and education.

5. REFERENCES

Provide the last five (5) clients in Illinois and/or Missouri for which the firm has provided construction management services with contact names and phone numbers, for similar type projects.

6. ADDITIONAL INFORMATION

- A. Please describe what distinguishes your firm from others in the field. Please identify what makes your firm a good candidate for this project.
- B. Describe specific examples of how your firm's approach to estimating and value engineering maximized the scope of a project.

7. FEES AND REIMBURSABLE EXPENSES

- A. The proposed Construction Management fees and proposed allowance for reimbursable expenses should be submitted in a separate, sealed envelope using "Form B" of this Request for Qualifications.
- B. The above fees should include all personnel time anticipated for all phases of the project including the project manager, estimators and clerical, but not including the field representative. The field representative's time should be listed in the proposed allowance for reimbursable expenses.
- C. Provide proposed allowances for reimbursable expenses (General Conditions including a detailed list with an anticipated dollar amount for each line item and a total for the entire project).

Request for Proposal for Construction Management Services
Form A

Please complete this form and attach it to your RFP Submittal.

The full name of our firm is: _____
Name

Address	City	State	Zip Code
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Office Phone No.	Fax No.	Cell/Mobile No.
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Contact Person

Our firm has performance bond capabilities in the amount of:

We have read and we understand the RFP as presented and have read and understand any addenda that were issued during the RFP process. We agree to comply with Millstadt Library Policy and applicable State laws related to sexual harassment. If chosen as a semi-finalist, we agree the Millstadt Library may conduct any investigation it deems appropriate to investigate previous projects our firm has worked on. My signature represents compliance with and understanding of this RFP.

Signature and Title

This form should be submitted in a separate, sealed envelope identified with the name of this project and the name of your company **Form B**

Name of Firm

Contact Person/Phone No.

Please list the categories and total price for items that you identify as Phase I pre-construction advisory services. Provide detailed list of categories and pre-construction services on a separate sheet.

\$
(Monetary total for Phase I pre-construction advisory costs)

Please list the categories and total price for items that you identify as Phase II pre-construction services following Phase I advisory services, including bidding/contract award phase work. Provide detailed list of categories and pre-construction services on a separate sheet.

\$
(Monetary total for Phase II pre-construction costs)

Please fill in your proposed professional fee as a percent of actual construction costs (construction, and post-construction phases) but not including "general conditions"

(% of construction costs)

*Please provide a lump sum price for items that you identify as "general conditions" for the project. For purposes of this lump sum, assume a trade contract value of \$3,000,000 for the project. **(Note that this is solely an exercise in understanding approximate costs for a specific potential budget scenario; the Library Board has not yet established a budget for the project, and may establish either a lower or higher construction budget for the project, at which time these general conditions would be adjusted accordingly)** These general conditions are in addition to the percent of construction costs above. List the categories and give a price breakdown on an attached sheet.*

\$
(Monetary total for General Conditions)

Signature

Title

Date