

Request for Proposals

Construction Management Services Administrative Office Addition & Training Tower Fire Station 121 236 Sunrise Willowbrook, IL



Date of Issue:
February 4, 2019

Due Date for Responses:
February 22, 2019

Proposals must be received no later than 4:00 PM by:
Sam Molinaro, Chief
Tri-State Fire Protection District
419 Plainfield Road
Darien, IL 60561
smolinaro@tristatefd.com

A. Purpose

The **Tri-State Fire Protection District** (hereafter referred to as the “**District**”), is seeking proposals for the purpose of selecting a firm to provide Construction Management services for the construction of an Administrative office addition onto Fire Station 121, as well as a stand-alone training tower on the same property (hereinafter referred to as the “**Project**”). The Construction Manager for the Project will be the District’s professional representative who will oversee and professionally manage the Project on behalf of the District in conjunction with the Project’s Architect, FGM Architects, Inc., 1211 West 22nd Street, Oak Brook, Illinois 60523. In addition to providing construction management services on the Project, the District contemplates that the Construction Manager will assume the overall role and responsibility as a general contractor on the Project; therefore the services requested are for a Construction Manager as Constructor. In order for the Construction Manager to act as the general contractor on the Project within the confines of the competitive bidding requirements under the Illinois Fire Protection District Act, all construction trade contracts for the Project will be competitively bid out by the District and awarded to those prime trade contractors determined to be the lowest responsible bidder for each category of work. Upon the award of the trade contracts, the District will assign such awarded contracts to the Construction Manager. The District intends to enter into an AIA Construction Manager Contract where the Construction Manager acts as Constructor.

Construction Management firms desiring to submit proposals shall follow the outline and instructions herein, and furnish all requested information. Incomplete submissions will not be further considered. Please review all portions of the RFP carefully to ensure a thorough understanding of the request and submission requirements. All proposals will become the property of the District.

B. Overview of the Project

The population of the District is approximately 50,000. The area protected by the District is 27 square miles operating out of 4 stations.

The Project will generally consist of the following work at the District’s fire station 121 located at 236 Sunrise in Willowbrook, Illinois:

- Build a new (approximately 5200 s.f.) single story administrative office addition onto the fire station
- Build a new (approximately 2500-3000 s.f.) three story stand-alone training tower

C. Construction Management Expectations

The Construction Manager will be expected to provide pre-construction support, attend meetings with the Owner and Architect, provide two cost estimates, one during schematic design and one at approximately 75% completion of construction documents, produce a project schedule, provide a quality control check of the documents prior to bidding. The Construction Manager will also be expected to coordinate and manage the competitive bid process for all construction trade work on the Project, including, but not limited to, the packaging and distribution of the bid documents, responding to inquiries from bidders, review of submitted bids, checking contractor references, and making recommendations as to those trade contractors determined to be the lowest responsible bidders.

The Construction Management team will be expected to provide full-time on site supervision that will include daily coordination with the trade contractors and subcontractors, Architect, and the District to ensure compliance with design. The Construction Manager will coordinate all on site testing of materials and workmanship, as well as coordinate and facilitate the removal and replacement of deficient elements during construction.

The Construction Manager will work with the trade contractors and subcontractors and the Architect to ensure that District complaints are resolved, and minimize the disruption to the overall schedule. The Construction Manager will maintain the construction schedule, will review requests for payment by the trade contractors, and will recommend and verify change orders, field orders, and changes in plans, final paperwork and final acceptance.

D. Evaluation Criteria

The detailed statement of qualifications submitted should include information regarding the firm, its principal contact persons for the project, specific information regarding construction management services, and change order experience on other projects of this size and nature.

Evaluation criteria will be impacted on the following:

- ❖ A summary of the Company's experience with Municipal Fire Service Facility Construction Management as well as any other Public Safety Projects (if applicable)
- ❖ Ability to understand the special needs of a Fire District.
- ❖ Ability to communicate with and relate to District officials.
- ❖ Ability to produce the project in an acceptable time schedule.
- ❖ Ability to easily coordinate all phases of the design and construction phases.
- ❖ Ability to coordinate work with selected trade contractors.
- ❖ Information on your Company's approach to the District during design and construction.
- ❖ Project efficiency and cost savings.

E. Proposals must include:

1. Firm Information

- A. Name of the firm and location of the principal (home office) that will be supporting the Project including telephone number and fax numbers. Will the Project also be managed from this location? If your team is an association of more than one firm, please provide the information for all team members.
- B. Professional history of the firm and principals including the number of years in business under your present name. Number of years during which you have offered construction management services. Were you offering construction management services previously under a different name? If so, why was your name changed? If your firm is owned or partially owned by another organization or individuals, state the name, address and phone number of the individual or organization.
- C. Do you offer other services? (For example, do you offer general construction, program management, design, engineering, etc.)
- D. The names, titles, education, training, pertinent experience and qualifications of the proposed Project Construction Management and support team. Attach resumes of those staff you proposed to be actively involved in this project. Include their number of years of experience with your firm.

- E. Identify the amount of time principals and members of your firm will apply to the Project and their availability to this project (% of their total time).
- F. Submit a statement of the financial status of your firm.

2. Project Experience

- A. List all of your Construction Management projects (completed or in progress by your proposed project team) for the past three (3) years. Include the name of the project, its location, type of facility, project budget at design, project completion schedule at design, project cost at award of construction contracts, project substantial completion date, Owner's contact person; name, title, address, phone number, fax number, project responsibilities. List which of your projects contractually included a guaranteed cost, and which projects also included a guaranteed schedule. Explain reasons for variations in estimated cost and final (actual) cost, estimated schedule completion date and actual completion date (include substantial completion date and actual, final closeout date).
- B. List the names of three (3) fire service clients who may be contacted (if applicable), including at least one (1) for whom services were rendered within the last two years. Include names and phone numbers where a representative or the Owner can be contacted.
- C. List the Architectural firms your organization has worked with as a Construction Manager during the past three (3) years. Include name, contact person, and phone number as well as name and location of project (referred in Section A).
- D. List six (6) contractor references with which your organization has worked in the past twelve (12) months. Submit company name, contact person, and phone number. Include name and location of project (referred in Section A).

3. Project Approach

- A. Describe how your firm would approach this project detailing any unique qualifications, technical capabilities or characteristics that qualify your firm specifically for this project.
- B. State how you will assign task/responsibilities and monitor progress.
- C. Explain how your firm achieves quality control on projects.
- D. Describe how you control completion schedules on a project.
- E. Describe what role (if any) your firm will take with regards to the project's budget? Describe your cost estimating process.
- F. Describe how you integrate occupancy and warranty assistance with the Owner and Architect.
- G. Explain how your firm can control and save costs on this project.
- H. Explain how you evaluate Bidders so the District will have the best contractors at the lowest prices.

- I. Explain the corrective actions your firm would take to handle a particular contractor who is not performing.
4. Compensation (In a separate sealed envelope)
 - A. The District intends to enter into an agreement using a percentage fee as the method of compensation for all Construction Management services. Please delineate all fees, costs and reimbursable expenses the Construction Manager will be seeking for its work on the Project. These costs shall include, but not limited to, pre-construction fee, Construction Manager's fee (as a percentage of the cost of construction), any general condition fees, insurance costs, reimbursable costs, etc.
 - B. The pre-construction fee is to be a fixed fee and should include at a minimum, the following: five meetings with the District and Architect, two cost estimates, produce a project schedule, and provide a quality control check of the documents prior to bid.
 - C. Please provide an estimate of your additional costs should the project completion be extended for reasons beyond your control.
 5. Litigation and Ethics Information
 - A. List of any and all current litigation or concluded litigation in which the firm is currently ongoing or which has been concluded within the past five (5) years, including any fire protection districts and/or municipalities which were involved.
 - B. Any such litigation is to include the name of the entity for whom the service was under contract to, as well as a brief description of the charges brought under the suit. If the suit has been concluded, it is to be noted if an award or settlement was made or if the charges were wholly or partially dismissed.
 - C. Has your firm ever been called before a Commission or Professional Society of a local, state or national level to answer questions concerning your firm's ethical practices? If so, what were the circumstances?
 - D. Does your firm have a written Sexual Harassment Policy in full compliance with 775ILCS 5/2 – 105 (A)(4)? Provide a copy with your proposal.
 - E. Has your company or any predecessor been subject to any proceeding before the Illinois Department of Labor involving any allegations in violation of the Illinois Prevailing Wage Act during the past ten years? If the answer is yes, provide a statement in full as to the nature of the complaint, your company's response, and the ultimate resolution of the charge (for example, charge dismissed, case settled, fine issued, etc.).
 6. Certification
 - A. 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 Contract Act (Ill. Rev. Stat. Chapter 38, Article 33E).

7. Bond and Insurance Data

- A. A certificate of insurance must accompany the proposal for the following types of insurance commensurate with the size of the project.
 - 1. General Liability
 - 2. Automobile Liability
 - 3. Excess Liability
 - 4. Worker's Compensation & Employer's Liability
- B. Ability to provide a performance bond and labor and material payment bond equal to the cost of the project. Make sure that any such costs are detailed as part of Section 4 "Compensation" A & B above.

8. Supporting Data

- A. AIA – Contractor's Qualification Statement (A305)
- B. Include any other supporting data which you feel will assist the District in the evaluation of your firm. Areas of interest include but are not limited to:
 - 1. Working relationship with professional consultants, contractors and agency and fire service personnel.
 - 2. Thoroughness
 - 3. Creativeness
 - 4. Adequacy of Supervision
 - 5. Business procedures and record keeping
 - 6. Financial responsibility and stability

F. Selection Process

9. Method of Selection

The District's Board of Trustees, the Fire Chief, and the Deputy Chief will review the proposals and will develop a list of those firms determined to be most qualified to be interviewed. At the interview, firms should be prepared to discuss their program approach, staffing, quality control systems and service capabilities as well as answer questions of the Board of Trustees, the Fire Chief and the Deputy Fire Chief. Based on a review of the submitted proposals, experience, interview results, and reference checks, the members of the Board of Trustees will make their selection and begin contract negotiations with the selected firm.

The District intends to enter into an agreement utilizing AIA documents A121/CMc, with amendments as mutually agreed upon.

The District reserves the right to reject all or any proposals, to negotiate changes in the scope of the work or services to be provided, to withhold the award for any reason it may determine and to waive or decline to waive any technicalities or irregularities in a proposal.

PROPOSAL SUBMISSION

All correspondence, including proposals, is to be submitted to:

Tri-State Fire Protection District
ATTN: Chief Molinaro
419 Plainfield Road
Darien, IL 60561
630-323-6445

PROPOSAL SUBMISSION DEADLINE

All proposals must be received at the address listed above no later than 4:00 p.m. on **Friday February 22, 2019**. Facsimile or electronically transmitted proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened or considered.

PROPOSAL PRESENTATION

1. 8 copies of the written proposal are required.
2. The package containing the original and copies must be sealed and marked with the Proposer's name and "CONFIDENTIAL – CONSTRUCTION MANAGER PROPOSAL –Tri-State Fire Protection District."