

**Request for Proposals for:  
Construction Management Services  
For The  
ADDISON PUBLIC LIBRARY INTERIOR RENOVATION**

May 19, 2015

The Addison Public Library invites you to submit a reply to this Request for Proposal for Construction Management Services for interior renovations to the Addison Public Library building located at Four Friendship Plaza in Addison, Illinois.

Please address all responses to:

Mary Medjo Me Zengue, Director  
Addison Public Library  
Four Friendship Plaza  
Addison, IL 60101

Proposals will be received until **noon local time on Wednesday, June 10, 2015** at the address noted above. Please provide nine (9) copies of your proposal materials and one electronic copy as a single PDF file on a CD-ROM or flash drive. **Only one (1) copy of “Form B” (fee information) need be provided in a sealed envelope.**

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

It is the intention of the Addison Public Library to consider these RFP’s during June 2015. A short list of Construction Managers will be selected using the criteria listed in this proposal and interviews will be conducted in June 2015. The Addison Public 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 Addison Public Library all such information for this purpose as the Addison Public Library may request. The Addison Public 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 Addison Public Library that such Construction Manager(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The Addison Public Library reserves the right to waive any irregularities or minor defects in the RFP, and to accept the RFP which is in the best interest of the Addison Public Library. Conditional RFP’s will not be accepted.

Please address any questions regarding the project **in writing** to:

Andy Dogan, ALA, LEED AP

Phone 630-221-1212

Director of Library Design & Planning  
Williams Architects  
500 Park Boulevard, Suite 800  
Itasca, IL 60143

FAX 630-221-1220  
Email: ardogan@williams-architects.com

Responses to written questions received will be issued in addenda to this document, which will be posted on the Library's web site at [www.addisonlibrary.org](http://www.addisonlibrary.org). 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.

## **PRE-PROPOSAL CONFERENCE**

The Library Director and Architect will give a tour of the building and answer questions related to this Request for Proposals at a pre-proposal conference to be held at the Library on **Tuesday, May 26 at 10:00 AM**. The meeting will take place in the first floor Meeting Room. Attendance at this meeting is not mandatory but strongly recommended. While the building is open to the public and respondents may visit during normal operating hours, tours of the building and access to non-public spaces will not be available at any other time.

## **PURPOSE**

The Addison Public 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 Addison Public 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 **Wednesday, June 10, 2015**. After that time, the Library Trustees, Library Director, and Architect will review all submissions. It is anticipated that interviews with selected firms will be held in mid-**June 2015**.

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 renovation projects
- D. Specific record of accomplishments with similar projects
- E. Skills and abilities of personnel
- F. Use of outside consultants
- G. Performance data, including but not limited to cost control, and scheduling procedures

- H. Workload and scheduling availability to start work on the project
- I. Fees
- J. Experience working with local contractors
- K. References

The contract may be awarded to the most responsible firm whose proposal will be, on an overall basis, the most advantageous to the Addison Public Library. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of the Addison Public 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 Addison Public Library reserves the right to reject any and all proposals, and/or waive non-substantive deficiencies.

It is the intent of the Addison Public Library to enter into an AIA Document C132-2009, *Standard Form of Agreement between Owner and Construction Manager as Adviser*, 2009 Edition. Under this form of agreement, the Construction Manager is an Adviser and not a Constructor. The Library will not entertain CM at-risk or GMP proposals for this Project.

## **SCOPE OF WORK**

This RFP is for full coordinated construction management services for all construction trades in conjunction with the referenced project. The project involves selected interior renovations to the first and second levels of the existing building and significant furniture replacement and is the result of a Needs Assessment and Reorganization Plan prepared by the Architect. Preliminary floor plan diagrams indicating the scope of work are attached to this RFQ for reference. This is the only information regarding project scope that has been developed at the present time.

It is estimated that construction documents will be complete and released for bidding in November 2015. The Library intends to occupy the building and hold the Library open to the public during construction. The Construction Manager will assume a lead role in developing a phasing plan for the work that minimizes inconvenience to patrons and Library staff while accomplishing the work in a timely manner. This will not be a "fast-track" project.

The estimated amount for contractor trade work is approximately \$1,000,000 including contingencies. Although the project is not anticipated to seek LEED certification, the LEED Green Building Rating System will be used as a framework to identify opportunities for sustainable design and energy efficiency in this project. 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 renovations.

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 Village of Addison. The construction management firm will coordinate and handle all work

necessary to ensure that contracts between the Village of Addison and all applicable subcontractors are met.

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

- Develop a preliminary estimate from the Architect's Design Phase 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 budget incorporating available project funds.
- Develop a Project Schedule and Phasing Plan to reflect construction activities, continuous occupancy and availability of library resources by patrons and staff, and critical occupancy dates.
- Conduct on-going 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.
- Develop estimates from 100% Design Phase 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 Addison Public Library and Architect for prior review and approval.
- Prepare advertisements and invitations to bid.
- Provide instructions and scope of work details to all bidders. The Library 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.
- Assist the Addison Public Library in preparing contracts and purchase orders with same to be “held” by the Village of Addison.

#### 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.
- Actively ensure compliance with the Project Phasing Plan, maintaining library service at all times during the course of construction.
- 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)
- Attend regular Board Meetings to be held approximately once a month.
- Coordinate and review contractor requests for payment. Obtain certified payroll information from trade contractors for purposes of verifying compliance with requirements of the Illinois Prevailing Wage Act.

- Obtain 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.

*NOTES:*

- The Library will not consider construction management firms who propose to act as a subcontractor or trade contractor on this project or who propose to assign construction management tasks to other firms.
- This project is subject to the requirements of the Illinois Prevailing Wage Act.

## **SUBMITTAL REQUIREMENTS**

RFQ 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 in the Chicagoland area 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.
- 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.) Developing a phasing plan to keep an existing facility operational during construction
  - 6.) Scheduling in Pre-Construction and Construction phases
  - 7.) Approach to Bid Packaging and Scoping
  - 8.) 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
  - 9.) Approach to maximizing local trade contractor participation
  - 10.) Coordination of various trade contractors
  - 11.) 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.) Preliminary Design Phase Estimate
  - 2.) Construction Document Phase Estimate
  - 3.) Project Phasing Plan/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) Preliminary Design
    - (b) Construction Documents
    - (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 six (6) clients in Illinois 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. Include a corporate brochure or other materials to supplement your firm's written qualifications.

#### **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. The envelope should be identified with the name of this project and the name of your company.
- 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

\_\_\_\_\_  
Office Phone No. Fax No. Cell/Mobile No.

\_\_\_\_\_  
Contact Person

Our firm has performance bond capabilities in the amount of:

\_\_\_\_\_

The successful construction management firm will not be considered as a trade contractor or subcontractor for any of the proposed construction/renovations.

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 Addison Public Library Policy and the Illinois Human Rights Act related to sexual harassment. If chosen as a semi-finalist, we agree the Addison Public Library may conduct any investigation it deems appropriate to investigate previous projects our firm has worked on. My signature represents compliance 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 Name/Phone Number

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

\_\_\_\_\_  
\$  
\_\_\_\_\_  
(Monetary total for 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 all construction phases: addition, renovations and improvements. These 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