



**Request for Qualifications
Construction Management Services
February 6, 2017**

Introduction

Champaign Community Unit School District #4 (“District”) is a K-12 school district located in Champaign, Illinois. The District serves approximately 10,000 students on its 19 campuses. On November 8, 2016, District voters approved a \$183,400,000 bond referendum to improve several District facilities. The Board of Education has also committed to dedicating \$25,000,000 from District fund balance to complete the facility projects. The projects which the District plans to undertake include:

1. Renovations of and Additions to Central High School (\$87,100,000)
2. Renovations of and Additions to Centennial High School (\$63,300,000)
3. Renovations of and an Addition to Edison Middle School (\$15,000,000)
4. Demolition and Reconstruction of Dr. Howard Elementary School (\$16,100,000)*
5. Renovations of and an Addition to South Side Elementary School (\$11,100,000)
6. Renovations of and Additions to International Prep Academy (\$6,000,000)
7. Improvement of Athletic Facilities at McKinley Field (\$6,200,000)*
8. Improvement of Athletic Facilities at Spalding Park/Franklin Field (\$3,600,000)*

*The District anticipates that these projects will be delivered via a traditional Design-Bid-Build construction method and are not subject to this Request for Qualifications.

Additional information regarding these projects and the work the District has done around facility planning to this point may be found at <http://facilityplanning.champaignschools.org/>.

The District may select one firm or several firms to complete the identified projects. Contracts for the Central High School and Centennial High School projects will be grouped and awarded to the same firm. Contracts for the remaining projects will be awarded individually though the same firm may be awarded multiple contracts.

An informational meeting related to this Request for Qualifications will be held in the lower level of the Library at the District’s Central High School at 610 W. University Avenue, Champaign, Illinois 61820 on February 16, 2017 at 10:00 a.m. Candidate firms are strongly encouraged to attend. Parking surrounding the school is very limited. Please enter the building at the main entrance off Park Street, check in at the visitors desk, and you will be directed to the Library.

The District invites all interested and qualified firms to submit a statement of qualifications to provide construction management services to the District in response to this RFQ. The Board of Education has adopted goals and strategic initiatives, one of which is to increase opportunities for minority and women-owned firms to provide services to the District. In keeping with that goal, the District welcomes statements of qualifications from such firms.

Statements of Interest and Qualifications Submission

Statements of Interest and Qualifications are due by March 3, 2017 at 2:00 p.m. local time. Timely delivery is at the risk of the candidate firm. Any submissions received after the deadline will be rejected.

Please submit ten (10) bound copies as well as an electronic copy (submitted either with the bound copies or via email) to:

Mr. Tom Lockman
Chief Financial and Legal Officer
Champaign Community Unit School District #4
703 S. New Street
Champaign, IL 61820
(217) 351-3825
lockmath@u4sd.org

Qualifications must be enclosed in a sealed envelope and the package must clearly show the phrase “Request for Qualifications – Construction Management Services for Champaign Community Unit School District #4” and the name of the candidate firm.

Submissions should be prepared as standard 8-1/2 X 11 letter size and shall be limited to 75 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical and 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 submission information.

Schedule

The following is the proposed schedule for the selection of firms to provide Construction Management Services:

February 6, 2017	Issuance of Request for Qualifications
February 16, 2017 at 10:00 a.m.	Non-Mandatory Pre-Submission Meeting and Walk-Through (Library – Lower Level, Central High School, 610 W. University Avenue, Champaign, IL 61820)
February 24, 2017	Last Date to Submit Questions or Clarifications

March 3, 2017 at 2:00 p.m.	Deadline for Submissions
March 3 – March 8, 2017	Review of Submissions
March 9, 2017	Successful Short-Listed Firms Identified
Week of March 13, 2017	Interviews and Ranking of Short-Listed Firms
Week of March 27, 2017	Second Round Interviews (if necessary)
April 10, 2017	Proposed Board of Education Action

Candidate Firms’ Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing to:

Mr. Tom Lockman
 Chief Financial and Legal Officer
 Champaign Community Unit School District #4
 703 S. New Street
 Champaign, IL 61820
 (217) 351-3825
lockmath@u4sd.org

Any responses to questions or changes in this RFQ shall be posted on the District’s website as an addendum. Candidate firms must acknowledge addenda received as part of their submissions. Oral and other interpretations or clarifications will be without legal effect.

All potential candidate firms are prohibited from making any contact with District staff or the Board of Education with regard to this RFQ other than to the Chief Financial and Legal Officer as designated herein. The Chief Financial and Legal Officer reserves the right to disqualify any candidate firm found to have contacted those listed above in any manner with regard to this RFQ.

General Information, Notifications, and Purpose

The District will seek to enter into an agreement with the top-ranked candidate firm(s). Different firms may be selected for different projects.

Candidate firms are advised to review all sections of this RFQ carefully and to follow instructions completely. Failure to make a complete submission as described elsewhere herein may result in rejection of the submission. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this RFQ will be rejected as being nonresponsive.

Joint venture and/or cooperative professional teams will be considered.

The candidate firm(s) awarded contracts under this RFQ shall utilize ePrismSoft software to document the District's MBE/FBE efforts.

General Terms and Conditions

All costs associated with developing or submitting a Statement of Qualifications in response to this RFQ, or to provide oral or written clarification of its content, shall be borne by the candidate firm. The District assumes no responsibility for these costs. This RFQ does not commit the District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

This RFQ does not commit the District to enter into a contract. The District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The District also reserves the right to terminate this RFQ and reissue a subsequent solicitation and/or remedy technical errors in the RFQ process.

The purpose of this RFQ is to identify an experienced Construction Management Services firm with the best combination of qualifications. The contract, if awarded, will be awarded to the candidate firm whose submission is deemed most advantageous to the District, as determined by the interview committee upon the approval of the Board of Education.

The District reserves the right to contact any candidate firm for clarification or interviews or to negotiate if such is deemed desirable by the District.

Requests for site visits and introductory meetings beyond the February 16th Pre-Submission Meeting and Walk-Through will not be allowed.

Any and all materials submitted regarding this RFQ shall become the property of the District and are subject to the Illinois Freedom of Information Act.

The District reserves the right to contact references listed in a candidate firm's submission for information which may be useful to the District in evaluating candidate firms.

Selection Criteria and Process

The primary factor in determining the successful firm will be the firm's ability to provide the services described in the Scope of Services. The District will base its evaluation on responses to this Request for Qualifications, oral interviews, and references. In addition, the District will consider costs in the event of significant cost differences between candidate firms with similar qualifications. The District anticipates inviting selected firms to oral interviews following an initial evaluation of statements of qualifications submitted.

The Screening Committee shall determine the selection of respondents for the interview process by reviewing the written qualifications of the candidate firms based on the responses to the RFQ. A short list of four (4) to six (6) firms will be developed. These firms will be invited to present before the Interview Committee.

The Interview Committee will make a recommendation to the Board of Education on the chosen candidate firm upon completion of the interview process. The Interview Committee may force rank the firms making the presentations to determine a recommendation or immediately reach a recommendation. Each of the interviewed candidate firms shall be evaluated on their qualifications.

Recommendation by the Interview Committee is based on the combination of the candidate firm's response to this RFQ, the composition and qualifications of the candidate firm's staff for this project, and the interview process.

The Interview Committee's recommended firm(s) will be submitted to the Board of Education for approval. The District, following Board approval, may then enter negotiations with the selected firm and ultimately execute a contract upon completion of negotiated contract terms and fees.

The District reserves the right to reject any and all statements of qualifications received as a result of the Request for Qualifications or to negotiate in any manner necessary to serve the best interests of the District.

Scope of 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 District.

Estimating: The CM shall provide estimates at the following intervals:

- a) Concept Estimate
- b) Schematic Document
- c) 100% Design Development Document
- d) 50% Construction Documents
- e) 75% Construction Documents

f) 100% Construction Documents

Scheduling: Develop a detailed master project schedule immediately upon award. 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 project.

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 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 to facilitate effective use of interstitial spaces.

Reporting/Communication: On a monthly basis prepare a detailed project report updating the 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 monthly or as needed basis, hold an informational meeting with the user groups and other 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 summarize overall project billing in a format acceptable to the District. 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 District 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.

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

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

Self Performance: Describe the work that the CM intends to self perform.

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 District incorporating all aspects of the construction and a record set of approved submittals.

Training/Start Up: Coordinate equipment training for appropriate staff of the 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 or same to District. Enforce provisions of warranties and guarantees with appropriate parties.

Statement of Qualifications Requirements

The Statement of Qualifications should include information regarding the candidate firm's experience and approach relating to the subsequent design and construction phases of the Project. A candidate firm's 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 RFQ. In its letter, the candidate firm should identify which of the projects described above would be of greatest interest to the firm, why the firm is interested in working with the District, and how the firm could assist the District in meeting its goals. 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 candidate firm. Joint Ventures require signatures from all firms participating in the Venture.

Executive Summary: The Executive Summary is intended to highlight the contents of the submission and to provide the District with a broad understanding of the candidate firm's technical approach and ability.

General Information:

- a) Name, address, and telephone of firm including involvement in industry organizations
- b) Name and title of contact person
- c) Name of officers in firm and an organizational chart
- d) Brief history of firm
- e) Overview of specific qualifications and projects within the K-12 school market
- f) Additional information that the candidate firm feels is a unique qualification and is of direct benefit to the District

Project Staffing: The education, training and qualifications 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.

- a) Principal-in-Charge
- b) Project Executive
- c) Project Manager
- d) Construction Superintendent
- e) Assistant Superintendent (if Needed)
- f) Project Engineer (if needed)

Experience and References: Profile four (4) to six (6) educational clients and/or projects specifically related to the District's construction management needs that have been performed within recent years.

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 At-Risk Services for school projects
- b) Number of projects of similar scope and type your firm has completed in the past five years.
- c) Project name, location and District: Name, title, telephone number and email of District contact
- d) Name, address, telephone number and email of project architect
- e) Project description including size in square feet, schedule, and services provided
- f) Define your insurance coverage and bonding limits

List all Construction Management At-Risk projects that your firm is currently involved with and the estimated value of each. Include state of completion and contact person.

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) Provide a brief overview of your firm including the number of years the firm has provided construction management services.
- b) Describe how you view and approach the role of District Construction Manager in partnering with the District and Architect.
- c) Describe the firm's approach to developing bid packages, managing the bid process and awarding trade contracts. Approach to public bidding, understanding, and experience with public bidding law, bid review and negotiation should be addressed.
- d) Describe the firm's handling of "change orders" during construction.
- e) Describe the firm's handling of "cash allowances" included in the contractor's bid.
- f) Describe the firm's familiarity with State and Federal Grants.
- g) 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.
- h) How does the firm schedule a project from the earliest conceptual stages through construction? How does the firm maintain project schedules? What is the firm's approach in providing fast track or accelerated construction?

Litigation: Litigation and Ethics Information: List any current or concluded litigation involving your firm within the past five (5) years specifically including Client involvement. Describe your firm's involvement in the matter and the outcome of the matter if concluded.

Compensation:

The Construction Manager shall describe their Services Fee Structure in detail including:

- a) Staff Hourly Rates for All Project Staff
- b) Typical General Conditions Cost Structure. Identify if the following are additional costs, included in the base outlined fee structure, or purchased through the trade bids.
- c) Professional Fee
- d) Insurance
- e) Bonding Rate

f) Builders Risk Insurance

g) Describe Allowances Included in Trade Packages for Bidding

Representative Sample Work Products: The Statement of Qualifications should also include a recent representative sample work product. This would include a project schedule, phasing and site logistics plan, cost estimate, construction manager bid documents, and a construction phase financial report.