



Request for Construction Management Qualifications

LaSalle-Peru Township High School Addition and Renovation

LaSalle-Peru Township High School District 120

Purpose

LaSalle-Peru Township High School (hereinafter referred to as "District") is issuing a Request for Qualifications for construction management services for the project described below and in accordance with the formal qualification-based selection process. The purpose of this Request for Qualifications is to solicit qualifications for providing professional, construction management services. The District 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 to determine which Construction Manager shall be awarded an AIA A134-2009 Edition – Standard Form of Agreement Between Owner and Construction Manager as Constructor. The contract shall be in two parts – PART 1: Pre-Construction Services and PART 2: Full Construction Management Services (pending the Board's decision to go out for referendum and it passing successfully.) It is the District's intent that the selected Construction Manager shall not be allowed to bid on the various trade packages.

Scope of Project

The Additions and Renovation to LaSalle-Peru Township High School is currently in the Conceptual Design Phase. Kmetz Architects of LaSalle, IL and Legat Architects of Chicago, IL have been selected as the Architects. Depending on the option chosen by the District, the project is estimated to be \$49 - \$67 Million. The project consists of the construction of a +/- 60,000 square foot Science, Technology, Engineering, and Mathematics (S.T.E.M.) addition, a +/- 6,500 square foot corridor link addition, and a +/- 1,600 square foot auditorium stage addition. The project also includes a complete interior renovation of the main campus building; mainly involving the transformation of the existing small classrooms into larger classrooms. Furthermore, the project includes new heating and air conditioning systems, window replacement, asbestos abatement, masonry tuck-pointing, furniture, fixtures, and equipment, site work, and roof replacements. The Master Facility Plan project details can be accessed at <http://www.lphs.net/domain/124>.

Time Frame for Selection

March 25, 2016	Request for Qualifications Issued by District
April 8, 2016, 2:00 p.m.	Request for Qualifications Proposal Due to District
April 11, 2016	Interviews of Selected Construction Managers
April 13, 2016	Target Date for Award of Construction Manager Contract

Determination Factors

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

- ✓ Qualifications
- ✓ General experience
- ✓ Specific record of accomplishments with similar projects
- ✓ Skills and abilities of personnel
- ✓ Performance data, including but not limited to cost control, and scheduling procedures
- ✓ Workload and scheduling availability to start work on the project
- ✓ References

The contract may be awarded to the most responsible firm whose proposal is determined to be the most advantageous to the District. While a formal decision will be made after interview process, the District intends to enter into a contract with the selected Construction Manager. Qualifications, experience and performance will be considered as elements of a responsible proposal at the sole discretion of the District. The District's decision shall be final and not subject to recourse by any firm, person or corporation. The District reserves the right to reject any and all proposals.

District Review Process

The District will notify the firms selected as finalists for an interview. Interviews will be scheduled with each firm individually. The interview will consist of a 30 minute presentation and an additional 15 minutes allotted for a question and answer format. Each firm must bring to the interview the Project Manager and Field Superintendent who will be assigned to the above-described project.

Required Information for the Proposal

The following information is required at a minimum to be submitted in writing in the formal proposals:

1. A detailed description of the firm, including as a minimum the following: names of all principals/partners, founding date of the firm, the general nature of work experience, the number of professional and support staff in the firm, the firm's organizational chart and all licenses and/or certifications held.
2. Identification by name and qualifications of the Project Manager and Field Superintendent assigned to this project. This includes a resume for each that includes the title, education, relevant experience and specific role in the firm or any past firms.
3. A description of the methods and/or techniques employed by the firm to keep a job running smoothly and efficiently throughout all types of circumstances that may be encountered in a project of this nature.
4. A description of the methods and/or techniques employed by the firm to guard against schedule slippage.
5. A description of the methods and/or techniques employed by the firm to maintain communication with both the Architect and the District.
6. A description of the process employed by the firm to review, screen, pre-qualify or disqualify bidders.
7. A description of the process for which the District can provide input on the bidder solicitation process.
8. A description of the methods and/or techniques employed by the firm to ensure quality control, adherence to the construction documents and coordination among subcontractors.
9. Provision of information regarding the firm's current insurance rating and bonding limits.
10. Provision of updated references for at least five (5) school District projects of comparable size and scope to this project, or greater.
11. Submission of a statement describing specifically why your firm is qualified to act as a Construction Manager for pre-construction services, multiple construction phases and through the closeout and warranty phases.
12. Submission of signed and dated Acknowledgement of Receipt and Understanding of Request for Qualifications, with the deadline for proposals Friday April 8, 2016, at 2:00 p.m.

Method for Submitting Proposal

Proposals and all accompanying information and required documents must be enclosed in a sealed envelope, and the envelope must clearly show the phrase "Request for Proposals - Construction Management Services". These must be either hand-delivered or mailed to the following address no later than the date and time indicated in the previous section:

Steven R. Wroblewski, Superintendent
Request for Proposals - Construction Management Services
LaSalle-Peru Township High School District 120
541 Chartres Street
LaSalle, IL 61301

Responsibilities of the Construction Manager

It is the District's intention to enter into a contract with a construction management firm as soon as possible. The Construction Manager will assist the District and the Architect through pre-construction phase of the project and then manage the construction pending the successful approval of a building referendum question on November 8, 2016, if the Board votes to add the question to the ballot. Responsibilities of the Construction Manager include, but are not limited to, the following:

Pre-Construction Phase

- ✓ Develop a preliminary Cost of Work estimate based on current Conceptual Design Documents and update the Cost of Work estimate at 100% Schematic Design Documents, at 100% Design Development Documents, at 50% Construction Documents, and at 95% Construction Documents. The estimate shall reflect value-engineering and/or alternate bid suggestions that have been accepted by the District and Architect. The estimate should also include the anticipated general conditions required to perform the work.
- ✓ Attend approximately three community meetings, five staff meetings with the Owner and Architect, weekly conference calls as needed, and Board of Education meetings as requested.
- ✓ Develop a project schedule(s) to reflect phasing, bid packages, procurement, all construction activities and critical occupancy and/or completion dates for each phase.
- ✓ Prepare a cash flow schedule that included pre-construction costs and all phases of construction.
- ✓ Prepare site logistics plan.
- ✓ 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.
- ✓ Identify "long lead" items and arrange for bids so that schedule is not compromised.
- ✓ Work with Architect and District to develop bid packages, phases and sequencing of trade work.

Bidding/Contract Award Phase (Pending successful referendum)

- ✓ Assist Architect in preparation of Division 0 – Bidding and Contract Requirements and Division 1 – General Requirements of the project specifications including but not limited to:
 - Construction Manager's Site Safety Requirements.
 - Construction Manager's B.I.M. Requirements.
 - Construction Manager's Preliminary Schedule.
 - Construction Manager's Qualification Requirements.
- ✓ Prepare a preliminary schedule for inclusion in bid documents.
- ✓ Prepare a comprehensive Scope of Work document for each Trade Package for inclusion in bid documents.
- ✓ Update the cash flow schedule from the Pre-Construction Phase.
- ✓ Submit a recommended bidders list for all categories of work to the District and Architect for prior review and approval.
- ✓ Provide instructions and scope of work details to all invited bidders.
- ✓ Solicit, receive and analyze all bids. Develop a bid tabulation form and list award recommendations.
- ✓ Assist District in preparing contracts and purchase orders.

Construction Phase (Pending successful referendum)

- ✓ Provide full-time on-site construction administration inclusive of a field-superintendent and project engineer.
- ✓ Provide office support inclusive of a full-time project manager and half-time clerical support.
- ✓ Manage all Trade Contractors including schedules and release of work spaces.
- ✓ Manage shop drawing and submittal review process.
- ✓ Review requests for information, requests for proposals and subcontractor responses to same.
- ✓ Hold and chair regular progress meetings and produce and distribute meeting minutes.
- ✓ Attend Board of Education meetings once a month or as requested.

- ✓ Review and recommend pay request for payment by District in conjunction with Architect's review of same.
- ✓ Obtain bonds and lien waivers from subcontractors.
- ✓ Provide monthly progress reports addressing any cost or schedule changes.
- ✓ Update cash flow requirements.
- ✓ Expedite substantial completion and occupancy certificates.
- ✓ Obtain closeout documents including as-built-drawings, guarantees/warranties and operation and maintenance manuals.
- ✓ Assist in obtaining inspections of governing authorities having jurisdiction and act as the District's representative with local municipalities and the applicable Fire Prevention District.
- ✓ Assist District with move in.
- ✓ With District and Architect, prepare a punch list and expedite its completion.

Post-Construction Phase (Pending successful referendum)

- ✓ 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 material and systems.
- ✓ Coordinate and participate in a 10 month post occupancy walk through of the completed project with the District and Architect to identify any warranty items that need to be corrected.

Acknowledgement of Receipt and Understanding of Request for Qualifications

By signing and dating below, I acknowledge receipt of this Request for Qualifications as prepared by LaSalle-Peru Township High School District 120. I understand that I agree to comply with all of the requirements in this request, and hereby submit this signed Acknowledgement of Receipt and Understanding of Request for Qualifications for construction management services for the referenced project.

Signature

Date of Signature

Name and Title of Firm Representative

Name of Firm

Address of Firm

Representative Phone/Contact Information