



Small Schools
LARGE OPPORTUNITIES

133 South Grant Street
Westmont, IL 60559

**REQUEST of QUALIFICATION
PROPOSAL**

For

**CONSTRUCTION MANAGER
SERVICES**

March 4th, 2024

Community Unit School District 201

REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER AT-

RISK

NOTICE

Community Unit School District 201 (“school district”) is soliciting statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management Services to assist the school district in the planning (pre-construction), bidding, construction, close-out and occupancy of anticipated facility additions and improvements from a potential referendum.

This RFQ is not an Invitation to Bid; responses will be evaluated based on the relative merits of the Qualifications. There will be no public opening or reading of responses received by the school district pursuant to this request.

RESPONSES SHALL BE SUBMITTED AS AN ELECTRONIC FILE AND 2 PAPER COPIES OF THE PROPOSAL LABELED “QUALIFICATIONS - CONSTRUCTION MANAGER AT-RISK”

AND ADDRESSED TO:

Community Unit School District 201

**Anthony Ruelli
Chief School Business Official
133 South Grant Street
Westmont, IL 60559**

PROPOSALS MUST BE RECEIVED BY: 10:00 A.M., April 15, 2024

Questions may be directed to:

**Anthony Ruelli, Chief School Business Official
Community Unit School District 201
630-468-8005**

REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGER AT-RISK

PART I: INTRODUCTION AND PROCESS

PURPOSE

Community Unit School District 201 is requesting proposals from firms to provide a full range of services as Construction Manager At-Risk (CMR) during the planning, design and construction of anticipated facility additions and improvements from a possible referendum. The school district is in the process of requesting for qualifications for an architect firm, but currently works with Cashman Stahler Group. The CMR will be required to work with the district and design firm during the planning phase, construction document preparation and the construction process.

This document is strictly for the purpose of submitting a Request for Qualifications (RFQ) to the school district.

Community Unit School District 201 may choose to select firms to be interviewed by a group of District stakeholders. Should those interviews take place, each interview will consist of a short presentation, followed by a question-and-answer session.

INFORMATION ABOUT THE SCHOOL DISTRICT

Community Unit School District 201 is a PreK-12 district located in DuPage County, IL. Community Unit School District 201 serves approximately 1,300 students across five buildings.

- **South Early Childhood Center: 133 South Grant Street, Westmont, IL 60559**
 - Square Feet: 20,243
 - Stories: 2

- **C.E. Miller Elementary (K-1): 125 W. Traube Ave Westmont, IL 60559**
 - Square Feet: 31,345
 - Stories: 3

- **J.T. Manning Elementary (2-5): 20 N. Linden Street Westmont, IL 60559**
 - Square Feet: 69,555
 - Stories: 3

- **Westmont Junior High School (6-8): 944 Oakwood Drive Westmont, IL 60559**
 - Square Feet: 87,960
 - Stories: 1

- **Westmont High School (9-12): 909 Oakwood Drive Westmont, IL 60559**
- Square Feet: 115,407
- Stories: 1

SCOPE OF PROJECT

The school district is looking for a consultant to work as an extension of the facility and contract work being undertaken in the District's Facility, Construction and Long-term Planning process. The consultant shall work alongside the district's architectural firm in planning, project and program development, including performing a variety of tasks from initial project planning, scoping, budget development, administrative and regulatory approvals, and other related tasks through project completion and close-out.

The scope of work associated with this RFQ consists of infrastructure improvements at each building/property throughout the school district, including site work, building envelope repair and replacement, recreational spaces, safety and security, building addition/upgrades, and potential building demolish and rebuild. The scope of all projects will be determined if the referendum passes in either 2024, 2025, or 2026.

TIMELINE FOR PROCESS

The timeline listed below is the school district’s estimation of time required to complete the selection process. All efforts shall be made to abide by this schedule; however, it is subject to change if necessary:

RFQ Released	March 4, 2024
RFQ Due to District	April 15, 2024
RFQ Finalists Notified	April 16, 2024
Interviews Conducted (if necessary)	April 17-18, 2024
Award by the Board of Education	April 23, 2024

SELECTION CRITERIA & REVIEW PROCESS

1. The school district intends to award the Construction Management at Risk Contract to the qualified firm which best demonstrates the commitment and application of experience, resources and methods to the unique construction requirements of the Project, as well as the cost and schedule objectives.
2. Your written response to this RFQ will be used to evaluate your firm's or team's qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project. A short list of firms or teams will be selected for the RFQ and may be selected for follow-up interviews.
3. The selection team will consider any number of individual factors weighing on each firm or team's qualifications. These considerations will include but are not limited to the following:
 - The experience and capabilities of the firm involved. There is a focus on CMR projects with values over \$10 million that consist of complex new construction, as well as renovations of occupied educational facilities.
 - The experience and capabilities of key personnel on the project team on complex new construction projects over \$10 million.
 - Project-specific approach - how the project team appears to integrate with the Project's specific needs. How will the team manage this complex project on an active educational campus and meet the tight deadlines?
 - Stability and general reliability of the firm or team.
4. The school district reserves the right to reject all proposals, to waive any informality in them and to reject the lowest cost proposal for any reason.
5. The school district reserves the right to negotiate all elements of this proposal.

PART II: INSTRUCTIONS TO RESPONDENTS QUALIFICATIONS

The formal proposal shall contain the following information, in the following sequence and format:

Firm Profile and Philosophy

1. Provide a brief history and general overview of the company.
2. State the location of the firm's headquarters and the location, if different, from which this project will be managed.
3. Provide information regarding the firm's ownership and organizational structure.
4. Provide firm revenue history including total revenue and revenue from Construction Management At-Risk work for the last five years.
5. Provide references for the firm's Bank, Surety and Bonding Agent.

Experience with Similar Projects

Provide information about your firm's experience on related projects, and your overall qualifications to carry out complex, new construction, and referendum projects.

References

Provide a reference list from five (5) recent CMR projects. Include entity or political subdivision name, contact name, and telephone numbers. All references submitted should be projects completed by the Prime Consultant. Do not include references for any sub-consultants that may be included on your team.

Personnel Assigned to the Project

- Identify the names of any personnel (prime and sub-consultants) who will be members of the actual project team.
- Provide an organizational chart of your professional staff that will be directly involved in the pre-construction and construction phases of the Project.
- Provide resumes of your professional staff, including pre-construction and construction phase personnel, and descriptions of the roles and responsibilities they will assume for the project. Resumes should also list current and previous experience.

Project Approach

1. Describe your firm's cost estimating capabilities, techniques, and reporting methods during the pre-construction phase.
2. Describe your firm's cost control capabilities, techniques, and reporting methods during the construction phase.
3. Describe your firm's bidding procedures and techniques for maximizing the trade contractor's response to this bid opportunity.
4. Describe your firm's scheduling capabilities, techniques, and reporting methods throughout the project.
5. Submit your plan to provide Quality Assurance and Control for this Project throughout the pre-construction and construction phases.
6. Discuss your firm's safety program and procedures for this project.
7. Describe your firm's closeout procedures.

Additional Information

Please provide any additional information that may prove helpful in the decision process.

PART III: GENERAL CONDITIONS - RESPONSES & SUBSEQUENT CONTRACTS

The purpose of this Request for Qualification is to identify an experienced Construction Management Services firm with the best combination of qualifications, to develop the program efficiently and effectively with respect to process, quality control, safety, time and cost.

The school district reserves the right to award contracts for various types of projects to multiple or single respondents. The school district reserves the right to waive informalities and irregularities in the qualifications received. The school district reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. The school district will remedy or waive technical errors in the RFQ process as is in its best interests.

The respondent(s) whose submittal(s) is deemed to be the most qualified, beneficial and in the school district's best interests as determined by the selection committee may be submitted to the Board of Education for approval. The Board of Education may act to approve, reject or delay award of the contract based on the recommendation of the selection committee.

The school district reserves the right to contact any respondent for clarification, additional interviews, negotiate or terminate negotiations if such is deemed desirable by the school district.

All proposals must comply with applicable Illinois law including the payment of prevailing wages by all contractors working on public work projects and Criminal Background Investigation checks. Proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws.

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

This RFQ does not commit the school district to enter a contract. The school district reserves the right to reject any/all submissions, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFQ.

Respondents are prohibited from making any contact with the Board of Education, the Administration, or any other employee, other than the person(s) designated herein.

NEGOTIATION:

The school district reserves the right to negotiate all elements of this RFQ.

SAFETY:

All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.

RIGHTS RESERVED:

The school district reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any proposal, and to make award of the proposal deemed to be most beneficial to the school district.