

**Request for Proposals for Construction Management Services
For the Naperville Public Library Staff Space Remodeling Projects**

10 April 2022

The Naperville Public Library invites you to submit a reply to this Request for Proposal for Pre-Construction Services from qualified Construction Management At-Risk firms for a multi-year, phased remodeling project of staff spaces at the Nichols and Naper Boulevard locations of the Naperville Public Library.

Please address all responses to:
Mr. Dave Della Terza, Executive Director
Naperville Public Library
200 West Jefferson Avenue
Naperville, IL 60540

Proposals will be received until **4:00 PM on Tuesday, May 3**. Proposal responses should be e-mailed in PDF format to Dave Della Terza, Executive Director at ddellaterza@naperville-lib.org AND to Andy Dogan, Architect at ardogan@williams-architects.com. Printed copies of the proposal response are not required. **One (1) printed copy of "Form B" (fee information) shall be delivered in a sealed envelope to the Office of the Director at Nichols Library, 200 West Jefferson Avenue, Naperville by 4:00 PM on Tuesday, May 3.** The sealed envelope with "Form B" fee information shall either be delivered in person or delivered using a service that can ensure delivery prior to 4:00 PM on Tuesday, May 3. Late proposals will not be accepted.

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

It is the intention of the Naperville Library to consider these RFP's, create a short list of Construction Management firms to interview, and conduct interviews in early May of 2022. The Naperville 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 Naperville Public Library all such information for this purpose as the Naperville Public Library may request. The Naperville 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 Naperville 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 Naperville Public Library reserves the right to waive any irregularities or minor defects in the RFP, and to accept the proposal which is in the best interest of the Naperville Public Library. Conditional proposals will not be accepted.

Please address any questions regarding this RFP or the project scope **in writing** to:

Andy Dogan, AIA
Sr. Principal / Director of Library Design
Williams Architects
500 Park Boulevard, Suite 800
Itasca, IL 60143

Phone 630-221-1212
FAX 630-221-1220
Email: ardogan@williams-architects.com

A mandatory pre-proposal meeting will be held at 2:00 PM on Tuesday, April 19 in the Board Room within the Office of the Director on the lower level at Nichols Library. Representatives of the Owner and Architect will be available to answer questions regarding the project and will provide a tour of the areas to be remodeled at Nichols Library. Because most of the areas to be remodeled are not typically accessible to the public, firms will not be able to access the spaces to view existing conditions at any other time.

The deadline for questions regarding this RFP is **Wednesday, April 20**. Responses to written questions received will be issued in an addendum to this document, which will be posted on the Library's web site at naperville-lib.org by end of business on **Thursday, April 21**. 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.

PURPOSE

The Naperville 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 selected firm will be initially contracted to provide construction management services for an initial Phase 1 renovation project and then, if so selected by the Library, to provide construction management services for implementation of the project once funding is secured by the Library to construct the project. The Naperville 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 **4:00 PM on Tuesday, May 3**. After that time, the Library Executive Team and Architect will review all submissions. It is anticipated that interviews with selected firms will be held in early May, with Library Board approval of the selected firm anticipated at the Board's May 18 meeting. The Library would like to begin construction on the Phase 1 project in the fall of 2022 or winter of 2023.

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 construction projects and maintaining access to spaces for patrons and staff during construction
- D. Specific record of accomplishments with similar projects
- E. Skills and abilities of personnel assigned to project
- F. Performance data, including but not limited to cost control, and scheduling procedures
- G. Workload and scheduling availability to start work on the project
- H. Fees
- I. Ability to collaboratively work with the design team towards solutions that are in the Library's best interest
- J. References

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

It is the intent of the Naperville to enter into an AIA Document A133-2019, *Standard Form of Agreement between Owner and Construction Manager as Constructor* 2019 Edition. Under this form of agreement, the Construction Manager is a Constructor where the basis of payment is the Cost of the Work plus a Fee, potentially with a Guaranteed Maximum Price.

SCOPE OF WORK

This RFP is for coordinated construction management services for all construction trades in conjunction with a multi-phased interior renovation project of staff areas at the Nichols and Naper Boulevard Library locations. The first phase of the project is an interior renovation at Nichols Library to upgrade staff office and lounge areas on both levels of the building. The balance of the project scope is additional work to renovate all staff work areas at the Nichols and Naper Boulevard locations that would potentially be phased over time depending on funding availability.

The intent is for the selected firm to be engaged for the Phase 1 interior remodeling project, with the likelihood to be the selected construction management firm to implement the project once the balance of the project proceeds, assuming satisfactory performance during Phase 1.

A total project budget including construction management fees and general conditions of approximately \$350,000 has been established for the Phase 1 renovation project. It is not expected that the selected firm would provide full-time supervision of the project given its contract value. A firm construction budget has not yet been established for the subsequent phases of work but has been preliminarily estimated (in February of 2022) at between \$1.5 and \$2 million. Documents describing Phase 1 and future phases are available for download on the Library's website. The selected construction management firm will be expected to take an active role in identifying probable costs for multiple project size and scope scenarios developing value engineering strategies to ensure the Owner can maximize the scope of the project within the available budget during the preconstruction phase.

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 Construction Manager, in an "at risk" arrangement, potentially with a Guaranteed Maximum Price established prior to beginning of construction. It is the Library's intention to enter 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 estimates for Phase 1 from 100% Design Phase documents. Refine the budgets and estimates throughout pre-construction to reflect value engineering ideas that have been developed in conjunction with the Architect. Include any proposed allowances to be included within each trade package in estimates.
- 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.

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 Naperville 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 Owner and Architect shall have the opportunity to review and comment on these bid scope documents prior to release of documents for bidding, including on all proposed allowances contained within trade bid packages.**
- Solicit, receive and analyze all bids. Develop a bid tabulation form and list award recommendations.

Construction Phase

- Provide home office and job site administration, with the ability to communicate via e-mail from the home office and job site. **The firm is not expected to provide full-time supervision for the project unless it feels there is a schedule or cost advantage to doing so.**
- Manage all trades.
- 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)
- Coordinate and review contractor requests for payment. Review and provide certified payroll information from trade contractors for purposes of verifying compliance with applicable prevailing wage laws.
- Obtain and review 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.

NOTE:

- The Library will not consider construction management firms who propose to assign construction management tasks to other firms or who employ independent contractor staff who are assigned to projects on a per-project or contractual basis.

SUBMITTAL REQUIREMENTS

RFP 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 within 50 miles of the project site 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 \$250,000 or more.
- D. Using the criteria of public sector/municipal valued over \$250,000, 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. Please provide resumes for each key member of your project team, clearly indicating their proposed role for this project and their relevant experience with projects of similar size and scope. Indicate on each resume the other projects/assignments that each proposed staff member will have during the timeline of this project. The Library is interested in as much information as possible regarding the personnel from your firm who will actually work on this project if selected; do not provide resumes for firm management, marketing, or “liaison” personnel who will not have active and significant roles in the project.
- B. Describe your approach to a CM/Owner/Architect/Engineer Team and your relationship to each. If your firm or a division of your firm also provides architectural services, describe your approach to working with another architect and engineering team outside your company.
- C. Describe your approach to implementing construction management services on small projects and opportunities your firm would offer to provide cost-effective services for the initial remodeling project.
- D. Briefly describe how your firm performs the following services:
 - 1.) Cost Estimating and Control
 - 2.) Quality Control
 - 3.) Drawing and Specification Review
 - 4.) Scheduling in Pre-Construction and Construction phases
 - 5.) Approach to Bid Packaging and Scoping
 - 6.) 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
 - 7.) Approach to maximizing local trade contractor participation
 - 8.) Coordination of various trade contractors
 - 9.) Safety Programs, Labor Relations, other items of interest

- E. Describe your in-house capabilities to implement the above services related to this project.
- F. Describe your firm's experience with Mechanical/Electrical trades and equipment. Please indicate how you propose to handle Mechanical/Electrical estimating.
- G. Please enclose examples of the following from a previous project similar in size and scope to this project:
 - 1.) Design Phase Estimate
 - 2.) Project Schedule

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) Design / Construction Documents
 - (b) Bidding
 - (c) 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 five (5) clients 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.

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.
- 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). You may indicate these costs as either a lump sum cost or a monthly cost as applicable. If you choose to express these items on a monthly basis, please ensure your anticipated duration of construction is clear in your fee proposal.

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:

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 Naperville Public Library Policy and applicable State laws related to drug-free workplace, harassment prevention, and public bidding eligibility. If chosen as a finalist to advance to the interview process of the project, we agree the Naperville Public Library may conduct any investigation it deems appropriate to investigate previous projects our firm has worked on. My signature represents compliance with 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 Person/Phone No.

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 Phase I 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" for Phase 1 work.

(% of construction costs)

*Please provide a monthly price for items that you identify as "general conditions and supervision" for the project. For purposes of this monthly cost, assume a trade contract value of \$350,000 for the project. **(Note that this is solely an exercise in understanding approximate costs for a specific potential budget scenario; the Library Board has not yet established a budget for the project, and may establish either a lower or higher construction budget for the project, at which time these general conditions would be adjusted accordingly)***

These general conditions are in addition to the percent of construction costs above. List the categories and give a price breakdown on an attached sheet. As previously indicated in this RFP, the Library is not expecting the CM firm to provide full-time supervision for a project of this size for the initial phase of the project.

\$

(Monthly total for General Conditions and Supervision)

Signature

Title

Date