



**Request for Qualifications
Construction Management Services**

September 24, 2018

Introduction

The Decatur Public School District was established in 1865. Located in the State of Illinois, the district currently serves approximately 9,000 students. The District's buildings consist of one (1) pre-kindergarten/early learning center, eleven (11) K-6 elementary schools, four (4) K-8 schools, two (2) middle schools, two (2) high schools, and one (1) alternative education program. Five (5) of our these buildings are magnet schools, including a Pre-K through 8th grade Montessori school, a K-6th grade Montessori school, a K-8 fine arts school, a K-8 International Baccalaureate candidate school, and a K-6 STEM academy. Many of the District's choice schools have wait list which disallow families who desire special programs from attending the schools. The District serves as the administrative agent for the Macon-Piatt Special Education District.

On August 6, 2018, the Board of Education held a planning meeting with the intent to organize and develop a facility plan. The District has many aging facilities in need for much improvements to bring these buildings into line with current building code. In two cases, the cost to replace the buildings with similar sized structures for similar use would be less expensive to bring the buildings into line with the current code.

The District has small elementary schools which create inefficient staffing and planning. The existing middle schools are an exception to this understanding. The District's middle schools capacities significantly underutilize available space. Many of the District facilities either do not provide air-conditioning or are not fully air-conditioned. As a District plan is developed to minimize the number of facilities, those remaining facilities will be afforded air-conditioning.

The community desires grade levels configured as K-8 facilities. With limited available funding, the District will strive to expand K-8 programming while seeking to establish larger elementary school sites to provide greater efficiency in programming while closing the smallest inefficient schools and/or those schools with the greatest improvement needs and associated costs.

Johns Hill, originally built in 1928, received additions in 1974 and in 1986. Durfee, originally built as Garfield in 1925, received additions in 1927, 1951, and 1975. The Garfield building was officially renamed to Durfee in 2001.

Health Life Safety Amendments were approved by the Board of Education on September 11, 2018 and were thereafter submitted to the Regional Office of Education for review and approval. Once approved, the Regional Office of Education will submit to the Illinois State Board of Education for consideration under the building replacement process for Johns Hill School and Durfee School, the District's two oldest facilities. With the Johns Hill location in the center of the district in an area with the highest concentration of students, the District is interested in replacing Johns Hill with a new school structure making use of the funds generated from the decommissioning process. The use of the funds generated from the Durfee decommissioning would be used to expand the Johns Hill school and to building additions at four other school sites.

The two middle school programs will be combined at the current Stephen Decatur Middle School location. This change will afford the expansion of the Montessori programming withing the Thomas Jefferson Middle School location. Appropriate renovations are needed at Stephen Decatur Middle School to provide for the programming of a true middle school.

The Garfield and Enterprise Montessori programs are highly desirable within and outside of our community. With a sizeable wait list and a desire to combine the two Montessori programs for efficiencies, the District intends to use the Thomas Jefferson building to provide for the Montessori expansion. This change would provide additional space allowing additional students from the programs' wait lists to attend the Montessori program. Appropriate renovations are needed at the Thomas Jefferson School to provide for Montessori programming.

As the Johns Hill and Garfield/Enterprise Montessori programs expand, students who would normally attend the middle schools diminish. As the Thomas Jefferson site allows in future years, the District seeks to add sixth grade from all remaining elementary schools to the middle school site allowing program expansions at the elementary schools. Those schools remaining shall be afforded air-conditioning.

Additions are planned for the following buildings: Franklin Elementary (originally constructed in 1966 with an addition in 1992), Muffley Elementary (originally constructed in 56 with additions in 1961 and 1970), Parsons Elementary (originally constructed in 1966), and South Shores Elementary (1956 with an addition in 1958). For each respective addition, the District intends to decommission no less than one other school site to join students under an updated, larger facility. Oak Grove students will be combined at the Franklin school, Stevenson students will be combined at the Parsons school, Baum students will be combined at the Muffley school, and Enterprise boundary students will be combined at the South Shores school. The District's intentions are to decommission and raise those structures that do not continue to provide educational programming.

The District has historically sold vacated buildings to private investors. In some cases, this effort has been highly successful. For instance, Roosevelt School is now a recognized apartment complex. In other cases, the ventures have failed leaving former schools as a blight on our community (e.g. Wilson School). With consideration to requests from the City government, the District will strive to demolish any vacated site to ensure that additional vacated building blights are not tolerated.

The projects will need to be done in phases (as few as possible) out of necessity, in order to reduce overall disruption to the educational process and to efficiently handle costs. The District intends to hire a construction manager for the projects. Find below a summary of the planned projects:

- Submit Health Life Safety Amendments on Johns Hill and Durfee schools for the purpose of the building replacement cost.
- Rebuild a new Johns Hill in the vicinity of the existing Johns Hill School.

- Move the Johns Hill students to the new building, decommission and raise the old Johns Hill School.
- Minor renovations at Stephen Decatur Middle School for the purpose of joining middle school programs.
- Move Thomas Jefferson students to the Stephen Decatur Middle School.
- Renovate the Thomas Jefferson School to be repurposed for the District's Montessori program.
- Move Garfield and Enterprise students to the Thomas Jefferson School.
- Build additions to the following schools:
 - Franklin
 - Move students from Oak Grove
 - Decommission Oak Grove and raise the structure
 - Muffley
 - Move students from Baum
 - Decommission Baum and raise the structure
 - Parsons
 - Move students from Stevenson
 - Decommission Stevenson and raise the structure
 - South Shores
 - Renovate the Enterprise facility
 - Repurpose the Enterprise facility for the French STEM program
 - Move students from French to Enterprise
 - Repurpose the French building to create a Dennis #2 school
 - Expand the Dennis neighborhood, PreK-8 program
 - Split students PreK-3 and 4-8 between the two schools

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. The District intends to select one firm for oversight of all projects.

An informational meeting related to this Request for Qualifications will be held in the Keil Administration Building at 101 West Cerro Gordo Street, Decatur, IL on October 16, 2018 at 3:30 PM. Candidate firms are strongly encouraged to attend. The District will discuss the projects and afford tours of the buildings.

The Board's anticipated primary architect and firm will be Sam Johnson, with BLDD in Decatur.

Statements of Interest and Qualifications Submission

Statements of Interest and Qualifications are due by October 30, 2018 at 12:00 noon local time. Timely delivery is at the risk of the respondent 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:

Dr. Paul Fregeau, Superintendent
101 West Cerro Gordo Street
Decatur, IL 62523
(217) 362-3011
pfregeau@dps61.org

Qualifications must be enclosed in a sealed envelope and the package must clearly show the phrase “Request for Qualifications – Construction Management Services for Decatur Public Schools #61” and the name of the respondent 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 Architectural Services:

September 24, 2018	Issuance of Request for Qualifications
October 16, 2018 at 3pm	Non-Mandatory Pre-Submission Meeting and Walk-Through, Keil Administration Building
October 23, 2018	Last Date to Submit Questions/Clarifications
October 30, 2018 at 12:00 PM	Deadline for Submissions
November 1-2, 2018	Review of Submissions
November 6, 2018	Successful Short-Listed Firms Identified
Week of November 12, 2018	Board Interviews/Ranking of Short-Listed Firms
Week of November 19, 2018	Second Round Board Interviews (if necessary)
December 11, 2018	Proposed Board of Education Action

Respondent's Inquiries and Addenda

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

Dr. Paul Fregeau, Superintendent
101 West Cerro Gordo Street
Decatur, IL 62523
(217) 362-3011
pfregeau@dps61.org

Any responses to questions or changes in this RFQ shall be posted on the District's website as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarifications will be without legal effect.

All potential respondents are prohibited from making any contact with District staff or the Board of Education with regard to this RFQ other than to the Superintendent of Schools as designated herein. The Superintendent of Schools reserves the right to disqualify any respondent 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.

Respondents 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.

The inclusion of sub consultants (e.g. mechanical, electrical, plumbing, structural, etc.) is not required with this submission but may be included.

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 no contract 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 Board's interview committee and upon the approval of the Board of Education.

The Board of Education acknowledges, per board policy 4:61, that minority and female business enterprises have historically been under-represented in the award of district contracts. With recognition to this understanding, the board adopted policy 4:61 Business and Workforce Minority Participation on February 28, 2017. Candidate firms must include in their submission a specific understanding of how the awarded company intends to comply with this policy directly and as oversight of any awarded projects.

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 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 the check of 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 with the Board of Education following an initial evaluation of statements of qualifications submitted.

The Superintendent of Schools shall determine the selection of respondents for the Board interview process by reviewing the written qualifications of the candidate firms based on the responses to the RFQ. A short list of three (3) to five (5) firms will be developed. These firms will be invited to present before the Board of Education.

The Board of Education may force rank the firms making the presentations to determine a selection or immediately reach a selection. Each of the interviewed candidate firms shall be evaluated on their qualifications.

Selection by the Board of Education 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 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:

1. Concept Estimate
2. Schematic Document
3. 100% Design Development Document
4. 50% Construction Documents
5. 75% Construction Documents
6. 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 the close out of the projects.

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 costs, pictures, schedules, safety, quality and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the project's 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 project's 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 billings 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 including construction management fees. Obtain the required bonds and insurance certificates from all contractors and suppliers. Construction manager shall be responsible for responding to requests for corresponding project documents under the Freedom of Information Act including certified payroll vouchers. Construction manager shall be responsible to ensure that vendors complete documentation as required to comply with the minority based software.

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 of the 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 Projects. 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 why the firm is interested in working with the District and how the firm can 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.

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:

1. Name, address, and telephone number of firm
2. Listing of firm's involvement in industry organizations
3. Name and title of contact person
4. Name of officers in firm and an organizational chart
5. Brief history of firm
6. Overview of specific qualifications and projects within the PreK-12 school market
7. Overview of projects similar in nature to Decatur School District's intended projects (additions, demolition, remodeling of older buildings including the addition of air-conditioning)
8. 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.

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 if interrelated.

1. Principal-in-Charge
2. Project Executive

3. Project Manager
4. Construction Superintendent
5. Assistant Superintendent (if Needed)
6. Project Engineer (if needed)

Experience and References: Profile three (3) to five (5) 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 PreK-12 school districts your firm has worked with that illustrates the depth, experience, and service capabilities of your firm with PreK-12 school clients:

1. Number of years the Firm has provided Construction Management At-Risk Services for school projects
2. Number of projects of similar scope and type your firm has completed in the past five years – include initial budget and actual finished cost
3. Project name, location and District: Name, title, telephone number and email of District contact
4. Name, address, telephone number and email of project architect
5. Project description including size in square feet, schedule, and services provided
6. 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:

1. Provide a brief overview of your firm including the number of years the firm has provided construction management services
2. Describe how you view and approach the role of District Construction Manager in partnering with the District and Architect
3. 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.
4. Describe the firm's handling of "change orders" during construction.
5. Describe the firm's handling of "cash allowances" included in the contractor's bid.
6. Describe the firm's familiarity with State and Federal Grants.
7. Describe your firm's approach to ensuring that School Board Policy 4:61 Business and Workforce Minority Participation will be administered.
8. 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.

9. 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.

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.

Compensation and Fee Proposal and General Conditions Matrix:

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

1. Staff Hourly Rates for All Project Staff
2. Describe Allowances Included in Trade Packages for Bidding

The Construction Manager shall complete the fee proposal and general conditions matrix.

Decatur Public School District Project 2018

Fee Proposal

It is anticipated that the Decatur Public School District #61 will enter into a contract with a Construction Manager using the AIA A132-2009 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR, CONSTRUCTION MANAGER as adviser edition (formerly A101CMa-1992).

1. Provide a Lump Sum Fee for Pre-Construction Services for **EACH** Design Phase listed below.

Phase 1: Schematic Design

- A/E to develop schematic floor plans
- CM to assist A/E during design to develop cost effective design
- Deliverables to Owner from consultants include:
 - Schematic Floor Plans
 - Schematic Site Plan showing building location on proposed site by A/E
 - Updated design narrative describing Architectural Character of the building by A/E
- Updated Buildings and Site cost estimate prepared by Construction Manager.

Phase 2: Design Development and Final Construction Documents

- A/E to develop Final Construction Documents necessary for final pricing and building permits.
 - CM to provide Final Guaranteed Maximum Price for all Site and Building Construction
 - Deliverables to Owner from consultants include:
 - Final Construction Documents for Site and Building prepared by A/E
 - Final Guaranteed Maximum Price prepared by the Construction Manager
2. Provide a Construction Phase Fee as a “**percentage of actual Cost of Work**” as defined by Article 6 ?? in the referenced contract form. All office-based administrative costs (Project Manager, accounting, clerical, etc.) shall be included in the CM Fee.
 3. Complete the attached “General Conditions Matrix” to identify the cost items as included in either the General Conditions or in the CM Fee and provide an estimate of costs associated with the General Conditions.

General Conditions Matrix

Decatur Public School District #61 - Project 2018

Company Name: _____ Date: _____

Item	Included in General Conditions	Included in CM Fee
Administrative/accounting/clerical-jobsite based		
Administrative/accounting/clerical-office based		
As-built document creation & reproduction		
Building permits & inspection fees		
Change order administration		
Daily construction cleanup		
New Construction		
Parking Deck		
Renovations		
Dumpster, trash hauling & landfill charges		
New Construction		
Parking Deck		
Renovations		
Renovations Demolition Debris		
Final construction cleaning		
Hoisting & Materials handling		
Insurance-Builder's Risk		
Insurance-General Liability & Workers Compensation		
General Liability		
Workers Compensation		
IT equipment & services-jobsite based		
High Speed Internet Connection		
IT equipment & services-office based		
Jobsite & home office safety programs		
Jobsite drinking water		
Jobsite fire prevention requirements		
Jobsite supervisory personnel		
General Superintendent		
Project Superintendent		
Jobsite mobilization		
Jobsite security		
Jobsite snow removal		
Jobsite toilets		
Legal fees		
Miscellaneous materials pickup & delivery		
Office equipment-jobsite based		
Office equipment-office based		
Office supplies-jobsite based		
Office supplies-office based		
Office-based estimating services		
Office-based scheduling services		

Item	Included in General Conditions	Included in CM Fee
Office-based project bidding services		
Offsite storage		
Postage, courier & delivery charges		
Pre-construction estimating services		
Pre-construction scheduling services		
Pre-construction planning services		
Pre-construction value engineering		
Project accounting services-office based		
Project management services-jobsite based		
Project Manager		
Project Engineer		
Project management services-jobsite based		
Project management services-office based		
Project personnel moving expense		
Project personnel living expense		
Project quality control measures		
Progress photography		
Project signs		
Safety program		
Small tools & equipment		
Survey, layout & staking		
Labor		
Sub		
Temporary fencing and barricades		
Temporary jobsite telephone		
Cell phones		
Land/fax lines		
Temporary offices		
Temporary toilets		
Temporary utilities costs		
Utilities before permanent equipment		
Utilities after permanent equipment		
Testing & Inspections		
Testing Lab Services/ New Structure		
Testing Lab Services/ Parking Deck		
Tool trailers		
Traffic control offsite		
Traffic control onsite		
Trailer & tool Security		
Travel expenses for jobsite-based personnel		
Superintendents Truck		
Travel expenses from home office to jobsite		
Other G.C. Costs:		
Estimate of General Condition (noted above)		

