

Morton Grove Park District

Request for Statements of Interest, Qualifications and Performance Data (RFQ) For Construction Management Services

The Morton Grove Park District (the “Park District” or “Owner”) is seeking statements of interest, qualifications and performance data from interested and experienced construction management firms to provide construction management advisor services (“CM”) to assist the Park District in the demolition, planning, construction and redevelopment of Park District property commonly referred to as the Harrer Pool, located at 6240 West Dempster Avenue Morton Grove, Illinois 60053 (the “Project”). The Park District will select a firm to provide CM advisor services for the Project based on the responses submitted in accordance with the procedures summarized below.

Responses to this RFQ will be due on or before 12:00 p.m. on April 13, 2020. Submissions must be transmitted electronically to Jeff Wait at jwait@mortongrovecparks.com.

The selected CM will become an integral member of the team consisting of the architect hired for the Project and key Park District staff, along with various trade contractors to develop and implement the construction work.

I. PROJECT BACKGROUND AND DESCRIPTION

The Harrer Pool and Bathhouse was built in 1962 and renovated in 1995. A structural assessment completed in 2017 identified Harrer Pool as aged beyond repair. After completion of this assessment, the Park District conducted extensive community-wide research, which revealed the community wished to replace Harrer Pool rather than close it. On March 17, 2020, the residents of Morton Grove approved a ballot measure to increase the District’s limiting rate in order to fund the redevelopment and future operation of the Project.

This Project includes the demolition of the existing facilities located at Harrer Pool and the construction of a new 50 meter, 6-lane heated lap pool, separate slide and diving area, improved concessions, a new bath house, a party room, system upgrades, and other site improvements. The current total estimated budget for the Project is not to exceed \$11,000,000 including CM’s fees, Architect/Engineer’s fees, construction costs and contingencies. The Park District has applied for a grant from the Illinois Department of Natural Resources (IDNR) through the IDNR’s Parks and Recreational Facility Construction grant (PARC) program for the Project. If awarded a PARC grant, construction of this Project will be subject to the terms and conditions of the PARC grant.

The Park District has determined that construction management advisor services for the pre-construction, bidding-contract award, construction, and post-construction phased services, as summarized below, are required for this Project.

II. SCOPE OF SERVICES

The scope of services, responsibilities and basis for the proposal includes, but is not limited to:

A. Preconstruction

The CM in cooperation with the Architect shall:

1. Assist the Park District in defining Project goals and objectives.
2. Facilitate a Kick-Off Meeting to communicate the goals and objectives of the entire construction process.
3. Review architectural program with input from Park District staff and user groups, defining elements to be included within Project.
4. Evaluate the existing Project Site information, including current survey of Project Site.
5. Define existing building and site conditions to be protected, and/or demolished.
6. Research applicable local zoning and building code requirements and assist in securing Project approval(s) from local governmental officials.
7. Assist in defining Project costs and major cost variables based on architectural program. Prepare and maintain a detailed construction budget. Prepare a trade-by-trade construction cost estimate based upon schematic drawings. Provide cost comparisons of alternate construction systems and materials. Provide recommendations to the Architect for value engineering options. Analyze proposed materials and building systems with respect to quality, availability and price.
8. Prepare Construction Schedule based on the architectural program developed. Identify critical milestone dates for ordering long-lead items and completion of portions of the Work to ensure completion on schedule.
9. Develop a project safety plan to be incorporated into all trade contracts.
10. Prepare an Executive Summary narrative defining the cost, scheduling, and quality control issue being recommended in association with the goals of the Concept Design. Attend Morton Grove Park District Board of Park Commissioners meeting to present the same as needed.
11. Attend Morton Grove Park District Board of Park Commissioners' meetings as needed in this phase.

B. Bidding

1. Bidding & Negotiation – Bidding/Contract Award in connection with the governing public bidding regulations.
 - a. Prepare trade or bid packages identifying the specific scope of work for each trade or contract. Ensure that work has been assigned to the appropriate trade to minimize labor conflicts and to avoid duplication in work assignments.
 - b. Prepare legal notices, for review by Owner's legal counsel, for publication in local newspapers in accordance with Illinois public bidding ordinances.
 - c. Prepare bid forms and documents for solicitation of competitive bids. Work with Owner's legal counsel in preparation of same.
 - d. Coordinate with Architect to provide complete Project Manual to Owner and Owner's legal counsel at least 7 days prior to distribution to prospective bidders to permit responsible review.
2. Solicit bids for trades, including the distribution of documents, conduct of pre-bid conferences, and assistance in resolving questions or interpretations.

3. Receive bids. Conduct public bid opening and prepare tabulation of raw bids for the Owner's review.
4. Evaluate and analyze bids for adequacy and completeness.
5. Conduct scope reviews with apparent low bidders and make recommendations for contract award.
6. Assist in preparation and execution of construction contracts with each trade.
7. Attend Morton Grove Park District Board of Park Commissioners' meetings as needed in this phase.

C. Construction

1. Provide full time, on-site coordination and supervision of all trade contracts and construction activities.
2. Review work as performed or installed to assure compliance with the Construction Documents and Specifications.
3. Review shop drawings and submittals for accuracy, completeness and compliance with the Construction Documents before submission to the Architect. Coordinate the shop drawing submittal and review process.
4. Manage and coordinate the flow of Project information. Develop and submit requests for information as necessary. Review and distribute responses to the appropriate trade contractors. Prepare cost estimates for any of Owner's requests for proposals or Architect's field orders.
5. Ensure and coordinate maintenance of record drawings.
6. Hold, chair and record regular coordination meetings with the prime contractors and weekly progress review meetings with the Owner and the Architect. Prepare and distribute meeting minutes for all parties.
7. Review, consolidate, prepare and transmit monthly pay requests with back-up documentation, including but not limited to copies of trade contractor's invoices to the Architect and Owner for review and incorporation into a monthly draw package to be submitted to the Owner.
8. Obtain from trade contractors and major material suppliers and furnish to the Owner, all required insurance certificates, performance and payment bonds, lien waivers, and certified payroll as required by prevailing wage laws from and forward to Owner.
9. Provide monthly progress reports addressing any cost or schedule changes, with updated cost estimates and updated CPM schedule. Immediately notify Owner of possible delays and cost overruns.
10. Promptly intercede and resolve workplace disputes between and among trades.
11. Timely review change order requests and requests for information and obtain necessary and additional information to avoid delay in the progress of the Work.
12. Prepare and issue any required change orders.
13. Assist in obtaining and scheduling inspections with governmental authorities having jurisdiction over the Project.
14. Ensure that contractors hold mandatory scheduled safety meetings, periodically

review safety program with contractors, and verify contractors' adherence to the safety program. Require compliance with safety measures at the site for the protection of all workers and all other persons who may be at or near the site, including compliance with all safety statutes, ordinances and regulations (including OSHA) and provide all necessary barricades, fencing and other protection, while allowing Owner access to other portions of the property as required.

15. Secure Certificates of Substantial and Final Completion from the Architect and the Certificate of Occupancy from the Village of Morton Grove as soon as possible.
16. Obtain, review and transmit close-out documents such as record as-built drawings, guarantees, warranties, and operation & maintenance manuals. Throughout the Project maintain an accurate set of as-built documents for the Owner incorporating all aspects of the construction.
19. Review and cause work on all punch lists to be completed in a timely manner and expedite completion of all outstanding and remedial work.
20. Coordinate and oversee the testing of all systems upon Substantial Completion.
21. Coordinate timely and thorough equipment training for appropriate Park District staff to ensure smooth transition of building operations.
22. Attend Morton Grove Park District Board of Park Commissioners' meetings as needed in this phase.

D. Post-Construction

1. Coordinate and expedite the resolution of all construction related problems.
2. Coordinate and expedite the repair and replacement of items covered under warranties and guarantees.
3. Conduct follow-up review of the complete facility to verify and help insure satisfactory performance of all materials, equipment and systems.
4. Assist Owner in obtaining compliance with warranties and performance of warranty work.

III. ESTIMATED PROJECT SCHEDULE

- A. RFQ deadlines: April 13, 2020
- B. Interview date: April 23-24, 2020
- C. Board approval: April 29, 2020
- D. Design Development: March 30, 2020 through early September 2020
- E. Start of construction: August 2020 through June 2021
- F. Anticipated Project Substantial Completion date: Late May 2021
- G. Anticipated Project Final Completion date: Mid to late June 2021

The above schedule is subject to change as circumstances dictate, including acquiring all necessary permits for the Project, or as determined necessary by or in the best interests of the Park District.

IV. SUBMISSION REQUIREMENTS

Submission shall include:

- A. A letter of interest from the firm, introducing team members, highlighting the team's proposal for performing the services in accordance with the Project description, and describing results to be achieved consistent with this RFQ.
- B. Provide a cover letter indicating your firm's understanding of the requirements of this specific job proposal. The letter should be a brief formal letter from the prospective CM that provides information regarding the firm's interest in and ability to perform the requirements of this RFQ. A duly authorized representative of the firm must sign the letter in response to this RFQ. The cover letter should be on letterhead and state the legal name of the firm, phone number, fax number, mailing address and e-mail address.
- C. Current resumes for personnel to be assigned to this Project
 - 1. Please indicate the specific role each individual will play for the duration of the contract for this Project. Please provide the number of years of experience for each of the principal team members and describe all supervisory responsibilities. Please include a full list of relevant project experience. Also include information on other projects on which the assigned staff will be working during the same period they will be assigned to this Project, in terms of expected duration of the time they will need to devote to the other projects and the nature, scope and location of the other projects.
 - 2. Identify what disciplines your firm provides in-house and which disciplines will be provided by a third-party. Please provide a firm overview and experience list.
- D. The firm's history and experience:
 - 1. Please give a brief history and description of your firm (years in business under current name, type of ownership, type of organization, size of firm, professional affiliations, and mission/vision, all other names by which your organization has been known, and the length of time known by each name);
 - 2. Provide a detailed overview of at least three (3), and not more than five (5) recent projects similar in scope in which your firm has acted as a construction manager advisor. Experience with park district and other units of local government, not-for-profit or other non-commercial clients is preferred. Experience with construction of pools is also preferred. Provide the following information for each project:
 - a. Project Name
 - b. Location with address

- c. Client Name (complete with agency name, contact person, address and phone). This should be the person whom you have done business with on each of the projects listed. Please confirm their willingness to provide a reference.
 - d. Architect's name and contact information.
 - e. Estimated Project Cost
 - f. Actual Project Cost
 - g. Estimated Completion Date
 - h. Actual Completion Date
 - i. Project Description
 - j. Project Photos/Renderings
- 3. A list of any projects in the past 5 years that were not completed.
 - 4. At least five (5) references for the firm from similar projects as well as any sub-consultants that will be involved, with current addresses, principal client representatives, phone numbers and email addresses.
 - 5. A summary of all claims, litigation, administrative proceedings, arbitration or mediation which have been made against your firm, any of its principals and/or staff within the last five (5) years related to construction, other professional services, or business activities, including but not limited to claims of violation of prevailing wage or other applicable laws, discrimination, bid rigging or bribery. The summary should include claims whether or not a lawsuit was filed, the amount of the claim, the type of the project and services involved and the resolution of the claim.
- E. The firm's methodology and/or approach to the Project. Discuss your firm's role, methodology and approach to the scope of services. Firms may suggest different approaches to achieving the objectives.
 - F. Fee Proposal

The Fee Proposal will include:

- 1. The CM's detailed cost to furnish the services outlined in Section II of this RFQ, including an estimate of expected reimbursable expenses.
- 2. A detailed description of how fees will be calculated by your firm and, if and as applicable, the amount your firm will charge for each of the phases noted above.

In addition, firms may include any other supporting documents that they wish to submit for review. These additional supporting documents **should not exceed ten pages**. The contents of the response to this RFQ by the successful firm will be referenced in any contract awarded for this Project.

V. SUBMISSION PROCESS, DUE DATE & REQUIRED DOCUMENTS

Submissions must be transmitted electronically to the following, which is the address to be used for **all communication** in connection with this Project:

Jeff Wait
Executive Director
Morton Grove Park District
jwait@mortongrovecparks.com
T: 847-965-1200

Submissions are due on or before April 13, 2020 at 12:00 p.m.

Submittals received after the date and time noted above may be refused and returned unopened. No reimbursement will be made by the Owner for costs incurred by the respondents in the preparation of the response to this RFQ. This RFQ shall not, in any manner, be construed to be an obligation of the Owner to enter into a contract or result in any claim for reimbursement of the cost of any efforts expended by the respondents, participation in interviews or in anticipation of any contract.

All material submitted regarding this RFQ shall become the property of the Park District. After award of the contract, all responses and materials submitted by the applicant in response to this RFQ will be considered public information and will be made available for inspection, unless otherwise exempt from disclosure under applicable law.

VI. COMMUNICATIONS AND REQUEST FOR ADDITIONAL INFORMATION

Requests for additional information, clarifications or questions regarding the process should be submitted no later than 12:00 p.m. on April 10, 2020, to Jeff Wait, at the email noted in the above section. No inquiries will be accepted after this time.

Responses to questions or clarifications will be issued in addendum made available to all firms that requested and received a copy of the RFQ.

Applicants should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ during the selection process. Applicants should not contact any other individuals associated with the Park District or any of the Project team regarding the Project or the RFQ.

VII. SELECTION PROCESS

The selection of the CM will be made as follows:

A. Evaluation of Written Submissions

An evaluation team, consisting of Park District staff members and at least one Park District Board member will read and evaluate the submissions properly made in response to this RFQ in accordance with the general evaluation criteria set forth below (Selection Criteria) and based on such other information and matters as it deems necessary or desirable to

determine the qualifications, responsibility, and suitability of each firm submitting a proposal in response to this RFQ.

After conducting such review and making such evaluations, the Park District may select a short list of qualified firms to proceed to the oral interview stage of the selection process (a "Finalist" and/or the "Finalists") or may reject all proposals.

B. Oral Interview

If one or more Finalists are selected, an oral interview or interviews may be conducted by the Park District. At the interview, each Finalist shall be required to explain its submission in detail, including a full discussion of how its approach to the Project satisfies the general evaluation criteria set forth below (Selection Criteria) and how they will assist the Park District with cost, schedule and quality of design for this Project. In addition, each Finalist shall be required to answer questions posed by the Board of Commissioners. Oral interviews may be tape recorded.

C. Ranking

Based upon the written submissions, oral interviews and any supplementary information submitted in response to the Park District's request, and based upon the general evaluation criteria listed in the subsection below (Selection Criteria), such other criteria as the Park District determines appropriate, and such independent investigation (e.g. discussions with previous clients) as the Park District determines to be necessary or desirable to assist it in evaluating a Finalist's qualifications, the Park District will rank the Finalists in the order of their qualifications for the Project.

D. Negotiations

Following such ranking, the Park District will contact the highest ranking firm and attempt to negotiate a contract for the services at a fair and reasonable compensation taking into consideration the Project budget and the estimated value, scope, complexity and nature of the services to be rendered. A modified AIA Agreement will be utilized for the contract.

The Morton Grove Park District Board of Park Commissioners will make the final selection of the Construction Manager.

VIII. SELECTION CRITERIA

The Park District will select a firm based on the following criteria (in no specific order):

- A. Completeness of the proposal;
- B. Qualifications and experience of firm applicable to this Project, including the respondent's professional qualifications, skills, and experience;
- C. Qualifications and experience of staff assigned to the Project;

- D. Nationally and/or regionally recognized experience on comparable park projects;
- E. Method and/or approach to the Project;
- F. Specialized experience of the key personnel proposed for this Project;
- G. Expressed understanding of issues related to this Project;
- H. Review of past performance on similar projects, evaluations of references, etc.;
- I. Workload and ability to meet time and budgetary constraints;
- J. Fee proposal; and
- K. Any other factors determined relevant by the Morton Grover Park District Board of Park Commissioners.

IX. MODIFICATION OR WITHDRAWAL

A proposal may not be modified, withdrawn or canceled for a period of ninety (90) days after the time and date designated for receipt of proposal. A firm may withdraw or modify a submitted proposal before the time and date designated for receipt by providing a written notice to the party receiving proposals on behalf of the Park District as noted herein.

X. CANCELLATION OF STATEMENT OF QUALIFICATIONS

The Park District reserves the right to cancel this request for services at any time, to elect not to award the work listed, to reject any or all of the responses, to accept only portions of a proposal and reject the remainder, to waive any informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received. The Park District shall have no liability or responsibility to any firm in the event of cancellation of this RFQ.

XI. NOTICE OF FREEDOM OF INFORMATION ACT

After award of the contract, all responses, documents, and materials submitted by respondents pertaining to this RFQ will be considered public information, subject to inspection.

By submitting a proposal or otherwise responding in any way to this RFQ, each respondent acknowledges the following:

- A. The Park District is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"), and any and all information submitted by the respondent to the Park District is subject to disclosure to third parties in accordance with FOIA.

- B. If a respondent intends for the Park District to withhold the respondent's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the respondent must include with its proposal submittal a written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the respondent, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the respondent at the time of bid submittal will be presumed to be open to public inspection. The respondent may be required to substantiate the basis for its claims at a later time.

- C. Notwithstanding timely notice received from a respondent in accordance with Section 7(1)(g), the Park District reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request.