

The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.

The purpose of this Request for Qualifications is to identify an experienced CM firm with the best combination of qualifications and services, to develop the program efficiently and effectively with respect to time and cost.

Scope of Services

Provide CM Services as summarized in the American Institute of Architects Document **AIA C132 (CMA)** for Construction Manager as Advisor.

Qualifications Submission

Please submit five (5) printed copies and one electronic PDF format copy of the completed qualifications to:

Fieldcrest CUSD #6
Dr. Kari Rockwell, Superintendent
1 Dornbush Drive
Minonk, IL 61760

Submittals should be prepared in standard 8-1/2" x 11" format. Provide table of contents page and tabbed divider pages. Telephone, facsimile or email responses are not acceptable. **Submittals are due no later than 12:00 Noon on April 7, 2020.** Timely delivery is at the risk of the Respondent.

Qualifications Content

Qualifications should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project. Responses must include the following in the order provided.

1. Section One - Letter of Transmittal/Executive Summary

- A 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 request. The letter must contain a commitment to provide both the services described herein and the personnel necessary to complete the assignment.

2. Section Two - Company Overview

- Provide name of the firm and the location of all its offices. Indicate the principal place of business, the telephone and fax numbers, and the office which will be managing the project.
- The number of years the firm has been in business under the present name, and the number of years the firm has provided Construction Management Services.

- Submit your firm's financial references with contact name, address and phone number.
- Indicate if your firm is owned or partially owned by any other organization or individuals. If so, explain the ownership structure and state the name and address of said organization or individuals.
- State the current bonding capacity of your firm.
- List your firm's safety record (incident rates and experience modification rates) for the last three years.
- List any current or concluded litigation involving your company within the past three (3) years.

3. Section Three - Project Team

- Depict your firm's proposed project organization for this project. Provide resumes including names, education, training and qualifications of the proposed Principal-in-Charge, Preconstruction Manager, Project Manager, Construction Superintendent, and Quality and Safety Directors for this Project.
- Describe experience in relevant K-12 Education projects for each of the proposed Project Team Members.

4. Section Four - Project Experience

- Provide a summary of five (5) Construction Management projects which your company is presently working on or has completed within the last three (3) years. Indicate the size and scope of the project described, including a brief description, year of completion, project cost, and client reference name, address, and phone number.

5. Section Five - Project Approach

- Describe how your firm would approach this project. Detail any unique qualifications, technical capabilities or characteristics that would specifically qualify your firm for this project.
- State how you will assign task/responsibilities and monitor job progress.
- Explain how your firm achieves quality control on projects.
- Explain your methods of budgeting and scheduling that your firm controls during the design (preconstruction) and planning phases.
- Describe how your firm will integrate occupancy and warranty assistance with the Owner.
- Explain how your firm can control and save costs on this project.
- Explain how your firm provides project estimates, and in what phases of design the estimates are provided.
- Describe what you have done on past projects to encourage local contractor participation.

Evaluation and Selection

The School District will conduct a comprehensive evaluation of all submittal responses. Each response will be analyzed to determine overall responsiveness and qualifications. The School District committee may select all, some or none of the respondents for interviews. If the School District elects to conduct interviews, respondents will be interviewed and scored based upon criteria to be determined by the School District.

Each of the submittals will be evaluated to determine the best qualified respondent for the project. The School District will enter negotiations with the selected respondent and execute a contract upon completion of negotiation of fees and contract terms for final approval. If the School District and selected respondent are unsuccessful in negotiating a contract, the School District may then select the next qualified respondent and negotiate contracts until a contract is executed.