

Northbrook/Glenview School District 30
Request for Qualifications
Construction Management Services

Background

Northbrook/Glenview School District 30 is in the initial planning stages to construct or renovate a middle school in Northbrook, Illinois. ARCON has recently been engaged as the architectural firm for the project.

Northbrook/Glenview School District 30 is interested in securing the services of a construction manager as an advisor. District 30 encourages respondents to offer a Statement of Qualifications.

To allow a base line comparison, the respondent shall provide the following services as a minimum:

Preconstruction Phase

- Preparation of a budget and cost estimate based upon progress drawings available at time of hiring
- Comparative cost analysis, in writing, at pre-determined intervals
- Ongoing value engineering
- Analysis of constructability, materials, and methods
- “Snap shot” impression of the projects at the time of hiring
- Development of CPM schedule for the projects, including phasing and temporary construction projects
- A minimum of weekly meetings with the owner, architect and others, as appropriate
- Development of a site plan to show placement of temporary drives, power locations, water outlets, site drainage, trailer placement, materials, storage, etc.
- Development of a safety program for the project
- Development of bid packages, including the division of work into packages for bidding so as to achieve complete buy-out of the project
- Identification and securing of long lead time items
- Development of bidders list for each of the trades and bid packages
- Development of bidding schedules
- Assistance in the review of bids received
- Assistance in preparation of recommendations concerning bids

Construction Phase

- Administration, management, scheduling, and related services to coordinate the construction on site
- Schedule and coordinate job-site meetings involving all contractors with contractual interest in the project
- Attendance at weekly administrative meetings involving the owner, architect, and others as appropriate
- Receipt and processing of payment requisitions
- Evaluation of claims from contractors, including initial evaluation of claim and preparation of written response complete with suggested action
- Completion of punch list

Statement of Qualifications

The respondent shall submit the following information, in the order given below, with each section not to exceed the maximum number of pages given. Each section must be addressed, and Northbrook/Glenview School District 30 reserves the right to reject responses which do not follow the format given.

- **Executive Summary:** Briefly describe the respondent, the approach to such a project, the staffing available and envisioned for use on the project, and the capability of the respondent to operate to a given schedule while providing the services required (1 page).
- **History of the Respondent:** Give an overview of the history of the respondent with emphasis, upon recent projects of a similar nature. Highlight significant projects, accomplishments, and awards, as well as alliances or partnerships with other contractors, professionals, and owners (2 pages).
- **Synopsis of the Respondent:** Describe the respondent's organization. Specify the personnel and equipment available for assignment to the project. Specify the bonding capability of the respondent. Supply resumes of principal personnel as an appendix. (Synopsis: 2 pages, Appendix: as required).
- **Approach to Project:** Describe, in whatever manner the respondent deems appropriate, the respondent's approach to such a project commencing with your appointment as construction manager and ending with completion of punch list items and close out of paperwork (2 pages).
- **Past Projects & References:** Provide a listing of all projects over 10 million dollars undertaken (whether completed or not) within the last five (5) years. Provide a list of contacts complete with telephone numbers and email addresses for all projects listed (as required).

The submittal shall have each of these sections clearly delineated.

The respondent shall submit an original and three (3) copies of the Statement of Qualifications.

Information

Administrative questions should be directed to Dale Falk, Assistant Superintendent for Finance and Operations, Northbrook/Glenview School District 30, 2374 Shermer Road, Northbrook, Illinois 60062 or (847) 498-8981.

Any technical questions should be directed to Richard Cozzi, Principal, ARCON, 2050 South Finley Road, Suite 40, Lombard, Illinois 60148, (630) 495-1900 x 706, or rpcozzi@arconassoc.com.

Basis of Award

Statement of Qualifications must be submitted to the office of Dale Falk, Assistant Superintendent for Finance and Operations, Northbrook/Glenview School District 30, 2374 Shermer Road, Northbrook, Illinois 60062 by 2:00 p.m. on Monday, July 25, 2016.

LATE SUBMITTALS WILL NOT BE ACCEPTED.

Selection will be based upon the Statement of Qualifications and the interview process. Submittals will be reviewed by Northbrook/Glenview School District 30 and respondents selected for interview will be notified on or about Wednesday, July 27, 2016.

District 30 anticipates conducting interviews of the finalists selected on or about Monday, August 1, 2016.

Respondents selected for interviews will be given fifteen minutes in which to present their qualifications and an additional 15 minutes for questions and answers. This time shall be strictly enforced. Selection of interview times will rest solely with District 30.

Following the interviews, District 30 shall rank the proposals and the highest ranked firm may be asked to submit additional materials deemed necessary. The firm with the highest qualifications for the project in the opinion of District 30 will be asked to meet with District 30 to determine the final scope of services and a contract will be negotiated. If an agreement cannot be reached, the negotiations with that firm shall be terminated and the next highest candidate will be contacted for the same process.

Northbrook/Glenview School District 30 will give consideration to the following aspects of the submittal and presentation:

- Documented successful past performance of similar undertakings
- Construction management philosophy and approach
- Manpower planning
- Automated cost control and project tracking systems and capability
- Construction management and administration procedures

Northbrook/Glenview School District 30 reserves the right to accept any proposal or to reject any or all submittals and to waive informalities when such actions are deemed to be in the best interests of Northbrook/Glenview School District 30.