

A. Purpose

The Lemont Fire Protection District hereafter referred to as the Owner, is seeking proposals for the purpose of selecting a firm to provide Construction Management services for the construction of a New Headquarters fire station No 1, Addition/Conversion of fire station No 3, Addition/Renovation to fire station No 2, and Addition/Renovation to fire station No 4. The Construction Manager will be the Owner's professional representative who will augment existing District management resources in working with the District's Architect: FGM Architects, Inc., 1211 West 22nd Street, Oak Brook, Illinois 60523. The Construction Manager will assume the overall role and responsibility as a general contractor; therefore the services requested are for a Construction Manager as Constructor. The Owner intends to enter into an AIA Construction Manager Contract where the Construction Manager acts as Constructor.

Construction Management firms desiring to submit proposals shall follow the outline and instructions herein, and furnish all requested information. Incomplete submissions will not be further considered. Please review all portions of the RFQ carefully to ensure a thorough understanding of the request and submission requirements. All proposals will become the property of the Owner.

The Owner has chosen to use a unified method of RFQ where in a separate sealed envelope a fee proposal is to be provided. The Owner is hereby soliciting statements of qualifications and performance data at the same time as it requests proposals. The Owner will open the fee proposal of those Construction Managers (CMs) determined to be qualified and return the remaining fee proposals, unopened, to the firms not selected.

B. Overview of the Project

The population of the District is approximately 24,048, whose boundaries include the Village of Lemont, Dairen, Palos Park, Woodridge, and unincorporated Will, Cook, and DuPage Counties areas. The purpose of this project is to build:

- Station No 1 - New 28,000 sq.ft. (4) double deep bays headquarters fire station with mechanic maintenance
- Station 2 – 3,730 sq.ft. addition and 6,000 sq.ft. renovation to the existing fire station
- Station 3 – 6,640 sq.ft. (4) double deep bays addition and 16,225 sq.ft. renovation to the conversion of a commercial building into a new fire station.
- Station 4 – 1,500 sq.ft. addition and 10,250 sq.ft. renovation to the existing fire station

Anticipated timeline:

- RFQ posted - November 11, 2024
- RFQ submissions due – December 6, 2024 @ 3pm
- Internal review – Week of December 9, 2024
- Submissions that are being considered for further review will be notified by December 20, 2024
- Anticipated interviews with potential candidates will be scheduled for the week of January 6, 2025
- Anticipated final approval by Board of Trustees on January 16, 2025

C. Construction Management Expectations

The Construction Manager will be expected to provide pre-construction support, attend meetings with the Owner and Architect, provide two cost estimates, one during schematic design and one at approximately 50% completion of construction documents, produce a project schedule, provide a quality control check of the documents prior to bid, bidding services including the packaging and distribution of bidding documents.

The Construction Management team will be expected to provide full-time on site supervision that will include daily coordination with the sub-contractors, Architect, and Owner to ensure compliance with design. The Construction Manager will coordinate all on site testing of materials and workmanship, as well as coordinate and facilitate the removal and replacement of deficient elements during construction.

The Construction Manager will work with the sub-contractors and the Architect to ensure that Owner complaints are resolved and minimize the disruption to the overall schedule. The Construction Manager will maintain the construction schedule, will review requests for payment by the sub-contractors, and will recommend and verify change orders, field orders, changes in plans, final paperwork and final acceptance.

D. Evaluation Criteria

The detailed statement of qualifications submitted should include information regarding the firm, its principal contact persons for the project, specific information regarding construction management services, and change order experience on other projects of this size and nature. Evaluation criteria will be impacted on the following:

- ❖ A summary of the Company's experience with Municipal Fire Service Facility Construction Management (if applicable)
- ❖ Ability to understand the special needs of a Fire Department
- ❖ Ability to relate to City and Municipal officials.
- ❖ Ability to produce the project in an acceptable time schedule.
- ❖ Ability to easily coordinate all phases of the design and construction phases.
- ❖ Ability to coordinate work with selected sub-contractors.
- ❖ Information on your Company's approach to the Owner during design and construction.
- ❖ Project efficiency and cost savings.

E. Proposals must include:

1. Firm Information

- A. Name of the firm and location of the principal (home office) that will be supporting this project including telephone number and fax numbers. Will this project also be managed from this location? If your team is an association of more than one firm, please provide the information for all team members.
- B. Professional history of the firm and principals including the number of years in business under your present name. Number of years during which you have offered construction management services. Were you offering construction management services previously under a different name? If so, why was your name changed? If your firm is owned or partially owned by another organization or individuals, state the name, address and phone number of the individual or organization.

- C. Do you offer other services? (For example, do you offer general construction, program management, design, engineering, etc.)
- D. The names, titles, education, training, pertinent experience and qualifications of the proposed Project Construction Management and support team. Attach resumes of those staff you proposed to be actively involved in this project. Include their number of years of experience with your firm.
- E. Identify the amount of time principals and members of your firm will apply to the project and their availability to this project (% of their total time).
- F. Submit a statement of the financial status of your firm.

2. Project Experience

- A. List all of your Construction Management projects (completed or in progress by your proposed project team) for the past five to eight (5-8) years with a strong preference on Fire Station projects. Include the name of the project, its location, type of facility, project budget at design, project completion schedule at design, project cost at award of construction contracts, project substantial completion date, Owner's contact person; name, title, address, phone number, fax number, project responsibilities. List which of your projects contractually included a guaranteed cost, and which projects also included a guaranteed schedule. Explain reasons for variations in estimated cost and final (actual) cost, estimated schedule completion date and actual completion date (include substantial completion date and actual, final closeout date).
- B. List the names of three to five (3-5) fire service clients who may be contacted (if applicable), including at least one (1) for whom services were rendered within the last five years. Include names and phone numbers where a representative or the Owner can be contacted.
- C. List the Architectural firms your organization has worked with as a Construction Manager during the past five (5) years. Include name, contact person, and phone number as well as name and location of project (referred in Section A).
- D. List five (5) contractor references with which your organization has worked in the past twelve (12) months. Submit company name, contact person, and phone number. Include name and location of project (referred in Section A).

3. Project Approach

- A. Describe how your firm would approach this project detailing any unique qualifications, technical capabilities or characteristics that qualify your firm specifically for this project.
- B. State how you will assign task/responsibilities and monitor progress.
- C. Explain how your firm achieves quality control on projects.
- D. Describe how you control completion schedules on a project.
- E. Explain how you manage effectively multiple projects simultaneously for the same client

- F. Explain how you complete construction services while 24/7 operations are on-going on a construction site by Owner's forces, specifically public works operations.
 - G. Describe what role (if any) your firm will take with regards to the project's budget? Describe your cost estimating process.
 - H. Describe how you integrate occupancy and warranty assistance with the Owner and Architect.
 - I. Explain how your firm can control and save costs on this project.
 - J. Explain how you evaluate Bidders so the Owner will have the best contractors at the lowest prices.
 - K. Explain the corrective actions your firm would take to handle a particular contractor who is not performing.
4. Compensation (In a separate sealed envelope)
- A. The Owner intends to enter into an agreement using a percentage fee as the method of compensation for all Construction Management services. Please delineate all of the direct costs you would propose for these services. Also provide a description and cost estimate of any other General Conditions costs that would be necessary to complete the work, but are not included in your percentage fee.
 - B. The pre-construction fee is to be a fixed fee and should include at a minimum, the following: five meetings with the Owner and Architect, two cost estimates, produce a project schedule, and provide a quality control check of the documents prior to bid.
 - C. Please provide an estimate of your additional costs should the project completion be extended for reasons beyond your control.
 - D. Attachment A is included, and shall be completed and placed in the separate envelope. This includes proposed fees, general conditions, and other applicable job related costs for the Owner to understand the level of service being proposed by the Construction Manager for this project.
5. Litigation and Ethics Information
- A. List of any and all current litigation or concluded litigation in which the firm is currently ongoing or which has been concluded within the past five (5) years, specifically including any fire service agencies or municipalities which were involved.
 - B. Any such litigation is to include the name of the entity for whom the service was under contract to, as well as a brief description of the charges brought under the suit. If the suit has been concluded, it is to be noted if an award or settlement was made or if the charges were wholly or partially dismissed.

- C. Has your firm ever been called before a Commission or Professional Society of a local, state or national level to answer questions concerning your firm’s ethical practices? If so, what were the circumstances?
 - D. Does your firm have a written Sexual Harassment Policy in full compliance with 775 ILCS 5/2 – 105 (A)(4)? Provide a copy with your proposal.
 - E. Does your firm acknowledge the requirements of the Illinois Prevailing Wage Act, including that any contractor or subcontractor must pay laborers, workers, and mechanics employed on the Owners public works projects, no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of similar character in the locality where the work is performed?
 - F. Has your company or any predecessor been subject to any proceeding before the Illinois Department of Labor involving any allegations in violation of the Illinois Prevailing Wage Act during the past ten years? If the answer is yes, provide a statement in full as to the nature of the complaint, your company’s response, and the ultimate resolution of the charge (for example, charge dismissed, case settled, fine issued, etc.).
6. Certification
- A. Submit certification that said Contractor/Vendor was not barred from originally bidding on this contract or from entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of Public Contract Act (Ill. Rev. Stat. Chapter 38, Article 33E).
7. Bond and Insurance Data
- A. A certificate of insurance must accompany the proposal for the following types of insurance commensurate with the size of the project.
 - 1. General Liability
 - 2. Automobile Liability
 - 3. Excess Liability
 - 4. Worker’s Compensation & Employer’s Liability
 - B. Ability to provide a performance bond and labor and material payment bond equal to the cost of the project. Make sure that any such costs are detailed as part of Section 4 “Compensation” A & B above.
8. Supporting Data
- A. AIA – Contractor’s Qualification Statement (A305)
 - B. Include any other supporting data which you feel will assist the Owner in the evaluation of your firm. Areas of interest include but are not limited to:
 - 1. Working relationship with professional consultants, contractors and agency and fire service personnel.

2. Thoroughness
3. Creativeness
4. Adequacy of Supervision
5. Business procedures and record keeping
6. Financial responsibility and stability

F. Selection Process

1. Method of Selection

The selection of the Construction Manager will follow a professional qualifications-based selection process. A selection committee will review the proposals and develop a short list of the most qualified firms to be interviewed. Interviews will be scheduled for shortly after the proposals are received. At the interview, firms should be prepared to discuss their program approach, staffing, quality control systems and service capabilities as well as answer questions of the Interview Committee. From the interview results, and reference checks, the Committee will rank the firms and make their selection and begin negotiations with the selected firm.

The Owner intends to enter into an agreement utilizing AIA documents A133/CMaC with GMP, with amendments as mutually agreed upon.

The Owner reserves the right to reject all or any proposals, to negotiate changes in the scope of the work or services to be provided, to withhold the award for any reason it may determine and to waive or decline to waive any technicalities or irregularities in a proposal.

PROPOSAL SUBMISSION

All correspondence, including proposals, is to be submitted to:

Lemont Fire Protection District
ATTN: Fire Chief
15900 New Avenue
Lemont, IL. 60439
(630) 257-2376

PROPOSAL SUBMISSION DEADLINE

All proposals must be received at the address listed above no later than 3:00 p.m. on Friday, December 6, 2024. Facsimile or electronically transmitted proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened or considered.

PROPOSAL PRESENTATION

1. Eight (8) hard copies of the written proposal are required.
2. One (1) electronic copy (PDF) of the written proposal is required.
3. The package containing the original and copies must be sealed and marked with the Proposer's name and "CONFIDENTIAL – CONSTRUCTION MANAGER PROPOSAL – Lemont Fire Protection District.

ATTACHMENT A — CONSTRUCTION MANAGER'S RATES AND COMPENSATION

A. **Construction Manager's Basic Services Fee.** As compensation for the design, bidding, construction and close-out phase services under the Agreement, excluding the Reimbursable Expenses set forth below, the Construction Manager shall receive the basic services fee as follows:

Construction Manager's Total Basic Services Fee:

1. **Design Phase Compensation.** The District shall pay the Construction Manager for the performance of the Design Phase services a fee not to exceed _____ percent (____%) of the Construction Manager's Total Basic Services Fee.

2. **Bidding Phase Compensation.** The District shall pay the Construction Manager for the performance of the Bidding Phase services a fee not to exceed _____ percent (____%) of the Construction Manager's Total Basic Services Fee.

3. **Construction Phase Compensation.** The District shall pay the Construction Manager for the performance of the Construction Phase services a fee not to exceed _____ percent (____%) of the Construction Manager's Total Basic Services Fee.

4. **Project Closeout Phase Compensation.** The District shall pay the Construction Manager for the performance of the Project Closeout Phase services a fee not to exceed _____ percent (____%) of the Construction Manager's Total Basic Services Fee.

B. **Reimbursable Expenses.** In addition to the Construction Manager's Basic Services Fee, the following expenses reasonably and necessarily incurred for the project which do not readily lend themselves to inclusion in the Trade Contracts:

1 **On-Site Representative Compensation Allowance.** The Construction Manager shall be reimbursed the actual Direct Wage Expense of the approved on-site representative multiplied by the overhead and profit multiplier indicated below which shall not to exceed the following On-Site Representative Compensation Allowance:

On-Site Representative Compensation Allowance \$ _____

Full-time, on-site representatives (5 days/week) shall not be reimbursed for travel time. Part-time on-site representatives may bill up to a maximum of two (2) hours per day of actual travel time to and from the project site at their Direct Wage Expense rate multiplied by the overhead and profit multiplier indicated below.

- 1. Contract Bond Premium \$ _____
- 2. Builder Risk Insurance Premium \$ _____
- 3. Site Security \$ _____
- 4. Site Utilities \$ _____
- 5. Field Office \$ _____
- 6. Temporary Sanitary Facilities \$ _____
- 7. Refuse Removal Services \$ _____
- 8. Communication \$ _____
- 9. Final Cleanup \$ _____
- 10. Safety, First Aid & F.E. \$ _____
- 11. Control/Layout Surveying \$ _____
- 12. Blueprinting/Reproductions \$ _____
- 13. Submittal Exchange \$ _____
- 14. Misc. Materials, Tools, Etc. \$ _____
- 15. Project ID Signage \$ _____
- 16. Construction Material & Soil Testing \$ _____
- 17. Messenger, UPS, FedEx, Postage \$ _____
- 18. Professional Liability Insurance \$ _____
- 19. General Liability Insurance \$ _____

C. **Overhead and Profit Multiplier.** The Construction Manager's overhead and profit multiplier is _____ percent (_____%)

D. **Change Orders.** The District shall have the authority by written change order to make additions and deletions to the Construction Manager's services. Unless the District and the Construction Manager agree to a lump sum fee or a unit price, the Construction Manager's compensation for additions and deletions to the Construction Manager's services shall be at the hourly rates set forth in the Rate Table below.

E. **Project Team.** The Construction Manager's services shall be performed by the following team members and, unless otherwise provided, any additional work ordered by the District and performed by a team member listed below shall be billed at the hourly rates set forth below:

RATE TABLE

Project Manager	\$ _____/HR_
Project Engineer	\$ _____/HR
General Superintendent	\$ _____/HR
Project Superintendent	\$ _____/HR
Laborer	\$ _____/HR
Admin	\$ _____/HR

\$ _____/HR
\$ _____/HR
\$ _____/HR
\$ _____/HR

Please Note:

- *Reimbursable list is based on one (1) project with one (1) full-time superintendent.*
- *Anticipated construction schedule is 15 months for Station 1 & Stations 3 (built simultaneously), 6 months for Station 2, and then 6 months for Station 4. If different, CM to provide explanation, and adjust numbers accordingly based upon that approach.*