



**MOKENA SCHOOL DISTRICT 159**

**Mokena, IL**

**SPECIFICATIONS**

**Request for Qualifications**

**Construction Manager as Constructor**

**Integrated Design Services**

*Version 06/17/2021*

**REQUEST FOR QUALIFICATIONS**  
**Construction Manager as Constructor**  
**Integrated Design Services**  
*June 17, 2021*  
**Mokena School District 159**

## **REQUEST FOR QUALIFICATIONS**

### **Introduction**

The Board of Education for Mokena School District 159 is soliciting Statements of Interest and Qualifications from Construction Manager as Constructor (**CM/c**) via Integrated Design Services to assist the School District in the planning (pre-construction), engineering, bidding, construction, project management, close-out, training and occupancy of the planned improvements.

This RFQ is not an Invitation to Bid; responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening or reading of responses received by the School District pursuant to this request.

### **RFQ Submission**

RFQ submissions are due by July 22, 2021 at 10:00 AM local time.

Please submit seven (7) bound copies and one digital copy (pick the desired format via CD, USB or email) to:

Dr. Teri Shaw  
Chief School Business Official  
Mokena School District 159  
11244 Willowcrest Lane, Mokena, Illinois 60448

Qualifications must be enclosed in a sealed envelope (or other sealed container): the submission must clearly display "Request for Qualifications – **CM/c** via Integrated Design Services for Mokena School District 159" and the respondent's name.

Submittals should be prepared as standard 8-1/2" x 11" letter size, and shall be limited to 25 pages exclusive of required attachments. Adherence to the maximum page criterion is critical. 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 submittal information.

The District will only accept written responses with an electronic copy on an electronic storage device. Timely delivery of submissions is the responsibility of the Respondent. No extensions will be allowed.

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**District Schedule to Award the Integrated Design Services**

RFQ Released	<b>06/17/2021</b>
RFQ Pre-Submission Meeting at <b>10:00 AM</b>	<b>06/30/2021</b>
Last date to submit questions/clarifications	<b>07/08/2021</b>
RFQ Due to District	<b>07/22/2021</b>
RFQ Recommendation Committee Review	<b>08/05/2021</b>
RFQ Interview List Released	<b>08/05/2021</b>
Interview Process	<b>08/16-19/201</b>
Committee recommends firm for Board Approval	<b>09/01/2021</b>
Award by the Board of Education	<b>09/15/2021</b>

**Respondents' Inquiries and Addenda**

All questions regarding the bid should be directed to **Dr. Teri Shaw** who can be reached at **(708)342-4917**, or via email at [shawt@mokena159.org](mailto:shawt@mokena159.org). Any attempts to communicate with the superintendent or Board of Education members will be grounds for disqualification from the RFQ process.

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. Oral and other interpretations or clarifications will be without legal effect.

**General Information, Notifications and Purpose**

- a) Respondents are advised to carefully review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- b) Joint venture and cooperative qualifications may be considered, provided that their use is clearly indicated in the submitted qualifications.

**General Terms and Conditions**

The purpose of this Request for Qualification is to identify an experienced Construction Management Services firm with the best combination of qualifications, to develop the program efficiently and effectively with respect to process, quality control, safety, time and cost.

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**School District Background**

Mokena Elementary School District #159 is a K-8 district located in Mokena, Illinois. Total enrollment is approximately 1,550. The District is comprised of 3 schools, Mokena Elementary School, EC/PK - 3, 676 students; Mokena Intermediate, 4-5, 350 students; Mokena Junior High, 6-8, 518 students. The District also has a Bus Barn with 12 bays and an office.

Mokena Elementary School is 147,000 square feet with 67 classrooms, including an Art room, a Music room, a Library for EC-K, a Library for 1-3, computer labs, three Gymnasiums and a Lunchroom. It was built in 1963 with additions that were built in 1975 and 1993. The District Office is located inside the Elementary building.

Mokena Intermediate School is 73,838 square feet with 40 classrooms, including an Art room, a Music room, a Library, Computer labs, Lunchroom, and two Gymnasiums. It was built in 1976, with a substantial addition in 1993.

Mokena Junior High is 124,000 square feet with 51 classrooms including an Art room, Band room, Choir room, computer lab, media center, two gymnasiums, a cafeteria and a lunchroom. The two story structure was built in 2001.

**Construction Manager as Constructor (CM/c)** - The CM/c will all hold the contracts after assignment by the Board and thus undertake the schedule risk, have greater control of the finances/allowances once awarded, issue the checks/administer pay requests and will provide contract enforcement administration.

The District reserves the right to award contracts for various types of projects to multiple or single respondents. The School District reserves the right to waive informalities and irregularities in the qualifications received. The School District reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. The District will remedy or waive technical errors in the RFQ process as is in the best interest of the District.

The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous and in the School District's best interests as determined by the selection committee may be submitted to the Board of Education for approval. The Board of Education may act to approve, reject or delay award of the contract based on the recommendation of the selection committee.

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

All proposals must comply with applicable Illinois law including the payment of prevailing wages by all contractors working on public work projects and Criminal Background Investigation, Proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws. The District may elect to allow a CM/c to bid the work. If so, they must comply with the Prevailing Wage Act.

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All costs associated with developing or submitting qualifications in response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ does not commit the School District to enter into a contract. The School District reserves the right to reject any/all submissions, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFQ.

**Project Information**

The project is subject to approval of budgets and funding by the Board of Education. The Board may suspend the project at any stage up to and including following receipt of bids.

The District shall provide a detailed project description including at a minimum; square footage, educational facility type, new construction and/or renovation, approximate dollar value, schedule for completion, demolition, abatement, name of school, status of referendum and/or current state of design.

**Selection Criteria and Process**

The tentative date for the presentations (subject to change as may be required) is August 16-19, 2021. A reasonable inquiry for additional information may be conducted by the District as to respondents' past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results.

The timing of the research may precede or follow the interview process as determined in the best interest of the District. Respondents are solely responsible to promptly supply additional information to the District in connection with such inquiries. The promptness, accuracy, and cooperation of respondents in responding to such inquiries may be grounds for determination of non-responsiveness as determined by the District.

A final evaluation of all the presenting Respondents will be made by the Selection Committee in order to determine the best qualified for the project.

The Selection Committee shall determine the selection of respondents for the interview process by reviewing the written qualifications of the respondents based on the responses to the RFQ. A "short list" of no more than three (3) firms will be developed. These firms will be

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invited to make a presentation before the Selection Committee. The Selection Committee will consist of **6** members recommended by the Superintendent of Schools with approval of the Mokena School District 159 Board of Education

The Selection Committee will be making a recommendation to the Board of Education on the chosen Respondent upon completion of the interview process. The Selection Committee may force rank the firms making the presentations to determine a recommendation or immediately reach a recommendation. Each of the interviewed respondents shall be evaluated on their qualifications.

Recommendation by the selection committee is based on the combination of the proposer's response to the Submittal Requirements, the composition and qualifications of the proposer's staff for this project and the interview process.

The Selection Committee's recommended firm will be submitted to the Mokena School District 159 Board of Education for approval. The School 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 final contract terms and fees must be approved by the Board of Education.

## **SCOPE OF CONSTRUCTION MANAGEMENT SERVICES**

The construction manager's scope of work shall include, but not be limited to, the following list of services:

### **PRE-CONSTRUCTION PHASE INTEGRATED DESIGN SERVICES**

**Administration:** The construction manager (CM/c) shall attend and participate in all design phase team meetings. The CM/c shall prepare a site logistics and utilization plan for review by the Owner.

**Estimating:** The CM/c shall provide the following estimates:

Concept Engineering and Design

Concept Estimate

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Schematic Document

100% Design Development Document

50% Construction Document

75% Construction Documents

100% Construction Documents

\*Provide a sample work product of the estimate

**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 close out of the project.

Provide a sample work product of the schedule.

**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/c 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 weekly basis prepare a detailed project report updating the Owner with cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress. On a weekly basis, hold an informational meeting with the user groups and other Owner personnel to provide an overall update of the projects' 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 billing in a format acceptable to the Owner. 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 Owner for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Obtain the required bonds

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and insurance certificates from all contractors and suppliers.

**Requests for Information/Submittals:** Review and forward to the architect and/or Owner 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/c 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 Owner incorporating all aspects of the construction.

**POST CONSTRUCTION PHASE SERVICES:**

**Customer Service:** Provide the district with non-warranty services. How will issues not related to specific warranty issues be handled?

**Training/Start Up:** Coordinate equipment training for appropriate staff of the Owner 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 or the same to Owner. Enforce provisions of warranties and guarantees with appropriate parties.

**Submittal Requirements-Provided by the Construction  
Manager Candidate**

Qualifications should include information regarding the proposer's experience and approach relating to the subsequent design, engineering and construction phases of the Project. RFQ 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 Request. 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 Respondent. Joint Ventures require signatures from all firms participating in the Venture.

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**Executive Summary:** The executive summary is intended to highlight the contents of the Proposal and to provide the School District evaluators with a broad understanding of the Respondent's technical approach and ability. Please limit the executive summary to two pages.

**General Information:**

- a. Name, address and telephone of firm including involvement in industry organizations
- b. Name and title of contact person
- c. Name of officers in firm and an organizational chart (one page)
- d. Brief history of firm (one page)
- e. Overview of specific qualifications and five (5) projects within the K-12 school market. Please limit to eight (8) pages.
- f. Names of school districts and descriptions of the work for CM/c via Integrated Design Services performed by your firm
- g. Additional information that the Respondent 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, Lead Engineer, and Project Manager 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. (Please note that each CM/c may vary the type and amount of staff assigned to the Project. Each CM/c will have to justify the inclusion or exclusion of staff for the project. The District must make a selection based on their unique needs and desires.)

- a) Project Executive (minimum 10 years experience in K-12 Projects)
- b) Project Manager (minimum 10 years experience in K-12 Projects)
- c) Project Lead Engineer (minimum 10 years experience in K- 12 Projects)
- d) Administrative Staff
- e) Safety Personnel
- f) Any other assigned staff

**Experience and References:** Profile several educational clients and/or projects specifically related to our construction management needs that have been performed within five years.

Provide a brief overview of other K-12 school districts your firm has worked with that illustrates the depth, experience and service capabilities of your firm with K-12 school clients:

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- a) Number of years the Firm has provided Integrated Design Services for school projects.
- b) Number of projects of similar scope and type your firm has completed in the past five years.
- c) Project name, location and School District: Name, title, telephone number and email of School District contact
- d) Name, address, telephone number and email of project architect
- e) Project description including size in square feet, schedule, and services provided
- f) Describe your master planning process your firm has developed that illustrates the depth, experience and service capabilities of your firm.
- g) Define your insurance coverage and bonding limits

List all Integrated Design 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.

Supporting Data: Include any other supporting data which you feel will assist the District in evaluation of your firm.

**Service Offerings/Approaches** The District should choose the important aspects in their selection process. It is recommended to limit the service selection to reduce response length

- a) Provide a brief overview of your firm including the number of years the firm has provided Integrated Design services.
- b) Describe how you view and approach the role of District CM/c in partnering with the School District and Architect.
- c) Student Safety and Criminal Background Investigation. Discuss the firm's approach to site safety during the construction phase.
- d) Describe the firm's approach to developing bid packages, managing the bid process and awarding trade contracts. Approach to public bidding, understating and experience with public bidding law, bid review and negotiation.
- e) Describe the firm's plan for screening contractors who bid on the various portions of the job.
- f) Describe the firm's handling of "change orders" during construction.
- g) Familiarity with State and Federal Grants

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- h) 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.
- i) How does the firm schedule a project from the earliest conceptual stages through construction? How does the firm maintain project schedules? Firm's approach in providing fast track or accelerated construction.
- j) Describe the firm's approach to integrating quality assurance during the pre-construction phase and maintaining quality assurance during the construction phase.
- k) Approach to close-out, equipment start-up and follow-up on construction related issues including warranty
- l) Approach to sustainable construction methods. LEED Projects and LEED AP on staff.
- m) Describe the firm's handling of "change orders" during construction.
- n) Describe the firm's handling of "cash allowances" included in the contractor's bid.

**Litigation:** Litigation and Ethics Information: List any current or concluded litigation involving your company within the past three (3) years specifically including Client involvement. Describe your company's involvement in the matter and the outcome of the matter if concluded.