



## **VILLAGE OF OSWEGO**

Request for Qualifications  
for Professional Construction Management/Constructor (CM/C) Services  
for a New Police Station

<b>Qualifications &amp; Proposals Due:</b>	<b>11:00 A.M., March 11, 2016</b> Village Clerk, Village Hall 100 Parkers Mill, Oswego, IL 60543
<b>Interviews of Select Firms:</b>	<b>TBD</b>

February 22, 2016

Obtain information from and submit proposals to:

Village of Oswego  
100 Parkers Mill  
Oswego, Illinois 60543  
Attn: Tina Touchette, Village Clerk

# LEGAL NOTICE

## Request for Qualifications for Professional Construction Management/Constructor (CM/C) Services for a New Police Station

The Village of Oswego will accept sealed Statements of Qualifications until 11:00 A.M., March 11, 2016 to provide construction management/constructor services for a new police station project. The Village envisions a CM at Risk Project Delivery in which the CM sub-contracts the construction work through competitive bidding and holds all construction contracts. It is the intent of the Village to negotiate an agreement for services based generally upon the scope of work defined in AIA Document A134 CMc – 2009.

In order to have your Proposal considered, it must be submitted in a sealed envelope(s) containing **Eight (8) bound 8 ½” x 11” copies**, with binding running along the left 11” edge, and one digital copy on a compact disk, plainly marked “**Construction Manager/Constructor Services for Police Station**”. Proposals not physically received by the Village by 11:00 A.M., March 11, 2016, will be returned, unopened to the firm. All proposals should be addressed to:

Village of Oswego  
Re: (vendor name)

Proposal for the Village of Oswego, “Request for Qualifications for Professional Construction Management/Constructor (CM/C) Services for a New Police Station”

Attention: Tina Touchette, Village Clerk  
100 Parkers Mill  
Oswego IL 60543

Proposal packets are available on line at <http://www.oswegoil.org> or at the Oswego Village Hall, 100 Parker’s Mill, Oswego, Illinois. Emailed or faxed Statements will not be accepted.

The Village reserves the right to reject any or all proposals, or to withhold selections of short listed teams for any reason it may determine, or to waive or decline irregularities in any submittal.

Interpretation or corrections of the RFQ documents will be made only by written addendum, which will be mailed or delivered to each offeror on record. The Village is not responsible for any other explanations or interpretations of the RFQ and/or RFQ documents.

### Contact:

Inquiries for additional information about this RFQ, any other aspect of the selection process or the project in general, may be submitted in writing (via email or fax) and must be received no later than March 4, 2016. Please direct all written communications to:

Name: Mr. Dean Roberts  
E-Mail: [oswegopolice@mwllarchitects.com](mailto:oswegopolice@mwllarchitects.com)  
Fax: 630-868-3767

**Absolutely no informal communication shall occur regarding this RFQ, including requests for information, or speculation between Offeror's or any of their individual members and any Village elected official, employee or independently contracted, Owner / Advisor. Failure to comply with this provision may result in offeror's proposal being removed from consideration**

Any cost incurred by the Offeror in preparation, transmittal, or presentation of any information or material submitted in response to the RFQ, shall be borne solely by the Offeror.

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## A) BACKGROUND

The Village of Oswego is located 50 miles west of Chicago in Kendall County, one of the fastest growing counties in the nation. Oswego's 2015 municipal area is over 14 sq. miles with a population over 30,000. By 2040, the village has the capacity to grow to 40 sq. miles with over 60,000 people.

The Oswego Police are presently housed in a 2-story building designed specifically for its use and first occupied in 1991. Although it was hoped that the present police station would last the Village for 20-30 years, explosive growth, coupled with significant design limitations inherent in the police building and its small site, caused the police to functionally outgrow the facility within the first decade of its occupancy.

In 2008, the Village completed a study of long-range space needs for the Police Department. The discussions of a new police facility were suspended during the 2008 economic downturn. In August of 2015, the Village retained McClaren, Wilson and Lawrie, Inc. to update the police department Space Needs Study conducted in 2008.

## B) DESCRIPTION

The Village has elected to proceed with the design and construction of a new Police Facility. General project parameters for the project include:

- Minimum police Building Area of approximately 70,000sf.
- Police Site Area of approximately 10 to 18 acres with parking for a minimum of 170 cars.
- Construction Budget of approximately \$25 million.

The Village desires to achieve some important goals for this project.

- Accommodate operational needs of a progressive Municipal Police Department.
- Build in capacity to meet the need for the Police Department to grow as the community grows.
- Implement community vision ideals as articulated in the recently updated Comprehensive Plan.
- Accommodate multi-agency police operations with the building and site design.
- Accommodate the use of the new facility for training of Oswego PD and other Police agencies.
- Provide accommodations to engage with community members and groups within the new facility.
- Achieve sustainability goals through LEED certification at silver level or higher.
- Incorporate innovative design characteristics for contemporary police facilities and civic buildings.

## C) RFQ PROCESS

The Village has developed a preliminary schedule, which includes the following major milestones:

- RFQ issuance date 02/22/2016
- Proposal submission date 03/11/2016
- Shortlist notifications 03/18/2016
- Interview date 03/24/2016
- CM contract award date 04/19/2016
- Start of Pre Construction Phase 04/20/2016
- *A/E contract award date June 2016*

- *Anticipated Start of Construction Phase*      *Late 2016 or Early 2017*
- *Anticipated Construction Completion*      *Spring 2018*

#### **D) “Development Team” Approach:**

The Village will use a **Comprehensive Development Team** approach to deliver this project. Aside from members of the Village staff, the facility consulting team will consist of the Owner and three key Consultants. Consultants will be selected on their proven ability and demonstrated track records working on public projects.

The key consultants will include:

- **The Owner Advisor / Police Facility Consultant (OA):**

McClaren Wilson & Lawrie, Inc. (MWL).

MWL has been selected to serve in all phases of the project as the Owner Advisor/ Police Facility Consultant to the project.

MWL shall assist the Village in the selection of the CM and A/E teams.

MWL will facilitate a Project Initiation Meeting/Team Building Session to outline the goals and objectives of the entire project and describe the primary responsibilities of each team member as well as the desired working relationships between team members.

MWL will collaborate in an advisory role with the CM & A/E team during the design phase of the project regarding the operational planning and technical detailing of the new facility. MWL will participate in key progress meetings and review all progress submissions from the CM and A/E on behalf of the Village. It is intended that MWL will collaborate throughout the life of the project with the CM/C and the Architect/Engineer team on an as needed basis.

- **The Architect/Engineer (A/E):**

The Architect and Engineers (AE) will lead design and engineering efforts providing overall supervision and management of all design (architectural/engineering disciplines). The A/E team will work in collaboration with the Owner Advisor / Police Facility Consultant. The A/E will work in collaboration with the CM.

- **The Construction Manager/Constructor (CM/C):**

The CM/C must be capable of providing CM/C services in accordance with the laws and professional requirements of the State of Illinois. The CM will work in collaboration with the Owner Advisor / Police Facility Consultant. The CM will work in collaboration with the A/E.

#### **E) SCOPE OF CM/C SERVICES**

The Village of Oswego will deliver the project using the Construction Manager/Constructor (CM/C) delivery method. The CM/C will serve as the General Contractor on behalf of the Village of Oswego. The CM/C will also be responsible for overall management of project budget and project schedule. The CM/C must demonstrate that they have no conflict of interest or financial ties with any Village Official, prospective subcontractor, Architects, and Engineers and Owner / Advisor. The construction manager’s scope of work shall include but not be limited to the following list of services:

## **1. Pre-design Phase Services**

### **a) Administration**

The construction manager shall:

- Assist the Village / OA with selection of architects and engineers
- Meet with the OA to review and align pre-design phase scope, budget and schedule.
- Consult with Village and OA on budgetary and funding matters
- Consult with Village and OA on Project scheduling and phasing considerations

## **2. Pre-construction Phase Services**

### **a) Administration**

The CM shall attend and participate in all design phase team meetings. The CM shall prepare a site logistics and utilization plan for review by the Owner.

### **b) Estimating**

The construction manager shall provide detailed project estimates at the following stages of design document completion:

- Pre-design phase / Space Needs Assessment
- 100% Schematic Design Documents
- 50% Design Development Documents
- 100% Design Development Documents
- Construction Documents (50%, and 95%)  
Estimates should provide quantities and unit prices for each item of work where applicable.

### **c) Quality Control**

Develop a written, project specific quality control/quality assurance plan detailing the specific measurable goals to be achieved by the plan.

### **d) Scheduling**

Develop a detailed CPM master project schedule immediately upon award. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule should be updated at one-month intervals during the pre-construction phase.

### **e) Value Engineering/Constructability Reviews**

Provide constructability and value engineering reviews in conjunction with the above estimates.

### **f) Safety**

Develop a project specific safety plan to be incorporated into all bidding documents.

### **g) Purchasing**

Prepare, develop and distribute all bid packages including project specific general and supplementary general conditions items. It is presently envisioned that up to 15 or more separate bid packages may be utilized and that the CM will hold all trade contracts. The CM will conduct pre and post bid meetings with trade contractors to ensure that all bids are complete and fully responsive. The CM will receive and analyze contractor bids and make award recommendations to the owner. The CM will award contracts and purchase orders as approved by the owner. All procurement procedures shall be in conformance with the Oswego Village Code: Title 1, Chapter 19 and be consistent with all other applicable federal, state and local laws. Coordinate the identification and order of long lead items to be incorporated into the project.

### **3. Construction Phase Services**

#### **a) General Administration**

Maintain a competent and sufficient number of full-time field staff to administer the work of the project and coordinate and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors. Prepare and distribute meeting minutes for all parties. During early phases of the project, conduct MEP coordination meetings as necessary.

#### **b) Trade Contractor Supervision/Coordination**

Supervise and coordinate the efforts of all trade contractors and suppliers to ensure that cost, quality, safety and all other goals of the project are met or exceeded.

#### **c) Schedule**

Solicit and incorporate trade contractor input into the project schedule. Manage all trade contractors to ensure milestone and final completion dates are met. Develop recovery schedules when critical path or milestone dates are or may be negatively impacted. Update the overall schedule monthly for incorporation into monthly report.

#### **d) Quality**

Inspect all materials and installations to ensure that the plans, specifications and quality control goals of the project are being met or exceeded. Maintain a Quality Control Log to track quality issues as they are identified. Log should track dates items are identified, corrected and trade contractor responsibility.

#### **e) Safety**

Monitor and enforce project Safety Program. Ensure compliance with all local, state and federal safety regulations. Incorporate appropriate information into monthly reports.

#### **f) Reporting/Communication**

On monthly basis, prepare a detailed project report updating owner with pertinent cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of all construction activities and a photographic log of the projects progress. On a monthly basis, hold an informational meeting for user groups and other owner personnel to provide with 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.

#### **g) Project Accounting**

On monthly basis, gather all trade contractor and supplier invoices and summarize into overall project billing in a format acceptable to owner. Make appropriate payments to 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 overall project budget to maintain an accurate estimate of total project costs. Obtain appropriate insurance certificates from all trade contractors and suppliers.

#### **h) Requests for Information/Submittals**

Review and forward to architect and owner all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating current status of each item.

#### **i) General Conditions**

The Construction Manager shall be responsible for the performance and administration of all general conditions work on the project.

**j) Permits/Inspections**

Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the new facility.

**4. Occupancy Services**

**a) Punch list**

Prepare the final punch list incorporating items from the OA, A/E and Owner. Administer completion of all items therein with responsible trade contractors.

**b) O&M Manuals/As-Builts**

Prepare and turn over to owner O&M manuals for all equipment. Throughout the project maintain an accurate set of as-built documents for the owner incorporating all aspects of the construction.

**c) Training/Start up**

Coordinate equipment training for appropriate owner staff to ensure smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.

**d) Warranty**

Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies of same to owner. Enforce provisions of warranties and guarantees with appropriate parties.

**5. PROJECT STAFFING REQUIREMENTS**

The construction manager shall provide minimum project staffing according to the following:

- Project Executive (part time) - Individual should have at least 20 years of management experience having been Project Executive on new police station construction projects.
- Project Manager (full time) - Individual should have at least 15 years of management experience having been a Project Manager with new police station construction project experience.
- Superintendent (full time) - Individuals should have at least 10 years of management experience having been a Superintendent with new police station construction project experience.
- Other staff as necessary to administer purchasing, accounting, clerical and other duties as required.

**F) TECHNICAL SUBMISSION REQUIREMENTS**

The proposer shall submit the following information in the order and format indicated below.

**1. COVER LETTER** - Two page maximum

Provide a cover letter introducing your firm and proposal.

**2. COMPANY OVERVIEW** - Three page maximum

Provide an overview of the company detailing the total number of professional staff, the history of the company, a current financial statement (indicating the financial condition of the business), the percentage of work completed as a construction manager, the ownership

structure, and the office responsible for this project as a minimum.

**3. CONSTRUCTION MANAGEMENT EXPERIENCE** - Twelve page maximum

- a. Firm Experience: Provide a minimum of three or examples of municipal police facilities. Also, please provide other project examples which you feel best represent your firm's capability. Include project size and description, type of construction management used, design phase involvement and all other pertinent project facts. Include the client and architectural and engineering firms associated with each of these projects as a reference.
- b. Individual team member experience: for Project Executive, Project Manager and Project Superintendent

**4. KEY PROJECT PERSONNEL** - Twelve page maximum

Provide resumes and references for project staff to be assigned to this project. As a minimum include those persons listed in Section 3 above.

**5. MANAGEMENT APPROACH**

Provide your approach to the management of the following critical project parameters.

**a. Pre Design Phase**

- a) Cost Estimating Approach based on Space Needs Program- Two pages maximum
- b) Project Schedule - One page maximum

**b. Pre Construction Phase**

- a) Communications Management - Two page maximum
- b) Partnering/Teamwork - One page maximum
- c) Cost Estimating Approach During Design Phases - Two pages maximum
- d) Cost Control/Value Engineering - Two pages maximum
- e) Constructability Review - One page maximum
- f) Project Schedule - One page maximum

**c. Construction Phase**

- a) Communications Management - Two page maximum
- b) Partnering/Teamwork - One page maximum
- c) Cost Estimating Approach - Two pages maximum
- d) Cost Control/Value Engineering - Two pages maximum
- e) Construction Schedule - One page maximum
- f) Quality Control - One page maximum
- g) Safety - Two page maximum. Include EMR and incident rate for past three years.
- h) Purchasing - One page maximum

**6. INSURANCE & BONDING** - One page maximum

Provide insurance information and limit. Indicate limit of bonding capacity as well as instances of bonding company utilization by client.

**7. OTHER PERTINENT INFORMATION** - Three pages maximum

Include all other pertinent information that the proposer would like the Village to consider.

## **G) EVALUATION OF REQUEST FOR QUALIFICATIONS**

A selection team made up of staff members will review Request for Qualifications. Each RFQ will be rated and evaluated, applying the “Evaluation Criteria” described below.

### **EVALUATION CRITERIA**

#### **A) Request for Qualifications (RFQ)**

**Criteria:** Does the RFQ submittal present a clear understanding of the Construction Management Firm Overview? Is the previous police facility experience of the firm and the individual Project Team Members clearly shown? Are resumes of key project personnel included? Is the Management Approach of the Construction Manager, in the Pre-Design, Pre-Construction and Construction phases clearly described? Does the RFQ present all of the required material in a professional manner and in the requested format?

**Staff:** Personnel should be identified by role in the organization and on this project (i.e. Project Executive, Project Manager, Project Superintendent, etc.) Have the proposed team members worked on police projects? Are the proposed team members qualified to manage the pre-construction and construction phases of this project and have appropriate professional background? Are resumes of proposed staff included?

**Experience:** Are similar and current projects (last 7 years) submitted to document and demonstrate the requirements of the category? Does the Construction Manager have experience with Police Facility projects? Are reference contact persons current and accessible? Does the reference confirm a “job well done?”

**RFQ Content:** Is the RFQ clear, concise, and complete and contains only pertinent promotional material?

#### **B) Proposal: Project Understanding**

**Criteria:** Is a clear understanding of the required services stated and demonstrated throughout? What insights has the Construction Manager provided? What critical elements are identified?

#### **C) Proposal: Project Team**

**Criteria:** Personnel should be identified by role in organization (i.e. Project Manager, Project Engineer, Project Superintendent, etc). Have the proposed team members worked on police facility projects? Is the team member leading each phase of the process qualified to manage the phase of a project they are responsible for and have adequate professional background?