

REQUEST FOR QUALIFICATIONS

Introduction

The Board of Education for the Kenilworth School District #38, is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management Services to assist the School District in the planning (pre-construction), bidding, construction, close-out and occupancy of the planned improvements. The scope of the work is further outlined in Part IV – Project Information.

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

Please submit either electronically to ksd38project@kenilworth38.org or deliver three (3) bound copies and one digital copy (USB) to:

Kenilworth School District 38
C/O "ksd38project@kenilworth38.org"
542 Abbotsford Road
Kenilworth, IL 60045

Qualifications must be delivered either electronically or enclosed in a sealed envelope (or other sealed container): the submission must clearly display "Request for Qualifications – Construction Management Services for Kenilworth School District 38" and the respondent's name.

Submittals should be prepared as standard 8-1/2" x 11" letter size, and shall be limited to 90 pages (the length of the submission may be limited to save review time), 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.

Timely delivery of submissions is the responsibility of the Respondent.

District Schedule to Award the CM Services

RFQ Released	10/15//2020	
RFQ Pre-Submission Meeting	10/23/2020	1:00 PM
Last date to submit questions/clarifications	10/29/2020	3:00 PM
RFQ Due to District	11/05/2020	3:00 PM
RFQ Committee Review	11/09/2020 - 11/16/2020	
RFQ Interview List Released	11/17/2020	
Interview Process	11/19/2020	1:00-5:00 PM
Committee recommends firm for Board Approval	11/20/2020	
Award of Contract, Board of Education (Pending Contract Negotiation) 12/7/2020		

Respondents' Inquiries and Addenda

Questions regarding the RFQ should be directed to Joseph Bailey who can be reached via email only at ksd38project@Kenilworth38.org. Contacting other members of the School District or Board members is strictly prohibited.

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.

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.

Construction Manager as Constructor (CM/c) - The CM 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 School 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 are 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, in its sole discretion, allow a CM to bid on portions of the work.

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 Additions and Renovations at The Joseph Sears School, includes:

- Existing Building Area: Approximately 108,000 sf
- Proposed Multiple Building Additions Area: Approximately 18,000 sf
- Proposed Renovation Area: Approximately 40,000 SF, plus additional mechanical upgrades throughout existing school.
- Miscellaneous educational and student support additions
- New furniture in new and renovated spaces.
- LEED v4 Certification: Level TBD
- Asbestos Abatement: TBD
- Storm water management: TBD

See attached existing site plan

Selection Criteria and Process

A reasonable inquiry for additional information may be conducted by the School District as to respondents' past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion that 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 School District. Respondents are solely responsible to promptly supply additional information to the School 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 School 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 3-4 firms will be developed. These firms may be invited to make a presentation before the Selection Committee. The Selection Committee will consist of members recommended by the Superintendent with approval of the Kenilworth School District #38 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 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 proposers' 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 Kenilworth School District #38 Board of Education for approval, including approval of all negotiated contract terms.

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 SERVICES

Administration: The construction manager (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.

Estimating: The CM shall provide the following estimates:

- Concept Estimate
- Schematic Document
- 100% Design Development Document
- 50% Construction Documents
- 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 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 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.

LEED Project Design and Construction Services

The Construction Manager will evaluate various LEED points, along with the Owner and Design Team, to determine feasibility and provide cost analyses during the Pre-Construction Phase. The evaluation shall identify advantages and/or disadvantages of each option with regard to cost, schedule, logistics, and site development. The Construction Manager will also participate in a project Eco Charrette during the design phase.

The Construction Manager will be responsible for Construction LEED meeting facilitation and inspections for LEED compliance, and Submittal reviews for LEED product approvals.

The Construction Manager will implement LEED plans such as Construction waste management plan, Construction activity pollution prevention plan, Construction indoor air quality management plan, coordinate building flush-out and prepare and analyze "schedule of values" document for LEED MR credits, hold progress meetings, and support the CxA for building commissioning.

The Construction Manager will also be responsible for calculations for LEED MR credits, filling out forms for construction related LEED credits and uploading LEED construction point related documentation via LEED online.

Permits/Inspections: Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the facility.

Self Performance: The District may, in its sole discretion, allow the CM to bid on portions of the work.

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.

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 of 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 and construction phases of the Project. RFQ submission must include the following:

Cover Letter: A Cover Letter 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 Cover Letter should identify all addenda received by the Respondent.

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.

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 projects within the educational market, this can include public school districts, private schools and higher education institutions.
- f. Names of school districts / educational institutions and descriptions of the work for multi-year facilities plans 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, Project Manager, and Construction Superintendent 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.

- a) Project Executive (minimum 15 years experience in Educational Projects)
- b) Project Manager (minimum 10 years experience in Educational Projects)
- c) Construction Superintendent (minimum 10 years experience in Educational Projects)
- d) Assistant Superintendent (if needed)
- e) Project Engineer (if needed)
- f) Administrative Staff
- g) Safety Personnel
- h) 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 recent years.

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

- a) Number of years the Firm has provided Construction Management Service for school projects.
- b) Number of projects of similar scope and type your firm has completed in the past five years.
 - 1. Project name, location and School District: Name, title, telephone number and email of School District contact
 - 2. Name, address, telephone number and email of project Architect
 - 3. Project description including size in square feet, schedule, and services provided
- c) Describe your multi-year planning process your firm has developed that illustrates the depth, experience and service capabilities of your firm.
- d) Define your bonding limits, Bonding Company (with contact information) and submit a Certificate of Insurance showing your insurance coverage.

List all Construction Management 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

Provide a brief overview of your firm including the number of years the firm has provided construction management services.

- a) Describe how you view and approach the role of District Construction Manager in partnering with the School District and Architect.
- b) Student Safety and Criminal Background Investigation. Discuss the firm's approach to site safety during the construction phase.
- c) Describe the firm's approach to developing bid packages, managing the bid process and awarding trade contracts. Approach to public bidding, understanding experience with public bidding law, bid review and negotiation.
- d) Describe the firm's plan for screening contractors who bid on the various portions of the job.
- e) Describe the firm's handling of "change orders" during construction.
- f) Describe the firm's handling of "cash allowances" included in the contractor's bid.
- g) 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.
- h) 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.
- i) Describe the firm's approach to phasing and managing construction activities to allow for school activities to continue throughout the construction process.
- j) Describe the firm's approach to integrating quality assurance during the pre-construction phase and maintaining quality assurance during the construction phase.
- k) Describe the firm's approach to close-out, equipment start-up and follow-up on construction related issues including warranty
- l) Describe how your firm encourages participation from MBE/FBE/DBE companies in your projects. Confirm if your company holds a BEP registration or how your firm outsources to BEP vendors.
- m) Describe how your firm keeps projects on time and within budget. This item is of particular importance to the District.

Litigation: Litigation and Ethics Information: List any current or concluded litigation involving your company within the past ten (10) years specifically including Client involvement. Describe your company's involvement in the matter and the outcome of the matter, if concluded.

Compensation: The Construction Manager Respondent is to complete the attached cost inclusion matrix

The Construction Manager shall describe their Services Fee Structure in detail.

- a. Staff Hourly Rates - List all staff for project
- b. Typical General Conditions Cost Structure (minimum list for “apples to apples comparison) Identify if the following are additional costs, included in the base outlined fee structure or purchased through the trade bids:
 - i. Professional Fee
 - ii. Insurance
 - iii. Bonding Rate
 - iv. Builders Risk Insurance
- c. Describe Allowances that may be included in trade packages for bidding.

Covid-19 Response: The Respondent shall include a statement of how their firm has responded to and managed projects during the current pandemic. The statement should include the Respondent’s anticipated efforts to comply with all IDPH, CDC, State, Local and District mandates and recommendations.

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

COST ASSIGNMENT ATTACHMENT

EXHIBIT A

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
JOSEPH SEARS SCHOOL PROJECT

	CM Fee	Direct Payment by Owner	Provided by Trades through CM Bid Process
Construction Management Staff			
Project Executive	X		
Project Manager	X		
Project Superintendent	X		
Assistant Superintendent	X		
Project Engineer/Assist Project Manager	X		
MEP Coordination	X		
Estimating	X		
Safety	X		
Administrative Support	X		
Accounting	X		
Other Staff as proposed by the CM	X		
<u>CM General Conditions/Consumables</u> - assign all elements into a category			
Transportation of Staff	X		
Site Safety During Construction	X		
Site Office Rental	X		

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

	CM Fee	Direct Payment by Owner	Provided by Trades through CM Bond Process
Temporary Facilities/Toilets			X
Project Signs	X		
Site Office Telephone	X		
Electrical Power Consumption During Construction		X	
Heating Energy Consumption During Construction		X	
Temporary Water		X	
Cleaning During Construction			X
Final Cleaning			X
General Use Dumpsters			X
Temporary Access Roads			X
Site Fencing/Barricades/Traffic Control			X
Site Testing of Materials		X	
Called Inspections		X	
Water Tap Fees		X	
Utility Service Fees		X	
Permit Fees		X	
Effort to Secure Permits	X		
Traffic Control	X		
Street Maintenance			X
Sewer Tap Fees		X	
Construction Survey Work		X	

JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038

[illegible]

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT B

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
Joseph Sears School, Kenilworth School District #38 Project

I. Construction Management Fee

The fee for Construction Manager's basic services as described in AIA Document A134-2019, as modified, and the allocation of costs described in Exhibit A, plus any other services required for successful completion of the project as described in the proposal documents. Provide fee percentage as Construction Costs.

Percentage of Construction Costs: _____ %
(Provide sliding scale if preferred)

II. Guaranteed Maximum Reimbursable Expenses

Reimbursable expenses are in addition to compensation for basic and additional services described in the proposal documents and include expenses incurred by the Construction Manager and Construction Manager's employees and consultants in the performance of Services for the project. The figure provided should be stated as a not-to-exceed amount. It is intended that the contract will include a not-to-exceed amount for reimbursable expenses after negotiation. Examples of reimbursable expenses include those described in Exhibit A, attached to the School District's Request for Proposals and in the Owner's proposed contract form. Do not include Construction Manager mark-up in the estimate of Reimbursable Expenses. Rather, such mark-up should be included in the Construction Management Fee above.

\$ _____

III. Miscellaneous Costs

Identify and describe miscellaneous costs, if any, that Construction Manager foresees, but which have not been identified in the Request for Proposal documents.

\$ _____

IV. Total Proposed Construction Manager Compensation

Total proposed costs to the Owner for the Construction Manager's Services, excluding the Construction Management Fee and Trade Contract amounts.

\$ _____

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT C

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
Joseph Sears School, Kenilworth School District #38 Project

STATE OF ILLINOIS

SS: _____ COUNTY

The undersigned vendor or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other bid or proposal and without any agreement, understanding or combination with any other person in reference to such proposal. S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value resulting from such sale.

Vendor or Agent

For _____
Firm or Corporation

Subscribed and sworn to before me on this _____ day of _____, 2020.

My commission expires: Signature:

Notary Public

CERTIFICATION

The Bidder hereby certifies that the bidder is not barred from entering into this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Signature _____

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT D

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
Joseph Sears School, Kenilworth School District #38 Project

The successful construction manager shall comply with all applicable laws, rules, regulations, ordinances and codes in providing services to the Board, including, but not limited to those set forth below.

PREVAILING WAGE

By signing below, Construction Manager shall comply with the present Prevailing Wage Act (820 ILCS 130) which provides that no less than the prevailing rate of wages, as founded by the Department of Labor, shall be paid to all laborers, workmen and mechanics performing work on this contract. The most current list of prevailing wages can be obtained without charge by writing the Conciliation Mediation Service, Illinois Department of Labor, 705 Stratton Office Building, Springfield, Illinois 62706.

SEXUAL HARASSMENT

By signing below, Construction Manager certifies that it has complied with the requirement of 2-105 of the Illinois Human Rights Act (775ILCS/2-105)-1257) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

DRUG FREE WORKPLACE

By signing below, Construction Manager, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

NON-DISCRIMINATION AFFIRMATION

By signing below, Construction Managers must assure that all persons employed by the Construction Manager, and all applicants for such employment, will not be discriminated against because of their race, religion, nationality, gender, disability, physical characteristics or sexual orientation. The Construction Manager must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.

CRIMINAL AND SEXUAL OFFENDER BACKGROUND CHECKS

The construction manager certifies that none of its employees that will be present on Board property have been convicted of any crime that would prevent them from being allowed on public school property. Further, the construction manager shall ensure, at the request of the Board, that all trade contractor employees performing work at the Project submit to the criminal background checks set forth in Section 10-21.9 of the School Code. In addition, all contractor employees and subcontractor employees performing work at the Project must log into the District's entrance management system to perform a background check against the national sexual offender list

CONFLICT OF INTEREST

By signing below, Construction Manager certifies that it is in accordance with the School Code, and the Public Officer Prohibited Practice Act, 50 ILCS 105/0.01 et seq., no Board of Education member or

JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038

Board employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the District, or in the sale of any article by or to the Board.

Signed: _____

Name (printed): _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT E

Kenilworth School District #38

Kenilworth, IL

PROPOSAL FEE FORM

Joseph Sears School, Kenilworth School District #38 Project

The project schedule list below is PRELIMINARY. The final construction schedule, final design solutions, number and timing of bid packages, etc. will likely change as the project develops. Time durations for design and construction documents can only be estimated at this time and completion of same will depend on factors unknown at this time.

December 2020: Construction Manager retained by School District

November 2020 – February 2021: Architect/Engineers to design and prepare a single complete package of construction drawings & specifications for bidding, permit and construction for phase 1 construction.

February - March 2021: Bidding and awarding of contracts of phase 1 bid packages

February - July 2021: Architect/Engineers to design and prepare a single complete package of construction drawings & specifications for bidding, permit and construction for phase 2 construction.

Anticipated Multiple Phased Construction: May 2021 – End of Summer 2023

Summer of 2021: Phase 1 construction - scope to be determined

Start Date TBD - End of Summer 2023: Phase 2 construction - scope to be determined

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT F

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
Joseph Sears School, Kenilworth School District #38 Project

The following minimum staff must be provided by the Construction Manager during the project and must be included in the construction management fee or fixed general conditions. In addition to this minimum staffing requirement, the CM must provide all staff necessary for the proper execution of their construction management services and contractual obligations.

Pre-construction (as needed for services provided):

- One (1) Project Executive
- One (1) Project Manager
- Cost estimating personnel
- Bidding personnel
- Administrative support

During construction activities (as needed for services provided, unless noted otherwise below):

- One (1) Project Executive
- One (1) Project Manager
- One (1) Superintendent
- Administrative support

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT G

Kenilworth School District #38

Kenilworth, IL

PROPOSAL FEE FORM

Joseph Sears School, Kenilworth School District #38 Project

SUBMISSION CHECKLIST

This document is for the use of the Construction Manager, and need not be included with the proposal.

☐ Have you executed and included a one or two page Cover Letter with all acknowledgements including all addenda received?

☐ Have you signed the proposal?

☐ Have you provided all information requested?

☐ Have you completed and included your Fee Proposal included on Attachment A?

☐ Have you included your workers compensation experience modification rate (EMR)?

☐ Have you included the audited financial statements?

☐ Have you included the required bonding and insurance information?

☐ Have you executed and included the Non-Collusion Affidavit Attachment C?

☐ Have you executed and included the Compliance with Laws Attachment D?

☐ Have you included the construction man hour staffing schedule by week including ALL team members from Pre-construction through Final completion of Attachment H?

☐ Is the envelope clearly marked as required?

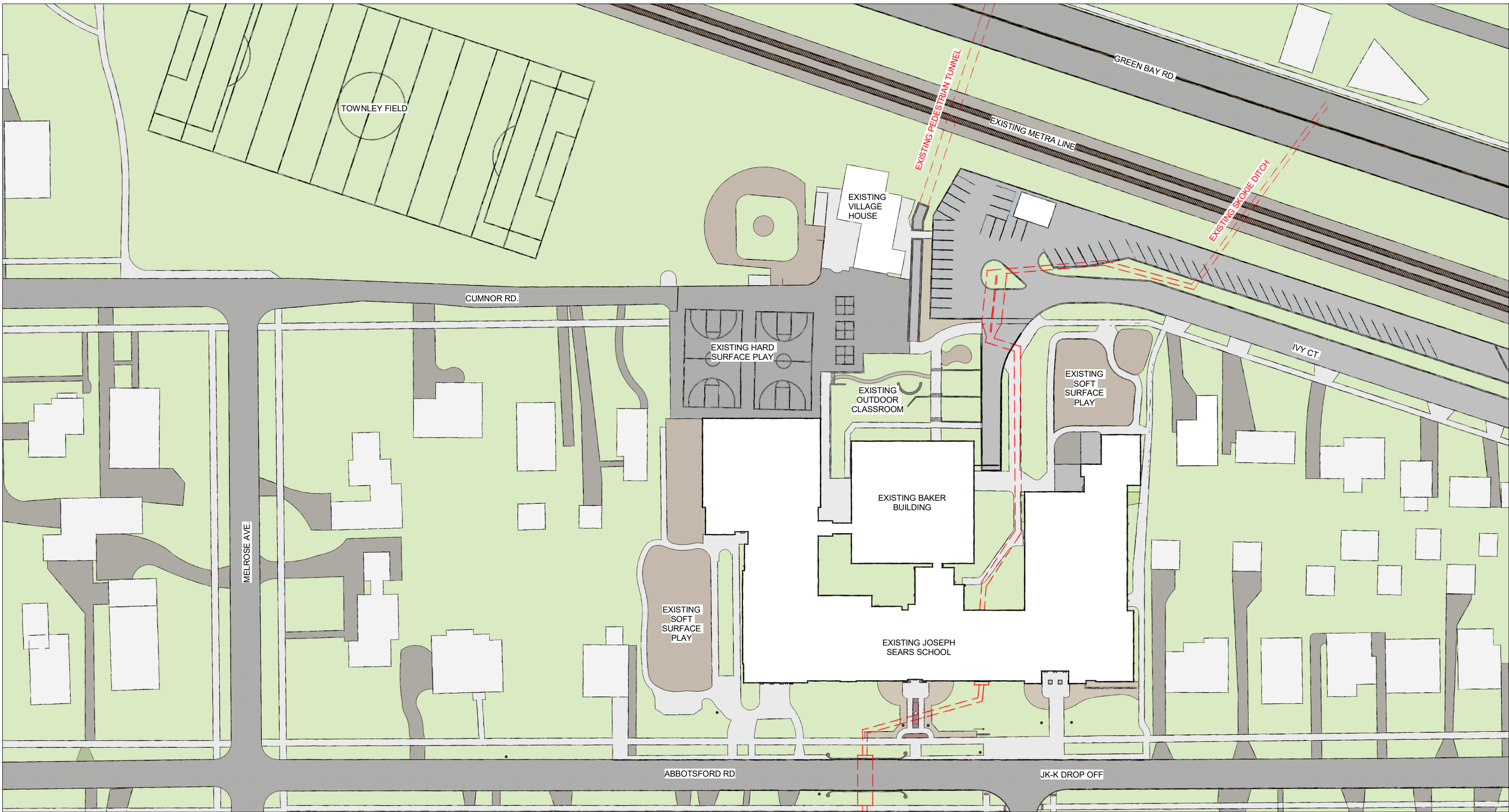
☐ Is your proposal provided in a sealed envelope?

☐ Have you properly completed all portions of the proposal?

All proposals shall be submitted with each space properly completed. The special attention of Construction Managers is directed to the policy that no claim for relief because of errors or omissions in the proposals will be considered, and the Construction Manager will be held strictly to the proposals as submitted. Should a Construction Manager find any discrepancies in, or omission from any of the documents, or be in doubt as to its meanings, they shall advise the Architect who will issue the necessary clarifications to all prospective Construction Managers by means of addenda.

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

END of CM Request for Proposals



SITE PLAN - EXISTING

MASTERPLAN - JOSEPH SEARS SCHOOL

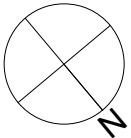
KENILWORTH SCHOOL DISTRICT 38

07/24/20

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ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS

REQUEST FOR QUALIFICATIONS INFORMATION

- A. Sealed RFQs will be received by Kenilworth School District No. 38, on or before 3:00 p.m. on November 5, 2020, for comprehensive Construction Management Services.
- B. A Pre-Submission Meeting will be held virtually on October 23, 2020 at 1:00 p.m., from the Joseph Sears School, 542 Abbotsford Road, Kenilworth, IL 60043. All interested firms are encouraged to attend and sign in electronically at the meeting which will also be attended by the Owner, Architect and Engineer.
- C. Interviews will be held on: November 19, 2020
- D. Anticipated Start of Construction: Summer 2020 to be done in 3 phases
- E. Anticipated Award by the Board of Education: December 7, 2020.
- F. RFQs shall be submitted on or before the specified closing time either electronically to ksd38project@kenilworth38.org or in an opaque sealed envelope addressed to: Kenilworth School District 38, C/O ksd38project, 542 Abbotsford Road, Kenilworth, IL 60043.
- G. Questions should be directed in writing to Joseph Bailey at ksd38project@kenilworth38.org
- H. The Owner reserves the right to reject any or all RFQs or parts thereof, or waive any irregularities or informalities, and to make the award in the best interest of the Owner.
- I. All Construction Management (CM) firms must comply with applicable Illinois Law requiring the payment of prevailing wages by all Contractors working on public works. CM firms must comply with the Illinois Statutory requirements regarding labor, including Equal Employment Opportunity Laws.
- J. The Architect for the project is DLA Architecture, Inc., (630) 455-4500.
- K. Additional information on the Request for Qualifications may be found on the District website, including virtual meeting information, under District Finances, Bids and Requests for Proposals, or at the following link:
<https://www.kenilworth38.org/about/district-finance>

Board of Education
Kenilworth School District #38
542 Abbotsford Road,
Kenilworth, IL 60043

RFQ Pre-Submission Meeting (Virtual Zoom)

Topic: RFQ Pre-Submission Meeting

Time: Oct 23, 2020 01:00 PM Central Time (US and Canada)

Host: Dr. Joseph Bailey, Business Manager, Kenilworth School District 38

Join Zoom Meeting

<https://kenilworth38-org.zoom.us/j/91022901603?pwd=S1BSMVh4Sy93ejBsa2lCcnFXM3NuUT09>

Meeting ID: 910 2290 1603

Passcode: 840650

One tap mobile

+13126266799,,91022901603#,,,,,0#,,840650# US (Chicago)

+19292056099,,91022901603#,,,,,0#,,840650# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 910 2290 1603

Passcode: 840650

Find your local number: <https://kenilworth38-org.zoom.us/u/aelWbJbS0J>