



Logan County, Illinois
REQUEST FOR QUALIFICATIONS (RFQ) for
Construction Management Services

Statements of Qualifications are Due no later than: **March 15th at 4:00 pm.**

Submit to:

Logan County Board
601 Broadway Street
Lincoln, Illinois 62656

LATE RESPONSES WILL BE REJECTED

(There will not be a public opening for this RFQ Response submission.)

For further information regarding this RFQ, please contact:

Sheriff Mark Landers

911 Pekin Street

Lincoln, Illinois 62656

(217) 732-4159

Email: mlanders@logancountyil.gov

**REQUEST FOR
QUALIFICATIONS (RFQ)
CONSTRUCTION MANAGEMENT SERVICES**

Qualifications Submittal Requirements:

Submittal Deadline: Friday, March 15, 2024 @ 4:00 pm.

Submittal Location: Logan County Board
601 Broadway Street
Lincoln, IL 62656

Submittal Contact: Sheriff Mark Landers
911 Pekin Street
Lincoln, IL 62656
(217) 732-4159
Email: mlanders@logancountyil.gov

Submittal Copies: Fourteen (14) copies, and one electronic version in PDF format of the proposal on flash drive are required.

Question Deadline: Friday, March 8, 2024 @ 2:00 pm.

Question Contact: Questions must be submitted in writing

to:

Sheriff Mark Landers
mlanders@logancountyil.gov

****Vendors may not contact any other County Departments or Staff with inquiries regarding this RFQ.***

All submitted questions, and the answers to those questions, will be posted to <https://www.logancountyil.gov> in conjunction with this RFQ.

Logan County will not be liable for a consultant's deviation from procedures set forth in this document or the failure to obtain or download any addenda issued for this request for qualifications/proposals.

To be assured of consideration, the RFQ response submittal must be submitted in a sealed envelope or package and received no later than **March 15, 2024 @ 4:00 pm.**

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REQUEST FOR QUALIFICATIONS (RFQ)

I. Introduction/Request for Statement of Qualifications

- a. The Logan County Board, herein referred to as "County," is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management at Risk (Construction Manager as Constructor) services, herein referred to as "CM or CMaR", to assist the County in performing preconstruction services, estimating, construction phasing, scheduling and construction services at the Logan County Public Safety Complex. The Construction Manager selected shall have the primary responsibility for execution of the preconstruction and construction phases of this project. The form of contract shall be AIA Document B133-2019, Standard Form of Agreement between Owner and Architect, Construction Manager as Constructor Edition.
- b. This Request for Qualifications (RFQ) is not an Invitation to Bid. The County intends to select a Construction Manager based on relative merits of the qualification statements submitted. There will be no public opening or reading of responses received by the County pursuant to this request.

II. RFQ Response Deadline and Contact Person

Responses to the RFQ are due by March 15, 2024 no later than 4:00 pm (CST). RFQ responses that arrive after the specified deadline, including mailed submittals delivered after the specified deadline, will not be accepted, regardless of the time postmarked or otherwise indicated on the envelope.

The RFQs may be found on the County website at logancountyil.gov or can be obtained from the County via email at mlanders@logancountyil.gov.

Submittals should be prepared in standard 8 ½ x 11 format. Deliver fourteen (14) printed and bound copies and one digital (PDF format) copy on a flash drive to:

Sheriff Mark Landers
c/Logan County Board
601 Broadway Street
Lincoln, Illinois 62656
(217) 732-4159
Email: mlanders@logancountyil.gov

Qualifications must be enclosed in a sealed envelope (or other sealed container) with the following clearly shown on the package "Request for Construction Management Qualifications for Logan County and the respondent's name, contact name and phone number listed on the outside of the envelope or container. Submissions must be signed by an authorized official of the organization and the name of the official and their title typed below the signature. All costs associated with submission preparation will be borne by the submitting firm.

The County will be available for a walkthrough prior to submittal deadline. Questions regarding

the RFQ shall be submitted via email to mlanders@logancountyil.gov. 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 interpretations or clarifications will not be binding on the County. All addenda will be posted on the County website at logancountyil.gov. Any interpretation of the RFQ will be made only by addendum duly issued by the County.

The last day to submit questions regarding the RFQ is March 8, 2024 by 2:00PM.

A submission may be withdrawn or changed if written notice of the withdrawal or change is received by the County, in writing, prior to the latest time specified for submission of RFQs. Change may be made only by substitution of another RFQ prior to the latest time specified for the submission of RFQs.

Please note this RFQ is not an offer on the part of the County and that the County reserves the right to cancel the services described in this RFQ, to reject any and all submissions, to waive informalities and technicalities in the submissions request clarifications of submissions, and to accept the RFQ deemed most favorable to the County after all proposals have been examined and evaluated. The acceptance of a proposal does not bind the County to engage the firm.

III. Selection Schedule and Process

The following is the proposed schedule for the selection of firms to provide construction management services:

STEP	PROPOSED DATE
Request for Qualifications Released	February 20, 2024
Questions regarding the RFQ due by date/time	March 8, 2024 @2:00 pm
Issue addenda regarding questions (if necessary)	March 11, 2024
RFQ due to the County	March 15, 2024 @ 4:00 pm
RFQ Interview List Released (if necessary)	TBD
Interviews I Presentations (if necessary)	TBD
Award of Contract	TBD

The Selection Committee shall determine, based on each respondent's submission, answers to questions and other information deemed relevant by the Selection Committee, which respondents shall be invited to interview. Two (2) firms may be selected to interview with the Selection Committee, at which time each firm will make a presentation.

The County reserves the right to request additional information from those entities submitting qualification statements. Such additional information may include, but is not limited to, past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results. Respondents are responsible to promptly supply any additional requested information to the County. The promptness, accuracy, and cooperation of respondents in responding to such inquiries will be considered by

the Selection Committee in determining the successful respondent.

A final evaluation of all the presenting respondents will be made by the Selection Committee to determine the best qualified respondent, which firm shall be presented to the Board for approval. The Selection

Committee's recommendation will be based on the respondent's submittal, its interview, references, experience and such other factors as the Selection Committee deems relevant. Upon the Board's selection of a Construction Management firm, the County will negotiate contract terms and fees.

Upon award of the contract by the County, any contract with the selected firm will be subject to review by the County's legal counsel and must be on terms fully acceptable to the County before it is signed. No contract or agreement will be implied, final or in effect between the County and the selected firm until acceptable contract terms have been reached.

IV. Project Delivery Method

Delivery Method

The County will be selecting a Architectural/Engineering Firm for this project in addition to the Construction Manager selection. There is a separate and independent Request for Qualifications for the Architectural/Engineering services. It is expected that the selected Construction Manager will work closely with the Selected Design firm throughout both the pre-construction and construction phases of the project.

Integrated Project Delivery Approach

The County has also chosen to use the Integrated Project Delivery concept to help align the Selected Consultant with the CMaR delivery method. It is the County's expectation to assemble a design and construction team through the two RFQ selections that will work closely with each other throughout the entire project. It is further anticipated that the CMaR will be the lead team for communication as project coordinator, being a single source of communication with the County during the entire project.

V. Project Schedule

Project Schedule

The project schedule will be established by the County with the advice and consent of the Design and Construction team assembled. It is the intention of the County to have the construction manager prepare the Guaranteed Maximum Price (GMP) no later than September 30, 2024. This timeline would require the Selected Respondent to have all construction documents completed so that the construction manager will have adequate time for the bidding process and

determining the GMP. If this date is not feasible, provide the recommended timeline and reasoning of such.

The County Board is targeting the building to be furnished and operational by Fall 2025

- Develop and regularly maintain a project schedule with the County's selected Architect/Engineer including all phases of the project through completion of the construction and startup/occupancy of the new facility.
- Present the schedule in a Gantt chart format and provide sufficient detail to allow tracking of the progress of the work through each project phase.
- Promptly notify the County of any delays that will impact the successful completion of the work.

VI. General Project Background

a. Background:

Logan County is situated between Springfield and Bloomington/Normal, Illinois and split by the I-55 corridor. According to the 2020 census, it had a population of 27,987. Its county seat is Lincoln.

b. County Safety Complex:

The Logan County Sheriff operates a county jail with an inmate capacity of 59. The county jail facility is attached to the Logan County Safety Complex which houses the administrative offices of the Sheriff, the Logan County Emergency Management Agency, and the Logan County Dispatch Center. The Safety Complex was built in 1978.

c. Project Goals:

The selected firm will be encouraged to provide guidance and recommendations toward designing and constructing an addition and renovation to the jail that will best meet the needs of the community. The Sheriff has identified the following goals which should be met:

- Additional holding cell capacity along with sight/sound separation as required by state standards.
- Facilities for mental health crisis situations as well as behavioral issues that arise in a correctional facility.
- Male and Female negative pressure/isolation cells.
- Dormitory facility for additional capacity.
- Additional goals will be upgrades to the existing facility including security doors, locks, electrical, plumbing, mechanical, and renovation as needed.
- Parking lot rehabilitation and replacement.

- Facility should be designed to maximize functionality, durability, and account for and allow future growth.
- Facilities should embrace sustainable design practices that emphasize energy efficiency as well as renewable and redundant energy sources.

VII. Description of Requested Services

Scope of Services

The Construction Manager's scope of work shall include, but may not be limited to, the following list of services:

Design Phase/Pre-Construction Services

- i. Consultation: Attend regular planning and design meetings with the Owner and Architect/ Engineer.
- ii. Work Schedule: Prepare and maintain a comprehensive project schedule that includes design, bidding, construction and close-out milestones.
- iii. Cost Estimates: Provide detailed cost estimates at each major design milestone. This includes programming/conceptual design, schematic design, design development and 50% construction documents. Provide input during design meetings to assist the Owner and Architect/Engineer in making cost-effective decisions to maintain project budget and schedule.
- iv. Purchasing: Recommend, as necessary, the pre-purchase of materials with long lead time.
- v. Phased Construction: Assist with the preparation of a plan for phased construction if necessary.
- vi. Construction Document Review: Provide detailed document review to identify potential constructability challenges. If the document review identifies any errors or omissions, notify the Owner and Architect/Engineer.
- vii. Bid Management:
 1. Prepare Advertisement for Bids, Invitation to Bid, Contractor's Pre-Qualification Forms and Bid Forms to procure the necessary trades to complete specified projects.
 2. Solicit interest in projects with the appropriate subcontractor and vendor markets necessary for a successful project.
 3. Prepare list of potential prime contractors (minimum of 5) for each trade category.
 4. Solicit bids for various trades in accordance with the applicable public bidding legal requirements in effect.
 5. Conduct Pre-Bid Meetings, Bid Opening Meeting and prepare a bid analysis for the Owner and Architect/Engineer that includes any necessary MBE/FBE requirements.
 6. Conduct scope reviews with the qualified low bidders and make recommendations to the project team for contract award.

7. Assist the Board of Education staff in the preparation and execution of construction contracts for each trade or category of work.
- viii. Subcontractor Bid Review: Perform subcontractor bid review to ensure completeness and quality.
- ix. Provide a Guaranteed Maximum Price Proposal.

Construction Phase Services

- i. General Administration: The Construction Manager will administer the trade contracts as construction manager at-risk. 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 specified projects, conduct MEP coordination meetings as necessary to facilitate effective use of interstitial spaces.
- ii. Required Project Staff: Maintain a competent and sufficient number of full-time field staff to administer the work of the project, coordinate, and supervise the work.
 1. On-Site Supervisor: Provide a full-time, experienced and well qualified on-site supervisor to oversee all construction work and manage assigned subcontractors. Represent the Owner's interest and ensure all work is performed in a quality manner and meets the project requirements.
 2. Project Management: Provide experienced and well qualified staff to manage schedule, subcontractor submittals, Requests for Information (RFIs), pay applications, lien waivers and insurance certificates.
- iii. Quality Control: Lead all on-site QC efforts and coordinate with the Architect's construction administration staff. Ensure all subcontractors and vendors are adhering to all quality standards set forth in project specifications.
- iv. Site Safety: In coordination with the Owner and Architect/Engineer, develop a site-specific safety plan that keeps students, staff and the public safe at all times.
- v. Logistics Plan: In coordination with the Owner and Architect/Engineer, develop a schematic site plan showing construction limits, staging areas and site access/egress points.
- vi. Progress Meetings: Conduct regular progress meetings, at least once a month, on the project site with the Owner and Architect/Engineer.
- vii. Monthly Reports: Provide monthly schedule, progress and cost reports to the Owner and Architect/Engineer.
- viii. Weekly Reports: 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.
- ix. Pay Requests: 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.
- x. 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.
- xi. Permits/Inspections: Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the new and renovated facilities.
 - xii. O & M Manuals/As-builts: Prepare and turn over all O & M manuals for all equipment to the Owner. Throughout specified projects maintain an accurate set of as-built documents for the Owner incorporating all aspects of the construction.
 - xiii. Attend Board of Education meetings as required and provide project status report.
 - xiv. 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.
 - xv. Warranties/Guarantees: 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.

Closeout

- Work with the County and Construction Manager to prepare a punch list and ensure all items are resolved with signoff once all items are resolved to the County's satisfaction.
- Assist the County with the close out of all contracts.
- In coordination with the Construction Manager, ensure the orderly delivery of all required documentation, warranties, and OEM systems training for County employees.
- Deliver full set of "As-Built" drawings to the County in both "hard copy" and acceptable electronic format.
- Work with the County and the Contractor to resolve all issues arising out of the final architectural and the licensing inspections.

Constructability issues: The Construction Manager shall work with the County's selected Architect/Engineer with regard to the constructability of the proposed site features and structures. The Architect and Construction Manager shall coordinate the preliminary design of all the mechanical, electrical, and plumbing (MEP) work to avoid conflicts between the respective MEP systems and confirm they will all fit into the allotted space.

Construction Cost Control: The County is anticipating a total project cost in the range of \$5,500,000 to \$6,300,000 for the project, including all soft and hard project costs. Controlling the total project cost is critical to project success.

- The Construction Manager shall work within and adhere to this project budget. The Construction Manager agrees to work closely with Logan County to control costs. The Construction Manager will be keenly aware of project costs throughout all phases of the project.
- If an adjustment in the project budget is required to meet the overall objectives of the

Board, the Construction Manager shall promptly notify the County and provide the necessary supporting documentation to allow the Board to make a decision. The Construction Manager shall not proceed with completion of the project without the prior written authorization of the Board and an adjustment to the project budget.

- If adjustment of the project budget is not feasible, the Architect and Construction Manager shall work with the County to modify the project to reduce the scope or phasing of construction to fit within the approved budget.

Other issues as required to complete the work: The Construction Manager shall outline and detail in the Proposal any other tasks required to complete the work. Failure to account for items that would be considered usual and customary to this project shall not be justification for additional compensation or an extension of contract time.

Logan County and its contractors are subject to the Illinois Prevailing Wage Act. The Act requires that all laborers, workers, and mechanics employed by or on behalf of a public body in the construction of public works be paid the general prevailing rate of hourly wages (including allotments for training and approved apprenticeship of a similar character in the locality in which the work is performed. Current prevailing wage rates are available through the Illinois Department of Labor website at <http://www.state.il.us/agency/idol/rates/rates.htm>. Each contractor is required to submit a certified payroll to Logan County for each month of service.

Tasks Due Dates

- Distribute RFQ for Architectural Services February 2024.
- RFQ Responses Due March 15, 2024 @ 4:00 pm.
- Review of Proposals, Final Candidate Selection: TBD
- Phase 1: Concept Design and Probable Cost: Full Project: May 2024
- Phase 2: Schematic Design, Design Development and Final Design August 2024

VIII. Statement of Qualifications Requirements

The RFQ response should include only the information requested below and it **MUST be organized exactly as indicated. Additional information provided may be viewed as a non-conforming response and may not be considered for evaluation. The Statement of Qualifications should include information regarding the responder's experience and approach relating to the subsequent design and construction phases.**

TAB 1: Organization

- a. 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 RFQ. 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 candidate firm. Joint ventures require signatures from all firms participating in the joint venture.

- b. General Information - This section is intended to highlight the contents of the submission and to provide the County evaluators with a broad understanding of the candidate firm's technical approach and ability. The General Information must include, at a minimum,
 - i. Name, address and telephone of firm, including involvement in industry organizations
 - ii. Name and title of contact person
 - iii. Name of officers in firm and an organizational chart
 - iv. Brief firm history, including the number of years your firm has provided at-risk construction management services to public and private entities.
 - v. Proof of Illinois CDB pre-certification status
 - vi. Provide a list of Construction Manager at Risk project experience over the past five (5) years. Provide with project name, location, type and cost. Projects to be within 150-mile radius of the project site.
 - vii. Any additional information that the candidate feels is a unique qualification and is of direct benefit to the County.
- c. Staff Summary - Provide a general statement that includes an overview of your staff and the type of work performed by your company. The education, training and qualifications of the proposed staff including, but not limited to; Principal-in-Charge, Project Management, and On-Site Supervisor, as well as any additional staffing you believe would be required for specified projects. Note separately projects performed by personnel while with another firm and/or organization.
- d. Endorsements, Memberships, Awards and Recognition - Provide detail on any endorsements, memberships, awards and recognition that are pertinent to this contract.
- e. Answer the following questions:
 - i. In the past ten (10) years has your firm had any business license or professional license suspended or revoked? If yes, describe circumstances including jurisdiction and basis for suspension or revocation.
 - ii. In the past ten (10) years has your firm defaulted, been terminated for cause or failed to complete a construction or Construction Manager At-Risk contract awarded to it? (If yes, describe the circumstances and include the project name, cost, date, owner and surety company contact information.)
 - iii. Describe all litigation arising from your firm's construction or Construction Manager At-Risk projects for the past ten (10) years.

TAB 2: Experience

- a. Provide a summary of recent experience with three (3) to five (5) completed projects of similar type and scope, preferably local government projects. Each project profile should be limited to a single page.

TAB 3: Construction Manager At-Risk Approach

- a. Describe your firm's philosophy, approach and controls for the Design Phase and Construction Phase of a project, including but not limited to:
 1. Discuss your firm's approach to site safety and criminal background checks.
 2. Describe your firm's approach to developing bid packages, managing the bid process, awarding trade contracts, and your understanding and experience with public bidding law, bid review and negotiation.
 3. Describe your firm's plan for screening contractors who bid on the various portions of the job.
 4. Describe your firm's handling of "change orders" during construction.
 5. Describe your firm's handling of " cash allowances" included in the contractor's bid.
 6. Describe how your firm provides cost estimates, including outlining the phases of a 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 preconstruction phase.
 7. How does your firm schedule a project from the earliest conceptual stages through construction? How does your firm maintain project schedules? Explain your firm's approach in providing fast track or accelerated construction.
 8. Describe your firm's approach to integrating quality assurance during the preconstruction phase and maintaining quality assurance during the construction phase.
 9. Describe your firm's approach to close-out, equipment start-up and follow-up on construction related issues including warranty.
 10. Describe your firm's approach to sustainable construction methods, including; LEED Projects and LEED AP on staff.
- b. Describe how you view and approach the role of County construction manager in partnering with the County and its architect.
- c. Describe your firm's familiarity with State and Federal Grants.

TAB 4: References

- a. Owner References - Provide a list of five (5) Owner references from Construction Manager At-Risk projects completed or ongoing within the past 5 years. At least one (1) reference must be an educational client. Each reference shall include contact information along with a project description for that reference.
- b. Architect/Engineer References - Provide a minimum of five (5) Architect/Engineer references from Construction Manager At-Risk projects completed or ongoing within the past 5 years. Each reference shall include contact information along with a project

description for that reference.

- c. Financial Reference - Provide a minimum of three (3) financial references.

TAB 5: Other Information

- a. Safety Program - Describe your firm's safety philosophy and program. Provide your Experience Modification Rate for the current year.
- b. Surety and Insurance -
 - 1. A letter from your bonding company indicating your current bonding capacity and their commitment to providing bonding support.
 - 2. Current levels of insurance, including builder's risk insurance coverage.

IX. Selection Process

Reservation of Rights - The County reserves sole and plenary discretion in the evaluation of all proposals, and in the award of the construction management contract. The County will not pay any costs incurred by the prospective construction management firms for preparing or submitting a proposal. The County reserves the right to modify or cancel, in part or in its entirety, this RFQ. The County reserves the right to reject any or all proposals, to waive defects or informalities, and to offer to contract with any firm submitting a response to this or any other RFQ. This RFQ does not commit the County to enter into a contract. The County reserves the right to award one, or no contract, in response to this RFQ.

The County Building Committee will review proposals, attend presentations, and make a recommendation to the Logan County Board for final approval.

Fourteen (14) copies of the proposal should be received by March 15, 2024 @ 4:00 pm. An electronic copy of all proposals should also be emailed to the Logan County Board (see contact information below) by March 15, 2024 @ 4:00 pm.

No more than two firms will be selected to provide an in-person presentation to the Logan County Board. The presentations will be scheduled after March 18, 2024. Each firm will have 30 minutes to present and 15 minutes to respond to questions. Upon approval by the Board, the selected firm shall provide a standard contract for the County to review and sign. The County reserves the right to reject any or all proposals and to award a contract to the firm who, in the judgment of the County, will best serve the interest of Logan County.

Rejection of RFQ Responses

Logan County reserves the right to reject any and all of the responses received as a result of this RFQ. Logan County does not intend to award a contract solely based on responses to this RFQ.

RFQ Response Proprietary Information

All materials submitted in response to the RFQ will become the property of Logan County

and part of the official public record. All restrictions on the use of data contained with a proposal and all confidential information must be clearly identified as "Confidential and Propriety Information" Confidential and Propriety information submitted in a proposal, or in response to the RFQ, will be handled in accordance with the applicable State Statute(s).

Point of Contact

All communication and questions regarding the project should be directed to:

Sheriff Mark Landers
911 Pekin Street
Lincoln, Illinois 62656
(217)732-4159
email: mlanders@logancountyil.gov