

PUBLIC BUILDING COMMISSION OF CHICAGO



REQUEST FOR QUALIFICATIONS (“RFQ”)

**STATEMENT OF QUALIFICATIONS
FOR CONSTRUCTION MANAGEMENT AT-RISK SERVICES
for
OGDEN REPLACEMENT ELEMENTARY SCHOOL**

Submittal due date: Thursday, July 16, 2009

Company name: _____

Address: _____

City, State, ZIP: _____

Telephone No.: _____

Contact Name & Title: _____

Email / fax: _____

This qualification process is unique to the project described herein and notwithstanding other pre-qualification, qualification or bid requests by the Public Building Commission, or pre-qualification, qualification or bid responses submitted to the Public Building Commission, all construction managers wishing to provide Construction Management At-Risk services on this project must comply with the qualification requirements as defined in this RFQ.

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KEY INFORMATION ABOUT THIS RFQ

1. **SCOPE OF SERVICES:** The Public Building Commission is seeking a qualified construction management firm to provide Pre-Construction and Construction Management services for the Ogden Elementary Replacement School. Through this qualification process, the PBC will select a Construction Manager to provide Pre-Construction services and at the discretion of the PBC, the Construction Manager may be authorized to proceed with Construction Management At-Risk services pursuant to a Guaranteed Maximum Price Contract.
2. **RFQ CONTACT:** The RFQ Contact, identified below, is the sole point of contact regarding the RFQ from the date of issuance until selection of the successful Construction Manager.

Senior Contract Officer

Gary Bell

Public Building Commission of Chicago

50 West Washington, Room 200

Chicago, Illinois 60602

Fax (312) 744-3572

Gary.bell@cityofchicago.org

3. **QUESTIONS:** Please direct all written questions to the RFQ Contact. The Public Building Commission of Chicago ("Commission") will post the answer on the Commission website, which may be viewed at www.pbcchicago.com.
4. **SUBMISSION DEADLINE AND PROCUREMENT TIMETABLE:** The following dates are set forth for informational and planning purposes; however, the Commission reserves the right to change the dates.

Issue RFQ..... Thursday, July 2, 2009

Pre-submittal Conference..... Thursday, July 9, 2009

10:00 a.m. at 50 W. Washington, Room CL115

Due Date and Time for RFQ Submission..... Thursday, July 16, 2009 at 4:00 PM Local Time

PBC to Review RFQ Submissions and Short List CMs Friday, July 17, 2009

Issue Project Specific questions to Short List of CMs..... Monday, July 20, 2009

Interview Short-Listed CM's July 23-24, 2009

Present Recommendation to Board for Approval Tuesday, August 11, 2009

Contract Award and Issue Notice to Proceed for Pre-Construction Services..... Wednesday, August 12, 2009

5. **NUMBER OF COPIES:** Submit a signed original copy, 5 copies and 1 copy on compact disk (CD) of the Submission in a sealed envelope or container.

6. **SUBMIT QUALIFICATION TO:**

Gary Bell, Senior Contract Officer

Public Building Commission

50 West Washington Street, Room 200

Chicago, Illinois 60602

7. **RIGHT TO CANCEL:** The Commission reserves the right to cancel this procurement process whenever the best interest of the Commission is served. The Commission shall not be liable for costs incurred by Contractors associated with this procurement process.

Board approval of individual bid packages assembled by the Construction Manager (“CM”) will be required. Relevant proposed PBC Board Meeting Dates are indicated. It is anticipated that the CM will assemble a Guaranteed Maximum Price (“GMP”) by February 2010 based on the bidding and approval of early bid packages and additional trade bids and estimates for subsequent bid packages. The PBC anticipates the Construction Manager will enter into a Construction Management At-Risk Contract with the PBC and that the Construction Manager will be at-risk by guaranteeing a maximum price to be included in the contract and by guaranteeing substantial completion and project delivery dates to the PBC. It is also expected that the Construction Manager will provide significant pre-construction advising, value engineering and constructability reviews as to enable the project to be completed within the timeframe and budget specified.

Site Preparation: The site will be excavated as required to accommodate the basement level which sits approximately 5.5 feet below grade. The excavation plan includes driving permanent sheet piles approximately 30 feet below grade to provide earth retention for installation of the foundation system and to act as a cofferdam. Water table is anticipated to be between 6 and 8 feet below grade and excavation to accommodate basement slab and footings is anticipated to be about 9 feet below grade.

Foundation System: A foundation system with belled caissons drilled to 70 to 75 feet below grade is planned.

Structural System: Basement walls are assumed to be approximately 17 inches thick and a 6 inch thick slab on grade at the basement level is also assumed. First floor framing is assumed to be 12 inch thick two way flat plate tied into the exterior basement walls. W10 and W12 Columns will support composite steel beams with 3 ¼ inch lightweight concrete over 2 inch metal deck. Lateral force resisting system is to be braced frames and moment frames above ground level.

LEED Certification: Minimum PBC requirement is to achieve LEED for Schools Silver certification.

SITE: Within ½ mile of over 10 existing community services and multiple residential developments of 10 units per acre or greater. Bicycle storage and changing facilities will be provided and its location provides ample opportunity for the use of public transportation. Minimize heat island with 50% green roof.

WATER USE REDUCTION: Utilizing Roof Water runoff for irrigation.

ENERGY EFFICIENCY: Energy efficient lighting systems, heating and cooling systems, insulation.

RESOURCE EFFICIENCY: Use recycled and regional materials: 20% recycled and 20% from within 500 miles.

Indoor Environmental Quality: Air Quality achieved with low VOC construction materials. Thermal comfort and acoustics will be accounted for in the design and as much day-lighting as possible will be incorporated into the lighting control strategy.

Building Enclosure: Brick veneer, punched windows with insulated, low-E coated glazing.

Building Roof: Extensive green roof with membrane roofing system underneath.

Interior Build-Out: Burnished block partitions, terrazzo flooring.

Construction Schedule: Completion Date July 1, 2011.

Construction Budget: \$40,000,000

Form of Agreement: As discussed above, the PBC anticipates that the CM At-Risk will execute a contract for professional services and construction. Professional Pre-Construction services (including bidding) will begin immediately upon award. The performance of the construction portion of the contract will be conditioned upon successful negotiation of a GMP by the Construction Manager and the PBC based on 90% Construction Documents (scheduled for issue on or about November 19, 2009). Anticipated schedule and deliverables include:

60% Construction Document Issue	September 24, 2009
GMP Budget Proposal to PBC	October 15, 2009
90% Construction Document Issue	November 19, 2009
GMP Proposal due to PBC	January 1, 2010

Negotiate GMP	January 2, 2010 – February 18, 2010
PBC Review and Recommendation for GMP Amount	February 22, 2010
Present Recommendation for GMP Award and Amount to PBC Administrative Operations Committee	February 25, 2010
Approve CM At-Risk GMP Construction Contract Award at PBC Board Meeting for March 2010	March 9, 2010

Construction Managers will be required to execute an agreement for Construction Management Services under the terms as included in the attached agreement. Only questions or concerns identified in response to this RFQ will be considered during contract negotiation.

Coordination with Architect of Record (AOR): The PBC has engaged Nagle Hartray as Architect of Record. Construction Manager shall be responsible for coordinating the issuance of bid packages, through the PBC and the AOR, according to the following proposed building design document schedule (CM will be integral member of Design Team):

Design Development

August 13, 2009	Issue DD Package and Narrative
September 3, 2009	Design Team Design Development Review Meeting

60% Construction Documents

September 24, 2009	Issue 60% Construction Document Package and Narrative
October 15, 2009	Design Team 60% Construction Document Review Meeting

90% Construction Documents

November 19, 2009	Issue 90% Construction Document Package and Narrative
December 14, 2009	Design Team 90% Construction Document Review Meeting

100% Construction Documents

January 6, 2010	Issue 100% Construction Document Package and Narrative
January 29, 2010	Design Team 100% Construction Document Review Meeting

Additionally, Construction Manager shall be responsible for managing and coordinating the Site Preparation Scope of Work, through the PBC. The AOR, Nagle Hartray, is in the process of issuing 100% Site Prep Abatement and Demolition Construction Documents. The Site Prep design and construction work has been and is proceeding according to the following schedule:

April 29, 2009	Site Prep Scope of Work Meeting
May 27, 2009	Issue 75% Site Prep Construction Drawings
June 26, 2009	Issue 100% Site Prep Construction Drawings
June 20 – July 20, 2009	User to Vacate Building
July 24, 2009	Issue Notice to Proceed with Abatement & Demolition Work
July 27 – July 31, 2009	Fencing and Signage Installed at Site
August 10 – November 10, 2009	Demolition and Abatement Work at Site (PBC-JOC)
November 10, 2009	Issue Notice to Proceed with Site Preparation Work
November 11, 2009 – January 13, 2010	Site Preparation Work (CM)
January 27, 2009	Deliver As-Built Drawings for Site Preparation Work

EVALUATION OVERVIEW

I. EVALUATION PROCESS

- A.** The Public Building Commission of Chicago (“Commission”) representatives will review qualification submittals in accordance with the evaluation criteria set forth herein. Commission representatives may also request additional documentation in order to seek clarification of the submittal, and/or request one or more meetings with respondents, and/or perform site visits in order to clarify respondents’ qualifications and capabilities for this Project.
- B.** The Commission intends to create a “Short List” of no more than 3 of the highest qualified respondents who will be invited to interview with an Evaluation Committee to further review their qualifications and proposed approach to the project.
- C.** The Evaluation Committee intends to provide project specific information to Short Listed respondents including schematic design drawings and specifications to develop a specific approach to the Ogden Replacement Elementary School project. Short Listed respondents will be asked to make a detailed presentation to the Evaluation Committee identifying their specific approach to the Ogden School project regarding, site logistics, bid packaging, procurement and bidding, personnel to be assigned to the project, project staffing, project schedule and MBE/WBE participation approach.
- D.** After evaluating all information and interviews, the Evaluation Committee will make a final evaluation and submit the findings and a recommended CM firm for the contract award to the Executive Director. The Executive Director will report the Evaluation Committee’s findings and make a recommendation to the Board of Commissioners. Once accepted by the Board of Commissioners, respondents will be notified the Construction Manager selected for the work.
- E.** The Commission reserves the right to reject any and all response submittals and to waive any informality in the submitted qualification submittals whenever it determines such rejection or waiver is in its best interest.
- F.** The Commission reserves the right to cancel this procurement process whenever the best interest of the Commission is served. The Commission shall not be liable for costs incurred by respondents associated with this procurement process.

II. EVALUATION CRITERIA

The Commission shall review and evaluate the qualifications of each respondent in accordance with the following criteria:

A. Technical Competence and Past Experience in CM At-Risk Role.

Experience and past performance completed within the last five (5) years on three (3) projects identified and selected by the respondent as relevant and comparable based on complexity, size, type and location. For purposes of these RFQ evaluation criteria, a comparable location must be in Chicago – specifically the area bounded by Fullerton Avenue on the North, Lake Michigan on the East, 31st Street on the South and Ashland Avenue on the West. Projects of comparable size are those where project construction costs were equal to or greater than \$40,000,000.00. Only projects on which respondent provided Pre-Construction services and Construction Management At-Risk (“CM At-Risk”) services will be considered as comparable in type and complexity.

For purposes of this RFQ, CM At-Risk projects or services shall be strictly defined as projects on which (i) the respondent provided significant pre-construction advising and bidding services to the Owner; (ii) the respondent entered into a Guaranteed Maximum Price contract for construction with the Owner including costs for pre-construction services, general conditions, construction manager fees and trade contract costs; (iii) the Guaranteed Maximum Price contract included a fixed date for completion of the project after which time liquidated damages or other measures would be assessed against the Construction Manager for failure to complete the specified project requirements; and (iv) the Construction Manager held the contracts with the trade contractors and was responsible for coordinating trade contractor work and managing all site activities.

B. Past Performance: K-12 educational experience

Past performance providing Pre-Construction and Construction Management At-Risk services on the delivery of Pre-K – 12 educational facilities.

C. Expertise and Experience of Key Staff

D. Project Approach and Methodology

E. Minority and Women Owned Business Participation:

1. **Respondent's unequivocal commitment to meet or exceed the MBE and WBE goals for the project.**
2. Respondent's verifiable past performance achieving substantial MBE/WBE participation on comparable projects.
3. The comprehensiveness of respondent's plan to achieve maximum meaningful participation on this project.

F. Equal Employment Opportunity and City of Chicago Residency Participation:

1. **Respondent's unequivocal commitment to maximize the employment of minorities, women, Chicago residents, etc. on this project.**
2. Respondent's verifiable past performance achieving minority/female/local resident employment on comparable projects.
3. The comprehensiveness of respondent's plan to maximize minority/female/local resident employment on this project.

G. Completeness and Comprehensiveness of Response to the Requirements of the RFQ.

III. SUBMITTAL REQUIREMENTS

A. Format

Submit a signed original copy, 5 copies and 1 copy on compact disk (CD) of the Qualifications Submittal in a sealed envelope or container.

Respondent should identify and submit three (3) projects they wish to be considered as the basis of evaluation on the firm's Technical Competence and provide all information described below for these three (3) projects. Additional projects the respondent wishes to be considered for Past Performance (K – 12 Educational Facilities) may be in addition to the three Technical Competence projects and should be identified as such.

B. Information Required in Qualifications Submittal

1. Technical Competence and Past Experience:

- a) Provide project descriptions and information on three (3) projects performed within the last five (5) years of similar or greater complexity, size, type and location. Location must be in Chicago in the area bounded by Fullerton Avenue on the North, Lake Michigan on the East, 31st Street on the South and Ashland Avenue on the West. Projects must have had completed construction costs equal to or greater than \$40,000,000.00. Respondent's role on each project must have been as a Construction Manager At-Risk ("CM At-Risk")¹ where respondent provided pre-construction and construction services. Projects must have involved significant foundation coordination and underground/below grade work on small sites in densely populated areas with significant traffic and adjacent use concerns (e.g., Office of Underground Coordination for below grade work, coordination of underground utilities, CDOT coordination for street traffic and CTA coordination for work near underground subway tunnels). **Limit description of each project to two (2) pages.**
 - (1) Provide the following information (at a minimum) for the three (3) projects submitted as representative examples of the firm's technical competence;
 - (a) A brief description of the project including location, schedule, square footage, construction type, below grade work and foundation system;
 - (b) A brief description of the pre-construction services and advising provided regarding site logistics, foundation systems and earth retention strategies; foundation coordination; and underground/below grade coordination with the Office of Underground Coordination, city and public underground utilities, CDOT, CTA and adjacent properties;
 - (c) A description of construction management services provided;
 - (d) A description of bid packages and/or work phases;
 - (e) A discussion of schedule and budget requirements;
 - (f) Original forecast completion date and actual completion date and reason(s) for any variances;
 - (g) Original budget/GMP and actual cost of project at completion and reason(s) for any variances.

¹ For purposes of this RFQ, CM At-Risk projects or services shall be strictly defined as projects on which (i) the respondent provided significant pre-construction advising and bidding services to the Owner; (ii) the respondent entered into a Guaranteed Maximum Price contract for construction with the Owner including costs for pre-construction services, general conditions, construction manager fees and trade contract costs; (iii) the Guaranteed Maximum Price contract included a fixed date for completion of the project after which time liquidated damages or other measures would be assessed against the Construction Manager for failure to complete the specified project requirements; and (iv) the Construction Manager held the contracts with the trade contractors and was responsible for coordinating trade contractor work and managing all site activities.

- (h) Number of Change Orders and aggregate amount of change orders beyond specifically identified allowances; and amount of contractor contingency at GMP and at completion;
- (i) References/Recommendations/Contact information from each project owner/developer and Architect of Record.

2. Past Performance: K-12 Educational Experience.

A description of the firm's past performance providing pre-construction and construction management at-risk services on K-12 educational projects in order to maintain schedule, control cost, perform high-quality projects, and comply with contract requirements. (Projects submitted can be in addition to the three projects submitted for technical competence).

3. Expertise and Experience of Key Staff

- a) Resumes and project experience of respondent's proposed project manager, superintendent, project executive and assistant project manager ("Key Staff Members");
- b) Proposed organization chart indicating Key Staff Members potential roles and responsibilities on the Project;

4. Project Approach and Methodology: Description of respondent's proposed approach to the Ogden Replacement Elementary School Project:

- a) Pre-Construction:
 - (1) Proposed approach to budgeting, scheduling and constructability reviews;
 - (2) Proposed schedule and overall site logistics approach;
 - (3) Proposed bidding and procurement process, including a plan for how respondent proposes to manage the trade contractor bidding process:
 - (a) Proposed method to comply with all applicable laws/statutes, ordinances and procedures regarding public bidding;
 - (b) Proposed method of pre-qualifying trade contractors.
- b) Construction
 - (1) Proposed schedule and budget/cost control approach.
 - (2) Plan for maintaining construction site safety and security: Complete Safety Questionnaire (Attached)
 - (3) Proposed Quality Control Management Plan: Submit a table of contents and copy of one of the firm's recent Quality Control Programs.
 - (4) Proposed approach to managing the LEED certification and commissioning process.

C. Minority and Women Owned Business Participation.

- 1. Provide commitments and percentages of actual M/WBE participation achieved on the three (3) projects submitted as representative of Technical Competence.
- 2. Provide commitments and percentages of actual M/WBE participation achieved on any projects submitted as representative of K-12 educational experience.
- 3. Proposed M/WBE commitments for the Ogden Replacement Elementary School project.
- 4. Proposed M/WBE participation plan and description of bidding and procurement processes that will achieve M/WBE commitments on the Ogden Replacement Elementary School project
*Additional projects submitted as illustrative of the firm's ability to achieve MBE/WBE participation should be identified as such.

- D. Equal Employment Opportunity and City of Chicago Residency Participation.**
1. Provide percentages of minority, female and Chicago resident labor actually employed on the three (3) previous projects submitted as representative of the firm's Technical Competence. Compare these percentages to any employment goals to which the firm was committed.
 2. Provide percentages of minority, female and Chicago resident labor actually employed on the any projects submitted as representative of the firm's of K-12 educational experience. Compare these percentages to any employment goals to which the firm was committed.
*Additional projects submitted as illustrative of the firm's ability to achieve EEO/City Residency Requirements should be identified as such.
- E. Safety:** Provide the Safety Program's Table of Contents and a copy of the Firm's NCCI current experience modification (EMR) rating worksheet. Complete the Safety Questionnaire included in this RFQ.
- F. Quality:** Provide the Table of Contents and a copy of one of the firm's recent Quality Control Programs.
- G. Legal Actions:** Complete the Legal Actions form included in this RFQ.
- H. Anti-Collusion:** Complete and sign Anti-Collusion Statement included in this RFQ.

SAFETY QUESTIONNAIRE

PBC is committed to working with safe construction managers. To that end, the PBC has developed a safety questionnaire to aid in selection of construction managers with good safety records. As a part of the construction manager submittal process you must answer the questions below.

1. Does your organization have a safety program? Yes No

If yes, provide the following information:

- Month and Year first implemented _____
- Method of review of program _____
- Whether regular work site safety meetings are held and how frequently _____
- Copy of table of contents of safety/loss control manual

2. Have any OSHA or other citations been issued to your organization during the period of the last three years for workplace safety law violation. Yes No

If yes, provide detailed information for each occurrence regarding:

- The nature of the violation for which your organization was cited.
- Summary of your position of the matter.
- Official resolution of violation

3. Provide your organization's OSHA reportable incident rate: _____. If this is greater than 3.0, please attach your OSHA Form 300A Summaries for the last three years and a written explanation to the qualification questionnaire (attach as necessary).

4. Provide a copy of your organization's NCCI current experience modification (EMR) rating worksheet. If the rating is greater than 1.0 please attach the NCCI rating information for the last 3 years and a written explanation to the qualification questionnaire. As a follow up, you may be asked to provide your written safety plan.

LEGAL ACTIONS

Section A. Legal Actions

Please provide the information below. If the answer to any of the questions is “Yes”, provide a brief description or explanation on a separate sheet.

Question	Yes	No
1. Has the firm or venture been issued a notice of default on any contract awarded in the last three years?		
2. Does the firm or venture have any judgments, claims (liquidated damages, or other), arbitration proceedings or suits pending or outstanding against the firm or venture or its officers? If yes, include the dollar amount of claims or judgments and the contract value of the contract on which the claim was filed. Attach explanation.		
3. Within the past three years, has the firm or venture been a party to any lawsuits or arbitration proceedings with regard to any contracts?		
4. Within the last three years, has any officer or principal of the firm or venture ever been an officer or principal of another organization that failed to complete any contract as a result of termination, litigation, arbitration or similar matter?		
5. Has any key person with the firm or venture or its predecessor ever been convicted of or charged with any state or federal crime (excluding traffic violations), including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid rigging or bid-rotating?		
6. Has the firm or venture ever been temporarily or permanently debarred from a contract awarded by any federal, state, or local agency?		
7. Within the last three years, has the firm or venture been assessed penalties for any statutory or administrative violations, including MBE, WBE and EEO?		
8. Has the firm or venture ever failed to complete any work awarded to it?		

ANTI-COLLUSION STATEMENT

The Construction Manager, its agents, officers, or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or contract. Failure to attest to this section as part of the bid will make the bid non-responsive and not eligible for award consideration.

(Signed)

(Title)

Subscribed and sworn to before me this ____ day of _____, 2009

(Signature)

(SEAL)

(Title)

My Commission expires:

EXHIBIT A

FORM OF AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES