

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AT RISK SERVICES
February 21, 2023
Aviston Elementary School District #21**

Introduction

The Board of Education for Aviston Elementary School District #21 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management at Risk Services to assist the School District in performing possible planning, remodeling, construction, life-health safety projects and special projects. The firm selected shall provide preconstruction and construction services for all phases of the project.

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

RFQ Submission

Responses are due by **March 8, 2023 at 3:00 PM** local time.

Please submit:

Eight [8] bound copies; and one (1) digital copy via email to:

Phillip Hamil, Superintendent
Aviston Elementary School District #21
350 S. Hull St., Aviston, IL 62216
(618) 228-7245
phamil@avistonk-8.org

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase **Request for Qualifications – Construction Manager at Risk Services for Aviston Elementary School District #21** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to [30] pages (15 pages if double-sided), 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.

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AT RISK SERVICES
February 21, 2023
Aviston Elementary School District #21**

Schedule

The following is the proposed schedule for the selection of firms to provide Construction Management services:

February 21, 2023	RFQ Released
March 1, 2023	Last date for respondents to send clarifications/ questions
March 8, 2023	Submissions due by 10:00 AM; evaluation of qualifications begins

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing to:

Phillip Hamil, Superintendent
Aviston Elementary School District #21
350 S. Hull St., Aviston, IL 62216
(618) 228-7245
phamil@avistonk-8.org

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 clarification will be without legal effect.

Aviston Elementary School District #21 reserves the right to reject any or all proposals, or any part thereof, or to waive irregularities or defects in any or all proposals, or to accept any proposal deemed to be in the best interest of the District.

School District Background

Aviston Elementary School District #21 is a Pre-K-12 district serving 433 students. The district is a single campus with one main building. The proposed project will include building additions, with the scope of the main project being additions to the cafeteria, classrooms and student services area.

General Information, Notifications, and Purpose

1. Respondents are advised to 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 nonresponsive.
2. Joint venture and/or cooperative professional teams will not be considered.
3. Responding firms must have an office located in Illinois that will service the project.

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AT RISK SERVICES
February 21, 2023
Aviston Elementary School District #21**

General Terms and Conditions

1. All costs associated with developing or submitting a qualifications statement 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 or submission of a response or in anticipation of a contract.
2. This RFQ does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
3. The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, as determined by the selection committee, upon approval of the School District Board of Education.
4. The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.
5. The purpose of this Request for Qualifications is to identify an experienced Construction Management Services firm with the best combination of qualifications.
6. Requests for site visits and introductory meetings will not be allowed.
7. All Proposers are prohibited from making any contact with the District Personnel, Board of Education, or any other administrator or employee of the District with regard to the RFQ, other than in the manner and to the person(s) designated herein. The Superintendent reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.

General Description of Scope of Services

- a) The selected Firm will become part of a project team consisting of members of the School District and community stakeholders and to perform services as required.
- b) The Firm may be requested to:
 - a Attend meetings with School District administrative staff as necessary.
 - b Attend School District Board of Education meetings as necessary.
 - c Assist in development of the Project Program for School District review and comment.
 - d Consult with the School District on budgetary and funding matters.
 - e Consult with the School District on Project scheduling considerations.
 - f Consult with the School District on general concepts of the Project scope of work and Project needs .
- c) The Firm's services and product provided shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AT RISK SERVICES
February 21, 2023
Aviston Elementary School District #21**

Proposal Content

Statement of Interest -

- Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

Firm Description - Provide the following:

- Firm name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and email)
- Number of years in business under current name
- Type of organization
- Services offered in-house
- Corporate organizational chart
- List any previous names of firm and years of business under each name
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the District (key personnel, project experience, etc.). The office designated to serve the District, in the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.
- The short-listed firms may be requested to provide a copy of the firm's financial statement.
- Provide a copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm.
 - Minimum coverage to be as follows:
 - General Liability \$1,000,000 /\$2,000,000
 - Automotive Liability \$1,000,000
 - Worker's Compensation Statutory Limits
- List any litigation party, pending or initiated within the last 3 years, arising out of any work for any School District; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last 3 years from a project by a School District and, if so, for what reason. If so, list the name and contact information for the School District.

Firm Experience and Capabilities -

- Provide a list of all School District clients for which you have provided services for in the last 10 years. Include total project cost amount, description (whether the project involved planning, new construction, additions or renovations), the type of services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing work such as [master facilities planning, new construction development, design, project management, and oversight, renovation of aging facilities, additions to existing building, health-life safety survey projects.

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AT RISK SERVICES
February 21, 2023
Aviston Elementary School District #21**

- Samples of work that demonstrate experience in K-12 environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets and completing projects on schedule.

Key Personnel & Experience -

- Provide a simple organizational chart identifying key members of the firm
- Provide resumes of project manager, project superintendent, and other key staff relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information.

Project Approach -

- Provide a brief discussion of the following:
 - The methodology that your firm would use in conducting the project from inception to Owner acceptance. This should include strategies for collaboration, communication and community building. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability/ experience to work in Central/Southern Illinois. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

References -

- Provide a minimum of three (3) references for construction management services performed on educational facilities in Illinois in the last five [5] years.