REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT SERVICES

The Board of Library Trustees of the Chicago Ridge Public Library is soliciting qualifications from professional firms to provide construction management services for the interior renovation of the existing library located 10400 Oxford Avenue, Chicago Ridge, IL 60415.

Consideration will be limited to firms which have demonstrated successful experience in the provision of construction management services of a similar scope for a public library or other public sector owner and are encouraged to apply.

Project Description

The Chicago Ridge Public Library seeks to complete an interior renovation to the library. The project will include a complete interior renovation to primarily the public areas of the existing library. The Library will remain open and the construction will be completed in phases. The Construction Manager will be required to work closely with the owner/library personnel to develop and maintain a workable phased schedule to minimize public inconvenience including the rearrangement of the collection. The construction manager will also be responsible for coordinating the schedules of any required movers and/or furniture installers.

Scope of Service

The Construction Manager selected will work in cooperation with the Architect to realize the goals of the library in an expeditious and economical manner. Construction Manager services shall include but are not limited to:

- Pre-Construction: Participation in regular meetings with the library and the Architect; development of a preliminary project schedule; assistance in phasing the project to minimize interruption of library service; preparation of cost estimates during the design phase.

- Bidding: Preparation and coordination of the bid documents and manuals, public bid announcement and pre bid walk through, obtaining and opening bids along with recommendation of award in a manner consistent with requirements for public libraries under applicable statutes; and obtaining all required permits with the Village of Chicago Ridge.
• Construction: Daily on site supervision and project management including scheduling, coordination and quality control, scheduling and coordination of bi-weekly construction meetings with owner/architect, obtaining all required inspections with the Village of Chicago Ridge, coordination of all shop drawings and material submittals between architect and subcontractors, submittal and management of all payment applications including all lien waivers, change orders, etc., final punch list and project close out including all manuals and documentation.

Expected Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>RFQ issued</td>
<td>January 31, 2020</td>
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<tr>
<td>RFQ proposals due</td>
<td>February 21, 2020 @ 1pm</td>
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<tr>
<td>CM interviews at Library</td>
<td>March 9, 2020</td>
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<tr>
<td>Library Board Approval</td>
<td>March 2020</td>
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<tr>
<td>Project construction start</td>
<td>October 2020</td>
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<tr>
<td>Project completion</td>
<td>January/February 2021</td>
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Submittal Requirements/Statement of Qualifications

Submittals containing the information described below should be mailed or delivered to:

Chicago Ridge Public Library
Attn: Dana Wishnick, Library Director – Construction Manager – RFQ
10400 Oxford Ave
Chicago Ridge, IL 60415

RFQ are due no later than 1 p.m. on February 21, 2020 at the Library.

Two hard copies are required. One electronic copy should either emailed to dwishnick@chicagoridgelibrary.org or provided on a flash drive or CD with the hard copy. Faxed or emailed proposals will not be accepted.

Please contact Tiffany Nash, product architecture+design, (312) 202-0701, tnash@product-architects.com with any additional questions regarding the renovation project.

Proposals will be taken under advisement and reviewed by the library staff following the submittal deadline. There will be no public opening or review.

1. Information about the Firm
   • Firm name, address and telephone number
   • Primary contact name with email and telephone number
   • Brief History of the Firm
   • Information about workload and availability
2. Qualifications of the individual(s) who will work on the renovation project
   • Identify and provide resumes for the person(s) who will be assigned to this project and describe their respective roles and responsibilities and should also be present if selected for the March 9 interviews:
     • Project Manager
     • On-Site Superintendent

3. Representative Projects
   • Discuss your Firm’s experience with completing projects on-time and within budget as the Construction Manager.

4. Project Approach
   • Briefly describe your Firm’s experience and knowledge of the Construction Manager’s role in a library project. Describe your understanding of the Chicago Ridge Public Library project and how your services would contribute to it.

Selection Process

1. Submittal Requirements/Statement of Qualifications. The library staff will review and evaluate materials submitted prior to the deadline.

2. Selection. The library will shortlist firms for interviews and two candidates will be selected and recommended to the board of trustees for final candidate evaluation. The staff will consider the responsiveness of the materials submitted, qualifications, ability of professional personnel, past record and experience, performance data, ability to meet time and budgetary requirements, workload, availability, and other factors deemed relevant by the Board.

3. Acceptance/Rejection of Proposals. The Board of Library Trustees reserves the right to reject any or all proposals. The Board of Library Trustees reserves the right to select a Construction Manager in the best interest of the library and at the sole discretion of the Board.