

**CICERO SCHOOL DISTRICT 99
REQUEST FOR QUALIFICATIONS:
OWNERS REPRESENTATIVE SERVICES**

September 9, 2021

1. INTRODUCTION

The Board of Education of Cicero Public School District 99, hereinafter named “Board” or the “District”, is seeking an entity, firm or individual, to serve as an Owner’s Representative for the District.

If you are interested in being considered, please respond by submitting your statement of qualifications as instructed in Part 5 of this RFQ.

2. SERVICES REQUESTED; PROJECT DELIVERY

The District is seeking an Owner's Representative to provide professional and technical oversight in the planning, design, and construction of new schools, large scale facility renovations, capital improvements projects, and other projects undertaken by the District. The Owner’s Representative will oversee the performance of architects, engineers, construction managers, and contractors for the Board as well as those duties and responsibilities outlined below.

Essential Duties and Responsibilities:

- Evaluates long-term needs, develops appropriate plans in relation to major construction and property improvements projects in coordination with District leadership and the Board
- Provides technical information and recommendations supporting the planning, design, construction, and renovation of school facilities
- Participates in pre-construction planning conferences; reviews, evaluates and approves drawings and specifications submitted by architects, engineers and contractors making the necessary corrections, consistent with established construction standards
- Update the Board and District administration on the status of all construction projects via written reports and/or oral presentations.
- Ensures each project undertaken by the Board has the appropriate documentation, as detailed in the District’s construction process.
- Reviews and approves, for payment, bills submitted by building contractors, testing laboratories, consulting engineers, and surveying firms to ensure compliance with approved project budget
- Investigates reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee
- Monitors progress of each contractor and inspects all work for proper workmanship consistent with the contract documents by performing site visits during construction, or otherwise

- Inspects schools undergoing design, renovation, or construction, interacting as necessary with architects, contractors, project managers to assure that plans, design standards, specifications, codes and regulations are being observed and followed
- Coordinates training for facilities operations and maintenance team on the operation of emergency systems and equipment, water and electrical shutoff, etc., and coordinates with maintenance for the regular inspection and maintenance of all emergency equipment during warranty
- Works collaboratively with the Assistant Superintendent of Business Affairs/CSBO, Executive Director of Buildings and Grounds, and the Building Committee and/or Board in planning for the new school construction and continued maintenance of existing facilities
- Works collaboratively with Construction Manager and Architect in preparing bid specifications, assembling bid documents, and evaluating bids as required on all projects
- Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service
- Ensures a smooth transition of construction from the construction manager/contractors to the Buildings and Grounds department.
- Provides frequent feedback and evaluate staff against team goals

Qualifications:

- Master's Degree in Engineering, Construction Management or related field preferred; or Bachelor's degree in Engineering, Construction Management or related field
- At least 10 years of progressively responsible experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities to perform the principal functions of the position required
- Considerable knowledge of a variety of building design approaches, building systems and construction techniques, building codes, fire and life safety regulations, local planning and requirements, permitting and inspection requirements, and land development ordinances
- Working knowledge of federal, state and local laws, rules and regulations governing Facility Services
- Experience on large-scale commercial, education, government, and hospital projects; or experience as a Chief Engineer in a full-service organization of similar operations required
- Ability to establish and meet milestone dates for the department to assure overall goals and objectives of the department are met
- Ability to establish and maintain effective working relationships with consultants, contractors, partners, and School personnel at all levels
- Valid driver's license

3. SELECTION

After reviewing the submittals, the District will develop a shortlist, approximately 2-3 respondents. In developing its shortlist, the District reserves the right to request more information from any respondent. Those shortlisted will then individually present their qualifications for services at an interview with the District's interview team.

After conducting the interviews, the District will rank the respondents in order and will begin negotiations with the top ranked respondent. The District intends to enter into a contract with the most responsible respondent whose submittal is determined to be in the best interest of the District. The District uses American Institute of Architects (AIA) forms to govern its relationship with contractors and its construction manager. Therefore, it has a familiarity with that family of documents. However, the District is open to discussing other contract forms during negotiations.

The District reserves the right to reject any or all submittals or parts thereof for any reason, to negotiate changes to submittal terms and to waive minor inconsistencies with the RFQ. The District may accept submittals which take exception to any requirement in this RFQ or which offer any alternative to a requirement herein. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this RFQ. The District reserves the right to make a selection based on the owner's representative's qualifications, experience in providing similar services elsewhere, the submitter's responsiveness to the RFQ requirements, or other information it deems relevant; and to negotiate a contract with the chosen firm.

i. RFQ Timeline

Anticipated schedule for selection of the Owner's Representative:

- RFQ Issuance Date - September 9, 2021
- RFQ Opening - October 1, 2021
 - ***At time of opening, only firm names will be announced***
- Shortlist Notification - October 13, 2021
- Interview Date(s) Beginning - October 18, 2021

These dates may be subject to change at the discretion of the District. Additionally, due to the uncertainty caused by COVID-19, the District is still developing a plan for conducting this RFQ opening. Information about in-person and/or virtual attendance will be sent at a later date to those firms that respond.

4. REQUESTED SUBMISSIONS

Applicants are requested to submit the following information when submitting a statement of qualifications in response to this RFQ:

- A. Cover Letter. Cover letter must include: (a) name, address, and phone number of the office where the personnel assigned to the District will be based, and (b) name, title and phone number of the principal contact person.
- B. Entity Profile. Applicant profile must include: (a) years of experience; (b) legal form of entity; (c) location of home office; (d) general history; (e) general fee/rate schedule for services. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why the applicant is the most qualified for the position.
- C. Similar Experience; References. Provide examples of projects undertaken for school districts and/or other public bodies. Include: (a) description of the project and the services you provided for the project; (b) start and completion dates for each project. Additionally, provide the name, title, and contact information of the client most familiar with your services on the project(s) you submit.
- D. Personnel/Staffing. Provide an organizational chart containing the names and titles of the proposed staff. At a minimum, the chart should include one (1) officer or senior employee who will be available for work on District projects. For every person listed on the chart, provide a resume (maximum of one page in length) highlighting relevant experience and identify the individual's proposed role.
- E. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for a project. Describe the scheduling and cost control systems the firm would propose to use for a project.
- F. Estimating & Value Engineering. Demonstrated capability of in-house estimating on projects and value engineering comparable to a project.
- G. Scheduling. Demonstrated track record of performance of managing projects to the original schedule.
- H. Employee Screening/Security Programs. Describe any employee workplace screening programs.
- I. Legal Compliance. The applicant's history of compliance with federal, state, and local laws, rules and regulations, and any EPA, OSHA or other regulating entity issues or citations in the last ten (10) years.
- J. Prior GMP Experience. Describe any prior experience with the GMP delivery method.
- K. Coordinating Bidding with GMP Packages. Describe the firm's experiences with coordinating the subcontractor selection process with the process for establishing a GMP.

5. INSTRUCTIONS FOR SUBMISSIONS

- A. **Submission/Response Deadline.** Four (4) hard copies must be submitted to the District's business office, 5110 W. 24th St., Cicero, IL 60804, before Friday, October 1, 2021 at 12:00 p.m. All submittals must be contained in a sealed envelope, which shall be labeled on the outside with the following information:

Respondent Firm/Vendor/Company name and address

Owners Representative RFQ

Do not open prior to Friday, October 1, 2021

In addition, a copy must be emailed to bids@cicd99.edu by 5:00 p.m. on Friday, October 1, 2021, the day of the RFQ opening.

The District does not assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been "received" by the District before the specified deadline. The Bidder assumes all risk for any delay or defect in the submission of the bid.

- B. **Questions; Inquiries.** Questions regarding interpretation of the content of this RFQ must be directed by email to bids@cicd99.edu no later than **September 23, 2021 at 5:00 p.m.** Answers to any questions shall be in writing and shall be sent by email to all entities who are on record with the District as having requested and been furnished a copy of this RFQ. It is therefore imperative that entities provide full and accurate contact information to the District. Entities shall not avail themselves of incomplete knowledge and/or lack of familiarity of this RFQ and any addenda thereto resulting from the entity's failure to register with the District and/or to provide full and accurate contact information to the District. Interpretations, corrections and changes of the RFQ which are made in any manner other than a written addendum will not be binding. The name of the party submitting the question will not be identified in the answers.
- C. **Communications.** Applicants considering responding to this RFQ are strictly prohibited from communicating with any member of District's staff other than as directed in Part 5.B herein, as all questions must be directed to the email address in the manner identified in Part 5.B.
- D. **Public Information.** Applicants responding to this RFQ are hereby notified that all RFQs submitted and information contained therein and attached thereto may become public information upon an award or final selection being made.
- E. **Preparation Costs.** District assumes no responsibility for costs incurred in the preparation, presentation or submission of the statements of qualifications.