

Request for Qualifications

For

Construction Management Services

relating to the demolition and construction of a new

community swimming pool for

The City of Carlyle, IL



November 14th, 2022

**CITY OF CARLYLE
CLINTON COUNTY, ILLINOIS**

**850 Franklin Street
Carlyle, IL 62231
618-594-5204**

**REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGEMENT SERVICES
For the City of Carlyle, IL**

November 14th, 2022

The **City Council of Carlyle, Illinois**, is requesting Qualifications from qualified firms to provide comprehensive Construction Management Services to assist The City of Carlyle in demolishing the current then constructing and equipping a new community swimming pool.

This RFQ is not an Invitation for Bid. Responses will be evaluated based on the relative merits of the Request. There will be no public opening and reading of responses received pursuant to this request.

All questions, requests, or correspondence regarding this RFQ shall be directed in writing or email to:

Brad Myers
City Administrator
City of Carlyle
850 Franklin Street
Carlyle, IL. 62231
admin@carlylelake.com

Respondents are prohibited from contacting any person or entity affiliated with the City of Carlyle on the project other than the individual listed herein or risk disqualification by doing so. Requests for meetings will be respectfully declined.

General Information

Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely. Failure to make a complete submission as described elsewhere herein may result in rejection of your submittal. Responses which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being 'non-responsive.' All responses to questions, or changes in this RFQ, shall be issued in writing as an addendum.

General Terms and Conditions

All costs associated with developing or submitting a response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The **City of Carlyle** assumes no responsibility for these costs. This RFQ does not commit the **City of Carlyle** to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ does not commit the **City of Carlyle** to enter into a contract. The **City of Carlyle** reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The **City of Carlyle** reserves the right to waive informalities and irregularities in the responses received. The **City of Carlyle** also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.

The Contract, if awarded, will be awarded to the Respondent(s) whose submittal is deemed most advantageous to the **City of Carlyle**, as determined by the selection committee, and upon approval of the **City Council**.

The **City of Carlyle** reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the **City of Carlyle**.

The purpose of this Request for Qualifications is to identify an experienced CM firm with the best combination of qualifications and services, to develop the program efficiently and effectively with respect to time and cost.

Scope of Services

Provide CM Services as summarized in the American Institute of Architects Document **AIA A132 (CMA)** for Construction Manager as Advisor **or A133 (CMc)** for Construction Manager as Constructor.

Qualifications Submission

Please submit **five (5)** printed copies and one electronic PDF format copy of the completed qualifications to: Brad Myers, City Administrator, City of Carlyle, 850 Franklin St, Carlyle, IL, 62231 admin@carlylelake.com

Submittals should be prepared in standard 8-1/2 x 11 format. Provide table of contents page and tabbed divider pages. Telephone, facsimile, or email responses are not acceptable. **Submittals are due no later than 10:00 a.m. on December 2, 2022.** Timely delivery is at the risk of the Respondent.

Qualifications Content

Qualifications should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project. Responses must include the following in the order provided.

1. Letter of Transmittal

- A 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 request. The letter must contain a commitment to provide both the services described herein and the personnel necessary to complete the assignment.

2. Section One - Executive Summary

- The executive summary is intended to highlight the contents of the response and to provide the **City of Carlyle's** selection team with a broad understanding of the Respondent's technical approach and ability.

3. Section Two - Company Overview

- Provide name of the firm and the location of all its offices. Indicate the principal place of business, the telephone number, and the office which will be managing the project.
- The number of years the firm has been in business under the present name, and the number of years the firm has provided Construction Management services.
- Indicate if your firm is owned or partially owned by any other organization or individuals. If so, explain the ownership structure and state the name and address of said organization or individuals.
- Submit your firm's financial references with contact name, address, and phone number.
- State the current total and available bonding capacities and liability insurance limits of your firm.

- List your firm's safety record (incident rates and experience modification rates) for the last five (5) years.
- List any current or concluded litigation involving your company within the past five (5) years.

4. Section Three - Project Team

- Depict your firm's proposed project organization for this project. Provide resumes including names, education, training and qualifications of the proposed Principal-in-Charge, Preconstruction Manager, Project Manager, and Construction Superintendent for this Project.
- Describe experience in relevant projects for each of the proposed Project Team Members.

5. Section Four - Project Experience

- Provide a summary of five (5) Construction Management projects which your company is presently working on or has completed within the last three (3) years. Indicate the size and scope of the project described, including a brief description, year of completion, project cost, and client reference name, address, and phone number.

6. Section Five - Project Approach

- Describe how your firm would approach this project.
 - Briefly discuss your Preconstruction and Construction Phase Services.
 - Explain how you will assign task/responsibilities and monitor job progress.
 - Describe any unique qualifications, technical capabilities or characteristics that would specifically qualify your firm for this project.
- Describe your approach to Preconstruction Services:
 - Explain your methods of preparing and controlling the project budget and schedule during the design (preconstruction) phase.
 - Explain how your firm prepares project estimates and in what phases of design the estimates are provided.
 - Describe what you have done on past projects to encourage local trade contractor participation.
- Describe your approach to Construction Services:
 - Budget Management: Explain how your firm manages project costs.
 - Schedule Management: Explain how your firm manages the project schedule.
 - Quality Management: Explain how your firm achieves quality control on projects.
 - Safety Management: Explain your approach to managing safety on your projects.
 - Project Closeout: Describe your project closeout process to include owner occupancy and warranty assistance.

Evaluation and Selection

The **City of Carlyle** will conduct a comprehensive evaluation of all submittal responses. Each response will be analyzed to determine overall responsiveness and qualifications. The **City's/Village's** selection committee may select all, some, or none of the respondents for interviews. If the **City of Carlyle** elects to conduct interviews, respondents will be interviewed and scored based upon criteria to be determined by the **City of Carlyle**.

Each of the submittals will be evaluated to determine the best qualified respondent for the project. The **City of Carlyle** will enter negotiations with the selected respondent and execute a contract upon completion of negotiation of fees and contract terms for final approval. If the **City of Carlyle** and selected respondent are unsuccessful in negotiating a contract, the **City of Carlyle** may then select the next qualified respondent and negotiate contracts until a contract is executed.