

Request for Proposals

For

Construction Services

**for interior demolition and remodeling of a commercial building
to be the new Carlyle City Hall and for possible construction of new addition
to be Council Chambers for
The City of Carlyle, IL**



July 19, 2023

CITY OF CARLYLE

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

REQUEST FOR BIDS FOR CONSTRUCTION SERVICES For the City of Carlyle, IL

The **City Council of Carlyle, Illinois**, is requesting proposals from qualified firms to provide comprehensive bids for remodeling of a new City Hall and possible construction of City Council Chambers. This request for bids requires two price proposals. The first price will consist of a bid to provide internal remodeling a commercial building for the use of a new City Hall. The second part of the bid request will be for the remodel of the commercial building as well as the construction of the proposed addition to become the new City Hall/Council Chambers.

The current City Hall is beyond economical repair and usefulness to the City of Carlyle. The City of Carlyle recently purchased a facility located at 1110 Mullikin St. Carlyle, IL. 62231 to become the new City Hall. This building was a former doctor's office.

A preconstruction open house is scheduled for July 31, 2023 from 9:00 a.m to 3:00 p.m. to allow respondents to assess the scope of work involved.

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 request 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 request, 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 request 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 request 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 reserves the right to waive informalities and irregularities in the responses received. The **City of Carlyle** also reserves the right to terminate this request, 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**.

Scope of Services

Conduct complete construction services for the remodel of the first floor of a commercial facility and, if approved, the construction of additional section to become City Council Chambers.

Qualifications Submission

Please submit **five (5)** printed copies and one electronic PDF format copy of the completed submissions to:

City Hall Proposals
Attn: Brad Myers
850 Franklin St.
Carlyle IL. 62231

Submittals should be prepared in standard 8-1/2 x 11 format. Provide table of contents page and tabbed divider pages. Facsimile or email responses are not acceptable. **Submittals are due no later than 4:00 p.m. on August 22, 2023.** On time delivery is at the risk of the respondents.

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 services.
- Indicate if your firm is owned or partially owned by any other entities. 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 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.

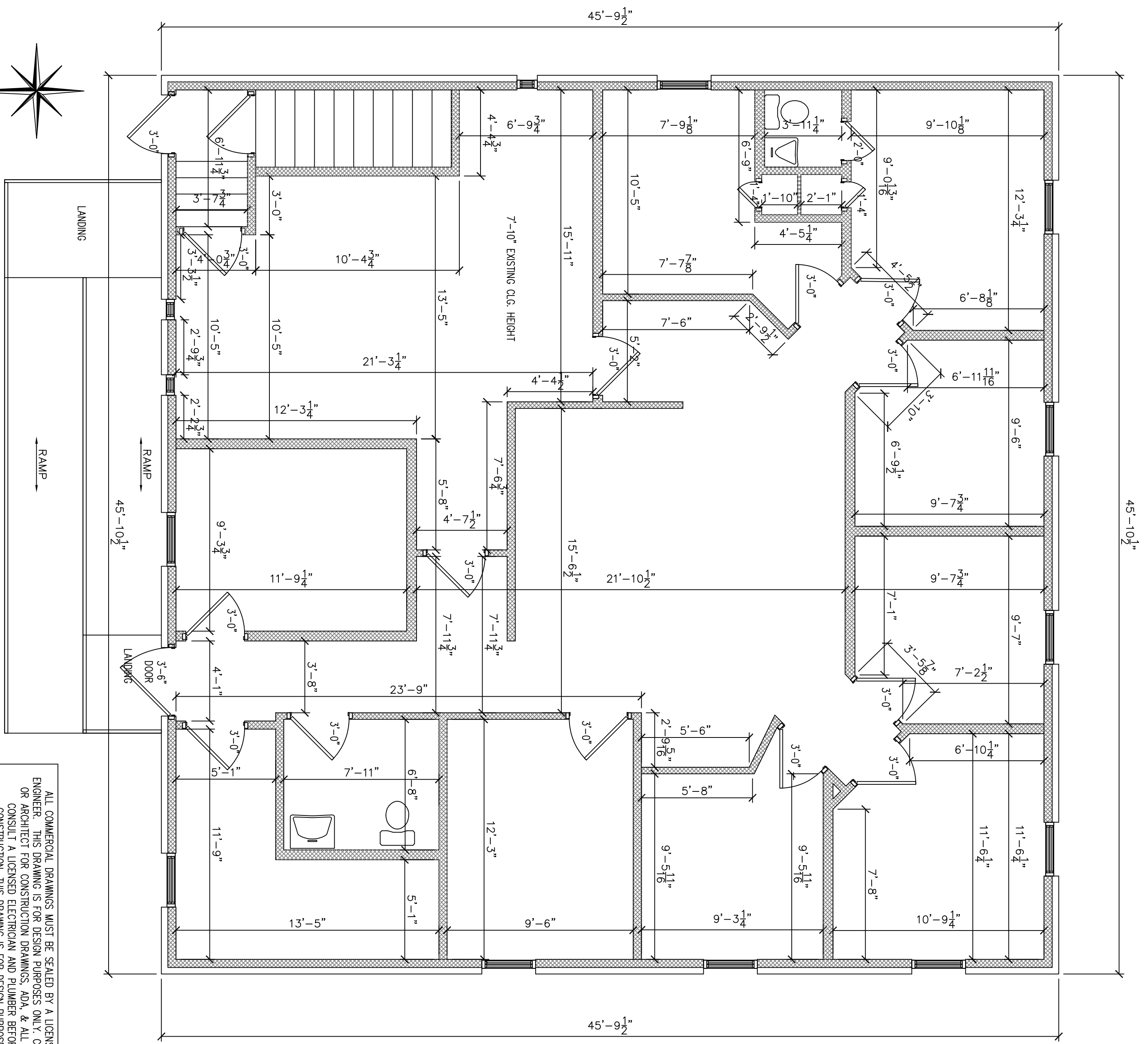
6. Section Five - Project Approach

- 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.
 - 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

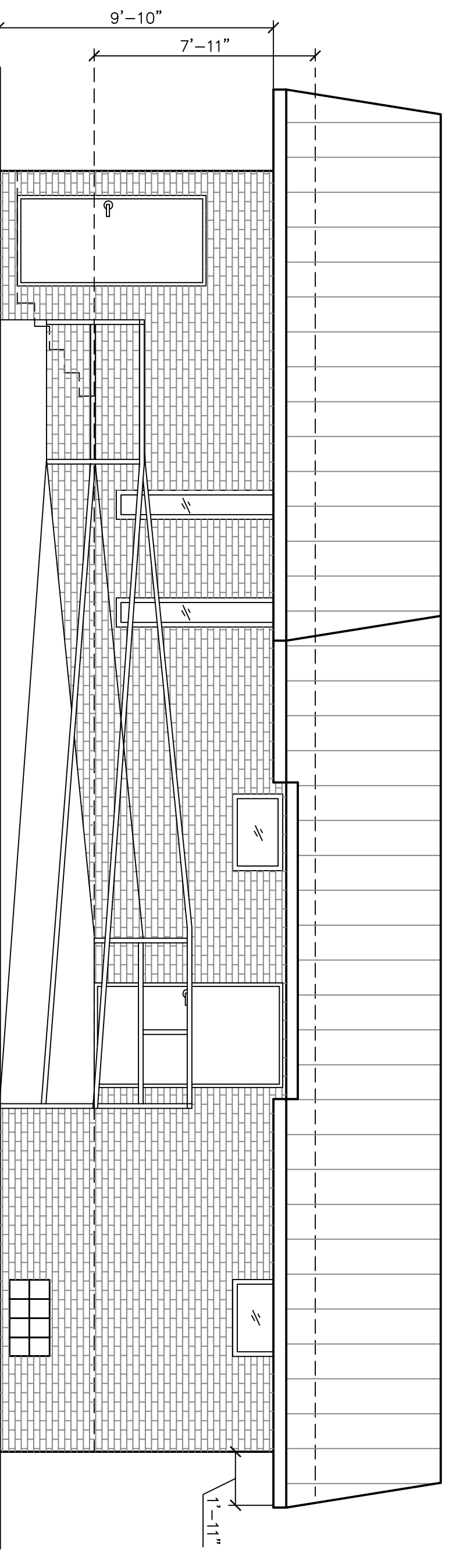
The **City of Carlyle** will conduct a comprehensive evaluation of all submittal responses. Each response will be analyzed to determine overall responsiveness and qualifications. The **City's** selection committee may select all, some, or none of the respondents for interviews. If the **City of Carlyle** 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.

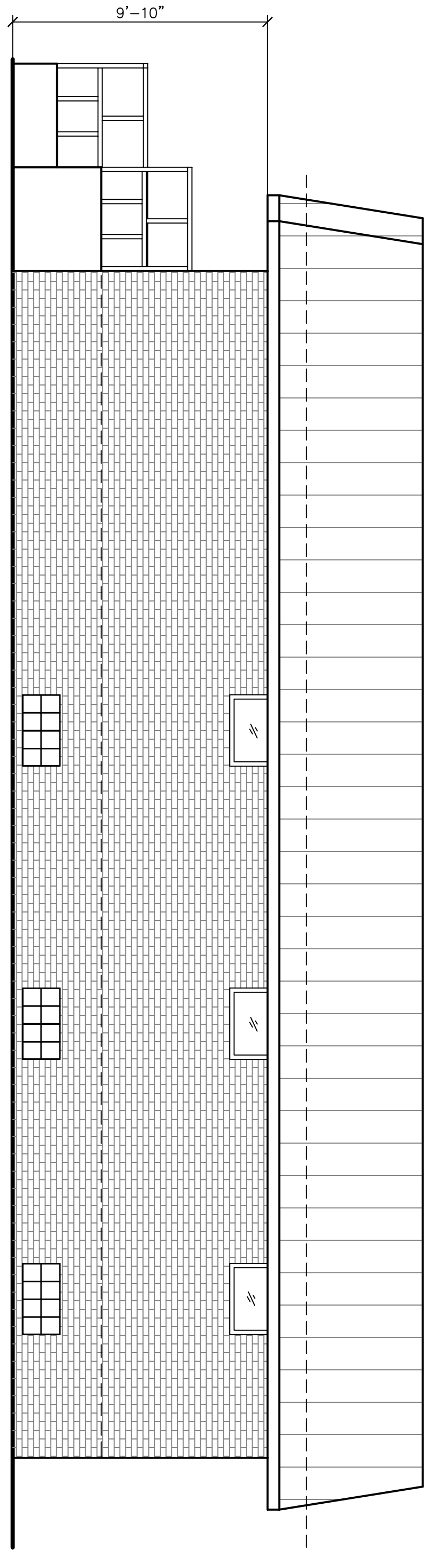


FLOOR PLAN
SCALE: 1/4" = 1'-0"
APPROX. 2040 SQ. FT. EXISTING BUILDING

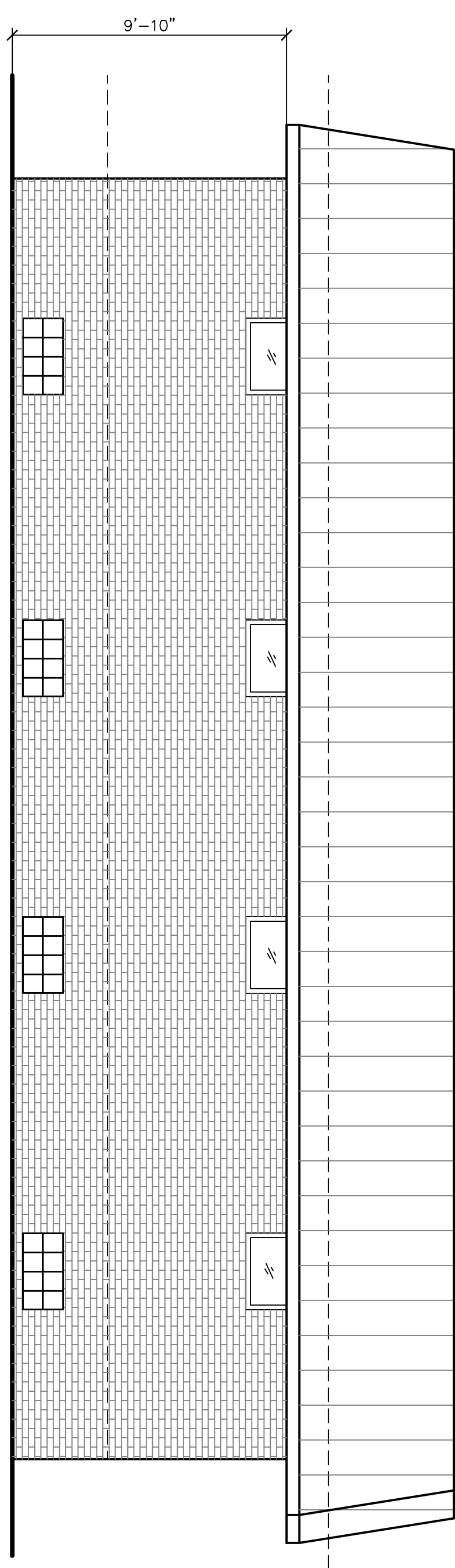
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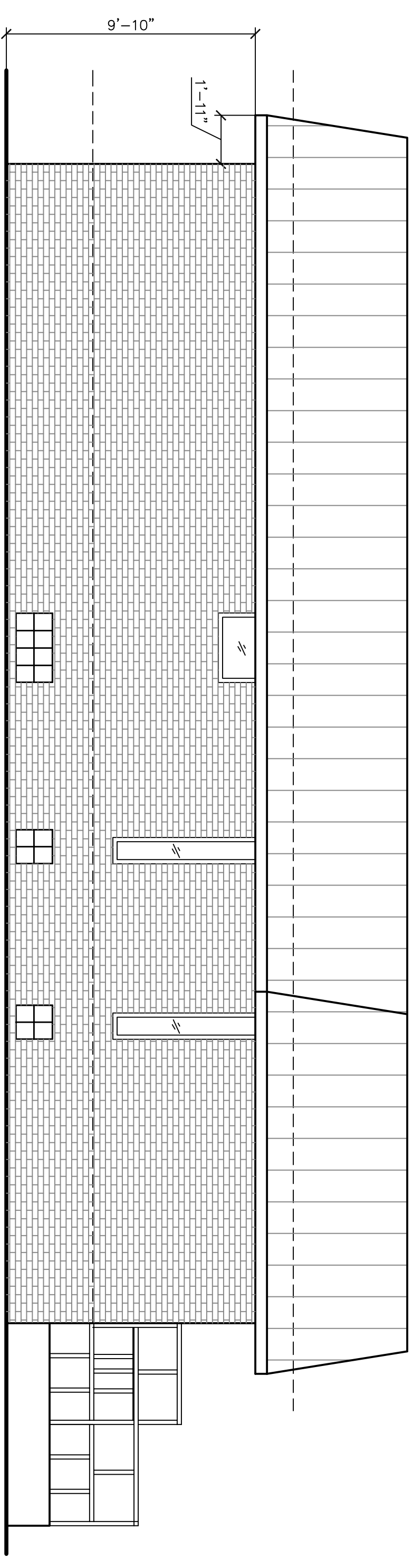
NORTH ELEVATION
SCALE: 1/4" = 1'-0"



WEST ELEVATION
SCALE: 1/4" = 1'-0"



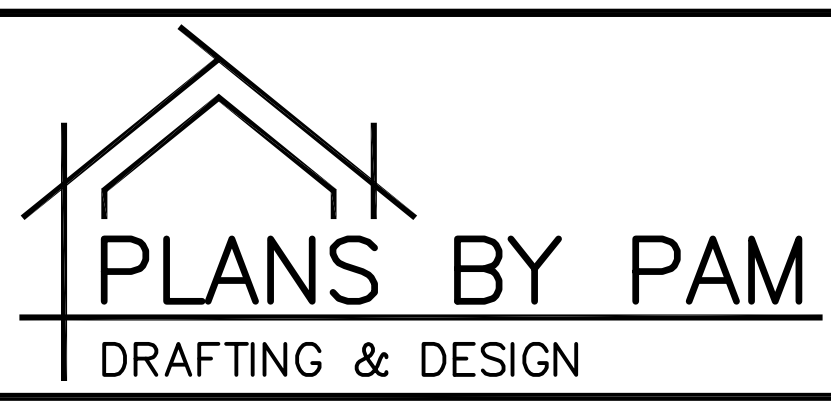
SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



EAST ELEVATION
SCALE: 1/4" = 1'-0"

NOTE: BECAUSE OF VARIANCE IN SITE CONDITIONS, BUILDING CODES, AND WEATHER CONDITIONS, AND BECAUSE PLANS BY PAM (THE COMPANY) DOES NOT PROVIDE AND IS NOT RESPONSIBLE IN ANY WAY FOR ON OR OFF SITE CONSULTATION, SUPERVISION, OR CONSTRUCTION CONTROL, THE COMPANY ASSUMES NO RESPONSIBILITY FOR DIMENSIONS, INCLUDING BUT NOT LIMITED TO WALLS, WINDOW AND DOOR OPENINGS, OR LOCATION OF THE SAME, MEASUREMENTS IN GENERAL, NOR FOR STRUCTURAL FAILURES, DEFICIENCIES, ERRORS OR OMISSIONS IN THE PREPARATION OF THE PLANS, AND THE COMPANY SHALL HAVE NO LIABILITY FOR DAMAGES ON ACCOUNT THEREOF EXCEPT TO THE EXTENT OF THE COST PAID FOR SUCH PLANS. THE BUILDER/OWNER AGREES TO THE COMPANY HAS RECOMMENDED CONSULTATION WITH AN ARCHITECT OR STRUCTURAL ENGINEER EMPLOYED BY THE BUILDER/OWNER, AND WITH LOCAL BUILDING OFFICIALS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION, AND TO ACCOMMODATE ANY REQUIRED MODIFICATION OF THE PLANS TO COMPLY WITH APPLICABLE ORDINANCES AND TO ACCOMMODATE APPLICABLE SITE CONDITIONS. THE COMPANY RESERVES TITLE TO THE PLANS AND THE BUILDER/OWNER AGREES NOT TO PERMIT THIRD PARTIES TO USE THE PLANS WITHOUT THE PRIOR WRITTEN PERMISSION OF THE COMPANY.

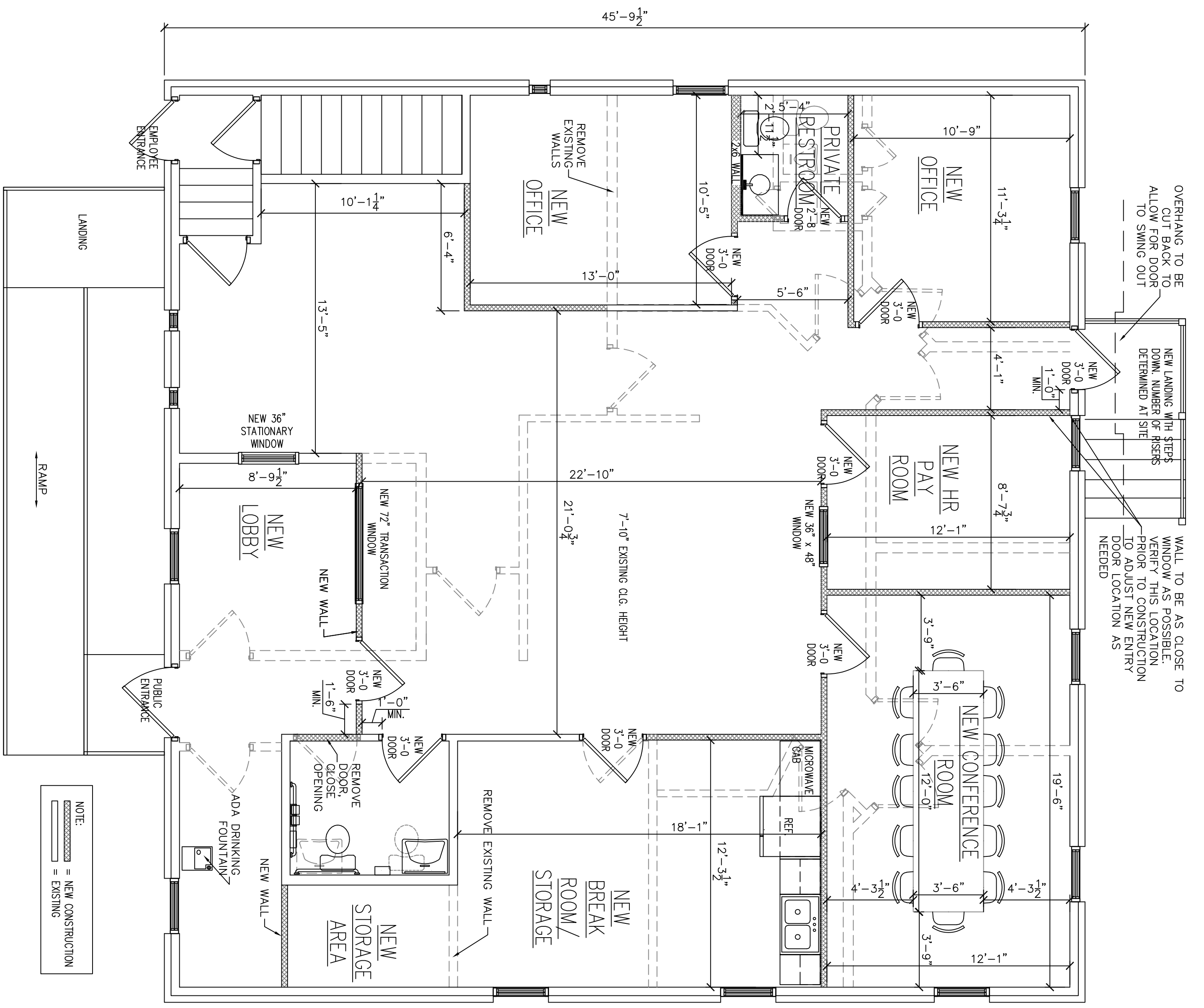
PlansByPam@gmail.com
618-401-0906
Pam Schroeder
11011 St Rte 161
Bartleso, IL 62218



REVISIONS	DATE

NEW RESIDENCE FOR:
City of Carlyle

DRAWN BY: Pam Schroeder
DATE: 03.21.23
SHEET:



OVERHANG TO BE CUT BACK TO ALLOW FOR DOOR TO SWING OUT

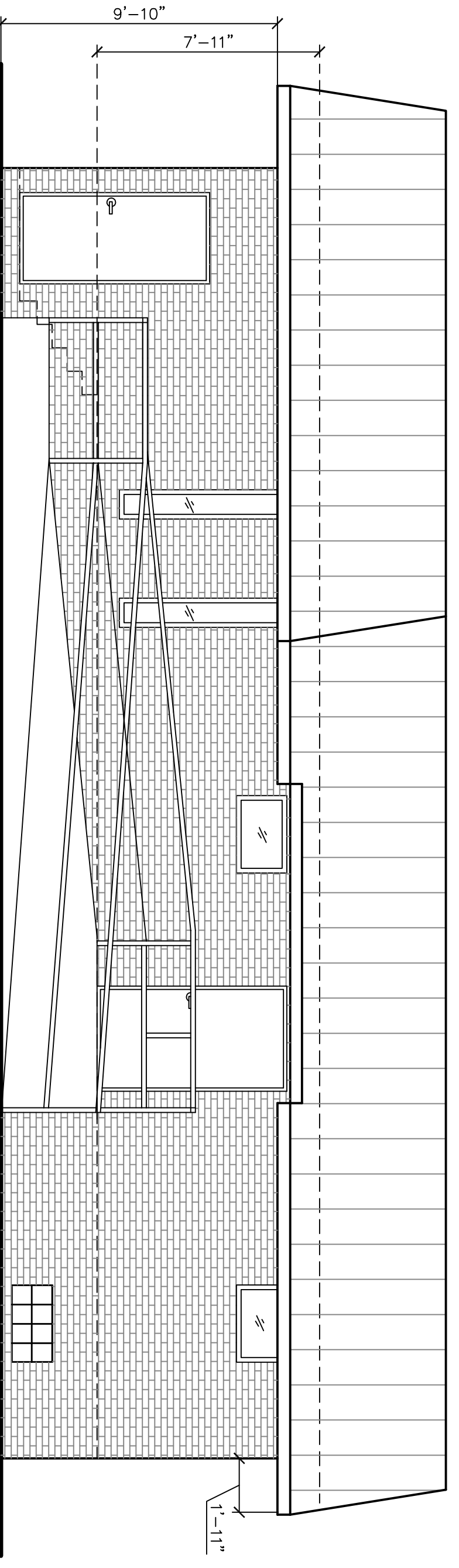
NEW LANDING WITH STAIRS DOWN, NUMBER OF RISERS DETERMINED AT SITE TO ADJUST NEW ENTRY DOOR LOCATION AS NEEDED

WALL TO BE AS CLOSE TO WINDOW AS POSSIBLE. VERIFY THIS LOCATION PRIOR TO CONSTRUCTION TO ADJUST NEW ENTRY DOOR LOCATION AS NEEDED

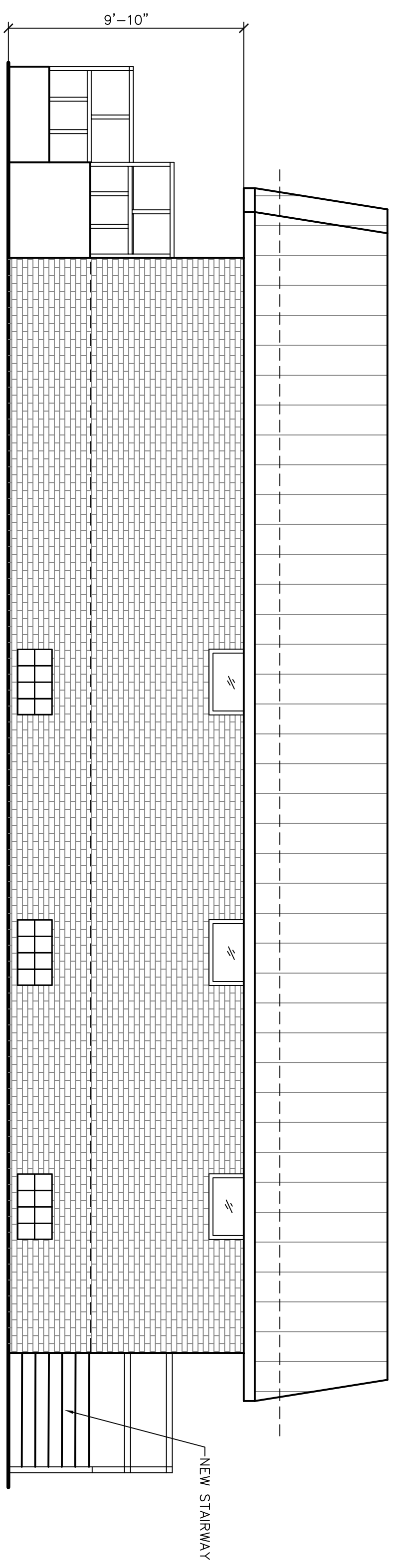
NOTE:
 = NEW CONSTRUCTION
 = EXISTING

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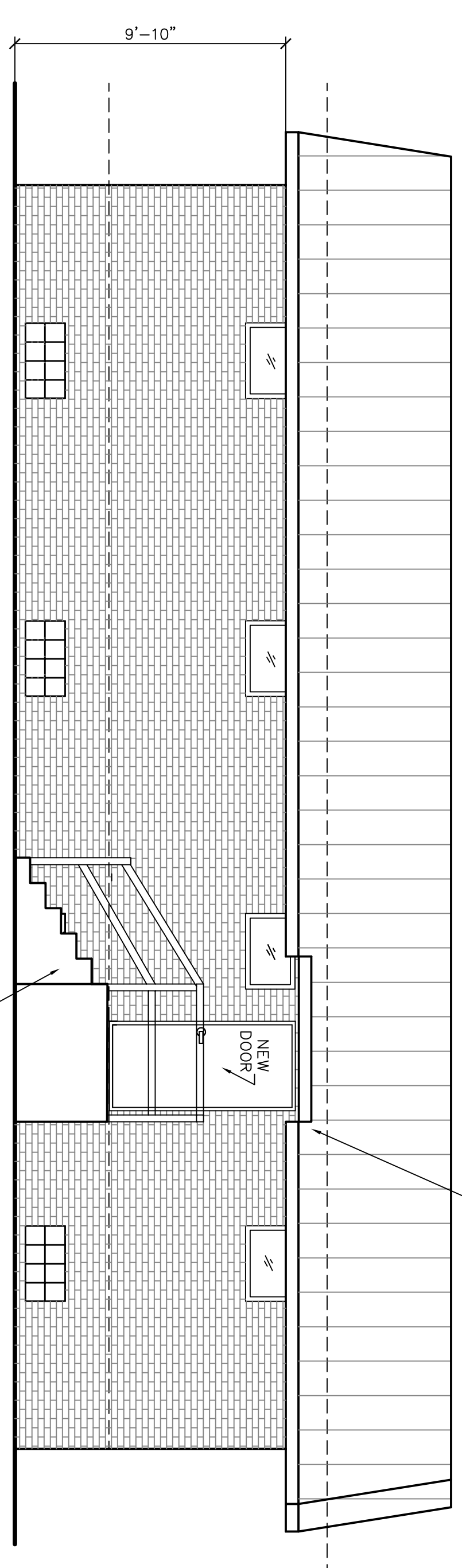
NEW FLOOR PLAN
 SCALE: 1/4" = 1'-0"
 APPROX. 2040 SQ. FT. EXISTING BUILDING



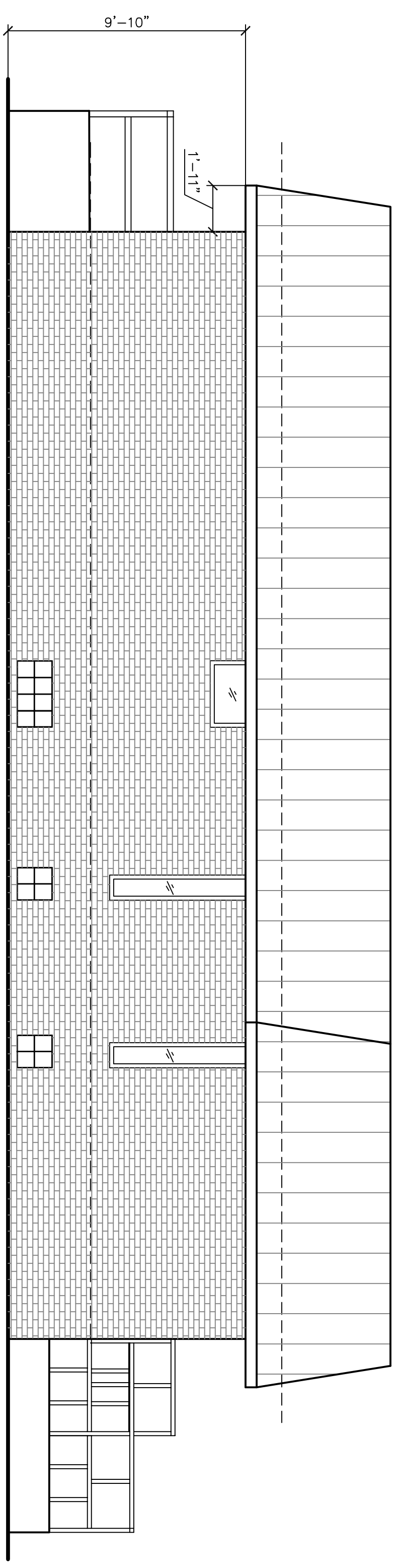
NORTH ELEVATION
 SCALE: 1/4" = 1'-0"



WEST ELEVATION
 SCALE: 1/4" = 1'-0"



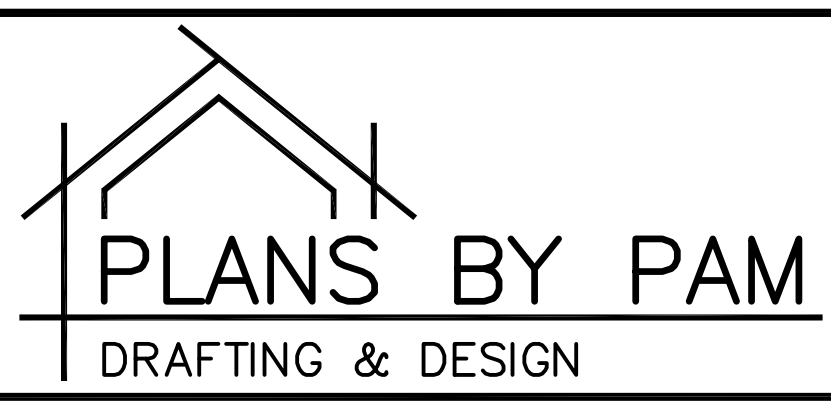
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EAST ELEVATION
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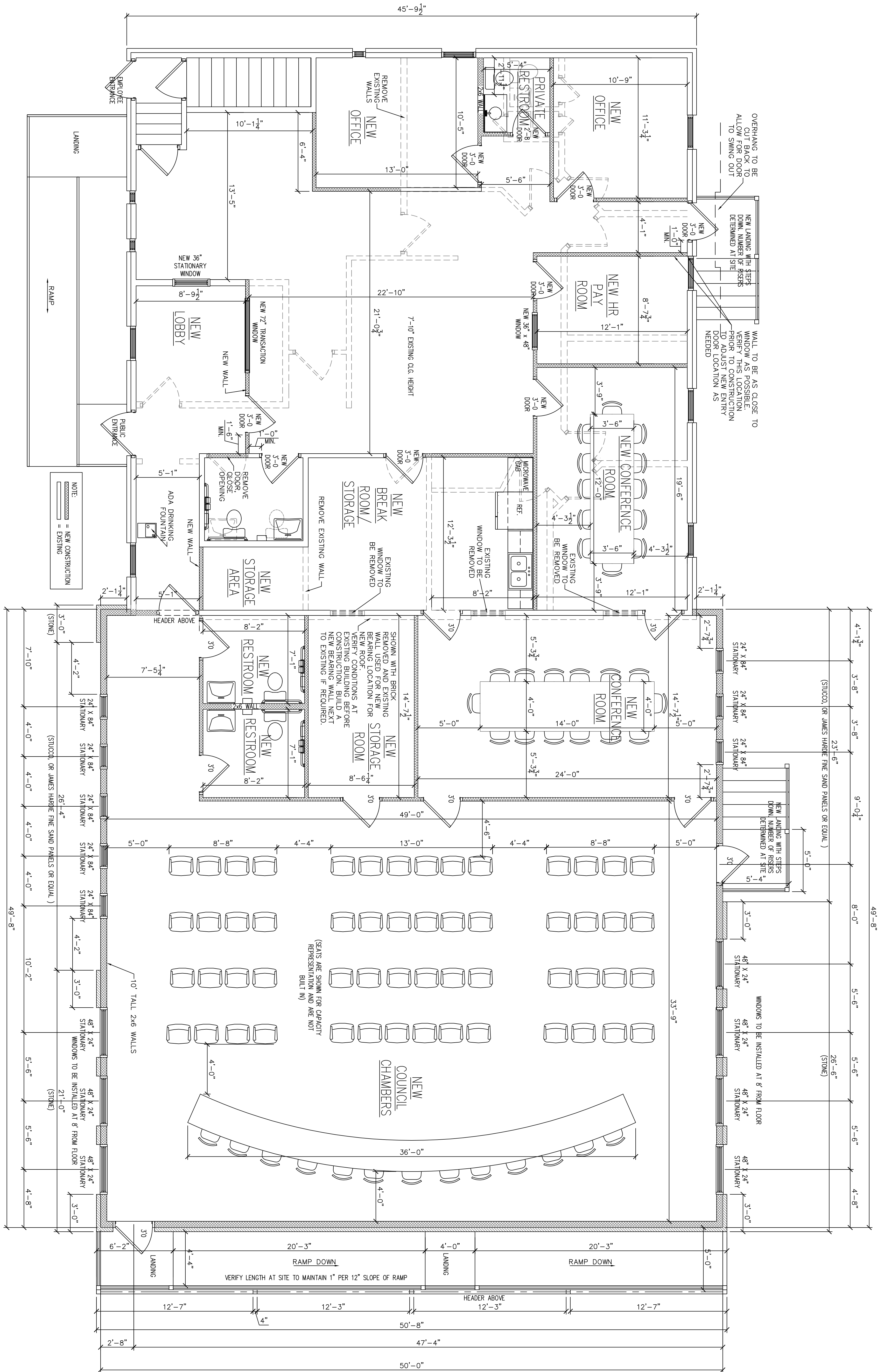
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 Bartleso, IL 62218



REVISIONS	DATE

NEW RESIDENCE FOR:
 City of Carlyle

DRAWN BY: Pam Schroeder
 DATE: 03.21.23
 SHEET:



NEW FLOOR PLAN
SCALE: 1/4" = 1'-0"

NOTE:
CEILING HEIGHTS ARE TO BE 10' TALL
UNLESS OTHERWISE NOTED.

APPROX. 2040 SQ. FT. EXISTING BUILDING
APPROX. 2460 SQ. FT. ADDITION

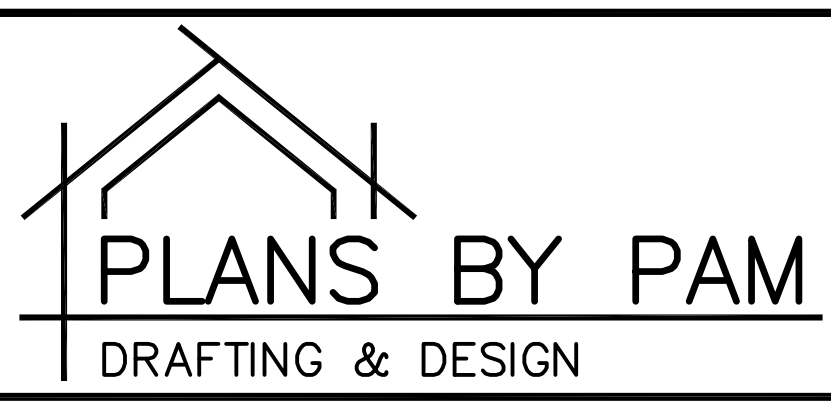
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NOTE:
ALL WINDOW SIZES & ROUGH OPENINGS
TO BE VERIFIED WITH WINDOW
MANUFACTURER SPECIFICATIONS

NOTES:
1. ALL DIMENSIONS TAKE
TO CENTER UNLESS NOTED
2. EXTERIOR WALLS 6" THK.
(UNLESS NOTED) 1 1/2" THK.
3. 3/8" DIA. (UNLESS NOTED)
4. 2x4 STUD (UNLESS NOTED)

NEW RESIDENCE FOR:
City of Carlyle

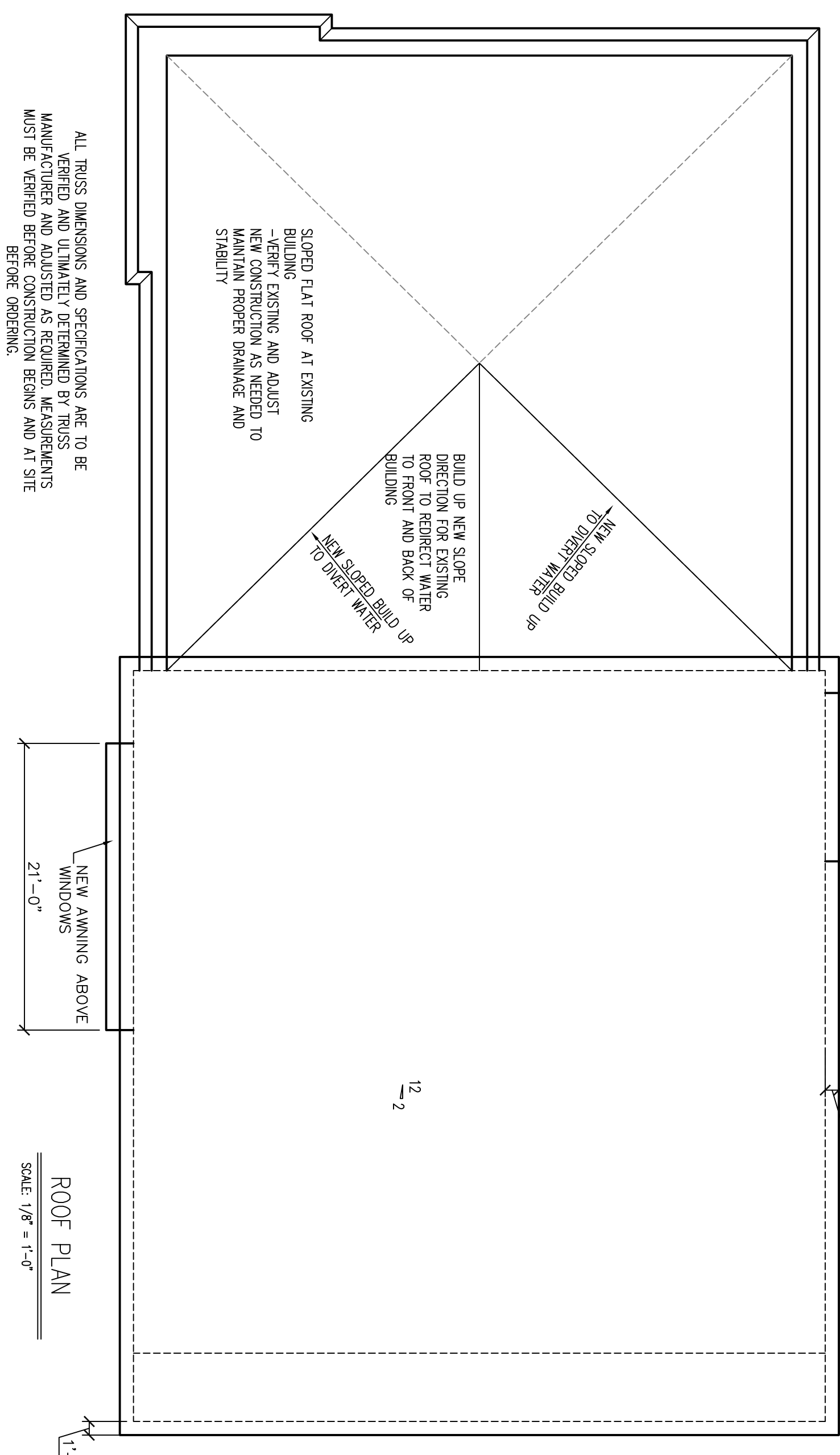
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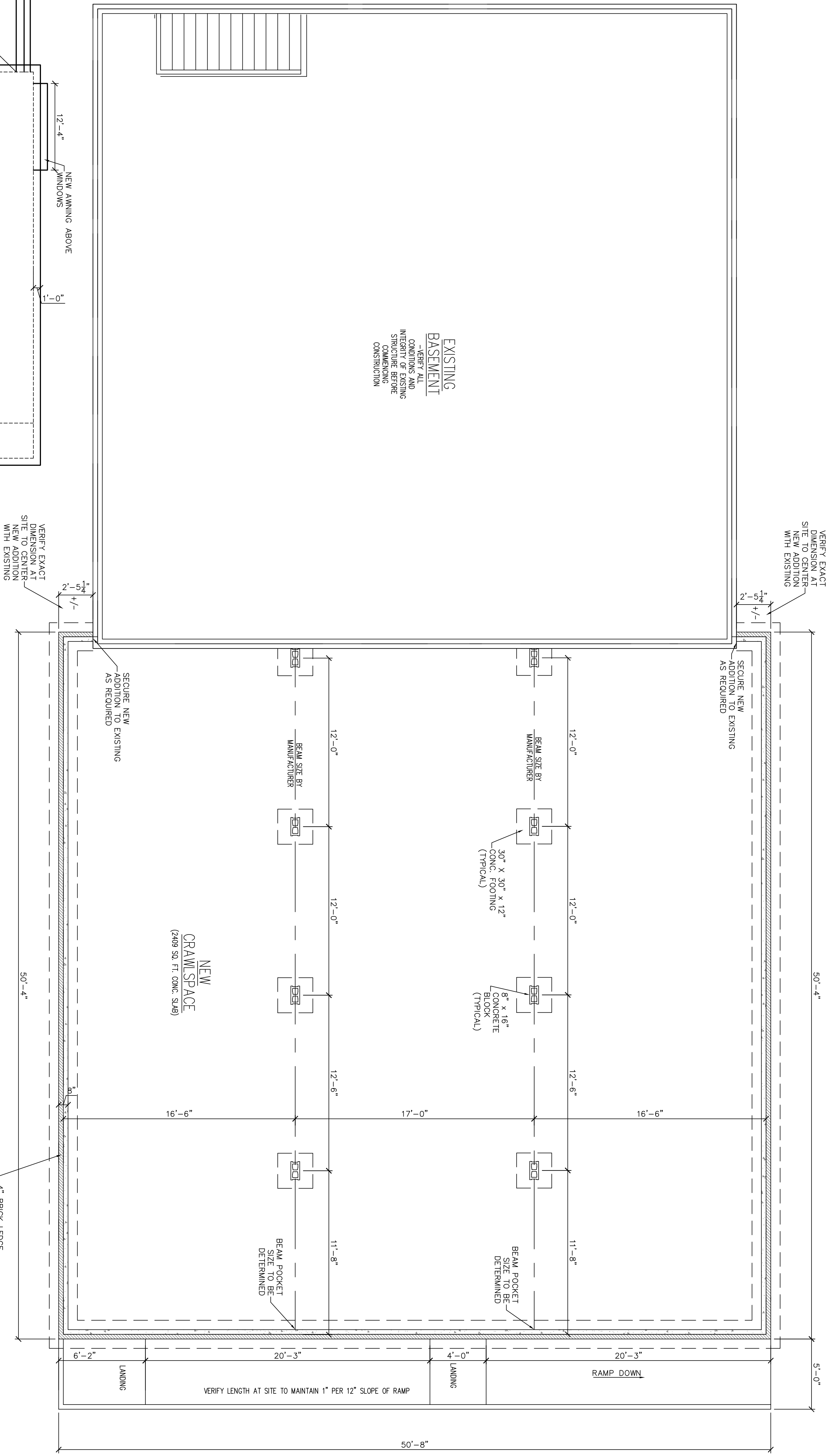
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DRAWN BY: Pam Schroeder
DATE: 03.21.23
SHEET: 1 OF 3



ALL TRUSS DIMENSIONS AND SPECIFICATIONS ARE TO BE MANUFACTURED AND ULTIMATELY DETERMINED BY TRUSS MANUFACTURER. ALL DIMENSIONS AND SPECIFICATIONS MUST BE VERIFIED BEFORE CONSTRUCTION BEGINS AND AT SITE BEFORE ORDERING.

ROOF PLAN
SCALE: 1/8" = 1'-0"



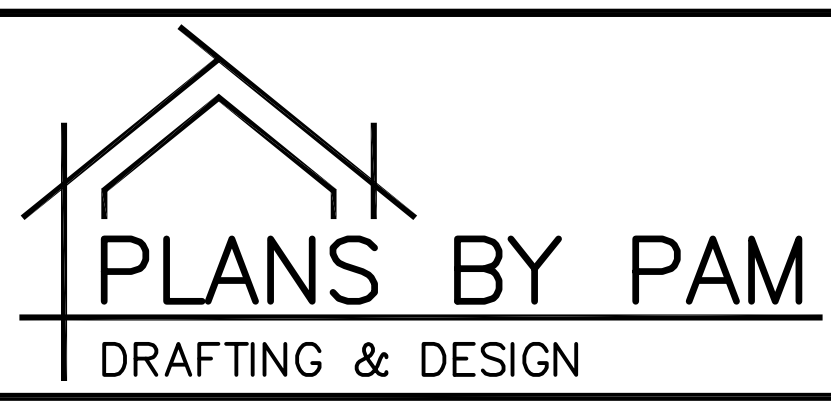
NEW FOUNDATION PLAN
SCALE: 1/8" = 1'-0"
NOTE: CRAWLSPACE

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NOTE:
ALL BEARING LOCATIONS, BEAM SIZES, JOIST SPECIFICATIONS, ETC. TO BE VERIFIED AND ULTIMATELY DETERMINED BY MANUFACTURER

- NOTES:
- 1) ALL DIMENSIONS TAKE REFERENCE OVER SCALE
 - 2) 24" X 8" CONC. FOOTING
 - 3) 8" CONC. WALL W/ #4
 - 4) HORIZ. 24" O.C. (CONT.) 2" FROM INSIDE FACE
 - 5) 8" CONC. BRICK LEDGE WHERE SHOWN

REVISIONS	DATE

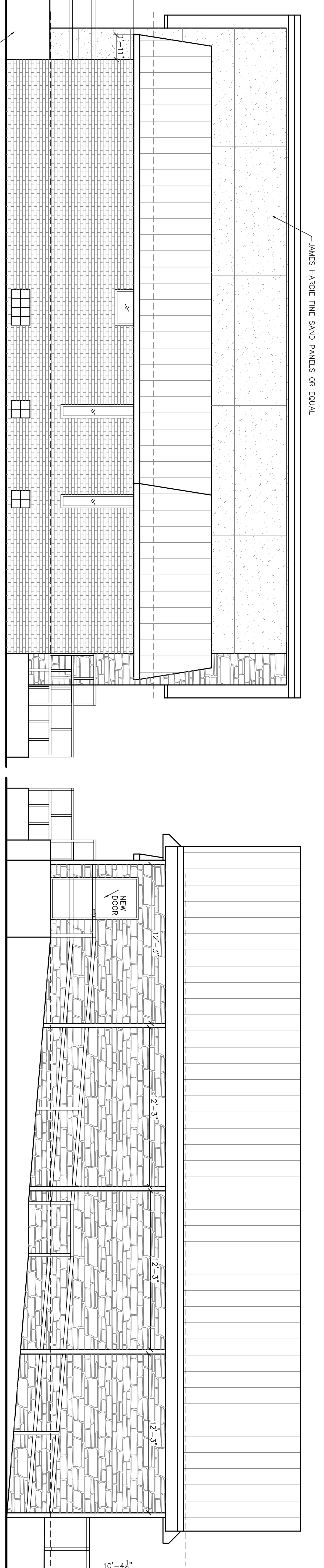
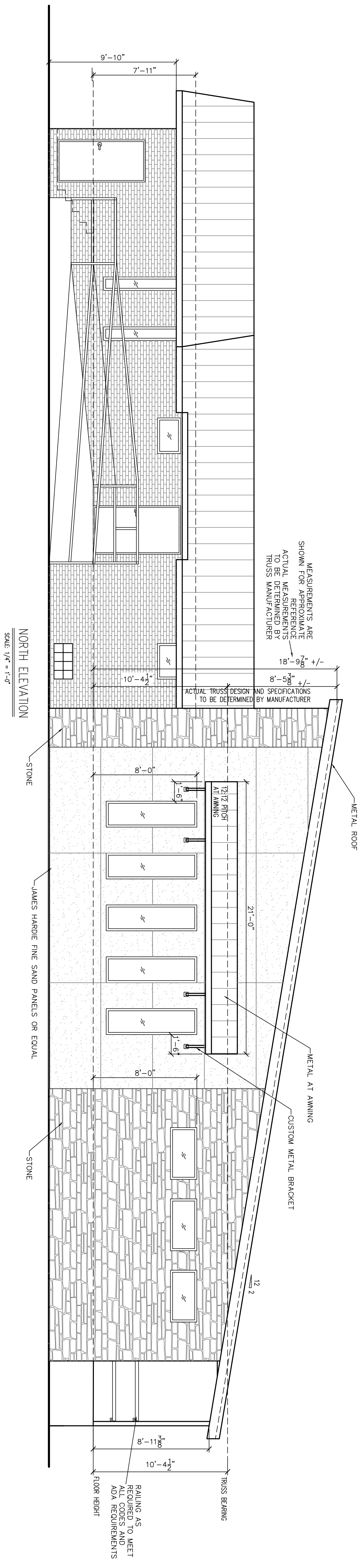


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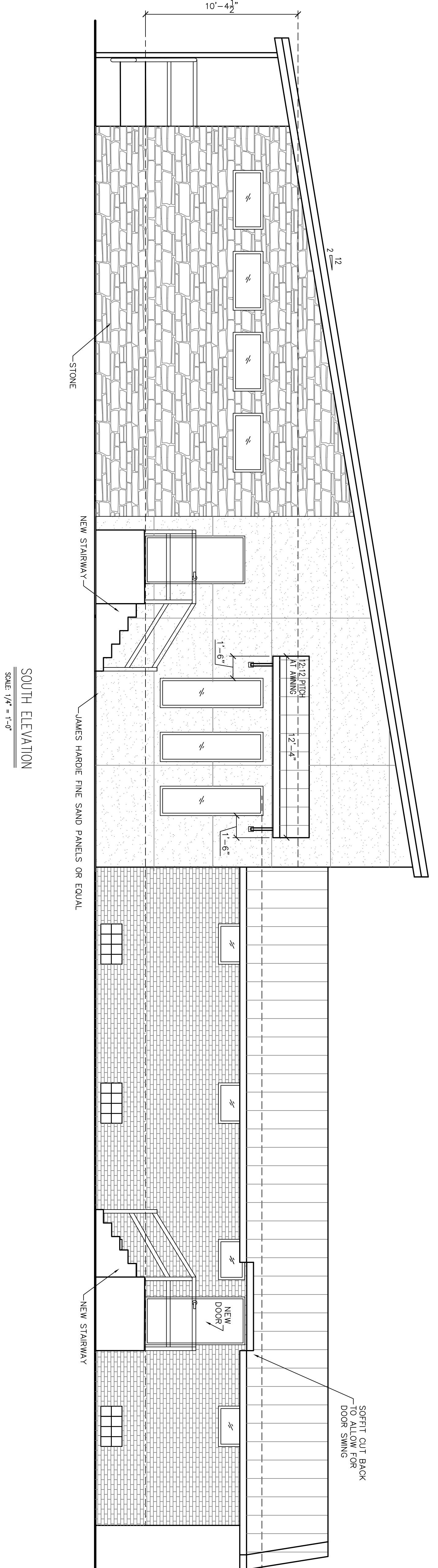
DRAWN BY: Pam Schroeder
DATE: 03.21.23
SHEET: 2 OF 3



EAST ELEVATION
SCALE: 1/4" = 1'-0"

WEST ELEVATION
SCALE: 1/4" = 1'-0"

NORTH ELEVATION
SCALE: 1/4" = 1'-0"



SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

NEW RESIDENCE FOR:	City of Carlyle
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DATE:	03.21.23
SHEET:	3 OF 3
REVISIONS	
DATE:	

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