

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT AT RISK SERVICES**

September 19, 2024

1. GENERAL INFORMATION AND BACKGROUND

1.1. Qualifications Submittal Requirements:

Submittal Deadline: **October 21, 2024, 2:00 p.m. CST**

Submittal Location: Peoria Civic Center Authority

Submittal Contact: Will Kenney
201 SW Jefferson Ave.
Peoria, IL 61602
WKenney@asmpeoria.com

Submittal Copies: One original, five (5) paper copies, and one electronic version in PDF format of the proposal are required

Question Deadline: October 7, 2024, at 2:00 p.m. CST

Question Contacts: Questions must be submitted in writing to both of the below contacts:

Will Kenney
201 SW Jefferson Ave.
Peoria, IL 61602
WKenney@asmpeoria.com

Michael Breitbach
401 SW Water Street, Suite 701
Peoria, IL 61602-1530
mbreitbach@dewberry.com

The Peoria Civic Center Authority will not be liable for a consultant's deviation from procedures set forth in this document or the failure to obtain or download any addenda issued for this request for qualifications/proposals, including completion of the certification page at the end of this document and attached as Exhibit A.

To be assured of consideration, the proposal submittal must be submitted in a sealed envelope or package and received no later than **2:00 p.m. CST, on October 21, 2024.** Proposals will be opened and those firms responding will be recorded immediately following the deadline.

1.2. Critical Dates:

October 7, 2024 Questions regarding the RFQ are due in writing to Will Kenney and Michael Breitbach.

October 21, 2024 Submittals due to Will Kenney by 2:00 PM.

1.3. Introduction to Project

The Peoria Civic Center (“PCC”) contains a glass arcade curtainwall connecting its buildings with a common link and creating the backdrop to city hall. The arcade is a signature architectural feature of the PCC and is original to the structure (built in the early 1980s).

PCC is renovating the area of the arcade curtainwall system running northwest from SW Jefferson Avenue. The northmost area of the arcade system near Fulton Street, wrapping around the theater, is to remain as existing. The proposed arcade curtainwall system improvements will include the removal and replacement of the existing glazing with an insulated translucent fiberglass sandwich panel system. The majority of the existing structural steel curtainwall will remain in place. However, certain portions of the structural steel frame will need to be removed and replaced due to deteriorated conditions, particularly at the base of the curtainwall. The steel frame improvements will require portions of the arcade frame to be supported so that concrete foundations for the curtainwall system can be reconstructed to meet current code requirements. Appurtenant construction items will include exterior civil site improvements (concrete pavement, storm sewer and sanitary sewer improvements), mechanical improvements (installation of snow melt systems and “comfort” heat improvements to interior space), electrical improvements (smoke detectors, lighting fixtures, electrical outlets, etc.), and technology improvements.

The purpose of this engagement is to:

- Maximize Peoria Civic Center facilities
- Honor the original arcade design
- Minimally impact Peoria Civic Center event schedules

PCC seeks an experienced Construction Manager (CM) to become part of the project team. The selected CM will become a team member during the Design Development

phase, which is approximately fifty (50%) percent complete. The selected CM will provide preconstruction services including input on cost estimating, proposed scheduling, constructability, value engineering, and life cycle costing. PCC expects both the Design Team and the Construction Team to be dedicated to diversity and equity. It is anticipated that the CM services will be provided under a version of the standard American Institute of Architects (AIA) contract and typically related documents.

The maximum project construction cost is \$8.5 million. The CM will establish a Guaranteed Maximum Price (GMP) for the project in accordance with a schedule as determined by the PCC. To the extent "additional" or surplus funds remain upon completion of the Project, a cost share of such funds between PCC and the CM will be considered.

After approval of the construction documents by PCC, the CM will conduct bidding of the various scopes of work on behalf of PCC as the owner. Upon evaluation of and acceptance of bids the various contracts will be assigned by the PCC to the CM who will function as a CM at risk. The CM may perform "trade" work in addition to the general condition facilities and support for the project.

2. DEFINITIONS

2.1. Definitions

Throughout this Request for Qualifications these terms have the following meanings:

"Arcade" or "arcade system" means the glass arcade curtainwall system located at the Peoria Civic Center in Peoria, Illinois, at the corner of SW Jefferson Avenue and Fulton Street.

"Agreement" means the contract for services that is to be entered into between the Peoria Civic Center and the selected Respondent pursuant to this RFQ.

"Authorized PCC Representative" means one or more persons designated in writing by the Peoria Civic Center Authority or its designee for the purposes of assisting the Peoria Civic Center Authority in managing the Project. As specifically directed by the Peoria Civic Center Authority, the Authorized Representative(s) will act on behalf of the Peoria Civic Center Authority.

"CM" means the Construction Manager who is under contract to the Peoria Civic Center.

"Design Team" means the team of the Selected Respondent or Consultant and the Sub-Consultant assembled by the Peoria Civic Center for this project.

"Include." Whenever the term "include" (in any of its forms) is used, it means "include,

without limitation."

"PCC, "PCC Authority," and/or "Peoria Civic Center" means the Peoria Civic Center Authority of Peoria, Illinois, and its designated representatives or agents.

"Project" means the Peoria Civic Center renovation described in this RFQ.

"Respondent" means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that submit responses pursuant to this RFQ.

"RFQ" means this Request for Qualifications, including all Exhibits and addenda.

"Selected Respondent" or "Consultant" means the individual, partnership, corporation, or joint venture that the Peoria Civic Center selects for award of a contract pursuant to the RFQ.

"Services" means all the tasks for which the Peoria Civic Center engages the Selected Respondent.

"Sub-consultant" means individual(s), partnership(s), corporation(s), or joint venture(s) that the Respondent engages to provide specialized services required by the Agreement.

"Submittal" means all materials submitted in response to this RFQ.

3. PROJECT DELIVERY METHOD

3.1. Delivery Method

The PCC is selecting Construction Manager at Risk (CMaR) with a Guaranteed Maximum Price (GMP) for this project. The architectural and engineering team is Dewberry.

4. PROJECT SCHEDULE

4.1. Project Schedule

The project schedule will be established by the PCC with the advice and consent of the Design and Construction teams assembled. PCC expects that the selected CM and all project teams will endeavor to ensure the project work has a minimal impact on PCC event schedules.

5. SCOPE OF SERVICES

5.1. Pre-Construction Services and Deliverables.

5.1.1. Preliminary Programming / Conceptualization:

- ★ Provide input on adequacy of the preliminary project program.

5.1.2. Renovate vs. Replace Analysis

- ★ With the assistance of the PCC staff and the Design Team, analyze the feasibility of bringing the current arcade system up to all code standards and an acceptable layout that will result in improved operational factors. Compare this against the cost and the factors involved in a new arcade system.
- ★ Prepare cost estimates that compare renovation against the cost and factors involved in construction of a replacement facility.

5.1.3. Final Programming

- ★ Provide input on adequacy of the preliminary program.
- ★ Provide cost and constructability input on alternate sites
- ★ Assist the PCC Staff in the preparation of simple plans and documentation as may be required.

5.1.4. Detailed Design / Design Development

- ★ Provide input on systems and constructability
- ★ Develop estimate of design development documents.
- ★ Attend meetings as necessary to advance the work of the project.
- ★ Attend meetings as required by the PCC to inform the PCC Authority on the progress of the work and status of the budget.
- ★ Complete an accurate, preliminary cost estimate based on the selected site and the schematic plan.

5.1.5. Implementation / Construction Documents

- ★ Set Guaranteed Maximum Price (GMP).
- ★ Provide input on systems and constructability.
- ★ Develop control estimate of construction documents.
- ★ Attend meetings as necessary to advance the work of the project.
- ★ Attend meetings as required by the PCC to inform the PCC Authority on the progress of the work and status of the budget.

5.2. Bid and Procurement.

- 5.2.1. Assist the Design Team with pre-bid meeting(s) with potential subcontractors and suppliers.
- 5.2.2. Conduct a pre-bid meeting with potential general and sub-contractors.
- 5.2.3. Facilitate answers to questions related to the intent of design documents.
- 5.2.4. Prepare any addenda documents that may be needed.
- 5.2.5. Review bid proposals and assist in the determination of the most qualified bidders.
- 5.2.6. Attend a post bid meeting, if necessary, to discuss alternate work items.
- 5.2.7. To the extent the selected CM desires to self-perform and perform trade work for the Project, the CM will remain subject to the bid and procurement process and will be required to submit proposal(s) in the same manner as other potential subcontractors or suppliers.

5.3. Construction/Contract Administration

- 5.3.1. Conduct a pre-construction conference with all stakeholders
- 5.3.2. Prepare pay requests.
- 5.3.3. Prepare Change Order Requests.
- 5.3.4. Conduct periodic construction meetings with the PCC, Design Team, and its subcontractors and suppliers.
- 5.3.5. Respond to contractor requests for information.
- 5.3.6. Expedite contractors' requests for information.
- 5.3.7. Review subcontractor submittals prior to sending to the Architect/Engineer for review.
- 5.3.8. Issue proposals, requests, and bulletins.

5.4. Close out

- 5.4.1. Work with the PCC, Design Team, and subcontractors to prepare a punch list and ensure all items are resolved with signoff once all items are resolved to the PCC's satisfaction.

- 5.4.2. Assist the PCC with the close out of all contracts.
- 5.4.3. In coordination with the Design Team, ensure the orderly delivery of all required documentation, warranties, and OEM systems training for PCC employees.
- 5.4.4. Work with the PCC and subcontractors to resolve all issues arising out of the final architectural and the licensing inspections.

6. SELECTION PROCESS

6.1. Method of Selection

This is a Request for Qualifications (RFQ). Proposals will be reviewed by the PCC Capital Committee, which will evaluate each proposal according to the selection criteria outlined herein. Interviews may be requested with one or more firms responding to the RFQ.

Award of this contract, if any, will be to the firm or firms deemed best qualified, in accordance with the selection criteria, to perform the services outlined.

Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent. Proposal content will be kept confidential until the contract is awarded.

The PCC may reject any proposal not in compliance with all prescribed procedures and requirements and may reject any or all proposals. The PCC reserves the right to amend this RFQ and waive any requirement or condition of the RFQ upon finding that it is in the public's best interest to do so.

6.2. Required Submission Contents

All proposals shall contain the following materials and address the areas listed. To simplify the evaluation process, organize your response as set forth below.

6.2.1. Section / Tab 1: Contact Information.

- ★ For the Firm: Firm name, address, telephone number, and website address. Name, email address of Firm contact authorized to execute AIA contract documents for this project. Address of contact, only if different from the Firm's primary address.

- ★ A statement or diagram indicating the general business organization of the Firm. If you have specialty construction divisions indicate the percent of annual revenue generated by each division the past five years.
- ★ Name; general qualifications and experience with similar projects of the same type and scope; and term of employment with the Firm (if less than two (2) years, provide same information on prior employment) of the individuals in the positions below that will be assigned to this contract.
 - ▶ Principal in charge
 - ▶ Project Executive
 - ▶ Project Manager
 - ▶ Project engineer
 - ▶ Superintendent
 - ▶ Cost Estimator

6.2.2. Section / Tab 2: Firm and Sub-Consulting Firm Experience.

- ★ Provide Brief summary of recent experience with three to five completed projects of similar type and scope. Summary should describe the following for each of the projects.
 - ▶ Brief description of project and project delivery method.
 - ▶ Key personnel assigned to project.
 - ▶ Initial project construction budget and final construction amount.
 - ▶ Number and Value of change orders executed during the project.
 - ▶ Project references including contact person, phone number, and email.
 - ▶ Date project was completed.
- ★ Provide a brief summary of the Firm's demonstrated ability in contract and construction administration with approach to cost and change order control processes.
- ★ Comment on your firm's experience with "Integrated Project Delivery" (IPD) and/or Building Information Management (BIM) systems and their impact on project delivery.

6.2.3. Section / Tab 3: Project Approach & Methodology.

- ★ Given the information provided herein, provide an analysis of the Firm's approach to the project, including, but not limited to:
 - ▶ Each phase and deliverable noted in Section 5, Scope of Services, above.
 - ▶ Critical milestones in the project.
 - ▶ Proposed project schedule (subject to refinement).
- ★ Discuss the Firm's approach to diversity and equity for minority, women, veteran, and disadvantaged businesses, including any relevant experience

meeting and exceeding both enterprise and workforce goals for MBEs and WBEs as set forth below:

Equity Goal	Enterprise	Workforce
Minority	10%	18%
Women	3%	5%

- ★ Discuss the Firm’s approach to apprenticeship and training programs approved by and registered with the U.S. Department of Labor’s Bureau of Apprenticeship and Training, including any relevant experience with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and the applicable administrative rules at 14 Ill. Admin. Code Part 680, specifically:

Apprentice performance of either ten percent (10%) of the total labor hours actually worked in each prevailing wage classification or ten percent (10%) of the estimated labor hours in each prevailing wage classification, whichever is less.

6.2.4. Section / Tab 4: Firm Average Annual Construction Volume

- ★ Provide an estimate of the Firm’s average annual construction volume for each of the past five (5) years.

6.2.5. Section / Tab 4: Certifications for Construction Manager.

- ★ Complete the “Certifications for Construction Manager” document attached hereto as Exhibit A.
- ★ Submit the completed Certifications for Construction Manager document with your proposal.
 - ▶ The signature on the submitted Certification must be original.

6.3. Evaluation Criteria

A review of submittals will identify potential firms which most closely meet the needs of the PCC. Proposals will be evaluated by the PCC Capital Committee.

Each Respondent’s submittal package will be reviewed by the PCC Capital Committee designee and based on the submitted documentation will be ranked against all other Respondents in each of the evaluation criteria listed below.

Evaluation materials of the selection committee are declared as preliminary work and will not be released or disclosed. Final evaluations in the aggregate of the entire selection committee may be disclosed as part of the materials provided to the PCC Authority for final award.

The Firms will be ranked overall for short listing which will not exceed three (3) design teams. Each of the shortlisted firms may be invited to make a presentation and answer evaluation committee questions. The time allocated for each interview will not exceed 60 minutes.

6.4. Specific Evaluation Criteria

6.4.1. Firm's Composition and Experience:

- ★ Firm's project team composition and experience
- ★ Firm's experience with similar projects.
- ★ Firm's experience with environmental conscious design.

6.4.2. Firm's Project Approach & Methodology:

- ★ Firm's methodology for implementing each phase of the project.
- ★ Firm's approach to diversity and equity.
- ★ Firm's approach to apprenticeship and training programs approved by the Department of Labor.
- ★ Firm's experience with PCC responsible bidder requirements.

6.4.3. Firm's Financial Capabilities:

- ★ The Firm's capacity for providing a payment and performance bond.
- ★ Firm's construction contract claim experience.

6.4.4. References:

- ★ Quality of References from past clients.

6.5. Proposed Schedule

Solicitation for Qualifications	September 18, 2024
Deadline for Inquiries	October 4, 2024
Proposals Due	October 21, 2024
Interviews	October 25, 2024
PCC Authority Award	October 29, 2024

Note: Contract negotiation will begin immediately upon selection. If successful contract terms are negotiated with the selected design team, PCC Authority will award the contract, with the project beginning upon execution of the contract.

6.6. Peoria Civic Center Selection Standards

Within the requirements of applicable laws, the evaluation process used to select a Construction Manager will be a collective judgment by the PCC Authority based on documentation submitted and interviews conducted. All respondents acknowledge as a part of their submittal that the PCC has no obligation to deduce any experience, skills or abilities that are not expressed in the Respondent's submittal. Any misrepresentation of experience, skills or abilities will be cause for disqualification from further consideration.

EXHIBIT A

RUBBER STAMPED, PRINTED, COPIED OR TYPED SIGNATURE WILL DISQUALIFY YOUR PROPOSAL. MUST BE AN ORIGINAL SIGNATURE.

CERTIFICATIONS FOR CONSTRUCTION MANAGER

1. Applicant hereby certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.
2. Applicant hereby (i) certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12), and (ii) certifies it is in compliance with all requirements of the Act.
3. Under penalties of perjury, I certify that _____ is my correct and valid Federal Taxpayer Identification Number. I am doing business as a (please check one):

___ Individual ___ Sole Proprietorship ___ *Partnership ___ */** Corporation

*State full names, titles, and addresses of all responsible principals, partners, or officers.

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

**State of Incorporation: _____

4. Applicant is in compliance with Subchapter VI of Chapter 21 of Title 42 of the United States Code (Equal Employment Opportunities) and with Federal Executive Order 11246 as amended by Executive Order No. 11375.

5. Applicant participates in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor Office of Apprenticeship for each classification of work it will before on the facilities or grounds and requires that each of its subcontractors, regardless of tier, does the same.

6. Applicant is qualified to conduct business in the State of Illinois and is in compliance with all applicable registration and licensing requirements.

(Individual – Partnership – Company – Corporation)

(Business Address)

(Town/Village, State, Zip Code)

(By Signature)

(Title)

(Witness Signature)

(Title)

(Telephone No.)

(Fax No.)

(Date)