



City of Zion

**2828 Sheridan Road
ZION, IL 60099**

REQUEST FOR PROPOSALS

CONSTRUCTION MANAGER FOR NEW FIRE STATION #2

Issued: December 11, 2023

1.0 INTRODUCTION

1.1 Purposes of Request

The City of Zion is seeking proposals from firms to provide construction management (CM) for the construction of a new fire station in Zion. To be qualified, the CM should have a demonstrated record of experience working with architectural design firms and in the management of the construction of new public buildings, preferably fire stations.

1.2 Background

Historical Perspective

The City of Zion has previously completed a fire station location analysis, facility analysis resulting in the location and construction of Fire Station #2 where it currently stands. Since initial construction the station has fallen into a state of disrepair resulting in the need of construction of new facilities, it is the City's intention to complete said new construction. It is the City's intention to use a portion of the adjacent property to build the new station, allowing the current station to remain operational during construction. Procuring the property through purchase, if property is unavailable through purchase alternative locations will be sought after hot spot analysis and response time study is completed.

1.3 Project Description

This project will consist of planning, designing and constructing a fire station not to exceed approximately 18,000 sq.ft., specifically targeting a facility size between 13,000 to 15,000 sq.ft. to efficiently serve the citizens of Zion. The building will be a single story structure containing an apparatus floor area, living quarters, and sufficient space for equipment and supply storage, office areas and training needs. In addition, the project will consist of constructing pavement and parking facilities appropriate for the size and location of the building. The completed facility must integrate into the neighborhood and be aesthetically pleasing to nearby residents while also meeting the fire department's functional and operational needs and the City's standards for quality.

1.4 Professional Services Required

The professional services being sought will provide all construction administration and management needed to accomplish the construction of the project in an expeditious and economical manner consistent with the interests of the City as owner. It is anticipated that these services will include, at a minimum, full-time on-site supervision of the project, as well as provision of all scheduling, coordination, report writing, work inspection, and payment review services for the construction contracts let for completion of the project. The selected CM must provide all services necessary to meet the goals and objectives of the project. Further information on the services that the City anticipates will be needed for this project is contained in Section 2.0.

Architectural Selection

It will be the responsibility of the selected construction management firm, along with representatives of the City, to select a design firm. Architectural firms who also provide construction management services may also submit proposals in response to this RFP.

The estimated budget for Fire Station 2 construction, must cover construction costs, construction management fees, architectural and design fees, and any miscellaneous costs. The City will waive all permit fees.

1.5 City Contact

Attn: David Knabel, Zion City Administrator
2828 Sheridan Road.
Zion, IL 60099
Email: Davidk@zion.il.us

1.6 Receipt of Proposals Deadline

The deadline for the receipt of proposals and fees is February 16, 2024 at 10:00 a.m. in the City Clerk's Office at the Zion City Hall, 2828 Sheridan Road, Zion, IL 60099.

1.7 Vendor Selection Schedule

- | | |
|---|------------|
| • RFP Issued | 01/19/2024 |
| • Written proposals must be submitted by 10:00 a.m. in the City Clerk's Office, City Hall, at 2828 Sheridan Road. | 2/16/2024 |
| • CM firm selected. | 03/05/2024 |
| • CM selection and services agreement approved by the City Council. | 03/19/2024 |
| • Notice to proceed | 03/20/2024 |

These dates are estimates and are subject to change.

2.0 SCOPE OF PROJECT

The construction of this project shall be accomplished via multiple “trades” contracts between the CM and the construction companies that will perform the work, including the architect. The contracts shall be the result of the selection process determined by the firm and the construction contracts shall be awarded by the City, as approved by the City Council. All work awarded shall be prevailing wage. The CM can be the architect if they meet qualifications.

The Fire Department is scheduled to occupy the facility upon commissioning and acceptance of the building.

3.0 SCOPE OF SERVICES

3.2 Construction Administration/Management Services to be Provided

The CM firm must provide all services necessary to meet the goals and objectives of the project. From the City's perspective, the services should as a minimum include, but definitely not be limited to, the services outlined below.

3.21: Project Scheduling

- a) The CM will prepare, evaluate, and recommend Architect firm and trade bid documents
- b) Review all contracts with City of Zion with recommendations
- c) Meet with City and Architect to discuss contractors and project approach
- d) Develop draft construction schedule and budget
- e) Meet with contractors to discuss draft schedule, budget, and coordination of work
- f) Finalize construction schedule, budget, and present to City and Architect

3.22: Permits and Inspections

- a) Verify that all design documents have been submitted for needed permits
- b) Verify that all contractors are properly licensed and insured
- c) Take the steps necessary to correct any items not completed in a) and b)
- d) Coordinate with City departments as required
- e) Insure that all inspections required by the City are met

3.23: Administration

- a) Coordinate the work/scheduling of individual contractors
- b) Maintain detailed daily project records on conflicts, work completed, and decisions made

- c) Bring to the attention of the Architect and the City, in writing, any suggestions for more efficient, cost effective construction methods
- d) Aggressively manage the contractors' work to keep the project within budget and schedule, addressing penalties and breach thereof as the result of deviation
- e) Report all unanticipated work in writing to the City for authorization before proceeding
- f) Verify that all work in progress meets specifications
- g) Schedule, chair, and maintain minutes of weekly progress meetings
- h) Submit bi-weekly written status reports to the City Administrator
- i) Attend City Council meetings as necessary.

3.24: Shop Drawings

- a) Receive all shop drawings, samples, and submittals; and maintain a log of their receipt
- b) Review all items received that are against specifications and plans/drawings for those items
- c) Resolve equipment/material selection problems with contractors and Architect

3.25: Pay Requests

- a) Verify payment and change order requests from contractors
- b) Verify receipt of lien waivers
- c) Prepare and certify payment requests for processing by the City on a schedule compatible with the existing City payment schedule
- d) Provide a copy of each pay request to Architect for their concurrence
- e) Maintain a record of project cost-to-date versus project budget that is current to the most recent pay request approved for payment. Provide a copy to the City Administrator immediately after each update of the record

3.26: Project Closeout

- a) With the fire department, other City representatives, and Architect, prepare punch lists for the final completion of each contract
- b) Verify final completion of punch list items with fire department representatives, the architect, and other City representatives
- c) Assemble paper and electronic media warranty documents
- d) Assemble paper equipment maintenance/operation documents
- e) Compile paper documents in c) and d) into electronic media and indexed operations manuals
- f) Prepare paper and electronic media as-built record drawings.

- g) Provide a copy of all close out records to the Architect and the City
- h) Coordinate City staff training on new equipment
- i) Deliver a final status report to the City

4.0 REQUIRED SUBMITTAL CONTENT

4.1 General

Any firm interested in proposing to provide construction management services for this project must submit a written proposal as described below. Although no specific format is required for the written submittal, this section is intended to provide guidelines on features which the City will look for and expects to be included in the RFP.

Any questions about this project or RFP must be made in writing or email and directed to City Administrator David Knabel. Emails: davidk@zion.il.us. All Questions must be submitted by February 9, 2024 at 4pm, and addendum of answers to all questions will be published on the City of Zion website.

4.2 Written Proposals - Part A: Narrative

In general, your submittal should thoroughly address the project objective; the construction administration/management approach; work products to be provided; personnel to be provided; and allocation of hours. Also to be included are confirmation of the CM's project team, their qualifications, and an organizational chart of the project team. It is the City's position that the CM submitting in response to the RFP is committing to provide the project team listed and that any substitutions on, or additions to, that team after its receipt must be approved in advance by the City. For the purpose of evaluating the submittals from the participating CMs, the City will review, at a minimum, the following submittal components:

a) Name of the CM and location of the principal (home office) that will be supporting this project including telephone and email addresses. If your team is associated with more than one firm, please provide the information for all team members.

b) Identification of the construction management team manager, with a resume describing educational background and only the most relevant past construction management experience. For three key representative past projects, include the project description, level of involvement, and performance related to cost control and to the ability to meet schedule.

c) Project Approach

- Describe how your firm would approach this project, detailing any unique qualifications, technical capabilities, or characteristics that qualify your firm specifically for this project
- State how you will assign task/responsibilities and monitor progress
- Explain how your firm achieves quality control on projects
- Describe how you control completion schedules on projects
- Describe what role (if any) your firm will take with regards to the project's budget and keeping the project within budget. Does your firm offer or access professional cost estimating services?

- Describe how you integrate occupancy and warranty assistance with the City and Architect
- Explain how your firm can control and save costs on this project
- Explain the corrective actions your firm would take to handle a particular contractor who is not performing

d) Identification of other team members with a clear description of the role each member will serve. A limited resume should be included for each member that describes only their most relevant project experience

e) A detailed scope of services. Although the City in this RFP attempts to identify the services required, this should not constrain a CM in the development of a scope that they believe is necessary to meet the City's objectives. The City will be receptive to alternative scopes of service. The scope must demonstrate that the CM understands the project's objectives, priorities, challenges, and that they will address them through the proposed construction management approach

f) A preliminary project schedule with a histogram (personnel loading) that identifies man-hours by personnel class for each work task over the duration of the project

g) Information on the utilization of available technology by the CM to accurately and efficiently accomplish the project

h) Identify any services your firm will be coordinating through consultants. Name the consulting firms and addresses. Describe project experience you have working together on similar projects

i) A list of similar fire station projects constructed or managed by the CM within the past ten (10) years. To be included for each entry are the fire department name, fire station number (if known), station address, CM's role in the construction, and station owner's (fire department or municipality) contact name and contact information

j) Other relevant material as needed to exhibit the CM's ability to perform the work and to provide adequate information to the City to evaluate the RFP

4.3 Written Proposals - Part B: Fee

The RFP submittal shall be contained in a sealed envelope or package. In a separate sealed envelope or package, provide your fee for construction services outlined in this RFP. Do not put your fee in the same envelope/package as the Part A Narrative proposal.

Ten copies of the written Proposal and Fee must be submitted to the Zion City Clerk, 2828 Sheridan Road., Zion, IL 60099, by the date and time indicated herein. Please make sure your firm's name is on the packages' or envelopes' exteriors and label your packages "RFP for Fire Station 2 Construction Manager - Narrative" and "RFP for Fire Station 2 Construction Manager – Fee," respectively.

The City may invite the top three or four firms to interview or make presentations. A top rated firm will be selected. Fees will also be a consideration.

4.4 Miscellaneous Information

- a) Proposals will be opened at the time, date and location indicated herein. The Proposals shall remain firm for not less than thirty (30) calendar days from the date of receipt of the Proposal. Bidders guarantee that all goods and services meet the requirements of the solicitation during the Contract period.
- b) The City of Zion reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, with or without cause, and to waive informalities or irregularities in any submittals which are in the best interest of the City.
- c) All material submitted in response to this RFP becomes the property of the City of Zion. Responses may be reviewed by any person after the final selection has been made. The City of Zion has the right to use any or all ideas presented in reply to this request. Disqualification of a firm does not eliminate this right.
- d) The City of Zion is not liable for any cost incurred by CMs prior to issuance of a written agreement, contract or purchase order.
- e) The submittal contents of the successful CM may be considered a contractual obligation if the City Of Zion wishes to execute a contract based on the negotiated fee. Failure of the successful CM to accept these obligations in a purchase agreement, purchase order, contract or similar instrument may result in cancellation of the award and such firm may be removed from future solicitations.
- f) All products produced in response to the contract resulting from this RFP will be the sole property of the City of Zion. This includes any original digital and reproducible drawings prepared for this project.
- g) The City of Zion reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City of Zion in evaluating the CM's performance on previous assignments or projects.

5.0 PROCUREMENT OF PROFESSIONAL SERVICES

5.1 General

The City's general method for the procurement of professional services for public buildings is a competitive RFP process, whereby submittals are reviewed for quality, but the service fee is negotiated after the CM has been selected. The following process will be followed in the review and selection of a CM for this project:

5.2 Request For Proposals

The City shall advertise for CMs to submit proposals. The RFP will include a detailed scope of work and services as well as other supporting documents that provide information to the CM for their use in providing a complete submittal.

5.3 Submittal Evaluation and Final Selection

Upon receipt of each firm's submittal, the CM shall be evaluated with regard to the following criteria:

a) Team Manager Qualifications.

The education, experience, and background of the project team manager assigned to the project.

Points: 0 - 20

b) Project Team Qualifications

The level of knowledge and pertinent experience of the staff the firm assigns and commits to the project.

Points: 0 - 15

c) CM Experience

The submitted record of pertinent experience of the firm as demonstrated by the accomplishment of similar projects.

Points: 0 - 15

d) Scope of Services Proposed

The degree the CM's proposed scope of services addresses the project's goals and objectives and clearly demonstrates the firm's understanding of the priorities and special conditions of the specific project.

Points: 0 - 20

e) Familiarity With Conditions

Familiarity of the CM with local conditions affecting the project and the demonstrated record of the firm's ability to work with subcontractors, architects, the City, and other agencies involved in the project.

Points: 0 - 15

f) Presentation and/or interview

Quality of presentation and/or interview (if shortlisted).

Points: 0 - 15

The top three (3) ranked CMs may be selected for a presentation and/or interview. Based on the evaluation of the submittals and presentations/interviews, an initial selection shall be made of the most qualified firm. If the City is unsuccessful in reaching a contract agreement with the top rated firm, the second rated firm will be invited to negotiate costs with the City.

5.4 Negotiation Guidelines

The successful CM shall participate in a fee negotiation meeting with the City. The negotiation and discussion will cover the CM's costs, including direct costs, indirect costs, and profit or net fee as may be considered by the City to be reasonable. The City and CM will also agree upon the project schedule and any final adjustments in the project requirements at this time.

5.5 Standard Agreement

Once the fee has been agreed upon, the City Council will consider the agreement for professional services. The agreement shall be in a form acceptable to the City, which will be provided to the selected CM. The remaining pre-qualified CMs shall be notified that the award has been made to the selected CM.

5.6 Compensation and Payment

The City shall reimburse the CM as may be necessary to complete the requirements of this assignment as set forth in the agreement between the parties. The CM shall submit a certified invoice to the City monthly. Before authorizing payment, the City will review the invoice to insure that all charges are proper and supported by the CM’s Project Progress Report attached thereto.

5.7 Bonds and Insurance

The selected CM shall provide certificates of insurance for themselves as indicated below. Each policy must list the City as an additional insured. The CM and all subcontractors waive subrogation rights against the City for all losses. Such insurance shall apply as primary insurance with respect to any other insurance or self-insurance program afforded to the City of Zion. There shall be no endorsement or modification of such insurance to make it excess over other available insurance, and alternatively, if the insurance states that it is excess or pro rata, it shall be endorsed to be primary with respect to the City of Zion.

Commercial Liability General Aggregate \$2 Million; Products Completed Operations Aggregate \$1 Million; Personal Injury and Advertising Limit \$1 Million; Each Occurrence \$1 Million

Automotive-for all owned, non-owned, hired and leased vehicles

Combined single limit	\$1 Million
or	
Bodily injury- each person	\$500,000
each accident	\$1 Million
Property damage-each occurrence	\$1 Million
Umbrella	
Combined single limit	\$2 Million
General aggregate	\$2 Million

Worker’s Compensation

Statutory	\$1 Million
Employer’s Liability \$100,000	

The selected CM shall provide a performance bond and labor and material payment bond equal to the net cost of the project within ten days of notice of award.

Appendix A

Budget

The Appendix A on Page 11 doesn't show any text written under "Budget". Is this how page 11 is meant to read or is there additional budget information that should be included?

- Appendix A was included in error, there is no additional budget information provided or required other than what is detailed in the RFP

Do you have a goal or target date when you wish to begin construction? This information is valuable for proposers to be best able to prepare the schedule and histogram as requested in Section F of the RFP.

- Targeting the Spring of 2025 to start construction

Is it the preference to construct the new fire station on property immediately adjacent to the existing Fire Station #2?

- It is the preference; however, location is not finalized.

Is that property owned by the City?

- Not currently

The Project Description indicates a station size not to exceed 18,000 SF, but a target size of 13-15,000 SF. What is the reason for the size disparity?

- 13-15,000 is based on current and anticipated future needs and potential growth of the community. 18,000 was included to allow for flexibility in design.

Is there a budget that has been prepared that can be provided?

- There is no additional budget information provided or required other than what is detailed in the RFP

Will there be in person interviews with shortlisted CMs as part of the selection process?

- Additional questions will be asked of CM selectees and additional interviews to follow if needed for verification or validation of prior work performance or references.

Could we schedule a time to review the proposed site to prepare our submission?

- To Schedule a time to review the proposed site contact Fire Chief Justin Stried at JustinS@zion.il.us

What is the overall budget for this project?

- The overall budget will be developed in conjunction with the selected CM