

HARVEY PUBLIC SCHOOLS DISTRICT 152  
COOK COUNTY, ILLINOIS

# REQUEST FOR PROPOSAL

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## CONSTRUCTION MANAGEMENT SERVICES

**Kevin J. Nohelty, Ed. D., Assistant Superintendent**

**January 16, 2015**

The District is in the beginning stage of developing a Master Capital Improvement Plan, herein after will be referred to as the “Master Plan”. The Master Plan will positively impact the school District for at least the next 50 years. The Master Plan may involve the replacement(s) and/or renovation(s) of the District’s facilities.

Harvey Public Schools District 152 is seeking qualifications of Construction Managers to provide design and construction phase services for the District's Master Capital Improvement Plan.

**1 INTRODUCTION**

Harvey Public Schools District 152 serves approximately 2,500 students. The District has a Birth-3 program, a pre-school, 6 (K-6) elementary buildings and a middle school that serves 7th and 8th graders. The town spans across an area of 6.2 miles and is located about 20 miles south of downtown Chicago.

**2 PROJECT DESCRIPTION**

The District is in the beginning stage of developing a Master Capital Improvement Plan, herein after will be referred to as the "Master Plan". The Master Plan will positively impact the school District for at least the next 50 years. The Master Plan may involve the replacement(s) and/or renovation(s) of the District's facilities.

**3 RFP PROCESS**

**3.1 RFP submission requirements**

The RFP is due no later than **February 13, 2015 at 10:00 a.m.** The RFP must be submitted to the Attention of: Dr. Kevin J. Nohelty, Assistant Superintendent for Business Operations and Human Relations. Please include five (5) copies of the proposals.

**3.2 Anticipated project schedule -**

• RFP issuance date	1/16/15
• Proposal submission date	2/13/15
• Interview date	2/24/15
• Award date	3/16/15
• Start of Construction	TBD
• Anticipated Project Completion	TBD

**SCOPE OF CONSTRUCTION MANAGEMENT SERVICES**

The construction manager's scope of work shall include but not be limited to the following list of services:

**3.3 Pre-construction Phase Services**

**3.3.1 Administration**

The construction manager shall facilitate a Kick-Off Meeting/Team Building Session to outline the goals and objectives of the entire program and establish the working relationship and responsibilities of each team member. (Owner, A/E, CM). The CM shall attend and participate in all design phase team meetings. The CM shall prepare a site logistics and utilization plan for review by the Owner.

**3.3.2 Estimating**

The construction manager shall provide detailed project estimates at the following stages of document completion:

- Programming
- Schematic Document
- 50% Design Document
- 100% Design Document
- Construction Document ( 30%, 60%, 90%)

Estimates should provide quantities and unit prices for each item of work where applicable.

**3.3.3 Quality Control**

Develop a written, project specific quality control/quality assurance plan detailing the specific measurable goals to be achieved by the plan.

**3.3.4 Scheduling**

Develop a detailed CPM master project schedule immediately upon award. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule should be updated at one-month intervals during the pre-construction phase.

**3.3.5 Value Engineering/Constructability Reviews**

Provide constructability and value engineering reviews in conjunction with the above estimates.

**3.3.6 Safety**

Develop a project specific safety plan to be incorporated into all bidding documents.

**3.3.7 Purchasing**

Prepare, develop and distribute all bid packages including project specific general and supplementary general conditions items. It is presently envisioned that a minimum of 20 separate bid packages may be utilized and that the CM will not hold all trade contracts. The CM will conduct pre and post bid meetings with trade contractors to ensure that all bids are complete and fully responsive. The CM will receive and analyze contractor bids and make award recommendations to owner. The CM will award contracts and purchase orders as approved by the owner. Coordinate the identification and order of long lead items to be incorporated into the project.

**3.4 Construction Phase Services**

**3.4.1 General Administration**

Maintain a competent and sufficient number of full-time field staff to administer the work of the project and coordinate and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors. Prepare and distribute meeting minutes for all parties. During early phases of the project, conduct MEP coordination meetings as necessary.

**3.4.2 Trade Contractor Supervision/Coordination**

Supervise and coordinate the efforts of all trade contractors and suppliers to ensure that cost, quality, safety and all other goals of the project are met or exceeded.

**3.4.3 Schedule**

Solicit and incorporate trade contractor input into the project schedule. Manage all trade contractors to ensure milestone and final completion dates are met. Develop recovery schedules when critical path or milestone dates are or may be negatively impacted. Update the overall schedule monthly for incorporation into monthly report.

**3.4.4 Quality**

Inspect all materials and installations to ensure that the plans, specifications and quality control goals of the project are being met or exceeded. Maintain a Quality Control Log to track quality issues as they are identified. Log should track dates items are identified, corrected and trade contractor responsibility.

**3.4.5 Safety**

Monitor and enforce project Safety Program. Ensure compliance with all local, state and federal safety regulations. Incorporate appropriate information into monthly reports.

**3.4.6 Reporting/Communication**

On monthly basis prepare a detailed project report updating owner with pertinent cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of all construction activities and a photographic log of the projects progress. On a monthly basis, hold an informational meeting for user groups and other owner personnel to provide with an overall update of the projects progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other project information.

**3.4.7 Project Accounting**

On monthly basis, gather all trade contractor and supplier invoices and summarize into overall project billing in a format acceptable to owner. Make appropriate

payments to trade contractors and suppliers. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to architect and owner for review. Continuously incorporate changes into overall project budget to maintain an accurate estimate of total project costs. Obtain appropriate insurance certificates from all trade contractors and suppliers.

**3.4.8 Requests for Information/Submittals**

Review and forward to architect and/or owner all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating current status of each item.

**3.4.9 General Conditions**

The Construction Manager shall be responsible for the performance and administration of all general conditions work on the project

**3.4.10 Permits/Inspections**

Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the new facility.

**3.4.11 Self Performance**

The Construction Manager *will not* be allowed to self perform any portion of the work.

**3.5 Occupancy Services**

**3.5.1 Punch list**

Prepare the final punch list incorporating items from the Architect and Owner. Administer completion of all items therein with responsible trade contractors.

**3.5.2 O&M Manuals/As-Builts**

Prepare and turn over to owner O&M manuals for all equipment. Throughout the project maintain an accurate set of as-built documents for the owner incorporating all aspects of the construction.

**3.5.3 Training/Start up**

Coordinate equipment training for appropriate owner staff to ensure smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.

**3.5.4 Warranty**

Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies of same to owner. Enforce provisions of warranties and guarantees with appropriate parties.

**4 PROJECT STAFFING REQUIREMENTS**

**4.1** The construction manager shall provide minimum project staffing according to the following:

**4.1.1 Project Executive (part time)** - Individual should have at least 20 years of management experience having been Project Executive on a minimum of 10 school construction projects.

**4.1.2 Project Manager (full time)** - Individual should have at least 15 years of management experience having been a Project Manager with school construction project experience.

**4.1.3 Superintendents (full time)** - Individuals should have at least 15 years of management experience having been a Superintendent with school construction project experience.

**4.1.4** Other staff as necessary to administer purchasing, accounting, clerical and other duties as required.

**5 TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS**

The proposer shall submit the following information in the order and format indicated below.

- 5.1 COVER LETTER - Two page maximum**  
Provide a cover letter introducing your firm and proposal.
- 5.2 COMPANY OVERVIEW - Two page maximum**  
Provide an overview of the company detailing the total number of professional staff, the history of the company, the percentage of work completed as a construction manager, the ownership structure and the office responsible for this project as a minimum.
- 5.3 CONSTRUCTION MANAGEMENT EXPERIENCE - Twelve page maximum**  
Provide three examples of the project types listed below which you feel best represent your firm's ability. Include project size and description, type of construction management used, design phase involvement and all other pertinent project facts. Include the client, architectural and engineering firms associated with each of these projects as a reference.
- 5.4 KEY PROJECT PERSONNEL - Fifteen page maximum**  
Provide resumes and references for project staff to be assigned to this project. As a minimum include those persons listed in Section 5 above.
- 5.5 MANAGEMENT APPROACH**  
Provide your approach to the management of the following critical project parameters.
  - 5.5.1 Cost Control/Value Engineering - Two pages maximum**
  - 5.5.2 Constructability Review - One page maximum**
  - 5.5.3 Schedule - One page maximum**
  - 5.5.4 Quality Control - One page maximum**
  - 5.5.5 Safety - Two page maximum. Include EMR and incident rate for past three years.**
  - 5.5.6 Partnering/Teamwork - One page maximum**
  - 5.5.7 Communications Management - Two page maximum**
  - 5.5.8 Purchasing - One page maximum**
- 5.6 INSURANCE & BONDING - One page maximum**  
Provide insurance information and limit. Indicate limit of bonding capacity as well as instances of bonding company utilization by client.
- 5.7 OTHER PERTINENT INFORMATION - Two pages maximum**  
Include all other pertinent information that the proposer would like Harvey Public Schools District 152 to consider. The proposal contents should be limited to the information included in items 6.1 through 6.6

Thank you for interest in Harvey Public Schools District 152. Please limit all contacts and questions regarding the project to Dr. Kevin J. Nohelty, Assistant Superintendent for Business Operations and Human Relations. He may be reached at [knohelty@harvey152.org](mailto:knohelty@harvey152.org) or 708-333-0300.

Sincerely,



Dr. Kevin J. Nohelty  
Assistant Superintendent for Business Operations  
and Human Relations