

December 11, 2017

Re: Ogle County
Request for Qualifications - Construction Management Services

Ogle County is seeking qualifications from a select list of Construction Managers to review design and provide construction phase services for The New Ogle County Jail project. The purpose of this Request for Qualification is to identify an experienced Construction Management Services firm with the best combination of qualifications to develop the program efficiently and effectively with respect to process, quality control, safety, time and cost. The specific construction management contract type has yet to be decided and will be discussed with the successful firm.

1 LONG RANGE PLANNING COMMITTEE

The Ogle County Board has appointed a Long Range Planning Committee which reports to the Board, and will administer the qualifications based selection process. Final approval of the selected Construction Management firm shall be by the Board.

2 PROJECT DESCRIPTION

Ogle County desires to construct a new Ogle County Jail (Judicial Center Annex) facility located in Oregon, Illinois. Preliminary indications suggest the Project to consist of a minimum 180 bed Adult Detention Facility. Housing will consist of multiple sections utilizing indirect and/or direct supervision methods for custody levels ranging from low custody (dormitory) to high custody (single cells). Anticipated to be included are areas for public access, visitation, command/control and dispatch, administration, holding and intake, medical, inmate property storage, and a vehicular sallyport with storage. In addition, administrative support offices for the Sheriff's Office shall be included. Expansion considerations may include double bunking or building expansion alternatives. Potentially, some local police support offices may be incorporated at the facility. Energy efficiency alternatives will be considered. There will be some necessary modifications of the existing Judicial Center, but the modifications should be confined to the connection of a walking structure to the existing sallyport area of the Judicial Center. Construction cost, including fixed equipment, telecommunications and security systems, is desired not to exceed approximately \$23-25 million.

3 RFP PROCESS

3.1 RFP submission requirements

Submissions should be made in a securely sealed package clearly marked with the identification of "REQUEST FOR QUALIFICATIONS, OGLE COUNTY NEW JAIL FACILITY, and CONSTRUCTION MANAGER". Please submit TEN (10) copies of your qualifications package. If your firm is selected for hire, you may need to submit TWENTY (20) additional copies of your qualifications package. It will be the responsibility of the submitting firm to deliver their qualifications to:

Ogle County Long Range Planning Committee
c/o Ogle County Clerk's Office
105 S. Fifth Street, #104
Oregon, IL 61061

Phone (for delivery purposes only): 815-732-1110 (Ogle County Clerk's Office)

THE DEADLINE FOR SUBMITTING YOUR QUALIFICATIONS PACKAGE IS 2:00 P.M. ON FRIDAY, JANUARY 12, 2018. Submittals will be time-stamped and logged upon receipt. Qualifications received after this date and time will not be considered, and returned un-opened. All timely and properly submitted qualifications will be submitted for evaluation.

Short-list candidates should be prepared for personal interviews to be held at the Ogle County Courthouse in Oregon, Illinois during the week of January 15-19, 2018.

3.2	Anticipated project schedule -	
	• RFP issuance date	12/11/2017
	• Proposal submission date	01/12/2018
	• Shortlist notifications	01/19/2018
	• Interview dates	01/23/2018
	• Award date	01/30/2018
	• Early site work construction start	08/01/2018
	• Start of Construction	10/01/2018

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. Exact estimate milestones and number of estimates will be discussed with the selected CM firm:

- Programming
- Schematic Design
- Design Development
- Construction Documents

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 and site 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. 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. 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 to the County Board.

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, progress photos, 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 experience having been Project Executive on County and Criminal Justice construction projects.

4.1.2 Project Manager (full time) - Individual should have experience having been Project Manager on County and Criminal Justice construction projects.

4.1.3 Superintendent (full time) - Individual should have experience having been Superintendent on County and Criminal Justice construction projects.

4.1.4 Other staff as necessary.

5 SUBMISSION REQUIREMENTS

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

5.1 COVER LETTER AND EXECUTIVE SUMMARY - Three page maximum

Introducing your firm, submittal, and the executive summary of your firm qualifications.

5.2 COMPANY OVERVIEW - Four 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 versus general contractor, the ownership structure and the office responsible for this project as a minimum. Include advantageous tools and resources your firm brings to the process.

- 5.3 CONSTRUCTION MANAGEMENT EXPERIENCE - Twelve page maximum**
Provide a minimum of three examples of the project types which you believe best represent your firm's ability to manage this project. Include project size and description, type of construction management used, design phase involvement and other pertinent project facts. Include the client name and architectural firm associated with each of these projects.
- 5.4 KEY PROJECT PERSONNEL - Fifteen page maximum**
Provide a project organizational chart and resumes for project staff to be assigned to this project.
- 5.5 REFERENCES – Two page maximum**
Provide references for the projects and team members listed above including their contact information.
- 6.6 MANAGEMENT APPROACH – Fifteen page maximum**
Provide your approach to the management of the following critical project parameters including key differentiators your firm brings to the preconstruction and construction process.
- Cost Control/Value Engineering
 - Constructability Review
 - Schedule
 - Quality Control
 - Safety - Include EMR for past 3 years and any safety recognition from your firm
 - Partnering/Teamwork
 - Communications Management
 - Purchasing/Bidding
- 6.7 INSURANCE AND BONDING - Two page maximum**
Provide insurance and bonding information, references, and limits.
- 6.8 OTHER PERTINENT INFORMATION - Four pages maximum**
Include all other pertinent information that the proposer would like the selection committee to review and evaluate as part of the selection process.

END OF RFQ DOCUMENT