

# Request for Qualifications & Proposal

For: Construction Management  
Services

Posting Date: February 23, 2024  
Response Deadline: March 13,  
2024



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**REQUEST FOR QUALIFICATIONS & PROPOSAL  
FOR CONSTRUCTION MANAGEMENT SERVICES**

**REQUEST FOR QUALIFICATIONS**

**Services Overview**

Through this Request for Qualifications and Proposal, the Village of Antioch invites responses from qualified firms who possess the experience, capability, and expertise in Construction Management Services. The scope of work is further outlined in the Project Information section.

The Construction Manager must have a proven track record of successfully providing services to municipalities of comparable size and complexity and will work directly with the Village's leadership team.

This RFQ/P is not an Invitation to Bid. Responses will be evaluated on the basis of the relative merits of the qualifications. There will be no public opening or reading of responses received by the Village pursuant to this request.

**Description of Village**

The Village of Antioch, Illinois is nestled into the Chain O' Lakes waterway system. The Village is located in the northern part of Lake County, bordering the Wisconsin state line. Antioch is located approximately halfway between the major cities of Chicago and Milwaukee.

As of the 2020 census, the population was 14,622 and continues to grow. The Village is a non-home rule community governed by a Mayor-Trustee form of government. The Village of Antioch's over 8.2 square miles includes over 5,033 housing units.

Since 1892, Antioch has provided a high quality of life for its residents and businesses. The Village is a full-service organization consisting of 75 full-time employees. The Village consists of six departments, including Administration/Village Clerk's Office, Community & Economic Development, Finance, Parks & Recreation, Police, and Public Works.

**RFQ/P Submission**

RFQ/P submissions are due by **March 13, 2024** before **11:00 a.m.** CST.

**The Village of Antioch  
874 Main Street  
Antioch, IL 60002  
Attention: Acting Village Administrator Geoff Guttschow**

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Qualifications and proposals must be enclosed in a sealed envelope (or other sealed container): the submission must clearly display “**Request for Qualifications & Proposal – Construction Management Services**” for **The Village of Antioch** and the respondent’s company name.

Submittals should be prepared as standard 8-1/2” x 11” letter size via PDF, and shall be limited to 50 pages, exclusive of required attachments. Front and back covers, table of contents pages and tabbed divider pages will not be counted if they do not contain submittal information. The information should be submitted in a double sided, readable, and/or bound in a book format. Electronic submissions should also be sent but four hard copies shall be submitted. Each submission must be delivered by the due date and time; documents received after the established deadline will not be considered. The Village shall not be responsible for the loss, non-delivery, or physical condition of documents sent by postal or courier/parcel service. Each respondent is responsible for the full cost and expense of his/her/its submission.

**Anticipated Village Schedule to Award the CM Services**

RFQ/P Released	<b>February 23, 2024</b>
Last date to submit questions/clarifications.	<b>March 8, 2024</b>
RFQ/P Due to Village	<b>March 13, 2024</b>
RFQ/P Interview List Released	<b>March 22, 2024</b>
Interview Process	<b>March 29, 2024</b>
Committee recommends firm for Board Approval	<b>April 10, 2024</b>
Award by the Board of Trustees	

**Respondents’ Inquiries and Addenda**

The Village reserves the right to make clarifications, corrections, or changes in this RFQ/P at any time prior to the time Proposals are due. The Village reserves the right to withdraw this RFQ/P at any time prior to the time proposals are due.

Questions and requests for information must be submitted in writing via email before March 8, 2024 at 12:00 p.m.. to Dennis Heimbrodt Director of Public Works at [dheimbrodt@antioch.il.gov](mailto:dheimbrodt@antioch.il.gov).

The Village will issue addendums and/or responses to RFI’s to known respondents to the RFQ/P. It is the respondent’s responsibility to notify the Village that it is planning to submit by contacting Rachel Alcozer at (847)395-1000 ext. 1303 or [ralcozer@antioch.il.gov](mailto:ralcozer@antioch.il.gov), and asking to be placed on the respondents list. Failure to receive an addendum/response is not cause for delay in submission.

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## **General Information and Notifications**

- a) Respondents are advised to carefully review all sections of this RFQ/P carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submission. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request may be rejected as being non-responsive.
- b) Joint venture and cooperative qualifications may be considered, provided that their use is clearly indicated in the submitted qualifications.

## **Freedom of Information Act**

All information submitted to the Village in response to this RFQ/P will be a public record and will be subject to disclosure, subject to applicable exemptions, under the Illinois Freedom of Information Act, 5 ILCS 140, et. Seq. ("Act") after the potential award of a contract. Firms are advised that Section 7(1) (g) of that Act exempts the following information from disclosure: Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or business, and only insofar as the claim directly applies to the records requested. Firms that desire to have portions of their proposals considered for this exemption should identify those portions accordingly.

## **Purpose**

The Village of Antioch is issuing this Request for Qualifications/Proposals (RFQ/P) for professional services. The purpose of this RFQ/P is to request qualifications for providing professional construction management services for all construction services for the project described below. The Village of Antioch hopes to enter into a contract with a responsible firm for such services, and accordingly is seeking certain information whereby such service capabilities shall be evaluated.

The following factors will be used in arriving at the selection of a construction management firm, including but not limited to:

- A. Qualifications
- B. General experience
- C. Specific experience with Village construction projects and maintaining access to spaces for patrons and staff during construction.
- D. Specific record of accomplishments with similar projects

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- E. Skills and abilities of personnel assigned to project.
- F. Performance data, including but not limited to cost control, and scheduling procedures.
- G. Workload and scheduling availability to start work on and timeframe to complete the project
- H. Fees
- I. Ability to collaboratively work with the design team towards solutions that are in the Village's best interest (vs. solely the least expensive options)
- J. References

The contract may be awarded to the most responsible firm, on an overall basis, the most advantageous to the Village of Antioch. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of the Village of Antioch. The Village will rank all firms following the interview process and only open fee proposals following the ranking process; cost alone shall not be the determining factor. The Village's decision shall be final and not subject to recourse by any firm, person, or corporation. The Village of Antioch reserves the right to reject any and all proposals, and/or waive non-substantive deficiencies.

It is the intent of the Village of Antioch to enter into an AIA Document A133-2019, *Standard Form of Agreement between Owner and Construction Manager as Constructor 2019* Edition. Under this form of agreement, the Construction Manager is a Constructor where the basis of payment is the Cost of the Work plus a Fee, potentially with a Guaranteed Maximum Price.

### **Project Information**

The project is subject to approval of budgets and funding by the Village of Antioch. The Board may suspend or terminate any project at any stage up to and including following receipt of bids.

**The Project scope is to renovate an existing building to become the New Village Hall, and to Construct a New Public Works Facility. Space needs analyses have already been conducted by Williams Architects for the new Village Hall and new Public Works facilities. The space needs Analysis must be integrated in the completion of the project.**

Individual Projects Include:

- Village Hall Building Rehabilitation. The former Centegra building (935 Skidmore), has been acquired by the Village. This project requires altering the building from medical use to functionality for a Village Hall. This will require architectural design for the alterations to the building, with plans to add an addition at a later date. Following design, the project would be put out for bid and Construction.
- Construct a New Public Works Facility. The existing Public Works facility is dilapidated and space restricted. The current office is an old trailer and fails to meet the needs of the

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expanding Village. Office, staff, vehicle repair space and equipment storage is not sufficient. A larger salt storage structure is also required. The facility is largely in the floodplain/floodway of the Sequoit Creek, and the facility is surrounded by residential. A new location for Public Works has been identified.

It is anticipated that the new Village Hall renovation/ construction work will start in Summer/Fall of 2024 and continue into 2025. The New Public Works Facility construction is scheduled to begin in Fall/Winter of 2024.

### **SCOPE OF WORK**

This RFQ/P is for coordinated construction management services for all construction trades in conjunction with an exterior and interior renovation of the building, and new construction of Village Facilities.

The selected construction management firm will be expected to take an active role in identifying probable costs for multiple project size and scope scenarios developing value engineering strategies to ensure the Owner can maximize the scope of the project within the available budget during the preconstruction phase. It is the Village's intention to utilize the construction management firm's ability and expertise in lieu of a general contractor. Contracts for construction will be held by the Construction Manager, in an "at risk" arrangement, potentially with a Guaranteed Maximum Price established prior to beginning of construction. It is the Village's intention to enter a contract with a construction management firm as soon as possible.

The Construction Manager will assist the Village and the architect/engineer through pre-construction and then manage construction. Responsibilities of the construction manager include, but are not limited to, the following:

#### **Pre-Construction Phase**

- Develop estimates for the project from 100% Design Phase documents. Refine the budgets and estimates throughout pre-construction to reflect value engineering ideas that have been developed in conjunction with the Architect. Include any proposed allowances to be included within each trade package in estimates.
- Assist with developing a phasing plan for the project that identifies which items should be bid as part of each of the two required phases to align with project funding requirements.
- Refine project schedule(s) to reflect team member contributions, construction activities and critical occupancy dates.
- Identify "long lead" items and coordinate bids so that the schedule is not compromised.

#### **Bidding/Contract Award Phase**

- Assist in preparation of general and/or special conditions.

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- Prepare a progress schedule and scope of work for inclusion in bid documents.
- Prepare a cash flow schedule.
- Submit a recommended bidders list for all categories of work to the Village of Antioch and Architect for prior review and approval.
- Prepare advertisements and invitations to bid.
- Provide instructions and scope of work details to all bidders. **The Owner and Architect shall have the opportunity to review and comment on these bid scope documents prior to release of documents for bidding, including on all proposed allowances contained within trade bid packages.**
- Solicit, receive and analyze all bids. Develop a bid tabulation form and list award recommendations.

### Construction Phase

- Provide home office and full-time job site administration, with the ability to communicate via e-mail from the home office and job site.
- Manage all trades.
- Manage shop drawing and submittal review process, perform initial review of submittals and shop drawings for compliance with contract requirements, and ensure expediting of same.
- Review requests for information, request for proposals and subcontractor's response to same.
- Hold and chair bi-weekly progress meetings (to be increased to weekly progress meetings when required based on construction activities)
- Coordinate and review contractor requests for payment. Review and provide certified payroll information from trade contractors for purposes of verifying compliance with applicable prevailing wage laws.
- Obtain and review bonds and lien waivers from subcontractors.
- Provide monthly progress report addressing any cost or schedule changes.
- Expedite substantial completion and occupancy certificates.
- Obtain closeout documents as required by the Contract Documents such as project record documents, guarantees/warranties and operation and maintenance manuals.
- Assist in obtaining all required permits and inspections of governing authorities having jurisdiction and act as the Village's representative with respect to those authorities.
- Assist the Village with moving furniture and collections as required to accomplish construction activities.
- Assist the Village with reporting and auditing activities required as a condition of its federal grant funding.
- Prepare a punch list and expedite completion.

### Post-Construction Phase

- Coordinate and expedite the resolution of construction related problems.
- Coordinate and expedite the repair/replacement of items covered under guarantees/warranties.

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- Conduct follow-up review of the complete facility to help ensure satisfactory performance of materials and systems.
- Assist the Village with reporting and auditing activities required as a condition of its federal grant funding.
- Conduct a ten-month warranty walkthrough with the Owner and Architect to identify any issues requiring correction under the one-year warranty period. Ensure that trade contractors complete warranty items as required.

### **Village Board Meetings:**

The Owner's Representative will attend Village Board meetings, as necessary, and assist in providing presentations to the Village Board members and other stakeholders.

### **NOTE:**

*The Village will not consider construction management firms who propose to assign construction management tasks to trade contractors or who employ independent contractor staff (i.e. non-employees) who are assigned to projects on a per-project or contractual basis.*

## **SUBMITTAL REQUIREMENTS**

RFQ/P submittals shall address the following:

### **1. BUSINESS ORGANIZATION**

- A. Firm name, business address, and telephone.
- B. Name and title of contact person.
- C. Number of years your organization has been in business under its present business name.
- D. Type of ownership: Partnership, Corporation, or Other.
- E. If a corporation, please provide the following:
  - 1.) Date of incorporation
  - 2.) State of incorporation
  - 3.) Principal officers
- F. If other than a corporation, describe the organization and name its principals.
- G. Have you ever failed to complete work awarded to you? If so, explain when, where and why this happened.
- H. Provide a statement of the company's financial condition and financial references.
- I. Provide information with respect to the firm's insurance coverage. Include General Liability insurance coverage limits, professional liability insurance coverage limits, errors and omissions insurance coverage limits, and claims/litigation history (including involvement with mediation and/or arbitration) for projects during the past 7 years.



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**2. SIMILAR PROJECT CONSTRUCTION MANAGEMENT EXPERIENCE**

- A. Please indicate what percentage of projects you do on the following basis:
- 1.) Construction Management
  - 2.) Lump sum general contract – Design/Bid/Build
  - 3.) Design/Build
- B. Please list the dollar value of work completed within 75 miles of the project site in the last five years under the Construction Management approach.
- C. Please list the number of public sector/municipal projects you have completed with an individual construction cost of \$2,000,000 or more.
- D. Using the criteria of public sector/municipal valued over \$2,000,000, list similar projects completed with the past five years where you have served as construction manager. (Do not list any projects where you have served as a lump sum general contractor or consultant)
- 1.) For each project listed, include project name and address, year completed, construction cost, type of project (New, Renovation, Addition, Replacement), a project reference (Name, Position, Telephone Number) and project architect (New, Renovation, Addition, Replacement).

For each project listed, indicate whether your company (or any wholly or partially owned subsidiaries) also acted as a trade contractor for any part of the project. Provide details regarding the scope and dollar value of work performed.

**3. CONSTRUCTION MANAGEMENT CAPABILITIES AND SERVICES**

- A. Please provide resumes for each key member of your project team, clearly indicating their proposed role for this project and their relevant experience with projects of similar size and scope. Indicate on each resume the other projects/assignments that each proposed staff member will have during the timeline of this project. The Village is interested in as much information as possible regarding the personnel from your firm who will actually work on this project if selected; do not provide resumes for firm management, marketing, or “liaison” personnel who will not have active and significant roles in the project.
- B. Describe your approach to a CM/Owner/Architect/Engineer Team and your relationship to each. If your firm or a division of your firm also provides architectural services, describe your approach to working with another architect and engineering team outside your company.
- C. Describe your approach to implementing construction management services on small projects and opportunities your firm would offer to provide cost-effective services for the initial remodeling project.
- D. Briefly describe how your firm performs the following services:
- 1.) Cost Estimating and Control.
    - (a) Explain whether you perform estimating in-house, by sending drawing information out to trade contractors, or a combination of both approaches.
  - 2.) Quality Control
  - 3.) Drawing and Specification Review

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- 4.) Scheduling in Pre-Construction and Construction phases
  - 5.) Approach to Bid Packaging and Scoping
  - 6.) Approach to working with public owners on bidder qualification issues, including rejecting low bidders on the basis of either mistakes in bids submitted or failing to be a responsible or best bidder, depending upon the applicable standard of review.
  - 7.) Approach to maximizing local trade contractor participation.
  - 8.) Coordination of various trade contractors
  - 9.) Safety Programs, Labor Relations, other items of interest
- E. Describe your in-house capabilities to implement the above services related to this project.
- F. Please enclose an example of a design phase estimate from a previous project similar in size and scope to this project.

#### **4. PROJECT ORGANIZATION**

- A. Provide a project organization chart showing your key professionals who would be assigned to this project for both the Pre-Construction and Construction phases. For each key professional, please provide the following information:
- 1.) Percentage of involvement for each project phase:
    - (a) Design / Construction Documents
    - (b) Bidding
    - (c) Construction
  - 2.) Provide a brief description of their responsibilities on the project and their role within the project team.
  - 3.) Provide resumes of these key professionals showing work experience and education

#### **5. REFERENCES**

Provide the last five (5) clients for which the firm has provided construction management services with contact names and phone numbers, for similar type projects.

#### **6. ADDITIONAL INFORMATION**

- A. Please describe what distinguishes your firm from others in the field. Please identify what makes your firm a good candidate for this project.

#### **7. FEES AND REIMBURSABLE EXPENSES**

- A. The proposed Construction Management fees and proposed allowance for reimbursable expenses should be submitted in a separate, sealed envelope using "Form B" of this Request for Qualifications.

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- B. The above fees should include all personnel time anticipated for all phases of the project including the project manager, estimators and clerical, but not including the field representative. The field representative's time should be listed in the proposed allowance for reimbursable expenses.
- C. Provide proposed monthly allowances for reimbursable expenses (General Conditions including a detailed list with an anticipated dollar amount for each line item and a total for the entire project). Indicate these costs as monthly costs as applicable. Please ensure your anticipated duration of construction is clear in your fee proposal.

### **General Terms & Conditions**

The Village reserves the right to award contracts for various projects to multiple or single respondents. The Village of Antioch reserves the right to waive informalities and irregularities in the qualifications received. The Village of Antioch reserves the right to terminate this RFQ/P at any stage and/or reissue a subsequent solicitation. The Village will remedy or waive technical errors in the RFQ/P process when in the best interest of the Village.

The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous and in the Village of Antioch's best interests as determined by the selection committee may be submitted to the Village Board for approval. The Village Board may act to approve, reject, or delay award of the contract based on the recommendation of the selection committee.

The Village of Antioch reserves the right to contact any Respondent for clarification, additional interviews, negotiate or terminate negotiations if such is deemed desirable by the Village of Antioch.

All proposals must comply with applicable Illinois law including the payment of prevailing wages by all contractors working on public work projects and Criminal Background Investigation. Proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws.

All costs associated with developing or submitting proposals in response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The Village of Antioch assumes no responsibility for these costs. This RFQ/P does not commit the Village of Antioch to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ/P does not commit the Village of Antioch to enter into a contract. The Village of Antioch reserves the right to reject any/all submissions, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFQ/P.

### **Selection Criteria and Process**

The tentative date for the interview (subject to change as may be required) is **March 29, 2024**. A reasonable inquiry for additional information may be conducted by the Village as to respondents past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results.

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The timing of the research may precede or follow the interview process as determined in the best interest of the Village. Respondents are solely responsible to promptly supply additional information to the Village in connection with such inquiries. The promptness, accuracy, and cooperation of respondents in responding to such inquiries may be grounds for determination of non-responsiveness as determined by the Village.

A final evaluation of all the presenting Respondents will be made by the Selection Committee in order to determine the best qualified for the project. The Selection Committee shall determine the selection of respondents for the interview process by reviewing the written qualifications of the respondents based on the responses to the RFQ/P. A “short list” of an estimated 3-5 firms may be developed. These firms or a lesser number will be invited to an interview with the Selection Committee.

The Selection Committee will be making a recommendation to the Village Board on the chosen Respondent upon completion of the interview process. The Selection Committee may rank the firms making the presentations to determine a recommendation or immediately reach a recommendation. Each of the interviewed respondents shall be evaluated on their qualifications.

Recommendation by the selection committee is based on the combination of the proposer’s response to the Submittal Requirements, the composition, and qualifications of the proposer’s staff for this project, the interview process, and proposed fees and costs. The Selection Committee recommended firm will be submitted to the Village Board for approval. The Village, following Board Approval, may then enter negotiations with the selected firm and ultimately execute a contract upon completion of negotiated contract terms and fees. The final contract terms and fees must be approved by the Village Board.

**Total Anticipated Budget for the Cost of Work:                    \$10,000,000 to \$12,000,000**

### **Submittal Requirements to be provided by the Construction Management Applicants**

Qualifications should include information regarding the respondents experience and approach relating to the subsequent design and construction phases of the Project. RFQ/P submission must include the following:

1. **Letter of Transmittal:** A one-page Letter of Transmittal signed by an owner, officer, manager, 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 proposed for the assignment. The Letter of Transmittal should identify all addenda received by the Respondent. Joint Ventures require signatures from all firms participating in the Venture.
2. **Executive Summary:** The executive summary is intended to highlight the contents of the Proposal and to provide the Village of Antioch evaluators with a broad understanding of the Respondent’s technical approach and ability.
3. **General Information:**

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- a. Name, address, and telephone of firm including involvement in industry organizations.
  - b. Name and title of contact person.
  - c. Name of officers in the firm and an organizational chart (one page).
  - d. Brief history of the firm (one page).
  - e. Overview of specific qualifications and municipal projects market
  - f. Names of municipalities and descriptions of the work performed by your firm for projects similar to Project described herein in size, scope and complexity.
  - g. Additional information that the Respondent feels is a unique qualification and is of direct benefit to the Village.
4. **Project Staffing:** The education, training and qualifications of the proposed Project staff including as appropriate: Principal-in-Charge / Project Executive, Project Manager, and Construction Representative for this Project. Describe total experience in Construction Management of each of the proposed Project Team Members. Note separately projects performed by personnel while with another firm and/or organization. (Please note that each CM may vary the type and number of staff assigned to the Project. Each CM will have to justify the inclusion or exclusion of staff for the Project. The Village will make a selection based on their unique needs and desires)
- a. Principal-in-Charge / Project Executive (recommended 15 years' experience in municipal Projects).
  - b. Project Manager (recommended 10 years' experience in municipal Projects) and include percentage of time Project Manager will be on site (if needed).
  - c. Construction Site Representative (recommended 5 years' experience in municipal Projects).
  - d. Administrative Staff (if needed).
  - e. Any other assigned staff.
5. **Experience and References:**
- a. Profile several municipal clients and/or projects specifically related to our construction management needs that your firm has performed within the past five years.
  - b. Provide a brief overview of other municipalities your firm has worked with that illustrates the depth, experience, and service capabilities of your firm with municipal clients:
  - c. Number of years the firm has provided Construction Management Services for municipal projects.
  - d. Provide a minimum of three (3) projects of similar scope and type your firm has completed in the past five years, including:
    - Project name, location, and Community: Name, title, telephone number and email of municipal contact,
    - Name, address, telephone number and email of project architect, and
    - Project description including size in square feet, schedule, and services provided.

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6. Describe the planning processes your firm has developed that illustrates the depth, experience, and service capabilities of your firm.
7. Define your typical insurance coverage for Construction Management Services.
8. List all public sector Construction Management Projects that your firm is currently involved with, and the estimated value of each. Include state of completion and contact person.
9. List a minimum of three (3) contractor references with whom your organization has worked with in the past five (5) years. Submit company name, contact person, and phone number.
10. List a minimum of three (3) architect references with whom your organization has worked with in the past five (5) years. Submit company name, contact person, and phone number.
11. List a minimum of three (3) municipal client references with whom your organization has worked with on similar projects in the past five (5) years and include their contact information.
12. Supporting Data: Include any other supporting data which you feel will assist the Village in evaluation of your firm.
13. Service Offerings/Approaches:
  - a. Describe the firm's view and approach to the role of Village Construction Manager in partnering with the Village of Antioch, Architect and Contractors.
  - b. Describe the firm's responsibility for participating in the "change order process" during construction.
  - c. Describe the firm's familiarity and assistance with obtaining or processing grants, rebates, or utility incentives.
  - d. Discuss the approach to value analysis / controlling cost at various points in the design, bidding, and construction process. Provide an example of proposed cost reduction developed on a recent project during the pre-construction phase.
14. Litigation
  - a. Litigation and Ethics Information: List any current or concluded litigation involving your company within the past five (5) years specifically including client involvement. Describe your company's involvement in the matter and the outcome of the matter if concluded. List all entities from which you are legally barred from working.

### **Compensation:**

**The Construction Manager shall provide a fee and costs proposal in a separate sealed envelope. (Envelope shall be labeled "Fee and Costs Proposal"). The Owner will open proposals at the conclusion of all interviews.**

1. Professional Fee
  - Should be stated as a fixed fee based on the anticipated cost of work and proposed schedule.
  - Fee % of total scope of work will not be considered.
2. Staff Hourly Rates - List all staff hourly rates for the project duration.
3. Staff / Firm Monthly Rates - should schedule exceed beyond current planned duration.

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4. Reimbursable items
5. List items that will be requested as reimbursable on top of fee. All reimbursement expenses shall be at the actual expense incurred by the Construction Manager without markup.
6. Invoicing: Construction Manager shall submit invoices monthly describing in reasonable detail the service provided in the preceding month.