



CITY OF
URBANA



UFD Station No.2



UFD Station No.3

Request for Qualifications Construction Manager for Two New Fire Stations

(#2223-35)

City of Urbana
400 S Vine St
Urbana, IL 61801

Posted Date: April 27, 2023
Response Due: May 25, 2023 by 5:00 p.m. CDT

1.0 ADVERTISEMENT OR LEGAL NOTICE

City of Urbana
Public Works Department
706 Glover Avenue Urbana, IL 61802-4427

REQUEST FOR QUALIFICATIONS (RFQ):

The City of Urbana will receive statements of qualifications to provide services for:

Construction Manager for Two New Fire Stations

The City of Urbana is seeking statements of qualifications from qualified firms to provide construction management (CM) services for the reconstruction of Urbana Fire Substations No. 2 and No.3. These services will include pre-construction, construction, and post-construction activities. The CM team will have the qualifications and staff resources necessary to work in tandem with the design team on cost estimating, constructability, material and systems selection, drawing review, and bidding. City staff will select a CM firm utilizing a Qualifications Based Selection (QBS) process. The City expects to elect to receive a guaranteed maximum price and proceed under a CM at Risk (CMAR) delivery method. RFQ instructions and selection procedures may be obtained from the City of Urbana website at <https://urbanaininois.us/bids-rfps>.

Statements of qualification will be accepted from qualified firms until **May 25, 2023 at 5:00 p.m. CDT**. Statements of qualifications must be submitted electronically (pdf format) to the Urbana Public Works Department, via e-mail to rlgacia@urbanaininois.us with a subject heading of **“Construction Manager at Risk for Two New Fire Stations – *Firm Name*.”**

Ray L. Garcia
Special Projects Manager
City of Urbana

Publication Date: April 29, 2023

2.0 INTRODUCTION

2.1 Scope of Work Summary

The firm selected through this RFQ process will enter into an agreement with the City of Urbana to provide construction management services related to building two fire stations to replace the existing facilities at 2103 South Philo Road and 1407 North Lincoln Avenue. The design process is currently underway, but programming decisions made to date indicate that each station will contain two bays, sleeping quarters for up to six fire fighters, and approximately 8,000 – 9,000 square feet at a current estimated construction cost of \$8.5 million. An option to include space for ambulance services in one or both stations is currently under consideration.

Although the City will not be pursuing certification from a sustainable benchmarking program for these facilities, the City intends to maximize the sustainable elements in these facilities and may bid certain features as alternates inclusive of renewable energy.

2.2 Project Team

Ray Garcia
Special Projects Manager
Department of Public Works
706 Glover Ave
Urbana, IL 61802
rlgarcia@urbanaininois.us
217.384.2342

Jason Estes
Project Manager
FGM Architects, Inc.
1211 West 22nd Street, Suite 700
Oak Brook, IL
jasonestes@fgmarchitects.com
630.574.8300

2.3 Proposed Timeline

| | |
|------------------------------|---------------------------------------|
| April 28, 2023 | Advertisement Publication |
| May 11, 2023 | Pre-Submittal Meeting (Non-Mandatory) |
| May 22, 2023 | Questions Due to City |
| May 23, 2023 | Response from City |
| May 25, 2023 | Final CM Submittal Due |
| June 8, 2023 | Interviews |
| July 12, 2023 | CM Executed Contract |
| 1 st Quarter 2024 | Project Bidding |
| December 2025 | Project Completion |

3.0 PROCEDURES AND INSTRUCTIONS

- 3.1 Submittal: Responses shall be submitted via email, in PDF format, to Ray Garcia at rlgarcia@urbanaininois.us at or before 5:00 p.m. CDT on May 25, 2023.
- 3.2 Page Limit: Responses shall be limited to 30 pages or less, except for specific forms/information required under Section 6.0 of this request. There is no required format.
- 3.3 Communications: Once the RFQ is issued, two-way communication is limited. Any questions regarding this RFQ should be submitted on or before May 22, 2023, by 5:00 p.m. CDT. Questions should be addressed to Ray Garcia, Special Projects Manager, via email to rlgarcia@urbanaininois.us. Questions should not be submitted to other employees of the City. Answers to relevant questions submitted before the deadline will be issued via subsequent addenda if necessary.
- 3.4 Response Validity: All responses to this RFQ shall be irrevocable for a period of 90 days after the submission due date and may not be withdrawn by the Respondent during this period without written consent of the City.
- 3.5 Assumptions of Risk: The City is not responsible for any pre-contract costs incurred by a vendor participating in this process. Responses to this request become the property of the City. Proprietary and confidential material should clearly be marked as such; however, the City shall only be able to protect such information to the extent allowed by law. The City reserves the right to terminate the selection process at any time, to reject any submittals, and to pursue a contract in the best interest of the City.
- 3.6 Contractual Assumptions:
Master Contract negotiated with AIA forms provided by CM after selection – presume AIA A133 MSA between Owner & CM with Guaranteed Maximum Price

4.0 EVALUATION

4.1 City staff will select a CM firm utilizing a Qualifications Based Selection (QBS) process. Critical factors in this selection will include:

- Responsiveness of the proposal to this RFQ;
- Ability to execute an acceptable contract;
- Readiness to complete work within schedule;
- Firm Qualifications;
- Project Experience/References;
- Project Team Individual Qualifications/Experience
- Proposed approach to meeting the City's goal of 10% participation from businesses owned by minorities, women, and other disadvantaged groups

4.2 The City reserves the right to request written clarification of proposals and supporting materials. The City reserves the right to pursue a contract as deemed most favorable to the project. The City reserves the right to reject any or all submittals.

4.3 The City's intent is to retain a CM firm with the qualifications and staff resources necessary to perform the services outlined in this document for the duration of the project.

4.4 Payment for services is anticipated to be on the basis of a guaranteed maximum price, to be negotiated before bidding or immediately thereafter.

4.5 The City reserves the right to approve additional components of work and may use additional firms for said work.

4.6 Pending the initial review, at least two qualified firms will be selected for an in-depth interview. Additional firms may be interviewed at the City's discretion.

4.7 As part of the interview process the City will request some basic fee percentage and structure information for consideration for implementation into the final contract.

4.8 After interviews, the City will pursue a contract with the preferred respondent. If the preferred respondent is unable to execute a contract with acceptable term to the City, the City will begin contract negotiations with the next best respondent.

5.0 BOND REQUIREMENTS

- 5.1 If the awarded Construction Manager is a bidder of any of the other trades packages the following language will apply.
 - 5.1.1 The successful bidder will be required to provide Performance and Payment Bonds in the amount equal to 100% of the contract price prior to execution of contract.
 - 5.1.2 If the bidder to whom the award is made shall fail to enter into a contract for the performance of the work, or furnish a performance bond, or provide certificates of insurance as described below within ten (10) days after notice of such award, the bidder shall forfeit all claims to the work, and the amount represented by the bid deposit or bid bond accompanying the bid shall become the property of the City as the agreed and liquidated amount of damages caused by such failure.

6.0 URBANA PROCUREMENT DOCUMENTS (NOT APPLICABLE TO PAGE LIMIT)

- 6.1 EEO Compliance: Vendors shall obtain and/or maintain an Equal Employment Opportunity (EEO) Certificate of Compliance from the City of Urbana for this work. Proof of certification or a completed EEO Workforce Statistics Form ([Link Here](#)) with required attachments shall be included with your submittal.
- 6.2 Vendor Representations and Additional Duties (VRAD) Form: All vendors are required to complete this for each and every purchase with the City of Urbana. The form ([Link Here](#)) includes certain terms with which vendors are required to comply under State law and/or Federal regulations.

7.0 FORMATTED BIDDING FORMS

- 7.1 No formatted bidding forms are required for your initial submittal.

8.0 STATEMENT OF QUALIFICATIONS

The proposing firm shall submit an electronic copy of their Statement of Qualifications (SOQ) for the project which shall include the information outlined below:

8.1 Table of Contents

8.2 Executive Summary (separate section with a divider): Provide a summary, highlighting the firm's understanding of the scope of work, understanding of contract structure, and acknowledgement of anticipate schedule. Provide any additional details about special expertise to provide the services being requested and how the firm will add value to the Project Team. Discuss the major challenges to successful completion and how the team proposes to approach them. Address the following questions as a part of the summary:

1. How will the CM's staff maintain site safety and security?
2. How will the CM represent the Owner's interests during Preconstruction?
3. How will the firm ensure the Owner's best interests are represented in managing the subcontractors and CM's own forces during construction?
4. How will the Project Manager and Superintendent function within an integrated project team?
5. What expectations does the firm's Project Team have of the Owner?
6. What approach would you proposed to assisting the City in meeting their goal of 10% participation from business owned by minorities, women, and other disadvantaged groups?

8.3 Company Profile (separate section with a divider): Identification of the firm including primary contact, address, phone number, email address, date the firm was established, and other relevant information regarding the firm including but not limited to:

- 8.3.1 Statement regarding current Illinois business license / registration
- 8.3.2 Declaration of any Conflict of Interest, current disputes, or litigation involving projects
- 8.3.3 Your company's EMR and OSHA Lost Time Accident Rate for the past five years.
- 8.3.4 A letter from the company's bonding agent confirming firm's bonding capacity.
- 8.3.5 Firm's insurance coverage
- 8.3.6 Total size and breakdown of firm personnel by category
- 8.3.7 State the firm's annual volume (in dollars) of construction for the past five years. Include the anticipated construction volume for the current year.
- 8.3.8 Provide a listing of the last three (3) projects of similar size, complexity, and delivery approach (CM) to the Project completed and/or in progress (at least 50% complete with construction) by the firm in Illinois.

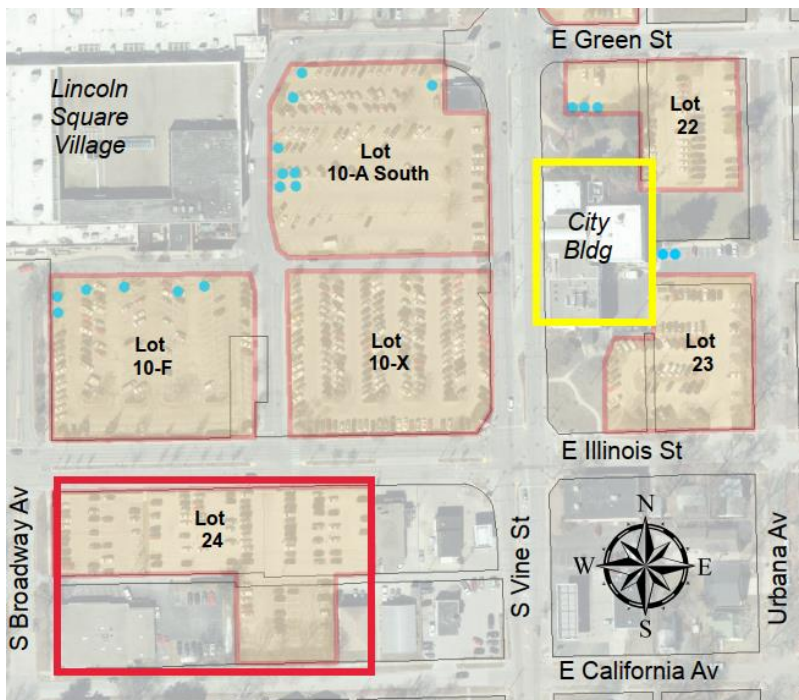
8.4 Project Team (separate section with a divider): Explain your proposed team organization,

roles and responsibilities, and personnel qualifications in the following manner:

- 8.4.1 Organization: Provide an organization chart for the project team identifying team members and their roles. It is the Owner’s intent that the Project Manager shall be the single point of responsibility to the Project Team for the proposing firm throughout the Project.
- 8.4.2 Experience: Provide brief resumes of project team members highlighting experience, registrations, and education. All field staff members must hold current OSHA-10 certification at the time construction begins.

9.0 PRE-SUBMITTAL MEETINGS

- 9.1 A non-mandatory pre-submittal meeting will be held May 11, 2023 at 10:00 A.M. CDT in City Council Chambers at Urbana City Hall located at 400 S. Vine Street, Urbana, IL 61801.
- 9.2 Please park in City Lot 24, which is located south of Illinois Street and west of Vine Street. Don’t mind the “permit only” signs at Lot 24 – our parking enforcement staff know about our meeting and will not ticket you between 10:00 A.M. and 12:00 P.M. tomorrow morning.



10.0 SUBCONTRACTORS

List any/all proposed subcontractors

11.0 LEGAL COMPLIANCE

11.1 The Parties shall comply with all applicable federal, state and local statutes, laws, ordinances, rules and regulation, and with the order of all courts of law pertaining to the agreement and the performance of the party's respective obligation. The Parties shall comply with all applicable federal, state and local statutes, laws, ordinances, rules and regulation, and with the order of all courts of law pertaining to the agreement and the performance of the party's respective obligations.

12.0 STANDARD TERMS & CONDITIONS

12.1 The City's Standard Terms and Conditions for issuance of Purchase Orders is included in the attachments for reference; however, final terms and conditions associated with this work will be negotiated upon final award prior to contract execution.

13.0 SUPPLEMENTAL TERMS & CONDITIONS

13.1 There are no identified supplemental terms and conditions at this time.

14.0 INSURANCE REQUIREMENTS

14.1 The following table details insurance requirements for City contracts, which generally apply to purchases over \$10,000. All contractors performing work on the City’s premises should provide insurance, even for contracts of less than \$10,000. These requirements apply when a vendor or contractor is performing work for the City, but not for purchases of only materials or supplies. Other exceptions may be approved as described below. Final insurance terms will be part of final contract negotiations with selected firm.

| Type of Insurance | Contract Amount | Coverage Required |
|--|-----------------|--|
| Commercial GL and Umbrella Insurance (construction and demolition projects, and other projects with significant risk) | < \$100K | \$1M per occurrence and \$2M aggregate |
| | \$100K - \$500K | \$2M per occurrence and \$4M aggregate |
| | \$500K - \$1M | \$5M per occurrence and \$10M aggregate |
| | > \$1M | \$10M per occurrence and \$20M aggregate |
| Auto Liability Insurance (any contract that requires operation of a motor vehicle) | All | At least \$1M per accident, covering any owned, hired, or non-owned auto |
| Workers’ Compensation Insurance (construction, demolition, and other work where employees are at significant risk) | All | At least \$1M each accident for bodily injury and \$1M each employee for bodily injury by disease. |
| Professional Liability Insurance (architects, engineers, or other professionals that would normally obtain professional liability insurance) | All | 50% of estimated construction cost (e.g., \$1M for a \$2M project) |
| Builder’s Risk or Boiler and Machinery (insures items during construction or installation up to final acceptance) | All | 100% of project cost |
| Crime Insurance (contracts where contractor has access to City funds) | All | \$1M minimum |
| All policies should be written by companies qualified to do business in the State of Illinois and rated A-VIII or better in the current A. M. Best rating guide. | | |

14.2 Requirements and Insurance Certificates

14.2.1 The City of Urbana and its officers and employees will be named as additional insured parties on all policies.

14.2.2 The City’s interests as additional insured parties will be on a primary and non-contributory basis on all policies and noted as such on insurance certificates.

14.2.3 All policies will be written on an occurrence basis (no “claims made” policies).

14.2.4 Insurance certificates will be provided prior to the City’s execution of a contract.

- 14.2.5 Contractor or vendor provides an insurance certificate that details coverage described above and requires notification to the City if a policy is cancelled or not renewed.
 - 14.2.6 The contractor must require all subcontractors to have the same coverage. This requirement will be included in the contract terms, but no verification is required.
- 14.3 Exceptions to Requirements: Because of potential liability for the City, insurance requirements will be waived only with written agreement of the Finance Director and City Attorney.

15.0 SCOPE OF WORK

- 15.1 The Construction Management firm's pre-construction scope of services are to include but not necessarily be limited to:
- 15.1.1 Providing cost estimating services throughout the design phase. Estimates are to be provided during the schematic design, design development and construction documents phases as a minimum.
 - 15.1.2 Attend all design meetings with Owner and Architect, become an active participant in the project team.
 - 15.1.3 Identify Long-lead Delivery Items for Early Purchasing
 - 15.1.4 Provide value engineering during the design phases.
 - 15.1.5 Provide constructability reviews of construction documents.
 - 15.1.6 Establish bidding procedures in conjunction with Owner and Architect.
 - 15.1.7 Establish all scope of work bid packages for bidding.
 - 15.1.8 Solicit a minimum of three (3) bids from pre-qualified subcontractors for all trades.
 - 15.1.9 Conduct public bidding, open, and record all bids from sub-contractors.
 - 15.1.10 Evaluate all bids, prepare recommendations, and make presentations to Owner.
- 15.2 The Construction Management firm's scope of services post contract award(s) and execution are to include but not necessarily be limited to:
- 15.2.1 Responsibility for all Construction Management and General Conditions services
 - 15.2.2 Construction scheduling entire project.

- 15.2.3 Administration/Project Coordination.
 - 15.2.4 Conduct Regular job site meetings
 - 15.2.5 Prepare Field Reports
 - 15.2.6 Recommend Changes in Work
 - 15.2.7 Process Change Orders
 - 15.2.8 On site management.
 - 15.2.9 Develop a close-out schedule
 - 15.2.10 Coordinate Final Inspections
 - 15.2.11 Implement Start up Procedures
 - 15.2.12 Coordinate Occupancy
 - 15.2.13 Manage Warranty Work
- 15.3 All subcontracts will be required to public bid.
- 15.4 Owner retains and reserves the right to approve and/or reject the CM recommendation of all sub-contractor contracts.
- 15.5 If the CM wishes to perform construction with their own forces, they must state their intention prior to the Notice to Bid and will be required to submit their bid for each trade separately and a minimum of (4) hours in advance of the bid due date and time. Should Construction Management firms wish to submit multiple bids, then individual bids for each trade must be submitted. Multiple trade bids on one form will disqualify the submittal and the bid will be rejected.
- 15.6 The Owner is not subject to the payment of Retailer's Occupational Tax or any other state sales or use taxes.

16.0 ATTACHMENTS

- 16.1 Urbana Purchase Order – Standard Terms & Conditions