



Warrenville Public Library District

Request for Qualifications for Construction Management Services for Interior Renovation to Existing Building

The Board of Library Trustees of the Warrenville Public Library District is soliciting Statements of Qualification from professional firms to provide construction management services for the renovation of the facility located at 28W751 Stafford Place, Warrenville, IL 60555. Firms with relevant construction management experience are encouraged to apply. Consideration will be limited to firms which have demonstrated successful experience in the provision of construction management services of a similar scope for a public library or other public sector owner.

Project Description

The Warrenville Public Library District seeks to renovate the main level of the existing facility to include:

- Overall Planning and Finishes
- Rearrangement of the Shelving/Collection
- New Study Rooms
- MEP+FP Upgrades

The Library will remain open during construction which will be completed in phases. The Construction Manager will be required to work closely with the owner/library personnel to develop and maintain a workable phased schedule to minimize public inconvenience including the rearrangement of the collection. The Construction Manager will also be responsible for coordinating the schedules of any required movers and/or furniture installers during the construction phase.

Scope of Service

The Construction Manager selected will work in cooperation with the Architect to realize the goals of the Library in an expeditious and economical manner. Construction Manager services shall include but not be limited to:

- Pre-Construction: Participation in regular meetings with the library and the Architect; development of a preliminary project schedule; assistance in phasing the project to minimize interruption of library service; preparation of (2) cost estimates during the design phase.
- Bidding: Preparation and coordination of the bid documents and manuals, public bid announcement and pre bid walk through, Obtaining and opening bids along with recommendation of award in a manner

consistent with requirements for public libraries under applicable statutes; and obtaining all required permits with the City of Warrenville.

- Construction: Daily on site supervision including scheduling, coordination and quality control, scheduling and coordination of bi-weekly construction meetings with owner/architect, obtaining all required inspections with the City of Warrenville building department, coordination of all shop drawings and material submittals between architect and subcontractors, submittal and management of all payment applications including all lien waivers, change orders, etc., final punch list per phase, and project close out including all manuals and documentation.

Expected Schedule

<u>RFQ</u> issued	Monday, January 11, 2016
<u>Statements of Qualifications</u> received	Friday, February 12, 2016
Construction Manager Interviews/ Library Board Selection / Award	Wednesday, March 2, 2016
Project Start (Tentative)	Fall 2016
Project Completion (Tentative)	Spring 2017

Submittal Requirements/Statement of Qualifications

Submittals containing the information described below should be mailed or delivered to:

Warrenville Public Library District
Attn: Sandra Whitmer, Library Director- Construction Manager - RFQ
28W751 Stafford Place, Warrenville, IL 60555

By 1 p.m. on Friday, February 12, 2016.

Faxed or emailed proposals will not be accepted.

Statements of qualifications will be taken under advisement and reviewed by the library staff following the submittal deadline.

1. Information about the Firm

- Firm name, address and telephone number
- Primary contact name with email and telephone number
- Brief history of the Firm
- Information about workload and availability

2. Qualifications of the individual(s) who will work on the renovation project

Identify and provide resumes for the person(s) who will be assigned to this project and describe their respective roles and responsibilities. Should your firm be shortlisted, these individuals shall be present during the interview process:

- Project Manager
- On-Site Superintendent

3. Representative projects

- Provide at least three examples of similar projects completed by the assigned personnel (library projects preferred). Include contact information for person(s) who can provide references.
- Discuss your Firm's experience with completing projects on-time and within budget as the Construction Manager.

4. Project Approach

- Briefly describe your Firm's experience and knowledge of the Construction Manager's role in a Library project. Describe your understanding of the Warrenville Public Library District's project and how your services would contribute to it.

Selection Process

1. **Submittal Requirements/Statement of Qualifications.** The library staff will review and evaluate materials submitted prior to the deadline.
2. **Selection.** The Library staff will select two candidates for further evaluation. The staff will consider the responsiveness of the materials submitted, qualifications, ability of professional personnel, past record and experience, performance data, ability to meet time and budgetary requirements, workload, availability, and other factors deemed relevant by the Board. Candidates selected may be required to make a public presentation regarding their qualifications.
3. **Oral Interview.** Candidates may be asked to meet with the Library's Board of Trustees to discuss their materials submitted, assessment of the proposed project, and other subjects deemed relevant by the Board.
4. **Acceptance/Rejection of Responses.** The Board of Library Trustees reserves the right to reject any or all responses. The Board of Library Trustees reserves the right to select a Construction Manager in the best interest of the Library District and at the sole discretion of the Board.

*NOTE: Revisions to the original RFQ were made on 1/14/2016 to clarify that the Library is seeking Statements of Qualifications, not proposals.