

**REQUEST FOR
QUALIFICATIONS
CONSTRUCTION MANAGER FOR
PROJECT BURNHAM**

Interior Renovation to the Ottawa Street Branch

RFQ

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Joliet Public Library Board of Trustees

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OVERVIEW

The Board of Trustees of Joliet Public Library is soliciting Statements of Qualifications from professional construction firms to provide “construction management at risk” services for the interior renovation of the facility located at 150 N. Ottawa Street, Joliet, IL 60432. Firms with relevant construction management experience are encouraged to apply. Consideration will be limited to firms that have demonstrated successful experience in the provision of “construction management at risk” services of a similar scope for a public library or another public sector owner.

Contact Person: Megan Millen, Executive Director, Joliet Public Library
mmillen@jolietlibrary.org

Date of Issue: Thursday, July 2, 2020

Due Date: Tuesday, July 21, 2020
3:00 p.m. (CST)

Submittals to: Joliet Public Library
Attn: Megan Millen, Executive Director
Construction Management RFQ
150 N. Ottawa Street, Joliet, IL 60432



RFQ

GENERAL

1. This RFQ and addenda are available on the Library's website at <https://www.jolietlibrary.org>.
2. Any changes to the RFQ or addenda will be posted no later than Friday, July 17 by 5:00 p.m. (CST). Firms are responsible for checking the website to ensure that they have the most current information regarding the RFQ.
3. All questions pertaining to the solicitation must be in writing and can be sent via email to the Executive Director Megan Millen at mmillen@jolietlibrary.org.
4. The Library is not liable for any costs incurred by any firm in connection with this RFQ. Expenses incurred by the responding firms are the sole responsibility of the firm and may not be charged to the Library.
5. All proposals submitted shall be binding for 90 calendar days following due dates.
6. Please submit nine (9) copies to the library address listed above.



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BACKGROUND INFORMATION

Established by law in 1875, Joliet Public Library was housed in three small downtown locations before its eventual arrival at a piece of property purchased in 1899 on the corners of Clinton and Ottawa Streets. Architect Daniel Burnham, of the 1893 Columbia Exhibition fame, was commissioned to build a library building on the property. The building opened to the public on December 14, 1903. On September 8, 1991, the Library opened a connected 49,000 square foot expansion that matched the design of the original building.

Understanding the growing expansion of the City to the west, the Library Board decided to build a branch to serve the west side of Joliet. The 36,000 square foot Black Road Branch had a soft opening on November 25, 2002.

While the building is in relatively good condition and a brand new roof has ensured a sound and water-tight facility, it does not accommodate today's patrons' needs adequately. The 75,000 square foot Ottawa Street Branch represents a different era in library services and lacks the amenities found in libraries built more recently. The building lacks convivial spaces for collaboration, study areas, training spaces, play areas for children, maker spaces, a decently sized digital media space, various sized meeting rooms, and staff offices and work areas.

In April 2018, Joliet Public Library contracted with Anders Dahlgren of Library Planning Associates to develop a space needs assessment for both Joliet Library branches. The result of that assessment and rough cost analysis led the Board of Trustees to vote to move forward with a major remodeling plan for the Ottawa Street building first. Its age and its proximity to other downtown building projects led to the decision to embark on this design in 2019.

In March 2019, Joliet Public Library hired Engberg Anderson Architects to embark on Project Burnham, a comprehensive remodel of the Ottawa Street Branch. After an extensive outreach campaign, Joliet City Council voted to sell bonds in the amount of \$6.5 million dollars to supplement the \$4 million the Library has in reserve for the project. In May 2020, the Library's \$6.5 million project was included in the State of Illinois' FY2021 Capital Appropriations Bill. The City's bond will eventually be paid off by the State, saving the tax payers of Joliet.



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PROJECT DESCRIPTION

The purpose of the project is to renovate the existing library facility located at 150 N. Ottawa Street, Joliet, IL 60432. The project will include approximately 75,000 square feet of renovations on three floors. Working with designs from the Architect, in collaboration with the Library, the goal is to holistically redesign, upgrade, rearrange, and refresh the interior space of the building to meet emerging service patterns and fulfill the current and future needs of the community. The projected budget for construction management and cost of construction is \$10.5 million.

Aspects of the construction will be implemented in phases in order to avoid complete disruption of library services. The Construction Manager will be required to work closely with the owner/Library personnel and architects 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.

The Library Board of Trustees, Executive Director, and staff expect to collaborate actively with the Construction Manager and Architect to create a renovated library that would meet their expectations and the needs of the community.



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SCOPE OF WORK

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 management services shall be performed in accordance with the AIA A134 construction management agreement, in the format as amended and attached to this RFQ (the "Agreement").

Construction Manager services are specified in the Agreement and shall include, but are not limited to:

- **Pre-Construction:** The Joliet Public Library has completed a significant portion of the design for the Project Burnham Renovation. The Construction Manager would be brought on board at approximately 50% of Construction Documents. The limited pre-construction services would include:
 - Participation in regular meetings through bidding, providing feedback on constructability.
 - Providing a construction schedule.
 - Assistance in phasing the project to minimize interruption of library services.
 - Providing a 50% construction document estimate.
- **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 from the City of Joliet and any other governmental authority with jurisdiction.
- **Construction:** Daily on-site supervision including scheduling, coordination, and quality control; scheduling and coordination of bi-weekly construction meetings with Library and Architect; obtaining all required inspections with the City of Joliet; 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. The construction manager at risk, as principal, will furnish payment and performance bonds naming the Library as obligee, with a penal sum equivalent to the cost of the work.



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EXPECTED SCHEDULE

ITEM

Issue RFQ for construction management services

Guided site visit with Staff Selection Committee

Written proposals due

Construction Manager interviews Staff Selection Committee

Construction Manager Selection by Board of Trustees

Project construction start date (tentative)

Project construction completion date (tentative)

DUE DATE

Thursday, July 2, 2020

Thursday, July 16, 2020

10:00 a.m. (CST)

Tuesday, July 21, 2020

3:00 p.m. (CST)

Wednesday, July 29, 2020

Thursday, August 20, 2020

January 2021

January 2022



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EVALUATION CRITERIA

The selected firm will be chosen based on its apparent ability to meet the overall expectations of the Library. The Library Board of Trustees will be the judge of which Statements of Qualifications offer the greatest benefit. The following criteria will be applied in the selection process.

1. Responsiveness and completeness of the Statement of Qualifications.
2. Experience and qualifications of construction management team.
3. Technical quality and methodology of Construction Manager's approach to organizing and managing the project and ability to document information and recommendations in a clearly written format.
4. Understanding of project objectives and scope.
5. Ability of construction management team to communicate and build consensus with personnel from both the Library and Architect.
6. Experience in public library building projects.
7. Existing projects, workload, and availability.
8. References and examples of completed projects. Satisfaction of former clients with competency of Construction Manager and completed work.
9. Overall project management and ability to accomplish a project of this nature within the proposed time schedule.
10. Competitiveness of fee structure.
11. Other factors deemed relevant by the Library Board of Trustees.



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REQUIREMENTS FOR SUBMITTING QUALIFICATIONS

Submit nine (9) printed copies no later than Tuesday, July 21, 2020 by 3:00 p.m. (CST) to:

Joliet Public Library

Attn: Megan Millen, Executive Director

Construction Management RFQ

150 N. Ottawa Street, Joliet, IL 60432

- Faxed or emailed proposals will not be accepted.
- Late submissions will not be accepted. Statements of qualifications will be taken under advisement and reviewed by the Staff Selection Committee following the submittal deadline.

The Statement of Qualifications must include the following information in the stated order.

1. INFORMATION ABOUT THE FIRM

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

2. QUALIFICATIONS OF THE INDIVIDUAL(S) WHO WILL WORK ON THE RENOVATION PROJECT

- a. Describe the size and composition of your organization.
- b. Identify and provide resumes for the person(s) who will be assigned to this project and describe their respective roles and responsibilities.
- c. Should your firm be shortlisted, these individuals shall be present during the interview process:
 - i. Project Manager
 - ii. On-Site Superintendent



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REQUIREMENTS FOR SUBMISSIONS (continued)

3. REPRESENTATIVE PROJECTS

- a. Provide at least three examples of similar projects completed by the assigned personnel (Library projects preferred). Include the following information about each project:
 - i. Name and address of client.
 - ii. Name, telephone number, and email address of contact person.
 - iii. Summary of project or plan, including year completed, size, and total cost.
 - iv. Photographs of the projects.
- b. Discuss your Firm's experience with completing projects on time and within budget as the Construction Manager.

4. PROJECT APPROACH

- a. Briefly describe your Firm's experience and knowledge of the Construction Manager's role in a library project.
- b. Describe your understanding of Project Burnham and how your services would contribute to it.

SITE VISIT

All construction management firms are encouraged to visit the existing facility to gain an understanding of the project and to familiarize themselves with the facility. While site visits are encouraged, they are not mandatory and will not be a pre-requisite for submitting a response. The Staff Selection Committee will be available at 10:00 a.m. (CST) on Thursday, July 16, 2020 to provide a brief tour of the facility and answer questions about the project.

Please email Megan Millen at mmillen@jolietlibrary.org if you plan to attend. Participants should check-in at the Library's second floor Business Office at the start of the tour.



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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 3-4 candidate firms 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, fee structure, and other factors deemed relevant by the Board of Trustees.
3. **Oral Interview.** Finalist candidates will be asked to meet with the Staff Selection Committee to discuss their materials submitted, assessment of the proposed project, and other subjects deemed relevant by the Committee. Following these interviews, the Committee will select a candidate to recommend to the Board of Trustees for approval.
4. **Acceptance/Rejection of Proposals.** The Board of Trustees reserves the right, in its sole discretion, to reject any or all submittals; accept all or any portion of a submittal; and to waive any formality, technicality, or irregularity in this selection process. The Board of Trustees reserves the right to select a Construction Manager in the best interest of the Library and at the sole discretion of the Board. The Board of Trustees reserves the right to waive or modify any provisions of this request for qualifications.