

REQUEST FOR QUALIFICATIONS  
FOR  
PROJECT MANAGEMENT SERVICES  
FOR THE  
COUNTY OF FRANKLIN  
COURTHOUSE CONSTRUCTION

100 PUBLIC SQUARE

May 6, 2019

## TABLE OF CONTENTS

- I. REQUEST FOR QUALIFICATIONS
- II. PROJECT DESCRIPTION
- III. SCOPE OF SERVICES
- IV. SELECTION PROCESS
- V. STATEMENT OF QUALIFICATIONS

I. REQUEST FOR QUALIFICATIONS

- A. The County of Franklin proposes to retain a qualified firm/team for the Project Management Services required for the construction of: Franklin County Courthouse
- B. To facilitate the selection of the Project manager “Not at Risk” for this project, interested firms/teams are invited to submit a qualifications for consideration. The qualifications should contain, at a minimum, the information requested in Section V of this Request for Qualifications.
- C. 3 copies of the qualifications must be submitted to, and received by the office listed below no later than 12:00 Noon, Local Time, Monday, May 20, 2019.

Gayla Sink Prather  
Franklin County Board Office  
Campbell Building  
901 Public Square  
Benton, IL 62812  
618-439-3743

- D. The Franklin County Board Chairman will select a team of County Board Members and Elected Officials, to assist the Franklin County Engineer with evaluating the qualifications. A recommended selection will be forwarded to the Franklin County Board for their consideration and approval. Negotiation of a Project Management Services contract is expected to commence directly thereafter.
- E. Questions concerning this project may be directed to:

Michael Rolla  
Franklin County Engineer  
13034 Oddfellow Lane  
Benton, IL 62812  
618-439-0331

**Interested firms, and all representatives there of, are prohibited from contacting any elected officials until after a final selection has been made by the Franklin County Board.**

II. PROJECT DESCRIPTION

- A. The proposed project shall include the demolition of the old courthouse and construction of the new Franklin County Courthouse. The construction of a new courthouse shall consist of 3 finished floors and a partially finished basement as well

as all site work. This building will be approximately 56,000 sq. ft. and include all site work. The new Courthouse will house at least the Circuit Clerk's office, the Judicial System offices, support staff for these offices, and approximately 4 courtrooms. The public area and office areas will have a minimum of 2 elevators. The new courthouse will also include a sally port and holding area, with a separate elevator.

### III. SCOPE OF SERVICES

#### A. **PROJECT PLANING & CONSULTANT PROCUREMENT SERVICES**

Project manager shall provide the following Project Planning Services to help define the projected scope of work and an implementation plan.

1. Review facility needs of the existing courthouse.
2. Review information relevant to the Project, including predesign studies, preliminary site plans, current building program/utilization, Owner research, project concepts, proposed building program, environmental investigation and remediation reports, building systems analysis reports, applicable city/state regulations.

Project manager shall assist the Owner in selecting, retaining and coordinating the professional services of all architects, design consultants, surveyors, special consultants and testing laboratories required for the Project. As such, the Project Manager shall:

1. Consult with and advise the Owner on strategies for the procurement of all required professional services.
2. Develop all Requests for Qualifications and administer all consultant selection processes.
3. Assist the Owner's Legal Counsel in the application of applicable Local and State procurement protocols.
4. Assist with the negotiation of all professional service contracts.

#### B. **PRE-CONSTRUCTION SERVICES**

Project Manager shall provide the following services during the Design and Bidding phases of the project.

1. Project Manager shall provide recommendations to the Owner and Architect regarding construction feasibility, value engineering, availability of materials and labor, time requirements for installation and construction, and factors relating to costs, including costs of alternative designs or materials in a manner consistent with the Project Program, Budget and Schedule, and possible cost reductions and economies if and when necessary to reconcile the Project Budget, Program, and Schedule.

2. Project Manager shall review and comment on the drawings and specifications for the Project (the "Construction Documents"), as they are prepared by the Architect. Project manager shall assist the Owner in the evaluation and recommendation of appropriate design alternatives in light of the Owner's Project Program and the Project Budget and Schedule.
3. Upon approval by Owner of design development plans and specifications, Project Manager shall (a) lead the process on behalf of the Owner in reviewing and coordinating the preparation by the Architect and other Project consultants of the Bid Documents; and (b) make recommendations regarding alternative solutions whenever design details appear to (i) adversely affect construction feasibility, the Project Program, Budget or Schedule; or (ii) cause the Project to deviate from the approved requirements of Owner.
4. Project Manager shall prepare detailed, General Contractor grade cost estimates and revise the Project Budget from time to time as the design is developed and the drawings are prepared, construction contracts for the Project are negotiated, awarded and executed and shall provide a variance summary with each update, including recommendations on any necessary corrective action for unfavorable variances from the then-current Project Budget.
5. In consultation with the Architect and Owner, Project Manager shall provide value engineering services to analyze and make recommendations concerning availability of materials and labor, time requirements for installation and construction, and other factors related to costs, including costs of alternative designs or materials, and possible cost reductions and economies.
6. Project Manager shall act as Owner's representative in coordinating and assisting the Architect in the preparation of bid documents. Project Manager shall manage the bid process and execution of contracts in accordance with Owner's requirements.
7. Project Manager shall review the working drawings and make recommendations regarding the potential use of separate bid packages and phased construction. Project Manager shall be capable of managing multiple primes in lieu of a General Contractor.
8. Project Manager shall assist with coordination of FF&E (Furniture, Fixtures, and Equipment) design, acquisition and integration of, Information Technology, Security, Audio/Visual and other building systems.
9. Project Manager shall prepare site logistics plans and operational impact plans for inclusion in the bid documents.
10. Project Manager shall assist with pre-bid conferences to familiarize bidders with the bid documents and any special or unique systems, materials or methods.

11. Project Manager shall review bids, prepare analyses and make recommendations to Owner for award of a contract for the Project.

### C. CONSTRUCTION SERVICES

The Project Manager shall provide full project management services during the construction phase, including but not limited to the following:

1. Project Manager shall represent the Owner in its communications with the Architect, Contractor(s), and Consultant(s); schedule, attend, and conduct progress meetings, regular on-site meetings to review construction progress and pay requests and to provide appropriate recommendations to the Owner concerning the Owner's decisions on construction matters, including, where necessary, alternative designs or materials; and coordinate, review and advise the Owner concerning, change orders, submittals, and requests for information.
2. Project Manager shall provide onsite oversight and management of any Owner Direct contracts.
3. Project Manager shall (i) assist and review the processing of change orders, (ii) advise Owner concerning the necessity for, scope of and recommended cost of change orders, and (iii) negotiate, on Owner's behalf, all change orders with Contractor. The final Project Budget and/or Project Schedule, as applicable, will be revised to reflect approved change orders.
4. Project Manager shall review applications for payment by the Architect and Contractor, review and certify certificates for payment issued by Architect and make written recommendations to Owner concerning payment.
5. Project Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, and scheduling of the Work.
6. Project Manager shall direct Contractor (and others, where appropriate) to prepare and update a critical path schedule for completion of the applicable work. In the event of delays impacting the critical path schedule, Project manager shall make recommendations to Owner for corrective action by Contractor and review Contractor's recommendations for corrective action.
7. Project Manager shall enforce Contractor's contract to maintain a daily log containing the number of workers, equipment, work accomplished, daily weather, problems encountered and other relevant data as the Owner may require. Although Project Manager shall not guarantee the performance by Contractor, Project Manager shall recommend courses of action to the Owner when Owner or Project Manager becomes aware that requirements of any Project construction contract are not being fulfilled, or

- when Contractor falls behind in its schedule; shall communicate recommendations, as directed by the Owner, to Contractor on behalf of the Owner; shall monitor Contractor's performance of such recommendations; and shall report Contractor's progress to the Owner on at least a monthly basis.
8. Project Manager shall notify Owner in writing, with photos and supporting documentation, if Project manager becomes aware that the work of Contractor is not being performed in accordance with the requirements of the Contract Documents. Project Manager shall review any and all test reports and notify the Owner, the Architect and the Contractor, as appropriate, of deficiencies in the work in which Project Manager becomes aware and shall advise the Owner of projected consequences of such default and shall make recommendations to Owner with respect thereto. With the written authorization of Owner, Project Manager shall reject work which does not conform to the requirements of the applicable Contract Documents.
  9. Project Manager shall obtain from Contractor record drawings or, if required by the applicable Project construction contract, "as-built" drawings, as construction completes.
  10. Project Manager shall record the progress of the Project on a monthly basis and shall include the following:
    1. Work completed for the period:
    2. Project schedule status:
    3. Cash-flow and forecast reports; and
    4. Project photos
    5. 4 week look ahead
  11. Together with the Architect and Owner, Project Manager shall monitor and observe the testing and start-up of all utilities, systems and equipment for the Project and review test reports.
  12. Project Manager shall complete the final close-out of the Project by (i) obtaining, or causing the Contractor to obtain, all government approvals required for the legal use and occupancy of the Project, (ii) obtaining all warranties, guaranties, bonds, insurance certificates, installation manuals, and other items required pursuant to the Project construction contracts, (iii) obtaining all affidavits, waivers, and releases the contractors are required to provide pursuant to the Project construction contracts to achieve final completion of the Project, (iv) analyzing all claims (including change order disputes and other claims for extra compensation) asserted by the Contractors and the Architect, (v) collecting and/or otherwise resolving any and all back charge claims that Owner may assert against any Architect or Contractors, and/or )vi) representing Owner at meetings and/or inspections scheduled by Owner and held to resolve problems relating to design, physical condition or operation of the Project to seek enforcement of warranties.

13. With the Architect, Franklin County Engineer Michael Rolla, and Franklin County Board Member Alan Price, Project Manager shall observe the Contractor's final testing and start-up of utilities, operational systems and equipment and observe any commissioning as the Contract Documents may require.

#### IV. SELECTION PROCESS

- A. The Franklin County Board intends to award the Project Management Services Contract to that qualified firm which best demonstrates the commitment and application of experience, resources and methods to the unique construction requirements, as well as the cost and schedule objectives established by Franklin County Board.
- B. Your written response to this RFQ will be used to evaluate your firm's or team's qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project. If deemed necessary, a short list of firms or teams may be selected for follow-up interviews.
- C. At each stage of the process, Franklin County Board will consider any number of individual factors weighing on each firm or team's qualifications. These considerations will include but are not limited to:
  1. The experience and capabilities of the firm involved.
  2. The experience and capabilities of key personnel involved and the willingness to commit designated key personnel to this specific project.
  3. The ability of the project team to interact and work with diverse public and private groups or representatives who may be concerned with the impact of the projects.
  4. How well the approach or plan of the project team appears to integrate with the Franklin County Board's specific needs.
  5. Financial stability and general reliability of the firms individually as well as any proposed team, as indicated by documents, historic projects and references.
  6. A demonstrated ability to bring projects in on schedule and within budget.
- D. Though this request for qualifications specifically requests information regarding your proposed compensation, Franklin County Board reserves the right to reject any and all qualifications, to waive any informality in them and to reject the lowest cost qualifications for any reason.

## V. STATEMENT OF QUALIFICATIONS

A. Responses to this RFQ should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked “Supplemental Information”.

### B. GENERAL COMPANY QUALIFICATIONS

Provide the following general information regarding your company and its qualifications for this project.

1. Brief history and general overview of your company. Include the total number of employees at your firm and a breakdown of your staff by project role (i.e. number of project managers, project engineers, superintendents, etc.)
2. List in spreadsheet format all projects your organization has **completed in the past 5 years (or is currently working on) as a Project Manager for a public entity.** Include a brief description of the project, the contract amount, the final date of completion, owner, and architect contact/reference.
3. Select three Government Facilities your firm completed as the Project manager within the last five years. Specifically relate how your experience with these projects will be applied in the execution of this project.
4. What percentage of your work is repeat business with previous clients? Provide references for Owners who have used your Project Management services more than once.

### C. PROJECT MANAGEMENT PLAN

Provide a management plan that sufficiently defines your management and technical approach to the project. Include in your response the information requested in the following items:

1. Provide an organization chart showing your firm’s proposed project organization, showing key project positions identified by title and showing lines of authority/responsibility and communication. Provide the name of each individual that your firm recommends for each key project position (i.e., project executive, project manager, superintendent, project engineer,

etc.). Include resumes of key personnel with a description of the roles they will assume on this project and a list of related project experience.

2. Submit the location where home office support services will be performed, and a detailed description of how all of the services will be coordinated and managed. Also include to what extent the field organization will be staffed with local personnel versus relocated permanent personnel.
3. Submit your plan to provide Quality Assurance and Control for this Project throughout the pre-construction and construction phases.
4. Describe your procedures for reviewing and processing of shop drawings and other submittal's.
5. Describe your procedures for processing changes orders, including review and auditing of subcontractor pricing.