

FGM ARCHITECTS

REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT SERVICES
FOR
VILLAGE OF BROADVIEW
ADDITIONS AND RENOVATIONS TO 911 DISPATCH,
POLICE DEPARTMENT, AND VILLAGE HALL

JANUARY 30, 2018

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FGM Job No. 17-2401.01

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**VILLAGE OF BROADVIEW
REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT SERVICES**

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**VILLAGE OF BROADVIEW
INSTRUCTIONS FOR REQUESTS FOR PROPOSALS
CONSTRUCTION MANAGEMENT SERVICES**

A. Purpose

The purpose of this Request for Proposals (RFP) is to permit the Village of Broadview (“Owner”) to evaluate Construction Management (CM) firms’ capabilities to undertake and complete the construction of the building addition and renovation of the Broadview 911 Dispatch Center, Police Station, and Village Hall. The Owner intends to seek qualified CM firms to proceed to the oral interview stage. Upon completion of the oral interview stage, the Owner intends to enter into contract negotiations with the firm deemed most qualified to successfully provide these services.

B. Project Description

The Village of Broadview, Illinois is planning to build an addition for an expanded 911 dispatch center and police station and to renovate the existing police station and village hall located at the Village of Broadview Municipal Building, 2350 S. 25th Avenue, Broadview, IL 60155.

The Project (“Project”) consists of: (1) a building addition of approximately 6,365 square feet that will expand the existing 911 dispatch center and police department; and (2) renovations to the outdoor plaza and main entry, renovations to the existing village hall and police department of approximately 18,605 square feet, which may also include an expansion of the existing parking lot and associated site work. The estimated total cost of construction is \$8,870,000. The Project is in the preliminary stages of design and may be subject to change.

The Village reserves the right to complete the project in phases if determined necessary. Potential phases may include the addition and renovation of the IKE 911 Dispatch Center, Main Entry and Plaza renovations as Phase I and the addition and renovation to the existing Police Department, interior renovations to the existing Village Hall, and North Parking Lot expansion and improvements as Phase II.

C. Services Requested

1. The Village is seeking a CM to provide pre-construction services during the design phase and CM to serve as the General Contractor during the construction phase. The Construction Management firm's pre-construction basic scope of services, which shall be rendered in a timely manner, will to include, but will not be limited to:
 - a. 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. Proposer shall provide cost estimates for the Project as a whole, as well as an alternative cost estimate for Phase I and Phase II separately.
 - b. Attend all design meetings with Owner and Architect, become an active participant in the Project team.
 - c. Provide value engineering during the design phases.
 - d. Provide constructability reviews of construction documents.
 - e. Establish bidding procedures in conjunction with Owner and Architect.

- f. Establish all scope of work bid packages for bidding.
 - g. Solicit a minimum of three (3) bids from pre-qualified subcontractors for all trades.
 - h. Conduct public bidding, open and record all bids from sub-contractors in compliance with all local, state, and federal laws.
 - i. Evaluate all bids, prepare recommendations and make presentations to Owner.
2. The Construction Management firm's basic scope of services are to include but not necessarily be limited to:
 - a. Responsibility for all Construction Management and General Conditions services.
 - b. Construction scheduling for the entire Project as well as separate construction scheduling for Phase I and Phase II.
 - c. Administration/Project Coordination.

D. Who Must Submit a Response to the RFP

1. All CM firms who wish to be considered for this Project must submit the required information as requested in the Construction Manager Qualification Submittal Form.
2. The legal notice of the proposed process will be published on the Village of Broadview website: www.broadview-il.gov.

E. Evaluation Factors

1. Proposals will be opened publicly at Village Hall in the Boardroom on Thursday, February 15, 2018, at 3:00 p.m. To avoid disclosure of proprietary or confidential information of competing submittals, only the names of the parties submitting proposals (“Proposer(s)”) will be stated aloud. A list of the names of those firms that have made submittals will be made available following the closing.
2. In order to provide a fair basis for determining the qualification of CM firms, a Qualification Submittal Form containing questions related to the Proposer’s experience and ability related to the type of work to be constructed must be submitted. Failure to submit the Qualification Submittal Form will cause the submitting parties’ proposal to be rejected.
3. As part of the Qualification Submittal form, a Fee Proposal Form and General Conditions Form are required to be submitted in a separate sealed envelope. While these costs will be considered in the overall evaluation process, they will not be the sole determining factor.
4. Proposers are requested to submit their response to this RFP in tabbed sections, bound in the following order. See Qualification Submittal Form for submittal requirements.
 - a. Cover Letter
 - b. Construction Manager Qualification Submittal Form
 - c. Table of Contents
 - d. Section 1. Company Introduction

- e. Section 2. Experience
 - f. Section 3. Pre-Construction Services Overview
 - g. Section 4. Capacity to Staff Project Successfully
 - h. Section 5. Company Information
 - i. Section 6. Contractual Requirements
 - j. Fee Proposal (in separate sealed envelope)
5. Each CM services firm's qualifications will be considered based on the following criteria:
- Police Station construction experience.
 - 911 Dispatch Center construction experience.
 - Village Hall/Municipal Center construction experience.
 - Experience working on projects involving a high level of security and security monitoring.
 - Firm's overall qualifications with similar size and scope of work.
 - Project team's experience, qualifications, communication skills, and reputation.
 - Fees.
 - Experience providing CM as Constructor services to local governmental units.
 - Performance of previous contracts.
 - Accuracy of pre-construction budgets.
 - Timely completion of projects.
 - Financial Strength.
 - Overall quality of firm's response to the proposal.
 - Oral presentation.
 - Response to interview questions.
6. Selected CM firms will be required to participate in an oral interview to more fully discuss how their qualifications for this Project satisfies the Village's criteria in this RFP and to scrutinize the information received as part of the selection process to identify the most qualified firm for this Project.
7. Based upon the written submissions, the interview, and any supplementary information submitted in response to the Village's request, and based upon such independent investigation (e.g. discussions with previous clients) as the Village determines to be necessary and desirable to assist in evaluating a firm's qualifications; the Village will rank the finalists in the order of their qualifications for the Project.
8. The Village will then contact the highest-ranking firm and attempt to negotiate a contract for the services at a fair and reasonable compensation taking into consideration the Project budget and the estimated value, scope, complexity and nature of the services to be rendered. Should negotiations with the highest ranked firm prove unsuccessful; the Village will terminate those negotiations and enter into negotiations with the next highest ranked firm.

9. Following completion of successful negotiations, the Selection Committee will make recommendation to the Village Council for the award of a contract to the Construction Management firm.
10. Timely delivery of the fill scope of this Project is of the utmost importance. The Village shall require a liquidated damages clause as a term and condition any agreement made with the successful Proposer.
11. Where required by law, the Village will comply with any federal or state preferential hiring requirements or programs.

F. Submittal Information

Proposals are due and will be accepted until 2:00 P.M. on Thursday, February 15, 2018 subject to the following provisions:

1. Submit one (1) original and five (5) copies, and one (1) electronic pdf copy of the response to the Qualifications and Request for Proposals Package.
2. Submittals are to be contained in sealed envelopes marked with the RFP Title (“Broadview Municipal Center Construction Management Services Proposal”), Proposal Due Date and Time.

UNTIMELY PROPOSALS AND PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED

Proposal shall be submitted to: Village of Broadview Municipal Center
2350 S. 25th Avenue
Broadview, IL 60155

Attn: Paul Kurtzner, Administrative Supervisor

Proposals may not be withdrawn for a period of 90 days after proposal due date without the consent of the Village of Broadview.

Any Proposal submitted unsealed or unsigned, received via fax transmissions, electronically or received subsequent to the aforementioned date and time, will be disqualified and returned to the submitter.

All submittals shall become the property of the Village of Broadview and will not be returned to the submitting Proposer.

All costs associated with the preparation of the response to this request for proposals will be the full responsibility of the submitting Proposer.

The Village of Broadview reserves the right to reject any and all proposals or parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interest of the Village. The Village further reserves the right to accept two (2) or more Proposers if the Village determines that it is in the best interests of the Village to retain multiple CM firms to perform certain portions of the work described herein.

Disqualification of General Contracting firm will be determined by the following factors:

- Late submittal.
- Non-compliance to the requested information.

- Incomplete submission and not signed or notarized.
- Reasonable grounds or belief that falsification of sworn statements has been made.
- Submission of more than one proposal, i.e. individual firm, joint venture, etc.
- Submittal via fax, telegram, or orally.
- Submittal prepared with other than ink or typewriter.
- Reasonable grounds or belief that any of the above-mentioned grading criteria is unsatisfactory to the Owner.

Electronic versions of the Submittal Forms in Microsoft Word format will be made available to the Construction Management firms upon written request. Please send requests via e-mail to scotf@fgmarchitects.com.

G. Important Dates

1. Proposal submittal is due on **2:00 p.m. on Thursday, February 15, 2018**. Late proposals will be rejected.
2. Owner's review of application **February 15, 2018 through February 23, 2018**.
3. Notification to CM firms to participate in oral interviews is anticipated on **February 23, 2018**.
4. Oral interviews by invitation are anticipated to be scheduled between **February 26 and February 28, 2018**.
5. Award of Contract is anticipated to be on or about **March 5, 2018**.

These dates may be subject to change at the discretion of the Owner. Any CM firms that have requested these bidding documents will be notified of such changes and such changes will be publicly posted.

H. Questions

All questions on the overall Project and/or requests for interpretation of the submittal form should be directed to the FGM Architects, attention of Scot Fairfield at (phone: 630/ 574-8722, e-mail: scotf@fgmarchitects.com). The deadline for submitting questions will be no later than 5:00 p.m. on February 12, 2018.

**VILLAGE OF BROADVIEW MUNICIPAL CENTER
CONSTRUCTION MANAGER QUALIFICATION SUBMITTAL FORM**

SUBMITTED TO: Village of Broadview
2350 S. 25th Avenue
Broadview, IL 60155

ATTENTION: Paul Kurtzner, Administrative Supervisor

NAME OF PROJECT: Addition and Renovation for 911 Dispatch, Police and Village Hall

QUALIFICATION FOR: Construction Management Services

Submitted By: _____
(Name of Organization)

Address: _____

Contact: _____

Phone: _____

Email: _____

Prequalification Questions

1. Has your company provided Construction Management Services for completing a Police Station and/or 911 Communication Center experience since 2007 with a construction cost of \$6,000,000 or higher?
Yes _____ No _____

2. Has your company provided Construction Management Services for a local governmental entity (City, Village, County, School, or Park District) since 2007 with a construction cost of \$6,000,000 or higher?
Yes _____ No _____

We anticipate receiving proposals from several Construction Management firms who can meet our minimum Prequalification Requirements. If your firm cannot meet the minimum Prequalification Requirements, consider not submitting a proposal unless your firm can demonstrate compelling reasons for the Village to consider you for this project.

Proposers are to submit this form and the following requested information.

A. Company Introduction

1. Submit a statement of interest (this can also be a part of your cover letter).
2. Submit information introducing your company.

B. Experience

1. Identify the construction projects demonstrating your Construction Management experience for Police Station and/or 911 Communication Center projects most similar in scope to this one that your organization has completed since 2007.
2. Identify the construction projects for local governmental entities (City, Village, County, School, or Park District) since 2012 with a construction cost of \$6.0 million or higher.
3. Identify up to five (5) additional relevant projects.

Note: For each project identified, include the following information:

- a. Name of the project.
 - b. The project team that worked on the project including the Project Manager and Field Superintendent.
 - c. Owner, including name and phone number for appropriate project reference individual.
 - d. Architect, and/or Owner's Representative, including name and phone number for appropriate project reference individual.
 - e. Initial and final contract amount.
 - f. Date of actual completion vs. date of contracted completion.
 - g. Percentage of the cost of the work performed with your own forces/employees versus the percentage of work performed by subcontractors.
5. All Construction Management companies are to understand that soliciting bids from Broadview based sub-contractors is important to the Village. Describe what your company will do to solicit bids from Broadview based sub-contractors?
 6. MBE/WBE consideration

C. Pre-Construction Services

1. Provide an overview of the services your firm provides during the pre-construction phases (schematic design, design development, construction documents and bidding).

D. Capability to Staff Project Successfully

1. Provide a resume for each individual assigned to be involved in this project.

Please note that the Construction Management services firm shall maintain a "full time" Field Superintendent on the site whenever any trade is working on the project. The Field Superintendent shall not be changed unless approved by the Owner and Architect. The Field Superintendent must demonstrate successful completion of a project of similar type and scope. Primary duties of the supervisor are to supervise and coordinate all aspects of the work.

2. On a separate sheet, list name of projects, owners, architects, contract amounts, percent complete, and scheduled completion of the major construction projects your organization has currently in progress.
3. What percentage of your organization's resources are committed to these projects? _____%
4. List current projects for which your firm is a candidate for contract award.
5. Describe your firm's quality-control process. If you have a quality control process, please attach a copy of the process with your organization's response.
6. Describe how your firm ensures the use of quality sub-contractors.

Identify up to three (3) sub-contractors your firm typically works with. Include the following trades:

- a. Excavation
 - b. Site Utilities
 - c. Paving
 - d. Concrete
 - e. Masonry
 - f. Roofing
 - g. Glazing
 - h. HVAC
 - i. Electrical
 - j. Plumbing
 - k. Fire Protection
7. Provide a minimum of three (3) sub-trade references.
 8. All Construction Management companies are to understand that soliciting bids from Broadview area sub-contractors is important to the Village. Describe what your company will do to solicit bids from Broadview based sub-contractors?
 9. Provide information about your company's history meeting a schedule for the past five (5) years.
 10. Identify the techniques your company utilizes to control the schedule.

E. Company Information

1. What type of company are you? (check one):

a. Corporation _____

b. Partnership _____

c. Sole Proprietorship _____

d. Joint Venture _____

e. Other _____ Type: _____

2. If the organization is a corporation, provide:

State of incorporation: _____

Date of incorporation: _____

Name and address of registered agent: _____

3. How many years has your organization been in business as a Construction Management company under your present name? _____ years

4. Under what other former names has your organization operated?

5. Identify any ownership changes that have occurred since 2007.

6. Officers, Partners, or Owners:

Name

Title

7. Provide classification of work your organization performs with its own forces (list all trades) if any:

8. Number of personnel in organization:

Administrative: _____ Shop: _____

Engineering: _____ Field: _____

Office: _____ Other: _____

9. Is your organization licensed to do business in Illinois? Yes___ No___

10. Is the organization in any way an outgrowth, result, continuation or reorganization of a former business?

Yes _____ No _____

If yes, give name and address of each predecessor business and the date of the change in entity.

Questions 11 – 16: Information to Assist the Village’s Assessment of the Financial Viability of Your Company.

11. Is the organization delinquent in the payment of any tax administered by the Illinois Department of Revenue, unless the organization is contesting such payment in accordance with the procedures established by the appropriate Revenue Act?

Yes _____ No _____

12. Has the organization ever sought protection under bankruptcy or receivership laws?

Yes _____ No _____

If yes, when and explain fully.

13. Attach a copy of the most recent audited financial statement (must be within the last fifteen months) including an income statement and balance sheet which must contain the following information:

- a. Current assets: Net fixed assets and other assets; cash, joint venture accounts, accounts receivable, notes receivable, accrued interest on notes, deposits, and materials and prepaid expenses.
- b. Current liabilities: Accounts payable, notes payable, accrued interest on notes, provision for income taxes, advances received from owners, accrued salaries, accrued payroll taxes and other liabilities. Capital: capital stock, authorized and outstanding shares per values, earned surplus.
- c. Date of statement or balance sheet.
- d. Name of Certified Public Accountant/firm and name of principal accountant preparing the statements.

14. Provide bank references.

15. Name of bonding company and name and address of agent _____

State the number of years the bonding company has been of service to your organization: _____

State your total bonding capacity: \$ _____

State your current total bonding capacity **not assigned** to a contract: \$ _____

16. Can your firm purchase payment and performance bonds covering 110% of the entire job cost? (Note that bonds from sub-contractors will not be an acceptable substitute for bonding by the Construction Manager)

Yes _____ No _____

If no, explain fully.

The Village would like to know if your company understands the requirements for working with an Illinois municipality on a public works project in compliance with Illinois law.

17. What percentage of your total workload has been performed for either the State of Illinois or an Illinois municipality or other Illinois local governmental entity in the following manner in the past five (5) years?

Construction Management: _____%

General Contractor: _____%

Your Company's Safety Record

18. Describe construction safety program and safety record, including but not limited to any OSHA complaints or inquiries filed against your company and the status of said complaints.

19. State your firm's insurance Experience Rating Modifier: _____

Questions 20 – 24 Relate to Your Company's Legal History

20. Has your firm, or any predecessor or principal of the company, been named in litigation, or any proceeding involving past or present job performance since 2007? Are there any claims or judgments pending or outstanding against your organization?

Yes _____ No _____

If yes, explain the circumstances and include the following information: the name and case number, name/jurisdiction of the court or administrative agency, and a summary of each claim/case, including current status and if no longer pending, the disposition. The foregoing includes but is not limited to information regarding any proceedings and actions taken by any governmental agency to debar or disqualify your company from proposing or bidding on public contracts, including the name of the agency initiating the proceeding/action, the nature of the proceeding/action, the claimed basis for the proceeding/action and the current status or disposition of the proceeding/action. Please advise if your organization has been debarred or considered ineligible for public contracts by another government agency.

21. Has your organization, or any predecessor or principal for the organization, been named in an arbitration claim in conjunction with past or present job performance since 2007?

Yes _____ No _____

If yes, explain the circumstances.

22. Has your organization or any predecessor or principal for the organization, ever failed to complete any work awarded to you?

Yes _____ No _____

If yes, explain when, where, and what were the circumstances.

23. Provide a list of all contracts to which your organization was a party and with respect to which your organization was declared to be in breach of one or more provisions, provide the type of contract, the project location where applicable, the names and addresses of the parties to the contract, the name of the party declaring the breach, the nature of the claimed breach and current status or resolution of the claim. If a construction contract, also provide the name, address and telephone number of the architect and, if applicable, the Construction Manager's or Owner's representative.

24. Persons and Entities Subject to Disqualification

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- A. has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- B. has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- C. has been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;
- D. has been convicted of an act committed, within the State of Illinois or any state in the United States, of price fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- E. has been convicted of price fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- F. has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- G. has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- H. has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

Is your business entity potentially subject to disqualification due to any of the reasons above?

Yes _____ No _____

If yes, explain the circumstances.

F. Contractual Requirements

1. Owner-Construction Manager Contract: The Owner will utilize a Standard Form of Agreement Between Owner and Construction Manager as Constructor, as modified, where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price, A.I.A. Document A134 - 2009 Edition and the General Conditions of the Contract for Construction of the Project, A.I.A. Document A201, 2007 Edition with modifications (see attached documents) for this project.

Identify if your company has any exceptions to the terms of the contract.

2. Provide evidence of ability to provide the following insurance requirements.

Construction Manager shall purchase and maintain all necessary and proper insurance for the duration of the work to be performed, including comprehensive general liability insurance and property damage insurance, worker's compensation insurance, as well as automobile liability insurance as provided in this section or as otherwise required by Owner. Successful Construction Manager must be covered for the following requirements prior to receiving a contract with the Village:

All Contractors, Manufacturers/Distributors, and Suppliers shall be required to carry and evidence insurance coverage with a standard Acord Certificate of Insurance with minimum limits applicable.

A. Minimum Insurance Requirements and Limits

<i>Coverage</i>		<i>Limits</i>
1. Automobile Liability	\$1,000,000	Combined single limit
2. Commercial General Liability	\$1,000,000	Per occurrence
	\$2,000,000	General aggregate

All Commercial General Liability policies must include Blanket Contractual coverage and Broad Form Vendors' Liability coverage.

3. Workers' Compensation	\$500,000	Per accident
(Employers' Liability)	\$500,000	Disease limit
	\$500,000	Each Disease
4. Umbrella Liability	\$5,000,000	Limit

B. Cancellation or Alteration

The policies of insurance required by this exhibit shall provide that they cannot be cancelled or altered in any way changing coverage except after 30 days' prior written notice by certified mail to owner.

C. Workers' Compensation and General Liability Waiver of Subrogation in favor of the City.

D. Insurance Certificates

1. Must be submitted ten (10) days prior to any work being performed to allow review of certificates.
2. Certificates not meeting requirements must be revised and resubmitted within fifteen (15) days or the subcontractor will not be allowed on the jobsite.

E. Additional Insured and Broad Form Vendors' Liability in favor of the Village.

1. The Village must be named as an Additional Insured with the following wording appearing on the Certificate of Insurance: "The Village of Broadview and any official, trustee, director, officer, or employee of the Village (plus any holder or mortgage as designated by the Village) as to any and all projects, as an Additional Insured for the Commercial General Liability as respects any and all projects for any work being performed and this coverage will be primary and noncontributory."
2. The Architect and Architect's consultants shall be included as additional insureds for claims caused in whole or in part by the Construction Manager's negligent acts or omissions during Contractor's operations.

F. Minimum Insurance Carrier

All contractors, manufacturers/distributors, and suppliers' insurance carriers must comply with the minimum A.M Best rating of A-VI for all insurance carriers.

The Construction Manager's insurance policies, as outlined above, shall provide coverage to the Village of Broadview (the "Village") for any and all claims arising out of the contractual obligations; further the Construction Manager's policies shall name the Village, its elected and appointed officials, officers, employees, agents and volunteers as primary non-contributory additional insured, and with original endorsements affecting coverage required by this clause. The Village reserves the right to request full certified copies of any insurance. Policy coverage shall contain no special limitations on the scope of protection afforded to the Village, its elected and appointed officials, officers, agents, employees, or volunteers.

Coverage shall state that Construction Manager's insurance shall apply separately to each insured against whom claim is made or suit is brought. Any failure to comply with reporting provisions

or any policy shall not affect coverage provided to the Village, its elected and appointed officials, officers, agents, employees or volunteers.

If this insurance is written on the Comprehensive General Liability Policy Form, the certificates shall be ACORD25, Certificate of Insurance. If this insurance is written on a Commercial General Liability Policy Form, ACORD 25-S form will be acceptable. In Form ACORD 25 and 25-S, strike out (delete) in the cancellation provisions the following words: "Endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives".

Construction Manager shall maintain commercial general liability ("CGL") insurance and, if necessary, commercial umbrella liability insurance for at least three years following Substantial Completion of the Work. Continuing CGL insurance shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract. Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

It is mandatory for the Village Administrator and Paul Kurtzner, Administrative Supervisor, or his designee, to be notified if the Construction Manager fails to pay the premium for the above-required coverages.

Insurer shall agree to waive all rights of subrogation against the Village, its elected and appointed officials, officers, agents, employees and volunteers.

The insurance carrier of the Construction Manager shall provide a minimum of thirty (30) days written notice to the Village Manager, or his designee, before insurance limits and scope of coverage are materially altered or insurance protection is cancelled.

No contract shall be approved by the Village, nor shall any work commence until the successful Construction Manager has submitted evidence of compliance with the above insurance requirements.

Subcontractors – Construction Managers shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all requirements stated under "Insurance".

3. Required Certifications

The Village of Broadview will require the following certification forms (see attached documents) executed by each Construction Manager submitting a proposal. The forms include:

- a. Certificate of Non-Disqualification under Illinois Compiled Statutes, Ch. 720, Sec. 33E 11
- b. Certificate of Compliance
- c. Compliance Statement
- d. Village of Broadview, Illinois Tax Compliance Affidavit
- e. Village of Broadview, Illinois Anti-Collusion Affidavit and Certification
- f. Certificate of Compliance with Public Act 87-1257 of the Illinois Human Rights Act

G. Fee Proposal

1. Submit the attached CM Fee Proposal and CM General Conditions Forms in a separate sealed envelope labeled:

Broadview Municipal Center

Construction Manager Fee Proposal

Submitted by: _____

_____, being duly sworn, deposes and says that he/she is the
Name

_____ of _____
Title Company Name

and hereby represents and warrants that the answers to the foregoing questions and all statements therein contained are true and correct. He/she has examined and carefully prepared this response based upon the qualification documents and has checked the same in detail prior to submittal. The undersigned has the full authority to make statements and submit this response on this firm's behalf.

The undersigned submits the information as required with the understanding that it is to assist Owner in determining the qualifications of his/her organization to perform a project of this size, scope and complexity; and further, guarantees that truth and accuracy of all statements herein made.

The undersigned is hereby authorized to furnish Owner with any additional information Owner or Architect may request concerning the Construction Manager submitting the response, or any sub-contractor listed in the Construction Manager's response. The undersigned company hereby releases Owner and Architect from any legal responsibility whatsoever in furnishing any information in response to this CM Qualification.

The undersigned company agrees to waive any claim it has or may have against the Owner, the Architect/Engineer, and their respective officials, officers, employees, and agents arising out of or in conjunction with the administration, evaluation, or recommendation of any submittal received in response to this CM Qualification.

By: _____
Signature

Title: _____

Company name: _____

Subscribed and sworn before me this _____ day of _____, 2018

Notary Public: _____
Printed Name

Signature

Notary Stamp:

**CERTIFICATE OF NON-DISQUALIFICATION UNDER ILLINOIS
COMPILED STATUTES, CH. 720, SEC. 33E-11**

The undersigned, upon being first duly sworn, hereby certifies to the Village of Broadview, Cook County, Illinois, that _____ (proposer) not barred from contracting with any unit of State or local government, as a result of a violation of Ch. 720, Sec. 33E-11 of the Illinois Compiled Statutes.

Name of Proposer

By: _____

State of _____

ss

County of _____

Subscribed and Sworn to this _____ day of _____, 2018

Notary Public

SEAL

NOTE TO PROPOSER: Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11 (b).

CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the proposal.

Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain proposer, which are contained on the following pages of the documents.
3. That the undersigned knows of his own knowledge that the proposer is not disqualified from proposing under the aforesaid sections.

Authorized Signature

Type or Print Name

Title

SEAL

Instructions: This is to be completely filled out and executed by the chief officer or the proposer authorized to submit the certification.

COMPLIANCE STATEMENT

Complete this form and submit it with Form of Proposal.

Offeror's Name: _____ Signature: _____

TO: Village of Broadview
Village of Broadview Municipal Building
2350 S. 25th Avenue
Broadview, IL 60155
ATTN: Paul Kurtzner, Administrative Supervisor

FROM: Organization: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone Number: _____
Email: _____
Facsimile Number: _____

In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein, for the Village of Broadview in the amount indicated, subject to modification through negotiations which may be conducted pursuant to conditions set forth in the Request for Proposals.

**VILLAGE OF BROADVIEW, ILLINOIS
TAX COMPLIANCE AFFIDAVIT**

_____, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of _____
(Proposer)

The individual or entity making the foregoing proposal certifies that he is not barred from contracting with the Village of Broadview because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, or entity making the proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

(Name of Proposer if the Proposer is an Individual)
(Name of Partner if the Proposer is a Partnership)
(Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this _____ day of _____, 2018

Notary Public

SEAL

Failure to complete and return this form may be considered sufficient reason for rejection of the Proposal

VILLAGE OF BROADVIEW, ILLINOIS
ANTI COLLUSION AFFIDAVIT AND CERTIFICATION

_____, being first duly sworn,

deposes and says: that he is _____
(Partner, Officer, Owner, Etc.)

of _____
(Proposer)

The party making the foregoing proposal or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating.

(Name of Proposer if the Proposer is an Individual)
(Name of Partner if the Proposer is a Partnership)
(Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this _____ day of _____, 2018

Notary Public

SEAL

Failure to complete and return this form may be considered sufficient reason for rejection of the proposal

**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257
OF THE ILLINOIS HUMAN RIGHTS ACT**

The undersigned, upon being first duly sworn, hereby certifies to the Village of Broadview, Cook County, Illinois, that _____ (proposer) complies with the Illinois Human Rights Act as amended by Section 2-105, Public Act 87-1257 in relation to employment and human rights.

Name of Proposer

By: _____

State of _____

ss

County of _____

Subscribed and Sworn to this _____ day of _____, 2018

Notary Public

SEAL

**BROADVIEW 911 DISPATCH, POLICE, AND VILLAGE HALL
CONSTRUCTION MANAGEMENT SERVICES FIRMS FEE PROPOSAL FORM**

This Fee Proposal Form must be submitted by each proposer in conjunction with the Construction Manager General Conditions Form.

A. Considerations

1. The Construction Management firm's pre-construction basic scope of services are to include but not necessarily be limited to:
 - a. 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.
 - b. Attend all design meetings with Owner and Architect, become an active participant in the project team.
 - c. Provide value engineering during the design phases.
 - d. Provide constructability reviews of construction documents.
 - e. Establish bidding procedures in conjunction with Owner and Architect.
 - f. Establish all scope of work bid packages for bidding.
 - g. Solicit a minimum of three (3) bids from pre-qualified subcontractors for all trades.
 - h. Conduct public bidding, open and record all bids from sub-contractors.
 - i. Evaluate all bids, prepare recommendations and make presentations to Owner.
2. The Construction Management firm's basic scope of services are to include but not necessarily be limited to:
 - a. Responsibility for all Construction Management and General Conditions services.
 - b. Construction Scheduling entire project.
 - c. Administration/Project Coordination.
 - d. On site management.
3. All laborers and mechanics employed by the contractors and/or subcontractors for this project shall be paid wages at rates not less than those prevailing wages current at the time work is performed as determined by the Illinois Department of Labor (Cook County). The letting of this contract is subject to Illinois Compiled Statutes 820 ILCS 130/1-12.
4. All subcontracts will be required to public bid.
5. Owner retains and reserves the right to approve and/or reject the CM recommendation of all sub-contractor contracts.

6. 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 one (1) day (24 hours) in advance of the bid due date. 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.
7. The Owner is not subject to the payment of Retailer's Occupational Tax or any other state sales or use taxes.

B. Provide Fee Information as Follows:

1. Provide proposed fee for Construction Management services to be provided totally for a complete project: _____%.

State the proposed fee for pre-construction services. \$_____

2. Provide proposed anticipated budget cost for reimbursable items listed by completing the General Conditions Form. No other indirect costs will be considered for reimbursement after award of this work.
3. Change Order (Percentage of overhead and profit for Change Order requests) _____%
4. Bond rate. _____% based on current estimated cost of construction of \$16,000,000.
5. Indicate the overhead mark-up on any work your own forces will consider performing excluding General Conditions.

	<u>Add</u>	<u>Deduct</u>
General Conditions	_____%	\$_____%

6. List which trades/work that will be considered to be performed by your own forces.
7. Provide mark-up for C.M. Fee and General Conditions on any changes in the work.

	<u>Add</u>	<u>Deduct</u>
General Conditions	_____%	\$_____%
C.M. Fee	_____%	\$_____%

9. State the cost for a 110% Performance Bond based on \$16,000,000 contract value:

\$_____

- 10 Construction Management services firm is invited to add any additional items that would be customarily considered as required on this project.

_____, being duly sworn, deposes and says that he/she is the
Name

_____ of _____, Construction
Title Name of Organization

Management services firm(s), and the answers to the foregoing questions and all statements therein contained are true and correct. He/she has examined and carefully prepared this proposal based upon the pre-qualification documents and all issued addenda and have checked the same in detail prior to submittal. I have full authority to make statements and submit this proposal on this firm's behalf.

By: _____
Signature, Title

Subscribed and sworn before me this _____ day of _____ 2018.

Notary Public: _____

Notary Stamp:

Dated this _____ day of _____, 2018.

Pursuant to information for prospective bidders for above mentioned proposed project, the undersigned is submitting the information as required with the understanding that it is for your confidential use only to assist in determining the qualifications of their organization to perform the type and magnitude of work included; and further, guarantee that truth and accuracy of all statements herein made. We will accept your determination of qualifications sub-contractor, supplier, or any other persons, firms, or corporations with whom we have done business, or who have extended any credit to us are hereby authorized to furnish you with any information you may request concerning our organization including, but not limited to, information concerning performance on previous work or credit standing with any of them. We hereby release any and all such parties from any legal responsibility whatsoever of having furnished such information to you.

Each prospective Construction Management services firm making a proposal for Construction Management services agrees to waive any claim it has or may have against the Owner, the Architect/Engineer, and their respective employees, arising out of or in conjunction with the administration, evaluation, or recommendation of any submittal.

Name of Company

Authorized Signature

Type or Print Name and Title

Dated this _____ day of _____, 2018

Attested by:

Authorized Signature

Type or Print Name and Title

The Village reserves the right to select the CM process that it judges best serves its interest. The Village reserves the right to reject any or all submittals and to waive any and all informalities or irregularities to any submittal when such is deemed by the Village to be in the Village's best interest.

**BROADVIEW 911 DISPATCH, POLICE, AND VILLAGE HALL
CONSTRUCTION MANAGEMENT SERVICES GENERAL CONDITIONS FORM**

The following list represents items to be categorized as General Conditions, and are not to be included as part of the proposed fee. This list is intended for evaluation purposes. During negotiations with the selected Construction Manager, certain items may be negotiated into the base fee. Provide an estimate for each item, and indicate whether or not the work will be performed by your own forces, or assigned to a subcontractor. For the General Conditions, assume a 14-month construction (includes demolition work) and a 3 month construction closeout duration.

All other indirect costs are to be included as a part of the base fee, no other indirect costs will be considered for reimbursement after award of this work.

General Conditions shall minimally include all labor, materials, equipment and incidentals:

<u>Item</u>	<u>Cost</u>	<u>By CM</u>	<u>By SC</u>
Project Manager	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Full Time On-Site Superintendent	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Other Personnel (identify)			
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Jobsite Trailer	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Jobsite Trailer Equipment (telephone/fax/ copy machine, including service and equipment)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Drinking Water	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Job Site Toilets	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Protection (Enclosures/Partitions)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
In-Progress Cleaning	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Final Cleaning	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Dumpsters	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Controls, Barricades & Flagman	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Safety, First Aid and Fire Extinguishers	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>

Survey/Layout (site, building, partition, foundation, as-built)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Reproduction Costs (bidding and construction)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Materials, Tools and Equipment	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Signage	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Temporary project sign (4'x8' code permitting), Including permits	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Postage and Delivery Services	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Construction Testing	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Street Cleaning	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Tree Protection	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Winter Conditions	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Construction Progress Photos	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
General Conditions Contingency	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	\$ _____		

List any additional items that may or may not be required:

_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>

DRAFT AIA® Document A134™ - 2009

Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price

AGREEMENT made as of the « » day of « » in the year « »
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status and address)

«Village of Broadview »« »
«2350 S. 25th Avenue
Broadview, Illinois 60155 »

and the Construction Manager:
(Name, legal status and address)

« »« »
« »

for the following Project:
(Name and address or location)

«17-2401.01 Additions and Renovations to Broadview Municipal Center »
«2350 S. 25th Avenue, Broadview, Illinois 60155 »

The Architect:
(Name, legal status and address)

«FGM Architects »« »
«1211 West 22nd Street, Suite 700
Oak Brook, Illinois 60523 »

The Owner's Designated Representative:
(Name, address and other information)

«Paul Kurtzner, Administrative Supervisor »
«Village of Broadview »
«2350 S. 25th Avenue »
«Broadview, Illinois 60155 »

The Construction Manager's Designated Representative:
(Name, address and other information)

« »
« »
« »
« »

The Architect's Designated Representative:
(Name, address and other information)

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

«Scot Fairfield, Principal »
«FGM Architects »
«1211 West 22nd Street, Suite 700 »
«Oak Brook, Illinois 60523 »

The Owner and Construction Manager agree as follows.



DRAFT AIA® Document A201™ - 2007

General Conditions of the Contract for Construction

for the following PROJECT:

(Name and location or address)

«17-2401.01 Additions and Renovations to Broadview Municipal Center »
« 2350 S. 25th Avenue »
« Broadview, Illinois 60155 »

THE OWNER:

(Name and address)

« Village of Broadview »
« 2350 S. 25th Avenue »
« Broadview, Illinois 60155 »

THE ARCHITECT:

(Name and address)

« FGM Architects »
« 1211 West 22nd Street, Suite 700 »
« Oak Brook, IL 60523 »

TABLE OF ARTICLES

1	GENERAL PROVISIONS
2	OWNER
3	CONTRACTOR
4	ARCHITECT
5	SUBCONTRACTORS
6	CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS
7	CHANGES IN THE WORK
8	TIME
9	PAYMENTS AND COMPLETION
10	PROTECTION OF PERSONS AND PROPERTY
11	INSURANCE AND BONDS
12	UNCOVERING AND CORRECTION OF WORK
13	MISCELLANEOUS PROVISIONS
14	TERMINATION OR SUSPENSION OF THE CONTRACT
15	CLAIMS AND DISPUTES

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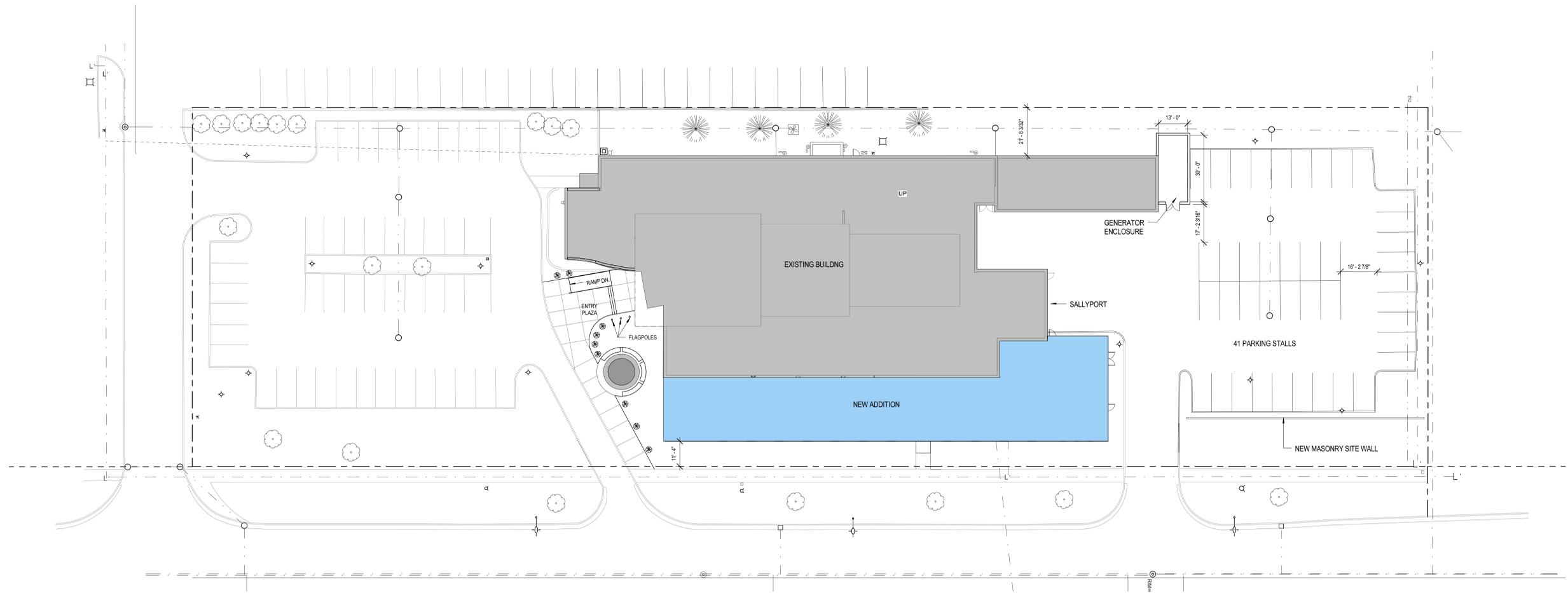
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**VILLAGE OF BROADVIEW
REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT SERVICES**

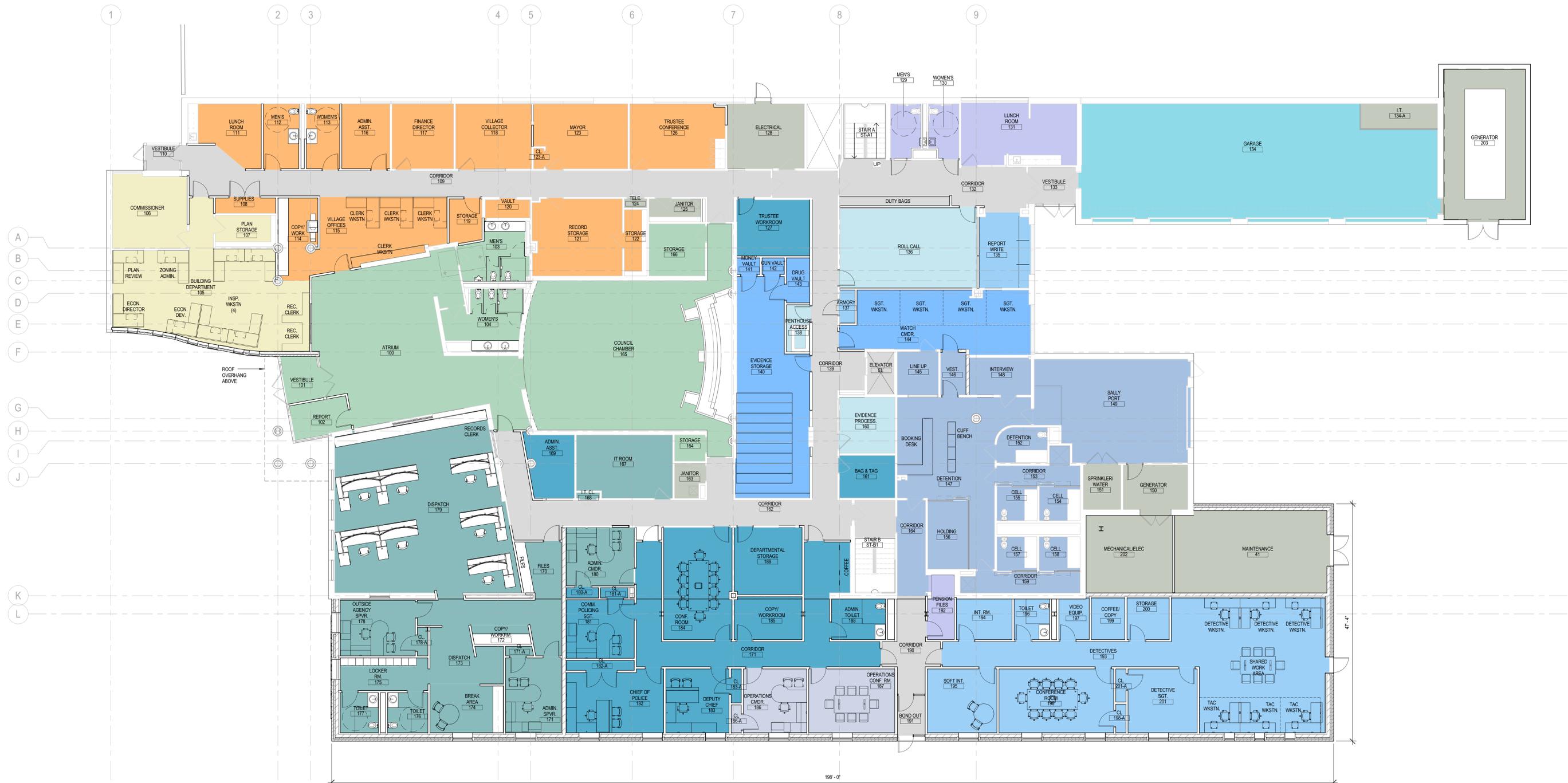
PRELIMINARY PROJECT SCHEDULE

CM Proposals Due	February 15, 2018
Owner’s Review of CM Proposals	February 15 – 23, 2018
Notification to CM Firms to Participate in Oral Interviews	February 23, 2018
Oral Interviews.....	February 26 – 28, 2018
Award of Contract.....	March 5, 2018
Architect/CM/Owner Kick-Off Meeting	March 13, 2018
Review of Schematic Design Documents	
Presentation of Schematic Design Estimate.....	March 27, 2018
Design Development Documents Complete	April 24, 2018
Presentation of Design Development Estimate.....	May 8, 2018
75% Construction Documents.....	May 22, 2018
Final Construction Estimate.....	June 12, 2018
100% Construction Documents.....	June 12, 2018
Bidding Phase	June 19 – July 12, 2018
Village Approval of Bids.....	July 2018
Construction.....	July 2018 – November 2019

VILLAGE OF BROADVIEW



VILLAGE OF BROADVIEW



VILLAGE OF BROADVIEW

