



# **VILLAGE OF HOFFMAN ESTATES**

**1900 HASSELL RD.  
HOFFMAN ESTATES, IL 60169**

## **REQUEST FOR PROPOSALS**

**CONSTRUCTION MANAGER FOR NEW FIRE STATION #21**

Issued: September 11, 2023

## **1.0 INTRODUCTION**

### **1.1 Purposes of Request**

The Village of Hoffman Estates is seeking proposals from firms to provide construction management (CM) for the construction of a new fire station in Hoffman Estates. To be qualified, the CM should have a demonstrated record of experience working with architectural design firms and in the management of the construction of new public buildings, preferably fire stations.

### **1.2 Background**

#### *Historical Perspective*

The Village of Hoffman Estates has recently completed a fire station location analysis, facility analysis and conceptual design study for the construction of two fire stations (the study's estimated budget for Station #21 construction is shown in Appendix "A"). Fire Station 21 will be constructed first, with Fire Station 22 construction tentatively to begin in 2026. Fire Station 21, at 225 Flagstaff Lane, is located next to Chino Park, which the Village owns. It is the Village's intention to use an adjacent portion of the park to build the new station, allowing the current station to remain operational during construction. The second station will require the purchase of a parcel of land suitable for the design footprint and setbacks. The Village is open to using the same construction management firm for both stations; however, the Village reserves the right to solicit for another CM firm for the second station should the Village choose to do so.

#### *Architectural Selection*

It will be the responsibility of the selected construction management firm, along with representatives of the Village, to select a design firm. Architectural firms who also provide construction management services may also submit proposals in response to this RFP.

The estimated budget for Fire Station 21 construction, as identified in the study, must cover construction costs, construction management fees, architectural and design fees, and any miscellaneous costs. The Village will waive all permit fees.

### **1.3 Project Description**

This project will consist of planning, designing and constructing a fire station of approximately 13,500 sq.ft. to efficiently serve the citizens of Hoffman Estates. The building will be a single story structure containing an apparatus floor area, living quarters, and sufficient space for equipment and supply storage, office areas and training needs. In addition, the project will consist of constructing pavement and parking facilities appropriate for the size and location of the building. The completed facility must integrate into the neighborhood and be aesthetically pleasing to nearby residents while also meeting the fire department's functional and operational needs and the Village's standards for quality.

#### **1.4 Professional Services Required**

The professional services being sought will provide all construction administration and management needed to accomplish the construction of the project in an expeditious and economical manner consistent with the interests of the Village as owner. It is anticipated that these services will include, at a minimum, full-time on-site supervision of the project, as well as provision of all scheduling, coordination, report writing, work inspection, and payment review services for the construction contracts let for completion of the project. The selected CM must provide all services necessary to meet the goals and objectives of the project. Further information on the services that the Village anticipates will be needed for this project is contained in Section 2.0.

#### **1.5 Village Contact**

Attn: Dan O'Malley, Deputy Village Manager  
Hoffman Estates  
1900 Hassell Rd.  
Hoffman Estates, IL 60169  
(847) 781-2602 (office)  
Email: Dan.Omalley@vohe.org

#### **1.6 Receipt of Proposals Deadline**

The deadline for the receipt of proposals and fees is September 25, 2023 at 4:00 p.m. in the Village Clerk's Office at the Hoffman Estates Village Hall, 1900 Hassell Rd, Hoffman Estates, IL 60169.

#### **1.7 Vendor Selection Schedule**

- |   |            |
|---|------------|
| • RFP Issued  | 9/11/2023  |
| • Written proposals must be submitted by 4:00 p.m. in the Village Clerk's Office, Village Hall, at 1900 Hassell Rd. | 9/25/2023  |
| • CM firm selected.   | 10/20/2023 |
| • CM selection and services agreement approved by the Public Health and Safety Committee and Village Board.         | 11/06/2023 |
| • Notice to proceed   | 11/13/2023 |

**These dates are estimates and are subject to change.**

## **2.0 SCOPE OF PROJECT**

The construction of this project shall be accomplished via multiple “trades” contracts between the CM and the construction companies that will perform the work, including the architect if applicable. The contracts shall be the result of the selection process determined by the firm and the construction contracts shall be awarded by the Village, as approved by the Village Board. All work awarded shall be prevailing wage. The selected construction management firm shall not bid on any of the trade contracts. However, the CM can be the architect if they meet qualifications.

The Fire Department is scheduled to occupy the facility upon commissioning and acceptance of the building.

## **3.0 SCOPE OF SERVICES**

### **3.2 Construction Administration/Management Services to be Provided**

The CM firm must provide all services necessary to meet the goals and objectives of the project. From the Village’s perspective, the services should as a minimum include, but definitely not be limited to, the services outlined below.

#### **3.21: Project Scheduling**

- a) The CM will prepare, evaluate, and recommend Architect firm and trade bid documents
- b) Review all contracts
- c) Meet with Village and Architect to discuss contractors and project approach
- d) Develop draft construction schedule and budget
- e) Meet with contractors to discuss draft schedule, budget, and coordination of work
- f) Finalize construction schedule, budget, and present to Village and Architect

#### **3.22: Permits and Inspections**

- a) Verify that all design documents have been submitted for needed permits
- b) Verify that all contractors are properly licensed and insured
- c) Take the steps necessary to correct any items not completed in a) and b)
- d) Coordinate with Village departments as required
- e) Insure that all inspections required by the Village are met

#### **3.23: Administration**

- a) Coordinate the work/scheduling of individual contractors
- b) Maintain detailed daily project records on conflicts, work completed, and decisions made

- c) Bring to the attention of the Architect and the Village, in writing, any suggestions for more efficient, cost effective construction methods
- d) Aggressively manage the contractors' work to keep the project within budget and schedule
- e) Report all unanticipated work in writing to the Village for authorization before proceeding
- f) Verify that all work in progress meets specifications
- g) Schedule, chair, and maintain minutes of weekly progress meetings
- h) Submit bi-weekly written status reports to the Deputy Village Manager
- i) Attend Village Board meetings as necessary.

### **3.24: Shop Drawings**

- a) Receive all shop drawings, samples, and submittals; and maintain a log of their receipt
- b) Review all items received that are against specifications and plans/drawings for those items
- c) Resolve equipment/material selection problems with contractors and Architect

### **3.25: Pay Requests**

- a) Verify payment and change order requests from contractors
- b) Verify receipt of lien waivers
- c) Prepare and certify payment requests for processing by the Village on a schedule compatible with the existing Village payment schedule
- d) Provide a copy of each pay request to Architect for their concurrence
- e) Maintain a record of project cost-to-date versus project budget that is current to the most recent pay request approved for payment. Provide a copy to the Deputy Village Manager immediately after each update of the record

### **3.26: Project Closeout**

- a) With the fire department, other Village representatives, and Architect, prepare punch lists for the final completion of each contract
- b) Verify final completion of punch list items with fire department representatives, the architect, and other Village representatives
- c) Assemble paper and electronic media warranty documents
- d) Assemble paper equipment maintenance/operation documents
- e) Compile paper documents in c) and d) into electronic media and indexed operations manuals
- f) Prepare paper and electronic media as-built record drawings.

- g) Provide a copy of all close out records to the Architect and the Village
- h) Coordinate Village staff training on new equipment
- i) Deliver a final status report to the Village

#### **4.0 REQUIRED SUBMITTAL CONTENT**

##### **4.1 General**

Any firm interested in proposing to provide construction management services for this project must submit a written proposal as described below. Although no specific format is required for the written submittal, this section is intended to provide guidelines on features which the Village will look for and expects to be included in the RFP.

Any questions about this project or RFP must be made in writing or email and directed to Deputy Village Manager Dan O'Malley. Email: Dan.Omalley@vohe.org

##### **4.2 Written Proposals - Part A: Narrative**

In general, your submittal should thoroughly address the project objective; the construction administration/management approach; work products to be provided; personnel to be provided; and allocation of hours. Also to be included are confirmation of the CM's project team, their qualifications, and an organizational chart of the project team. It is the Village's position that the CM submitting in response to the RFP is committing to provide the project team listed and that any substitutions on, or additions to, that team after its receipt must be approved in advance by the Village. For the purpose of evaluating the submittals from the participating CMs, the Village will review, at a minimum, the following submittal components:

a) Name of the CM and location of the principal (home office) that will be supporting this project including telephone and email addresses. If your team is associated with more than one firm, please provide the information for all team members.

b) Identification of the construction management team manager, with a resume describing educational background and only the most relevant past construction management experience. For three key representative past projects, include the project description, level of involvement, and performance related to cost control and to the ability to meet schedule.

c) Project Approach

- Describe how your firm would approach this project, detailing any unique qualifications, technical capabilities, or characteristics that qualify your firm specifically for this project
- State how you will assign task/responsibilities and monitor progress
- Explain how your firm achieves quality control on projects
- Describe how you control completion schedules on projects
- Describe what role (if any) your firm will take with regards to the project's budget and keeping the project within budget. Does your firm offer or access professional cost estimating services?

- Describe how you integrate occupancy and warranty assistance with the Village and Architect
- Explain how your firm can control and save costs on this project
- Explain the corrective actions your firm would take to handle a particular contractor who is not performing

d) Identification of other team members with a clear description of the role each member will serve. A limited resume should be included for each member that describes only their most relevant project experience

e) A detailed scope of services. Although the Village in this RFP attempts to identify the services required, this should not constrain a CM in the development of a scope that they believe is necessary to meet the Village's objectives. The Village will be receptive to alternative scopes of service. The scope must demonstrate that the CM understands the project's objectives, priorities, challenges, and that they will address them through the proposed construction management approach

f) A preliminary project schedule with a histogram (personnel loading) that identifies man-hours by personnel class for each work task over the duration of the project

g) Information on the utilization of available technology by the CM to accurately and efficiently accomplish the project

h) Identify any services your firm will be coordinating through consultants. Name the consulting firms and addresses. Describe project experience you have working together on similar projects

i) A list of similar fire station projects constructed by the CM within the past ten (10) years. To be included for each entry are the fire department name, fire station number (if known), station address, CM's role in the construction, and station owner's (fire department or municipality) contact name and contact information

j) Other relevant material as needed to exhibit the CM's ability to perform the work and to provide adequate information to the Village to evaluate the RFP

#### **4.3 Written Proposals - Part B: Fee**

**The RFP submittal shall be contained in a sealed envelope or package. In a separate sealed envelope or package, provide your fee for construction services outlined in this RFP. Do not put your fee in the same envelope/package as the Part A Narrative proposal.**

**Ten copies of the written Proposal and Fee must be submitted to the Hoffman Estates Village Clerk, 1900 Hassell Rd., Hoffman Estates, IL 60169, by the date and time indicated herein. Please make sure your firm's name is on the packages' or envelopes' exteriors and label your packages "RFP for Fire Station 21 Construction Manager - Narrative" and "RFP for Fire Station 21 Construction Manager – Fee," respectively. Additionally, provide an electronic copy of the Part A Narrative submittal.**

The Village may invite the top three or four firms to interview or make presentations. A top rated firm will be selected. Fees will also be a consideration.

#### **4.4 Miscellaneous Information**

- a) The Village of Hoffman Estates reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, with or without cause, and to waive informalities or irregularities in any submittals which are in the best interest of the Village.
- b) All material submitted in response to this RFP becomes the property of the Village of Hoffman Estates. Responses may be reviewed by any person after the final selection has been made. The Village of Hoffman Estates has the right to use any or all ideas presented in reply to this request. Disqualification of a firm does not eliminate this right.
- c) The Village of Hoffman Estates is not liable for any cost incurred by CMs prior to issuance of a written agreement, contract or purchase order.
- d) The submittal contents of the successful CM may be considered a contractual obligation if the Village of Hoffman Estates wishes to execute a contract based on the negotiated fee. Failure of the successful CM to accept these obligations in a purchase agreement, purchase order, contract or similar instrument may result in cancellation of the award and such firm may be removed from future solicitations.
- e) All products produced in response to the contract resulting from this RFP will be the sole property of the Village of Hoffman Estates. This includes any original digital and reproducible drawings prepared for this project.
- f) The Village of Hoffman Estates reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the Village of Hoffman Estates in evaluating the CM's performance on previous assignments or projects.

### **5.0 PROCUREMENT OF PROFESSIONAL SERVICES**

#### **5.1 General**

The Village's general method for the procurement of professional services for public buildings is a competitive RFP process, whereby submittals are reviewed for quality, but the service fee is negotiated after the CM has been selected. The following process will be followed in the review and selection of a CM for this project:

#### **5.2 Request For Proposals**

The Village shall advertise for CMs to submit proposals. The RFP will include a detailed scope of work and services as well as other supporting documents that provide information to the CM for their use in providing a complete submittal.

#### **5.3 Submittal Evaluation and Final Selection**

Upon receipt of each firm's submittal, the CM shall be evaluated with regard to the following criteria:

##### **a) Team Manager Qualifications.**

The education, experience, and background of the project team manager assigned to the project.

Points: 0 - 20



**b) Project Team Qualifications**

The level of knowledge and pertinent experience of the staff the firm assigns and commits to the project.

Points: 0 - 15

**c) CM Experience**

The submitted record of pertinent experience of the firm as demonstrated by the accomplishment of similar projects.

Points: 0 - 15

**d) Scope of Services Proposed**

The degree the CM's proposed scope of services addresses the project's goals and objectives and clearly demonstrates the firm's understanding of the priorities and special conditions of the specific project.

Points: 0 - 20

**e) Familiarity With Conditions**

Familiarity of the CM with local conditions affecting the project and the demonstrated record of the firm's ability to work with subcontractors, architects, the Village, and other agencies involved in the project.

Points: 0 - 15

**f) Presentation and/or interview**

Quality of presentation and/or interview (if shortlisted).

Points: 0 - 15

The top three (3) ranked CMs may be selected for a presentation and/or interview. Based on the evaluation of the submittals and presentations/interviews, an initial selection shall be made of the most qualified firm. If the Village is unsuccessful in reaching a contract agreement with the top rated firm, the second rated firm will be invited to negotiate costs with the Village.

**5.4 Negotiation Guidelines**

The successful CM shall participate in a fee negotiation meeting with the Village. The negotiation and discussion will cover the CM's costs, including direct costs, indirect costs, and profit or net fee as may be considered by the Village to be reasonable. The Village and CM will also agree upon the project schedule and any final adjustments in the project requirements at this time.

**5.5 Standard Agreement**

Once the fee has been agreed upon, the Village Board will consider the agreement for professional services. The agreement shall be in a form acceptable to the Village, which will be provided to the selected CM. The remaining pre-qualified CMs shall be notified that the award has been made to the selected CM. The Village has used a modified AIA agreement in the past.

**5.6 Compensation and Payment**

The Village shall reimburse the CM as may be necessary to complete the requirements of this assignment as set forth in the agreement between the parties. The CM shall submit a certified invoice to the Village monthly. Before authorizing payment, the Village will review the invoice to insure that all charges are proper and supported by the CM’s Project Progress Report attached thereto.

**5.7 Bonds and Insurance**

The selected CM shall provide certificates of insurance for themselves as indicated below. Each policy must list the Village as an additional insured. The CM and all subcontractors waive subrogation rights against the Village for all losses. Such insurance shall apply as primary insurance with respect to any other insurance or self-insurance program afforded to the Village of Hoffman Estates. There shall be no endorsement or modification of such insurance to make it excess over other available insurance, and alternatively, if the insurance states that it is excess or pro rata, it shall be endorsed to be primary with respect to the Village of Hoffman Estates.

Commercial Liability General Aggregate \$2 Million Products Completed Operations Aggregate \$1 Million Personal Injury and Advertising Limit \$1 Million Each Occurrence \$1 Million

Automotive-for all owned, non-owned, hired and leased vehicles

Combined single limit	\$1 Million
or	
Bodily injury- each person	\$500,000
each accident	\$1 Million
Property damage-each occurrence	\$1 Million
 Umbrella	
Combined single limit	\$2 Million
General aggregate	\$2 Million

Worker’s Compensation

Statutory	\$1 Million
Employer’s Liability \$100,000	

The selected CM shall provide a performance bond and labor and material payment bond equal to the net cost of the project within ten days of notice of award.

## **Appendix A**

**SECTION 7**  
**Fire Station No. 21**  
**Budget**

**Station No. 21 Budget:**  
This page represents the budget for a new station as indicted in any of the solutions shown for Station No. 21.

Village of Hoffman Estates							
New Fire Station No. 21				DRAFT		March 29, 2023	
Station Study - Project Budget							
Item	Quantity	Unit	Cost/Unit		Construction Cost		Remarks
			Low	High	Low	High	
<b>1.0 NEW FIRE STATION CONSTRUCTION</b>							Costs include building and ordinary site work
1.1 New Station Construction	13,562	s.f.	\$ 450	\$ 470	\$ 6,102,900	\$ 6,374,140	
1.2 Existing Station Demolition	13,562	s.f.	\$ 13	\$ 15	\$ 176,306	\$ 203,430	
<b>1.3 Sub-Total Fire Station Construction</b>					<b>\$ 6,279,206</b>	<b>\$ 6,577,570</b>	
<b>2.0 Design and Construction Contingency (10%)</b>					\$ 627,921	\$ 657,757	
<b>3.0 Total Fire Station Construction Budget</b>					<b>\$ 6,907,127</b>	<b>\$ 7,235,327</b>	Includes contingency
<b>4.0 Allowances for Items to be Purchased by the Owner</b>							
4.1 Furniture and Furnishings					\$ 50,000	\$ 75,000	
4.2 Window Treatments					\$ 7,500	\$ 15,000	
4.3 Kitchen/Laundry Equipment					\$ 35,000	\$ 40,000	
4.4 Radio and Station Alerting Equipment					\$ 35,000	\$ 45,000	
4.5 Fitness Equipment					\$ -	\$ -	by foreign fire?
4.6 Computer Systems					\$ 10,000	\$ 15,000	
4.7 Wireless Network System					\$ 10,000	\$ 15,000	
4.8 Maintenance/Janitorial Equipment					\$ 2,500	\$ 5,000	
4.9 Telephone System					\$ 10,000	\$ 15,000	
4.10 Wireless Telephone Boosters/Amplifiers					\$ -	\$ -	
4.11 Miscellaneous Equipment and Furnishings					\$ 10,000	\$ 20,000	For items such as plaques, displays, art, etc.
<b>4.12 Total Allowances for Items to be Purchased by the Owner</b>					<b>\$ 170,000</b>	<b>\$ 245,000</b>	
<b>5.0 Allowances for Items Fees and Soft Costs</b>							
5.1 Architectural and Engineering Fees (10%)					\$ 627,921	\$ 657,757	Incl. Struct, MEP&FP, Civil, Landscape
5.3 Surveys & Soil Investigations					\$ 8,000	\$ 10,000	
5.4 Material Testing During Construction					\$ 15,000	\$ 20,000	
5.5 Building Commissioning					\$ 15,000	\$ 20,000	Basic Commissioning - req'd by code
5.6 Printing Costs					\$ 1,500	\$ 2,000	
5.8 Utility Company Charges (Electric, Gas, Telephone, Water)					\$ 50,000	\$ 75,000	
5.9 Fiber Optic Service Provider					\$ -	\$ -	
5.10 Moving Costs					TBD	TBD	
5.11 Utility costs during construction					\$ 15,000	\$ 25,000	
<b>5.12 Total Allowances for Fees and Soft Costs</b>					<b>\$ 732,421</b>	<b>\$ 809,757</b>	
<b>6.0 Owner's Contingency (5%)</b>					\$ 313,960	\$ 328,879	5% of Construction Cost Sub Total
<b>7.0 TOTAL FIRE STATION BUDGET</b>					<b>\$ 8,123,508</b>	<b>\$ 8,618,963</b>	
8.0 Inflation per annum (4%)					\$ 324,940	\$ 344,759	1 year of interest. Add 4% for each add. year
8.1 2025 Construction Cost					\$ 8,448,448	\$ 8,963,721	build in 2025
<b>9.0 Notes:</b>							
9.1 The budget is based upon a construction start in 2024.							
9.3 The budget for this project is preliminary and is based on historical information. These costs may vary significantly as the project becomes more fully developed.							
9.4 Estimate excludes: land purchase, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs.							
9.5 Project Budgets do not include legal fees or financing costs.							
9.6 Construction Costs are based utilizing a Design-Bid-Build project delivery method.							