

RFQ #2025-09
Construction Management as Advisor Services

Evaluation of Qualifications

Qualifications shall provide a straight-forward, concise description of the Construction Manager's capabilities to satisfy the requirements of this RFQ. Qualifications will be opened and reviewed in private. Proposal information will be kept confidential until an award is made. Award will be made to the CM that best fulfills the overall goals and objectives of this RFQ.

Project Title: Library Building Remodel Project 2025

Estimated Total Project Cost: \$450,000

Estimated Total Construction Cost: \$400,000

Estimated Timeline: November 2025 – April 2026

Project Architect: Woolpert

- Construction Manager's Responsibilities: Provide services as set forth in this RFQ and AIA Document C132-2019, Standard Form of Agreement Between Owner and Construction Manager as Advisor, Article 2.
- Provide services in conjunction with the services of the Architect as described in AIA Document B132-2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Advisor Edition.
- Coordinate services with those services provided by the Owner, the Architect, the Contractors, and the Owner's other consultants and Separate Contractors.

Scope of Construction Manager's Basic Services

- Provide services as set forth in this RFQ and AIA Document C132-2019, Standard Form of Agreement Between Owner and Construction Manager as Advisor, Article 3.
- Preconstruction Phase
 - Prepare and update the Project schedule to include components of the Work.
 - Provide recommendations on the division of the Project into individual contracts for construction of various categories of Work, including the method to be used for selecting Contractors and awarding Contracts for Construction.
 - Develop bidders' interest in the Project and establish bidding schedules. Assist Owner and Architect with the development of the Bidding Documents, which consist of bidding requirements and proposed Contract Documents. Prepare Contractors' scopes of Work for inclusion in Bidding Documents. Issue Bidding Documents to bidders and conduct pre-bid conference with prospective bidders. Issue the current Project schedule with each set of Bidding Documents. Assist the Architect with regard to questions from bidders and with the issuance of addenda.
 - Review bids, prepare bid analyses, and make recommendations to the Owner for the Owner's award of Contracts for Construction or rejection of bids.
 - Assist the Owner in preparing Contracts for Construction.
 - Assist the Owner in obtaining building permits and special permits for permanent

- improvements, except for permits required to be obtained directly by the Contractors.
- Construction Phase
 - Provide on-site administration of the Contracts for Construction in cooperation with the Architect.
 - Provide a staffing plan to include one or more representatives shall be in attendance at the Project site whenever the Work is being performed.
 - Provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Contractors. Coordinate activities of the Contractors in accordance with the latest approved Project schedule and the Contract Documents.
 - Review and analyze the construction schedules provided by the Contractors to update the Project schedule.
 - Schedule and conduct meetings to discuss matters such as procedures, progress, coordination, and scheduling of the Work, and to develop solution to issues identified.
 - Review, analyze, schedule and coordinate the overall sequence of construction and assignment of space in areas where the Contractors are performing the Work.
 - Coordinate all tests and inspections, observe the on-site testing and inspections, and arrange for the delivery of test and inspection reports to the Owner and Architect.
 - Endeavor to obtain satisfactory performance from each of the Contractors.
 - Monitor and evaluate actual costs for activities in progress and estimates for uncompleted tasks and advise the Owner and Architect as to variances between actual costs and budgeted or estimated costs.
 - Develop cash flow reports and forecasts for the Project.
 - Maintain accounting records on authorized Work performed.
 - Develop and implement procedures for the review and processing of Applications for Payment by Contractors for progress and final payments.
 - Review and certify the amounts due the respective Contractors.
 - Obtain and review the safety programs developed by each Contractor solely and exclusively for purposes of coordinating safety programs with those of the other Contractors and for making recommendations for any additional safety measures to be considered in the Work of the Contractors.
 - Determine in general that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents.
 - Advise and consult with the Owner and Architect during the performance of its Construction Phase Services.
 - Transmit to the Architect requests for interpretations, and request for information of the meaning and intent of the Drawings and Specifications, and provide Architect's written recommendations to Contractors.
 - Review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect and Owner, prepare Change Orders or Construction Change Directives.
 - Assist the Initial Decision Maker in the review, evaluation, and documentation of Claims.
 - Prepare and revise a Project submittal schedule.

- Review all Shop Drawings, Product Data, Samples, and other submittals from the Contractors, coordinate submittals, and transmit to the Architect.
- Review submittals for certifications, sequencing, constructability, and coordination.
- Record the progress of the Project. Submit written progress reports.
- Make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, and the approved Shop Drawings, Project Data, Samples, and similar submittals.
- Arrange for the delivery, storage, protection and security of Owner-purchased materials, systems, and equipment.
- Observe the Contractors' final testing and start-up of utilities, operational systems and equipment and observe any commissioning.
- Upon substantial completion, prepare for the Architect a list of incomplete or unsatisfactory items and a schedule for their completion. Assist the Architect in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.
- Execute a Certificate of Substantial Completion.
- Forward to the Owner information received from Contractors.
- Coordinate receipt and delivery to the Owner of other items provided by the Contractors.
- Forward to the Architect a final Project Application and Project Certificate for payment, upon the Contractors' compliance with the requirements of the Contract Documents.

Evaluation Criteria: Proposals will be evaluated with an emphasis on the following criteria:

- Proposer's ability to achieve the desired outcomes as communicated in this RFQ **(25%)**.
 - Begin working on the preconstruction of the project December 2025,
 - Begin working on the construction of the project January 2026,
 - Prepare and solicit publicly advertised construction bids from Contractors.
 - Provide administrative, management and related services to coordinate scheduled
 - activities and responsibilities of the Contractors.
- Demonstrated qualifications & experience as shown by a portfolio of projects of similar/larger scope (20%).
 - List of previous Library or Library District projects, Community Center projects, or K-12 School projects that have similar site and building program elements
 - List of projects that included Participant/Employee Occupied during construction
 - Approach to collaboration with Owner and Architect
 - Demonstrate ability to complete projects On Schedule
 - Demonstrate ability to manage the Owner's Budget
 - Experience with utility grants and energy-efficiency saving incentives
 - Experience with sustainable design practices
 - Approach with determining number of bid packages and Contractors' scopes of Work on similar projects
 - Approach to value analysis and importance of aligning both design and budget
 - How to value design team's input regarding project goals when seeking cost savings
 - Have internal cost estimating capacity and experience

- ### Cost of Construction Manager's Basic Services

- PLEASE NOTE:** The Villa Park Public Library will select finalists from the proposals received. Finalists will be invited to interview with the Library selection team. The Construction Manager will be selected by the Villa Park Public Library from the finalists after completion of the interviews. The Library will present the chosen proposal to the Board of Trustees for approval prior to the award of the Contract. This is expected to be between November 10 and November 12, 2025. The Villa Park Public Library retains the right to refuse any and all proposals. Conditional proposals, or those which take exception to the Contract documents without prior written approval from the Villa Park Public Library, may be considered non-responsive and may be rejected. The Villa Park Public Library may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work in conformity with the Proposal and Contract documents, and the Proposer shall furnish to the Villa Park Public Library all such information and data for this purpose as Villa Park Public Library may request. By submitting its proposal, the (CM) Construction Management firm agrees to furnish, upon request from the Village of Villa Park, all information reasonably necessary for Villa Park's analysis.

- RFQ Release October 3, 2025
- Proposal Deadline October 17, 2025 at 12 PM

- Finalists Selected for Interviews October 23, 2025
- Interviews October 27-29, 2025
- CM Selection November 3, 2025
- CM Fee and Contract Negotiation November 3–November 7, 2025
- Library Board Approval of Contract November 10-12, 2025
- Begin Working on Project November 24, 2025

Proposal Shall be Submitted via Email to: vppladmin@vppl.info until 12:00 p.m. local time, October 17, 2025.