

Request for Proposal

**CONSTRUCTION MANAGEMENT SERVICES
FOR
SIGNAGE AND WAYFINDING**

RESPONSES DUE: Wednesday, **May 28, 2014 at 2:00 PM**

Deliver Proposals To:
Facilities Department
Campus Maintenance Center
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137



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OTHER DOCUMENTS

Draft contracts (AVAILABLE UPON REQUEST)

- 1) AIA A133 - 2009 CM Standard Form of Agreement between Owner and Construction Manager
- 2) AIA A201- 2007 General Conditions of the Contract for Construction

1. Scope of Professional Services (Including but not limited to the following)

Work to be performed under this contract will include complete Construction Management (CM) services for all signage projects listed below and new projects started before June 30, 2016. Current signage projects include:

- Dining and Entertainment Signage
- MAC Interior Signage
- SRC First Floor North Wall
- Overhead Signs Campus Wide / Kiosks
- Chaparral Hill

Pre-construction Phase Services:

- **Administration:** The construction manager shall facilitate a stakeholder/team session to outline the goals and objectives of the project and establish the working relationship and responsibilities of each team member (Owner's Project Manager, COD Departments, Designer, CM).
- **Estimating:** The construction manager shall provide detailed project estimates for each signage project. Estimates should provide quantities and unit prices for each item of work where applicable.
- **Quality Control** - Develop a written, project specific quality control/quality assurance plan detailing the specific measurable goals to be achieved by the plan. The CM to utilize COD established guidelines.
- **Scheduling** - Develop a detailed CPM master project schedule in a format acceptable to the owner, within four weeks after award using software acceptable to Owner. The schedule should be updated at one month intervals.
- **Value Engineering/Constructability Reviews** - Provide constructability and value engineering review in conjunction with the above estimates.
- **Safety** - Develop a project specific safety plan to be incorporated into all bidding documents. The CM to utilize COD established guidelines.
- **Bidding** – Prepare and develop all bid packages including project specific and supplementary general conditions items, and assist the owner in issuance of same in accordance with Board policies and procedures (available upon request). CM will be assigned all trade contracts by COD. The CM will, in conjunction with COD, conduct pre and post bid meetings with trade contractors to ensure that all bids are complete and fully responsive. The CM will review all RFI questions submitted by trade contractors and issue addenda as necessary. The CM will analyze contractor bids and make award recommendations to owner, and prepare Board reports for approval. The CM will implement award of contracts and issuance of purchase orders as approved by the owner.
- Coordinate the identification and ordering of long lead items to be incorporated into the project.

Construction Phase Services

- **General Administration** - Maintain a competent and sufficient number of full-time field staff to administer the work of the project and coordinate and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors. Prepare and distribute meeting minutes for all parties.
- **Trade Contractor Supervision/Coordination** - Supervise and coordinate the efforts of all trade contractors and suppliers to ensure that cost, quality, safety and all other goals of the project are met or exceeded.
- **Schedule** - Solicit and incorporate trade contractor input into the project schedule. Manage all trade contractors to ensure milestone and final completion dates are met. Develop recovery schedules when critical path or milestone dates are or may be negatively impacted. Update the overall schedule monthly for incorporation into monthly report.
- **Quality** - Inspect all materials and installations to ensure that the plans, specifications and quality control goals of the project are being met or exceeded. Maintain a Quality Control Log to track quality issues as they are identified. The log should track dates items are identified, corrected and trade contractor responsibility.
- **Safety** - Monitor and enforce project Safety Program. Ensure compliance with all local, state and federal safety regulations. Provide safety reports upon inspections. Incorporate appropriate information into monthly reports.
- **Reporting/Communication** - On a weekly basis, prepare a detailed project report updating owner with pertinent cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of all construction activities and a monthly photographic log of the project's progress. The CM shall coordinate with, receive direction from, and report to the owner's representative. The CM shall be prepared to hold informational meetings as requested by COD to provide periodic updates on work progress to owner's personnel as appropriate. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other project information.
- **Project Accounting** - On a monthly basis, gather all trade contractors and supplier invoices, waivers of lien and summarize into overall project billing in a format acceptable to owner. Make appropriate payments or recommendations for payments to trade contractors and suppliers. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to the Owner's representative for review. Continuously incorporate owner authorized and approved changes into overall project budget to maintain an accurate estimate of total project costs. Obtain appropriate insurance certificates from all trade contractors and suppliers. Submit a trade contractor's schedule of value to COD for review and acceptance.
- **Requests for Information/Submittals** - Review and forward to architect/designer and/or owner all trade contractor requests for information and submittals. Provide recommendations, note cost implications or schedule concerns for the Owner's representative review. Maintain a date sensitive computerized log of all such documents indicating current status of each item.
- **Permits/Inspections** - Secure all necessary local, state and federal permits, inspections and certificates of occupancy for each project. Provide all permit related documents as required by the authorities having jurisdiction.
- **Construction Manager Bond** – Not required. All trade contractors will have to be pre-qualified and bonded. The CM shall obtain all appropriate Bid Bonds and Performance and Payment Bonds from contractors.

Close Out Services

- **Punchlist** – Schedule a final inspection and prepare the final punchlist incorporating items from the Owner’s representative. Administer completion of all items therein with responsible trade contractors.
- **O&M Manuals/Record Documents (As-Builts)** – Prepare close-out documentation in conformance with COD Design & Engineering Standards. Prepare and turn over to owner O&M manuals for all equipment. Throughout the project maintain an accurate set of as-built documents for the owner incorporating all aspects of the construction. Electronic and paper copies of all close-out documents will be provided to the Owner’s representative in compliance with COD Design & Engineering Standards (latest edition).
- **Training/Start up** - Coordinate equipment training for appropriate owner staff to ensure smooth transition of operation. Administer start up and testing of all equipment by manufacturer’s representatives. Provide video documentation of training and one set of electronic documents and 2 set of hard copies if requested by Owner’s representative.
- **Warranty** - Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies of same to owner. Enforce provisions of warranties and guarantees with appropriate parties. Warranties to be for 2 years after substantial completion letter is issued.

2. Proposal Format

Construction Managers are to submit their proposals by **Wednesday, May 28, 2014 at 2:00 PM** to COD as follows:

Proposals shall be submitted on 8-1/2” X 11” paper in bound format. Submit (3) three copies. The proposal shall include information requested below in the order presented:

A. Schedule

Submit a proposed programming, design, and documentation time schedule for this project broken down by major phases of the project. This schedule should include all key milestones, including proposed substantial completion and final completion dates and decision requirements to meet the expected completion date.

B. Current and Anticipated Work Load

Provide the firm’s current number of projects under contract and anticipated future projects for which key personnel have been committed, for the period that coincides with the Signage projects schedule indicated below.

C. Insurance (See Exhibit A)

The CM shall provide copies of their general liability insurance certificate, and other business related liability insurance, with limits of liability, as part of their proposal. The College of DuPage, Officers, and the Board of Trustees will need to be identified as additional insured on the policy upon CM selection.

3. EXHIBIT A

GC-15 INSURANCE REQUIREMENTS

- 1) The Contractor shall require all policies of insurance that are in any way related to the work and are secured and maintained by Contractor and all tiers of subcontractors to include clauses providing that each underwriter shall waive all of its rights of recovery, under subrogation or otherwise, against College of DuPage, Board of Trustees and employees of the College.
- 2) The Contractor shall waive all rights of recovery against College of DuPage, Board of Trustees, employees of the College and other Contractors and Subcontractors which Contractor may have or acquired because of deductible clauses in or inadequacy of limits of any policies of insurance that are in any way related to the work and that are secured and maintained by Contractor.
- 3) The Contractor shall require all tiers of Subcontractors to waive the rights of recovery against College of DuPage and all tiers of Subcontractors.

Insurance Requirements of the Contractor

Prior to the effective date of this Contract, the Contractor, at its cost, shall secure and maintain at all times, unless specified otherwise, until completion of the term of this Contract the insurance specified below.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract. The insurance purchased and maintained by the Contractor shall be primary and not excess or pro rata to any other insurance issued to the College.

The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

The limits of liability shall be as stated below, unless, prior to the effective date of this Contract, written approval is granted by the College of DuPage Department of Risk Management for variance from those limits.

1. Coverages

(a) Workers Compensation Insurance

Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

- (1) Employers' Liability coverage with a limit of
\$500,000 each Accident
\$500,000 each Employee
\$500,000 Policy Limit for Disease
- (2) Broad form all states coverage

(b) Commercial General Liability Insurance

(1) The Commercial General Liability shall be on an occurrence form basis to cover bodily injury and property damage including loss of use.

General Liability limits shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit for bodily injury and property damage. The General Liability policy shall include, without limitation the following coverages:

GC-15 INSURANCE REQUIREMENTS (CON'T.)

- (a) All premises and operations;
- (b) Broad Form Blanket Contractual Liability;
- (c) Products/Completed Operations;
- (d) Broad Form Property Damage Liability;
- (e) Cross Liability.

(c) **Comprehensive Automobile Liability Insurance**

Comprehensive Automobile Liability to cover all owned, non-owned and hired automobiles, trucks and trailers. The Comprehensive Automobile Liability limits shall not be less than the following:

- 1) Liability - All Autos: Bodily Injury & Property Damage - \$1,000,000 per Occurrence
- 2) Uninsured/Motorists: Per Illinois Requirements

(d) **Umbrella/Excess Liability Insurance**

In addition to the coverages and limits specified above, Contractor and Sub-Contractors of any tier shall secure and maintain a limit of liability no less than:

- 1) \$2,000,000 each occurrence for all liability
- 2) \$2,000,000 in the aggregate per policy year separately with respect to products and completed operations

2. Additional requirements

(a) **Additional Insured**

College of DuPage, its officials, employees and agents shall be named as additional insured under the Commercial General Liability policy.

(b) **Qualification of Insurers**

All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and general rating of "A", and shall be a Class V or higher in the financial size category as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than "A", V will be acceptable only upon written consent of the College of DuPage Department of Risk Management.

(c) **Insurance Notices**

All policies of insurance which may be required under terms of this Contract shall be endorsed to provide that the insurance company shall notify the Purchasing Manager, College of DuPage Room BIC 1540, 425 Fawell Blvd., Glen Ellyn, Illinois 60137 at least 30 days prior to the effective date of any cancellation or modification of such policies. When required in the Special Conditions, the successful Bidder shall furnish prior to the date on which Contractor commences performance of the contract, Certificates of Insurance maintained by Contractor.

In no event shall any failure of the College to receive Certificates of Insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of Contractor's obligations to obtain insurance pursuant to these insurance requirements.