

**Hampshire Township Park District Request for Qualifications and Proposal
for Program Manager Design-Build Services**

- I. Introduction

Hampshire Township Park District is pleased to invite your firm to submit proposals for Program Manager Design-Build Services for a new Recreation Center. The design services will require public engagement to design a recreation center within the budget of approximately \$8M that will then be placed on a ballot for referendum. Pre-referendum obligations are limited to the design services. Post referendum obligations include pre-construction and construction services which are contingent on the passage of a referendum.

- II. Project Description
 - a. Facility Address: The project site is Town Place Road and Wyndham Road (NW corner)
 - b. Facility Building Description: Recreation Center
 - c. Program: The Program is contemplated to meet multiple program needs with one facility. Public meetings for input on facility design will be required.

 - d. Schedule: The anticipated schedule for the selection process of a Program Manager is as follows:
 - i. Notice of Intent 12/1/23
 - ii. Request for Qualifications 12/14/23
 - iii. Proposal Submission Due Date 1/8/24, 12 noon
 - iv. Internal reviews 1/9/24-1/12/24
 - v. Interviews 1/15/24-1/17/24
 - vi. Final selection 1/22/24

- III. Program Manager Design-Builder Scope of Services
 - a. The intent of this solicitation is to obtain the professional Program Manager Design-Build services of a local firm with relevant experience.
 - i. The objectives of the project may include, yet may not be limited to, providing management direction over the design of the listed project so that the resulting facility will be designed for future construction depending upon a successful referendum: Services
 1. In such a way that the Hampshire Township Park District will have a high value facility, well-constructed of quality materials and workmanship;
 2. In such a manner that the new facility can and will be completed within the approved budget;
 3. In such a way that the facility can and will be completed in accordance with the established schedule;
 4. In such a way that maintenance of the facility can be accomplished efficiently and effectively with a minimal maintenance staff and low operations and maintenance budget; and

5. In such a way that the facility will be highly functional, responding to all of the services outlined in the established criteria.
- b. Services are divided into three parts: Part 1 – Design Services, Part 2 – Pre-construction Services, and Part 3 – Construction Services.

Part 1 – Design Services

Part 1 services shall include, but not necessarily be limited to, performance of the following services:

- Creation of space concept using public involvement
- Rendering and 3D flythrough of completed space concept
- Schematic Design
- Construction estimates and cost value analysis
- Utilize Building Information Modeling (BIM)
- Green initiatives

Part 2 – Pre-construction Services

Part 2 services shall include, but not necessarily be limited to, performance of the following services (based on successful referendum):

- Construction Documents
- Provide schedules and constructability review
- Provide construction budgets during each stage
- Provide value engineering / cost value analysis
- Prepare bid packages
- Solicit subcontractor bids
- Submit Guaranteed Maximum Price (GMP) project budgets for approval

Part 3 – Construction Services (based on successful referendum):

Part 3 services include all normal services associated with the construction of facilities for the project described in the previous section. Specific items of consideration relative to the project include, but are not necessarily limited to, the following examples:

- Issue and manage construction contracts
- Process shop drawings for review and implementation
- Provide daily on-site representation and oversight
- Provide monthly pay request for review & payment
- Assure the completion of construction and building turnover

- IV. Preliminary Timeline. It is our intent to award a Program Management Design-Build Services Master Facility Contract, with contract execution and services to commence as early as January, 2024. Firms selected for the shortlist will be interviewed January 15-17, 2024.
- V. Selection
 - a. The Master Facility Program Manager Design-Builder is preferred to be a single business entity for clear, concise communications. Alternatively, teams may be formed and submitted under leadership of a single entity. Clearly list all anticipated third-party

consultants, architects, builders and planners that will be involved in this project by both company and staff individuals and accompanying resumes.

- b. Selection will be made primarily on the basis of (i) design solutions as related to the new recreation center, (ii) qualifications, and (iii) relevant experience, however, the Hampshire Township Park District reserves the right to take into consideration any other factor(s) deemed relevant, in its sole and absolute discretion, in the selection process.
- c. The Hampshire Township Park District reserves the right to waive any irregularities, reject any or all submissions, and not utilize these responses as the sole basis of selection.

VI. Response Process

- a. Questions: All questions related to this RFP should be directed to:
Hampshire Township Park District
Attn: Laura Schraw, Executive Director
PO Box 953
Hampshire, IL 60140
laura@hampshireparkdistrict.org
847-683-2690
- b. Due Date: Responses are due no later than Monday, January 8, 2024 at 12:00 P.M.
- c. All responses shall be prepared at the sole expense of the respondent party; no expenses shall be reimbursed by or the responsibility of the Hampshire Township Park District.
- d. Response Format: Responders should provide three (3) original paper copies and one PDF version on a USB thumb drive of their qualifications for consideration to the following address:
By mail: Hampshire Township Park District, PO Boxes 953, Hampshire, IL 60140.
In Person: Hampshire Township Park District, 182 S. State Street, Hampshire, IL 60140.
(Do not address mail to this address it will not be received.)
Responses may be mailed or hand-delivered.

Response Guidelines

Please provide the following information about your firm. All responses should be bound and tabbed consistent with the sections of this RFP as follows:

1. Company Profile (of each firm, if more than one)

1.1 General Information

- The legal structure of the firm and legal name of the entity
- Contact person
- Address
- E-mail address
- Website address
- Telephone number
- Fax number

- Brief history of your firm, including present ownership and key management individuals
- If the Design-Build team is a composite of several firms, provide the above information for each firm and how the teams will work with each other if not housed in one facility. The Hampshire Township Park District will retain civil engineering and landscaping contractors separate from this Qualification selection.
- Include the licensed architect's current state of IL registration number.

1.2 Bank and Bonding:

- Provide reference letters from your bank and bonding agency. Your bank reference letter must include any current line(s) of credit and how much is currently borrowed against it.

2. Project Management Questionnaire

2.1 Outline your concept of the duties and responsibilities of the Design-Build firm for this project. List pre-construction and construction phase services that will be provided.

2.2 Discuss how your firm would utilize Building Information Modeling and Virtual Reality to provide value for the Hampshire Township Park District.

2.3 Discuss how your firm, if selected, would gather information and make decisions.

2.4 Describe the methods your firm would use to report progress of the work – beginning with the project planning and extending through final completion of construction and acceptance by the Owner.

2.5 Describe your firm's system for reviewing and processing of contractor and subcontractor payments.

2.6 Describe your firm's experience with design management, specifically during the schematic design, design development, and construction document phases.

2.7 Describe your firm's experience with project specific constructability and feasibility review. In particular describe how your firm used Building Information Modeling to address these issues.

2.8 Describe how your firm establishes on-site organization and maintains a project site during the construction phase.

2.9 The selected Program Manager Design-Builder shall be responsible for solicitation of subcontractors, bidding of the project, and scope reviews of bids. Describe within your proposal how you will solicit and integrate local subcontractors and suppliers for work on this project. Describe your company's method for pre-qualifying and selection of subcontractors and vendors.

3. Relevant Project

3.1 Hampshire Township Park District is committed to hiring local, qualified, experienced contractors. The selected Program Manager Design-Builder, must have experience in Design-Build services, and also experience in construction of a similar facility. Include in your proposal at least three relevant and similar projects that were completed in the Northern Illinois area market.

3.2 Project profiles should be accompanied by the following:

- Client name and contact number
- Project start and finish dates
- Size and use of structure
- Delivery method
- Total contract amount versus the estimated budgeted amount

3.3 List prior experience with Green LEED certified projects and energy efficient buildings.

4. Project Staff

4.1 Team Profile: Provide a clear and descriptive organization outline or chart identifying all components of the Design-Build team, along with their project roles and responsibilities and their reporting accountability. In the case of a composite team, indicate which entity would hold the prime Design-Build contract and which would be subcontractors to that firm (i.e., single entity, joint venture, or association of buildings, designers and major subcontractors).

4.2 Resumes: Provide resumes for all proposed team members identified on the Organizational Chart, including industry experience and tenure with your firm. All resumes should be limited to one page.

5. Proposal Interested Program Manager Design-Builders shall submit its fee for each of the following:

5.1 Preliminary engineering services to develop cost estimates, concept, and renderings for use in public meetings and other uses as deemed necessary by the Hampshire Township Park District. It is anticipated that these services will be created with public and Park District staff input to be used for future meetings and referendum material.

5.2 Design Fee as a percentage of construction for architectural, structural and other consultants, as required.

5.3 Staff to be billed on a reimbursable basis during Pre-construction programming and planning stages, other than designers included above. Include a list of staff and billing rates to be used.

5.4 Program Manager Fee includes overhead and profit and corporate expenses: This fee to be expressed as a percentage on the resulting GMP total.

5.5 Proposals should not exceed 30 single-sided pages excluding the cover page.

6. Project Design

6.1 Provide examples of concept renderings for past similar projects.

6.2 Provide examples of 3D model colored drawings.

7. Schedule Provide a description of your firm's ability to work with fast-track schedules. Provide examples of your fast-track scheduling.

8. Other Provide other information that you believe is relevant and important.

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