



# City of Peru



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City Engineer

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## **Request for Qualifications Construction Management/Design Build Services Peru Police Station - Project # 17-11-BG City of Peru, IL**

### **PURPOSE**

The City of Peru, Illinois (hereinafter referred to as “The City”) is issuing a Request for Qualifications for Construction Manager/Design Build (hereinafter referred to as “Firm”) services for the project described below and in accordance with the formal qualification-based selection process. The purpose of this Request for Qualifications is to solicit qualifications for potentially providing construction management and/or design build services. The City hopes to enter into a contract with a responsible firm for such services, and accordingly is seeking certain information whereby such service capabilities shall be evaluated to determine which Architect shall be awarded the contract.

### **SCOPE OF PROJECT**

The City recently purchased property at the SW corner of N. Peoria Street and Midtown Road, which will be the proposed site for the proposed police station. The project may consist of program development, conceptual design, conceptual budgeting, final design, guaranteed maximum price (GMP), public private partnership (P-3), and various aspects of construction management and/or design build services. The firm will provide the City with conceptual plans, construction plans, specifications, and various other documents necessary for budgeting, bidding, and construction.

### **CLARIFICATION OF THE FIRMS ROLE**

The proposed firm will be responsible for the preparation and completion of all described tasks within this RFQ and others as determined by the Project Team. The Project Team shall consist of the Team Leader (Owner’s Representative) – City Engineer Eric Carls, P.E., and an appointed Evaluation Team. The Evaluation Team may include members of the City Council, Police Department, and Engineering & Zoning Department.

All work tasks completed by the firm will be formally submitted to the Team Leader for formal review and approval by the City. All designs, conceptual and final budgets developed, bids solicited, bid packages developed, addenda published, contracts awarded, submittals approved, change orders evaluated and approved, pay requests processed, and/or any other similar action items, with City of Peru concurrence.

## **REQUIRED INFORMATION FOR THE SUBMITTAL PACKET**

The following information is required at a minimum to be submitted in writing as part of qualifications statement, and shall be clearly noted:

### Section 1

1. A detailed description of the firm, including as a minimum the following:
  - Names of all principals/partners
  - Founding date of the firm
  - General nature of work experience,
  - Number of professional and support staff in the firm
  - The firm's organizational chart

### Section 2

2. Identification by name and qualifications for the Project Team, including the project manager and project support staff. This includes a resume for each that includes:
  - title
  - education
  - licensure(s)
  - relevant experience
  - specific role in the firm or any past firms

### Section 3

3. A description of the methods and/or techniques employed by the firm to maintain communication with the Project Team.

### Section 4

4. A narrative regarding the firms relative and similar project experience and examples/references of similar projects where the firm was in a construction management or design build role.

### Section 5

5. A narrative describing the firms experience with Public-Private Partnerships (P-3) and examples/references of any such partnerships the firm has been engaged in. If the firm does not have experience with P-3 please note as such.

### Section 6

6. References for at least three (3) municipal, government entity, or similar projects of comparable size and scope to this project, or greater.

Section 7

7. A narrative of the firm's current workload and ability to undertake and deliver the Peru Police Station project. (Include an estimated timeline for occupancy, noting milestone dates)

Section 8

8. The City of Peru wishes to maintain existing relationships with their existing project team currently under contract for Phase 1 services. Describe how the firm intends to maintain and include the existing team members architects (Basalay Cary & Alstadt & MWL) and civil engineer (Chamlin & Associates) as part of the project team.

Section 9

9. A narrative describing specifically why your firm is qualified to act as the construction manager/design build firm for this project.

Section 10

10. Insert the signed and dated "Acknowledgement of Receipt and Understanding of Request for Qualifications". (A blank form is included on the last page of this document)

**Submittals must be submitted to the City at 1901 4<sup>th</sup> Street, Peru, IL on or before 4:30 P.M. on Thursday, August 29th, 2019.**

## **CITY REVIEW PROCESS**

The City and its evaluation team will review each submittal on the evening of Thursday, August 29<sup>th</sup>, 2019 and during office hours Friday, August 30<sup>th</sup>, 2019. The firms will be ranked in order to determine the most qualified for the project.

A recommendation for a selected firm will be placed on the City Council Agenda for consideration at the September 3<sup>rd</sup>, 2019 council meeting.

The City will notify the selected firm upon completion of the formal recommendation and final vote of the City Council.

## **DETERMINING FACTORS**

The following factors will be used in arriving at the selection of a professional firm, including but not limited to:

- Qualifications
- General experience
- Specific record of accomplishments with similar or like projects
- Skills and abilities of personnel (proposed project team)
- Workload and scheduling availability to start work on the project
- References

A formal decision will be made after the evaluation process, the City intends to enter into a contract with the selected firm. Qualifications, experience, and performance will be considered as elements of a responsible proposal at the sole discretion of the City. The City's decision shall be final and not subject to recourse by any firm, person or corporation. The City reserves the right to reject any and all proposals.

Scoring:

<b>Criteria</b>	<b>Weighting</b>	<b>Points</b>
Firm Experience	25%	25
Staff Capabilities	25%	25
P-3 Experience	15%	15
Past Performance/References	20%	20
Workload	15%	15

## **METHOD FOR SUBMITTING QUALIFICATIONS**

Qualifications, all accompanying information, and required documents must be enclosed in a sealed envelope. The envelope must clearly state the phrase **“Request for Qualifications – Construction Management/Design Build Services – Project # 17-11-BG”**. Qualifications must be received either by hand-delivery or mail to the following address no later than the date and time indicated in the request:

*Attn: Eric Carls, P.E.  
City Engineer  
City of Peru, IL  
1901 4<sup>th</sup> Street  
Peru, IL 61354*

**\*Qualifications Submittal - the firm shall include six (6) hard copies and one (1) pdf copy on flash (thumb) drive.**

**Submittals must be submitted to the City at 1901 4<sup>th</sup> Street, Peru, IL on or before 4:30 P.M. on Thursday, August 29<sup>th</sup>, 2019.**

## **RESPONSIBILITY OF THE SELECTED FIRM**

It is the City’s intention to enter into a contract with a professional firm as soon as possible. The firm will assist the City through the Phase 2 (Program Development, Schematic Design, & Final Design) and Phase 3 (Construction, Construction Administration, & Project Closeout).

The firm will be required to develop conceptual budgets in order to assist the City in decision making related to the potential for a Public-Private Partnership (P-3) and prepare such parameters of a partnership, if the City so wishes to pursue P-3.

The necessary scopes of each Phase will be determined during the contract negotiations.

**ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING OF RFQ**

By signing and dating below, I acknowledge receipt of this Request for Qualifications as prepared by the City of Peru, IL. I understand that I agree to comply with all the requirements of this request, and hereby submit this signed Acknowledgement of Receipt and Understanding of Request for Qualifications for services for the referenced project. (Project #17-11-BG).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Name & Title of Firm Representative

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address of Firm

\_\_\_\_\_  
Representative Contact Number

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Representative Email