

REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES
Indian Prairie Community Unit School District 204
March 19, 2025

REQUEST FOR QUALIFICATIONS

Introduction

The Board of Education for **Indian Prairie School District 204** is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management At-Risk Services to assist the District in the planning (pre-construction), bidding, construction, close-out and occupancy of the planned Master Facility Plan.

This RFQ is an invitation to provide Construction Management At-Risk Services for the District's Master Facility Plan; responses will be evaluated on the abilities, experience, and consultative services the firm can provide to the District on the implementation of this Plan that is further outlined in the Project Information section of this document. There will be no public opening or reading of responses received by the School District pursuant to this request.

RFQ Submission

RFQ submissions are due by **April 3, 2025** before 12:00pm local time.

Indian Prairie SD 204
780 Shoreline Road
Aurora, IL 60504

Qualifications must be enclosed in a sealed envelope (or other sealed container): the submission must clearly display "**Request for Qualifications - Construction Management Services**" for **Indian Prairie SD 204** and the respondent's company name.

Submittals should be prepared as standard 8-1/2" x 11" letter size via PDF, and shall be limited to 50 pages, exclusive of required attachments. Front and back covers, table of contents pages and tabbed divider pages will not be counted if they do not contain submittal information. The information should be submitted in a double sided, readable, and/or bound in a book format. Electronic submissions should also be sent, but five (5) hard copies must be submitted. Timely delivery of submissions is the responsibility of the Respondent.

Copies of the RFQ will be available on the District's website: <https://www.ipspd.org/Page/2636>

The District requests information via electronic submission via email to:

Matt Shipley
Chief School Business Official
matthew_shipley@ipspd.org

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Anticipated District Selection / Award Schedule

RFQ Released	03/19/2025
RFQ Pre-Submission Meeting, 10:00am, 780 Shoreline, Aurora, IL	03/24/2025
Last date to submit questions/clarifications	03/27/2025
RFQ Due to District	04/03/2025
RFQ Interview List Released	04/10/2025
Interview Process Week of	04/14/2025
Administrative Recommendation for Board Approval	04/21/2025

Respondents' Inquiries And Addenda

Any questions shall be submitted in writing to **Mr. John Robinson** via email at john_robinson@ipsd.org.

All Proposers are prohibited from making any contact with the Board of Education or individual members of the Board of Education, Superintendent or any other administrator or employee of the District with regard to this RFQ, other than in the manner and to the person(s) designated herein. The School District reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to this RFQ.

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. Oral and other interpretations or clarifications will be without legal effect.

General Information

Respondents are advised to carefully review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive. Joint venture and cooperative qualifications may be considered, provided that their use is clearly indicated in the submitted qualifications.

Purpose

The purpose of this Request for Qualifications is to select an experienced and qualified firm to provide Construction Management Services for our Master Facility Plan. The District reserves the right to award contracts for various projects and scope of work to multiple or single respondents. The School District reserves the right to waive informalities and irregularities in the qualifications received. The School District reserves the right to terminate this RFQ at any stage and/or re-issue a subsequent solicitation. The District will remedy or waive technical errors in the RFQ process as is in the best interest of the District.

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General Terms & Conditions

The Respondent(s) whose submittal and interview is deemed to be the most qualified, advantageous and in the School District's best interests as determined by the selection committee may be submitted to the Board of Education for approval. The Board of Education may act to approve, reject or delay award of the contract based on the recommendation of the selection committee. The School District reserves the right to contact any Respondent for clarification, additional interviews, negotiate or terminate negotiations if such is deemed desirable by the School District.

All proposals must comply with applicable Illinois law including the payment of prevailing wages by all contractors working on public work projects and Criminal Background Investigation. Proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws.

All costs associated with developing or submitting qualifications in response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ does not commit the School District to enter into a contract. The School District reserves the right to reject any/all submissions, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFQ.

Contract Format

The contract between the District and the Construction Manager shall be the "Standard Form of Agreement between Owner and Construction Manager as Contractor Where the Basis of Payment is the Cost of the Work plus a Fee and General Conditions," AIA Document A133-2019, as amended by the District for this Program, along with the AIA Document A201-2017 General and Supplementary Conditions, as modified by the District, and Exhibit B Insurance and Bonds Requirements to the A-133, including all exhibits and files referenced therein, attached to this RFQ in Section 7.0 (collectively, "Contract Documents").

All savings on the project will be returned to the District at the conclusion of the project.

All actual cost information will be made available to the District or its agent during the entire process. A formal audit of the project may be conducted by an independent third party hired by the District at selected intervals during the construction phase and prior to final payment.

The project is subject to approval of budgets and funding by the Board of Education. The Board may suspend the project at any stage up to and including following receipt of bids.

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Background and Project Information

About Indian Prairie SD 204:

The District is a public, PreK-12 District, serving nearly 27,000 students in 35 buildings. The District is located in DuPage and Will counties, and serves portions of Aurora, Naperville, Bolingbrook and Plainfield.

The District has a Pre-School Center serving a blended population of 3–5-year-old special needs, low income and tuition-based students, twenty-one (21) grades K-5 elementary schools, seven (7) grades 6-8 middle schools, three (3) comprehensive high schools, a freshman campus at Nequa Valley (Birkett Freshman Campus), a credit recovery high school serving 4th year students from all three high schools, and a transition program supporting training experiences post high school.

The District's Strategic Plan, entitled *Inspire, Innovate and Empower the Future*, guides our work.

More can be found on the Indian Prairie School District website at www.ipSD.org.

Building Operations Team Facility Background and Project Information

The current building operations department includes one Director of Building Operations and two Project Managers. All building operations staff have many years of facility management experience in K-12 education. The District outsources all custodial, maintenance, HVAC, and grounds services to Aramark. The District has successfully managed many capital projects in recent years, including various parking lot replacements, flooring renovations, new playgrounds, roofing replacements, HVAC improvements, and other miscellaneous projects.

The Board of Education approved a Master Facility Plan in December, 2023. The plan is available at: <https://www.ipSD.org/Page/2784>.

The District entered into a master services agreement with Wight & Company to provide various development related services to the district including Architect of Record for all projects currently being contemplated based on the Master Facilities Plan.

The District recently retained Turner & Townsend Heery to serve as the District's Owner's Representative and the selected Construction Manager(s) will be expected to work collaboratively with the Owner's Representative and the building operations team and make recommendations on how to maximize the skills, knowledge and experience of district staff and consultants.

District voters approved a \$420 million bond referendum in November, 2024. The referendum will fund the most important work identified in the master facility plan. Communications and timelines that were shared with community, and outline the project plan, are available at: <https://www.ipSD.org/Page/2818>.

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Subsequent to the passage of the referendum, the District began design work on multiple projects. The work already authorized can be accessed by reviewing board meeting agendas and minutes at: <https://go.boarddocs.com/il/ipsd/Board.nsf/Public>.

Total Anticipated Budget for the Cost of Work: \$420,000,000

Total Anticipated Duration of the Work: 8 years

The organizing elements of the Master Facility Plan are:

Focus Area 1 – Comprehensive Renovation at Waubonsie Valley High School

Waubonsie Valley High School is approximately 590,000 square feet and has approximately 2,500 students. The scope for this school will be to renovate the entire school with a focus on improving learning environments, air quality, building systems, athletic complex, health/life safety, site upgrades, and energy efficiency. The estimated budget for these renovations is \$130,000,000.

Focus Area 2 – Comprehensive Renovation and Additions at Neuqua Valley High School and Repurposing Birkett Freshman Center

Neuqua Valley High School is approximately 450,000 square feet and has approximately 2,300 students currently. The scope for this school will be to renovate the entire school with a focus on improving learning environments, air quality, building systems, health/life safety, site upgrades, and energy efficiency. There will also be additions of approximately 49,000 square feet for expanded support space and additional classrooms to support bringing 800 freshman back to the school from the Birkett Center. The Birkett Center is approximately 140,000 square feet and will be repurposed and renovated to house the STEPS program, the credit recovery program, some CTE/STEM space and professional development spaces. The estimated budget for these renovations and additions is \$120,000,000.

Focus Area 3 – Middle School Renovations

The focus of this effort will be at the seven middle schools with the majority of the renovations and additions to be completed at Gregory and Hill Middle School. Additional scope will include the secured vestibules and improvements at select elementary schools. This scope will be completed after Focus Areas 1 and 2 are completed or near completion.

Selection Criteria and Process

The Selection Committee shall determine the selection of Respondents for the interview process by reviewing the written proposal and qualifications of the Respondents based on the responses to this RFQ. A “short list” of firms will be invited for an in-person interview before the Selection Committee. The interview will be a sixty (60) minute format with a twenty (20) minute presentation of how the firm would approach providing Construction Management services to the District and up to forty (40) minutes of Q&A.

A reasonable inquiry for additional information may be conducted by the District as to Respondents’ past performance, financial stability, and ability to perform on schedule, within

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budget, and in a fashion which results in client satisfaction with quality results. The timing of the research may precede or follow the interview process as determined in the best interest of the District. Respondents are solely responsible to promptly supply additional information to the District in connection with such inquiries. The promptness, accuracy, and cooperation of Respondents in responding to such inquiries may be grounds for determination of non-responsiveness as determined by the District.

A final evaluation of all the presenting Respondents will be made by the Selection Committee in order to determine the best qualified vendor(s) for the program.

The Selection Committee will be making a recommendation to the Board of Education on the chosen Respondent(s) upon completion of the interview process. The Selection Committee may rank the firms making the presentations to determine a recommendation or immediately reach a recommendation. The Selection Committee will use the following criteria to evaluate the submitted proposals to determine a short list for the interview process.

- Overall qualifications of the firm – must have performed Construction Manager at Risk services for a K-12 school district with a minimum construction budget of \$50,000,000
- Relevancy and success on past projects within the K-12 education market
- Composition, qualifications, and K-12 experience of the Respondent's staff for this project
- Overall fit of the key staff members proposed

Each of the interviewed Respondents shall be evaluated based on the following criteria:

- Quality of the interview presentation and Q&A
- Ability of the firm to show a good understanding of IPSD 204 and our community
- Probability of the firm to develop a successful partnership with the District
- Associated fees including CM fee, General Conditions, reimbursables, or any other fees or costs to the District – these fees should not be included in the submitted qualifications but will be requested to short listed vendors as a part of the interview process.

The Selection Committee recommended firm will be submitted to the Indian Prairie SD 204 School Board of Education for approval. The final contract terms and fees for construction management services must be approved by the Board of Education.

Based on the information above the District is looking for a submittal as follows for general firm qualifications for construction management at risk services.

PRE-CONSTRUCTION PHASE SERVICES

The construction manager (CM) shall attend and participate in all design phase team meetings. The CM shall prepare a site logistics and utilization plan.

Pre-Construction Cost Estimating:

The CM, as determined to be required once the final project scope is established, shall provide the following estimates:

- Concept-Level Cost Estimates for each selected project during pre-design
- 100% Schematic Design

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- 100% Design Development
- 50% Construction Documents
- 75% Construction Documents
- 95% Construction Documents
-

If any estimate submitted to the Owner exceeds previously approved estimates, the Construction Manager shall make recommendations to reduce the cost of the project. The CM at Risk shall review the contract documents for constructability at each budget milestone.

Scheduling:

Develop a detailed master project schedule immediately upon award. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule will include all phases of the work: program development, design, bidding, Board of Education approval of the contracts and all construction activities through close out of the project. The Construction Manager shall recommend a schedule for procurement of long-lead time items that will constitute part of the Work and any early procurement packages as required in order to meet the Project Schedule.

Site Logistics Planning:

Develop a site operations/logistics plan to address all construction-related staging, access, deliveries, parking and site safety considerations for workers, school staff, students and visitors.

During the preparations of the Construction Drawings and Specifications, the Construction Manager may propose a Guaranteed Maximum Price (GMP) for the project, which shall include be the sum of the estimated Cost of the Work, including the General Conditions, and the Construction Manager's Fee. The CMAR shall have the responsibility to keep the project in budget. The CMAR AR shall review the contract documents for constructability.

Sealed bids shall be received and opened by the Owner and the CMAR at a location to be determined by the Owner. CMAR shall comply with:

(a) A construction manager-at-risk shall publicly advertise for bids or proposals and receive bids or proposals from trade contractors or subcontractors for the performance of all major elements of the work other than the minor work that may be included in the general conditions.

(b) A construction manager-at-risk may seek to perform portions of the work itself if:
(1) the construction manager-at-risk submits its bid or proposal for those portions of the work in the same manner as all other trade contractors or subcontractors;
(2) the District determines that the CMAR's bid or proposal provides the best value for the District.

(c) The CMAR shall review all trade contractor or subcontractor bids or proposals in a manner that does not disclose the contents of the bid or proposal during the selection process to a person not employed by the CMAR, architect, engineer, or District. All bids or proposals shall be made available to the District on request after the later of the ward of the contract or the seventh day after the date of final selection of bids or proposals.

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Two-Step CMAR Evaluation Criteria.

Step One Evaluation Criteria. The District will evaluate submissions on the basis of the following:	Weight
<p>Personnel for this Project Proposer's <u>individual personnel</u> proposed for the work in the RFQ demonstrate similar project experience by showing high proportion of Illinois region/school district/governmental entity work, the proposer's experience, projects of comparable cost, complexity, and timeframe to the work in the RFQ. Organizational approach to the project is clear. Owner will review and evaluate the answers to the Questionnaire and resumes.</p>	20
<p>Construction Manager At-Risk Experience in the Construction of K-12 schools and school facilities in the Illinois construction market The Owner will consider the proposer's experience and the proposer's answers to questions in this RFQ, including, but not limited to, the record of past performance. The Owner will consider the proposer's experience on similar projects of the size, scope, and budget of the project in this RFQ. Proposer's references will be reviewed and evaluated.</p>	25
<p>Previous experience with IPSD 204 and its agents The Owner will consider the proposer's prior experience with IPSD 204 and its agents (including, but not limited to, IPSD 204's architects, engineers, and consultants.)</p>	10
<p>Quality of Services and Overall Reputation for managing schedule, budget, scope changes, and reputation for punch list, close out, and warranty Proposer shows no or limited past history of claims, suits, and failure to perform. Proposer shows an ability to maintain cost with no cost increases. Proposer has a record of timely completion of work, compliance with laws, and warranty service. The Owner will consider the proposer's general reputation for the above-listed items and the proposer's knowledge, reliability, character, integrity, skill, and stability.</p>	20
<p>Safety Record of Construction Manager At-Risk Proposer's Occupational Safety and Health Administration (OSHA) inspection logs for the last three years, a loss analysis from the proposer's insurance carrier, and a loss history covering all lines of insurance coverage carried by the proposer should be submitted and will be reviewed and evaluated.</p>	5
<p>Financials The Owner will consider Proposer's financial information, including the information provided in response to this RFQ, to determine Proposer's possession or ability to obtain adequate financial resources as required to perform under the contract for this specific project.</p>	10
<p>Relationship with Subcontractors The Owner will consider the proposer's general reputation and relationship with subcontractors. Proposer's references will be reviewed and evaluated.</p>	10
TOTAL	100

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Step Two Evaluation Criteria. A short list of up to six (6) CMAR finalists will be determined by the selection committee, based on the above-detailed selection criteria and ranking evaluation.	Weight
Estimate CMAR Cost (proposed fee x proposed construction budget plus general conditions) and Pre-Construction Services Fee	25
Proposed Project Team and Interview Proposers' Project Team, including competency, experience, and reputation, as well as firm's presentation during interview process will be evaluated, including overall approach to the project.	25
Qualifications Ranking/Scope from Step One	50
TOTAL	100

CONSTRUCTION PHASE AND PROJECT CLOSEOUT SERVICES

General Administration of Projects and Sites:

Maintain a competent and sufficient number of full-time field staff to administer the work of the project, coordinate, and supervise the work. Manage the project specific site(s) to oversee and coordinate deliveries, site logistics and safety. The CM shall conduct weekly meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties. During early phases of the project, conduct MEP coordination meetings as necessary to facilitate effective use of interstitial spaces.

Reporting/Communication:

On a weekly basis prepare a detailed project report updating the Owner with cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress. On a weekly basis, hold an informational meeting with the user groups and other Owner personnel to provide an overall update of the projects' progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and other information.

Project Accounting:

On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the Owner. Process payment requests and collect waivers from trade contractors and suppliers. Review, negotiate and recommend action regarding all trade contractor's change order requests prior to submission to architect and Owner for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Obtain the required bonds and insurance certificates from all contractors and suppliers.

Requests for Information/Submittals:

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Review and forward to the architect and/or Owner all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating current status of each.

Permits/Inspections:

Secure all necessary permits, inspections and certificates of occupancy.

O & M Manuals/As-Built:

Prepare and turn over all O & M manuals for all equipment to the Owner. Throughout the project maintain an accurate set of as-built documents for the Owner incorporating all aspects of the construction.

Training/Start Up:

Coordinate equipment training for appropriate staff of the Owner to ensure smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.

Warranty:

Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies or same to Owner. Enforce provisions of warranties and guarantees with appropriate parties. Conduct end of warranty walk-throughs as requested by the Owner. Warranties will be 2 years.

SUBMITTAL REQUIREMENTS

The proposal for Construction Manager At-Risk Services must include the following:

Cover Letter

A Cover Letter signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The letter should identify all addenda received by the Respondent. Joint Ventures require signatures from all firms participating in the Venture.

Executive Summary

Provide an executive summary that highlights the key points of the proposal and to provide the evaluators with a broad understanding of the Respondent's qualifications, approach and unique characteristics.

General Information

- a) Name, address and telephone of firm including involvement in industry organizations
- b) Name and title of contact person
- c) Name of officers in firm and an organizational chart
- d) Brief history of firm and an overview of specific qualifications and highlights of what the Respondent feels are the most relevant projects within the K-12 market

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- e) Number of years the Firm has provided Construction Management Services for K-12 projects.
- f) Number of projects of similar scope and type your firm has completed in the past five years with details on each project including scope, construction budget, performance metrics such as meeting budget, schedule, and customer satisfaction.
- g) Define your standard insurance coverages and bonding limits, please include the names of the companies through which your insurance and bonds are provided.
- h) Additional information that the Respondent feels is a unique qualification and is of direct benefit to the District.

Project Staffing

The education, training and qualifications of the proposed project staff including; Principal-in-Charge, Project Executive, Project Manager, Cost Estimators and Construction Superintendent and any other key staff deemed necessary for the Project(s). Highlight the individuals that will be directly involved in the cost estimating services portion of the work described above. Describe total experience in construction management of each of the proposed Project Team Members. Note separately any projects performed by personnel while with another firm and/or organization.

Experience and References

Profile 3 to 5 educational clients and/or completed projects specifically related to addition and/or renovation projects that have been performed within recent years. If you have worked on multi-site school construction programs in 5 years, please highlight those as well. On specific project sheets provide a brief overview of each that illustrates the depth, experience and service capabilities of your firm with K-12 school clients including:

- a) Project name, location and School District
- b) Name, title, telephone number and email of School District contact.
- c) Architectural firm name, location/office, telephone number and email address of project's primary architect.
- d) Project simple description including core project challenges including particular phasing, sequencing or renovation challenges, size in square feet, schedule and if appropriate any sustainable characteristics (or note if LEED-certified) of the projects.
- e) Please describe the type of CM services provided: agency CM, at-risk CM and if you also self-performed trade work.

List all current (in pre-design phase or construction phase) construction management projects that your firm is currently involved with, and the estimated value of each. In a simple chart include the state of completion, targeted completion date and any staff assigned to the projects that would also be assigned to possible projects for CUSD 204. Provide the contact information of the contact person from the client that you deal with on a day-to-day process for the project. In addition, list projects that are anticipated to overlap with the construction management services provided to CUSD 204 if your firm was selected.

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List five (5) each of contractor, architect, and engineer references with whom your organization has worked with in the past twelve (12) months. Submit company name, contact person, phone number and email address of primary contact.

Service Offerings/Approaches

- a) Provide examples of cost estimates, timelines and final deliverables that best represent the firm's capabilities and experience for the cost estimating services portion of the work.
- b) Discuss the approach/philosophy to cost reduction at various points in the design, bidding, and construction process when cost estimates are exceeding the previously approved project budget. Provide an example of proposed cost reduction plan developed on a recent project during the pre-construction phase.
- c) Describe the firm's approach to integrating quality assurance during the pre-construction phase and maintaining quality assurance during the construction phase.
- d) Describe the firm's general approach to developing bid packages, managing the bid process and awarding trade contracts.
- e) Describe the firm's approach to generating and recruiting interested bidders and tracking their intention to submit bids as the bid dates approach.
- f) Describe the firm's approach to screening of contractors who bid on the various portions of the job.
- g) Describe the firm's philosophy to self-performance and bidding on individual trade packages if the firm is also serving as Construction Manager.
- h) Discuss the firm's approach to site safety during the construction phase.
- i) Describe the firm's approach and experience to sustainable construction methods including highlights of experience on sustainable or LEED certified schools.

Litigation:

Litigation and Ethics Information: List any current or concluded litigation involving your company within the past five years, specifically including client involvement. Describe your company's involvement in the matter and the outcome of the matter if concluded.

Supporting Data

Include any other supporting data which you feel will assist the District in evaluation of your firm.

Future Fee Discussions for Construction Management Services

For the purposes of future fee discussions related to Construction Management Services provide a summary of how professional services, general condition costs and bidder allowances are typically handled by the firm.

- a) Describe how professional fees, insurance, and bonds are typically handled and what is included in your professional fees.
- b) Describe in sufficient detail your typical general conditions cost structure (i.e. - what is included vs. what is not included). Please identify which cost components of general conditions are typically included in the trade contractor allowances at the time of bidding.

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END OF SOLICITATION

