



John Rickard - Mayor

City of Byron Public Works Department

Request for Qualifications and Proposal for Program Manager Design-Build Services

I. Introduction

The City of Byron is pleased to invite your firm to submit proposals for Program Manager Design-Build Services for a new Street Department Building.

II. Project Description

- A. Facility Address: The project site is 6845 N. German Church Rd.
- B. Facility Building Description: New 12 bay Street Department building.
- C. Program: The Program is contemplated to meet multiple program needs with one facility. Preliminary list of project needs includes:
- 12 Bay or less metal building
 - Bathrooms, Kitchen and Interior Build-Out
 - Slab/Footings
 - 14' door heights
 - Site will be grade ready
- D. Schedule: The anticipated schedule for the selection process of a Program Manager is as follows:
- RFQ Issuance Date.....10/01/2022
 - Proposal Submission Due Date..... 11/15/2022

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. The objectives of the project may include, yet may not be limited to, providing management direction over the design and

construction of the listed project so that the resulting facility will be designed and constructed:

- In such a way that the City of Byron will have a high value facility, well-constructed of quality materials and workmanship;
- In such a manner that the new facility can and will be completed within the approved budget;
- In such a way that the facility can and will be completed in accordance with the established schedule;
- 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
- In such a way that the facility will be highly functional, responding to all of the services outlined in the established criteria.
- This project is subject to compliance with any and all Federal and/or State prevailing wage laws.

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:

- Rendering of completed space concept
- Schematic Design
- Utilize Building Information Modeling (BIM)
- Construction Documents
- Permitting

Part 2 – Pre-Construction Services

Part 2 services shall include, but not necessarily be limited to, performance of the following services:

- 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

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 when needed
- 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 December 7, 2022.

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 street building, (ii) qualifications, and (iii) relevant experience, however, the City 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 City 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: City of Byron Public Works Department, Attn: Aaron Vincer
- B. Due Date: Responses are due no later than November 15, 2022.
- C. Response Format: Responders should provide six (6) original copies of their qualifications for consideration to the following address:

Attn: Aaron Vincer
City of Byron Public Works Department
PO Box 916, 232 W. 2nd St.
Byron IL 61010

Responses may be mailed, hand-delivered, or emailed to avincer@es-il.org.

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 (or 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
- 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.
- 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 phase services that will be provided.

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

2.3 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.

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

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

2.6 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.

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

2.8 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 Experience

3.1 Please provide any relevant projects that may demonstrate your abilities for this type of project.

4. Proposal

Interested Program Manager Design-Builders shall submit its Fee for each of the following:

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

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

5. Project Design

5.1 Provide examples of concept renderings for past similar projects.

5.2 Provide examples of 3D model colored drawings.

6. Schedule

Please provide a schedule for anticipated timeframes once site is turned over for construction.

7. Other

Provide other information that you believe is relevant and important.