



WOOD DALE PARK DISTRICT

Active Places. Friendly Faces.

**The Board of Commissioners of the
Wood Dale Park District
Wood Dale, Illinois**

**Request for Qualifications for Construction Management Services
New Construction and Site Development**

The Board of Commissioners of the Wood Dale Park District is soliciting qualifications from professional firms experienced in park site and recreational building development work to provide construction management services for the redevelopment of the existing White Oaks Park located at 111 S. Wood Dale Rd., Wood Dale, IL 60191.

Consideration will be limited to firms which have demonstrated competence and qualifications and successful experience in the provision of construction management services of a similar scope for a park district or other public-sector owner and are encouraged to apply. The Park District envisions a construction manager at risk project delivery method in which the construction manager subcontracts the construction work through competitive bidding and holds all construction contracts.

SUBMISSION OF QUALIFICATIONS: All Qualifications documents shall be sealed and submitted to:

Matthew Ellmann - Executive Director
c/o Wood Dale Park District
111 East Foster Avenue
Wood Dale, Illinois 60191-1985
Re: Construction Management RFQ

Sealed statements must be received by 3:00 p.m. Central Standard Time (CST) on Friday, July 20, 2018. The qualifications will be reviewed by staff and elected officials upon receipt and presented to selected elected officials for review and making a recommendation to the entire Board of Commissioners at a special meeting date and time to be determined around the later part of July 2018.

The Wood Dale Park District reserves the right to change the submission deadline or to issue amendments to the RFQ anytime or to cancel or reissue the RFQ at any time without penalty. The Wood Dale Park District reserves the right to reject any and all submittals and to waive any irregularities as determined by the Wood Dale Park District. Further, the Wood Dale Park District is not liable for any costs incurred by the respondent in the preparation of its Statement of Qualifications.



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Project Description

The Wood Dale Park District seeks to complete a redevelopment to the existing White Oaks Park. The scope of the project includes the first phase of a multi-phase master plan. The park consists of a small outdated cabin that is slated to be removed prior to construction, along with a storage shed and small classroom as well. A new, approximately 2,350 square foot building will replace these structures, which will be used for recreational programs, community meetings and rentals. The existing parking lot and associated access drives will be improved and expanded. The balance of the site will include the creation of an open meadow area for community viewing and gatherings, including way finding pathways and supporting amenities.



PHASE 1

New Park Building, Extended Parking Lot, Meadow Loop Path

- 1** Enlarged parking lot
 - Upgrade & realign existing entry & exit driveway
 - Install new entry & exit driveway, drop-off area
 - Install new asphalt paving
 - Install permeable paving on north & west side
 - Install shrub border planting at public right-of-way
 - Install new park sign at vehicle entry area
 - Install new deciduous trees (17)
- 2** New White Oaks Park Center
 - Demolish existing cabin, classroom & storage buildings
 - Install new park building with outdoor patio
 - Install drinking fountain (1), picnic tables (4), and trash receptacle (1)
- 3** New pedestrian entry at S. Wood Dale Rd
 - Install conc paving
 - Install bike racks (9), interpretative sign (1) and trash receptacle (1)
 - Install new deciduous tree (1)
- 4** New pedestrian entry from enlarged parking lot
 - Install permeable paving at entry plaza
 - Install bike racks (9), regulatory sign (1), and trash receptacle (1)
 - Install new deciduous trees (1)
 - Install bollards (7)
- 5** New 7' width loop walk/ maintenance walk
 - Remove existing walk
 - Regrade surrounding area & restore landscape
 - Install root aeration matting for existing tree protection
 - Install 6' benches (7) & trash receptacle (1)
 - Install Entry Gateway (2) at the new loop walk connects to the improved existing trail path
 - Install new deciduous trees (7) along outside of meadow
- 6** New planting
 - Sod restoration at open meadow
 - Install 20% of meadow area flowering bulbs at open meadow
 - Don't replace meadow trees when they decline at open meadow
 - Install understory plants along paths, building and shelter areas
- 7** Replace Fence and New Fabric Screening
 - Install Wood Shadow Box Fence along south & west sides of existing maintenance building
 - Install new fabric screening on fences along north & east sides of existing maintenance building
- 8** Remove North Dog Park

Site Plan



Building Rendering



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Scope of Services

The Construction Manager selected will work in cooperation with the Architect to realize the goals of the Park District in an expeditious and economical manner. Construction Manager services shall include but are not limited to:

- **Bidding:** Preparation and coordination of the bid documents and manuals, public bid announcement and pre-bid walk through, Obtaining and opening bids along with recommendation of award in a manner consistent with requirements for public competitive bidding pursuant to the Illinois Park District Code and other applicable statutes; and obtaining all required permits with the City of Wood Dale and any other governmental entity necessary.
- **Construction:** On site supervision and project management including scheduling, coordination and quality control, scheduling and coordination of bi-weekly construction meetings with Owner/Architect, obtaining all required inspections with the City of Wood Dale, coordination of all shop drawings and material submittals between architect and subcontractors, submittal and management of all payment applications including all lien waivers, change orders, etc. , final punch list and project close out including all manuals and documentation.

Anticipated Milestones

RFQ Issued	July 3, 2018
RFQ Proposal Submittals Due	July 20, 2018
CM Short List Interviews at Park District	July 26, 2018
Park District Board CM Selection	July 31, 2018
Issue for Bid and Permit	August 1, 2018
Guarantee Maximum Price Bids Due	August 22, 2018
Approval of Negotiated Contract with CM	September 4 – 7, 2018
Anticipated Notice to Proceed	September 14, 2018
Project Completion (Tentative)	May 23, 2019

Submittal Requirements/Statement of Qualifications

Submittals containing the information described below should be mailed or delivered to:

Matthew Ellmann - Executive Director
c/o Wood Dale Park District
111 East Foster Avenue
Wood Dale, Illinois 60191-1985
Re: Construction Management RFQ

Responses to this RFQ are due no later than 3 p.m. on Friday July 20, 2018 at the Park District Offices, 111 E. Foster Avenue, Wood Dale, Illinois 60191.



Faxed or emailed proposals will not be accepted.

Please contact Rocco Castellano, Rocco Castellano Design Studio, (312) 925-0907, castellano.design.studio@gmail.com with any additional questions regarding the building and site development project.

Proposals will be taken under advisement and reviewed by Park District staff and selected Board members following the submittal deadline. There will be no public opening or review.

Required Elements & Procedures for Qualifications

This section establishes certain elements & procedures that must be adhered to for the firm to be considered.

A. Letter of Introduction:

Provide the name, address and telephone number of the firm submitting the statement of qualifications. Include a brief description of the firm and its history including the date the entity was established, along with the name, address and contact information for the designated contact person. This letter must bear the logo and signature of the person having proper authority to make the statement of qualifications for the firm.

B. Management Summary:

Provide a brief synopsis of the statement of qualifications summarizing the firm's unique qualities and the overall benefit of the statement of qualifications for the Wood Dale Park District. Summary should address at a minimum; demonstrated experience and ability to manage the scope of services and demonstration of experience with similar park and recreational building development work. Additionally, provide a description of specific management approaches to the project identified.

Provide a brief narrative describing the firm's ability and desire to impact the needs of the Wood Dale Park District. Specific examples of the firm performing similar work should be included as well.

C. Project Approach:

Briefly describe your Firm's experience and knowledge of the Construction Manager's role in a park district project. Describe your understanding of the White Oaks Park project and how your services would contribute to it. Please include a general description of the project schedule/timeline including a tentative bid date of August 1, 2018.



D. Statement of Qualifications:

The following information is requested regarding the submitting firm:

- a) A listing of current construction management projects being under taken or scheduled to be under of as similar nature. Include names and phone numbers for reference.
- b) A description of the firm's current workload and a discussion as to how this project would be incorporated into that existing workload.
- c) Provide a minimum of 5 references including public agency references, if any (with Park District references preferred).
- d) Identify 5 park district projects completed within the last 5 years or 10 park district projects completed within the last 10 years.
- e) Limit other examples of successfully completed projects of a similar size and scope to 5 (optional)

E. Description of the Firm:

The following information is requested regarding the submitting firm:

- a) Name of business and corporate headquarters location
- b) Length of time in business
- c) Names and resumes of company executive staff as well as individuals planned to be assigned to the project and their areas of expertise
- d) Total number of employees
- e) Name and location of park and recreation site and facility construction management contracts held within the last 5 years
- f) Services provided by the firm
- g) Amount of insurance coverage the firm has in each of the following categories: General Liability, Automobile Liability, Employer's Liability, Liquor Liability, and Workers' Compensation

F. Firm's Financial Statement:

The respondent shall provide financial information that includes its most recent audited financial statement(s).

G. Client References:

The respondent shall include at least five current client references (preferably park districts or public agencies) that include the client's contact name and title, organization's name, address, telephone number, and e-mail address.

H. Legal Actions or Lawsuits:

The respondent shall make known to the Wood Dale Park District any outstanding lawsuits, legal actions or conflicts of interest which would affect its ability to perform work for the Park District.



Selection Process

1. Submittal Requirements/Statement of Qualifications

Park District staff and pre-selected Board Commissioners will review and evaluate materials submitted prior to inviting any firms to interview.

2. Selection

The Park District will shortlist firms for interviews and a single candidate will be selected and recommended to the Board of Commissioners for final firm/candidate evaluation. This review team will consider the responsiveness of the materials submitted, qualifications, ability of professional personnel, past record and experience, performance data, ability to meet time and budgetary requirements, workload, availability, and other factors deemed relevant by the Park Board.

3. Acceptance/Rejection of Proposals

The Board of Park District Commissioners reserve the right to reject any or all proposals. The Board of Park District Commissioners reserve the right to select a Construction Manager in the best interest of the Wood Dale Park District and at the sole discretion of the Park Board.

4. Submittal Response Date and Location

The Wood Dale Park District must receive the vendor's RFQ proposal, in its entirety, not later than 3:00 p.m., Central Daylight Time in Wood Dale, Illinois located at 111 E. Foster Avenue, Wood Dale, Illinois 60191-1985 on July 20th, 2018. Proposals arriving after the deadline will be returned unopened to their senders. All submittals and accompanying documentation will become the property of the Wood Dale Park District and may not be returned. Vendors assume the risk of the method of dispatch chosen. The Wood Dale Park District assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted, nor will additional time be granted to any vendor. Submittals may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

5. Submittal copies

The original proposal and **five** copies must be submitted to the Executive Director. All proposals must be submitted to the Executive Director, 111 East Foster Avenue, Wood Dale, Illinois 60191-1985 no later than 3:00 p.m., Friday, July 20th, 2018, and must be clearly marked: **Construction Management RFQ**

6. Waiver of Minor Administrative Irregularities

The Wood Dale Park District reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any submittal.



7. Proposer's Questions

Upon release of this Request for Proposals (RFQ), all vendor communications concerning this RFQ must be directed to the person listed below:

White Oaks Project Architect - Rocco Castellano
Rocco Castellano Design Studio, Inc.
30 N. Vincennes Circle
North Bay, Wisconsin 53402
312) 925-0907
castellano.design.studio@gmail.com

8. Available Project Information

A project DropBox Folder has been made available to obtain project information intended to clarify the project's size, scope, and character.

Any clarifications to the RFQ will also be saved to the same project folder.

<https://www.dropbox.com/sh/eq5i3itgj0t1yle/AAB3UuZPKaY0pGQVqdMqnwPRa?dl=0>

Unauthorized contact regarding the RFQ with other than the identified project architect and/or Wood Dale Park District may result in disqualification. Any oral communications will be considered unofficial and non-binding on the Wood Dale Park District.

Vendors should rely only on written statements issued by the Wood Dale Park District Executive Director.

The responsibility for determining and obtaining the full extent of all information needed to respond to the Request for Qualification (RFQ) rests with the proposer. Submission of a proposal constitutes acceptance of the procedures, evaluation criteria, and other instruction of this RFQ.

Detailed financial information, equipment inventories, and infrastructure information available upon request.