

***Request for Proposal***

***Design Build Services***

***CDB Project # 102-777-015***

***Various Improvements at Rend Lake Resort***

***Wayne Fitzgerald State Park***

***Whittington, Jefferson County, Illinois***

**RFP/CONTRACT FORM**

**TABLE OF CONTENTS**

SECTION 00 21 16 - INSTRUCTIONS TO PROPOSERS	3
SECTION 00 21 40 - CONSTRUCTION ADMINISTRATION FEE	7
SECTION 00 25 16 - PHASE I PRE-PROPOSAL CONFERENCE	7
SECTION 00 31 17 - INFORMATION REGARDING AVAILABILITY OF UTILITY SERVICES	7
SECTION 00 31 19 - PHYSICAL DATA	7
SECTION 00 42 10 - SUBMISSION REQUIREMENTS AND INSTRUCTIONS	7
SECTION 00 51 00 - PROPOSAL EVALUATION AND AWARD	20
SECTION 00 51 01 - PHASE I EVALUATION CRITERIA	21
SECTION 00 51 02 - PHASE II EVALUATION CRITERIA	24
SECTION 00 51 24 - AMENDMENTS	29

**ATTACHMENTS**

AMENDMENT FORM  
PRE-PROPOSAL INQUIRY FORM  
REPRESENTATION AND CERTIFICATIONS  
PROPOSAL TRANSMITTAL FORM for DESIGN-BUILD PROJECTS (DB-PTF)  
DB ENTITY QUALIFICATIONS FORM AND INSTRUCTIONS  
REFERENCE QUESTIONNAIRE  
PROJECT LABOR AGREEMENT  
ACRONYMS

## **SECTION 00 21 16 - INSTRUCTIONS TO PROPOSERS**

- .1 You are invited to submit a proposal to provide Design-Build (D/B) services for CDB Project # 102-777-015. Various Improvements at Rend Lake Resort, Wayne Fitzgerald State Park, Whittington, Jefferson County, Illinois.
  - A. Phase I proposals are due **Thursday, May 31, 2012**
  - B. Site visits will not be allowed for Phase I.
  - C. There will be a pre-proposal meeting for firms selected to participate in Phase II. It will be held at a date and time to be determined (TBD) by amendment.
  - D. Phase II proposals are due: TBD by amendment.
  - E. Interviews for Phase II proposers will be at a date and time TBD by amendment.
  - F. The designers and all major contractors/subcontractors performing any of the General, Plumbing, Heating, Ventilation, Electrical work must be prequalified with CDB, as an A/E or contractor, before the Phase 1 submittal deadline. CDB does not prequalify the Design/Build entity separately. (00 21 05 SDC D/B)
  
- .2 This Request for Proposal (RFP) is for the design, permitting, site preparation, construction and commissioning of the facility in accordance with the approved design. These facilities must be designed and constructed applying the principles and practices of sustainable design and development using U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) for New Construction and Major Renovations 2009, Version 3.0 Green Building Rating System to achieve a "Silver Rating". **This project shall be designed to LEED Silver.**
  - A. This RFP is for a Firm Fixed Price Contract.
  
- .3 Any questions or requests for clarifications, and information concerning this RFP **must be received by 5:00pm on** in writing or by email, to the CDB Project Manager at the address below:

Timothy E. Patrick  
Capital Development Board  
3<sup>rd</sup> Floor Stratton Building  
401 South Spring Street  
Springfield, IL 62706

***CDB Project # 102-777-015  
Various Improvements at Rend Lake Resort  
Wayne Fitzgerald State Park  
Whittington, Jefferson County, Illinois***

Send inquiries to: [CDB.DesignBuild@Illinois.Gov](mailto:CDB.DesignBuild@Illinois.Gov)

### **.4 Scope of Work:**

- A. **Upgrades to Existing Cabins:** New durable, low maintenance, exterior siding material on all cabins. Repair, replace or refurbish metal or wood railing, wood posts and wood deck material at all walkways leading to cabins. Configuration must remain the same. Replace existing kitchenette, in same configuration, with upgraded items. Replace all ceramic flooring in cabins.

- B. **Upgrades to Existing Conference Center & Hotel:** Interior finish upgrades to three (3) conference rooms, the lobby, existing restrooms, corridors, and Great Room lobby. New entry to existing hotel. New HVAC in the Conference Center. New through the wall HVAC units in the existing hotel rooms.
- C. **New Pier Restaurant:** An open air restaurant and bar located over the water and supported by piers. Location to be in close proximity to the existing Windows Restaurant. New restrooms to be provided on land with easy access from new restaurant.
- D. **Upgrade to Existing Restrooms:** Cosmetic upgrades to the existing men's and women's restrooms that serve Reilly's Lounge and Windows Restaurant.
- E. **New Laundry Facilities:** New structure to accommodate additional laundry facilities. Structure will be an addition to existing hotel or separate structure in close proximity.
- F. **Upgrades to Existing Pool Bathhouse:** New metal doors and frames to replace the existing damaged items.
- G. **New Boatel Building:** New one (1) or two (2) story hotel with a covered, single loaded, exterior corridor. Hotel to accommodate approximately 18 units. Location to be between the existing Flagship and Schooner Buildings.
- H. **New Outdoor Events Center:** Open outdoor space for large events to include a large circular prefabricated pavilion, adequate restrooms and landscaping elements. Location to be in open grass area southwest of the existing hotel building.
- I. **Upgrades to Existing Gift Shop:** Upgrades to existing PBX system to accommodate new facilities. Upgrades to the food service, which currently serves only ice cream, to accommodate the additional preparation and serving of cold sub sandwiches.
- J. **New Outdoor Lounge and Dining Area:** New outdoor dining area in close proximity to the existing Windows Restaurant to accommodate outdoor dining and smokers.
- K. **New Signage:** New identification signage for new construction, as well as the replacement of the large existing monument sign. Add decorative flags, or similar element to the existing outdoor signage.
- L. **Upgrade Existing Internet Tower:** New tower to provide better, more consistent service to guests.

## **.5 Submitting Proposals:**

Offerors must submit eight (8) hard copies and one electronic copy to the web address above of the Phase I proposal, bound as described in Standard Documents for Design Build 2007 (SD-DB), Section 00 42 10

- A. Proposals will be received at CDB's bid receiving office located at:

Capital Development Board  
 3<sup>rd</sup> Floor Stratton Building  
 401 South Spring Street  
 Springfield, Illinois 62706

Attention: Don Broughton, Contracts Administration

- B. **HAND CARRIED PROPOSALS:** Proposals will be received at the Capital Development Board Bid Receiving Office specified in the RFP. Hand carried proposals must be deposited at the appropriate bid receiving office prior to the time established for receipt of proposals. Each proposal will be stamped with the date and time of receipt. Delays are probable at the entry point and should be taken into consideration. Late receipt of proposals due to entry delays will not be deemed excusable and the proposal will be declared "late" by the Bid Receiving Officer. Bids received after the submittal deadline shall be rejected.

## **.6 Two Phase Design-Build RFP Process**

- A. This procurement is being solicited using the Two-Phase RFP process authorized by the (D/B) Procurement Act (30 ILCS 537/1 et seq.) As part of Phase I, D/B entities shall submit their past performance history, including performance on design-build projects, basic technical approach, and capability information for review and consideration by the CDB. Following the review, evaluation, and rating of these proposals, the CDB may select at least two (2), but not to exceed six (6), of the highest rated offerors/contractors to receive a Phase II technical requirements package and to participate in the Phase II process of this RFP. Phase II offerors shall provide a technical and cost proposal for consideration by the CDB. The CDB will review the technical and price proposals of the Phase II offerors. Evaluations will be conducted in accordance with CDB's Rules and Regulations and the evaluation criteria set out in Sections 00 51 00 – PROPOSAL EVALUATION AND BASIS FOR AWARD, 00 51 01, and 00 51 02 of this RFP.
- B. Firms formally organized as design/build entities or design firms and construction contractors that have associated specifically for this project may submit proposals. For the purpose of this RFP, no distinction is made between formally organized design/build entities and project-specific design/build associations. Both are referred to as the design/build offeror (or simply "offeror"), or the design/build entity (or simply "Contractor"), after award of a contract. All designs must be accomplished under the direct supervision of licensed professionals registered in the appropriate technical disciplines, and meeting other certification and licensing requirements specified in the request for proposal. The lead firm submitting the proposal is the "offeror". The lead firm and all design and construction team members will be considered the Design/Build entity.
- C. All offerors will be notified of CDB's response to the Phase I submittals. The names of the offerors selected to participate in Phase II will be published in CDB's volume of the Illinois Procurement Bulletin located on the CDB website, [www.cdb.state.il.us](http://www.cdb.state.il.us)
- D. The Phase I and II RFP's have been developed based on the specific criteria as defined by and in accordance with CDB's Rules and Regulations 44 IAC 995 and 1030 and the (SD-DB) dated July 2007. The design is developed to approximately 35%. This will include the following conceptual plans showing approximate dimensions; demolition plan, existing and proposed site and utility plans, electrical site plan, floor plan, elevation, and occupancy loads. Also included is a bridging document which contains technical specifications, a topographic survey, a geotechnical report, a boundary survey (when appropriate), and CDB requirements. These documents will be made available to the selected offerors as part of the Phase II RFP.
- E. For all those contractors who compete in both Phase I and Phase II, the contractor's proposal shall be defined as all information that was submitted in response to the requirements of both phases of the RFP.
- .7** Funds available for design and construction: \$4,583,562.00. These funds are provided by the Capital Development Board.
- .8** Time available for design and construction: 365 calendar days from Authorization to Proceed.
- .9** The SD-DB 2007 edition and the attached Section 01 11 01 which is the supplement to the SD-DB are incorporated into this document and have the same force and effect as if they were given in full text. This manual is available in the Reference Library on CDB's website. NOTE: If a conflict exists between the RFP and SD-DB, the RFP shall prevail.

- .10** Certain clauses of the Design and Construction Manual 2009 edition (DCM) are referenced herein and in the SD-DB. Those referenced clauses are incorporated into this document and have the same force and effect as if they were given in full text. This manual is available in the Reference Library on CDB's website.
- .11 WAGE DETERMINATION:** Illinois Department of Labor's Prevailing Wage Rates are applicable to this project. It is the offeror's responsibility to ensure that applicable prevailing wages are used in preparing the proposal. The provisions of the Prevailing Wage Act, 820 ILCS 130/0.01-12, will apply. Prevailing Wage rates are available on the IDOL website (<http://www.state.il.us/agency/idol/rates/rates.HTM>).
- .12 PROPOSAL EXPENSES AND PRE-CONTRACT COSTS.** This RFP does not commit the CDB to pay costs incurred in preparation and submission of initial and subsequent proposals or for other costs incurred prior to award of a formal contract.
- .13 BRIDGING FIRM INELIGIBLE TO COMPETE:** In accordance with the CDB's Rules and Regulations (44 IAC 1030.150 b), the A/E firm(s), Oates Associates, Inc., preparers of the bridging documents for this RFP, have been determined to be ineligible to compete for the design/build contract to be awarded via this RFP. All inquiries relative to this RFP shall be directed to Tim Patrick via email: [CDB.DesignBuild@Illinois.gov](mailto:CDB.DesignBuild@Illinois.gov)
- .14 EXCEPTIONS:** If the offeror takes exception to any of the requirements specified in this RFP, the offeror shall clearly identify and explain each exception in an addendum to the proposal labeled "Exceptions". RFP requirements are not necessarily negotiable and exceptions may render an offeror's proposal unacceptable and ineligible for award. See SD-DB 00 42 10.5.
- .15 PROJECT LABOR AGREEMENT (PLA):** Because of the size, duration, and important public purpose to be served by the Project, it is in the public interest to have the Project completed in the most timely, efficient, and orderly manner possible and without labor disputes or disruptions of any kind which might interfere with or delay the Project. Accordingly, the Offeror/Contractor is required to enter into a PLA with the trade unions which have traditionally performed and have trade and geographic jurisdiction over such work. The PLA will be provided by CDB and executed by each Offeror/Contractor and Trade Union within 20 days following the Authorization to Proceed (ATP) with a copy provided to CDB. The agreement shall provide for, at a minimum, the following:
- A. Contracting or subcontracting work to only those firms, persons, companies or entities that have, or agree to be bound by and operate under, for the life of the Project, current collective bargaining agreements with applicable trade unions.
  - B. No lockout, strikes, picketing or other work stoppage of any nature.
  - C. Trade unions agree to use their best efforts to prevent any acts described in paragraph 2, or those of a similar nature of effect, or, in the event such an act takes place, to cause an immediate cessation thereof.
  - D. The right to discharge or discipline and employee who violates the provisions of the agreement.
  - E. Coverage for the life of the Project.
  - F. Incorporation of the agreement into subcontracts.
  - G. Procedures for resolving disputes related to the agreement.

Submission of the executed PL A shall be a post- ATP requirement.

**00 21 40 CONSTRUCTION ADMINISTRATION FEE**

- .1 The Construction Administration Fee (CAF) for this project is \$137,600.00
- .2 This amount will be included in the Offeror's Phase II price.

**00 25 16 PHASE I PRE-PROPOSAL CONFERENCE**

- .1 No Phase I proposal meeting will be held.

**00 31 17 INFORMATION REGARDING AVAILABILITY OF UTILITY SERVICES:**

It has been determined that all reasonable amounts of electricity and water used in connection with this project will be furnished to contractor without cost. The offerors will take this into consideration when computing their offers. See the SD-DB 2007 (SD-DB), Section 01 51 00 Temporary Utilities, for additional information. The offeror may be held responsible for costs should the contractor inadvertently rupture a water line, gas line, or cause misuse of utilities outside the "reasonable" or normal working parameters, as determined by CDB.

Using Agency will provide the following:

- o Access to electrical power and existing metering, consisting of connection to existing facilities. D/B team to be reimbursed costs for electrical power and to provide all temporary power connections.
- o Water supply, consisting of connection to existing facilities.

**00 31 19 PHYSICAL DATA**

Data and information furnished or referred to below is for the Contractor's information. The CDB shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor.

**SECTION 00 42 10 - SUBMISSION REQUIREMENTS AND INSTRUCTIONS**

**.1 GENERAL INSTRUCTIONS.**

**A. Proposal Preparation Instructions.**

- 1) Inasmuch as the proposal will describe the capability of the offeror to perform any resultant contract, as well as describe its understanding of the requirements of the Statement of Work, it should be specific and complete in every detail. The proposal should be prepared simply and economically, providing straightforward, concise delineation of capabilities to satisfactorily perform the contract being sought. The proposal should therefore be practical, legible, clear and coherent.
- 2) These instructions prescribe the required format for proposals, and describe the approach for the development and presentation of the proposal data. They are designed to ensure the submission of necessary information to provide for the understanding and comprehensive evaluation of proposals. Carefully review this section prior to commencing proposal preparation. Offerors are cautioned to strictly comply with all instructions within this RFP to ensure submission of a complete proposal. Failure to furnish a complete proposal at the time of proposal submittal may result in the proposal being unacceptable to the CDB and eliminated from consideration for award.
- 3) After compiling all required information, submit the information in accordance with the "Proposal Due Date Schedule" paragraph for the applicable phase and return the original and specified number of copies to the issuing office listed in Section 00 21 16.4. Mark the front of the envelope/box with the following: "PROPOSAL for Various Improvements at Rend Lake Resort, Wayne Fitzgerald State Park, Whittington, Jefferson County, Illinois, CDB Project 102-777-015.
- 4) **Proposal Due-Date Schedule.** The entire Phase I proposal is due by the date and time set for the receipt of proposals shown in Section 00 21 16.5 of this RFP. Offerors are required to include references as part of their Phase I package. **(Failure to provide the required number of references with the Phase I submittal will result in the Phase I submittal rejection).** The date and time for

receipt of the Phase II proposals will be issued by amendment to those offerors selected to proceed to the Phase II portion of this procurement.

**B. General Proposal Contents List by Phase.**

**1) Phase I Proposal**

◆ **Section 1 – General Documents**

- D/B Proposal Transmittal Form (DB-PTF)
- Representations, certifications, disclosures and other statements of offerors including but not limited to the Illinois State Board of Elections certificate requirements/certifications.
- Joint Venture Agreement, if applicable

◆ **Section 2 – Offeror’s Past Performance**

- Design-Build Entity Qualifications Form (DBQ).
- Past performance evaluation questionnaire.

◆ **Section 3 - Technical Capability**

- Technical Approach Narrative
- Offeror's Team Experience
- Other Capabilities

**2) Phase II Proposal**

◆ **Volume 1 – General Documents**

- Design Build Proposal Transmittal Form (DB-PTF) Price Proposal Schedule
- Price Breakdown
- Minority Business Enterprise/Female Business Enterprise (MBE/FBE) Contracting Plan

◆ **Technical Proposal Volume 2 – Management & Execution Plans**

- Project Management Plan (PMP)
- Design & Construction Schedule

◆ **Technical Proposal Volume 3 – Technical Data Proposal For each of listed items as they apply.**

- Element 3-1: Site Development
- Element 3-2: Structural Design
- Element 3-3: Architectural Design
- Element 3-4: Mechanical Design
- Element 3-5: Electrical Power, Lighting, Grounding & Communications Design
- Element 3-6: Fire Protection Design
- Element 3-7: Energy Analysis, Economic Analysis & Control Systems Design
- Element 3-8: Commissioning Plan
- Element 3-9: Environmental Compliance

**C. Written Proposal Format.** (Unless noted otherwise these general instructions apply to both Phase I and Phase II proposals.)

- 1) Purpose. These instructions prescribe the format of proposals, and describe the approach for the development and presentation of the proposed data. The proposal shall include all of the information requested in the specific instructions. Failure to include all information requested may adversely affect

the evaluation. A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered unacceptable. A proposal that is orderly and sufficiently documented will be easy for the CDB to understand and will enable the CDB to perform a thorough and fair evaluation.

- 2) Capacity to Perform. Offerors are cautioned to submit enough information to enable the CDB to fully ascertain each offeror's capability to perform all of the requirements contemplated by this RFP. All commitments made in the proposal may become a part of the resultant contract. The data submitted with each proposal should be complete and concise, but not overly elaborate. Any submitted materials not required by this RFP (such as company brochures) shall be relegated to appendices. Excessive reliance on promotional brochures is discouraged.
- 3) Written Proposals. The proposals shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (10 or larger). Type size for graphics, charts, diagrams and tables, shall be of an appropriate font and size for the application, and must be clearly readable without magnification assistance to the normal eye. Page size for schedules may be up to 11" x 17" and all other charts, tables etc. must not exceed normal legal size (8.5"x14"). Text lines will be no less than single-space. All pages of each proposal shall be appropriately numbered, and identified with the RFP number. For ease of reference, consecutive page numbering with tabs is required.
- 4) Table of Contents (TOC). The proposals shall contain a detailed table of contents. The TOC will identify major areas, paragraphs and subparagraphs by number and title as well as by page number and volume locations. Tab indexing will be used to identify Sections as appropriate. TOC and Tab indexes do not count toward page limitation. If more than one binder is used, the complete table of contents shall be included in each. Proposal Sections 2 and 3 shall not exceed the page limits stated. If the page limit is exceeded, the pages in excess of the limit shall be unread.
- 5) Page Limits. The page limits include all appendices, charts, graphs, diagrams, tables, photographs, etc. except as noted elsewhere in the instructions. To the maximum extent practicable proposal submission shall be double sided. Each side of a piece of paper counts as one page. Failure to observe these requirements may result in non-compliant proposals being evaluated at the maximum number of pages had the instructions been followed. All pages in excess of the stated limits will not be evaluated.
- 6) Binding. Elaborate format and binding are neither necessary nor desirable. All binders, (3 ring type is preferred) will be capable of lying flat when opened. The cover and spine of each binder will clearly identify the offeror's name, Section number(s), RFP number, RFP title and copy number, (e.g. copy 2 of 3). The original for each binder will be clearly identified on the cover and the spine. All binders will allow for easy removal and replacement of pages. If more than one binder is used, the complete TOC shall be included in each.
- 7) Revised Proposals. If revised proposals are requested, all proposal revisions shall be submitted on colored paper as page changes with each page identified by date and page number. Revised pages shall be printed on one side and punched with a 3-hole punch along the left margin. The number of revised copies to be submitted is the same as the initial proposal.
- 8) Electronic Copy. Provide one (1) electronic copy of all of the proposal information for Phase I. Provide one (1) electronic copy of Phase II Volumes 2 & 3, if selected to submit a Phase II proposal. Electronic copies may be submitted on CD-ROM saved in Microsoft Word (2003) format or Adobe Acrobat (9.0) ("Read Only" files are acceptable). All disks shall be virus checked prior to submission. The progress schedule shall be on a separate CD and identify the Critical Path Method (CPM) program and version used. Electronic copies of drawings are not required with the proposal submission.
- 9) Drawings. Offeror may elect to submit drawings to clarify their Phase II proposals, but are not required to do so by this RFP. In the event Offeror elects to submit drawings, use drawings no larger than Size A1 [approximately 24" x 36"] or smaller than size A2 [approximately 16" x 23"]. No electronic drawing files are required to be submitted at the proposal stage. Drawings are NOT required in either Phase I or Phase II.

- 10) **Clarifications.** Offeror may, at the discretion of the CDB, be asked to provide clarifications regarding their proposals in accordance with CDB's Rules and Regulations. Requests for such information do not constitute discussions. All requests and responses shall be documented and included in the procurement file of the CDB.
- 11) **Validity.** The offeror shall be held responsible for the validity of all information supplied in his/her proposal, including that provided by potential subcontractors. Should subsequent investigation disclose that the facts and conditions were not as stated, the proposal may be rejected or contract terminated for default if after award, in addition to any other remedy available under the contract or by law.

## **.2 PHASE I –QUALIFICATION SUBMITTAL CONTENTS**

**Submit one (1) original (clearly marked), 8 (eight) hard copies, and one (1) electronic copy of the Phase I submittal package.**

**A. Section 1 - General Documents.** Submit in a separate envelope, labeled "General Information", with the Phase I submittal.

- 1) Complete the "Offeror" Phase I portion of the DB-PTF (part 2). Enter "N/A" or leave blank the Phase II portions of the DB/PTF. An official having the authority to contractually bind your company must sign the DB/PTF in accordance with CDB's SD-DB Section 00 42 15. One copy of the DB/PTF is required to have an original signature.
- 2) Include in this section of your submittal the following:
  - o Representations and Certifications.
  - o Disclosures
  - o Illinois State Board of Elections Certificate

**Failure to submit this information with the Phase I submittal will be a material deficiency and the submittal will be rejected.**

- 3) Joint Venture Requirements (SD-DB 00 21 60). Parties wishing to propose as a joint venture must submit, with the Phase I Proposal General documents, an executed copy of the joint venture agreement. The joint venture agreement shall be executed in accordance with CDB's SD-DB. Offerors are reminded that the individual joint venture partners must be prequalified with CDB.

**B. Section 2 - Past Performance.**

- 1) Past Performance will be evaluated using the evaluation criteria set forth in Sections 00 51 00 and 00 51 01 of the RFP. Past Performance includes current and on-going performance.
- 2) The **Past Performance section of the proposal is limited to a maximum of 25 pages**, exclusive of the Past Performance Evaluation Questionnaires. It includes the offeror's (DBQ) and any discussion and or additional information, awards, letters, etc. concerning past performance the offeror includes.
- 3) Design-Build Entity Qualifications Form (DBQ):
  - a. References: Offerors shall complete in detail the (DBQ) listing a minimum of five (5), maximum of seven (7) contracts (complete or substantially complete) to be used for reference and evaluation purposes. At least two (2) of the projects listed must reflect the experience of the design team. Detailed instructions are provided in the DBQ. **Failure to submit this information with the Phase I submittal will be a material deficiency and the submittal will be rejected.**

- b. Offeror shall provide a list of key subcontractors and/or teaming partners to be utilized on this project. As a minimum provide the name(s) of subcontractors to be utilized on the design and oversight team and the major construction subcontractor(s) (as applicable).
  - c. Except for the design team or prime construction contractor, as applicable, multiple subcontractors may be named for the same discipline, limited to a maximum of two (2) subcontractors per discipline. When multiple subcontractors are provided for the same discipline the evaluation will be in accordance with Section 00 51 01.3 A.5.
  - d. Offerors shall provide information to demonstrate a history of performance on contracts that are similar in scope, complexity and size and to demonstrate experience in performing work similar in size, scope and complexity to that described in the scope of this procurement. Offerors shall explain what aspects of the referenced contracts they deemed relevant to the proposed effort.
  - e. Offeror must provide projects that have been performed within past ten (10) years. The period begins ten (10) years prior to the RFP release date and includes current projects.
  - f. Offerors should include with their proposal information any problems encountered on the identified contracts and the offeror's corrective actions and/or explanation.
- 4) Past Performance References:
- a. Offerors shall prepare and submit to prior clients, to include the owners of all the projects listed on your DBQ as submitted, a Reference Questionnaire. Include a cover letter explaining the requirement to obtain an independent evaluation of prior contract performance, and the Past Performance Evaluation Questionnaire for CDB's use in evaluating Past Performance.
  - b. Completed Performance Questionnaires shall be included with the Phase I submittal.
  - c. **Failure to submit the required minimum of five (5) and a maximum of seven (7) performance questionnaires for Offeror will be cause for disqualification.**
- 5) Offerors lacking relevant present/past performance experience may submit information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement if such information is relevant to this project.
- a. Such information shall, as a minimum, include:
    - o Name(s) of Predecessor Company/Subcontractor and/or Key Personnel;
    - o Complete Address
    - o Telephone, Fax Number and email address
    - o Brief synopsis of the experience (a resume may be submitted for "Key Personnel")
    - o Describe in detail relevancy to this project.
  - b. Provide three (3) references for each Predecessor Company, Subcontractor or Key Personnel and send Past Performance Evaluation Questionnaires to these references. Clearly identify the contractor/individual whom the reference information concerns. **Failure to submit the required minimum of three (3) questionnaires for Predecessor Company, Subcontractor or Key Personnel will be cause for disqualification.**
- 6) Offerors are advised that the CDB may use all data provided by the offeror in this volume and data obtained from other sources, to include, but not limited to, state-wide databases, in the assessment of past performance. Past performance information on contracts not listed by the offeror, or that of planned subcontractors, may also be evaluated. The CDB may contact references other than those identified by the offeror and information received may be used in the evaluation of the offeror's past performance. While the CDB may elect to consider data obtained from other sources, the burden of providing current, accurate, and complete past performance information rests with the offeror.

**C. Section 3 - Technical Capability.**

- 1) Technical Approach Narrative. **Narrative shall be limited to a maximum of five (5) pages.**
  - a. Describe in general terms how the offeror will approach the design and construction of this facility. The narrative should include considerations of “Fast Track” construction whereby preliminary site construction activities can begin prior to the completion of the accepted 100% design documents.
  - b. Provide a detailed discussion addressing the proposed organization and the roles and responsibilities of the various sub-contractors for both design and construction.
  - c. Include in the narrative the offeror’s proposed processes for handling field problems, assuring quality and assuring Designer of Record involvement throughout the construction period.
- 2) Offeror’s Team Experience. Narrative shall be limited to a maximum of five (5) pages. Example projects must have been completed no later than ten (10) years prior to the date of the RFP. CDB will also use information provided by A/E’s in the Past Performance section in the evaluation of this factor. (Note: This information may be similar to the information provided in the Past Performance section but is obtained here for the purpose of identifying the extent of the offeror and their team’s experience, where in the Past Performance factor the information is obtained for identifying “how” the work was performed.)
  - a. Provide a discussion of projects (at least three) for which the offeror has been responsible. The examples should be as similar as possible to this RFP in project type, magnitude, complexity, cost, design or features and scope. Each example shall indicate in detail the general character, scope, location, cost, and date of completion of the project. If the offeror represents the combining of two or more companies for the purpose of this RFP, each company shall discuss project examples.
  - b. Demonstrate that all lead design personnel have experience and required qualifications in assigned roles on projects of similar complexity, size and scope. Specific projects detailed on the DBQ should be referenced, to ensure proper consideration.
  - c. Demonstrate that all lead design personnel are registered and/or certified in their discipline.
  - d. Discuss as a minimum the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design; the quality control manager; and the construction manager and/or project superintendent.
  - e. Discuss the MBE/FBE programs for these projects, including MBE/FBE goals, how they were met, and overall strategy for including MBE/FBE designers, consultants, subcontractors/suppliers.
- 3) Other Capability Information. Total Narrative for this information shall be limited to a maximum of two (2) pages. Clearly label this section and place after the Offeror’s Team Experience.
  - a. Describe your office capabilities for using Computer Aided Design and Drafting (CADD) and other forms of automation on this project.
  - b. Describe your office capabilities for project scheduling. Include programs you utilize and experience of personnel in these programs. Discuss briefly your plan for scheduling of this project, to include updates. (A sample schedule is not desired.)
  - c. Describe your office capabilities for ensuring proper administration of a project of this magnitude and complexity.
  - d. You may provide additional information on your capabilities, but please be brief.

### .3 PHASE II - TECHNICAL & COST PROPOSAL – SUBMITTAL CONTENTS

#### A. General Requirements.

- 1) Who May Submit. Proposals may be submitted by the offerors who receive written notification from the CDB that their firm has been selected to participate in Phase II of this RFP.
- 2) Submission Deadline. Proposals shall be received no later than the time and date specified by amendment.
- 3) Compliance Statement. In order to effectively and equitably evaluate all proposals, the CDB must receive information sufficiently detailed to clearly indicate the materials, equipment, methods, functions, and schedules proposed. The offeror is required to certify that all items submitted in its technical proposal comply with the RFP requirements and any differences, deviations or exceptions have been identified and explained. Offerors are required to complete the Statement of Compliance on the DB-PTF and submit it with their technical proposal. Even if there are no differences, deviations or exceptions, the offeror must submit the Compliance Statement and state that none exist.
- 4) Cost Information. The technical proposal shall not include any cost information. The technical and cost proposals shall be submitted as two separate documents.
- 5) Technical Proposal. Technical Proposal Volumes 2 and 3 comprise the full Technical Proposal. Volume 2 consists of the Project Management Plan and Design & Construction Schedule. Volume 3 consists of the Technical Data Proposal with various Elements. Evaluation criteria (Section 00 51 02 of this RFP) for the Phase II Proposal will be provided with the Phase II RFP amendment.

#### B. Volume 1 - General Documents, Price Proposal and MBE/FBE Utilization Plan. This information should be submitted in an envelope labeled "General Requirements." This category consists of:

- 1) Price Proposal Information. Offerors shall complete all portions of the Price Proposal Schedule and furnish one original and one copy in a separate sealed envelope.
- 2) Price Breakdown. Include price breakdown, in the prescribed format in this package in four (4) copies.
- 3) All goals must be met with firms certified or registered through the State of Illinois, Department of Central Management Services (CMS) prior to the submittal deadline. [www.sell2.illinois.gov](http://www.sell2.illinois.gov)
- 4) Construction Goals. The CDB MBE/FBE Construction Goals are as follows: 10% of the construction value with 7% to Minority owned businesses and 3% to Female owned businesses. These goals include both Tier 1 and Tier 2 subcontractors.
- 5) Design Goals. The CDB MBE/FBE Design Goals are as follows: 10% of the design services value with 5% to Minority owned businesses and 5% to Female owned businesses.

#### C. Technical Proposal: Volume 2 – Management & Execution Plan The following technical elements shall be addressed in sufficient detail to provide the CDB with a clear understanding of the offeror's intended performance and shall take into consideration the material provided in the technical data proposal (Volume 3).

- 1) Project Management Plan. The offeror shall provide a Management Plan. This is an overall plan showing how the offeror will control the job. The term "management plan" is defined as a plan that includes the following sub-plans:
  - a. Project Key Personnel. Provide the names, resumes, and levels of responsibility of the principal managers and technical personnel who will be directly responsible for the day-to-day design and construction activities. Provide qualifications of key project personnel including name and project

assignment, and firm association. Project key personnel shall include the engineering disciplines and key construction subcontractors listed below.

- As a minimum, discuss the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design; the quality control manager; and the construction manager and project superintendent.
  - Demonstrate that all lead design personnel are registered and/or certified in their discipline and have experience and technical competence in assigned roles on projects of similar complexity, size and scope. Indicate whether each individual has had a significant part in any of the project examples cited.
  - If subcontractors will be providing comprehensive design-build services to the Offeror, provide qualifications for their key design personnel as well. If reassignment of personnel is considered possible, provide the names and resumes of the alternative professionals in each assignment.
  - Lead Architect/Lead Design Engineer/Construction superintendent must have a minimum of five (5) years experience on specifics of similar projects.
- b. Key Construction Subcontractors. Subcontractors shall include, but are not limited to: Five (5) prime trades as mandated by the Illinois Procurement Code: General, Plumbing, Heating, Ventilation, and Electrical. Discuss the extent of their roles with respect to the design and construction phases of this project.
- c. Quality Control Plan. The Quality Control Plan (QC) is part of the Management Plan. The alliance of the project designer and builder on a project such as this, naturally removes one commonly used method of quality control, that is, the usual reliance of the owner on the design consultant for monitoring construction quality. Although the CDB may provide an on-site representative during construction, offerors are expected to develop a formal program of monitoring to ensure a high level of construction quality.
- Offerors shall submit QC Plans that respond to the minimum requirements of Technical Specifications Section 01440 – Contractor (furnished with the Phase II RFP package) entitled "Contractor "QC". The offeror's program shall include the following characteristics:
  - A clear identification of the personnel responsible for QC and a clear policy establishing their authority. The QC group shall be separate and apart from (not the same as) the people that are doing the construction. Of particular interest is the role of the Designer of Record in all design and construction progress.
  - A specific description of the tasks and functions of the quality control personnel. A specific policy establishing schedules for the performance of quality control tasks.
  - A policy for reporting QC findings to the CDB Project Manager. A procedure whereby the CDB may resolve disputes that have not received satisfactory responses from the first levels of QC personnel.
  - The names of testing laboratories to be used and the procedures for test data reporting.
  - A plan for material storage and protection.
  - The plan for review, evaluation, and Offeror QC of the Design Submittals prior to CDB receipt.

- The plan for review of construction phase submittals.
  - Procedures for involving Key Subcontractors in the design development.
- d. Planned Safety Activities
- Provide a summary of the Safety plan that you will implement if you are awarded this contract.
  - Include in the summary your plans for training and documentation.
  - Plan should demonstrate familiarity with and adherence to OSHA standards and describe steps to be taken to promote safety during construction.
  - Explain how you intend to maintain an accident free worksite.
- 2) Design and Construction Schedule. Provide an integrated Design and Construction Schedule with all “Fast Tracking” areas clearly identified, if proposed. The Authorization to Proceed (ATP) date to be used in the development of the Schedule will be provided in the Phase II proposal amendment.
- a. The schedule for design and construction shall be task oriented, indicating dates by which milestones are to be achieved. The offeror shall use a CPM approach and the schedules shall be graphically represented, not to exceed a type A1 sheet.
  - b. The schedule is to be an integrated and networked multi-layered schedule of program/project tasks. It identifies project events, accomplishment, and criteria and the expected dates of each. These dates are based on the calendar dates provided as the starting point and the logical flow of dates provided by calculating the addition of duration of all tasks using typical schedule networking tools.
  - c. Each major task will be directly traceable to the requirements of the project. The schedule is intended as a tool for day to day tracking of the program/project that rolls up to increasingly higher summary levels.
  - d. All tasks/activities in the schedule should be logically linked together showing predecessor/successor relationships.
  - e. The offeror shall also submit a rationale explaining how the schedules will be achieved. Offerors providing an alternate schedule\* shall discuss the perceived benefits to the CDB.
  - f. See also Section 01 32 00 “Construction Project Schedules” of the SD-DB.
  - g. In accordance with SD-DB the Contractor shall be required to: Complete the entire work, to include design and construction, ready for use not later than **365 calendar days** after ATP (see 00 21 16.8 of this RFP). The time stated for completion shall include final cleanup of the premises.

NOTE: The performance period proposed cannot exceed the number of calendar days noted above. If the offeror proposes a shorter performance period, the offeror’s proposed performance period will be used to calculate the new completion date and incorporated into any resulting award.

#### D. **Technical Proposal Volume 3 – Technical Data**

- 1) The Technical Data Proposal shall be submitted in separate three-ring binders labeled "Phase II, Volume 3 - Technical Data Proposal". This proposal consists of but is not limited to; design documents, sketches, outline specifications, design analysis, catalog cuts, and other information.

Provide eight (8) copies of the drawings, if included (size A1); and eight (8) copies of catalog cuts and other technical data. Plus one electronic copy.

- 2) The following information shall be submitted as part of the Technical Data Proposal (TDP). Proposals shall include graphic description of the design included in the basic proposal clearly indicated as such. All alternate designs shall be graphically described on separate drawings from the basic proposal. Offerors are advised that the required data listed below will be utilized for technical review and evaluation by the CDB Evaluation Team. Materials indicated in the design/construction criteria “bridging documents”, but not indicated in the offeror's specifications, will be understood to be included and a part of the proposal. If drawings are provided, do not depict items that are not part of the offer (i.e.: furniture, wall hangings, etc.).
- 3) **Site Development Design Submittal Requirements.** The site development portion of the proposal must outline the proposed site layout, site utilities, grading, storm drainage, and erosion control practices for construction. Improvements to the RFP site plan are encouraged. The proposed design shall include the following:
  - a. General Site Development Description of the Project. In narrative format state the purpose and functional layout of all major structures in relation to access drives, the extent of grading and drainage system, as well as erosion control measures in sufficient detail to delineate and characterize functional features and the desired image or visual appearance of this project. The narrative shall reflect setback requirements as indicated on the project bridging document Site Plan, as well as the visual characteristics of the surrounding topography. Include a statement addressing Storm Water Management such that post development runoff does not exceed pre development runoff flows. Also include a statement of any requirements for traffic control /signage plans to be used during the construction period and then the signage for the completed project. Provide a brief statement of the exterior construction materials to be used in the project.
  - b. Landscape Design Narrative. The narrative shall indicate specific site issues and the rationale for proposed plant selection and locations. The narrative shall also include a list of suggested types and sizes of plant materials to be used, if any (use native plants as much as possible). The narrative shall discuss what materials are being included in the project that comes from recycled materials and renewable resources. No landscape drawing required.
  - c. Site Utilities. Narrative of design analysis will contain the following: Criteria listings - manuals, pamphlets, codes, etc.; preliminary pipe sizes presented in tabular form. Describe what is known about each of the utilities needed to service the facility. Describe the utility systems chosen. Identify all utility agreements stating what the utility company will provide and what the contractor will need to provide. Discuss methods used to verify location and extent of underground. Discuss location and extent of temporary utility connections.
  - d. Environmental Engineering Design. Design Narrative shall describe general utility layout with connection points, general size calculations, valve fittings, sewage pumps, sump pumps, etc. as required for this project.
  - e. Outline Specifications. Provide a list of specifications proposed for use in the design, if the section is not provided in this RFP.
- 4) **Structural Design Submittal Requirements.** The structural portion of the proposal must outline the proposed methods and materials of design and construction. The design shall include the following:
  - a. Structural Narrative. General. Provide a general description of the scope of the project and all of the major structures. Give overall building dimensions and a description of the principal features such as wall and roof construction proposed. If the building is irregularly shaped, explain where seismic joints will be placed to create regular shapes or provide a statement that a dynamic analysis of the building will be performed.

- b. Framing System. Provide a description of the framing system chosen. Provide a description of the lateral load resisting system and how these loads will be transmitted to the foundations.
- c. Foundation. Give a description of the anticipated foundations based on Soil Boring Data located in the bridging document. List special design features.
- d. Fire Resistance Statement. State the required fire resistance criteria for all portions of the structural system and the proposed method of meeting these requirements.
- e. Design Analysis. The following specific items shall be included. Load Assumptions. State the live loads for which the facility is to be designed. Include roof and floor loads. Provide the wind loads, lateral earth pressure loads, seismic loads, etc. as applicable. Complete analysis is not necessary, only tabulation of loads is required. Utilize factors as provided in the DCM 2009 Article 3.11.
- f. Outline Specifications. The offeror shall provide a list of specifications proposed to be used in the design, if sections are not provided in this RFP.

**5) Architectural Design Submittal Requirements.**

- a. Architectural Narrative. Demonstrate conformance with the floor plan and functional arrangement, and exterior image depicted in the RFP. Describe and justify any adjustments or changes to either. Describe interior design theme. Describe any special features or finishes that contribute to the proposed design theme. Describe construction of typical interior partitions. List all architectural betterments and deviations included in the proposal. Include a Life Safety analysis in the narrative.
- b. Color Board. Include interior and exterior color board submittals.
- c. Certifications. Provide signed and dated certification that the final design shall meet "U" values required in the bridging documents for each exterior wall assembly and roof assemblies. Provide signed and dated certification that the mechanical rooms are of sufficient size to accommodate and serve all mechanical equipment shown and specified by the mechanical design. Include with architectural narrative.
- d. List of Specifications. Provide a list of specifications proposed to use in the design. It is not necessary to include sections required in this RFP.

**6) Mechanical Design Submittal Requirements.**

- a. Heating, Ventilating, and Air Conditioning (HVAC). The narrative shall include a discussion of the integration of the various supporting systems among themselves and within the proposed structural systems. Describe the methods and plans for coordinating the various supporting systems to minimize construction problems between trades/disciplines. Narrative of design analysis will contain the following: Criteria listings - manuals, pamphlets, technical books, etc.; Design conditions used in calculations - inside and outside temperatures, personnel load, outside air or ventilation requirements, U-factors, and other special conditions; Block loads for heating and cooling shall be calculated using American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE) based methods. Use ASHRAE 90.1 2007 Edition. All load calculation software must be traditionally used by the industry.
- b. Equipment. Provide a brief description of all major items of equipment, including catalog cuts. Indicate operating temperatures and capacities. Clearly delineate the separate systems, i.e., Air handling units including heating and cooling type, make-up air units, HVAC hot water heating systems including boilers and heat exchangers, HVAC cooling systems including air or water cooled chillers and DX condensing units, Air terminals including variable air boxes and fan powered boxes, Air device types, miscellaneous fans including return and exhaust air systems. Description of piping systems including type of pipe, insulation requirements, and whether

concealed or exposed, including catalog cuts. Describe the general breakdown of the work between the Heating and Ventilating trades.

- c. Energy Conservation Design Narrative. Energy conservation measures shall be indicated. The narrative shall describe measures and techniques that are proposed in the mechanical design that will conserve energy. Must comply with the Illinois Energy Conservation Code per Article 2.2 of the DCM.
- d. Plumbing. Narrative of design analysis will contain the following:
  - o Criteria listing - manuals, codes, etc.;
  - o Plumbing analysis to confirm number of fixture units, cold and hot water capacity requirements, and equipment or capacities of miscellaneous and special systems;
  - o Fixture determination listing quantity and type of fixtures for both men's and women's toilets, and other fixtures such as drinking water fountains, service sinks, etc.
  - o Description of domestic water heating and storage equipment, including capacity, type (gas, electric, boiler, water), materials, and insulation.
  - o Piping types and location (concealed or exposed), together with material proposed and insulation requirements.
  - o Detailed description of key support systems including, but not limited to, compressed air (capacity, pressure, piping, location of air outlets, etc.), roof drainage, fuel oil (quantity, and equipment to be served), and other special systems.
- e. Outline Specifications. The offeror shall provide a list of specifications proposed to use in the design, if section not provided in this RFP.

**7) Electrical Power, Lighting, Grounding, and Communications Design Submittal Requirements.**

- a. Interior Electrical System Design Narrative (IESD). The IESD shall be a narrative presentation and shall include the following data:
  - o Provide a detailed description of the lighting system(s) to be used for each definitive area. Include a concept lighting schedule showing room name and/or number, lighting intensity, type of fixture by manufacturer's name, voltage, and basis of design such as IES criteria, definitive, etc.
  - o Only a single catalog cut sheet is required for each fixture type. This cut sheet will establish the physical, functional and visual characteristics of the fixture and establish a level of quality.
  - o State the type of wiring system proposed, such as rigid conduit, non-metallic tubing, intermediate conduit, electrical metallic tubing, non-metallic sheathed cable, etc., and where it is intended to be used.
  - o Provide a paragraph describing any special items of design, such as specialized equipment, special receptacles, handicapped and seismic requirements, etc. Describe how the applicable grounding system will be achieved.
  - o Describe the basic characteristics of the panel boards, protective devices, switchboard, motor control centers, or other major equipment to be provided. Provide the name of the manufacturer(s) and catalog cuts for the equipment that will be used.
- b. Specifications. Provide a list of titles of specifications proposed for use in the design, if the section is not provided in the RFP.
- c. Communications and Special Systems Requirements. Describe in detail the proposed method of conformance with all elements of the Communications and Special Systems requirements detailed in the Technical Specifications section of the RFP (audio visual, security systems, computer networking, etc.). Narrative will address all aspects of the Communications system and show that the Offeror understands and is capable of implementing the work required to satisfy integration of the RFP requirements for this building into the facility's communications system.

- d. Exterior Electrical Distribution System Design Narrative (EEDSD). The EEDSD shall be a narrative presentation and shall include the following data:
  - o Indicate the electrical characteristics (phase, voltage and number of wires) of the electrical system proposed for the building. Provide conclusions in the design analysis as related to the total connected load and resulting kVA demand load.
  - o Indicate type, number, and kVA capacity of transformer installation proposed. State the primary and secondary connections of transformers (e.g., 12,470 to 480Y/277 volts, Delta-wye) in accordance with ANSI C57.12.00. State the basis for the selection of the secondary distribution voltage, (e.g., 480Y/277 vs. 208Y/120).
  - o Include any analysis or reasoning used in making this selection.
  - o Provide a statement describing street lighting, security, parking lot lighting, or sidewalk lighting requirements. Types of fixtures, pole heights, and proposed intensities are to be included. Only a single catalog cut sheet is required for each fixture type. This cut sheet will establish the physical, functional and visual characteristics of the fixture and establish a level of quality. Provide a statement describing the extent of any exterior work such as modifications to the existing telephone vault, the telephone duct banks, etc.
- e. Energy Conservation Design Narrative (ECD). Energy conservation measures shall be indicated. The narrative shall describe measures and techniques that are proposed in the electrical design that will conserve energy. Must comply with the Illinois Energy Conservation Code per *Article 2.2 of the 2009 DCM*.

**8) Fire Protection Design Submittal Requirements.**

- a. Narrative. A narrative will be provided addressing the below items or feature of the building in this project.
  - o Certification: Provide certification by the fire protection engineer that the building design shall comply with the life safety/fire protection provisions of the applicable codes.
  - o Automatic fire extinguishing systems and hose standpipe systems: Identification of all areas provided with sprinkler protection and the type of sprinkler system provided, sprinkler hazard classification for these areas.
  - o Fire alarm and detection systems: Type of alarm and detection system, location of the fire alarm and detection equipment including fire alarm control panel, and catalog data sheets of major components.

**9) Energy Analyses, Economic Analyses, Control Systems Submittal Requirements.** The following items shall be submitted with the proposal:

- a. Utilization of high efficiency, economical systems are required, when properly justified. The application and utilization of new principles and ideas is encouraged, where applicable.
- b. A description of all HVAC systems to be considered in a life cycle cost analysis (LCCA). The LCCA is to be submitted by the successful contractor. Use CDB's (LCCA (July 1991) available on our website.
- c. List of specifications to be used.
- d. A description of the proposed Direct Digital Controls System (DDC) to be used, if applicable.
- e. Utilization of Renewable Energy. Utilization of renewable energy systems is encouraged. Clearly define any proposed renewable energy systems. Provide all manufacturers' catalog and performance information in order to clearly assess its limitations and applicability. Clearly identify projected increases or decreases in operations and maintenance costs as compared to standard system. Consideration for the use of renewable energy systems will be given.

- f. Energy Conservation Design Narrative (ECD). Energy conservation measures shall be indicated. The ECD narrative shall describe measures and techniques that are proposed in the design that will conserve energy. Must comply with the Illinois Energy Conservation Code, per Article 2.2 of the 2009 DCM.
- 10) **Commissioning Plan.** Commissioning is defined as the testing, adjusting, balancing, and validation process necessary to establish that the equipment and systems installed comply with the design, have been properly started per the manufacturer's start-up instructions and validate the adequacy of the original design. The following items shall be submitted with the proposal:
- a. Narrative. Provide a narrative description of how the commissioning process will be managed and tracked, starting at the design stage, through the construction, startup, final acceptance and warranty stage. Include a brief description of what checks and balances will be used to ensure design requirements are met and that problem areas are documented and resolved.
  - b. Mechanical Equipment. The commissioning process shall, at a minimum, comply with the Testing, Adjusting & Balancing requirements as stipulated by the ASHRAE or Portland Energy Conservation, Inc. (PECI) or other generally accepted authority. The commissioning process shall not be limited to the mechanical systems, but shall apply to all systems.
  - c. Special emphasis shall be given to the security, fire alarm and direct digital control (DDC) systems and subsystems.
  - d. List of all equipment and systems that shall be commissioned.
- 11) **Environmental Compliance.** The following items shall be submitted with the proposal:
- a. Narrative. Describe your team's approach to environmental compliance and the proposed management program to be used for the tracking, management and compliance of all environmental issues. Develop a detailed environmental compliance plan identifying all environmental and construction type permits required, primary office having jurisdiction, general description of requirements, processing time and potential impact on project schedule. Plan shall clearly address the following areas:
    - o Permit Application and Compliance Testing
    - o Hazardous Material Identification & Management
    - o Hazardous Waste Management & Disposal
  - b. Tracking System. Contractor shall provide any forms and/or systems used to effectively manage these requirements throughout the life of the project
  - c. Utilization of Recycled Materials. Clearly define any recycled materials to be used. Provide all manufacturers' catalog and performance information in order to clearly assess its limitations and applicability. Ensure information clearly defines the amount of recycled materials being used and their proposed use. Consideration for the use of recycled materials will be given.

**00 51 00 PROPOSAL EVALUATION AND AWARD**

- .1 The CDB intends to award a contract to the offeror deemed responsible in accordance with the CDB rules, and whose proposal conforms to the RFP's requirements and receives the highest overall ranking from the Selection Committee.
- .2 The source selection process will be conducted in two phases as authorized in the D/B Procurement Act (30 ILCS 537/1 et seq.). There will be two separate evaluations made.

- a. Under Phase I, past performance and technical capabilities will be evaluated.
  - b. If fewer than two (2) proposals are received for Phase I, CDB will not review the proposals, but will return them unopened to the offeror. CDB will then decide whether to withdraw the project or re-advertise it.
  - c. Following the review, evaluation, and rating of the Phase I proposals, the CDB may select no less than two (2), but no more than six (6), of the highest rated contractors to receive the technical requirements package and provide a technical and cost proposal for consideration by the CDB. If fewer than two (2) Phase I proposals are deemed acceptable for Phase II selection, CDB may withdraw the project or re-advertise it.
  - d. Phase II evaluation criteria and weighting factors are provided, however, the CDB reserves the right to amend the criteria and/or weighting factors at the time the Phase II amendment is issued.
- .3 The offerors' proposals, for those who compete in both Phase I and Phase II, are defined as all information that was submitted in response to the requirements of both phases of the RFP.
  - .4 Offerors are reminded to include their best technical and price terms in their initial offer.
  - .5 Noncompliance with the RFP requirements in either phase may raise serious questions regarding an offeror's technical and/or cost performance and may be grounds to eliminate the proposal from consideration for contract award. Failure to include all information requested may adversely affect the evaluation and/or result in elimination from the competition.
  - .6 A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered unacceptable. A proposal that is orderly and sufficiently documented will be easy for the CDB to understand and will enable the CDB to perform a thorough and fair evaluation.
  - .7 The CDB will conduct a proposal compliance review after each phase closing date for determination of basic proposal adequacy prior to providing the proposals to the evaluators. Failure to provide a complete proposal (all required Volumes) may result in the proposal being removed from further consideration for award.
  - .8 Although the assessment of past performance as a specific evaluation factor is separate and distinct from the determination of responsibility, past performance information obtained herein will be used during the CDB's responsibility determination. The CDB also reserves the right to obtain additional information solely for the purpose of making a responsibility determination from all offerors after receipt of proposals. Request for responsibility information does not constitute discussions.
  - .9 The CDB intends to evaluate proposals and award a contract without discussions with offerors.
  - .10 The CDB reserves the right to conduct interviews in accordance with CDB Rules and Regulations and this RFP; however no changes to the proposal can be made through the interview process.
  - .11 The proposal must set forth full, accurate and complete information as required by this RFP. The CDB will rely on such information in the award of a contract. By submission of the offer, the Offeror agrees that all items proposed (if applicable, e.g., key personnel, subcontractors, plans, etc.) will be utilized for the duration of the contract and any substitutions will require prior CDB approval.

## **00 51 01 PHASE I EVALUATION CRITERIA**

### **.1 General:**

- A. Weighting criteria shall be disclosed in a project-specific basis, by a table attached to the RFP.
- B. The evaluation will consider such things as an offeror's business practices, customer relationship, ability to successfully perform and other considerations as described in the Evaluation Criteria.
- C. Evaluators will consider current trends of the performance information while conducting the performance evaluation.

- D. The offeror's submitted experience and professional data for their intended designer(s) and subcontractor(s) for design and any major system shall obligate the offeror to perform this work with the subcontractor(s) or firm(s) evaluated, unless an acceptable substitution is otherwise approved by the CDB.
- E. This submittal shall not exceed fifty (50) pages. CDB will evaluate only the information contained in the first fifty (50) pages per this section.

**.2 Experience of Personnel Assigned to the Project:**

- A. The Personnel Experience section is limited to ten (10) pages.
- B. Include only personnel who will be active participants on this project team.
- C. Preference may be given to experience with current firm. However, if experience with current firm is limited, experience with previous firms will be considered.
- D. Experience must include experience relevant to position on this project team.
- E. Of particular interest is the experience and qualifications of both the designer(s) and sub-contractor(s). Failure of an offeror to demonstrate that all lead design personnel are registered and/or certified in their discipline may adversely affect the evaluation.
- F. As a minimum, the discussion must adequately address the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design; the QC manager; LEED documentation facilitator and the construction manager and/or project superintendent.

**.3 Past Performance**

**A. General**

- 1) The past performance proposal is limited to twenty (20) pages.
- 2) List at least five (5) projects in the past ten (10) years.
- 3) An offeror with no, or limited, past performance may receive ratings based on the evaluation of its predecessor companies, key personnel, and/or subcontractors. These ratings may not have the same weight as the ratings of the proposing company.
- 4) CDB may contact the Offeror for additional information and to assure validity of the received questionnaires. The CDB reserves the rights to obtain and evaluate past performance information from any source it deems appropriate.
- 5) The CDB may take into account past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to this project. If multiple subcontractors are provided for the same discipline the CDB will use the lowest rated subcontractor in the evaluation. The evaluation will also consider information provided relative to corrective actions taken to resolve problems on past or existing contracts.
- 6) Current is performance occurring within the past five (5) years prior to the RFP release date.

**B. Experience in Project Type**

Weight will be given to:

- o Previous experience, as well as experience on (design/build, LEED Design and Construction, HVAC, and resort/hotel and park recreation facilities, HVAC, etc. – criteria specific to project).
- o Similarity of the client type.
- o Location at which work was performed.
- o Construction methods.
- o Complexity of work.

**C. Record of On-Schedule performance.**

- o Contractor will be evaluated on meeting the original contracted schedule for each listed project.
- o If delays were outside contractor's control, please explain (do not exceed the page limit).
- o Resolved delays in an expeditious manner.
- o Identification/correction of deficient work in a timely manner.
- o Provided submittals in a timely manner.
- o Timely completion of punch-list items.
- o Timely submission of close out documents.
- o Contractor provided timely and satisfactory response to warranty issues after project completion.

**D. Experience with Similarly-Sized Projects**

- Greater weight will be given to projects of similar size, complexity and value.
- Project scope.
- Square footage, HVAC size, other project-specific factors.

**E. Meeting MBE/FBE Goals on prior projects**

- Workforce goals.
- Subcontracting goals.
- Community outreach.
- Individual firms' (offeror, listed subcontractor, listed A/E firm) performance in meeting goals on previous projects.

**.4 Collaborative, Teaming, Problem Solving Attitude**

**A. General Business Practices**

- 1) Contractor to provide experienced managers, and supervisors with the technical and administrative abilities needed to meet contract requirements.
- 2) Contractor shall cooperate to resolve problems, attend meetings (as applicable) and maintain communication to assure satisfactory resolution.
- 3) The contractor shall submit proposals that accurately represented the work required.
- 4) The CDB will evaluate the implementation plans for utilizing "fast track" procedures this project. Offeror must demonstrate a suitable understanding of the process and adequately address any anticipated risks associated with D/B processes.
- 5) The proposal shall demonstrate adequate office capabilities for ensuring proper administration of a project of this magnitude and complexity.
- 6) Demonstrated ability to use (BIM) Building Information Modeling and other forms of automation, including their use in developing and maintaining project scheduling will be considered.

**B. Subcontractor Management**

- 1) History of hiring experienced subcontractors.
- 2) History of paying subcontractors/suppliers in a timely manner
- 3) Proposal provides a detailed and adequate discussion of the proposed organization and the roles and responsibilities of the various sub-contractors for both design and construction.

**C. Pricing**

- 1) The contractor shall submit proposals that accurately represent the work required.
- 2) The contractor's supporting price/cost information for modifications are accurate, complete and reasonable (not over inflated or under estimated), this includes modifications.
- 3) Provide well-substantiated pricing data for change orders.

**D. Site Management/Superintendent/Designer Involvement**

- 1) Management team shall ensured compliance with contract requirements & safety regulations.
- 2) Management team shall act promptly to resolve problems and ensure work quality.
- 3) Management team has sufficient authority to make decisions or take actions during project performance.
- 4) Site manager/Superintendent present on site when work is performed providing adequate on-site supervision.

**.5 Successful Reference Checks**

- A. Contractor must request references for all projects listed.
- B. All reference checks are part of the submittal package.
- C. Greater weight will be given to similar projects which most closely resemble the project identified in this RFP in type, magnitude, complexity, cost, design or features and scope will receive the highest consideration.
- D. Based on the contractor's overall performance, how willing is the customer to re-hire the offeror.

- E. (QC) of Design and Construction
  - o Quality of Workmanship
  - o Adequacy of the Contractor QC
  - o Adequacy of Materials
  - o Adequacy of Submittals
  - o Adequacy of "As-Builts"

**.6 Financial Capability**

- A. Bonding capacity
- B. Insurance
- C. Bank references

**.7 Other past performance considerations:** The CDB may also consider the following issues when evaluating an offeror's past performance.

- A. Effectiveness of prior value engineering change proposals (impact on reducing cost or schedule, increasing efficiency or improving quality).
- B. Professional/Industry Awards.
- C. Letters of appreciation, recognition or commendation, etc., received on behalf of a customer may be submitted. The CDB will consider up to five (5) such documents.
- D. Unique skills and accomplishments.
- E. Prior contract terminations.
- F. Adherence to /B Statements of Work and/or accepted proposal to include betterments.
- G. Other data provided by the offeror, which is not required, or other data available to the CDB may also be considered when evaluating an offeror.

**00 51 02 PHASE II EVALUATION CRITERIA**

**.1 GENERAL**

- A. The CDB reserves the right to reject any or all proposals at any time prior to award; to award a contract to other than the offeror submitting the lowest priced offer; and to award a contract to the offeror submitting the proposal determined to be the most advantageous to the CDB.
- B. It is the CDB's goal to award the project within its D/B cost limitation as listed in Section 00.21 15.6. Significant variation from this amount could result in the CDB's inability to award based on lack of funding authority.
- C. If, because of reasons beyond the control of management, the original key design and/or contractor positions are not able to fulfill this obligation, replacement personnel with same or exceeding the education and experience shall be provided to the CDB for acceptance.
- D. Requirements stated in this RFP are minimum requirements. Innovative, creative, or cost saving proposals that meet or exceed these requirements are encouraged and will receive consideration accordingly. Deviations from space and adjacency requirements are discouraged unless the change results in a significant improvement to the facility. Deviations from any requirements should be clearly noted and justified in the proposal.
- E. Items offered by the proposal, exceeding or deviating from the RFP minimum requirements, shall be clearly identified as a "Betterment" or "Deviation" and noted on the drawings, if provided, and included in the schedule as appropriate. The following applies to all the Technical Data proposal requirements.
  - 1) Betterments. Betterments must be listed separately for each of the elements. If provided, the offeror will be evaluated on the priority and number of Betterments proposed. Higher evaluations will be assigned based on the value and CDB's evaluation of the desirability of Betterments proposed. The CDB reserves the right to accept or reject a Betterment based on desirability and project needs. The CDB reserves the right to accept or reject any Betterment without discussion

- 2) Deviations. The Offeror shall provide a list of all other deviations, deemed necessary by the Offeror to achieve cost limitations or meet statutory requirements, and/or deemed mandatory due to technical flaws in the RFP (i.e. performance, structural integrity, safety, maintainability, applicable code requirements, etc) in order to deliver the intended basic requirements of the RFP. Offerors who desire to propose deviations for CDB consideration should first propose the requirement as specified in the CDB documents. Each deviation shall include an explanation of why the Offeror believes the deviation is necessary. Costs and or credits, by item, shall be listed by the offeror as an option addendum to the price schedule in the RFP. (See sample in Pricing Schedule).
- F. Pre-award value engineering: Innovative, creative, or cost saving proposals that meet or exceed these requirements are encouraged and will receive consideration accordingly. Offerors who desire to propose alternatives for CDB consideration are encouraged to do so, but should first propose the requirement as specified in the CDB documents. Each alternative shall include an explanation of what the benefits are and why the Offeror believes the alternative is in the best interest of the CDB. Costs and or credits, by item, shall be listed by the offeror as an option addendum to the price schedule in the RFP. (See sample in Pricing Schedule). Acceptance of these proposed options will be at the sole discretion of the CDB.
- G. Data listed in the instructions provided for Technical Evaluation Criteria will be utilized for technical review and evaluation.
- 1) The CDB will evaluate the potential of the Offeror's approach to successfully meet RFP requirements. The Proposal will be evaluated for inclusion of all tasks identified in the proposal requirements detailed in Section 00 42 10.
  - 2) To be considered effective, the approach will, as a minimum, demonstrate:
    - Understanding of the D/B requirements of the RFP,
    - Use of sound D/B principles,
    - Compliance with the engineering criteria,
    - Use of sound engineering principles.
  - 3) Materials indicated in the design/construction criteria Bridging Documents but not indicated in the offeror's specifications, will be assumed to be included and a part of the proposal. If drawings are provided, do not depict items that are not part of the offer (i.e.; furniture, wall hangings, etc.).
- .2 COMPLIANCE WITH OBJECTIVES:** The CDB will ascertain whether the offeror has demonstrated a functionally integrated understanding of the project as detailed below.
- A. **Project Management Plan** This information will be evaluated in terms of the degree to which the plan demonstrates the soundness of the Offeror's proposed organization and management structure that will be set up for controlling this project
- 1) The overall plan must demonstrate how the offeror will control the job. The evaluation will consider:
    - lines of authority/responsibility and communications;
    - compliance with the contract requirements pertaining to Q/C;
    - means by which Q/C will be ensured during the life of the project (design and construction);
    - safety management;
    - facilitation of early identification and resolution of problems;
    - ability to respond promptly to changes;
    - handling of warranty issues; and corporate support
  - 2) Sufficient detail will have been provided so the CDB has a clear understanding of the offeror's intended performance and shall take into consideration the material provided in the technical data proposal. Project Management Plans will be evaluated for inclusion of all tasks identified in the Project Management Plan submittal requirements detailed in Section 00 42 10.

- 3) The ability of the Offeror's plan to deliver a quality product and effectively manage the construction team and coordinate all work throughout the design and construction phase of this project will be evaluated. Higher evaluation ratings can be achieved with a thoroughly detailed Project Management Plan (PMP) suitable for the scope and complexity of this project, and which addresses each of the following as a minimum:
  - Organization and Personnel.
  - Sub-Contractor Management.
  - Quality Control Procedures.
  - Safety Procedures
  - Risk assessment of factors
  - Mitigation plan (may impact budget, quality, or schedule).
- 4) Procedures for contract closeout (Punch list, as-builts etc).
- 5) The CDB may favorably consider proposals that demonstrate that decision authority for change orders and negotiations have been delegated to the on-site project manager.
- 6) The CDB may favorably consider offers that propose a representative of the design firm (designer of record) be present on-site during the entire construction phase.

**B. Planned Safety Activities:** Provide a summary of the proposed Safety plan including:

- Plans for training and documentation.
- Demonstrated familiarity with and adherence to OSHA standards.
- Describes steps taken to promote safety during construction.
- Explains plans to maintain an accident-free worksite.

**C. Design and Construction Schedule.** The proposal shall include a schedule that logically details task and timing of the work effort and provides a realistic projection of project events, accomplishments, and criteria and the expected dates of each.

- 1) The schedule will provide clear tracks for design, technical, schedule, management, etc, and the relationship between them and will be presented in a way that provides CDB the confidence that the project is structured to be executable for the resources indicated.
- 2) Each major task is directly traceable to the requirements of the project.
- 3) If proposed, the offeror has provided an integrated Design and Construction Schedule with all "Fast Tracking" areas clearly identified.
- 4) To be acceptable the schedule must show total completion of the project within the time frame indicated in Section 00 42 10.3.C above or as amended. If an alternate schedule is proposed, the alternate schedule must have measurable and desirable benefits.
- 5) Positive consideration will be given to a schedule that provides benefit to the CDB.

**.3 COMPLIANCE WITH PROPOSAL REQUIREMENTS: PROJECT KEY PERSONNEL**

Minimum qualifications and registration requirements are needed. Offeror must demonstrate compliance with the RFP instructions.

- A. Personnel of primary teaming partners will be recognized and evaluated in the same manner as personnel of the Offeror.
- B. Design and Construction Personnel.
  - 1) Experience on similar projects, education, professional certification/registration, responsibilities/duties, and years of experience will be evaluated for the key design personnel identified. Offerors with key

- design personnel with prior experience on similar design projects and/or completion of D/B projects of similar scope and magnitude may receive a more favorable evaluation.
- 2) The Project Manager may receive a more favorable evaluation based upon experience with D/B and/or teaming with the prime construction contractor.

#### **.4 QUALITY**

##### **A. Quality Of Materials**

- 1) Ensure the quality of the materials and equipment proposed meet or exceed the quality required by the RFP.

##### **B. Quality Of Design Parameters**

- 1) Details meet or exceed quality of design intent.
- 2) Design intent of bridging documents is met or exceeded.
- 3) Procedures for compliance with local codes as required.

##### **C. Quality Control Plan** The Q/C Plan along with a narrative shall provide a schedule of monitoring to ensure a high level of construction quality.

- o The plan addresses the minimum requirements of Technical Specifications Section 01440 – Contractor Quality Control (furnished with the Phase II RFP package) entitled "Contractor Quality Control Design/Build."
- o Proposal provides a narrative of the explanation of the Contractor Q/C activities that meet the special contract requirements and specifications. To be favorably rated the offeror's program will include the following characteristics:
  - o A clear identification of the personnel responsible for Q/C and a clear policy establishing their authority. The Q/C group shall be separate and apart from (not the same as) the people that are doing the construction.
  - o A specific description of the tasks and functions of the Q/C personnel.
  - o A specific policy establishing schedules for the performance of quality control tasks.
  - o A policy for reporting Q/C findings to the CDB.
  - o A procedure whereby the CDB may resolve disputes that have not received satisfactory responses from the first levels of Q/C personnel.
  - o A plan for material storage and protection.
  - o The names of acceptable testing laboratories to be used and the procedures for test data reporting.
  - o Proposed processes for handling field problems and assuring Designer of Record involvement throughout the construction period are detailed and adequate. Particular attention will be paid to the inclusion of the major construction subcontractors during the design process as well as the definition of the roles and responsibilities of the various subcontractors.
  - o An adequate plan for review, evaluation, and Offeror Q/C of the Design Submittals prior to CDB receipt. Review of submittals and extensions of design are discussed. Of particular interest is the role of the Designer of Record in all design and construction progress.

#### **.5 DESIGN CONCEPTS**

Design Concepts shall provide adequate procedures for involving key subcontractors in the design development.

#### **.6 INNOVATION IN MEETING SCOPE AND PERFORMANCE CRITERIA**

Improvements or betterments, if accepted, will be factored into the rating of this parameter.

## **CONSTRUCTABILITY**

- This criterion will be evaluated on the offeror's explanation of why certain construction methods were chosen and the Bridging A/Es evaluation of the following items:
- Use of standard details.
- Coordination between trades.
- Use of readily available materials and equipment.
- Use of industry standard construction and installation methods.
- Site access plan.
- Hoisting plan.

.7 Other items as noted by Bridging A/E

## **.8 MBE/FBE PLAN**

- A. Demonstrate compliance with 00 42 10, B.3, 4, 5 of this RFP.
- B. MBE/FBE PC-2 Goals to be added. Subcontracting plans shall be evaluated by the designated agency personnel for acceptability. To be acceptable the plan must adequately address the required statutory elements set forth in SD-DB Sections 00 43 38 and 00 43 39.
- C. Due to the requirements for review and approval of the successful offeror's subcontracting plan by the CDB prior to award, the CDB reserves the right to negotiate the final plan with the apparent successful offeror. In accordance with CDB SD-DB, failure to submit and negotiate a subcontracting plan shall make the offeror ineligible for award of a contract.

## **.9 PHASE II - PRICE EVALUATION**

- A. **General:** The purpose of the price/cost evaluation is to determine whether an offeror's proposed prices/costs for the project are reasonable and realistic in relation to the RFP requirements and demonstrate an offeror understands the proposal requirements.
  - 1) Any offer (proposal) received that exceeds the CDB budget amount may result in proposal rejection without discussion and without being evaluated or considered for award.
  - 2) At a minimum, the proposal cost breakdown, should be at the level prescribed in the DCM for 100% design submittals and must be broken out by trade.
  - 3) The CDB will conduct a price/cost evaluation of each offeror's proposal to determine whether or not each proposal is reasonable and realistic. Proposals unrealistically high or low in price, when compared to the CDB estimate, and market conditions evidenced by other competitive proposals received, may be indicative of an inherent lack of understanding of the RFP requirements and may result in proposal rejection without discussion. Any inconsistency, whether real or apparent, between proposed performance and price must be clearly explained in the price proposal. For example, if unique and innovative approaches or conditions are the basis for an unbalanced/inconsistently priced proposal, the nature of these approaches and their impact on price must be completely documented. The burden of proof of cost (Price) realism rests solely with the offeror.
  - 4) In evaluating cost proposals, cost savings to the State of Illinois, outside the cost of the project, arising from an acceptable innovative technical approach such as those resulting from a reduction in the project schedule, may be favorably rated.
  - 5) Proposals evaluated as not satisfying all of the price/cost criteria may be eliminated from further consideration unless the CDB determines that a minor clerical error has occurred, and then the offeror may, at CDB's discretion, be given an opportunity to correct the minor error.

- 6) In the event the CDB does not award a contract pursuant to this RFP within 90 calendar days after receipt of proposals, CDB reserves the right to allow offerors to make an adjustment in their price proposals to allow pricing adjustments caused by fluctuating construction material market conditions. CDB will notify Offerors, normally by electronic mail (email), of a common closing date for receipt of the adjusted price proposals. No additional proposal revisions will be allowed under these conditions.

## **.10 INTERVIEW**

- A. CDB will give offerors selected to submit Phase II proposals an opportunity to further the CDB's understanding of the information contained in their written proposals. These interviews will be held at a location, time and date to be included in the Phase II amendment.
- B. The offeror may bring a maximum of *eight (8)* personnel.
- C. *One hour* will be allowed for the interview as follows:
  - o Forty-five (45) minutes for the team presentation
  - o Fifteen (15) minutes for questions and answers.
  - o Equipment may be brought to the presentation location without prior approval of the CDB.
  - o CDB will not supply any equipment (i.e., projector, lap top computer, etc.)
- D. Offerors are cautioned that all information provided, regardless of the format, shall be considered as proposal information, and used in the evaluation process, unless specifically accepted in writing by the offeror or the CDB.
- E. The interview will provide the offeror with the opportunity to briefly explain any specific documentation presented, to highlight the special features and significant technical points of their proposal, and to identify the benefits of the offeror's technical data proposal. Betterments or alternatives that the offeror has included in their proposal should be discussed in detail.

## **.11 AWARD**

- A. The CDB will award a firm fixed-price contract to that responsible Offeror whose proposal contains the combination of those criteria described in this RFP offering the best overall value to the CDB. Best value will be determined by a comparative assessment of proposals against all source selection criteria in this RFP.
- B. A written award or acceptance of offer mailed, or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall be deemed to result in a binding contract without further action by either party.
- C. This contract is subject to the written approval of CDB and the Chief Procurement Officer (CPO) and shall not be binding until so approved. The contract form is available on CDB's Design/Build web page located at ([www.cdb.state.il.us](http://www.cdb.state.il.us)). This Contract shall be the CDB standard Design Build format and the standard terms and conditions are not negotiable.

## **00 51 24 AMENDMENTS**

- .1** CDB reserves the right to revise or amend the RFP, specifications and/or drawings, including changes to the date the proposal is due. Such changes, if any, will be announced by an amendment or amendments to this Request for Proposal. All information relating to this RFP, including pertinent changes/amendments and other applicable information will be posted a minimum of three (3) days prior to the date set for receipt of proposals in CDB's volume of the Illinois Procurement Bulletin available on the CDB website: [www.cdb.state.il.us](http://www.cdb.state.il.us). Though every effort will be made to provide email notification when a change is posted, such notification is NOT guaranteed and should not be expected. Offerors are strongly cautioned to check this site frequently to ensure they have the latest information.

- .2 Receipt of an amendment by the offeror must be acknowledged in the space provided on the Proposal Transmittal Form (DB-PTF) in accordance with Section 00 51 24 of the SD-DB. Explanations or instructions given in a form other than an amendment to the RFP shall not be binding.
- .3 CDB will issue an amendment via Web posting to Phase II short list DB entities.