

**Chester-East Lincoln Consolidated Community School District #61**  
**1300 1500<sup>th</sup> Street**  
**Lincoln, Illinois 62656**  
**217-732.4136**

# **CEL PANTHERS**

**Request for Proposal – Performance Contractor Services**  
**April 20, 2012**

**Chester-East Lincoln Consolidated Community School District #61**  
**Request for Proposals**  
**for**  
**Performance Contractor Services**  
**April 20, 2012**

The Chester-East Lincoln Consolidated Community School District #61 is soliciting Requests for Qualifications (RFQ) to provide performance contractor services for the overall appraisal of our facility, long-term plan for upgrades, recommended timeline for upgrades, and possible funding options.

Performance Contractor firms responding to this request must submit 8 copies of their RFQ following the format that is described in the Criteria for Selection that accompanies this letter. RFQ's are due on or before May 21, 2012.

Karen Beverlin  
Business and Compliance Manager  
Chester-East Lincoln Consolidated Community School District #61  
1300 1500<sup>th</sup> Street  
Lincoln, IL 62656

The Request for Qualifications will be opened publicly on Monday May 21, 2012 at 10:00 AM at Chester-East Lincoln Consolidated Community School District # 61, 1300 1500<sup>th</sup> Street, Lincoln, IL 62656.

Upon review of the Proposals received in response to this RFP, the District may enter into a contract with the provider that best meets the needs of the District. The Administration will make their final recommendation to the Board of Education. There will be NO INTERVIEWS. It is understood that the District reserves the right to reject any or all proposals or part thereof or items therein, and to waive any or all technicalities required for the best interest of the Chester-East Lincoln Consolidated Community School District #61. Omission of any information may be sufficient cause for rejection of the proposal.

Questions concerning the process may be directed to Karen Beverlin via phone 217-732-4136 or email [kbeverlin@cel.k12.il.us](mailto:kbeverlin@cel.k12.il.us)

Sincerely,

Jennifer Hamm  
Superintendent  
Chester-East Lincoln CCSD #61

# **REQUEST FOR PROPOSAL**

## **SCOPE OF SERVICES**

The Chester-East Lincoln Consolidated Community School District #61 is soliciting Requests for Qualifications (RFQ) to provide performance contractor services for the overall appraisal of our facility, long-term plan for upgrades, recommended timeline for upgrades, and possible funding options.

## **ANTICIPATED PERFORMANCE CONTRACTOR SERVICES**

Provision of a single source consultant having full responsibility for projects. Other consultants may be used in the process, but will be under contract with the successful firm. The successful bidder will furnish professional architectural and civil, mechanical, electrical, fire protection and structural services including, but not limited to:

1. Programming
  - a. Complete an assessment of facility to include but not limited to energy and structural upgrades
  - b. Develop long-term plan for facility upgrades
  - c. Develop recommended timeline for facility upgrades
  - d. Develop list of benefits to upgrades
  - e. Provide list of funding options to pay for upgrades
  - f. Provide budget estimates and
2. Schematic Design
  - a. Architectural
  - b. Civil
  - c. Structural
  - d. Electrical, Plumbing, Telecommunications and Fire Protection design
  - e. Development of a Statement of Probable Costs based upon Owner-Approved Schematic Design.
3. Design Development
  - a. Architectural
  - b. Civil, Structural, Electrical, Plumbing, Telecommunications and Fire Protection coordination
  - c. Final refinement of Statement of Probable Costs.
4. Complete Construction Documents (submit to governmental agencies for permit approval)
5. Bidding services
6. Construction administration
7. Post-Construction Warranty follow-up.

## **QUALIFICATIONS REQUIREMENTS**

The formal proposal response shall contain the following information, in the following sequence and format.

Title Page  
Letter of Introduction  
Table of Contents

1. A description of the firm and services offered.
2. A list of key personnel to be involved in the project and their availability to this project.
3. Provide an organizational description of your design team including architects, engineers and other pertinent staff members. Include resumes for all team members and their role in recent educational projects.
4. A description of the firm's capability to be engaged in multiple projects.
5. Experience in meeting project schedules.
6. Direct experience with respect to the proposed projects principally designed in the last five years.
7. Client references for performance contracting services.
8. Ability to meet budget and control costs.
9. Provide information on your firm's current professional liability insurance coverage.
10. Provide a reference list from five (5) recent projects of similar scope. Include district name, contact name and telephone numbers. All of the references submitted should be projects completed by the employee designated as the Prime Consultant.
11. Identify any legal proceedings (arbitration, complaint or court action) filed by an Owner against your firm for any project for which you provided performance contracting services during the last 5 years.
12. Why should the School District utilize your Firm/Additional Information? Please feel free to include information describing what makes your firm or team unique.

*Detailed fees are not requested by the School District as part of this solicitation and are not to be included in your response.*

## **SUBMITTING YOUR RESPONSE**

Your response should follow the outline above and be concise. Failure to follow any of the RFQ's instructions could nullify your response from consideration. It will be the responsibility of the Prime Consultant to submit 8 copies of your proposal. Parties are requested to sign the submission with ink, and, when in the name of a company, by some officer whose title is shown. Submissions should be addressed to: sealed and packaged with clear identification to read as follows:

Karen Beverlin  
Business and Compliance Manager  
Chester-East Lincoln Consolidated Community School District #61  
1300 1500<sup>th</sup> Street  
Lincoln, IL 62656

The proposal sealed and packaged with clear identification on the bottom back of the envelope to read as follows: "Request for Qualifications Performance Contractors"

The deadline for submitting your response will be no later than Monday May 21, 2012 at 10:00 AM. Submissions received after that date and time will not be considered. No electronic submissions or electronic modifications to the submission will be considered. Proposals will be opened publicly on May 21, 2012 at 10:00 AM at Chester-East Lincoln Consolidated Community School District #61, 1300 1500<sup>th</sup> Street, Lincoln, IL 62656

Questions or clarification may be directed to Karen Beverlin via phone 217-732-4136 or email [kbeverlin@cel.k12.il.us](mailto:kbeverlin@cel.k12.il.us)

## **SELECTION**

The Chester-East Lincoln Consolidated Community School District #61 will evaluate all submissions on the basis of demonstrated competence and qualifications, as determined by the District, based on the qualifications submitted in response to this RFQ. The Administration will make their final recommendation to the Board of Education. There will be NO INTERVIEWS.

## **RESERVATIONS**

The Chester-East Lincoln Consolidated Community School District #61 Board of Education reserves the right to reject any and all submissions, waive informality and any technicalities or clerical error in any submission and they will select the Design team which, in their judgment, best meets the requirements of the project.

All costs incurred in the preparation of the response to this Request For Qualifications will be the sole responsibility of and borne entirely by the submitter. All responses to this Request For Qualifications become the property of the Chester-East Lincoln Consolidated Community School District #61 and will be part of public record.

## **CONTRACT NEGOTIATIONS**

Chester-East Lincoln Consolidated Community School District #61 will attempt to negotiate and contract for services described in this RFQ solicitation with the most qualified firm. If an agreement cannot be reached, there will be an attempt to negotiate a contract with the second qualified firm. This process will continue until an agreement is reached.

## **DISCLOSURE**

In accordance with the Illinois School Code Article 19B-3, we disclose that the District previously met with Ameresco, Chevron and CTS Group. CTS Group has participated in the preparation of these specifications.