

## **Request for Proposal – Construction Manager**

Knox County, Illinois, is seeking proposals from qualified Construction Management firms for the 50 East Main Project. This Request for Proposal (RFP) outlines the requirements and expectations for firms interested in providing these services.

### **1. Introduction**

- Knox County, Illinois is located in West Central Illinois close to Peoria, IL and the Quad Cities area.
- The project will be to renovate the former bank building located at 50 East Main Street in Galesburg IL to the specifications and plans shown in Exhibit “A”.
- The purpose of this RFP is to secure a Project Manager for this project for Knox County Government.

### **2. Project Description**

- The primary goal of this RFP is to secure a Construction Manager to oversee this project and to safeguard the interests of Knox County Government offices during the renovation and construction phases of the project.
- Project goals and objectives.
- Successful applicant must be a licensed General Contractor in the State of Illinois. All subcontractors that might provide services shall be disclosed in accordance with the Knox County Disclosure Ordinance, Exhibit “C”.
- Insurance requirements will be in accordance with the State of Illinois Insurance Laws associated with governmental projects.
- Performance Standards: American Institute of Architecture “AIA” standards and the International Building Codes as in force with the City of Galesburg, Illinois.
- The estimated timeline for this project will be from July 1, 2025 through June 30, 2026.

### **3. Scope of Services**

- Pre-Construction Services:
  - Cost estimating and budgeting.
  - Scheduling and phasing.
  - Value engineering.
  - Constructability reviews.
- Construction Phase Services:
  - Project management and administration.
  - Site supervision and safety management.
  - Quality control.
  - Cost control and reporting.
  - Subcontractor coordination.
- Post-Construction Services:
  - Project closeout and documentation.
  - Warranty management.

- Final cost reconciliation.

#### 4. Proposal Requirements

- Company Overview and Qualifications:
  - Company history and experience.
  - Organizational structure and key personnel.
  - Relevant project experience and references.
  - Licenses and certifications (Copies provided with proposal)
- Project Management Approach:
  - Proposed project team and their roles.
  - Project management plan and methodology.
  - Communication and reporting procedures.
  - Risk management plan.
- Fee Proposal:
  - Detailed breakdown of fees and costs.
  - Billing rates and payment schedule.
  - Any additional costs or expenses.
- Insurance and Bonding Requirements:
  - Required insurance coverage.
  - Bonding requirements.
- Submission Instructions:
  - Deadline for proposal submission.
  - Format and delivery method.
  - Contact person for questions.
- As Knox County, Illinois is a governmental body, Illinois prevailing wages rates shall be paid to all persons working on the project. It is the responsibility of the Construction Manager to assure that any payment requests provide for the Prevailing Wage for the type of work performed.
- Bid proposals shall be provided to the Knox County Clerk's office in person or through the United States Postal Service and must be received by 4:00PM on **June 18, 2025**

#### 5. Evaluation Criteria

- Weighting or Evaluation: RFP's will be reviewed on the basis of experience, cost, quality of past performance, and references.
- Evaluation Process: The evaluation of the RFP's will be handled by a combination of the Knox County Infrastructure Committee, the architect firm Klingner and Associates\*, Knox County Department Heads to occupy the newly renovated building, and the Knox County Board. \* or Engineering Company the Knox County Board selects at any point. Klingner and Associates is the current engineering firm contracted for Knox County projects.
- Selection Criteria: The selection criteria will be based on a numbering system of one (1) to (5) for each of the evaluation criteria. Committee Members will grade each proposal and submit their scoring sheets to the Knox County Clerk for tabulation. Balloting results will be provided in a Bid Tabulation grid so as to maintain the anonymity of the

members scoring of the proposals. The selection of the successful bidder will be determined by the combined scores provided by the selection committee members with advice and consent of the Infrastructure Committee Chair and County Board Chair.

- The Evaluation Committee may request additional information or details from Bidders and documentation can be provided via paper, electronic submission, or in person oral response to the Committee.
- Other areas that could be included in the evaluation grading process are as follows:
  - Project management approach and methodology.
  - Fee proposal and cost effectiveness.
  - References and past performance.
  - Understanding of project requirements.

## **6. Selection Process**

- Following the review and scoring of the proposals, the Committee could decide that interviews with the selected firms may be necessary. If needed, County Clerk Erickson will work to set up the date, time, and location for these interviews.
- The final selection bidder will be notified of this status and be asked to be available to speak via ZOOM to the Knox County Board at either a regularly scheduled Board meeting or a Special Meeting (whichever is most convenient for all parties involved.)
- Contracts will be drawn and parties will provide for original signatures on these documents. Signed paperwork shall be housed with the Knox County Clerk's office.

## **7. Terms and Conditions**

- The contract will be a fixed price contract. Payment schedule will be basis on percentage of completion, paid out monthly.
- Indemnification and liability.
- Confidentiality.
- Compliance with Illinois laws and regulations.
- **Change Order Procedures:** All change orders will be executed in advance of work being accepted in accordance to AIA.
- **Termination Clause:** To be determined in the process of final contract.
- **Dispute Resolution:** All disputes or disagreements will be subject to arbitration in accordance to the AIA and the final contract.
- **Compliance:** The RFP will comply with all applicable federal, state, and local laws and regulations.
- Knox County reserves the right to reject any and all proposals, to waive any informality in the proposals, and to accept the proposal that, in its judgement, will be in the best interest of Knox County.

## **8. Contact Information**

- Scott G. Erickson, CCO, Knox County Clerk & Recorder. Phone number 309-345-3815. Email [serickson@knoxcountyil.gov](mailto:serickson@knoxcountyil.gov)

## **9. Submission Deadline**

- By 4:00PM CDST on June 18, 2025 to the Knox County Clerk's Office via mail or personal delivery. No E-Mail requests will be accepted.