

**REQUEST FOR PROPOSAL
FOR CONSTRUCTION MANAGEMENT
SERVICES IMAGINE ROUTE HISTORY
AND LINCOLN'S COLORED HOME**

I. INTRODUCTION

Route History is a for profit museum located in Springfield Illinois. Route History Museum highlights the significance of the Black experience along Historic Route 66 using technology. Route History Museum fully integrates history and technology through exhibits, storytelling, and a virtual reality experience that highlights the significant roles of Black businesses, the Negro Motorist Green Book, the Great Migration, and sundown towns along the Illinois leg of Route 66 during the Civil Rights and Jim Crow eras. The Route History Museum also shares local unknown Springfield Black history, including the Springfield 1908 Race Riot, the Ambidexter Industrial and Normal Institute (coined the Tuskegee of the North) as well as many other significant contributions by Black Americans.

In accordance with the mission above, Route History is creating a second location within the city of Springfield to meet the demand for tourists. The project is the strategic planning, programming, design, and construction of the Lincoln's Colored Home and Imagine Route History Facility to be built at 427 South 12th Street in Springfield Il.

II. INVITATION TO SUBMIT PROPOSALS

Route History Inc. hereby invites Construction Management Services ("Contractor") to submit proposals for Construction Management services for Route History's new location. Route History intends to obtain the services of an experienced construction management firm to assist Route History with Phase 1 (pre-construction) and Phase 2 (construction) services. Route History seeks to employ a team with experience managing and constructing this type of facility and a successful history of collaborating on the same or similar type of projects.

Schedule of RFP issuance and award shall be as follows:

RFP Publication: July 15, 2024

Proposals Due: August 15, 2024

Complete Review of Proposals: August 30, 2024

Construction Commencement: September 1, 2024

Substantial Completion: September 3, 2025

III. PROJECT DESCRIPTION

The project location is 427 South 12th Street and the adjacent lots.

Imagine Route History will be located 1123 East Jackson and 1131 E Jackson Street.

Imagine Route History will be a 2-level building. The lower level should include an open ticket area, 2 large multipurpose rooms (2 would be comparable in size and the third room would be significantly larger), men's and women's bathrooms, Elevator, and a small office/storage room, and include electrical, plumbing, and HVAC.

2nd level: reception desk, employee break room, 3 offices, an open space that will allow opportunity for free-flowing exhibits and book signings, storage room. Men's and women's bathrooms.

Lincoln Colored Home is located at 427 South 12th Street and services needed are: where needed to demolish, rebuild original footprint and include electrical, plumbing, and HVAC.

Parking Lot will be located at 1118, 1120, 1124, 1128 East Jackson Street, Springfield, IL 62703

Walk trail between 2 buildings.

The schedule for the Project is critical. We will work together to develop a mutually agreeable schedule.

The Design Team will be required to determine LEED requirements required of the project in coordination with licensing and/or permitting authorities.

There will also be owner selected vendors completing IT infrastructure, data wiring, audiovisual, security and furniture installation components of the project. The Design Team shall coordinate with these vendors and provide plan information as needed.

This RFP is not an offer to enter into a contract. Route History reserves the right to reject any and all responses resulting from this RFP. Route History is not liable for any cost incurred in responding to this RFP.

IV. DESCRIPTION OF SERVICES

The following are general work tasks and deliverables that shall be included in the construction manager's scope:

Phase 1 (Preconstruction) Scope:

- Assist with review of plans, specifications and cost estimates, as needed
- Coordinate all permitting requirements, review compliance with local and state codes
- Attend design review meetings
- Provide value engineering and constructability reviews for civil, structural, mechanical and electrical systems to ensure project budget and design standards are maintained.
- Provision timely and accurate information, cost and time estimates and participation in decisions regarding construction materials, methods, systems, phasing and costs to achieve the highest quality construction and facilities within the budget and schedule.
- Provision of information informing Route History of current construction market, bidding climate, status of key sub-contract markets and other local economic and weather related conditions.
- Assess and recommend alternative construction options to achieve cost savings.
- Recommend division of work to facilitate bidding and award of trade contracts including factors such as bidding climate, weather, accelerating milestones and related issues.

- Recommend appropriate number of bid packages including subcontractor bidding, bid phasing and identification of any elements of the Project that may require special procurement processes including but not limited to the prequalification of bidders or qualifications-based selection.
- Assist in preparing advertisements for bids
- Develop and coordinate all bid packages.
- Assist in responding to bidders and receiving and evaluating bids
- Provide recommendations for accepting bids and awarding contracts

Phase 2 (Construction) Scope:

- Assist in award and execution of construction contract documents
- Provide on-site, full-time supervision for the duration of the project construction
- Schedule and lead pre-construction meeting
- Identify and recommend procurement of long lead items
- Coordinate required approvals from local and state code and regulatory agencies
- Establish and maintain a project financial status reporting system
- Coordinate work between contractors and construction managers
- Administer the construction contract in conformance with the requirements set forth in the Plans and Specifications.
- Conduct weekly construction progress meetings with the Route History, Design Team, Contractors, affected outside Agencies, and other construction managers to discuss matters such as procedures, progress, problems, and scheduling. Prepare and distribute meeting agenda and minutes.
- Review and process all shop drawings, project data, samples and other submittals. Establish and implement procedures for expediting the processing and approval. Construction managers shall utilize an online document sharing platform of their preference for this process.
- Coordinate submittal review with the Design Team, Route History and City Departments.
- Coordinate and schedule construction surveying.
- Coordinate testing requirements and scheduling of material testing and inspections.
- Develop, monitor, and enforce construction schedules
- Process partial and final pay requests
- Analyze, negotiate, and recommend change orders, if needed
- Prepare project reports and schedules
- Develop and implement quality assurance and control plans
- Maintain record documents
- Assist in substantial and final completion inspections and preparation of punch lists
- Certify contractor payment applications
- Coordinate construction site safety program
- Oversight of the occupancy process.
- Provision of warranty plan services.
- Communicate as required with local officials and regulatory agencies
- Provide close out documentation to Route History within 180 days of substantial Completion

Fee Summary

- Proposals must include separate lump sum fee proposals for Phase 1 and Phase 2 services.
- Proposal fees must include all costs anticipated to be incurred by the CM to complete Phase 1 and Phase 2 services including costs related to meals, travel, mobilization, attending meetings, etc

VII. PROPOSALS

The proposal shall contain the information summarized below. Additional information is allowable if directly relevant to the proposed project.

Proposal Format

The submittal should follow the Table of Contents listed below:

1. General Information
2. Project Understanding
3. Project Approach
4. Proposed Project Team and Experience
 - a. At a minimum, project team should include:
 - i. Project Manager
 - ii. On-Site Superintendent
5. Schedule
6. Additional Information (as deemed necessary by Proposer)
7. Detailed Fee Schedule
8. Insurance Certificate

A brief description of each section is included below.

1. General Information

General information and a brief history of the CM's firm. Include similar information on key sub-construction managers, if any, proposed for the project.

2. Project Understanding

A summary of the CM's understanding of the work.

3. Project Approach

Provide specific approaches, methods, and assumptions that will be utilized to accomplish the development of this project, including each work phase.

4. Proposed Project Team and Experience

- Identify the key project team members and describe their specific roles on the project. Include key team members from sub-construction manager firms if any.
- Describe relevant experience and provide information on at least three (3) reference projects completed in the last five (5) years. Provide personal references and contact information.
- Include one-page resumes only for key members of the project team, including field personnel.
- Include specific descriptions of proposed team members' roles on reference projects. Provide a contact name and information for each of the projects.

5. Schedule

A proposed schedule from project initiation to final completion. The schedule should include a listing of key tasks within each phase, key milestones and approximate dates, and deliverables.

6. Additional Information

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

7. Detailed Fee Schedule

The consultant cost should be separated out as follows:

- a. Proposed costs for each scope of work for the project as listed in Section 2.
- b. Hourly rates for all construction manager employees who are expected to work on this project. These rates shall be the agreed upon costs for any additional services requested by the city, above what is detailed in the scope of this RFP.
- c. Reimbursable costs including detail of service or item and applicable charge per unit.
- d. Not to Exceed cost for the project.

8. Insurance Certificate

Indicate ability to provide all necessary insurance certificates.

IX. CONTRACT TERMS AND CONDITIONS

Upon selection of a construction manager, an Agreement or Contract for Services, shall be entered into by Route History and the CM. It is expected that the contract will provide compensation for actual work completed on a not to exceed basis as well as the following conditions:

1. Deletions of specific itemized work tasks will be at the discretion of Route History. Payment or reimbursement shall be made based on tasks that have been satisfactorily completed. Billing that exceeds the not to exceed amount will not be compensated unless a contract amendment has been approved in advance by Route History.
2. Route History shall retain ownership of all documents, plans, maps, reports, and data prepared under this proposal. Route History shall be provided hard copy and digital documents throughout the project.
3. If, for any reason, the construction manager is unable to fulfill the obligations under the contract in a timely and proper manner, Route History shall reserve the right to terminate the contract by written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory completed work tasks, as determined by route History.
4. The construction manager shall not assign or transfer any interest in the contract without prior written consent of Route History.
5. The construction manager shall maintain comprehensive general liability insurance in accordance with Illinois Statutes.
6. The construction manager shall defend, indemnify and hold harmless Route History ,its employees and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the construction manager's (including its officials, agents, sub-construction managers or employees) performance of the duties required under the contract, provided that any such claim, damages, loss or expense is attributable to bodily injury, sickness, diseases or death or injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of construction manager.
7. The construction manager contract shall be governed by the laws of the State of Illinois.
8. Project summaries shall be submitted with each invoice during the course of the project. Each summary shall detail the amount billed to date, work items that need to be completed, the estimated costs to complete these tasks and the projected timeline for the completion

of the project. Invoices submitted to Route History shall include a detailed breakdown of times, personnel, mileage, etc. chargeable for that period.

X. SUBMISSION DEADLINE AND METHOD

Responses to this RFP must be received on or before 5:00 PM, **March 26, 2021**. *Responses must be submitted by email to rhmanagement@routehistory.net*. All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Stacy Grundy (618-319-0195). This RFP is not an offer to enter into a contract. Route History reserves the right to reject any and all responses resulting from this RFP. Route History is not responsible for any cost incurred in responding to this RFP.

XI. QUESTIONS

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Stacy Grundy, at rhmanagement@routehistory.net.

XII. SELECTION CRITERIA

The organization selected will represent the best value for Route History, combining price, qualifications and proposed scope of work. Route History may ask one or more bidders to provide an in-person presentation and/or to provide their best and final offer.