



1930 Glenview Road / Glenview, IL 60025-2899
(847) 729-7500 / FAX: (847) 729-7682 / Email: info@glenview.lib.il.us

April 3, 2002

Re: *REQUEST FOR QUALIFICATIONS FOR OWNER'S REPRESENTATIVE SERVICES*

The Glenview Public Library (the Library) is soliciting the qualifications of professional firms to act as an owner's representative to assist the Library in overseeing the process of design and construction of the new or expanded Glenview Public Library Building. It is the Library's goal to engage a representative that will provide strong project leadership, has the in-house capability to create and evaluate value engineering opportunities, expedite the project, avoid owner delay situations, evaluate draw request documentation with respect to completion and retention requirements and be the Library's advocate throughout the project.

The Library has engaged the services of an architect (Philips Swager Associates), a real estate consulting firm (V3 Realty), and a construction manager (Pepper Construction) to form a team that will identify the best site for the resolution of the Library's space and parking problems, design the solution, price and manage the construction. More detailed information is available from this page of the Library's website:

<http://www.glenview.lib.il.us/gplprgrm.html>

Any questions regarding this RFQ must be submitted in writing. Facsimile and e-mail questions will be accepted, sent to the attention of John Blegen (Fax: 847-729-7682; e-mail: blegen@glenview.lib.il.us). A pre-submittal conference will be held on Wednesday, April 17, at 3:00 p.m. in the Library's conference room.

Qualifications are due on Friday, April 26 at 4:00 p.m. Proposals received prior to the advertised hour of opening will be securely kept. Responses received after the submission deadline will be returned unopened and considered void and unacceptable. The official time of receipt will be that of the clock in the circulation lobby. Proposals should be sent to:

John Blegen, Executive Librarian
Glenview Public Library
1930 Glenview Rd.
Glenview, IL 60025

RFQ for Owner's Representative Services

Glenview Public Library

04/03/2002

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Interpretations, corrections, or changes to this RFQ will be made by numbered addenda forwarded by first class mail and facsimile and posted on the Library's website (<http://www.glenview.lib.il.us/>). The proposer is to submit 10 copies of the proposal. The cover of the proposal must include the name of the proposer and the numbers of the addenda received.

Submittals received by the Library will be evaluated and ranked according to the established criteria.

Sincerely,

John Blegen
Executive Librarian
Glenview Public Library

Scope of Services

The Glenview Public Library (Library) intends to engage the services of a professional owner's representative company (Representative) having expertise in the administration and management of library construction projects. The Representative will provide a single source responsibility for the project and will provide services including the coordination and implementation of all aspects of the project including, but not limited to, total project budget and schedule, site selection, design, pre-construction activities, construction management, consultation and administration of the Library's building project.

- Following appointment by the Library's Board of Trustees (the Board), the Representative will review and become familiar with the contracts between the Library and the members of the project team and will consult with the Board to review the goals and requirements of the building project. The Representative will, subject to Board approval, be responsible for managing the scope, budget, and schedule for the entire project. In the event that additional team members are required, the Representative will produce appropriate Requests for Qualifications and Proposals, will make recommendations regarding appointments, and will negotiate agreements for professional services, which are in the best interests of the Library and subject to Board approval.
- The Representative will monitor the work of the project team with regards to schedule and quality of work through the site selection and design process. The Representative will review cost estimating and cost management at schematic, design development and construction document phases. The Representative will represent the Library in any pre-qualification process and will review the construction documents for clarity and completeness, making necessary recommendations to the project team and Library, before the project is sent out to bid. The Representative will review bids with the Project Team, insuring that the bids contain an appropriate pricing mechanism to protect the Library in the event of change orders and will make the necessary recommendations to the Library for their acceptance.
- During the construction phase, the Representative will attend and lead all project and construction meetings, review, observe, coordinate and manage the project on behalf of the Library. The Representative will verify that the Library's bonding, insurance and finance requirements have been met and submit Representative approved draw requests and other requests for payment to the Library for processing.
- The Representative will monitor the progress of the project through on-site observation. The Representative will make period reports to the Library including but not limited to cash flow reports, change order reports, and schedule reports.

The Representative will monitor the close out of the project including all required warranties, guarantees, training, and occupancy certificates.

Qualification Submittals

1. Qualification Form

Submit a completed Qualification Form for your firm providing the following information:

Name of Firm: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

Web Site: _____

Mailing Address (if different from above): _____

City, State, Zip: _____

Contact Person: _____

Submittal is for: Parent Company; Subsidiary; Division; Branch Office

Parent Co. Name: _____

Address: _____

City, State, Zip: _____

Type of Firm: Corporation; Partnership; Individual; Joint Venture; Other

For joint ventures, submit a copy of joint venture agreement with this form.

How many years has the firm or venture been in business? _____

How many years has the firm or venture been in business under its present name?

Under what other names, if any has the firm or venture operated?

How many projects has your firm participate in as an owner's representative during the last five years:

- a. In Progress: _____
- b. Completed: _____

List key persons/officers (owners, partners, directors, president, vice president, secretary, treasurer):

| Name | Position | % Ownership |
|-------|----------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Which state is the firm incorporated in: _____

Is the firm authorized to do business in the State of Illinois? ____ Yes; ____ No.

Partnerships

If the proposer is a partnership, indicate the name of each partner and the percentage of interest held by each:

| Name of Partners | % Interest |
|------------------|------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Sole Proprietorships

- a. The proposer is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:

_____ Yes _____ No (If no, complete items b. and c. of this section.)

- b. If the sole proprietorship is held by an agent(s) or a nominee(s), indicate the principal(s) for whom the agent or nominee holds such interest.

Name(s) of Principal(s)

- c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised.

2. Claims and Suits

If the answer to any of the question below is YES, provide a brief description or explanation.

Are there projects in which the firm or venture was issued notice of default on any contract awarded to it in the last 10 years?

YES NO

Are there any legally filed judgments, claims (EEO damages, liquidated damages, or other), arbitration proceedings or suits pending or outstanding against the firm or venture or its officers?

YES NO

Within the past five years has the firm or venture been a party to any lawsuits or arbitration proceedings with regard to any contracts?

YES NO

Within the past five years has any officer or principal of the firm or venture ever been an officer or principal of another organization that failed to complete any construction contract as a result of termination, litigation, arbitration or similar matter?

YES NO

Has any key person with the firm or venture or its predecessor ever been convicted of or charged with any state or federal crime (excluding traffic violations), including, but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal antitrust violations, bid-rigging or bid-rotating?

YES NO

Has the firm or venture ever been temporarily or permanently debarred from contract award by any federal, state, or local agency?

YES NO

Within the past five years, has the firm or venture been investigated or assessed penalties for any statutory or administrative violations?

YES NO

3. Financial Capacity

Attach detailed financial statements for the past two years including but not limited to the items listed below. (If a joint venture, submit financial statements for both joint venture and companies):

- Balance sheet
- Income statement

Indicate below the amount of revenues earned by the firm or venture from owner's representation for the last five years:

2001 _____

2000 _____

1999 _____

1998 _____

1997 _____

4. Bank/Credit References

Provide the following information about the bank of the firm or venture. (Duplicate this form as required.)

Name: _____

Street Address: _____

City, State, Zip: _____

Business Phone: _____

Fax: _____

Contact Person: _____

Name of Firm Submitting Proposal: _____

5. Approach

Describe your approach in providing owner representation services. Include the management tools you intend to use for this project. Explain how you will accomplish this project.

6. Project Experience

Provide reference information for five construction projects managed by your firm as the owner's representative. Please provide the project title, project location, project description, owner's name, contact name, address, and phone number.

7. Project Organization and Key Personnel

Attach a project organization chart and résumés indicating position responsibilities, educational background, professional affiliations, and specialized experiences or expertise. Indicate the percentages of the time of each team member that will be devoted to this project. Include references for each team member.

8. Project Team

Please identify if your firm or key team members at your firm has worked with either PSA or Pepper Construction as an owner representative on any project or in any other role. If such is the case, please list those projects.

9. Additional Information

Please provide any additional information or qualifications that may be helpful in the evaluation of proposals.