



**Request for Qualifications (RFQ) for Owner’s Representative (OR)**  
**Geneva Public Library District, Geneva, IL**

**Issued:** May 12, 2017  
**Submittals Due:** 5:00 p.m. Central Daylight Savings Time, June 9, 2017

**I. Introduction**

The Board of Trustees of the Geneva Public Library District (GPLD) is soliciting qualifications for Owner’s Representative services for the construction of a new approximately 57,000 gross square feet (GSF) library facility at a parcel of land owned by the District. A general description of the project is included herein. GPLD has also engaged StudioGC for architectural services and intends to use a general contractor based bid process for construction delivery.

Firms responding to this RFQ must submit their responses as specified in this document. Firms will be selected for interviews based upon the quality of their responses and the results of reference checks.

All questions concerning project specifics should be directed, in writing, solely to Patrick Callahan, StudioGC, Inc., at [p.callahan@studiogc.com](mailto:p.callahan@studiogc.com). This will be provided to the Owner and written responses will be issued.

GPLD may schedule interviews with one or more firms or enter directly into contract negotiations with the firm that is considered most capable to serve GPLD. It is understood that the Owner reserves the right to reject any or all responses, or part thereof or items therein, and to waive technicalities required for the best interests of the Owner. Omission of any information may be sufficient cause for rejection of the response. It is further understood that competency and responsibility of firms submitting responses will receive significant consideration.

**II. Background**

Geneva Public Library (127 James Street, Geneva, Illinois, 60134) is located 40 miles west of downtown Chicago on the Fox River in Kane County, Illinois. The original facility was built in 1908, with additions in 1938, 1986, and 1998. The Library reached its 114<sup>th</sup> year of tax supported service in 2008, the year the library building turned 100. GPLD's population is 30,500, according to the data compiled in the 2010 census. The Library District potentially could serve an estimated population of up to 42,000 residents by 2040. Two-thirds of the population lives within the City limits of Geneva, while the other one-third lives southeast and southwest of the downtown Geneva area. While Geneva started out as a rural community, over the last 50 years, the area has acquired a more suburban character.

### **III. Project Description**

The Board of Trustees, after years of analysis and with input from the community, believes it makes most sense to construct a new building for the purpose of providing library services. GPLD is landlocked at its current location, and community feedback has been clear that the Library needs to provide additional services and resources. This includes study space, meeting space, function rooms – and on-site parking. In addition, contemporary libraries are evolving to meet community needs to offer resources like drive-up convenience, 3-D printing services, craft rooms, equipment checkout, early literacy play areas, and more.

On March 24, 2016, GPLD purchased a parcel of land at 210 S. Sixth Street, commonly known as the Sixth Street School property, for the purpose of providing space for a future library. The site was previously home to a school that was demolished prior to GPLD closing on the purchase. GPLD intends to construct a new 57,000+/- GSF building on the grass lot at the intersection of Sixth and Campbell Streets in downtown Geneva, Illinois. The total property area of the site is approximately two acres. Within the developed area the following features are planned: a three-story building, pedestrian sidewalks, entry plaza, surface parking for 80+/- stalls, book drop lane, and required storm water detention areas. The remaining area will be developed into landscape areas in keeping with, or exceeding, the requirements of the City of Geneva, a Park District playground on leased land, and other GPLD exterior program spaces. The site slopes from Sixth Street to Seventh Street, dropping approximately 6'-0" across the section being developed.

On April 4, 2017, GPLD residents approved issuing \$21,800,000 in general library bonds for the purpose of erecting and furnishing a library building with parking and site improvements. As such, StudioGC and GPLD are reviewing the findings of the previously completed schematic design and adjusting as necessary. The schematic design work effort is anticipated to be completed by the end of May. At that point a comprehensive interaction with the City Historic Preservation Commission and Planning and Zoning Commission will begin. This will include attendance at public meetings, as well as interaction with the City of Geneva staff responsible for working with those commissions. GPLD will continue operations in their existing facility until the new facility is complete and ready for public use/occupancy.

**Project Name: New Geneva Public Library District**

- A. Project Type:** New Public Library Facility, including Site Development
- B. Estimated Size:** Approximately 57,000 GSF
- C. Construction Budget:** \$19,300,000
- D. Project Schedule:**
  - 1. Pre-Construction: July 2016 through January 2018
  - 2. Bidding: February 2018
  - 3. Construction: May 2018 through June 2019
  - 4. Close-Out: July 2019

**IV. Submittal Requirements**

The response should be submitted in a bound format with section dividers corresponding to the sections that follow. Respondents are instructed to adhere to this format and to provide one (1) original response, eight (8) copies, and one (1) electronic copy.

**A. Provide the following information about your firm:**

- 1. Name of firm
- 2. Address of main office and any branch office
- 3. Telephone number and fax number for each office
- 4. Name and title of contact person
- 5. Names of officers in firm and an organizational chart

**B. Provide the following information:**

- 1. An overview of your firm's financial status
- 2. Certificates of Professional Liability Insurance

**C. Please provide a brief overview of your firm including the number of years the firm has provided Owner's Representative services; also provide:**

- 1. Provide a listing of public Owner Representative projects that your firm has completed within the last **FIVE TO TEN (5 - 10) years.** Provide the following information for each project:
  - a) Name of project
  - b) Construction cost
  - c) Name and location of library or other public entity
  - d) Name, title, and telephone number of library or other public entity contact
  - e) Name, address, telephone number of project architect
  - f) Project description including size in square feet
  - g) Number of prime contractors
  - h) Project schedule including start and completion dates
  - i) Construction document estimate and actual bid total

- j) Final construction costs including change orders
- 2. Provide a listing of library or other public entity projects for which your firm is currently providing Owner's Representative services. Provide the following for each project:
  - a) Name of project
  - b) Construction cost
  - c) Name and address of library or other public entity
  - d) Name, title, and telephone number of library or other public entity contact
  - e) Name, address, telephone number of project architect
  - f) Project description including size in square feet
  - g) Number of prime contractors
  - h) Project schedule including start and completion dates
  - i) Construction document estimate and actual bid total
  - j) Final construction costs including change orders
- 3. Provide an organizational chart of your proposed Owner's Representative team for this project. Provide a resume for each member of the proposed team including education, general experience, public library construction experience, and their proposed role in the project.
- 4. Provide examples of typical monthly reports that have been used by your firm on a current or previous public library Owner's Representative project.
- 5. Provide any additional evidence that your firm meets all qualifications and is able to perform all duties as defined in the Owner's Representative Qualifications and Duties description.

**V. Scope of Work**

The Owner's Representative (OR) will act as the Library's liaison and is expected to advocate for the best interests of GPLD during oversight of the project throughout all phases. Major tasks will include, but not be limited to:

**A. Pre-Construction Phase**

**1. Project Options**

The OR will evaluate various project options and provide input during the Pre-Construction Phase. The evaluation shall identify advantages and/or disadvantages of each option with regard to cost, schedule, logistics, land remediation, and site development.

**2. Project Budget**

The OR will evaluate the Project Budget identifying any concerns with budgeted construction costs, permit fees, testing and inspection fees, furnishings, equipment, inflation, and contingencies throughout the duration of their work.

**3. Project Delivery Strategy**

The OR will evaluate project requirements identifying any concerns with pre-construction and construction strategies, addressing requirements for function, cost, quality, time, and logistics.

**4. Project Master Schedule**

The OR will evaluate the Project Master Schedule identifying any concerns that established duration and responsibility for all major activities during all phases of the project have been addressed. The OR will monitor and report on progress during the pre-construction phase, notify the Owner of any delays or problems collaborating with the Project Team, and recommend corrective action necessary to meet the schedule.

**5. Value Engineering**

The OR will engage in discussions with the Owner and Project Team to discuss Value Engineering Concepts at the end of each design phase and at the completion of the construction documentation phase to evaluate details and finishes.

**6. Constructability**

The OR will review design documents as they are developed and offer input to avoid potential problems and to minimize potential change orders.

**7. Monthly Reports**

The OR will collaborate with the Project Team in the preparation and distribution of monthly reports to the Owner on the project budget, the status of the project schedule, and on general project information.

**8. Design Coordination Meetings**

The OR will attend design coordination meetings on a regular basis (minimum of two per month) with the Project Team to discuss and review all items pertinent to the design phase.

**9. Owner Activities**

The OR shall work with the Owner to determine additional schedule and project impacts for all GPLD related activities. Those services are likely to include facilitating moving efforts and RFID procurement services.

## **B. Bidding Phase**

### **1. Develop Contractors and Supplier Interest**

The OR may assist in the identification of potential contractors and suppliers and develop their interest in bidding the project to insure a competitive bidding environment.

### **2. Pre-Bid Conferences**

The OR will attend pre-bid conferences.

### **3. Bid Evaluation**

The OR will review Bid Packages with the Project Team and comment on Alternate recommendations. The OR will also conduct interviews with the apparent responsive, responsible low bidders to determine compliance with the contract quality and contractor qualification requirements.

## **C. Construction Phase**

### **1. Pre-Construction Conferences**

The OR will attend pre-construction meetings with contractors and Project Team. The meetings shall include a review of project management, project schedule, contracts, and project procedures.

### **2. Shop Drawings**

The OR will note receipt of approved shop drawings, product data, samples, and other submittals from the professionals prior to start of work. The OR will maintain a submittal log to insure contractor compliance with the contract documents and approved submittals.

### **3. Construction Schedule**

The OR will review contractor's construction schedules, observe construction progress, and report deviations from the schedule that might alter construction processes or delay project completion.

### **4. Construction Quality**

The OR will monitor all work in progress to insure the quality of the work and compliance with the contract documents. The OR will report all deficiencies to the Architect.

### **5. Construction Records**

The OR will review the contractors' records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc.

**6. Applications for Payment**

The OR will evaluate the contractor's schedule of values with the Project Team and make recommendations on accurate and appropriate payments. The OR will review and make recommendations on processing of contractor payment applications in conjunction with the Architect.

**7. Project Meetings**

The OR will attend weekly meetings at the job site to discuss job progress or site review meetings as or additional meetings as required by construction efforts. The OR will work with StudioGC and the Owner to manage potential revisions to the work and evaluate the validity of all change orders as they arise.

**8. Change Orders**

The OR will assist the Project Team in the review of change orders dealing with time and materials values to verify they are in line with industry standards and best practices.

**9. Inspections and Testing by Independent Consultants**

The OR will confirm that all inspections and testing is completed as required by the contract documents.

**10. Construction Changes**

The OR will monitor work in progress and discuss changes in the work on the basis of field conditions, improved quality, cost savings, or time savings with the Project Team.

**11. Monthly Reports**

The OR will assist the Project Team in the preparation and distribution of a monthly report to the Owner including information on schedule, quality, logistics, and general project information. The OR will also include in monthly reports weather related impacts to the project progress, as well as extensive photographic documentation to accurately portray the progress of the work.

**D. Close-Out Phase**

**1. Systems and Equipment Testing**

The OR will assist contractors in the coordination with Owner's staff, the review of testing, calibration, and start-up of all equipment and building systems.

**2. Coordinate Training**

The OR will assist contractors in the coordination with Owner's staff, time frames for the training of Owner's staff on the operation and maintenance of building systems and equipment.

**3. Coordinate Construction Close-Out**

The OR will coordinate close-out activities including the completion of deficiencies, submittal of close-out documents, resolution of change orders, and recommendations for payment of retainage.

**4. Submit Project Documentation**

The OR will submit all project documentation including files, records, drawings, submittals, samples, and other information to the Owner in an organized and usable form.

**5. Coordinate Warranty Work**

The OR will coordinate the warranty work by contractors to ensure that their obligations are fulfilled in a timely manner.

**6. Certificates**

The OR, upon completion of the project, will be responsible for certifying that, to the best of his professional knowledge, the building conforms to the approved plans, specifications, and shop drawings.

**7. Post Occupancy Activities**

The OR will work with the Owner to assist in coordination of any post construction activities identified in the Pre-Construction Phase. Those scopes of services may include: moving, furniture procurement evaluation and installation management, and operational recommendations for efficient usage of the facility.

**VI. Anticipated Work Effort**

A. Provide a breakdown of anticipated hourly work effort by phase using the following format:

- |                            |              |
|----------------------------|--------------|
| 1. Pre-Construction Phase: | Hours: _____ |
| 2. Bidding Phase           | Hours: _____ |
| 3. Construction Phase:     | Hours: _____ |
| 4. Close-out Phase         | Hours: _____ |

B. Your anticipated hourly work effort, which is submitted for complete owner's representation services, is not limited to, but must include the following services that are detailed in the Section V. Scope of Services:

1. The OR shall be involved throughout pre-construction services;
2. The OR must be available to attend monthly Board meetings throughout construction to review the projects in detail;

3. The OR must attend weekly job meetings;
  4. The OR must monitor the status of the shop drawing process between the Contractor and Architect; (the Contractor shall send shop drawings to the Architect with a copy to the Owner's Representative. The Architect shall send dispositioned shop drawings to the Contractor with a copy to the Owner's Representative.)
  5. The OR shall issue monthly management reports to the Owner;
  6. The OR will comment on the Architect's schedule during Pre-Construction;
  7. The OR will comment on the Contractors' schedules during Construction.
- C. The OR shall provide, as a part of the response a listing of anticipated reimbursable expenses and additional services that are to be considered beyond the scope of services described.
- D. The OR shall provide, as a part of the response a current hourly rate sheet.

**VII. Evaluation and Selection Process**

- A. Responses to this solicitation will be reviewed and evaluated by the Library Director and members of the Board of Trustees.
- B. Final candidates/firms may be selected for interviews. All interview and RFQ expenses incurred by selected candidates/firms will be borne by the firms.
- C. Anticipated evaluation timeline:
  - a. RFQ issuance: May 12, 2017
  - b. RFQ submission: June 9, 2017
  - c. Interview date: July 13, 2017

**VIII. Administration**

**A. Issuance**

This RFQ was issued by the Geneva Public Library District on May 12, 2017.

**B. Closing Date**

The candidates/firm's response to the RFQ must be received in a sealed envelope by June 9, 2017 at 5:00 p.m. Central Daylight Savings Time at the address below:

Geneva Public Library District  
Attn: Christine Lazaris  
127 James St.  
Geneva, IL 60134

Any inquiries related to the RFQ should be directed to Christine Lazaris at [clazaris@gpld.org](mailto:clazaris@gpld.org).