



REQUEST FOR PROPOSALS (RFP)

FOR

**DESIGN/BUILD (“D/B”) CONTRACTOR
SERVICES**

**NEW CITY HALL
POLICE STATION & FIRE STATION**

City of Clinton
118 W. Washington Street
Clinton, IL 61727

ISSUE DATE:

APRIL 4th, 2024

DEADLINE FOR SUBMISSION:

JUNE 4TH, 2024

CONTACT

Taylor Baxter, City Administrator
217-935-6552
tbaxter@clintonillinois.com

Objective

The City of Clinton, Illinois is soliciting proposals from qualified firms for Design/Build (“D/B”) Contractor services for the construction of a new City Hall, Police Department, and Fire Department. This RFP is seeking services for a needs assessment, concept/preliminary design, site selection, final design, and construction administration management services.

Background

Clinton is the County Seat of DeWitt County and is located in the heart of Central Illinois at the intersection of State Routes 51, 54 & 10, 161 miles southwest of Chicago, 142 miles northeast of St. Louis, and 45 miles northeast of Springfield, the State Capital, 45 miles from west of Champaign-Urbana, 22 miles south of Bloomington/Normal, and 18 miles north of Decatur, which provides a great location for business, commercial and industrial interests.

Clinton is in one of the most productive agricultural areas in the nation. Excellent city services are delivered to our citizens all while maintaining one of the lower city property tax rates in downstate Illinois. With exceptional schools, a variety of housing options, growing businesses, fine dining, a thriving downtown, parks, a highly acclaimed hospital, a low crime rate, and plenty of small-town charm and hospitality.

Clinton City Hall, Police Department, and Fire Department are located, within the same building, on the corner of Washington Street and Quincy Street. Below is the individual department locations and current space descriptions:

- Police Department
 - o Main Floor – Administrative Offices, Interview Rooms, Office Space, Meeting Rooms
- Fire Department
 - o Top Floor – Sleeping Quarters, Meeting Area, Office Space
- City Hall Administration
 - o Top Floor – Administrative Offices, Document Storage, and City Council Chambers

The total parcel in which City Hall currently sits is approximately 0.35 acres. This parcel includes unsecure parking for police vehicles outside of the building footprint. The Fire Department utilizes two (2) “garage style” bays (located on the ground level of City Hall) to store three fire engines, one ladder truck, and one tender truck. With the current layout of the building, the Fire Department can exit from either Quincy Street or Washington Street. The City Hall building is an older structure that is nearing a stage where it will require significant investment to maintain practicality and functionality. Thus, the City of Clinton City Council has agreed to pursue a new facility that will meet the needs of current and future city operations while continuing to provide quality services to our residents.

Building Goals

The selected firm will be encouraged to provide guidance and recommendations toward designing a municipal building that will best meet the needs of the community. Presently, the city has identified the following goals/general needs:

- Administration
 - Additional office space to better accommodate current city staff, future staff, visitors, and community meeting/gathering space
 - Larger Council Chambers and an adjacent conference room that can be made private
 - Breakroom/Kitchen for City Hall staff
 - Adequate storage space for City of Clinton documents and IT needs
 - Janitorial closets and storage
 - Separate restroom facilities for public and City Hall staff
- Police Department and Fire Department
 - Administration/Command Staff offices for Police and Fire Departments
 - Patrol Division briefing room, Patrol Sergeant offices, Patrol Lieutenant Watch Commander office space
 - Investigation Unit offices and common workspace areas
 - Report writing room for patrol
 - Records availability and records archives
 - Information Technology equipment storage
 - Property & evidence room
 - Evidence and crime scene processing area
 - Interview rooms
 - Multiple meeting rooms for training, conferences, major investigations, emergency operations, luncheons, and community space
 - Temporary holding/processing area for custodies
 - Armory
 - Historical items/photo storage
 - Adequate storage space
 - Locker rooms and showers (shared)
 - Fitness Center (shared)
 - Breakroom with Kitchen (shared)
 - 3 separate sleeping areas for overnight Firefighters
 - Janitor closets and storage
 - Public parking
 - Secure parking for fleet and specialty vehicles (Police and Fire Departments will verify what vehicles need covered in this new facility)
 - Current fleet of 7 police vehicles and 2 police specialty vehicles
 - Current fleet of 6 fire trucks and 6 fire specialty vehicles
 - Secure Employee Parking
 - Currently, 0 spaces
 - Building Security and CCTV Monitoring
 - Emergency Power
 - Special Teams Preparations and Storage Area
 - Specialty Vehicle Storage and Evidentiary Vehicle Processing
- Must abide by all ADA requirements
- Be designed to accommodate storm shelter services for the community
- Be designed to maximize functionality, durability, and account for and allow future growth
- Embrace sustainable design practices that emphasize energy efficiency as well as renewable and redundant energy sources

- Exploration of new City Hall and Public Safety building trends

Project Description

1. Conduct a Needs Assessment, provide a Concept Design and Opinion of Probable Cost for Municipal Building –The selected firm will work with city staff to analyze available options and sites for this facility. To allow sufficient time for multiple meetings, the city anticipates this Concept Design phase to take place over the course of multiple months.
2. Schematic Design, Design Development and Final Design Phase - The city anticipates this phase to take place over 4 months.
3. Construction of the new facility and Project Close-out Phase.

Scope of Services

Each firm will submit a Scope of Services with their proposal. The Scope of Services listed in this section is intended to give firms direction and understanding as to what the city values. Firms are encouraged to tailor their proposed Scope of Services as they see fit to deliver a process that balances timeliness, cost efficiency, input, exploration of options and best practices for a shared municipal building.

General

The selected “D/B” Contractor shall work closely as a part of the project team to develop a design for the facility that meets the needs of the city. This objective will be accomplished through frequent and routine communication and meetings of the project team, a series of design review workshops, and in close coordination with city staff.

Constructability Issues

The “D/B” Contractor shall be fully responsible for the constructability of the proposed site features and structures. The “D/B” Contractor shall coordinate the preliminary design of all the mechanical, electrical, and plumbing (MEP) work to avoid conflicts between the respective MEP systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the City, the “D/B” Contractor shall not be relieved from responsibility for the workability and suitability of the design and all details.

Schedule

- Develop and regularly maintain a project schedule that includes all phases of the project through completion of construction and startup/occupancy of the new facility.
- Present the schedule in a Gantt chart format and provide sufficient detail to allow tracking of the progress of the work through each phase.
- Promptly notify city staff of any delays that will impact on the successful completion of the work.

Construction Cost Control

- The “D/B” Contractor shall work within and adhere to the approved project budget set forth by the City Council. The “D/B” Contractor agrees to work closely with city staff to control costs. The “D/B” Contractor will be keenly aware of project costs throughout all phases of the project.

- If an adjustment in the project budget is required to meet the overall objectives of the City Council, the “D/B” Contractor shall promptly notify city staff and provide the necessary supporting documentation to allow staff to make a decision. The “D/B” Contractor shall not proceed with completion of the project without the prior written authorization of staff and an adjustment to the project budget.
- If adjustment of the project budget is not feasible, the “D/B” Contractor shall work with city staff to modify the project to reduce the scope or phasing of construction to fit within the approved budget.
- The “D/B” Contractor shall remain responsible for maintaining the project within the budget. If project costs exceed the budget due to the actions, inactions, and/or errors or omissions of the “D/B” Contractor, city staff may direct the “D/B” Contractor to redesign the facility at no additional cost to bring the work within budget.

Other issues as required to complete the work

The “D/B” Contractor shall outline and detail in the proposal any other tasks required to complete the work. Failure to account for items that would be considered usual and customary to this project shall not be justification for additional compensation or an extension of the contract time.

“D/B” Contractor’s Minimum Responsibilities

Phase 1 – Needs Assessment, Preliminary Design, and Alternative Site Locations:

Needs Assessment

- Communicate with city staff and Public Safety Departments to create a preliminary needs assessment to fulfill future space requests/requirements. Utilize information from this initial space needs assessment to verify building size and site requirements.
 - A thorough evaluation of current facility and space deficiencies throughout each department
 - A study/evaluation of the routine operations of the City Hall administration, Police Department, and Fire Department to achieve a thorough understanding of the various operations/services
 - Identify and determine, for each operational element/unit, a set of specific space needs for both current and long-term growth

Preliminary Design

- Provide preliminary conceptual designs for review and comment to assist city staff in determining the preferred site layout and building configuration.
- Drawings - Develop drawings that illustrate the design concepts being proposed to allow city staff and City Council to review and approve the plan. Drawings shall include but not be limited to site plan, floor plan(s), elevations, and colored renderings.
- The layout of the site needs to account for the parking needs of the building. “D/B” Contractor will recommend based on calculated parking ratios.
- ADA Compliance - Take special care to accommodate for accessibility needs paying particular attention to the Americans with Disabilities Act. Designing only to the minimum requirements of State Code or ADA standards may not be sufficient.

- Energy Conservation - Designs shall emphasize energy conservation and consider LED concepts. Develop a report analyzing initial cost versus operating cost to demonstrate energy efficiency and life cycle costing. The report should include a brief description of applicable 3rd party funding program or incentive (ex. Focus on Energy). Consideration of solar power should also be considered, and options provided.
- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of city staff.
- Provide regular reports to city staff about the progress of the work.
- Regularly update the project schedule.
- Control project costs to keep the project within budget. Assist city staff in finalizing and adjusting the project budget as needed.
- Schedule and coordinate quality control reviews during the completion of Phase 1 – Needs Assessment, Preliminary Design, and Alternative Site Location. Quality control will include but will not be limited to interim submittals and review meetings with city staff or their designated members.
- Provide project meeting minutes. The “D/B” Contractor shall provide city staff with any and all necessary drawings, renderings, and exhibits to convey the intent of the conceptual design to the City Council. The “D/B” Contractor shall not proceed with Final Design until receipt of written approval of the conceptual design from City Council.
- Any other work considered normal for a project of this type and scope as required to meet the needs of city staff will be completed via a contract addendum or contract amendment.

Alternative Site Location

- Provide three alternatives for the new facility
 - Each alternative shall include a written description of the proposed alternative, a conceptual site plan, quantitative data on breakdown of area per proposed use/function, and cost estimates
- Comparative analysis of the three alternatives
- A recommended alternative presented to the City Council and city staff
- Gather and compile all necessary data required from the city’s records, from field reconnaissance, and from other sources as is necessary to complete the work

Phase 2 – Final Design and Construction Administration Services

Final Design

Upon approval of the Preliminary Design and selected site location, the “D/B” Contractor shall proceed to Final Design and develop bidding documents. The final design shall incorporate the approved conceptual design into Drawings and Specifications. Based on the concept developed in Phase 2, the “D/B” Contractor shall prepare final design documents and drawings for the work to include but not limited to:

- Site Survey
- Site Plan
- Site Utilities
- Site Grading
- Storm Water/Erosion Control Plan

- Landscaping Plans and Details
- Administration/Office Design
- Architectural Requirements
- Structural Plans and Details
- Floor Plans and Details
- Interior Space Layout
- Interior Elevations
- Telephone System and Audio/Visual Low Voltage Systems
- Fiber Optic Communications
- Building Material Schedules
- Exterior Building Elevations
- Roof Plan
- Wall Sections and Details
- Window and Door Schedules
- Room Finish Schedules
- Plumbing Plans and Details
- Sprinkler Plans and Details
- Electrical Plans and Details
- Security System Plans and Details
- HVAC Plans and Details
- ADA Compliance
- Any additional drawings, designs, or schedules needed to define work and allow competitive bidding
- Any other work considered normal for a project of this type and scope as required to meet the needs of City Council and city staff will be completed via a contract addendum or contract amendment

The Final Design shall be reviewed and approved by the City Council. If the Final Design is not approved, the “D/B” Contractor shall revise the design until such time it gains their approval, and any such work shall be completed at no additional cost to the city. The project shall not proceed to the Construction Administration Services Phase without the prior approval of the City Council. During the Final Design phase, the “D/B” Contractor shall:

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of the city.
- Regularly meet with city staff to review project status and design details.
- Schedule and coordinate quality control reviews during the Final Design. Quality control will include but will not necessarily be limited to interim submittals and regular review meetings with city staff.
- Provide regular written reports and communication with city staff about the progress of the work.
- Regularly update the project schedule with city staff.
- Regularly update the project estimated costs with city staff.
- At the completion of the work, provide a final opinion of probable costs for the project.
- Control project costs to keep the project within budget. Notify city staff if the estimated cost of construction exceeds the project budget, including any contingency.
- Any other work as normally required for a project of this size and scope.

- Provide project meeting minutes.

Constructability

The “D/B” Contractor shall be responsible for the constructability of the final design. “D/B” Contractor shall coordinate the design of all mechanical, electrical, and plumbing work to avoid conflicts between the respective systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the city, the “D/B” Contractor shall not be relieved from responsibility for the workability and suitability of the design and all associated details.

Geotechnical Investigation and Foundation Design

“D/B” Contractor shall retain the services of a Geotechnical Engineer to perform an investigation of the site soils and determine required design criteria. The Geotechnical Engineer shall be a Professional Engineer licensed in the State of Illinois. Based on these soils’ investigations, the Geotechnical Engineer shall make recommendations on type and size of foundations for the complex.

Site Surveying and Grading

“D/B” Contractor shall retain the services of a Registered Land Surveyor licensed in the State of Illinois to prepare a topographic and utility map of the property to serve as the base for design drawings. The survey shall extend a minimum of 100 feet beyond limits of disturbance. Using the topographic information, a storm water management plan shall be developed to control runoff and minimize impact to neighboring properties.

Construction Administration Services

Objective - Administer all construction activities.

The “D/B” Contractor is responsible for Construction Administration Services:

- Provide all necessary personnel, resources, and sub-consultants to administer construction of the project
- Construction administration and documentation to include but not limited to:
 - Shop Drawings
 - Schedule Compliance
 - Contract Compliance
 - Regular Construction Meetings
 - Request for Information
 - Request for Change
 - Change Orders
 - Monthly Pay Requests
 - Operation and Maintenance Manuals
 - Test Results
 - Final Inspection and Punch List
 - Contract Closeout
 - Training
 - Startup and Commissioning
 - Final as Built plans and Documents

- Any other work considered normal for a project of this type and scope as required to meet the needs of city staff will be completed via a contract addendum or contract amendment

Construction Inspection Services or Resident Engineer

- The city will work with the selected firm to discuss options for inspection services and make a determination based on cost and benefit
- Provide a reasonable amount of on-site coordination and inspection to adequately protect the city's interests and to ensure that the facility is constructed in compliance with project's contract documents
- Inspector/engineer shall provide written site reports to city staff each time the inspector/engineer is on site
- Inspector/engineer shall witness and document startup and testing of the facility
- Any other work noted in this Request for Proposals and the project Scope of Work required to successfully complete construction, startup, and commissioning of the facility will be completed via a contract addendum or contact amendment

Monthly Progress Reports and Quality Control

Project progress reports shall be submitted by the first of every month. No payments will be released to the "D/B" Contractor without an acceptable monthly report. Each report shall detail progress made during the previous month, planned work for the coming month, and any issues to be resolved. All monthly reports shall include an updated project schedule and cost update. Quality control review meetings will be held with City Staff at 30%, 70% and at completion of each phase of the project.

Deliverables for both Phase 1 and Phase 2

- Electronic copies of all submittals.
- 30 Percent: 3 paper copies of project documents to City Staff for review.
- 70 Percent: 3 paper copies of project documents to City Staff for review.
- Submittal Draft: 6 paper copies to the City's review.
- Final Approved Documents: 6 complete paper copies of the documents to the city.
- Bidding Documents (complete plans and specifications) shall be submitted electronically on a thumb drive. All the Bidding Documents shall also be combined into a single PDF suitable for posting. Submittal format shall be coordinated with City Staff.

Project Team

The project team will include the selected firm and city staff. All significant project decisions shall be made in consultation and agreement with city staff as approved by the City Council.

Timing

The following is an anticipated schedule for the general construction project, including the RFP process. The City of Clinton reserves the right to modify any part of this schedule.

- Distribute RFP for "D/B" Contractor Services - April 3rd, 2024
- RFP Proposals Due - June 4th, 2024 by 12:00 pm
- Bid Opening – June 4th, 2024 at 12:05 p.m.

- Selected Firm –To be placed “On File” at the June 18th, 2024 City Council meeting
- Selected Firm – Approved at the July 2nd, 2024 City Council meeting

Proposal Content and Evaluation

Proposals submitted for this project are to follow the outline described below and shall address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the proposal. Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Please submit the following information in the order and format indicated below.

A. Cover Letter: (1 page maximum)

Provide a cover letter introducing your firm and proposal. The cover letter shall include a short narrative description of the project based on the Scope of Work presented. Include any issues that you believe will require special consideration for this project. Also identify any unique approaches for design or construction of this project. Discuss the strengths that your firm may have related to this project.

B. Company Overview: (2 page maximum)

Provide an overview of the company detailing the total number of professional staff, the history of the company, the ownership structure, and the office responsible for this project as a minimum.

C. Design Experience: (5 page maximum)

Provide five examples of the types of projects which you feel best represent your firm's experience with design and construction management and an owner as a team during the pre- construction and construction phases. Include project size and description and all other pertinent project facts. Only include those projects where there is significant involvement from individuals who will be part of the proposed project staff. Include the owner of the project as a reference for each of the referenced projects.

D. Related Project Experience (5 page maximum)

Provide a list of specific project experience with pertinent project information. Provide the name of the project manager for each similar project completed. Present the proposed budget and schedule for each project in comparison to the final cost and completion time. References should be provided for each project.

E. Personnel Assigned to Project (Project Team)

Provide the name of the project manager to be assigned this work along with a description of their experience and expertise. This person will be the main point of contact with the city and directly responsible for the project. List the names of other key

members of the project team, along with their experience and expertise. Provide resumes and references for the staff to be assigned to this Project.

If selected, the naming of personnel as listed above will be considered by the city to be the project team and will be expected to be assigned to the project for its duration.

These personnel are also expected to be readily available by email, telephone and in person.

F. Understanding of the Project (2 page maximum)

Provide a brief statement as to the firm's understanding of the project. Discuss the resources needed to achieve the work listed in the scope of services. Specifically, detail the employees, time and approach that will be required for each component of the project. Discuss the proposed planning, organization, and management tools to be used to control schedule and costs. Provide an estimated schedule for the project from award of the RFP to project closeout particularly as it adheres to or strays from the schedule given.

G. Management Approach: (4 page maximum)

Provide your approach to the management of the following critical Project parameters

- i. Building Information Modelling (BIM) Applications
- ii. Electronic and paper delivery of Plans and Specifications
- iii. Schedule
- iv. Quality Control
- v. Software
- vi. Partnering/Teamwork
- vii. Communications Management
- viii. Construction Phase administration

H. Insurance: (1 page maximum)

Insurer's must have a Best's Insurance Reports rating of at least "A" and a Financial Size Category of no less than "Class VI" and are authorized as an admitted insurance company in the State of Illinois, the city, its elected or appointed officials and employees shall be named as additional insureds on the General Liability and Umbrella policies. The minimum insurance requirement is as follows, subject to modification as a part of the Design/CM Contract:

- Commercial General Liability: General aggregate limit (other than Products-Completed Operations): \$2,000,000 per project
- Products- Completed Operations \$1,000,000 (aggregate) per project Personal and Advertising
- Injury \$1,000,000
- Each Occurrence Limit \$1,000,000
- Auto liability: Combined single limit per accident \$1,000,000
- Worker's Compensation Statutory limits
- Employer's Liability sufficient to meet underlying Umbrella Liability Insurance requirements Umbrella:
 - o Each occurrence \$2,000,000

- Aggregate \$4,000,000
- Professional Liability:
- Each occurrence \$1,000,000
- Aggregate \$2,000,000

All major consultants (e.g. structural, civil and mechanical) shall have the same types of insurance coverage and the same limits as the Design/Build (“D/B”)/CM, provided that such limits may be reduced upon prior written agreement of the city.

I. Consultants: (1 pages maximum)

Identify the engineering consultant for the geotechnical report and the surveyor for the survey, with a brief introduction to their experience and capabilities.

J. Exceptions

State any exceptions you have to the terms of this RFP, the requirements of the Response, Compensation Proposal, and the anticipated Design/CM Contract. If your response varies from the requirements of the RFP, clearly mark those differences. Your Response is a certification that you have thoroughly read the RFP and the anticipated form of Design/CM Contract and agree with their provisions, other than the exceptions noted in the Response.

K. Confidentiality

All proposals shall become the property of the City of Clinton once submitted. The City assumes no responsibility for any liability whatsoever in relation to its compliance with the Public Records Law.

L. Conflicts of Interest

Firms submitting a proposal in response to this RFP must disclose any actual, apparent, direct, or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for “D/B” Contractor and Construction Management Services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the proposal.

M. Signatures and Costs

The proposal shall be signed by an official authorized to bind the firm and shall expressly state the proposal is valid for a minimum of 120 days. The City of Clinton is not responsible for any costs incurred by the firm in preparing or submitting the proposal.

N. Fee Schedule

Fee quotations are to include the names, title, hourly rates, overhead factors, and any other details by which the project costs have been derived. Provide an estimate of hours needed to complete the tasks outlined in the Scope of Services.

O. Selection Process

City staff will review proposals and make a recommendation to the City Council for final approval.

An electronic copy of all proposals should also be emailed to the City Administrator (see contact information below) by the deadline noted earlier. All proposals will be reviewed based on the criteria listed.

Upon approval by the City Council, the selected firm shall provide a standard contract for the City Council and City Attorney to review. Upon review, the City of Clinton City Attorney may require modifications to contract. Once contract is mutually agreed upon, the City of Clinton Mayor will execute the contract with his signature. The city reserves the right to reject any or all proposals and to award a contract to the firm who, in the judgment of the city, will best serve the interests of the city.

P. Rejection of Proposals

The City of Clinton reserves the right to reject any and all of the responses received as a result of this RFP. The City of Clinton does not intend to award a contract solely based on responses to this RFP.

Q. Proposal Cost and Duration/Proprietary Information

The “D/B” Contractor and engineering firm must certify that the proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty (120) days from the date of the proposal opening. All materials submitted in response to the RFP will become the property of the city and part of the official public record. All restrictions on the use of data contained with a proposal and all confidential information must be clearly identified as “Confidential and Propriety Information.” Confidential and propriety information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Illinois Statute(s).

R. Point of Contact

All communication and questions regarding the project should be directed to:

Taylor Baxter – City Administrator
118 W. Washington Street
Clinton, Illinois 61727
Office: 217-935-6552
tbaxter@clintonillinois.com