

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **CONSTRUCTION MANAGEMENT SERVICES**

**Qualifications will be accepted until 5:00 pm on July 31, 2025.**

#### **Issuance**

Warren-Newport Public Library District (WNPLD), a unit of local government, is seeking statements of qualifications from construction management firms (CMs) for the planning and delivery of a comprehensive youth space renovation and adult area furniture upgrades to the existing Library building located at 224 North O'Plaine Road in Gurnee, Illinois. Prospective CMs must demonstrate previous experience working with local government agencies, preferably Libraries, but including education, healthcare, or related community organizations, at all phases of development.

#### **Project Background**

##### **Project Overview**

We're undertaking a comprehensive renovation of our youth areas (approximately 6,225 sq ft) and furniture upgrades throughout our adult spaces. The project budget is \$1.4M total, with \$1.015M allocated for the youth space renovation (construction and furniture) and \$384K for adult/teen area furniture upgrades.

##### **Key Project Components:**

- Complete renovation of youth areas including Open Youth Area and Interactive Learning Area
- New construction of "Middle School Wall" with full MEP integration
- Interactive play elements, furniture, and technology integration
- Extensive acoustic treatments and lighting upgrades
- Adult/teen area furniture reconfiguration

##### **Project Timeline:**

- Bidding: Early to mid-Fall
- Board award: October 21, 2025
- Construction start: Late October 2025
- Furniture lead times: 12-16 weeks

**Architect:** Engberg Anderson (Joe Huberty)

**Library Design Consultant:** ThirdWay Space (David Vinjamuri)

### **Operational Considerations**

This is an occupied building renovation requiring careful coordination to maintain library operations. We serve a busy community and need minimal disruption to our patrons and programs.

The selected CM will guide the project delivery working with WNPLD staff, Library Board, Engberg Anderson, and ThirdWay Space. The resulting collaboration will allow the Library to deliver a project that meets both the current and future needs of Library users.

### **Contact Information**

For further information regarding this RFQ, please submit your request in writing, via email, to: [rlivergood@wnpl.info](mailto:rlivergood@wnpl.info). Questions and responses will be posted to the Library's website for all interested parties to view. Do not contact the Library Board or Staff (other than directed above) regarding this RFQ. Contact with them could result in disqualification.

### **Scope of Services**

The selected CM will work in cooperation with the Library Board, Staff, and consultants over the course of the project. Expected services include site services, preconstruction services, construction services, and post-construction services.

### **Budget**

The CM will be selected based on which firm is most highly qualified to complete the job. Compensation negotiations will take place once the Library Board has selected a firm.

Overall budget estimate for the complete project is approximately \$1.4 million dollars.

### **Timeline**

- **RFQ issuance:** July 17, 2025
- **Proposals due:** July 31, 2025 by 5:00 pm
- **Review of proposals:** August 1, 2025
- **Anticipated selection of firm:** August 5, 2025

### **Selection Process**

Proposals will be evaluated and ranked by a committee consisting of the Executive Director, the Director of Operations, and the Architect, who will present recommendations to the Library Board. The Library Board reserves the right to reject any or all proposals, and to select a firm in the best interest of the Library at the sole discretion of the Library Board. A firm will be selected based on:

- The qualifications and experience of the personnel assigned to the project
- Demonstrated ability to perform services described
- Indication of the understanding of project scope and availability to perform all aspects of the project within the given timeline
- Relevant experience in projects of comparable size and complexity
- Experience with occupied building renovations, particularly libraries
- Ability to coordinate construction activities with ongoing library operations

The Library may, during the evaluation process, request additional information from any proposers.

All firms responding to the RFQ will be notified after the Library Board has completed the selection process.

### **RFQ Submission**

#### **Delivery Requirements**

Proposals should be submitted in 8.5" x 11" format. Respondents must furnish, at minimum, one (1) physical copy, and one (1) digital copy saved to a flash drive. Submissions must be received by the Library by 5:00 pm on July 31, 2025 to:

#### **Warren-Newport Public Library District**

**Attn: Ryan Livergood**

**224 North O'Plaine Road**

**Gurnee, IL 60031**

Faxed proposals will not be accepted. Email proposals must also be accompanied by the physical and digital proposals as outlined above.

#### **Format Requirements**

A physical document in 8.5" x 11" format including the following information:

#### **Letter of Interest**

A short letter of interest describing your qualifications and experience that addresses each of the following requirements:

- Firm name, address, and telephone number
- Primary contact(s) with email and telephone number and their respective qualifications
- Brief history of the firm including length of time in business
- Information about the availability of the firm to meet the desired timeframe of the library's project

### **Project Experience**

Please provide detailed responses to the following:

#### **Previous Experience:**

- Recent library projects completed, especially children's/youth spaces
- References from similar public sector clients (preferably other library districts)
- Experience with occupied building renovations
- Experience working with Engberg Anderson on library projects
- Experience working with ThirdWay Space on library projects

#### **Team & Approach:**

- Who would serve as your on-site project manager? What projects have they worked on with area libraries within the last 10 years?
- How do you coordinate construction activities with ongoing library operations?
- Your approach to minimizing noise, dust, and patron disruption
- Safety protocols for occupied buildings with children present

#### **Financial Structure:**

- CM fee structure (percentage of construction cost or fixed fee)
- How you handle general conditions costs
- Cost estimating process and change order procedures
- Preferred payment schedule

**Timeline & Process:**

- Anticipated construction duration for this scope
- Pre-construction services you provide and timeline
- How you coordinate with our architect during design development

**Logistics:**

- Material staging and storage approach during construction
- Preferred hours of operation
- Subcontractor vetting and selection process

**Administrative:**

- Current insurance coverage and bonding capacity
- Current workload and availability for our timeline
- Three recent references from similar projects

**Additional Requirements**

- Provide at least two examples of similar projects completed by assigned personnel
- Describe the firm's experience completing projects on time and within budget
- At least two professional references that we may contact

For additional facilities information, please contact Ryan Livergood at [rlivergood@wnpl.info](mailto:rlivergood@wnpl.info) or 847-244-5150 x3101.