



Request for Proposals
To Provide

**PROFESSIONAL PROGRAM/CONSTRUCTION
MANAGEMENT SERVICES**

The responses shall be addressed and returned to:
Joliet Junior College
Business Services
Attn: Judy Mitchell, Director Business & Auxiliary Services
1215 Houbolt Road, H-1019
Joliet, IL 60431

Responses must be received NO LATER THAN 3:00 PM JULY 10, 2008

Five copies of the proposal should be submitted. The outside of the package must clearly indicate "Program/Construction Management Services RFP" and the name of the Proposer. All proposals must be submitted in sealed packages. All bids and supporting documentation, unless otherwise noted, must be submitted to Joliet Junior College, Judy Mitchell, with a subject line of Professional Program/Construction Management Services. One (1) original and (4) four copies will be required. Proposals must be received no later than 3:00pm CDT on 7/10/08.

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(To be submitted for each member firm of the team being proposed)	

I. BACKGROUND AND GENERAL INFORMATION

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 21,578 credit and 16,278 non-credit students attending classes on its main campus, located within the city of Joliet, and its two extension campuses, located in Romeoville and downtown Joliet, as well as satellite sites throughout the District's seven counties, which include parts of Will, Grundy, Kankakee, Kendall, LaSalle, Livingston and Cook Counties. Over the past five years, Joliet Junior College has increased enrollment an average of 3.5% per year. The College employs approximately 220 full-time faculty members and just over 240 full-time support staff. Our total employee count is over 1,300, including all full and part-time faculty, staff and student workers. Joliet Junior College serves approximately 650,000 residents in a 1,442 square mile area. Total 2006 Equalized Assessed Valuation is \$17,792,972,785 and its fiscal year 2008 General Fund operating budget is \$61,122,500.

The College's vision, mission and strategic goals are as follows:

Vision

Joliet Junior College, the nation's first public community college, will be a leader in teaching and learning, and the first choice for postsecondary education.

Mission

Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

Strategic Goals

1. Improve student success with an emphasis on enrollment, retention, graduation, and transfer rates and effective teaching strategies and learning outcomes.
2. Increase institutional sustainability with an emphasis on obtaining necessary resources, state-of-the-art facilities, professional development, and environmental stewardship.
3. Increase and improve partnerships with organizations that support the college's mission.
4. Utilize technology strategically to advance teaching and learning, expand online and alternative delivery methods, and enable effective administrative and support services.
5. Improve the success of minority, underrepresented and underprepared student populations in addition to closing the gap between high school and college performance.
6. Develop programs that anticipate and respond to labor market demand.

To realize the strategic goals of the college, JJC embarked on a planning process that resulted in the 2008 – 2012 College Master Plan (www.jjc.edu/masterplan). The master plan is a comprehensive document that anticipates the completion of several new and renovated building

projects over the next two to five years to meet the needs of students and community members. The projects have been categorized into three phases which appear on the following page. The Program/Construction Management services being sought are for phase I projects only at this time. The master plan was completed with the assistance of Legat Architects who will serve as the architect for phase I projects. It is expected that design services for phase II and III projects will be chosen through the Illinois Community College Board Quality Based Selection (QBS) process in the spring of 2009. Program/Construction Management Services will also be determined at that time for Phase II & III.

1) Phase I

\$70 million of projects for which programming has begun (financing plan approved by the board and the debt issued will be supported by an increase in student fees). The Phase I projects and current projected construction budgets are as follows:

Campus Center	\$30,000,000
Greenhouse/Classrooms	\$1,500,000
Facility Services	\$3,500,000
Classroom Remodeling	\$3,660,000
J Building Remodeling	\$4,700,000
Temporary Building Demo	\$450,000
Parking lot reconfiguration	\$2,100,000
Inner ring road/service road	\$900,000
Sidewalks, paths, natural path	\$1,400,000
Landscaping	\$500,000
Signage	<u>\$900,000</u>
Total	\$49,610,000

2) Phase II (for information purposes only)

\$89 million of voter approved referendum projects to be presented to the voters at the November 4, 2008. These projects are as follows:

- a) Nursing/Allied Health facility construction
- b) Science expansion and laboratory renovation

- c) Culinary/Hospitality construction and renovation
- d) Automotive building expansion
- e) Site work

3) Phase III (for informational purposes only)

- a) In partnership with the YMCA, approximately \$30 million to construct a new fitness/physical education facility at Main Campus.
- b) Approximately \$15 million project to construct a Culinary/Hospitality building and renovate the current Renaissance Center in partnership with the city of Joliet and other private/public entities.

The purpose of this RFP is to select a qualified firm to provide professional program management/construction management (PM/CM) services for all phase I projects. All firms proposing on this program must be qualified to perform Program/Construction management services (PM/CM). A firm may propose either as a joint venture or independently.

PM/CMs will be rated by past experience and by the PM/CM's ability to manage projects that are completed on time and within the required construction budget. PM/CMs that have managed large projects with a history of schedule and budget overruns will not receive high qualification ratings to manage the projects for Joliet Junior College. Please see the selection criteria in section V (five).

Scope of Services Summary

This section describes the expected professional PM/CM services to be delivered by the Proposers. Although it is comprehensive, it is not all inclusive. If the Proposer identifies items not included in the scope of services, the Proposer shall notify JJC in writing. If JJC determines that the issue is valid, JJC will post an amendment available to all Proposers on the JJC website no later than July 7, 2008.

Form of Proposal

Proposers shall submit separate Technical and Fee Proposals as described in this RFP. Proposals shall be submitted to the address listed on the RFP cover sheet.

Five (5) copies of each of the Technical and Fee proposals shall be submitted in sealed envelopes. **PROPOSALS WILL NOT BE ACCEPTED ELECTRONICALLY. Both the Technical and Fee proposals must be received by July 10th, 3:00 p.m. to be considered a complete submission. Firms not providing complete sets of both the Technical and Fee proposals will not be evaluated or considered for selection.**

RFP Inquiries

All questions must be submitted in writing via email to Judy Mitchell, jmitchel@jjc.edu. Deadline for all questions will be June 27, 2008 at 3:00 pm. All responses, including amendments to this RFP, will be provided for every inquiry and posted on the JJC website by July 2, 2008 at 3:00 pm.

Pre-submittal Conference

A pre-submittal conference for any/all prospective bidders will be held to answer questions in person on June 26, 2008 at 2:00 pm. in Building J, Room 2026 (Board Room).

Attendance at the conference is NOT mandatory. All questions and answers will be provided along with other submitted inquiries by July 2, 2008 at 3:00 pm.

RFP Timeline (Central Daylight Savings Time)

1. RFP distribution date	June 17, 2008
2. Pre-proposal conference	June 26, 2008; 2:00 pm. Rm. J-2026
3. Questions due via email jmitchel@jjc.edu	June 27, 2008; 3:00 pm.
4. Addendum response	July 2, 2008; 10:00 am.
5. Proposal due	July 10, 2008; 3:00 pm. Rm. H1019
6. Proposals reviewed	July 14 thru 18, 2008
7. Presentations, if required	July 21 thru 23, 2008
8. Board recommendation	August 12, 2008

II. INSTRUCTIONS FOR SUBMITTING A TECHNICAL PROPOSAL

Proposers responding to the RFP shall thoroughly familiarize themselves with the RFP to ensure that their Proposals are responsive thereto. The Proposer's Technical Proposal shall include the following:

1. Cover letter
2. Organization structure and staffing
3. PM/CM approach to the project
4. Cost Estimating/Budgeting Controls
5. Scheduling
6. Project Challenges/Risks
7. Company Financial Statements
8. Project References
9. Current and anticipated workloads

All of the above items must be addressed in the Technical Proposal in the **same order as stated above**. Each Proposer's Technical Proposal will be evaluated based upon the Evaluation Criteria included in this package.

A more detailed description of the items to be addressed in the Technical Proposal is as follows.

Cover Letter

Proposer shall indicate their understanding of the role of the PM/CM. The Proposer must include a narrative as to why it is qualified to undertake this project based on past experience, depth of personnel, etc. Indicate all sub-consultants to be used on the project.

Organizational Structure and Staffing

Describe the organizational structure of the team being proposed and the roles and responsibilities of each project team member. Explain the purpose of the organizational structure, and indicate how the structure will be effective in ensuring projects are delivered on time and within the budget. Include a company address and description for each organization being proposed, and provide justification for selecting the sub-consultant team as well as the specific scope of work for each sub consultant.

Include an organizational chart for the proposed organizational structures. The organizational chart must include all of the key team members, their titles for this project and the firm they represent. For the purpose of this engagement, a "key team member" is as outlined in the scope of work.

Provide a resume for each key team member, including both project and work history. Provide three client references, including Client Organization, Client reference contact, reference title, phone number, project name, original project budget and final cost, team member's role on the project, and dates of the project.

PM/CM approach

Include the company's approach to providing PM/CM services. Describe the company's pre-construction services including constructability reviews, procurement support services, field oversight and quality management services, safety oversight, and building commissioning services.

Cost Estimating/Budgeting Controls

Describe the firm's experience and ability to perform detailed cost estimates, value engineering and budget controls during the pre-construction and construction phases of the project. Describe the cost estimating processes and the company's cost estimate documentation. Include a description of the firm's cost estimates for pre-construction and construction. Discuss types of cost estimating software, spreadsheets or cost data to be used to deliver cost estimates.

Scheduling

This section must include a description of the Proposer's ability to evaluate existing project construction schedules in order to reduce construction durations. Give a description of the PM/CM approach to construction scheduling. Include types of scheduling software to be

utilized, a description of cost and resource loading, and the utilization of the construction contractors' progress schedules. Describe the project team member's claims analysis experience and how you would mitigate claims on the Phase I projects.

Company Financial Statements

Provide 2 years of financial statements. Audited financial statements are preferred. If not available, then submit reviewed financial statements or compilations.

Project References

Submit at least three (3) references for program/projects of comparable size and complexity. Include the Client's name (agency or firm), a reference contact with phone number and title of that contact, a brief description of the program/project, the firm's role on the project, the project budget and final cost at completion, and the firm's fee for the project. References from Higher Education projects in the community college sector are preferred.

Current and Anticipated Workloads

Provide the firms current number of clients and projects under contract and any anticipated future contracts.

III. INSTRUCTIONS FOR SUBMITTING A FEE PROPOSAL

Proposers responding to the RFP shall complete and return a Fee Proposal which shall consist of the following:

- Fee Proposal Cover Sheet
- Total fixed fee proposal (Not to Exceed \$)
- Breakdown of fee by project
- Estimate of total hours
- Breakdown of hours by project
- Estimated reimbursable expenses at cost (Not to Exceed \$)
- Detailed staffing plan including hours projected by year and billable rates of each person proposed/assigned and rates for field inspection staff by title If salary rates are to be escalated based on each firm(s) individual merit increase policy, ensure that annual rates reflects escalation.
- Detailed listing of direct cost items.
- If a subconsultant will be used, please provide the same information as described above for each subconsultant.
- Insurance: copies of professional liability insurance certificates, and other related liability insurance, with limits of liability, must be included. Joliet Junior College shall be identified as additionally insured in the proposal.

All of the above items must be addressed in the Fee Proposal in the same order as stated above.

IV. SELECTION PROCEDURES

Upon receipt of all proposals, each Technical and Fee Proposal will be reviewed to determine responsiveness to the RFP. Non-responsive Technical and Fee Proposals will be rejected without evaluation. Responsive Technical and Fee Proposals will be evaluated by a Selection Committee ("Committee") established for this purpose. Such evaluation will be based upon the information provided by the Proposers. JJC will develop a short list of qualified Proposers utilizing the Technical and fee proposals. Short listed firms will be invited to make oral presentations or provide additional documentation and information as necessary. Following the interview process Proposers will receive a final technical ranking.

JJC staff shall start negotiating a contract with the highest-ranked Proposer(s). Should JJC staff be unable to negotiate satisfactorily with the highest-ranked Proposers, JJC staff shall terminate negotiations with the highest-ranked Proposer. JJC staff will then select additional Proposers in the order of their ranking and shall continue negotiations, until either an agreement is reached or the solicitation is terminated at the option of JJC.

The Committee shall recommend the most technically qualified Proposers at compensation which is determined to be fair and reasonable. If the recommendation is approved by the JJC Board of Trustees, the Business Services Office will notify the successful Proposers of the award and prepare and distribute the necessary documents for execution. The unsuccessful Proposers will be notified by letter after the awarding of the contract.

JJC has no obligation to make an award and reserves the right to waive any non-material defects, reject all Proposals for any reason, and terminate the selection process at any time.

V. EVALUATION CRITERIA

The selection committee will review all RFP submittals in accordance with the following criteria:

- 1) Technical competence and qualifications of the assigned personnel:
 - a) Qualification of personnel will be measured by the experience and education of the team members to provide the services being proposed. Specific experience in delivering education structures in higher education setting, utilizing a variety of different types of delivery methods, and meeting schedules and budgets in fast paced construction environments for programs/projects similar in size and complexity will be considered.
 - b) All team members shall have permanent residence in the Greater Chicago area for the duration of the project.

- 2) Technical competence and qualifications of the Proposer(s) to provide Program/Construction Management services as evidenced by:
 - a) The professional experience and qualifications of the Proposer in the satisfactory performance of Program/Construction Management services for higher education projects of comparable size and complexity.
 - b) The Proposer's historical record of delivering projects on time and within the required budget.

- c) The professional experience and qualifications of the Proposer where Proposer has performed Program/Construction Management services by coordinating multiple construction projects, emphasizing safety.
- d) The Proposer's project approach to delivering multiple projects, in a fast paced higher education environment.
- e) The Proposer's project approach to pre-construction, procurement, construction field oversight and coordination management.
- f) The quality of references from past or current clients, preferably in size and nature to the projects described herein.
- g) The Proposer's financial condition and existing obligations at the time of the RFP.
- h) The Proposer's ability to provide the required insurances.

3) Fee Proposal (as described in section III (three)).

4) Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following. The Committee will evaluate and score the proposals using the criteria and scoring specified in the following table:

Criteria	Maximum Score
1. Firm qualifications	10
2. Educational (Higher Education) facility program/construction management and assessment experience	15
3. Proposed staff/key personnel qualifications	25
4. Methodology and approach to required services (oral presentations may be required)	20
5. Quality of references for firm and key staff	10
6. Cost	20
Total Score	100

VI. EQUAL OPPORTUNITY

JJC is an Equal Opportunity Employer and demands no less of the companies with which it does business. For additional details, refer to JJC's Board Policy 8.4.1 (http://www.jjc.edu/campus_info/board_of_trustees/BoardPolicies/index.asp).

VII. LIABILITY OF SUBCONTRACTORS

Any subcontractor of the Proposer shall have the same responsibilities and obligations as the Proposer to comply with the provisions of this section and shall be subject to the same penalties for failure to comply as set forth below.

VIII. PENALTIES FOR FAILURE TO COMPLY

1. All elements of this RFP will be included in a contract with the successful proposer. It is hereby agreed that failure to comply and demonstrate a good faith effort to comply with the foregoing requirements shall constitute a substantial breach of the contract.
2. In the event that JJC determines, after investigation, that the Proposer or subcontractor has failed to comply with any provision of this Section and to demonstrate a good faith effort to comply, JJC may in its sole discretion invoke the termination provisions of the contract or move to disqualify, suspend, or debar the Proposer or subcontractor.
3. Proposer or subcontractor, as the case may be, shall be given written notice of any determination of non-compliance and opportunity to achieve compliance within a time period to be specified in the notice.
4. In the event JJC, after a hearing, determines to terminate the contract, entered into under this contract, for non-compliance with and failure to demonstrate a good faith effort to comply with the requirements of this Section, all obligation on JJC's part to perform this contract shall cease except for the obligation to pay the Proposer the sums due.

IX. SCOPE OF SERVICES

JJC will engage the services of Program/Construction Manager to provide pre-construction services, procurement support, construction phase coordination and field oversight, safety monitoring, schedule and cost tracking and reporting and building commissioning. The PM/CM services and specific deliverables required for this project are detailed in this section.

1. Pre-Construction

Pre-construction services include:

Perform and prepare detailed constructability review dependent on construction cost estimates at completion of design development, 50% and 90% construction document; performing a reconciliation with designer's cost estimates.

- Review and provide a final cost estimate at 100% CD's, performing a reconciliation with the Designer's cost estimate.
- Support Design Consultant efforts in obtaining required JJC approvals.
- Determine required permits and create a required permits log to track permit approval process with the contractor upon award.
- Develop project specific front end construction specifications.
- Participate in meetings with the designers as programming requirements are developed as necessary.

During pre-construction the PM/CM has the following deliverables:

1. For each project, a detailed cost estimate of the A/E schematic design (SD) drawings and outline specifications and a reconciliation of this estimate to the designers independent cost estimate.

2. For each project, a detailed cost estimate of the A/E design development (DD) drawings and outline specifications, and a reconciliation of this estimate to the designers independent cost estimate.
3. For each project, a value engineering analysis (scope to budget analysis) of the A/E DD drawings and outline specifications.
4. For each project, a detailed cost estimate of the A/E construction document (CD) drawings, and a reconciliation of this estimate to the designers independent cost estimate.
5. For each project, a constructability review of the CD drawings.
6. For each project, a construction schedule of the project for the CD drawings.
7. For each project, a permit analysis (including a listing of all required City, State and Federal permits) prior to completion of DD drawings.
8. A Master Program Schedule for the entire portfolio of projects to be undertaken within the scope of the PM/CM's contract.

2. Procurement Support Services

The PM/CM supports JJC during bidding and procurement. The PM/CM is responsible for recommending the prime contractor bid packaging structure and developing the required front-end documentation to support the recommended structure. PM/CM responsibilities during bidding and procurement include:

- Attend Pre-bid meetings
- Collect, coordinate, and prepare responses to bidders questions, as directed by Procurement Services
- Prepare for Procurement Services review and approval, all necessary addendum(s).
- Prepare the bid analysis.
- Verify construction scope and schedule with the apparent low bidder(s).
- Prepare written documentation recommending the construction contractors. Recommendations must be based on public procurement regulations.
- Prepare cost estimates and other project justification.
- Enter all data, correspondences, and recommendations into Database.

3. Construction Phase Coordination and Field Oversight

The PM/CM is responsible for providing the college community with continuous construction updates. The Program/Construction manager is responsible for ensuring consistent and reliable communication with the JJC staff. This is accomplished by establishing weekly, or as required, update meetings with the JJC designee. The PM/CM will be required to have a project technical staff available 24hrs, 7 days a week to respond to emergencies. The PM/CM is responsible for leading all pre-construction and individual weekly project construction meetings.

The PM/CM must always prepare an agenda for meetings and record meeting minutes to be distributed to the attendees. All agendas and meeting minutes are to be entered, tracked and monitored for record.

The PM/CM has authority over all contractors working on the site. The PM/CM is to ensure the work of all contracts at JJC is properly coordinated, carefully monitored and tracked in order to minimize conflicts and duplications in work and ensure the most efficient, timely construction progress.

The PM/CM is to ensure the work of each contractor and/or multiple contractors is properly coordinated throughout the term of each contract through the development of coordination drawings, conducting coordination meetings and being vigilant as the work proceeds. This coordination effort must also extend to any JJC furnished items/equipment that has a significant interface with the individual contract work scopes. Further, the PM/CM, in conjunction with the respective contractor(s) is required to serve as liaison with any utilities or agencies during the construction period. Appropriate PM/CM staff shall be allocated.

The PM/CM and staff must provide daily logs for all PM/CM personnel documenting the work progress confirming equipment, materials installed, events and issues arising on site, significant events, major progress issues, logistics concerns and interface items. The construction contractor must also submit daily logs to the construction manager. The PM/CM daily logs must be entered into the data base system daily. The contractor's daily logs must be kept on file.

The PM/CM is responsible for managing and coordinating the flow of information between the A/E and contractor and reporting the information to JJC. All contractor letters, RFI's, submittals, change order proposals and requests are to be directed to the Program/Construction manager and entered into the data base.

The PM/CM shall provide a monthly report including a full schedule update, progress narrative, comprehensive cost report indicating amounts paid against contract, pending items, executed change orders and completion forecasts for each contract. The report shall also contain an executive summary with consolidated costs and schedule information.

The PM/CM shall maintain a master schedule for all projects being managed by the PM/CM. For those contractors where the contract value is significant enough to warrant sufficient scheduling staff, the contractor is to submit a field construction schedule to the Program/Construction manager for review. The schedule must be resource loaded (staffing) in order for the construction manager to ensure the contractor is staffing the project as planned for the successful and timely completion of the work. The PM/CM must ascertain that all project milestones and key dates are maintained and, that the proper level of detail and appropriate activity durations are provided as well as properly linked. The contractor's schedule is regularly uploaded into the PM/CM master schedule.

Upon acceptance of the contractor's schedule of values (SOV), the SOV costs shall be loaded into the construction schedule on a summary basis.

The PM/CM is responsible for providing a staging, phasing and construction logistics plan. Some work areas are constricted sites, where the building footprint is in close proximity to adjacent structures and with little to no lay down area. The PM/CM will be responsible for

developing site logistics, staging and phasing plans for all work under the management of the PM/CM.

Projects may require a graphic schedule, depicting specific work items and indicating classroom locations to be affected on a daily basis. The PC/CM is to ensure the graphic schedule is developed and submitted regularly to JJC.

The PM/CM is responsible for ensuring all construction contract work is completed with a minimal number of change orders and additional cost. The PM/CM must closely monitor RFI's to ensure that inappropriate or incorrect clarifications do not automatically become requests for additional funding as well as review the A/E responses to ensure that errors or omissions have not been corrected in the process. The PM/CM must be well versed in the design, the construction scope of work and the technical details, and be able to determine whether issues are included in the contract documents or whether issues may be outside the contract scope. The PM/CM must coordinate the resolution of all technical issues with the least cost and time impact to the project.

The contractor is to submit a SOV for review by the PM/CM prior to loading the SOV into the construction progress schedule and prior to submitting a payment application. Before a Payment application is accepted by the PM/CM and forwarded to JJC, the contractor must submit a pencil copy of the payment request to the field construction staff. Once the pencil copy is approved by the PM/CM, the contractor or PM/CM must enter the formal payment request and the contractor must submit a hard copy with required payment attachments, i.e. payment checklist, certified payrolls, monthly release of liens, payment certifications and M/W/BE requirements. The PM/CM is to review the payment request and ensure all data is recorded and payment attachments are included. The payment request is then signed and approved by the PM/CM and forwarded to JJC. If the payment request is not to be approved by the PM/CM, the PM/CM must return the payment request with an explanation, to the contractor within 7 days of receipt of the payment request in the PM/CM office. The PM/CM must take special steps to ensure a timely payment request processing.

All contract costs and payments are carefully input and tracked. Payment requests must be time/date stamped upon receipt and recorded.

The PM/CM must track and print reports regularly to ensure data is entered properly into the data base. The PM/CM is ultimately responsible for quality and consistency of the data being entered into the database.

Construction Phase Coordination – Quality Management

All PM/CM management personnel must go through a JJC PM/CM orientation prior to working on any JJC project. The orientation includes the JJC operation procedures, Health & Safety procedures, quality assurance/ quality control, and project controls procedures.

The PM/CM is responsible for ensuring the quality of work being installed by the construction contractor by providing field oversight and site inspections. The contractor is ultimately

responsible for quality through implementation of the contractor's approved Quality Control plan.

Construction Phase Coordination – Safety Oversight

The construction contractor is ultimately responsible for safety on the job site. JJC has a Health & Safety program that must be incorporated into the contractor's safety program. The contractor must submit the contractor's company safety program manual as well as the contractor's site specific safety plan including specific designation of the project safety officer/representative, tailored to the work to be performed under the specific project. The PM/CM is to review the contractor's site specific safety plan prior to commencement of work to gain an understanding of the plan and to ensure the plan conforms to JJC requirements.

While the PM/CM is not directly responsible for job-site safety, all PM/CM personnel are responsible for completing OSHA training prior to working on any construction management program. The Program/Construction manager is to ensure that all personnel are able to adhere to the JJC Health & Safety procedures in accordance with the JJC Safety Guidelines. All PM/CM staff must be properly trained and informed in the procedures. All PM/CM field construction personnel must be able to provide notification to the contractor if safety non-conformances are witnessed by the PM/CM staff. All work permits and field construction safety forms as required by the JJC Health & Safety Program Guidelines, must be filled out by the contractor and strictly monitored by the PM/CM.

The PM/CM must ensure all construction personnel receive background checks, required screening, safety orientations and identification badges prior to starting work on any project site.

Construction Phase Coordination - Site Management and Logistics

The PM/CM establishes the location of trailers on the JJC site, ensures all permits and approvals are obtained by the contractor, directs all lay down and equipment storage locations, reviews contractor delivery/access routes, ensures contractors work hours are acceptable to the school district, validates that work is being installed according to contract documents, ensures safety/general hygiene procedures are being followed, proactively monitors quality, stops work when work does not meet standards of quality and safety, maintains daily communication with the contractor, and establishes process hold points to ascertain that work is not covered by a subsequent operation until found to be acceptable.

Construction Phase Coordination – HAZMAT

The PM/CM must ensure the contractor submits and well understands the process for handling hazardous materials removal if encountered during construction. The PM/CM must ensure that the contractor is prepared for the possibility of uncovering hazardous materials during demolition. If the contractor uncovers materials suspected to be hazardous, work must stop immediately in the area where the suspected material is uncovered (the contractor may continue to work in other areas), the PM/CM contacted (and supported in writing) and a licensed, qualified Industrial Hygienist contacted to test the suspected material. If the material is tested to

be positive, then a licensed abatement contractor must remove the material. After the material is removed and the Industrial Hygienist approves the site, demolition and construction in the area can resume.

Specific PM/CM responsibilities during construction include:

- Conduct Pre-Construction meetings: Once the contractor receives a written Notice to Proceed from JJC, the Program/Construction manager is responsible for immediately scheduling a pre-construction meeting with the contractor and JJC. The pre-construction meeting is to serve as the platform for informing the contractor on how to do business with JJC and the PM/CM while working on the projects. The Program/Construction manager must discuss:

Project management procedures

Safety procedures

Community Relations
 Drug/Alcohol Screening
 EEO participation
 Quality Control
 Trailer set-up
 Equipment storage
 JJC and PM/CM oversight processes
 Payment request procedures
 Processes for shop drawing/submittals
 Change order requests
 Communication/correspondence
 Building Commissioning
 Closeout procedures
 Payment to school personnel for extended hours
 Progressive development/submission/review/availability of As-Built Drawings,
 Owner Controlled Insurance Programs, if applicable
 Hazardous materials management, abatement & remediation

Days/hours of operation
 Background checks
 RFI's
 SDP purchased FF& E,
 Lay down areas
 Owner supplied equipment/materials
 Scheduling Requirements,
 Schedule of values
 Submission of contractor daily logs
 Requests for time extension
 Coordination and Progress Meetings
 Punch lists

- The PM/CM shall develop and maintain a baseline master program schedule for all projects being managed by the PM/CM, and report progress against the baseline on a monthly basis.
- For all construction contracts, the PM/CM will be responsible for reviewing Contractor's monthly progress schedules and rolling the contractors' schedule up into the PM/CM master schedule. The PM/CM shall load cost information (from contractor's schedule of values) into the PM/CM master schedule.
- Monitor construction progress by evaluating contractors monthly progress schedule submittals, reporting on schedule progress, evaluating any delay claims, working with the contractor to develop schedule recovery activities when necessary. Update Project Master Schedule at least monthly.
- Prepare project cost reports on a monthly basis, including change management and estimated cost to complete.
- Review contractors' 2 week look-ahead construction schedules.

- Maintain daily construction logs.
- Monitor and document Change Management process (including RFI 's, Design Bulletins, Field Instructions, Requests for Change, Change Orders and Construction Change Directives).
- Monitor and document the contractor submittal process. Ensure that submittals are in accordance with submittal requirements prior to transmittal to Design Consultant.
- Develop Quality Assurance plans.
- Monitor and inspect contractor's work and ensure that Contractor's are performing work in accordance with CD's. Issue Non-compliance reports, monitor corrective actions.
- Maintain project Quality Control logs.
- Ensure that Contractor's are coordinating work. Review coordination drawings prepared by Contractors. Conduct weekly coordination meetings with contractors.
- Conduct weekly Construction Progress meetings with JJC staff representative(s), Contractors, the Design Consultant.
- Coordinate overall site logistics with JJC representatives.
- Inform JJC and school staff representative of construction progress. Inform JJC representative when potentially disruptive work will be performed, and facilitate cooperation between Contractors and the school in order to minimize disruptions.
- Record daily logs (by each inspector and superintendent). Provide weekly construction updates and monthly construction progress reports to JJC.
- Provide JJC staff with project updates as necessary to support internal and external meetings.
- Ensure that Contractors are providing adequate site security.
- Approve and recommend contractor safety plans for each project. Ensure that Contractors are working in accordance with their approved Safety Plan. Provide Safety Officers to conduct audits and monitor construction safety. Issue Non-compliance reports or stop work notices (where required), monitor corrective actions. Maintain NCR log.
- Provide coordination of hazardous materials abatement when encountered during the renovation and/or demolition process.

4. Close-out and Commissioning

The PM/CM shall provide a commissioning officer responsible for managing, providing quality assurance oversight, and coordinating closeout and commissioning activities for the projects under the PM/CM's management.

Commissioning includes:

- Understanding equipment and facilities design details and specifically ensuring throughout the construction phase that all equipment is installed according to plans and specifications.
- The commissioning officer shall complete a commissioning check list included in the NE specifications that outlines commissioning requirements for each building during construction.
- Ensuring the contractors follow appropriate start-up and commissioning procedures.
- Managing and facilitating operations and maintenance meetings and training sessions.
- Ensuring an electronic database is developed and maintained that details building equipment, and other facilities information.

- Collecting and ensuring all operations and maintenance closeout items are promptly submitted by the contractor.
- Ensuring closeout items meet the requirements of the NE specifications.
- The commissioning officer shall be prepared to ensure all LEED building commissioning requirements are properly followed.
- Manage and facilitate the implementation of all commissioning processes and guidelines throughout the duration of the project.
- Ensure all equipment and facility inventory information is input into the JJC facilities inventory database.
- Ensure that work by other JJC departments is coordinated with Contractors
- Ensure that Contractors are maintaining progressive as-builts. Review final as-builts.
- Verify Contractor's punch-lists. Ensure punchlists are recorded. Conduct substantial completion inspections with JJC and Designer. Issue Notices of Substantial Completion. Conduct final inspections with JJC representative.
- Coordinate between JJC representative and Contractors for training sessions.
- Attend Turnover meeting with Owner and Contractors.
- Compile and deliver to JJC final project record archives.

X. PROJECT SCHEDULE

Program/Construction management services will be desired for the programming, duration of pre-construction, construction and closeout. Program/Construction managers will create a Master Program schedule. The MPS shall include pre-construction, construction and post-construction tasks for each project, in accordance with an agreed-upon Work Breakdown Structure. The tasks are listed as follows:

Tentative Project Schedule

Task Description

Duration

1. Pre-Construction Phase

- A. Design Development
- B. 50% Construction Docs
- C. 90% Construction Docs
- D. Final Review

To be developed on a per project basis

2. Construction Phase

3. Post-Construction Phase

New Campus Center Preliminary Project Schedule

Complete Site Visits and Program Definition Phase.....	May/June 2008
Schematic Design Phase.....	June/July 2008
Design Development Phase.....	August/September 2008
Construction Documents Phase.....	September thru December 2009
Bidding & Negotiations Phase.....	January 2009
Contract Award & Construction Mobilization.....	February 2009
Construction Administration Phase begins.....	March 2009
Building Enclosure.....	November 2009
Building Occupancy.....	July 2010

Greenhouse/Classroom Facility

Preliminary Project Schedule

Program Definition Phase.....	June 2008
Schematic Design Phase.....	June 2008
Design Development Phase.....	July 2008
Construction Documents Phase.....	July/August 2008
Bidding Phase.....	September 2008
Construction Phase	
Foundations, Utilities & Greenhouse.....	October thru December 2008
Project Balance.....	January thru March 2009

New Facility Services Building

Preliminary Project Schedule

Program Definition Phase.....	June 2008
Schematic Design Phase.....	June/July 2008
Design Development Phase.....	July/August 2008
Begin Construction Documents Phase.....	August 2008
Bidding/Contract Award for "Foundations & Utilities"	September 2008
Construction Phase for "Foundations & Utilities"	October/November 2008
Complete Construction Documents Phase for "Project Balance"	October 2008
Bidding Phase for "Project Balance"	November 2008
Construction Phase for "Project Balance"	December 2008 thru July 2009

Classroom Remodeling

Preliminary Project Schedule

Schematic Design Phase.....	October/November 2008
Design Development Phase.....	November/December 2008
Construction Documents Phase.....	December 2008/January 2009
Bidding Phase/Contract Award.....	February/March 2009
Construction Phase.....	April thru August 2009

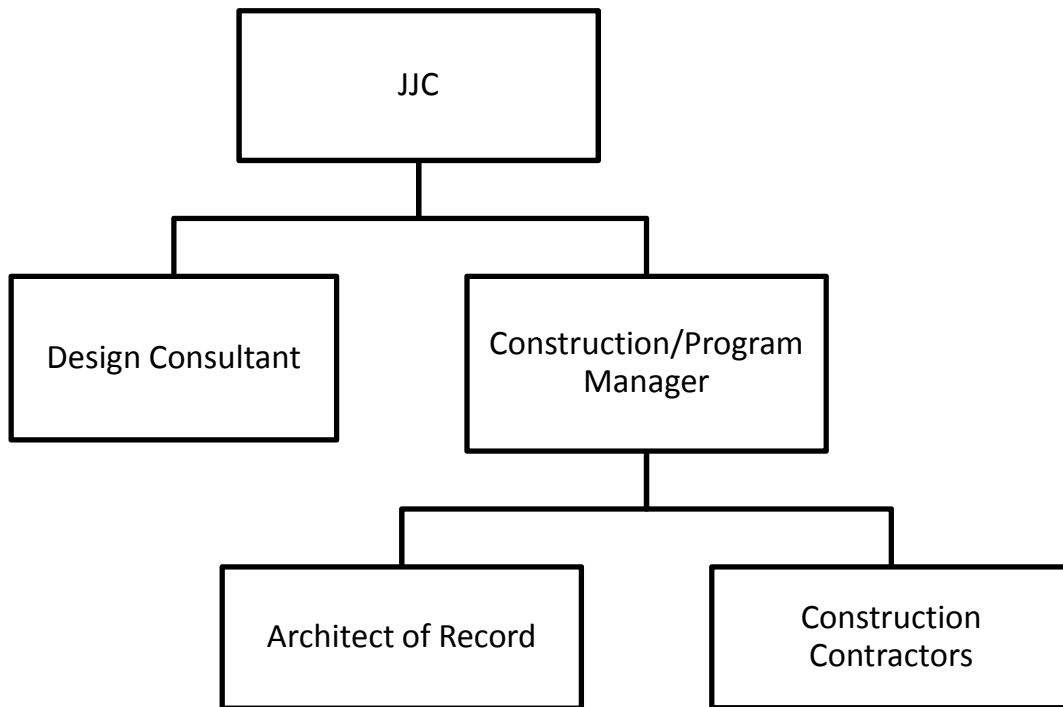
Preliminary Project Schedule (To be determined)

Building J Renovations
 Parking Lot Reconfiguration

Inner Ring Road/Service Road
Temporary Building Demolition & Site Restoration
Sidewalks, Paths, Natural Areas Path, Porches
Landscaping
Signage

XIII. PROGRAM/CONSTRUCTION MANAGEMENT TEAM ORGANIZATION

The Program/Construction Management team will report to the JJC representative. The JJC rep will directly supervise the work of the Program/Construction managers and design professionals. The Program/Construction manager will directly supervise the work of all contractors. All contract agreements are with JJC.



Joliet Junior College

Construction Management Request for Proposals

Exhibit A

Disclosure of Ownership for Professional and Consulting Services

EXHIBIT "A"
DISCLOSURE OF OWNERSHIP
FOR PROFESSIONAL AND CONSULTING SERVICES

All businesses submitting proposals are required to complete the appropriate portion of this form. If more space is needed, attach additional pages. In submitting its proposal, of which this Disclosure of Ownership form is a part, the business certifies that the information submitted in this Disclosure of Ownership form is correct as of the date of the submittal of the proposal.

1. If the business is a corporation, check here _____ and complete the following:

If the shares of the Corporation are not listed on the New York Stock Exchange or any regional exchange, list the names of each person who possesses either normal or beneficial ownership of 5% or more of the Corporation's stock (listed below). If none, type or print "none" in space below.

Is the corporation listed on the New York Stock Exchange? _____ yes _____ no

If the Corporation is listed on an exchange other than the NYSE, list the name of the exchange. _____

NAME	% INTEREST
------	------------

2. If the business is a partnership, check here _____ and complete the following:

The name of each general, limited or individual partner entitled to receive 5% or more of the profit derived from partnership activities (list below). If non, type or print "none" in space below.

NAME	% INTEREST
------	------------

3. If the business is a sole proprietorship, check here _____ and complete the following:

The name of each person other than the owner entitled to receive 5% or more of the profits derived from the activities of the business (list below). If none, type or print "none" in space below.

NAME	% INTEREST
------	------------

This form is completed and certified as accurate by:

Signature

Title

Date

Exhibit B

Certification of Contract/Bidder

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Attn: Judy Mitchell
Director of Business & Auxiliary Services, H-1019
1215 Houbolt Road
Joliet IL 60431