

REQUEST FOR QUALIFICATIONS FOR

ON CALL: PROJECT MANAGEMENT SERVICES

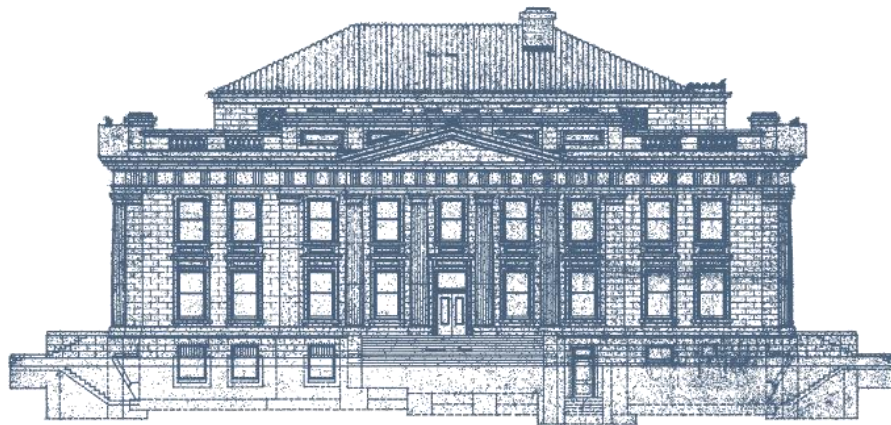
FOR THE

JACKSON COUNTY, ILLINOIS

1001 WALNUT STREET

MURPHYSBORO, IL 62966

January 22, 2025



Jackson County
ILLINOIS

LEGAL NOTICE
REQUEST FOR QUALIFICATIONS (RFQ) FOR
ON CALL: PROJECT MANAGEMENT SERVICES

Responses will be accepted until 2pm local time on February 5, 2025.

Request for Qualifications may be obtained by visiting the County website at <https://www.jacksoncounty-il.gov/>.

The County is soliciting qualifications from firms to provide comprehensive on-call Project Management Services for 4 years (with the option to extend each subsequent year not to exceed a total of 12 years).

All questions or comments regarding this solicitation package must be submitted to Jennifer Huson, County Administrator, via email at Jennifer.Huson@jacksoncounty-il.gov.

Qualified firms are required to submit their response in accordance with the solicitation requirements. Three (3) printed copies of your qualifications and one electronic copy (Adobe PDF) must be submitted.

After review of the submitted responses, the County reserves the right to waive any irregularities, technicalities, and other nonmaterial variances contained in any response and to reject all responses. The County further reserves the right to engage in further discussions and contract negotiations with any entity or entities that have submitted a response deemed to be qualified by the County.

Introduction

The County of Jackson, Illinois (hereinafter Owner) is soliciting qualifications from firms capable of providing Project Management Services on an on-call basis. The Consultant (herein after Project Manager) will oversee the planning, design, and construction of ongoing and future Capital Improvement Projects within the County.

The selected Project Manager will enter into a master agreement with the ability to perform all of the services defined herein and with predetermined hourly rates negotiated post-selection. Once under contract, the Project Manager will be issued individual Task Orders and scope of work for each project. The Project Manager will be requested to provide a staffing plan and total fee prior to starting on any given task order.

The selected Project Manager shall not be permitted to contract for, bid on or perform any of the actual construction on the construction projects, nor shall any construction firm controlled or partially owned by the Project Manager be allowed to contract for, bid on, or perform work on the project. The actual construction work on the project shall be awarded through competitive bidding as required by Illinois Law.

Scope of Services & Deliverables

The Project Manager shall have the ability to perform project management services on an “as-needed” basis to facilitate the design and construction of capital improvement projects put forth by the County. Services may include those identified on Exhibit A and as further defined below:

Detailed Estimating: The Project Manager shall prepare detailed, quantity-based, labor and material estimates for each Capital Improvement Project assigned to the Project Manager.

Detailed Scheduling and Logistics Planning: Many County projects may include complex renovations and/or work in active facilities. As such the Project Manager shall be prepared and have the ability to generate detailed schedules, phasing plans, site logistic plans and operational impact plans on Projects assigned to them.

Contractor Management: Many projects may have a phased schedule or scope of work that limits the benefit of bidding the work in a single package to General Contractors (GC). As such the Project Manager shall have the ability to provide the required home office support and onsite coordination of multiple contractors (contracted directly by the County). The Project Manager may be asked, on occasion, to perform the management role often provided by a General Contractor if in the best interest of the County.

Submission Requirements

Responses must be organized according to the sections listed below. Responses should be of sufficient length and detail to demonstrate the proposer has a thorough understanding of the skills necessary to deliver the services requested.

1. General Information

Provide a company profile including principal areas of expertise and experience providing Project Management Services to Publicly Funded entities. Responses must also include the following information:

- Date, state and type of business organization (close, general, or S corporation; LLC or PLLC; sole proprietorship).
- Federal and state tax ID numbers.
- Names of Owners, Principals and/or Officers.
- The name, title, e-mail address, mailing address, fax and telephone number of the officer authorized to represent the consultant in any correspondence, negotiations and sign any contract that may result.
- The project manager's name, title, e-mail address, mailing address, fax and telephone number.

2. Project Understanding & Approach

Identify if your firm has the ability to perform the services defined herein, your approach to doing so and if any third-party consultants are required to complete the services.

3. Staffing Proposal and Staff Experience

Provide a staffing proposal that includes an organizational chart of the proposed team and résumés of key personnel. Responses must include the following information:

- The firm must provide a single point of contact for any and all task orders issued over the four-year duration.
- Key personnel's resumes including name, title, education, experience, references, professional affiliations, certifications, licenses, and registrations. Clearly define projects managed by those individuals in the role of a Project Manager (not Architect, Engineer, Contractor, or any other role on the project other than independent third-party Project Management). Clearly define projects managed by those individuals that are similar to our project type in the scope of work and purpose. Only include resumes for individuals that will be actively engaged in the project.
- Though the County may not seek Leadership in Energy and Environmental Design (LEED) Certification on any projects, the County would like the Project Management to have LEED Accredited professionals on staff. As such, please identify a member of your project team that is a LEED Accredited Professional.
- Identify any external sub-consultants and describe their roles and responsibilities with the Project Team.
- Describe the firm's contingency plan to respond with appropriate backup staff in the case of death, disability, illness or separation.

4. Similar Project Experience

Please provide a chronological list of all projects completed by your firm in the role of Project Manager, Owner's Representative or Construction Manager – Advisor for a Public Agency and only in the last five years. Inclusion of project references not completed in the last five years or that were completed by your firm while acting as the Architect, Design Consultant, Engineer, Construction Manager – At Risk, Design-Builder and/or Contractor (or any other role that is not Project Management and/or Construction Manager – Advisor) may not be considered.

Do not include any projects completed by a subsidiary or affiliate company.

For each project listed, provide the Agency name, a brief description of the project, date completed, constructed value.

5. References

For each project listed provide an owner reference including name, title, phone number and e-mail address. Provide reference letters if received.

Inquiries

All inquiries are relative to the conditions and specifications listed herein as well as clarification of any information contained in the RFQ must be made to Jennifer.Huson@jacksoncounty-il.gov. Contact with any County Board members, County staff or County representatives other than the one listed above may be grounds for rejection.

General Terms

1. Nothing contained here will create any contractual relationship between the Owner and the firm submitting a response. Statements contained in the response of the successful firm may become part of the agreement for services.
2. Information received from each firm will become the property of the Owner. Information submitted by the firm cannot be considered confidential unless specifically identified as such by the firm.
3. Owner receives the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.
4. The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.
5. The Owner reserves the right to accept or reject any or all Responses, waive any irregularities, and award the contract to any firm the County Board selects.
6. The Owner is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for Project Management services.

7. Provide the name, address, telephone number, and e-mail address of the firm responding to this Request for Qualification. Please designate a single representative or prime contact through whom the Owner may communicate at the firm.

8. Master Agreement. The County intends on entering into a master agreement to provide project management services with the firm it deems most qualified. This master agreement shall be used in conjunction with a service order to be issued by the County for each individual construction project. At a minimum, the terms of the master agreement shall include an indemnification provision in favor of the County and the selected Project Manager shall be required to procure and maintain insurance coverages during the term of the agreement in the types and amounts set forth below.

9. The master agreement shall provide an indemnification provision that reads similar to the following: Project Manager agrees to indemnify and defend and hold harmless the Owner, together with its employees, agents, architects and engineers, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Project Manager, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of this Contract. Project Manager's indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.

10. The Project Manager shall be required to purchase and maintain insurance coverages in the types and amounts during the term of the agreement as set forth below:

- A. Commercial General Liability
 - 1. General Aggregate \$2,000,000.00
 - 2. Each Occurrence \$1,000,000.00
- B. Automobile Liability
 - 1. Combined Single Limit \$1,000,000.00
- C. Umbrella Liability
 - 1. Each Occurrence \$3,000,000.00
 - 2. Aggregate \$3,000,000.00
- D. Professional Liability \$3,000,000.00
- E. Workers Compensation (required statutory amounts) and Employers Liability (\$1,000,000 Each Accident)

The Project Manager must provide a Certificate of Insurance and Endorsement satisfactory to the County and naming the County as additional insured. This certificate shall remain in force for the length of the contract and extensions.

All insurance policies shall be primary policies. The policies shall provide that the insurance companies shall notify the Owner at least thirty (30) days in advance of the effective date of any modification or termination of the policy. The Project Manager shall provide the Owner, prior to execution of this Agreement and upon its request from time to time, a certificate or certificates of insurance evidencing the coverage above issued by insurance companies authorized to conduct business under the laws of the State of Illinois.

END OF REQUEST FOR QUALIFICATIONS